

**“YEAR OF INTENSIFIED EFFORT AND GREATER SELF-RELIANCE ”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.4/1990**

**REFERENCE NO. PS:**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

**Mr./Miss Public Service Typist Competition.**

DATE: 1990-01-22

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The public Service ministry in an effort improve standards in the quality of work in the Public Service will be holding a Mr./Miss Public Service Typist Competition.

This Competition is being planned and managed by a small committee of persons with relevant skills drawn from the community.

The Chairman is Cde Samuel Small Co-ordinator of the Institute of Adult and Continuing Education.

The objectives of this Competition are set out as follows: -

- (i) To encourage Typists to improve their overall typing skills to benefit their organizations and Guyana.
- (ii) To develop a competitive spirit amongst typists in search of excellence.
- (iii) To identify proficient typists and award them accordingly.
- (iv) To encourage less proficient typists to elevate their standard of typing.
- (v) To assist in identifying some of the factors hindering the development of typists.

The Competition will be held in two categories - Junior and Senior. In each category there will be three stages: -

- (i) Preliminary Competition to be held on Wednesday 7<sup>th</sup> February 1990.
- (ii) Semi-Finals Competition to be held on Wednesday 21<sup>st</sup> February 1990.
- (iii) Finals Competition to be held on Wednesday 28<sup>th</sup> February 1990.

Each contestant is expected to obtain an overall percentage of eight-five (85) at each stage of the competition.

Attractive prizes would be given to the six (6) finalists in each category as follows: -

SENIOR

JUNIOR

1<sup>st</sup> – A cup + \$5,000.00

1<sup>st</sup> – A cup + \$4,000.00

2<sup>nd</sup> – A cup + \$4,000.00

2<sup>nd</sup> – A cup + \$3,000.00

3<sup>rd</sup> – A cup + \$2,000.00

3<sup>rd</sup> – A cup + \$1,500.00

4<sup>th</sup> – A certificate + \$1,000.00

4<sup>th</sup> – A certificate + \$ 700.00

5<sup>th</sup> – A certificate + \$700.00

5<sup>th</sup> – A certificate + \$500.00

6<sup>th</sup> – A certificate + \$400.00

6<sup>th</sup> – A certificate + \$300.00

Attached please see rules and application form for entry to the Competition. Entries must reach the Public Service Ministry not later than Friday 2<sup>nd</sup> February 1990 and must be marked Typist Competition. For any clarification or further details please contact the Management Services Division on 51341 or 68867.

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J. E. Sinclair  
Permanent Secretary  
Public Service Ministry

## RULES FOR THE MR/MISS

### PUBLIC SERVICE TYPIST COMPETITION

1. The competition is open to Public Service employees only i.e. Traditional Public Service viz Government Ministries, Departments, Regional Administrations and Constitutional Agencies. (Hereafter referred to as agencies).
2. There shall be no restriction on age and sex.
3. All contestants must be sponsored by their respective agencies.
4. Agencies can sponsor one (1) contestant only at each level of the competition.
5. Agencies will be responsible for providing their contestant with type-writers and other typing materials and for transporting them to the place of the competition.
6. The competition shall be held in two (2) categories:-
  - (a) Junior category – these with three (3) years and less working experience as a typist.
  - (b) Senior category – those with working experience as a typist in excess of three (3) years.
7. The competition shall be organized on three (3) levels:-
  - (i) Preliminary
  - (ii) Semi-Finals
  - (iii) Finals
8. Contestants are to be appropriately attired.
9. Decisions of the Judges shall be final.
10. Only manual typewriters will be used at this competition.
11. Applicants must complete the approved application form which must be signed by the Head of the Department and must reach the Permanent Secretary, Public Service Ministry not later than Friday 2<sup>nd</sup> February 1990.

APPLICATION FOR ENTRY INTO THE  
MR/MISS PUBLIC SERVICE TYPIST COMPETITION

NAME OF APPLICANT: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

MINISTRY/DEPT: \_\_\_\_\_

CATEGORY: - JUNIOR  SENIOR  AGE  SEX 

M	F

Please tick appropriate box

QUALIFICATIONS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WORK EXPERIENCE

PREVIOUS POSTS HELD DURATION

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

RECOMMENDED: \_\_\_\_\_  
HEAD OF DEPARTMENT

DECLARATION BY APPLICANT

I hereby agree to comply with the rules of this competition and to accept that the decision of the of the judges is final.

Signed: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_