

# INFORMATION BULLETIN

## SHORT LISTING ASSESSMENT EXERCISE FOR THE OFFICES OF HUMAN RESOURCE ADVISER III (RANGE 62) HUMAN RESOURCE ADVISER II (RANGE 59D) AND HUMAN RESOURCE ADVISER I (RANGE 53) SERVICE COMMISSIONS DEPARTMENT

A Notice of Vacancy for the offices of Human Resource Adviser III (Range 62) Human Resource Adviser II (Range 59D) and Human Resource Adviser I (Range 53) Service Commissions Department was issued on 1<sup>st</sup> February, 2017 with a closing date of 24<sup>th</sup> March, 2017.

The Public Service Commission has decided that a selection process for the filling of the offices of Human Resource Adviser III (Range 62) Human Resource Adviser II (Range 59D) and Human Resource Adviser I (Range 53) Service Commissions Department would include the undermentioned shortlisting assessment:-

**First Phase-** a multiple choice component examination comprising three (3) sections that would contain the necessary competencies for officers who were shortlisted for Human Resource Adviser I, Human Resource Adviser II and Human Resource Adviser III;

**Second Phase -** a written Assessment comprising Note Writing and Report Writing. After successful completion of the first phase, candidates would advance to the second phase. The second phase will test candidates' core competencies of:-

Analytical Skills, Processing of Information and Note Writing ability.

Only candidates who are successful in the first phase will advance to the second phase of the process.

Please note that candidates who have been shortlisted for the offices of Human Resource Adviser III (Range 62) Human Resource Adviser II (Range 59D) and Human Resource Adviser I (Range 53) Service Commissions Department, will receive notification letters in the mail.

The first phase comprising a multiple choice component is scheduled for Wednesday 26<sup>th</sup> July, 2017.

All information pertaining to shortlisting assessment for the offices of Human Resource Adviser III (Range 62) Human Resource Adviser II (Range 59D) and Human Resource Adviser I (Range 53) Service Commissions Department will be issued via the Service Commissions Department website ([www.scd.org.tt](http://www.scd.org.tt)) as the process develops.

Candidates are asked to check the website periodically to keep abreast as the information is provided.