CONFIDENTIAL

P.S.C. Form 1

**Recommendation for Filling a Vacant Junior Post**

(Salary Scales other than A, B, C, (E) or (T) 3-7, M and N 5-8. Temporary posts with initial salaries of more than Le1,155 and less than Le 1,670.00 per annum.)

**PART I**

To: THE ESTABLISHMENT SECRETARY,

1. I report the following vacancy/ies

Post………………………………….Head………………………………….Item………………………..Scale………………………………

|  |  |  |
| --- | --- | --- |
| **No. of vacancies** | **With effect from** | **Reason for Vacancy** |
|  |  |  |

1. I recommend that the vacancy/ies be filled by
2. Advertisement…………………………………………………………………………………………………………………………
3. Appointment of the person(s) named overleaf.

(If recommendation is that vacancy/ies should be filled otherwise than by advertisement, reasons must be given in full on the back of this form or on a separate sheet.)

1. I attach a draft advertisement (delete if not applicable.)

Signed………………………………………….

Officer………………………………………….

Date…………………………………………………….

Department File…………………………………..

**PART II**

TO: THE SECRETARY, PUBLIC SERVICE COMMISSION

1. The particulars in paragraph 1 are correct;
2. These are-------------- to the vacancy/ies being filled with effect from……………………………………..
3. I attach a copy of the draft advertisement for your records. (Any observations should be attached)

Signed………………………………………….

Establishment Secretary

Date…………………………………………….

E.S.O. File…………………………………….

Particulars of Person(s) recommended in paragraph 2 (b) overleaf:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Date of first  Appointment | Date of present  Appointment and Rank | Salary and Salary Scales | Incremental  Date | Date of  Birth | Effective date of  appointment |
|  |  |  |  |  |  |  |

REASON FOR RECOMMENDATION (see note to paragraph 2 overleaf)

(If the nature of the post is such that it is necessary or desirable that the holder should have served a trade apprenticeship, state where the person recommended served such apprenticeship and between what dates)

G. P. O. /247/95/5,000/10.95.