



Ref. Tagħna: DLG 28/2011

## LINJI GWIDA GHAL HATRA TA' SEGRETARJU EŻEKUTTIV FIL-KUNSILLI LOKALI

### 1. Ir-Rwol tas-Segretarju Eżekuttiv

1.1 Is-Segretarju Eżekuttiv hu l-Kap Amministrattiv, Finanzjarju u Eżekuttiv tal-Kunsill Lokali kif ukoll Uffiċjal Pubbliku.

1.2 Artikolu 49 tal-Att dwar Kunsilli Lokali (Kap 363) jistabbilixxi li kull Kunsill irid jaħtar Segretarju Eżekuttiv, u jispeċifika li:

“Il-Ministru jista’ inehhi jew jittrasferixxi Segretarju Eżekuttiv minn Kunsill għal ieħor skont id-dispożizzjonijiet tas-subartikolu (6) kif ukoll iżomm numru limitat minn *pool* ta’ Segretarji Eżekuttivi żejda fid-Dipartiment biex dawn jimlew postijiet vakanti li jinholqu minn żmien għal żmien.

Segretarju Eżekuttiv jista’ jitnehha mill-kariga jew jiġi trasferit minn Kunsill Lokali għall-ieħor mill-Ministru kif ġej:

(a) fuq talba tal-Kunsill Lokali, wara li titressaq mozzjoni bir-raġunijiet għat-tneħħija u tiġi approvata mill-Kunsill Lokali;

(b) fuq talba tas-Segretarju Eżekuttiv stess f’liema talba huwa għandu jagħti r-raġunijiet għaliex irid jispiċċa mill-kariga f’dak il-Kunsill Lokali;

(ċ) fuq talba tad-Dipartiment għall-Gvern Lokali wara li nuqqasijiet li johorġu fir-rapport tal-awdituri jew meta wara investigazzjoni mid-Dipartiment jirriżulta li s-Segretarju Eżekuttiv ikun wettaq abbuż jew halla li jitwettqu abbużi u ksur tal-liġi jew regolamenti mill-Kunsill Lokali:

Iżda f’kull każ il-Ministru jista’ jiehu dawk il-passi li jidhirlu xierqa biex kull parti tingħata l-opportunità li tressaq il-każ tagħha qabel jieħu d-deċiżjoni finali:

Iżda wkoll it-tnehhija mill-kariga jew it-trasferiment ta' Segretarju Eżekuttiv ma żżommx milli jittiehdu l-passi dixxiplinari taht l-Att dwar l-Amministrazzjoni Pubblika.”

- 1.3 Il-*Public Service Management Code*, Artikolu 1.5.7 jirregola l-proċedura tal-persuni eliġibbli biex jimlew il-kariga ta' Segretarju Eżekuttiv. Kopja hi meħmuża bħala Skeda A.
- 1.4 L-applikanti huma biss dawk li isimhom jidher fuq il-lista li hi ppublikata fis-sit elettroniku tad-Dipartiment għall-Gvern Lokali, li tikkonsisti f' Segretarji Eżekuttivi tal-Kunsilli Lokali u persuni li jkunu kkwalifikaw bħala Segretarju Eżekuttiv Prospettiv skont is-sejħiet li tagħmel il-Kummissjoni dwar is-Servizz Pubbliku minn żmien għal żmien.
- 1.5 Il-ħatra ta' Segretarju Eżekuttiv ġdid fil-Kunsilli Lokali għandha tkun imsejsa fuq prinċipji ta' kontabilità u trasparenza. Hu għalhekk illi ġew imfassla dawn il-linji gwida u kull Kunsill Lokali għandu jimxi strettament magħhom.
- 1.6 Kull referenza fl-Iskedi li ssemmi struzzjonijiet jew dokumenti li jridu jiġu mibgħuta lil Kummissjoni dwar is-Servizz Pubbliku, sakemm in-natura tal-Liġijiet ta' Malta ma jitolbux mod ieħor, għandha tiġi meqjusa li tghodd ukoll għad-Dipartiment għall-Gvern Lokali.

## **2. Definizzjonijiet**

“Att” tfisser l-Att dwar Kunsilli Lokali (Kap 363);

“Dipartiment” tfisser id-Dipartiment għall-Gvern Lokali;

“Regolamenti” tfisser Regolamenti dwar il-Kunsilli Lokali (Rizorsi Umani); u

“Kunsill” tfisser Kunsill Lokali u Kumitat Reġjonali.

## **3. Il-Proċess tal-Għażla ta' Segretarju Eżekuttiv**

- 3.1 Id-Dipartiment għall-Gvern Lokali għandu jkun imgħarraf bi tmiem ta' servizz ta' Segretarju Eżekuttiv minn Kunsill Lokali. Fl-eventwalità ta' riżenja, l-ittra tas-Segretarju Eżekuttiv għandha tkun indirizzata lid-Direttur (Gvern Lokali) u tiġi mibgħuta lid-Dipartiment u kopja lis-Sindku.
- 3.2 Fl-ittra għandu jkun indikat il-ġurnata effettiva tar-riżenja kif ukoll l-aħħar ġurnata tax-xogħol fil-Kunsill Lokali.
- 3.3 Fl-ebda mument Kunsill Lokali ma jista' jopera mingħajr Segretarju Eżekuttiv, u għalhekk għandu immedjatament jinforma lid-Dipartiment bl-aħħar ġurnata xogħol tas-Segretarju Eżekuttiv. Hi fir-responsabbiltà tal-Kunsill Lokali involut sabiex javża lid-Dipartiment jekk ikun hemm il-ħtieġa li jahtar Aġent Segretarju Eżekuttiv.

- 3.4 Hekk kif id-Dipartiment jikkonferma l-htieġa tal-bżonn ta' hatra ta' Segretarju Eżekuttiv ġdid, il-Kunsill għandu jagħmel avviż fil-Gazzetta tal-Gvern li jiġi riprodott fis-sit elettroniku tad-Dipartiment – [www.dlg.gov.mt](http://www.dlg.gov.mt). Kull min hu interessat jista' inizzel mill-*website* l-applikazzjoni għal mili tal-pożizzjoni ta' Segretarju Eżekuttiv, li kopja tagħha tinsab mehmuża ma' dawn il-linji gwida bħala Skeda B. L-applikant għandu jibgħat din l-applikazzjoni mimlija lil Kunsill Lokali konċernat.
- 3.5 L-applikazzjoni għandha, bi ftehim mal-Kunsill Lokali konċernat, tkun miftuħa għal perjodu ta' għaxart ijiem ta' xogħol u li għaliha jkunu eliġibbli is-Segretarji Eżekuttivi kollha kif ukoll is-Segretarji Eżekuttivi Prospettivi.
- 3.6 Mal-għeluq tal-applikazzjonijiet, il-Kunsill Lokali għandu jhejji lista tal-applikanti kollha fl-ordni li rċeviehom u li tiġi esebita fin-*noticeboard* tal-Kunsill fl-istess ġurnata tal-għeluq.
- 3.7 Sal-ġurnata tal-għeluq tal-applikazzjonijiet, il-Kunsill Lokali għandu jahtar Bord ta' Għażla, li għandu jkun magħmul minn mhux inqas minn tlieta iżda mhux iktar minn ħames membri. Hu wkoll irrakkomandat illi f'dan il-Bord ikun hemm nies esperti fl-oqsma tar-reklutaġġ u tar-rizorsi umani. Il-Bord tal-Għażla jrid jimxi mal-linji gwida u mal-kriterji stabbiliti mehmuża fi Skeda C.
- 3.8 Il-Bord tal-Għażla għandu jkollu Segretarju li jkun is-Segretarju Eżekuttiv li jkun se jispiċċa mis-servizz mill-Kunsill Lokali. Is-Segretarju tal-Bord ma jkollux dritt tal-vot u r-rwol tiegħu hu li jsegwi l-proċess tal-għażla. Jekk is-Segretarju Eżekuttiv ma jaċċetta din il-kariga irid isir avviż immedjat lid-Dipartiment fejn tiġi mahtura persuna li jkollha l-fiduċja tad-Dipartiment u l-Assoċjazzjoni Kunsilli Lokali.
- 3.9 Qabel jibda l-ħidma tiegħu, is-Segretarju tal-Bord għandu jibgħat lid-Dipartiment id-dokumentazzjoni ta' kull Membru tal-Bord tal-Għażla dwar konflitt ta' interess kif ukoll id-dikjarazzjoni dwar l-eliġibilità tal-kandidat mehmuża fi Skedi D u E rispettivament.
- 3.10 F'mhux iktar minn ħamest ijiem xogħol, il-Bord tal-Għażla għandu jiltaqa' sabieħ jagħmel verifika tal-applikazzjonijiet kollha li jkunu daħlu, fejn jiġu verifikati d-dettalji kollha mal-kriterji ta' eliġibilità għal hatra ta' Segretarju Eżekuttiv. Il-kandidati kollha li ma jilħqux mal-kriterji għandhom ikunu mgħarrfa bil-miktub b'dan inkluż ir-raġunijiet li wasslu għall-iskwalifika tagħhom.
- 3.11 Il-Kunsill għandu jippubblika fin-*noticeboard* tiegħu, il-lista tal-kandidati li jkunu għaddew mill-ewwel proċess, liema lista għandu jkollha l-firma ta' mill-inqas tliet Membri tal-Bord. L-istess lista għandha tiġi mibgħuta lid-Dipartiment.
- 3.12 Il-Kunsill għandu mill-iktar fis possibbli jhejji għall-intervisti tal-kandidati approvati. Matul l-intervisti għandu jintuza sistema ta' assessjar tal-kandidati kif elenkati fi Skeda A, partikolarment minn Artiklu 8 sa Artiklu 15.

