

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Recruitment of Clerks I in the Public Service.

DATE: 31st January, 1979.

Please refer to my Circular No. 16/1978 dated 21st April, 1978, with particular reference to paragraph 3 thereof, containing the reminder that recruitment of Clerks I is prohibited and the concession that Public Service employees redeployed to function as Clerks can be temporarily employed as Clerks I if circumstances so warrant. This directive continues to be operative.

2. The circular was, and still is, only intended to accommodate those persons already within the Public Service who were/are redeployed through the Redeployment Secretariat.

3. In all cases of recruitment of Clerks I under the above circumstances, care should be taken to ensure that only those person who meet the qualification requirements for temporary employment as Clerks I (please see Job Specification below) are recruited.

JOB SPECIFICATION

Clerk I General:

G.C.E. 'O' Level – three (3) subjects (including English Language) or equivalent.

OR

Certificate in Office Studies from Government Technical Institute.

Legal Clerk I

G.C.E. 'O' Level – three (3) subjects (including English Language) or equivalent.

Accounts Clerk I

G.C.E. 'O' Level – three (3) subjects (including English Language and either Mathematics or Principles of Accounts), or equivalent.

OR

London Chamber of Commerce with passes in English Language (Intermediate Book-Keeping (Elementary) and Mathematics (Elementary)).

OR

Royal Society of Arts with passes in English Language (Stage II Intermediate), Book-Keeping (Stage I Elementary) and Mathematics (Stage I Elementary).

OR

Preliminary Certificate of the Institute of Book-Keeping plus a pass in English Language at the Intermediate Level.

A.R. Brutus,
For Permanent Secretary,
Public Service Ministry.