

**Updates to the Manual on IR and the Selection
and Appointment Process under Delegated
Authority ancillary to Directive 9.1**

| Date of update | Section | Nature of update |
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| 01.02.2 016 | Section 1.1, paragraph 2 | Clarification that in the absence of a Permanent Secretary, delegation of authority to issue calls and to take other actions under the Manual is exercised by the Principal Permanent Secretary. |
| 01.02.2 016 | Section 2.1 (iii) | Clarification that the inclusion of a “qualifications” column in the schedule of applicants is at the discretion of the authorities. |
| 01.02.2 016 | Section 2.6, paragraph 3 | The words “ <i>prior to the closing date of the call for applications</i> ” as regards the issue of the GP 47 were amended to read “ <i>not earlier than the date of publication of the call for applications</i> ”. |
| 01.02.2 016 | Section 4.1 (iv) | Clarification that Selection Board members who are not serving public officers are to place their notes in a sealed envelope which should be clearly marked to indicate the respective selection process. The sealed envelope is to be handed to the Chairperson of the Selection Board when the report has been compiled and submitted, and the Chairperson is to make arrangements for its appropriate filing. |
| 01.02.2 016 | Section 4.2 (i) and (ii) | The established time-frame for the submission of representations regarding ineligibility is of five (5) working days. |
| 01.02.2 016 | Section 4.2 (vi) | Additional document to be included with the list of documents attached to the Selection Board report – i.e. the statement received from the Public Service Commission that no representations regarding ineligibility were submitted by applicants (if applicable). |
| 01.02.2 016 | Section 5.1, paragraph 2 | The following text was included as the last sentence of the paragraph – “ <i>A note should be posted on the notice board stating that no photos of results may be taken.</i> ” |
| 01.02.2 016 | Section 5.1 (i) | Additional requirement – “ <i>In addition to the mobile number (and email address) of successful and unsuccessful candidates, the list should also include the generic “no reply” email address of the Public Service Commission resultsnotification.psc@gov.mt , in order to assist the Commission in keeping track of published results and concluded selection processes.</i> ” |
| 01.02.2 016 | Section 5.1 (ii) | The words “ <i>SMS alerts</i> ” were amended to read “ <i>SMS alerts / email notification</i> ”. |
| 01.02.2 016 | Section 5.2, paragraph 11 | Clarification that in the absence of a Permanent Secretary, letters of appointment are to be signed by the Principal Permanent Secretary. |
| 01.02.2 016 | Section 5.2, paragraph 12 | Clarification that when renewing a definite appointment, a fresh letter of appointment is to be issued, omitting reference to the probationary period since this would have already passed. Copies of the letter of appointment are to be sent to the HR Management Systems Directorate within the Public Administration HR Office, the Gozo Salaries Section and the Auditor General. |

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| 01.02.2 016 | Section 6.1 (i) | The following text was included at the end of the sub-paragraph – <i>“Calls for applications should make it clear that candidates are to regularly check the respective website in order to be aware of the publication of the result. Failure to receive an SMS alert notifying the issue of the result does not constitute a justification for submitting a petition beyond the 10 working day time limit”</i> . |
| 01.11.20 16 | Throughout the Manual | Changes resulting from the Standard Operating Procure (SOP) concerning Timeframes for the Selection Process (announced through Letter-circular dated 27 th September 2016). In addition, the SOP, being a step-by-step guide for officers responsible for HR matters and for officers/persons appointed on Selection Boards, is reproduced in its entirety as an Appendix to the Manual. |
| 01.11.20 16 | Section 1.3 | The inclusion of provisions covering instances of the concurrent issue of an internal and a public call for applications for the filling of a particular vacancy. |
| 01.11.20 16 | Section 1.3 | Issue of all calls for applications, both internal and external to take place on a Friday. Ministries/departments to submit, by not later than Wednesday of every week, returns (including ‘Nil’ returns) and PDF formats of the relative calls, both in Maltese and English, that will be published the following Friday to the generic email account rps-psd.opm@gov.mt . |
| 01.11.20 16 | Section 1.4 (iii) | The inclusion of the provision that public officers, as well as newly appointed recruits, may not apply for a higher post or position solely on the basis of their current grade or position to satisfy the eligibility criteria, unless they are confirmed in their current appointment. |
| 21.03.2 017 | Section 4.2 (i) and (vi) | To ensure that the Selection Board abides by the instructions at Section 4.2 (ii) and (vi) of the Manual, i.e. that before compiling and finalising the report, the Selection Board should check with the Public Service Commission whether there are any pending representations from candidates who were declared ineligible. |
| 04.10.2 017 | Section 5.1 | Inclusion of the requirement that results should be displayed on the notice board of all the branches of the Ministry and the department where the vacancies exist, including the notice boards of institutions such as hospitals, health centres and schools, as applicable. Moreover, the SMS alert service, which informs candidates that the result has been published, should also inform them of all the places where the result may be viewed. |
| 04.10.2 017 | Sub-paragraph 2.2 (ii) | Inclusion of provisions regarding the procedure to be adopted to determine whether a post is of a professional/specialised nature and hence whether the Selection Board should be composed of at least two specialised members. |
| 04.10.2 017 | Sub-paragraph 2.2 (iv) | Inclusion of the requirement that if, for any reason, a person nominated to form part of a Selection Board is not a serving public officer or does not form part of the SSP of the respective Ministry, the prior approval of the PSC is required. |
| 04.10.2 017 | Section 3.3 – Qualifications | Clarification to the effect that marks for additional qualifications are to be awarded only for the highest qualification held by the candidate in accordance with the pre-determined sub-criteria as established by the Selection Board, unless otherwise approved by the PSC, prior to the start of the interviews |

