

PUBLIC SERVICE MINISTRY

TRAINING CIRCULAR NO.
1/1977

REFERENCE NO. PS: TD: 7/11/8(2)

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Diploma Course in Public Administration at
the University of Guyana.**

DATE: 28th March, 1977.

Applications are invited from eligible officers who wish to pursue a two (2) year course leading to the Diploma in Public Administration at the University of Guyana. The course will start in the 1977/1978 academic year.

2. The course is intended for senior administrative and executive personnel in central, local government or in public corporation who have had at least three (3) years experience in administrative work. Applicants should preferably be between the ages of 27 and 38, but consideration may be given to older persons if they have been pursuing studies recently.
3. Admission requirements for the course are:

 either passes in at least five (5) subjects which must include English Language at the G.C.E. 'O' Level Examination (or equivalent); or

 approved professional or technical qualifications.
4. Public Officers sponsored by Government will be eligible for a grant to cover book expenses up to a fixed amount, payable on successful completion of the course.
5. Applications must be made on the prescribed forms available either from the Assistant Registrar, University of Guyana, or the Principal Training Officer, Public Service Ministry. Applicants must be submitted through the respective Permanent Secretaries/Heads of Departments who are asked to give their full comments on such applicants which must reach the Permanent Secretary, Public Service Ministry (Training), not later than April 23rd, 1977.

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