

**PUBLIC SERVICE MINISTRY**

**CIRCULAR  
MEMORANDUM**

**REFERENCE NO. PS: 16/0**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**  
**Filling of Vacancies on Contract  
/ Gratuities Terms**

DATE: April 21, 2010

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With reference to the above subject, please be advised that the Public Service Ministry is the sole agency for authorizing the filling of vacant positions on contract/ gratuity terms. This is in keeping with the mandates of the Public Service Ministry.

In light of the above, with immediate effect all interviews for the filling of vacancies on contract/gratuities terms will be conducted by this ministry. The Permanent Secretaries/Heads of Departments/Regional Executive Officers or a representative nominated by the agency would be invited to sit on the interviewing panel.

Please note that all applications for the specified vacancy must be forwarded to this ministry.

Please bring this memorandum to the attention of all concerned, especially those who work in the Personnel Division.

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**Permanent Secretary**  
**Public Service Ministry**