

The Recruitment Process

Recruitment through Advertisement

Request submitted from Ministry/
Department to fill a vacant post

Ministry of Labour Relations,
Public Service & Co-operatives,
prepares advertisement

Advertisement forwarded to
Secretary/Prime Minister's Office

Application Forms to be submitted

After deadline date all applications
are submitted to the Personnel
Division

Applications are screened by the
Personnel Section and then
forwarded to the relevant Ministry
to convene interview of applicants

Screening from Application on File

Compilation of applications from
files based on skills are pre-
requisites for the post

Applicants are contacted to
determine whether they are still
interested in securing employment
with Government

Interview Session is conducted by
Personnel Division or the Ministry
requesting the applicant. If
necessary a practical test is
administered

The most suitable candidate is
selected and recommendation made
to P.S.C. When recommendation is
approved by the P.S.C. other
applicants are notified of non-
selection

General Selection Process

Interview session to determine most
suitable candidate for the job

A request for appointment is
submitted to the Ministry of the
Public Service.

Perusal of all documents by
Ministry of the Public Service to
ensure all documentary evidence of
qualification are certified by the
Ministry of Education

A recommendation is prepared by
the Ministry of the Public Service
for submission to Public Service
Commission for approval of the
appointment