- 3.13 Il-Membri kollha tal-Bord, li jkunu preżenti għall-intervisti, għandhom jagħtu l-preferenzi tagħhom filwaqt li jagħmlu mistoqsijiet li jwasslu fost kollox li tiġi ppruvata l-abbiltà tal-kandidat sabiex jokkupa l-kariga ta' Segretarju Eżekuttiv bhala l-Kap Amministrattiv, Finanzjarju u Eżekuttiv tal-Kunsill.
- 3.14 Fi tmiem l-intervisti u mhux iktar minn għaxart ijiem ta' xogħol, il-Kunsill għandu jiddiskuti u japprova ir-rapport tal-Bord tal-Għażla li għandu jispeċifika r-raġunijiet li wasslu għall-għażla tal-persuna li se tiġi proposta, liema rapport irid ikun fil-*format* li jinsab fi Skeda F kif ukoll juża l-formola tal-għoti tal-marki lil kandidati li tinsab mehmuża bhala Skeda G. Dawn id-dokumenti huma ta' natura konfidenzjali.
- 3.15 Il-Kunsill fi żmien jumejn mill-approvazzjoni tal-Kunsill għandu jibgħat lid-Dipartiment:
- Kopja tar-rapport tal-Bord tal-Għażla flimkien mal-formola tal-għoti tal-marki lil kandidati;
  - Estratt mill-Minuti li juru l-mozzjoni ta' approvazzjoni tal-Kunsill;
  - Talba mis-Sindku lill-Ministru biex jinnomina l-persuna magħżula bhala Segretarju Eżekuttiv;
  - Ittra ta' aċċettazzjoni tan-nomina mill-kandidat magħżul; u
  - Kull dokument li d-Dipartiment jista' jitlob.
- 3.16 Il-Kunsill għandu jippublika fin-*noticeboard* tiegħu l-lista uffiċjali tar-riżultat bil-*format* li jinsab mehmuż bhala Skeda H li tiġi ffirmata mis-Sindku u s-Segretarju Eżekuttiv fi żmien jumejn mid-deċiżjoni.
- 3.17 Id-Dipartiment, qabel jikteb għall-approvazzjoni tal-Ministru skont l-Artikolu 49 (2) tal-Att għal ħatra tal-kandidat nominat mill-Kunsill, jagħmel il-verifiki neċessarji mal-*Public Administration Human Resources Office* fl-Uffiċċju tal-Prim Ministru, il-Kummissjoni dwar is-Servizz Pubbliku u kull entità oħra li jidhirlu xierqa.
- 3.18 Meta d-Dipartiment ikun sodisfatt mill-proċess tal-għażla u li l-kandidat ikun jikkwalifika biex jokkupa l-kariga ta' Segretarju Eżekuttiv u jekk meħtieġ biex isir Uffiċċjal Pubbliku, titressaq it-talba lill-Ministru responsabbli għall-approvazzjoni fi żmien tletin ġurnata.
- 3.19 Wara l-approvazzjoni tal-Ministru u wara li tinħareġ l-Ittra tal-Ħatra mid-Dipartiment għall-Gvern Lokali, il-Kunsill għandu jitlob lill-Awditur Ġenerali biex isir *Mid-term Audit* tal-Kunsill u jinbeda l-proċess ta' *handover*.
- 3.20 Filwaqt li l-impjegati mis-Servizz Pubbliku għandhom ir-regolamenti interni tagħhom stabbiliti, impjegati li jkunu APO (Skala 11) mal-Kunsilli Lokali u impjegati oħra li jkunu ġejjin mis-Settur Pubbliku, l-ewwel iridu jiġu approvati bhala Uffiċċjali Pubbliċi mill-Kummissjoni dwar is-Servizz Pubbliku u għandhom jiffirmaw kuntratt ta' servizz

bhala Uffiċjali Pubbliċi li jibqa' fis-sehħ sakemm idumu jokkupaw il-kariga ta' Segretarju Eżekuttiv mad-Dipartiment.

- 3.21 Impjegati fuq kuntratt indefinit ma għandhomx jirriżenjaw mill-post oriġinali tax-xogħol tagħhom peress li dawn igawdu mill-benefiċċju li jmorru lura fl-impjieg oriġinali tagħhom jekk il-kuntratt tagħhom bhala Segretarji Eżekuttivi ma jibqax fis-sehħ. Izda dawk li jkunu fuq kuntratt definit iridu jtemmu l-kuntratt ta' impjieg li jkollhom mal-Kunsill Lokali, Dipartiment jew entità pubblika.
- 3.22 Kull impjieg klerikali li jsir fil-Kunsill għandu jkun *back-to-back* mal-kuntratt tal-impjegat li jkun beda jagħti s-servizz tiegħu bhala Segretarju Eżekuttiv.

