

## Public Service Commission

### Scoring for Shortlisting Guidelines

Public Service Commission at its meeting of 19<sup>th</sup> January, 2016 approved the following guidelines to score applications for advertised offices. Details are as follows:-

For entry level positions, for example, Clerk I and Immigration Officer I and Customs and Excise Officer, which require a minimum of five (5) C.X.C subjects with Mathematics and English being compulsory five (5) points would be awarded for each subject with a Grade 1. See Table 1 below.

#### English (A)

#### Mathematics

Table 1

Grade	Score
I	5 points
II	4 points
III	2 points

Where the applicants is in possession of more than five (5) C.X.C subjects the best grades for the remaining three (3) subjects would be selected. See Table 2 below.

#### Other subjects

Table 2

Grade	Score
I	4 points
II	3 points
III	2 points

Applicants with qualifications beyond C.X.C for example, A' Levels or a Degree would automatically be shortlisted.

Relevant short courses (3 to 6 months) - 1 point

## Tertiary Qualifications

For entry level positions which require a Certificate only for example Certificate in Public Administration, scoring would vary according to applicants who have received a 'distinction' or a 'pass'

Applicants would be asked to submit transcripts since the certificates does not indicate grades. See Table 3 below.

**Table 3**

Programme	Distinction	Pass
Certificate e.g. Certificate in Public Administration	5 points	3 points

For anomalous situations where a person, for example Human Resource Officer I, require a Degree or by having satisfied the requirements for entry into the administrative class (Certificate in Public Administration), shortlisting would be done through an examination.

For positions which require a Bachelor of Arts or a Bachelor of Science Degree, points would be awarded according to the class of the degree. See Table 4 below.

**Table 4**

Programme	1 <sup>st</sup> Class	2 <sup>nd</sup> Class		Pass
		Upper 2 <sup>nd</sup>	Lower 2 <sup>nd</sup>	
Bachelor Degree	5 points	4 points	3 points	2 points

For positions which require Post Graduate qualifications, for example, Chief Technical Officer points would be awarded according to Table 5 below.

**Table 5**

Programme/Position Grade	Score
Post graduate Diploma/MA (taught)	3 points
MSc/MPhil	4 points
PhD	5 points

Relevant short courses (3 to 6 months) would be awarded 1 point.

## Experience

In order to score applicants based on their relevant experience, points would be awarded according to Table 6 below.

Table 6

Period	Score
Some 6 to 18 months	2 points
Average 18 months to 4 years	3 points
Considerable 4 to 8 years	5 points
Extensive More than 8 years	5 points