



**Ministry of Civil Service and Administrative Reforms**

Ministry of Civil Service and Administrative Reforms  
Circular Note No. 9 of 2012  
E/17/13/01

22 June 2012

**From:** Senior Chief Executive, Ministry of Civil Service and Administrative Reforms  
**To:** Supervising Officers, in-charge of Ministries/Departments

PSC Form 22

Please find enclosed for necessary action at your end, copy of Circular Letter No. 1 of 2012 from the Secretary, Public Service Commission.

2. The Public Service Commission is drawing the attention of Responsible Officers to non-compliance with the provisions of PSC Circular No. 11 of 1973 and No. 1 of 2008 regarding the need for timely submission of properly completed PSC Form 22, including evidence of date of receipt.
3. Heads of Ministries/Departments are hereby kindly requested to bring the contents of this Circular to the notice of officers concerned and to ensure strict compliance with the provisions of the abovementioned PSC Circular Letter.

(I. M. Oree) Mrs  
Acting Senior Chief Executive

Copy to: Secretary to Cabinet & Head of the Civil Service



**PUBLIC SERVICE COMMISSION CIRCULAR LETTER NO. 1 OF 2012**

Ref.: PSC 21/3 V. 8

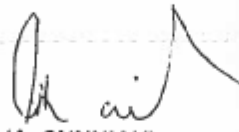
To.: Responsible Officers/Supervising Officers of Ministries/Departments

**PSC FORM 22**

The attention of Responsible Officers is again being drawn to the need for the timely submission of properly completed PSC Form 22 when transmitting the duplicate application form submitted by officers who apply for posts advertised by the Public Service Commission.

2. The non-compliance with the provisions of Public Service Commission Circulars No. 11 of 1973 and No. 1 of 2008, relating to PSC Form 22, is causing much embarrassment and inconvenience to the Commission in the processing of application forms and inevitably results in delays in the recruitment exercises.

3. You are, therefore, requested to ensure that the duplicate application forms submitted to you by officers of your Ministries/Departments are duly date-stamped as evidence of the actual date of receipt at your end and transmitted under cover of the PSC Form 22 within a week from the closing date for submission of applications.



(A. CUNNIAH)  
Secretary

Public Service Commission

Date: 28 May 2012