

Regulations and Conditions for August 2022

Ref: AD137/296/01

The Office of the
PUBLIC SERVICES COMMISSION
P. O. Box GP 1618
Accra

24th January, 2022

PUBLIC SERVICES COMMISSION PROMOTION EXAMINATIONS: 26TH AND 27TH AUGUST 2022

The Public Services Commission has decided to hold the 2022 Promotion Examinations on Friday, 26th and Saturday 27th August 2022 under the following regulations and conditions

2. Only confirmed officers with satisfactory Annual Staff Performance Appraisal Reports subject to the conditions set out below shall be allowed to register to take part in the promotion examinations.

i. **For Promotion to the Grades of Executive, Higher Executive Officer (Assistant Personnel Officer), Senior Executive Officer (Personnel Officer), and Principal Executive Officer (Senior Personnel Officer): -**

Clerical Officers, Executive Officers, Higher Executive Officers/Personnel Officers and Senior Executive Officers/Personnel Officers respectively appointed/promoted **on or before 1st August 2019**

ii. **For Promotion to the Grades of Accounts Technician, Senior Accounts Technician and Principal Accounts Technician: -**

Junior Accounts Technicians, Accounts Technicians and Senior Accounts Technicians respectively appointed/promoted **on or before 1st August 2019**.

iii. **For Promotion to the Grades of Assistant Chief Accounts Technician and Chief Accounts Technician: -**

Principal Accounts Technicians and Assistant Chief Accounts Technicians respectively appointed/promoted **on or before 1st August 2019**.

iii. **For Promotion to the Grades of Revenue Inspector, Higher Revenue Inspector, Revenue Superintendent and Senior Revenue Superintendent: -**

Revenue Collectors, Revenue Inspectors, Higher Revenue Inspectors and Revenue Superintendents respectively appointed/promoted **on or before 1st August 2019**.

iv. **For Promotion to the Grade of Court Clerk Grade I, Bailiff Grade I, Assistant Traditional Council Registrar and Senior Bailiff: -**

Court Clerk Grade IIs, Bailiff Grade IIs, Court Clerk Grade Is and Bailiff Grade Is respectively appointed/promoted **on or before 1st August 2019**.

v. **For Promotion to the Grades of Principal Bailiff, Chief Bailiff, Traditional Council Registrar and Senior Traditional Council Registrar: -**

Senior Bailiffs, Principal Bailiffs, Assistant Traditional Council Registrars and Traditional Council Registrars respectively appointed/promoted **on or before 1st August 2019.**

vi. **For Promotion to the Grades of Mass Education Officer and Senior Mass Education Officer: -**

Assistant Community Development Officers and Mass Education Officers respectively appointed/promoted **on or before 1st August 2019.**

vii. **For Promotion to the Grades of Assistant Social Development Officer and Senior Assistant Social Development Officer: -**

Social Development Assistants and Assistant Social Development Officers respectively appointed/promoted **on or before 1st August 2019.**

viii. **For Promotion to the Grade of Community Development Officer (CDO) and Social Development Officer (SDO) - Analogous to Assistant Director IIB: -**

Senior Mass Education Officer (SMEO) and Senior Assistant Social Development Officer (SASDO) respectively appointed/promoted **on or before 1st August 2017.**

In addition to the above, candidates must:

- a) have attained their 25th birthday **on or before 1st August 2022.**
- b) note that this written examination may be followed by an interview.
- c) note that the subjects for the examinations comprise **English Language Papers I & II** which include **Essay, Comprehension and Summary (which will be written on Friday 26th August 2022)** as well as Departmental Paper (s) for candidates who do not have Diploma Certificate(s) in the relevant field of study in relation to their work (**will be written on Saturday 27th August 2022**);
- d) note that those who seek an exemption in the Departmental paper as indicated in (c) above must indicate at the point of registration with the necessary attachments for consideration; and,
- e) Have a minimum of a relevant first degree.

3. Heads of MDAs **must note** that names of candidates aspiring for promotion to Grades Analogous to ADIIB as indicated in Paragraph 2 (viii) above are to be submitted **only based on the availability of vacancies** in those grades. Such candidates must have been confirmed and their conduct must have been adjudged as satisfactory and they must have served on their current grades (as indicated against the respective grades in Paragraph 2 (viii) for a **minimum of five (5) years** on or before **1st August 2022.**

4. Please note, for the sake of emphasis, that candidates aspiring to be promoted to grades analogous to Assistant Director IIB (i.e Community Development Officer (CDO)) and Social Development Officer (SDO)) as captured under paragraph 2 (viii) above will take their English Language Paper on **Friday 26th August 2022** and the Departmental Paper(s) on **Saturday, 27th August 2022.** All other candidates

registering to sit for promotion to any other grade will write **all their papers (both English and Departmental Paper(s) on Saturday, 27th August 2022.**

5. **EXAMINATION FEES:** Candidates will be required to pay a flat examination registration fee of **One Hundred Ghana Cedis (GH¢100.00)** each. The fee, in **Banker's Draft**, must be crossed and made payable to the **PUBLIC SERVICES COMMISSION** written in full. It must be emphasized that, any candidate who makes his/her Banker's Draft payable to any institution other than the **PUBLIC SERVICES COMMISSION** or who makes a draft payment that is lower than the approved **GH¢100.00** will have his/her application rejected.

