



Ministry of Civil Service Affairs and Administrative Reforms

4 May 2005

Ministry of Civil Service Affairs and Administrative Reforms

Circular Letter No. 23 of 2005

E/330/6/03

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

Schemes of Service

The Public Service Commission has informed this Ministry that legal advice has been received in respect of "Priority of Consideration" clauses in Schemes of Service. In the light of that advice, "Priority of Consideration" clauses are no longer inserted in Schemes of Service which are being prescribed for the first time or which are being amended.

2. Responsible Officers are therefore requested to initiate immediate action for the revision of Schemes of Service for posts in their Ministries/Departments containing such clauses on the lines suggested at paragraph 5.1.6 of the Notes of the Meeting held at this Ministry with Officers-in-charge of Personnel Divisions on 4 March 2004. Relevant extracts of the Notes of Meeting are enclosed for ease of reference.

(K. Ponnusamy)
Senior Chief Executive

/Encd...

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

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Extract from Notes of Meeting held with Officers-in-Charge of
Personnel Divisions on Thursday 04 March 2004

- 5.1.2 It has been noted that 'qualifications' requirements laid down in proposed schemes of service for new and existing posts submitted after the implementation of the PRB Report 2003 contained a departure from the recommendations made in the Report.
- 5.1.3 Government has approved the PRB Report 2003 *in toto* and proposed schemes of service should be framed in line with the recommendations.
- 5.1.4 In case practical difficulties had been detected, the matter should have been taken up with the PRB in the context of the forthcoming Report on Errors, Omissions and Clarifications.
- 5.1.5 "Preference" clauses in schemes of service should no longer be inserted. Whenever it is considered that candidates should possess any particular experience or knowledge, a clause should be inserted under item "Qualifications" to state that such experience, knowledge or qualification is desirable.
- 5.1.6 Where it is stated in the PRB Report 2003 that priority of consideration should be given to serving officers, it would be advisable that 'qualifications' requirements be framed to enable selection to be made from among serving officers, in the first instance, and in the absence of suitably qualified serving officers, the post be advertised to the general public.
- 5.1.7 As regards the requirement of credits at School Certificate level, it has been decided that the credit (s) should be obtained at not more than two sittings.
- 5.1.8 Action should be initiated, as soon as possible, for the amendment of relevant schemes of service, taking into consideration the priority of the Ministry/Department, i.e, the schemes of service for posts where there is an urgent need to fill vacancies should be amended in the first instance.
- 5.1.9 In order to assist officers in the framing of schemes of service and to avoid any undue delay in the processing, a compilation of the general recommendations made as regards 'qualifications' requirements in the PRB Report 2003 was circulated.
- 5.2. Conditions of Service - Recommendations in the PRB Report 2003
- 5.2.1 The following clarifications on certain recommendations made in the PRB Report 2003 that have already been conveyed to some Ministries/Departments were given -
- (1) Advance for Purchase of Motor Vehicles Re: Contract Officers/Advisers
- A. Foreigners employed on Contract/Advisers
- (i) should be granted loan facilities up to a maximum of 12 months' salary refundable in 48 monthly instalments;