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| 04.10.2017 | Section 5.3 | Clarification to the effect that in cases where a revised result is issued, the validity period of the result nonetheless starts from the date of the original result. |
| 25.01.2018 | Section 1.4, sub-paragraphs (iii) and (iv) | <p>Added clarifications to the effect that Public Officers who apply for a higher post or position on the basis of their current (or previous) grade or position to satisfy the eligibility criteria, must be confirmed in their current (or previous) appointment, as the case may be, irrespective of whether any other eligibility requirement/s (e.g. qualifications, service, experience) need to be satisfied.</p> <p>In the case of internal positions, where eligibility is based on qualifications and experience, applicants should be confirmed in their current or in a previous (not necessarily related) appointment.</p> |
| 25.01.2018 | Section 2.7 | Included the definition of a “management position”, with particular reference to such a position within the Public Service. |
| 01.06.2018 | | Directive 9.1, together with a revised version of the Manual, was issued. The revised version includes provisions, as a pre-amble to the process of selection and appointment, regarding the authority to conduct Industrial Relations in the Public Service. |
| 10.08.2018 | Last paragraph of Section 1.3 and Appendix I | An SOP concerning the “Timeline for Approval and Publication of Internal and External Calls for Applications” was included as an Appendix to the Manual. A new paragraph was added to Section 1.3 alerting users to the procedure to be followed for the submission, approval and uploading of calls for applications. |
| 15.03.2019 | Section 2.2 (ii) | The words “... <i>should include at least two specialised members</i> ...” were amended to read “... <i>should include two specialised members</i> ...”. |
| 26.03.2019 | Section 2.12 | Section 2.12 was amended, as per instructions issued in Letter-Circular dated 26 March 2019 regarding “Selection Processes and Discipline Proceedings”. This amendment ensures that whenever candidates are deemed ineligible by the Selection Board in the course of selection processes, the Board should give, apart from the relevant eligibility paragraph quoted as per call for applications, the full details of the reason that justifies its decision of ineligibility. |
| 09.07.2019 | Assessment Sheet referred to at sub-paragraph 4.2(vi) of the Manual | Included a column in the assessment sheet (accessible at https://publicservice.gov.mt/en/people/Pages/PeopleResourceandCompliance/FormsandTemplates.aspx) to indicate the paragraph in the respective call for applications, through which applicants were deemed eligible. Such information would not only prove useful at petitions’ stage but would also assist Directorates responsible for Human Resources when faced with requests for <i>qualification allowances</i> . |
| 28.08.2019 | Section 2.6, last paragraph | Included the requirement that the date of issue of the GP47 should not be earlier than one (1) month from the date of application by the candidate. |
| 18.09.2019 ¹ | Section 2.7 (iii) | Sub-paragraph was amended to the effect that in the case of online applications or applications received by post, the applicant is to be informed of any missing documents immediately after the closing date, and notified that as a consequence his/her application will not be considered further, unless justifiable reasons are given by the applicant, to the satisfaction of the PSC, for any omission or late submission. Such justification should be sent to the PSC within five (5) working days from the date of the aforementioned notification. |

¹ Repealed through Letter-circular dated 7 November 2019.