#### **4. Is-Segretarju Eżekuttiv bhala Uffiċjal Pubbliku**

- 4.1 Sabiex isir Uffiċjal Pubbliku, kandidati li jkunu nominati mill-Kunsill Lokali bhala Segretarju Eżekuttiv, sakemm ma jkunux qed jokkupaw tali kariga, ikunu jridu jsiru Uffiċjali Pubbliċi skont il-kriterji tal-Kummissjoni dwar is-Servizz Pubbliku u għaldaqstant id-Dipartiment għandu r-responsabbiltà li jirreferi u jikseb tali approvazzjoni.
- 4.2 Sakemm is-sejha mill-Kummissjoni dwar is-Servizz Pubbliku ma tkunx tgħid mod ieħor, kull min isir Segretarju Eżekuttiv ikun regolat minn kuntratt ta' servizz ta' Uffiċjal Pubbliku.
- 4.3 L-Uffiċjal Pubbliku li jiġi nominat bhala Segretarju Eżekuttiv jibqa' iżomm is-salarju sostantiv tiegħu, u jieħu d-differenza bhala *allowance* sabiex tilhaq mal-iskala tas-salarju tas-Segretarju Eżekuttiv f'dak il-Kunsill li se jibda l-impjieg miegħu.
- 4.4 Il-kuntratt ta' servizz ta' Segretarju Eżekuttiv isir bejn il-Kunsill Lokali u s-Segretarju Eżekuttiv u, minbarra dispożizzjonijiet generali, ikun jinkorpora kundizzjonijiet speċifiċi rilevanti mas-sejha ta' interess u li minnha jkun ikkwalifika s-Segretarju Eżekuttiv, li jinsab fil-Proċeduri tal-Kunsilli Lokali (Riżorsi Umani) jew xi kuntratt li jista' jipprovi d-Dipartiment minn żmien għal żmien.
- 4.5 Is-Segretarju Eżekuttiv, minbarra l-obbligi tiegħu li johorġu mill-Att, għandu josserva l-*Public Service Management Code* kif ukoll kull direzzjonijiet mahruġa mill-PAHRO.
- 4.6 Kull Segretarju Eżekuttiv li jkunu wasal għal età tal-pensjoni ma jkunx jista' jibqa' jservi fil-kariga.

#### **5. Konkluzzjoni**

- 5.1 Dawn il-linji gwida ġew imfassla bil-għan li jkunu evitati ċirkostanzi li l-Kunsill jispiċċa minghajr Segretarju Eżekuttiv u għaldaqstant importanti li jiġu osservati.
- 5.2 Il-Kunsilli Lokali huma obbligati jimxu ma' dawn il-linji gwida.

## **Skeda A - Estratt mill-Public Service Management Code**

### **1.5.7. Executive Secretaries with Local Councils**

1.5.7.1. Executive Secretaries with Local Councils are appointed in terms of Act XVI of 2009 which amends the Local Councils Act (Cap. 363).

1.5.7.2. The Executive Secretary should be well versed with the Local Councils Act and its statutory Regulations.

1.5.7.3. As the executive, administrative and financial head of the Council, an Executive Secretary with a Local Council is expected to:

(a) issue all notices, prepare the agenda in consultation with the Mayor and attend all meetings;

(b) draw up and sign the minutes of Council and committee meetings;

(c) submit a detailed annual administrative report to the Mayor who shall submit it to the Council for its approval;

(d) cause to be submitted to the Council estimates of the income and expenditure of the Council during the next financial year;

(e) carry out any other administrative duties as may be detailed by the Mayor, in accordance with policies decided and delegated by the Council;

(f) issue all orders bearing an expense as approved by the Council;

(g) report to the Director for Local Government, and submit all reports and any other documentation as required by the Director, and adhere to any other directive issued by the Director.

1.5.7.4. Public Officers in Salary Scales between 5 and 9 (both scales included) are eligible to apply in terms of calls for expressions of interest issued through the Public Service Commission to do duties as Executive Secretary with a Local Council. Graduate Public Officers and Public Sector employees with three years pertinent experience are also eligible to submit their expression of interest. Moreover, Local Council employees in scale 11 are exclusively also entitled to apply. Public officers who are on secondment or on loan to Public Sector Organisations, and satisfy the necessary eligibility requisites, may also express their interest. Serving Assistant Directors in the Public Service are eligible to apply and, in the case of those Assistant Directors on a five-year term and concurrently holding the substantive grade of Officer in Grade 5, will in this particular case retain the concurrent grade of Officer in Grade 5 but their contract as Assistant Director will be terminated if selected as Executive Secretary. Holders of a definite contractual position in the Public Service will have their contract terminated, but those who have been given an indefinite status will retain such status if selected as Executive Secretary.

1.5.7.5. As public officers, Executive Secretaries are subject to the Public Service Management Code and the PSC standing disciplinary regulations.

1.5.7.6. Eligible officers will have to complete successfully a specialised course conducted by the Department of Local Government with a view to be placed in a pool, not in order of merit, from which pool Executive Secretaries will be appointed by the Minister following nomination by the Local Council.

1.5.7.7. The validity period of the pool containing the successful applicants who have followed the course is of 2 years. Applicants not appointed as Executive Secretary from the pool within the 2 year period will have to re-apply but their attained course certificate will still be recognised subject to any refresher course as determined by the Director for Local Government. The Department of Local Government will also assign a limited number of successful applicants from the pool to perform duties at the Department.

1.5.7.8. Executive Secretaries, once appointed and deployed to a Local Council, will:-

- be accountable to the Director for Local Government, and will retain their inherent rights as Public Officers;
- retain their substantive grade / indefinite status with the Malta Public Service, to which they will revert on termination of their deployment with Local Councils;
- have their period of deployment reckoned as 'service in the grade' for the purpose of computation of length of service, seniority, salary, progression and, where applicable, for treasury pension purposes;
- continue to receive their substantive salary and will also be entitled to a non-pensionable allowance which will vary according to the size of the Local Council, subject that their inherent rights are not vitiated;
- be entitled to a Performance Bonus up to a maximum of 10% (minimum of 5% as per Local Councils Human Resources Regulations);
- will, whilst placed in the pool, not be entitled to any benefits (i.e. the non-pensionable allowance and performance bonus) pertaining to the carrying out of the duties of Executive Secretary.

1.5.7.9. On termination of their assignment with the Local Council, Executive Secretaries who hold a substantive grade/indefinite status in the Public Service will, by virtue of their inherent rights, fall back to their substantive grade/indefinite status, and be accordingly deployed as determined by the Public Administration HR Office in accordance with the exigencies of the service. Payment of the allowance and bonuses will be discontinued.

1.5.7.10. Executive Secretaries can be removed or transferred from one Council to another by the Minister as follows:-

(a) at the request of the Council after a motion has been put forward stating the reasons for removal by the Council – in such cases the termination of their deployment to a Local Council shall be subject to the approval of the Minister and shall only become effective from such date as may be determined by the Minister;

(b) at the request of the Executive Secretary, providing reasons for termination of office within the Council – in such cases, the Executive Secretary should inform the Local Council to which he/she is deployed and the Director for Local Government at least one month prior to the last day of work. Failure to do so will, ipso facto, result in a penalty payment equivalent to one month's pay;

(c) at the request of the Department of Local Government if, following shortcomings shown in the auditors' report or following investigations carried out by the Department, it results that the Executive Secretary has committed any abuse or permitted the commission of abusive practices and contraventions of the law and of local council regulations.



## Skeda B - Applikazzjoni ghal Mili ta' Pożizzjoni ta' Segretarju Eżekuttiv



### APPLIKAZZJONI GHALL-MILI TA' POSTIJET/POŻIZZJONIJIET FIS-SERVIZZ PUBBLIKU



**Twissija lill-applikanti kollha** - Kull stqarrija falza, rappreżentazzjoni hazina, jew habi ta' fatti materjali fuq din il-formola, jew xi dokument ipprezentat flimkien ma' din l-applikazzjoni, tista' taghti lok ghal passi kriminali.

**Protezzjoni ta' l-informazzjoni** - Informazzjoni ta' natura personali li int qed tipprovdi fuq din il-formola ta' l-applikazzjoni hi protetta, u tista' tintuża skond id-dispożizzjonijiet ta' l-Att dwar il-Protezzjoni u l-Privatezza tad-Data.

