

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and
Regional Executive Officers

**SUBJECT: Reclassification of Clerk I's as Clerk II's
within the Public Service.**

DATE: 19th January, 1977.

A decision has been taken to abolish the position of Clerk I from the Public Service Classification Structure; but since it would not be possible to accomplish this all at once, action towards the progressive elimination of all such existing positions would therefore have to be taken.

2. The following steps have been approved to give effect to the decision:-
 - (i) Ministries should approach the Secretary to the Treasury to adjust the Estimates to reflect positions of Clerk I and Clerk II as a single item, e.g. 14 Clerk II/I A9/A5 rather than separately as at present.
 - (ii) the pensionable status of the employee is not to be altered, i.e. although the majority of the Clerk I positions are on the non-pensionable, there are a few on the pensionable establishment, in which case the adjustment must be done in the appropriate section of the Estimates.
 - (iii) In such cases where there are no Clerk II positions with which to combine those of Clerk I, provision should still be made to reflect the Clerk II/I arrangement.
3. At this stage, Ministries are required to approach the Secretary, Public Service Commission for their Clerk I's to be reclassified as Clerk II's with effect from 1st January, 1977, inclusive, as follows:-
 - (i) All Clerk I's with three (3) subjects (including English Language) at the G.C.E. 'O' level examination plus three (3) years satisfactory service or any of the approved qualifications for appointment as a Clerk II (see appendix), at 31st December, 1976.
 - (ii) All Clerk I's without the above academic qualifications but with five (5) years satisfactory service in that capacity at 31st December, 1976.
 - (iii) Thereafter, as the remaining Clerk I's acquire the stipulated academic/experiential qualifications action to be taken to have them reclassified as Clerk II's from the date they so qualify.
4. Reclassification of open vote personnel require the prior option of this Ministry.
5. The recruitment of persons at the Clerk I level is prohibited with immediate effect.

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S. M. Z. Insanally,
for Permanent Secretary.