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| | Section 2.1, last sentence Clauses 1, 7(i) and 7 (iii) of respective SOP | <u>Amended to read: "Incomplete applications, and applications received after the closing date and closing time should not be considered by Selection Boards unless the PSC permits their acceptance on the basis of the justification provided."</u> Amended to reflect the above amendments. |
| 20/09/2019 | Section 2.2 | A new sub-paragraph numbered (v) was added to clarify that PSC approval is also to be sought in those cases where, due to a large number of applicants and in order to complete the selection process within the given timeframe, the authorities consider it appropriate to have multiple Selection Boards in respect of a single call for applications. |
| 21/10/2019 ² | Section 2.1 (iii) | <u>Sub-paragraph was amended to clarify that in all cases (i.e. online applications as well as applications received by post or submitted manually), the applicant is to be informed of any missing or incorrect documents immediately after the closing date (i.e. within two working days from the closing date of the call for applications):</u> |
| 21/10/2019 | Section 4.2 (i) | <u>Sub-paragraph was amended to clarify that before compiling the report, the Selection Board should enquire with PSC regarding any appeals concerning applications with missing/incorrect documents, in the same way as is done in the case of applicants who were declared ineligible:</u> |
| 21/10/2019 | Section 4.2 (ii) and 4.2 (vi) | <u>Sub-paragraph was amended to clarify that applications which were not considered due to missing/incorrect documents need to be accounted for in the Selection Board report:</u> |
| 21/10/2019 | SOP at Appendix 2 | SOP was amended to reflect the preceding three clarifications: |
| 23/10/2019 | Section 2.11 | Section was updated to reflect the current provisions in terms of the Conducts Certificates Ordinance (Cap. 77 of the Laws of Malta) regarding the types of Conduct Certificates issued, i.e. Form A and Form B. |
| 23/10/2019 | Section 5.2 | Change in procedure <u>Previous procedure:</u> If, on the basis of the Declaration Prior to Appointment, the authorities were of the opinion that a successful candidate should not be appointed, they were to submit the matter, together with all the relevant documentation, for the consideration of the Public Service Commission. <u>New procedure:</u> If, on the basis of the Declaration Prior to Appointment, the authorities are of the opinion that a successful candidate should produce the complete record of criminal convictions (<i>fedina penali</i>), then the latter is to be asked to provide the complete record himself/herself. If, following its production, the respective Permanent Secretary considers that the appointment should not be proceeded with, then the applicant is informed accordingly, given back his/her record of criminal convictions, and informed of his/her right to appeal with the Public Service Commission. Hence, the Commission remains distant from the case until appeal stage. |

² Repealed through Letter-circular dated 7 November 2019.

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| 7/11/2019 | Section 2.1 (iii) and respective SOP | <p>Sub-paragraph and SOP were amended as per following procedures:-</p> <ol style="list-style-type: none"> i. if applications are received manually, checking has to be carried out there and then; ii. in the case of online applications or applications received by post, the applicant is to be informed at the earliest of any missing documents; and iii. in all cases (excluding cases where applicants are awaiting MQRIC equivalence where a maximum of four (4) months is allowed for processing) applicants are to be granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit the incorrect or incomplete documents. |
| 11/11/2019 | Section 2.1 (iii) and respective SOP | Added a clarification that the provisions of Section 2.1 (iii) shall apply to all selection processes unless the call for applications states otherwise. |
| 08/05/2020 | Section 2.1 and respective SOP | Amended to reflect changes resulting from the automation of the process, insofar as the receipt, registration and acknowledgement of applications is concerned, through the Recruitment Portal. |
| 15/06/2020 | Section 1.4 (ii) | Amended to reflect that a public officer must be confirmed in appointment prior to being eligible to apply laterally or for promotion to a higher grade/position. Thus, calls for applications, both internal and external, are to stipulate this requirement. |
| 23/09/2020 | Appendix 1 | Amended to reflect changes arising from the Recruitment Portal procedures. |
| 25/11/2020 | Section 4.2 (iv) | <p>Added the requirement that the assessment sheet should include an indication of any assessment/s carried out on a provisional basis pending presentation of MQRIC equivalence.</p> <p>Moreover, the requirement for the result sheet to indicate any assessment/s carried out on a provisional basis pending presentation of MQRIC equivalence, was removed.</p> |
| 25/11/2020 | Appendix 1 | <p>Under point no. 4, added the following as one of the details which are randomly checked on the part of P&SD: -</p> <p>“The respective clause is inserted in the case of grades/positions which have been identified as involving regulatory or inspectorate functions, for the purposes of sub-article 5 of article 4 of the Public Administration Act, as defined in the Annex to Directive 14”.</p> |
| 07/01/2021 | Sections 2.2 and 4.2 and Appendix 2 | Updated to include reference to the new PSC Declaration Form No. 8, to be signed by the Chairperson and Members of the Selection Board, regarding Political/Trade Union Activities. |
| 02/03/2021 | Section 5.2 | Included the policy regarding the “Extension of the requirement to renounce to any other pending applications upon appointment” as per Letter-circular dated 20 January 2021. |
| 25/03/2021 | Section 2.1 | <p>Included the requirement that:</p> <p>“The authorities shall ensure that HR Units within Departments provide support to applicants who require assistance in submitting an online application. In this regard, the authorities shall ensure that officers responsible for assisting applicants to submit online applications are fully knowledgeable of the process and perform this task with diligence”</p> <p>emanating from P&SD Circ No 6/2021 regarding “Submission of applications through the Recruitment Portal”.</p> |