APPLIKAZZJONI GHALL-MILI TA' POSTIJET/POŻIZZJONIJIET TA'..... ..... fid-Dipartiment/Diviżjoni ta' ..... fil-Ministeru ta' .....
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(imla fejn japplika) Gazzetta tal-Gvern bid-data ta' ...../...../..... Ċirkolari numru ..... bid-data ta' ...../...../.....
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<b>(Ghall-użu ta' l-Uffiċċju biss)</b> Numru ta' l-applikazzjoni .....
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#### Sezzjoni 'A' - DETTALJI PERSONALI (Trid tintela mill-applikanti kollha)

Titlu .....	Kunjom .....	Isem .....
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Numru tal-Karta ta' l-Identita' .....	Data tat-Twelid ...../...../.....
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Numru/i tat-telefon .....	e-mail.....
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Indirizz ..... .....	
Lokalita' .....	Kodiċi Postali .....

#### Sezzjoni 'B' - XOGHOL PREŻENTI (f'każ ta' applikanti minn gewwa s-Servizz Pubbliku biss)

Diviżjoni/Dipartiment.....
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Sezzjoni.....
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Grad .....
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**Sezzjoni 'C' - DOKUMENTI MEHMUŻA (Immarka b' ✓ ' fejn japplika)**

*Curriculum Vitae;*   
Certifikati tal-kwalifiki (fotokopji) mitluba skond is-sejha għall-applikazzjonijiet;   
Certifikat tal-kondotta tal-Pulizija mahruġ fl-ahhar 6 xhur qabel id-data ta' l-eghluq;   
*Service & Leave Record Form* (GP 47) fil-każ ta' applikanti minn gewwa s-Servizz Pubbliku;   
Dokumenti oħra \* fin-numru.

*\*imla bin-numru ta' dokumenti*

**Sezzjoni 'D' - DIKJARAZZJONIJIET**

Niddikjara li jien ċittadin/a ta' ..... (imla l-isem tal-pajjiż);  
Niddikjara li qiegħed / kont imma m'għadnix / qatt ma kont fis-Servizz Pubbliku (ingassa fejn ma japplikax);  
Niddikjara wkoll illi d-dettalji kollha f'din il-formola huma korretti u eżatti.

Firma .....

Data ...../...../.....

***Għall-użu ta' l-Uffiċċju biss***

Numru ta' l-applikazzjoni .....

Intlaqgħet minn .....

Data meta ntlagħget ... /.../.....

Kummenti.....  
.....  
.....

***Verifika mas-CdB (Għall-użu ta' l-Uffiċċju biss)***

Dettalji mqabbla mas-CdB minn .....

Data ...../...../..... Firma ..... Grad .....

L-informazzjoni murija fuq din il-formola tal-applikazzjoni tintuża mid-dipartiment li qiegħed jinpjeġa u mill-*Management and Personnel Office* (MPO) biex iżommu d-dettalji tiegħek, u mit-Teżor biex isir il-hlas tas-salarju. Ir-riżultat finali tal-proċess tal-ghazla jiġi ppublikat mill-Kummissjoni dwar is-Servizz Pubbliku fuq in-*notice board* tagħha, u dik tad-dipartiment rispettiv.

**APPOINTMENTS  
IN THE MALTA PUBLIC SERVICE**

**GUIDELINES FOR CHAIRPERSONS AND MEMBERS  
APPOINTED ON SELECTION BOARDS**

**Public Administration HR Office  
January 2011**

**APPOINTMENTS IN THE MALTA PUBLIC SERVICE**

## **1. THE PUBLIC SERVICE**

The Constitution of Malta dedicates a whole Chapter to the Public Service and provides for the creation of a Public Service Commission and for a mechanism which regulates recruitment in the Public Service, protection of pension rights as well as for protection of the Public Service Commission from legal proceedings.

Section 110 (1) of the Constitution provides that "subject to the provisions of this Constitution, power to make appointments to public offices and to remove and to exercise disciplinary control over persons holding or acting in any such offices shall vest in the Prime Minister acting on the recommendation of the Public Service Commission..."

As a general rule, therefore, appointments in the Public Service are made in terms of the said Section of the Constitution.

Section 110 of the Constitution, however, makes a number of allowances to this rule such as when the Prime Minister, acting on the recommendation of the Public Service Commission delegates in writing through an Instrument of Delegation, any of the powers to such public officer as may be specified in that Instrument, for example:

- (a) to the Commissioner of Police to recruit officers below the rank of Inspector;
- (b) to the Principal Permanent Secretary to recruit Public Officers following a selection exercise carried out either under the auspices of the Board of Local Public Examinations or through the Employment and Training Corporation; and
- (c) to Heads of Department confirming appointments as may be specified in that instrument.

The Constitution, moreover, makes some specific exceptions to this rule such as in the appointment of Permanent Secretaries and the Attorney General, who are appointed by the President on the recommendation of the Prime Minister.

**The terms ‘public officer’, ‘public office’ and ‘public service’ in the Constitution are defined as follows:**

- ‘public office’ means an office of emolument in the public service;
- ‘public officer’ means the holder of any public office or a person appointed to act in any such office;
- ‘the public service’ means (subject to certain exceptions) the service of the Government of Malta in a civil capacity.

Any person who is appointed as described in the above paragraphs is or becomes a public officer.

## **2. THE PUBLIC SERVICE COMMISSION**

Section 109 (1) of the Constitution also provides that ‘There shall be a Public Service Commission for Malta which shall consist of a chairperson, a deputy chairperson and from one to three other members’.

The members of the Public Service Commission are appointed by the President, acting in accordance with the advice of the Prime Minister given after he has consulted the Leader of the Opposition.

Section 115 of the Constitution, moreover, provides that the question whether:

- (a) the Public Service Commission has validly performed any function vested in it by or under this Constitution;
- (b) any member of the Public Service Commission or any public officer or other authority has validly performed any function delegated to such member, public officer or authority in pursuance of the provisions of subsection (1) of Section 110 of this Constitution; or
- (c) any member of the Public Service Commission or any public officer or other authority has validly performed any other function in relation to the work of the Commission or in relation to any such function as is referred to in the preceding paragraph,

shall not be enquired into in any court.

## **3. THE PUBLIC SERVICE COMMISSION REGULATIONS, 1960**

The Public Service Commission Regulations indicate how the Commission is to be staffed and its meetings are held, how it establishes criteria for selection, the manner in which vacancies are advertised and appointments and promotions made, etc.

Section 14 of these regulations specifically provides that the Commission, in making recommendations for the appointment or promotion of an officer in the public service may:

- (a) consult with any other person or persons; and
- (b) seek the advice of a selection board constituted by the Commission who may appoint to it members of the Commission and other persons who are not members of the Commission.

It is for this purpose, therefore, that officers from Departments are appointed to act as Chairpersons and Members of Selection Boards. They are appointed in virtue of this regulation and because it is physically impossible for the Commission or its members to participate in each and every Selection Board.

Members appointed by the Public Service Commission on Selection Boards are therefore accountable to the Commission and any queries or difficulties which they may encounter in

the course of the selection process are to be addressed to the Executive Secretary for necessary guidance.

#### **4. ROLE OF SELECTION BOARD MEMBERS**

The role of the Chairperson is to convene and preside over the Selection Board throughout the Selection Process. Selection Boards should include technical/professional members who are in a position to help evaluate correctly all the applicants. All members of a Selection Board should always **ensure that the interviews are carried out fairly, consistently and in terms of requirements laid down in the call for applications.**

#### **5. PRINCIPLES GOVERNING THE MAKING OF APPOINTMENTS**

The fundamental principle for making appointments in the public service is **that they are to be strictly on merit, assessed by means of fair and open competition**, with a view to maintaining a high standard of efficiency.

For this purpose all selection exercises must ensure that:

- (i) job opportunities are clearly defined and well publicised;
- (ii) selection is, and must be seen to be, fair, as far as possible objective and expeditious at all stages;
- (iii) successful applicants have the skills and competencies for the job;
- (iv) the best of the successful applicants are selected; and
- (v) proper records of the selection proceedings are kept as evidence of the above.