6. **METHOD OF APPLICATION**

a) **OFFICERS FROM THE CIVIL SERVICE**

- i. Candidates from the Civil Service who are qualified and wish to participate in the examination should obtain the **P.S.C. Examinations Application Form** (copy attached) from their Heads of Department or print a copy from the Commission's website (www.psc.gov.gh). The Form must be **completed in the candidates own handwriting** and should be **returned to the Heads of Department** in their respective Ministries, Departments and Agencies or institutions.
- ii. The Heads of Department shall endorse the Forms and forward same to the **Commission through the Office of the Head of Civil Service (OHCS)** for processing **on or before Friday 27th May 2022.**

b) **OFFICERS FROM THE LOCAL GOVERNMENT SERVICE**

- i. Officers from the Local Government Service (OHLGS, RCCs and MMDAs) who are qualified and wish to participate in the examinations should obtain the **P.S.C. Examinations Application Form** (copy attached) from their Heads of Department or print a copy from the Commission's website (www.psc.gov.gh). The Form must be **completed in the candidates own handwriting** and should be **returned to the Heads of MMDAs** (Coordinating Directors for staff of MMDAs) or designated officers for staff working in the RCCs and at the OHLGS).
- ii. All Application Forms completed by candidates must be thoroughly checked and endorsed by the **Metropolitan, Municipal or District Coordinating Directors** in the MMDAs who shall subsequently forward them to the Regional Coordinating Councils in their respective Regions.
- iii. The Regional Coordinating Councils shall collate all the Application Forms from the MMDAs in their respective Regions and forward them, in bulk, to **the Head of Local Government Service, Accra** for onward submission to the Public Services Commission's Examinations Unit for processing on or before **Friday, 27th May 2022.**
- iv. Please be informed that **NO** applications will be **accepted directly from individual candidates**. All applications must be routed through the Heads of Department and submitted to the Commission as indicated in 6(a) (i) & (ii) and b (i), (ii) and (iii) above. **Candidates are not allowed to come to the Public Services Commission with their Forms (whether endorsed or not).**

- v. Candidates are **required** to paste a copy of their **RECENT** photograph (passport size) in the space indicated on the application form.
- vi. Candidates **seeking exemption against previous passes should attach a photocopy of their results slip(s)** to their Application Form. Please note that candidates aspiring for promotion to grades analogous to Assistant Director IIB (i.e Community Development Officer (CDO)) and Social Development Officer (SDO)) as captured in 2(viii) above **are not affected** by the Credit System. In other words, they are not entitled to carry forward credit(s) from previous sittings as pertains to other grades.
- vii. Candidates are requested to attach a photocopy of their **first Appointment Letter (for those who have not been promoted before) or last Promotion Letter (for those who have been promoted before) to their Application Forms. Failure to comply with this directive will lead to the rejection of their application forms.**
- viii. Candidates are required to attach a **Banker's Draft** (payable to the **Public Services Commission**) to their completed Application Forms before registration can be affected. **Candidates who fail to attach their Banker's Drafts or make their Banker's Drafts payable to an institution, other than the PUBLIC SERVICES COMMISSION** or make a draft payment that **is lower** than the approved **GH¢100.00** will have their applications rejected.
- ix. Candidates should make sure they are duly qualified to sit for the examinations before purchasing the Banker's Draft, since payments, once made, **are non-refundable.**

THINGS HEADS OF DEPARTMENT/COORDINATING DIRECTORS MUST CHECK BEFORE ENDORSING THE FORMS

7. For the sake of emphasis, Heads of Department/Coordinating Directors must look out for the following before endorsing the Application Forms:
 - i. Whether the Application Forms have been properly filled.
 - ii. Whether the candidates meet the minimum years working experience per the criteria set for each grade under paragraph 2 above.
 - iii. Whether the candidates have attached the required documents (first appointment letter for those who have not had any promotion before or last promotion letter for those who have been promoted before).
 - iv. Whether the candidates have attached their most recent Passport Photographs (one each) to the application forms; and,
 - v. Whether a **Banker's Draft of One Hundred Ghana Cedis (GH¢100.00)** each, crossed and made payable to the **PUBLIC SERVICES COMMISSION**, written in full is attached.
 - vi. An application that does not meet any of the above criterion or lacks any of the attachments should not be endorsed and such an application **should not be forwarded to the Public Services Commission.**
8. All eligible officers wishing to take part in these examinations are advised to avail themselves of the training courses that would be announced by their respective Institutions.
9. Details of the Timetable for the examinations are set out in Appendix 'A' of this Circular Letter.

**ING. (MRS.) MABEL AMOAKO-ATTA
SECRETARY**

TO ALL: HEAD OF CIVIL SERVICE
HEAD OF LOCAL GOVERNMENT SERVICE
CHIEF DIRECTORS
REGIONAL CO-ORDINATING DIRECTORS
THE HEAD, DEPARTMENT OF SOCIAL WELFARE
THE HEAD, DEPARTMENT OF COMMUNITY DEVELOPMENT
THE CLERK TO PARLIAMENT