



REAPPOINTMENT, REINSTATEMENT & EXTENSION OF CONTRACT OF EMPLOYMENT IN THE PUBLIC SERVICE

REAPPOINTMENT INTO THE PUBLIC SERVICE

Former members of the Public Service may be considered for reappointment into the Public Service provided that their qualifications and experience fall under critical skills manpower shortage areas. Such former members should present their application letters to their former Head of Ministry together with the following documents;

- Identity particulars (birth certificate and national I.D – biometric compliant)
- Copy of termination advice
- Copies of academic and professional qualifications
- Detailed curriculum vitae.

Applications for reappointment into the Public Service to be considered by the Public Service Commission should be submitted through the respective Head of Ministry who should attach his/her comments to the application.

A member may be considered for reappointment:

- In the case of a member who resigned, twelve months from the date of resignation.
- In the case of a member who was discharged, twenty four months from the date of discharge depending on the nature of discharge.
- In the case of a member who has voluntarily retired or retired on abolition of office, ten years from the date of retirement.

REINSTATEMENT INTO THE PUBLIC SERVICE

Any reinstatement into the Public Service after dismissal, whether such dismissal was made in error or not, or whether such reinstatement arises from a court order or other circumstances, shall be referred to the Commission for consideration.

EXTENSION OF CONTRACT OF EMPLOYMENT

In processing extension of contracts or employment the following should be attached to the Commission:

- Request signed by the Head of Ministry highlighting the need for extension
- The member's letter indicating his/her willingness to continue serving.
- Vacancy situation for the respective post of the member.
- Recent performance appraisal of the member.
- Recent medical examination report.
- Proof of academic and professional qualifications.
- Job description for the respective post
- Treasury concurrence.

It is imperative to note that the request for extension should be submitted at least three months before the expiry of the contract. Extension of Service does not go beyond the retirement age of 65 years. For Senior Management and critical manpower shortage area posts, the initiative for extension rests with the Public Service Commission.



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