#### **6. THE SELECTION PROCESS**

Immediately after the closing date for receipt of applications, the Chairperson and Members of the Selection Board are supplied with a certified list of all applicants and the list shall form part of the Board's report. Should the Chairperson or any of the Members not be in a position to sign PSC Declaration Form No 6 - "Conflict of Interest" mentioned below or otherwise consider that his/her serving on the Selection Board would create a conflict of interest, he/she is to submit immediate notification to this effect.

Each member of the Selection Board is required to sign PSC Declaration Form 6 – available for download at the address: <http://mpo.gov.mt/downloads.html>) before starting the processing, declaring that:

- a) he/she is not related to any candidate by consanguinity or affinity to the fourth degree inclusive (up to first cousins – vide page 12 for further details);
- b) he/she was not a tutor or curator of any candidate in terms of the Civil Code;
- c) his/her non work-related activities, including but not limited to, any participation in political activities, do not place him/her in a conflict of interest as a Chairperson/Member of the Selection Board;
- d) the whole proceedings of the Board are confidential.

To avoid any potential conflicts of interest amongst officers appointed on Selection Boards, it is not permissible for public officers to make **written references** in favour of other public officers applying for posts/positions in the Public Service.

In the course of a selection process, Chairpersons and Members should ignore any such written references.

## **7. CRITERIA**

Selection Boards, once approved by the Commission, are required to abide by the criteria approved by the Commission on the recommendation of the Head of Department. The approved criteria are intended to reflect the duties and requirements stipulated in the relevant call for applications.

## **8. INTERPRETATION OF CRITERIA**

It is important that, prior to the commencement of the interviews, **all members of the Board have a common understanding of the criteria and how they should be interpreted.** A preliminary meeting of the Selection Board is to be held before the selection process. During that meeting Selection Boards should establish, before starting the selection process, uniform and measurable sub-criteria on which their judgment is to be based. Selection Boards should split the overall criteria into sub-criteria, and determine the weightings of each sub-criterion, for every criterion approved by the Commission. The sub-criteria and relative weightings decided on by the Board are to be immediately submitted to the Commission, before the commencement of the interviews.

These sub-criteria should be very specific to the area covered by the particular call for applications and reflect the type of expertise, particular experience and specific qualities required for the post/position for which candidates are interviewed. Selection Boards should outline these sub-criteria in line with the specific expertise of the area concerned and implement them uniformly for all candidates, thus ensuring that the criteria approved by the Commission are used reliably. The marks given under such sub-criteria should also be indicated in the report of the Selection Board. (See section 13 below).

### **Such criteria could, for example, include the following:**

Academic qualifications, Public Service values, Interaction with people, Goal orientation, Initiative, Command of Subject, Experience, Motivation (reason for application), Self-confidence and adaptability, Communication skills, Emotional stability, Maturity, Temperament, Reasoning ability and judgement, Integrity and good conduct, Loyalty, etc.

Insofar as the criterion 'Qualifications', or 'Related Qualifications' or 'Relevant Qualifications' is concerned, the Selection Board is to be guided by the following in respect to recognised qualifications submitted by applicants:-

- (i) No marks are to be awarded for those qualifications presented by an applicant which form part of the eligibility criteria and on the basis of which the applicant is considered as being eligible as indicated in the relevant call for applications. In such cases, marks may be awarded for the ranking obtained in the relative degree or other qualification (e.g. First Class Honours, Distinction, etc). However, marks given for ranking should not exceed 25% of the total mark for the criterion approved by the Commission.
- (ii) Where an applicant satisfies more than one of the eligibility criteria in terms of qualifications, no marks are to be awarded in respect of the qualification on which the applicant is considered as being eligible. Marks are however to be awarded for the other qualification. Furthermore, where a call for applications includes alternative eligibility requirements, and an applicant satisfies more than one such requirement, the Selection Board should adjudge the applicant as qualifying under the requirement that would not unnecessarily deprive the applicant of marks for the higher qualification.
- (iii) A candidate who submits an application on the basis of a qualification which is at a higher level than that required in the eligibility criteria, but is not in possession of the qualification at the required level, is to be considered eligible, provided that the candidate meets the other applicable requirements of the call including those specifying the subject matter of the required qualifications. Such cases may include, for example, instances where the eligibility requirement stipulated in the call for applications is for a First Degree in a particular field, whilst the candidate, albeit not in possession of the required qualification, is in possession of a Master's Degree in the same field. In such cases no marks are to be awarded for the higher qualification on the basis of which the candidate has been considered to satisfy the eligibility criteria.
- (iv) Marks are to be awarded for additional qualifications in accordance with the sub-criteria as established by the Selection Board and notified to the Public Service Commission.

Selection Boards are to keep in mind that previous accredited experience, whether gained within the Public Service, or with a local / foreign employer, is reckonable for the purpose of satisfying eligibility criteria when a person is applying through a public call for applications for a post or position in the Public Service and is also to be taken into consideration when awarding marks during the selection process.

Any problems encountered in the interpretation of criteria should be referred to the Public Service Commission before the commencement of the interviews. Selection Boards should also feel free to comment on the approved criteria and may do so after taking into consideration the duties specified in the relative call for applications. Selection Boards may make alternative proposals for the Commission's consideration and are not to commence the selection exercise before the Commission communicates the final approval of the criteria to be adopted.

**Once approved, criteria are to be scrupulously observed by the Selection Board throughout the selection exercise.**



## **9. STRUCTURING INTERVIEWS**

In the interest of openness and consistency, it is highly recommended that Board Members **ensure that the interviewing process is structured**. Apart from establishing the role to be played by each member during the interviews, it is advisable that Board Members prepare a set of questions beforehand. Experience has shown that **preparing a list of questions beforehand has the added advantage that the interviewing of candidates can be expedited**.

## **10. SUPPLEMENTARY SELECTION MECHANISMS**

Selection Boards may supplement oral selection interviews with additional mechanisms for the assessment of candidates, such as office skills tests, short tests of writing proficiency, multiple choice questions or IQ tests, amongst others. This is subject to the proviso that such mechanisms are to be used as part of the selection process to be undergone by all eligible candidates, and not as a qualifying stage on the basis of which candidates could be excluded from the interview. Selection Boards are to seek Public Service Commission approval of their proposed selection mechanisms additional to the interview at the stage when they propose the sub-criteria for the Commission's consideration.

On the other hand, the use of additional mechanisms as a qualifying stage in the selection process (e.g. a written examination under the auspices of the Examinations Department, a Trade Test) should continue to depend on the inclusion of an explicit provision to this effect in the relevant call for applications."

## **11. ELIGIBILITY OF APPLICANTS**

Selection Boards are to ensure that only eligible applicants - vis-à-vis the terms and conditions specified in the applicable call for applications (including eligibility requisites and closing date) - are interviewed/examined and any photocopies of documents presented with their applications are to be checked against the originals, whilst their identity, age and nationality are to be checked against their identity card or other relevant document.

In this regard, Chairpersons and Members are required to sign PSC Declaration Form No 7 regarding the "Eligibility of Candidates" and such a declaration form is to be submitted together with the report of the Selection Board.

The eligibility of applicants for posts, insofar as their grade is concerned, is strictly determined in accordance with the Service and Leave Record Form (GP 47) issued by the relevant department prior to the closing date fixed for the receipt of applications; for this purpose, the Service and Leave Record Form should be signed by an officer in the department not below the grade of Principal.

The service of Public Officers detailed with Public Sector Entities is reckonable as "service in the grade" with the Public Service as defined in paragraph 1.3.12.1 of the Public Service Management Code. However, no account is to be taken of appointments to grades with Public Sector Entities when determining the eligibility of Public Officers applying for

vacancies in the Public Service through internal calls for applications. This is in view that Public Sector Entities have a separate legal personality from the Public Service and hence, appointments to grades with such Entities do not have a bearing on the substantive grade of the Public Officer in question.

