



Ministry of Civil Service Affairs and Administrative Reforms

27

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Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No.27 of 2002
E/330/6/03

From: Secretary for Public Service Affairs

To: Supervising Officers in Charge of Ministry/Department

Schemes of Service

It has been brought to our attention that vacancies in departmental grades with 'qualifications' requirements similar to those for the post of Clerical Officer/Higher Clerical Officer are being filled without taking into consideration the recommendation made at paragraph 16.8.60 of the Pay Research Bureau Report 1998.

2. Paragraph 16.8.60 of the Pay Research Bureau Report 1998 reads as follows:-

"Clerical Officers/Higher Clerical Officers should, as far as possible, be made to rotate in Ministries/Departments every ten years and should be given the opportunity to be absorbed in departmental grades, requiring same qualifications, as and when vacancies occur."

3. The qualifications prescribed for the post of Clerical Officer/Higher Clerical Officer are "a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level"."

4. It would be appreciated if action could be taken for all the relevant schemes of service to be amended to include a clause to give priority of consideration to serving Clerical Officers/Higher Clerical Officers before vacancies in the departmental grades are filled.

(D. P. Ruhee)

Secretary for Public Service Affairs