



**SERVICE COMMISSIONS DEPARTMENT**

**52 - 58 Woodford Street, Newtown**

**Port of Spain, Trinidad, W.I.**

**Tel: (868) 623-2991-6/ Fax: 623-5972/ Website: www.scd.org.tt**

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**URGENT**

The **2018 Civil Service (Supplemental) Entrance Examination for the office of Human Resource Officer I** will be held on **Wednesday 24<sup>th</sup> October, 2018.**

Candidates whose names are listed on the link on the Service Commissions Department website, are required to visit the Service Commissions Department, 52-58 Woodford Street, Newtown, Port of Spain or 41A Wilson Road, Scarborough, Tobago, during the hours of 8:00a.m. - 2:00p.m. to collect their notification letters with effect from **Friday 19<sup>th</sup> October, 2018.**

- Candidates please note that a proper form of identification (**Driver's Permit, National Identification Card or Passport**) is required to receive your notification letter.

In the event that you are unable to collect your letter in person, you may designate a person to collect on your behalf. The designated person will be required to provide an authorization letter from you with a copy of your identification along with their identification.

- Candidates visiting the Service Commissions Department must adhere to the Department's dress code viz:
  - No Sleeveless/Halter Tops/Thin Straps
  - No See Through Tops or Vests
  - No Short Pants or Three Quarter Pants
  - No Slippers
  - No Unbuttoned Shirts or Chest Exposed
  - No Hats or Caps