Any difficulty in determining whether a degree, diploma or certificate presented with an application is acceptable to the Board, is to be referred to the Malta Qualifications Recognition Information Centre (MQRIC) within the Education Division.

Ineligible applicants are to be informed accordingly by the Selection Board and are to be given the reasons therefore. Eligible applicants are to be notified well in advance, preferably not less than 10 working days (minimum one week), of the place, date and time of the interview. Notifying candidates by means of the “recorded delivery” facility of the MaltaPost may provide tangible proof that the candidate concerned had been notified, and the notification delivered, at the address given in the application by the candidates.

If an applicant, owing to a justifiable reason, fails to attend for an interview on the date and time notified, the Selection Board may at its discretion allow the applicant concerned to be interviewed on another occasion which is suitable to the Chairperson and Members of the Board.

If an applicant is unable to physically attend for an interview, the Selection Board may carry out the interview by video-conference. Conducting interviews over the telephone, however, is not permissible.

## **12. GENDER BIAS AND EQUALITY OF OPPORTUNITY**

Every person should be assessed according to his or her ability to carry out a given job. It is discriminatory to assess a person's ability on the grounds of the person's gender and/or family responsibilities. In order to avoid gender bias and to promote equality of opportunity:

- (i) Applications from men and women should be processed in exactly the same way;
- (ii) Records of interviews should be kept, when practicable showing why applicants were not selected;
- (iii) Persons should be assessed according to their personal capability to carry out a given job. It is therefore discriminatory to assess persons on the grounds of gender and/or family responsibilities;
- (iv) Questions asked during interviews should relate to the requirements of the job. Questions about marriage plans or family intentions should not be asked as they could be construed as showing bias against women;
- (v) It should not be assumed that men only or women only will be able to perform certain types of work;
- (vi) In the case of promotion, when general ability and personal qualities are the main requirements for promotion to a post, care should be taken to consider favourably the non-formal qualifications arising from general experience and differing career patterns of candidates of either gender.

### 13. SUBMISSION OF REPORT TO THE PUBLIC SERVICE COMMISSION

Selection Boards are to submit, as soon as possible after interviewing all the eligible applicants, their report under confidential cover direct to the Commission and a copy to the Head of Department, who should then communicate his/her view thereon to the Commission and at the same time make his/her recommendation for the filling of the vacant posts by the successful candidates in accordance with the established order of merit.

### 14. THE REPORT OF THE SELECTION BOARD

The Selection Board should state in their report, the number of applicants, distinguishing between eligible and ineligible applicants. In the case of ineligible applicants the Board should state the reasons why such applicants have been considered ineligible. All applicants should be accounted for. A specimen selection board report is available for download at the address: <http://mpo.gov.mt/downloads.html>.

Selection Boards should submit the following as appendices to the report:-

- a. the PSC Declaration Forms 6 and 7 (available for download at the address: <http://mpo.gov.mt/downloads.html>);
- b. a Statement setting out the sub-criteria used in terms of section 8 above;
- c. an Assessment Sheet indicating the marks allotted to each candidate under each criterion approved by the Commission **and under each sub-criterion set by the Board for each approved criterion** (a sample Assessment Sheet is available for download at the address: <http://mpo.gov.mt/downloads.html>);
- d. two (2) copies of the Result Sheets of the interview showing the set maximum mark and pass mark, the names and ID numbers of the eligible candidates in order of merit and the final mark given. In the case of candidates who fail to obtain a pass mark, the name is to be left out and the letter "F" is to be inserted in the "Order of Merit" column. These result sheets are to have the full signature of the Chairperson and members of the Selection Board on each page. (A sample Result Sheet is available for download at the address: <http://mpo.gov.mt/downloads.html>);

The Selection Board's report and all accompanying documents should be typewritten and not handwritten. The use of template formats as downloaded from the above mentioned websites is imperative in all cases.

If the approved criteria include a 'qualifying element' such as a trade/practical test, the result sheet must show separately the marks obtained by each candidate in respect of the Trade/Practical Test and the Interview as well as the overall total.

The condition set that:

**“candidates must obtain at least 50% of the marks allocated for the Trade/Practical Test in order to qualify for the interview”**

is to appear on the Result Sheets.

Applicants are also to be informed verbally that only those successful in the Trade/Practical Test qualify for the Interview.

## **15. ESTABLISHING THE ORDER OF MERIT**

In order to establish the order of merit amongst candidates obtaining the same marks, Selection Boards are to be guided by the provisions set out in the Public Service Management Code. Selection Boards are reminded that:-

- (a) the award of fractions of a mark in the final result is not allowed;
- (b) ties are only to be allowed in exceptional circumstances.

While retaining the approved selection criteria in the same proportion as that approved by the Commission, Selection Boards should automatically increase the marking range as follows:-

- where the number of applicants is up and including 25 applicants, the range of marks is to be 0 to 100;
- where the number of applicants is between 26 and 50, the range of marks is to be 0 to 200;
- where the number of applicants is over 50, the marking range is to be 0 to 300.

Should the Board feel that a further increase in the range of marks of a particular interview is justified, the specific approval of the Commission is to be sought.

Cases such as those resulting in ties; or where the difference in ranking order is that of one/two marks, especially where the difference is in selection criteria that are subjective in nature and in particular where 'Personality' is involved; or borderline failures, require specific scrutiny. Selection Boards are asked to exercise this scrutiny prior to coming to a final decision about marks and before forwarding their report to the Commission. Selection Boards are reminded that they should keep notes and workings related to the selection process. Selection Boards should be in a position to comment on any points made by applicants in eventual petitions to the Public Service Commission.

The order of merit of candidates who obtain the same total mark is determined, comparisons made as on the closing date of applications, in terms of MPO Circular BI no 1/95 dated 11<sup>th</sup> January, 1995 as subsequently amended by MPO Circular no 53/03 dated 3<sup>rd</sup> April, 2003.

The Selection Board should finally state whether they were unanimous in their recommendations and if not, the dissenting minority should state its views. The report and all appendices thereto should be signed by all the members of the Board. Each page of the report is to be endorsed by every member of the Selection Board.

## **16. PUBLICATION OF RESULTS**

The Commission, after approving the report by the Selection Board, authorises the publication of the results of the interviews. A copy of the result sheet duly signed by the Executive Secretary, Public Service Commission will be exhibited on its notice board and a copy forwarded to the Head of Department for publication at his/her department. The result will also be available on the website of the PSC at <http://www.psc.gov.mt>. Furthermore, a notification of the issue of the result will be duly published in the Government Gazette and will also appear on the PSC website. A press notice will also be issued to all local media organizations.

A breakdown of the result may be given by the Executive Secretary of the Commission only at the specific request of a candidate and only in respect of his/her performance during the interview. The relevant department is also authorised to give the marks obtained by the candidate requesting information, but is precluded from giving any information relating to other candidates. Those candidates who, in addition, request to know the marks given to them for the sub-criteria set by Selection Boards in respect of the selection criteria approved by the Commission, are to be given the information requested.

## **17. VALIDITY PERIOD**

Unless otherwise stated in the call for applications, the results of the interviews will remain valid for a period of one year from the date of publication as certified by the Executive Secretary to the Commission. The result of the interview will serve to fill vacancies recurring in that particular post during the validity period.

## **18. CORRESPONDENCE ADDRESSED TO THE COMMISSION**

Any difficulties encountered by the Selection Board in the course of the selection process, or any issues requiring clarification, should be referred to the Public Service Commission for final settlement.

Any requests for clarification, etc. are to be addressed to the Executive Secretary, Public Service Commission and should be accompanied by supporting documentation.

## **19. RESTRICTION ON DISCLOSURE OF INFORMATION**

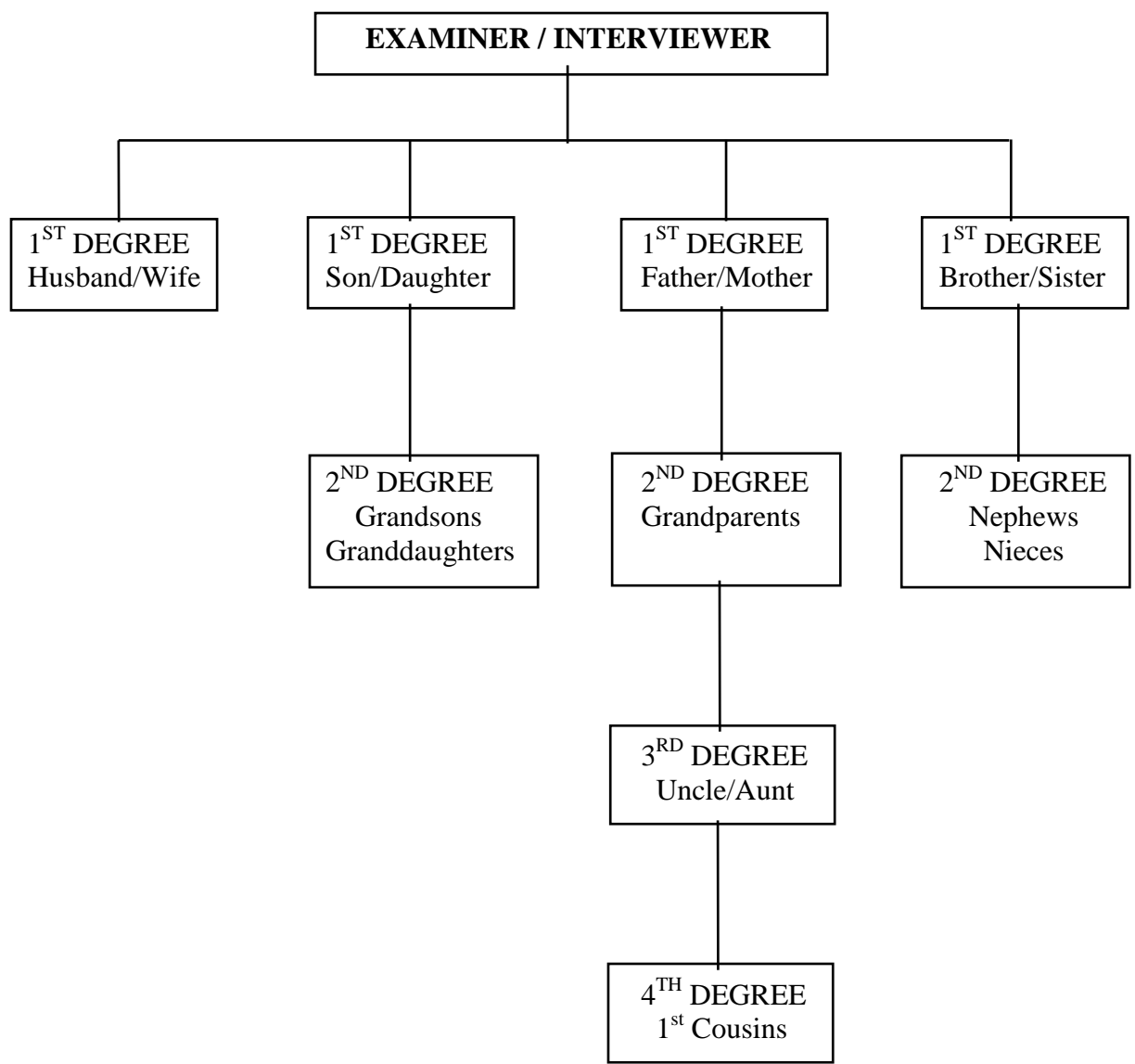
No member of the Selection Board shall, without the written permission of the Prime Minister, **publish or disclose to any person, otherwise than in exercise of his/her official functions, the contents of any document, communication or information whatsoever which has come to his/her notice in the course of his/her duties.** Failure to comply with the provisions of this regulation will constitute a breach of discipline.

The attention of persons appointed to a Selection Board is particularly drawn to the Public Service Management Code which states as follows:

***"A Selection Board is part of the machinery of the Public Service Commission and its members are therefore subject to the restriction on disclosure of information laid down in the Public Service Commission Regulations. This means that no member of the board may divulge the report or proceedings of the board to any other person, whether a public servant or not."***

Members of Selection Boards should also refrain from discussing any matter connected with the selection process with candidates or other persons.

**Consanguinity or Affinity Relationship between  
Examiner/ Interviewer and the Candidate**



**Note:** In those cases where a Selection Board Member considers that his/her eligibility in an assigned selection process is in dispute, the advice of the Public Service Commission is to be sought before proceeding.

**PUBLIC SERVICE COMMISSION  
GUIDELINES TO SELECTION BOARDS**

Selection Boards are to be guided by the following points, which represent only a summary of key provisions governing the selection process:

1. The attention of persons appointed to a Selection Board is particularly drawn to Section 1.1.7.3 of the Public Service Management Code, which states as follows:

“A Selection Board is part of the machinery of the Public Service Commission and its members are therefore subject to the restriction on disclosure of information laid down in the Public Service Commission Regulations. This means that no member of the board may divulge the report or proceedings of the board to any other person, whether a public officer or not.”

Members of Selection Boards are to refrain from giving any information concerning the selection process or the result to candidates or other persons.

2. Selection Boards are not to commence the selection exercise before the Commission communicates the approval of the criteria to be adopted.

3. A preliminary meeting of the Selection Board is to be held before starting the selection process.

During that meeting the Selection Board should set sub-criteria for every criterion approved by the PSC and determine the weighting of each sub-criterion. The sub-criteria and relative weightings decided on by the Board are to be immediately submitted to the Commission, before the commencement of the interviews.

4. Insofar as the criterion ‘Qualifications’, or ‘Related Qualifications’ or ‘Relevant Qualifications’ is concerned, no marks are to be awarded for qualifications which are a pre-requisite for the post or position as indicated in the relevant call for applications. In such cases, marks may be awarded for the ranking obtained in the relative degree or other qualification. However, marks given for ranking should not exceed 25% of the total mark for the criterion approved by the Commission.

5. The Chairperson and each member of the Board are to sign PSC Declaration Forms Nos. 6 and 7.

6. Only candidates who meet the eligibility requirements set out in the call for applications may be interviewed. Responsibility for determining whether or not candidates meet the eligibility requirements lies with the Selection Board. The Selection Board has no authority to deviate from or make exceptions to the requirements set out in the call for applications.

7. If the selection process includes a trade or practical test, the result sheets must show separately the marks obtained by each candidate in respect of the trade/practical test and the



interview as well as the overall total. The condition set that “candidates must obtain at least 50% of the marks allocated for the Trade/Practical Test in order to qualify for the interview” is to appear on the result sheets.

Applicants are to be informed that only those successful in the trade/practical test qualify for the interview.

8. Selection Boards must not discriminate on the grounds of gender and/or family responsibilities and are to ensure equality of opportunity during the selection process. Section 1.1.7.8 of the Public Service Management Code sets out rules to be followed in this regard.

9. Selection Boards are to ensure that candidates are made aware in good time (minimum one week) of the date of their test and / or interview. Notifying candidates by means of the “recorded delivery” facility of MaltaPost plc provides tangible proof that the candidate concerned had been notified, and the notification delivered, at the address given in the application by the candidates.

10. In order to establish the order of merit amongst candidates obtaining the same marks, Selection Boards are to be guided by the provisions set in section 1.3.9 of the Public Service Management Code. Selection Boards are reminded that:

- a. the award of fractions of a mark in the final result is not allowed;
- b. ties are only to be allowed in exceptional circumstances.

While retaining the allocation of marks for the selection criteria in the same proportion as that approved by the Commission, Selection Boards should automatically increase the marking range as follows:

- where the number of applicants is up to and including 25 applicants, the range of marks should be 0 to 100;
- where the number of applicants is between 26 and 50, the range of marks is to be 0 to 200;
- where the number of applicants is over 50, the marking range is to be 0 to 300.

Should a Selection Board feel that a further increase in the range of marks for a particular interview is justified, it should seek the specific approval of the Commission.

11. Cases such as those resulting in ties; or where the difference in ranking order is that of one/two marks, especially where the difference is in selection criteria that are subjective in nature and in particular where ‘Personality’ is involved; or borderline failures, require specific scrutiny. Selection Boards are asked to exercise this scrutiny prior to coming to a final decision about marks and before forwarding their report to the Commission.

12. Selection Boards are reminded that each member should keep notes and workings related to the selection process. The retention period for these notes is set out in paragraph 1.1.7.11 of the Public Service Management Code (as amended on 10 October 2011). Selection Boards should be in a position to comment on any points made by applicants in eventual petitions to the PSC.

13. Each Selection Board is required to submit its report under confidential cover directly to the Commission, copied to the Head of Department. The following should be included in the body of the report or as an attachment thereto:

- a. the PSC Declaration Forms;
- b. a statement setting out the sub-criteria used in terms of para 2 above;
- c. a table indicating the marks allotted to each candidate under each criterion approved by the Commission and under each sub-criterion set by the Board for each approved criterion;
- d. two (2) copies of the result sheets of the interview showing the set maximum mark and pass mark, the names and ID numbers of the eligible candidates in order of merit, and the final mark given. In the case of candidates who fail to obtain a pass mark, the name is to be left out and the letter “F” is to be inserted in the “Order of Merit” column. These result sheets are to have the full signature of the Chairperson and each member of the Selection Board on each page.

14. More detailed instructions on how to proceed in the selection process are found in section 1.1.7 of the Public Service Management Code, as well as the document “Appointments in the Malta Public Service: Guidelines for Chairpersons and Members Appointed on Selection Boards” issued by the Public Administration HR Office. This document, as well as a sample Selection Board report, may be downloaded from <http://www.mpo.gov.mt/downloads.html>.

This document is not intended to replace the documents referred to above.

**DECLARATION – CONFLICT OF INTEREST**

Executive Secretary  
Public Service Commission  
(and Director, Department for Local Government)

With reference to my appointment as Chairperson/Member of the selection panel constituted for the purpose of examining and reporting upon the applications received for \_\_\_\_\_, I hereby declare that:-

1. I am not related to any candidate by consanguinity or affinity to the fourth degree inclusive;
2. I am not the tutor or curator of any candidate in terms of the Civil Code;
3. My non-work-related activities, including but not limited to, any participation in political activities, do not place me in a conflict of interest as a Chairperson/Member of the Selection Board.
4. I AM AWARE THAT THE WHOLE PROCEEDINGS OF THE PANEL ARE OF A CONFIDENTIAL NATURE AND MAY NOT, WHETHER STILL PENDING OR TERMINATED, BE DISCLOSED, DIRECTLY OR INDIRECTLY, TO ANY PERSON.

Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Name in Block Letters:

\_\_\_\_\_

Grade:

\_\_\_\_\_

Department:

\_\_\_\_\_

E-mail Address:

\_\_\_\_\_

**DECLARATION – ELIGIBILITY OF CANDIDATES**

Executive Secretary  
Public Service Commission  
*(and Director, Department for Local Government)*

With reference to my appointment as Chairperson/Member of the selection panel constituted for the purpose of examining and reporting upon the applications received for \_\_\_\_\_, I hereby confirm that the successful applicants, as listed in the order of merit for the above post/position, were eligible for the post according to the requirements set out in the relevant call for applications.

Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Grade: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Personal and Confidential**

Date: .....

The Secretary  
Public Service Commission  
**(and Director, Department for Local Government**

**REPORT ON THE SELECTION PROCESS FOR THE  
POSTS/POSITIONS *(delete as applicable)* OF .....  
IN THE .....DIVISION/DEPARTMENT *(delete as applicable)*  
WITHIN THE MINISTRY OF .....**

**Call for applications:**           **Government Gazette dated .....**  
  **MPO Circular No ..... dated .....**  
  **Departmental Circular No ..... dated .....**  
  *(Delete as applicable)*

The Selection Panel appointed by the Public Service Commission to process the applications received in connection with the above-mentioned posts/positions *(delete as applicable)* has to report as follows:

1. A total of ..... applications were received by the closing date in response to the call for applications. The applications were vetted according to the eligibility parameters stipulated in the call for applications.
2. All applicants were considered as eligible and were notified by .....  
*(insert type of communication used)* of their interview date and venue.

**OR**

Out of the applications received, there were ..... applicants who were deemed as ineligible for the reasons indicated hereunder:

	<b>Name</b>	<b>I.D. No.</b>	<b>Reason for Ineligibility</b>
1.			
2.			
3.			

These applicants were informed by ..... *(insert type of communication used)* of the reason for their ineligibility. The remaining .....

eligible applicants were notified by ..... (*insert type of communication used*) of their interview date and venue.

*(Delete as applicable)*

3. There were ..... eligible applicants who withdrew their application (letters of withdrawal are annexed to this report), details of whom are listed hereunder:

	<b>Name</b>	<b>I.D. No.</b>	<b>Application No.</b>
1.			
2.			
3.			

*(Delete if not applicable)*

There were ..... eligible applicants who failed to attend the interview and were considered as absent - details are listed hereunder:

	<b>Name</b>	<b>I.D. No.</b>	<b>Application No.</b>
1.			
2.			
3.			

*(Delete if not applicable)*

The remaining ..... eligible applicants attended for the interview and were assessed according to the criteria and weightings approved by the Commission. Details on the sub-criteria and weightings thereon set by the Selection Panel are found at Appendix B to this report.

The interviews were held on .....

**OR**

All eligible applicants attended for the interview and were assessed according to the criteria and weightings approved by the Commission. Details on the sub-criteria and weightings thereon set by the Selection Panel are found at Appendix B to this report.

The interviews were held on .....

*(Delete as applicable)*

4. All the interviewed applicants obtained a pass mark - marks obtained are indicated in the Result Sheet at Appendix D to this report.

**OR**

Of the interviewed applicants, ..... failed to obtain a pass mark and the remaining ..... applicants obtained a pass mark – marks obtained are indicated in the Result Sheet at Appendix D to this report.

*(Delete as applicable)*

5. The Selection Board would like to submit the following comments:

.....  
.....  
.....  
.....  
.....

*(To be filled if considered necessary; otherwise to be deleted)*

Please find enclosed:

- (a) the three Declaration Forms signed by the Chairperson and Members (Appendix A);
- (b) a certified list of all applicants;
- (c) a Statement setting out the sub-criteria and weightings set by the Selection Panel (Appendix B);
- (d) an Assessment Sheet indicating the marks allotted to each candidate under each criterion as communicated by the Public Service Commission and under each sub-criterion set by the selection panel for each approved criterion (Appendix C);
- (e) the Result Sheet in triplicate (Appendix D);
- (f) copies of letter/s of withdrawal (if applicable).

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

c.c. Head of Department where vacancy/ies is/are being filled.







*Names are to be listed in the sequence of their order of merit.*

*The Report should account for all eligible applicants.*

*In the case of candidates who failed to obtain a pass-mark, the name is to be left out and the letter "F" is to be inserted in the "Order of Merit" column.*

*Absentees are shown with the letter "A" and candidates who withdrew with a "W" in the "Mark" Column.*