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| 25/03/2021 | Section 2.1 | <p>Included the requirement that:</p> <p>“The HR Unit of the ministry/department issuing the call for applications is to request the GP47 from the Director responsible for HR of the Department where the applicant is serving and in so doing, is not to indicate the vacancy applied for. The GP47 should be forthcoming within three (3) working days”</p> <p>to reflect the provisions of letter-circular dated 8.3.2021 regarding “Further amendments to procedures to reflect current status of public officers following submission of an application for appointment”.</p> |
| 25/03/2013 | Section 2.6 | Included guidelines regarding the drawing up of the GP47 in accordance with letter-circular dated 10.03.2021. |
| 25/03/2021 | Section 13 | Clarified that Selection Boards are to inform candidates of the selection criteria, and not the weightings. |
| 25/03/2021 | Section 2.14 | New section with guidelines to Selection Boards on how to deal with cases when an applicant is considered as having renounced an application on account of having taken up another appointment. |
| 25/03/2021 | Section 3.2 | Clarified that Selection Boards are to inform candidates of the selection criteria, and not the weightings. |
| 25/03/2021 | Section 4.2 | Included the requirement that the Selection Board report is to include an account of renounced applications. |
| 25/03/2021 | Section 5.2 | Included guidelines to HR Units on how to deal with cases when an applicant is considered as having renounced an application on account of having taken up another appointment. |
| 03/05/2021 | Sections 5.1 and 6.3³ | <p>Amended the provisions regarding petitions concerning a revised result as follows:</p> <p>“Where a revised result is issued any applicant disadvantaged by the amended result shall be granted the right to submit a petition. The petition shall address the elements of the result that were modified by way of the revision, unless the Commission had treated a petition by the applicant concerned on these same elements in the first instance that the result was issued.”</p> <p>This amendment reflects LN 195 of 2021 issued on 27.4.2021, which amends the PSC (Appointments) Regulations:</p> |
| 17/05/2010 | Section 3.4 | Included a clarification that the maximum mark may be adjusted according to the number of <i>interviewed</i> applicants. |
| 02/06/2021 | Section 3 and new Appendices 3.1 - 3.5 | <p>Various amendments were made to Section 3 regarding “Selection Criteria, Sub-Criteria and Weightings”.</p> <p>New Appendices 3.1 - 3.5 were included in the Manual. These Appendices are intended to serve as guidelines in the setting up of selection criteria, sub-criteria and weightings applicable to selection processes for posts/positions in the Public Service</p> |

³ This amendment was withdrawn and the respective text was reverted to the previous version (17/5/2021).

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| 31/05/2022 | Section 2.5 | <p>The following text was added to paragraph 1:-</p> <p><i>“Selection Boards are also to observe sub-paragraph (a) of clause 20 of the Code of Ethics for Public Employees and Board Members, which states that they shall not discriminate in any manner or on any basis including race, place of origin, nationality, skin colour, political opinions, creed, sex, sexual orientation, expression or gender identity, civil status, mental or physical well-being.”</i></p> |
| 31/05/2022 | Section 5.2 | <p>Added clarifications to the effect that if any pending disciplinary cases/disciplinary offences emerge as per declaration to be signed prior to appointment, and the respective Permanent Secretary considers that the appointment should not be proceeded with, then the applicant is informed accordingly, and informed of his/her right to appeal with the Public Service Commission.</p> <p>Added the following paragraph, which previously appeared in Section 1.5.11 of the Manual on Resourcing Policies and Procedures:-</p> <p><i>“Officers whose appointment to a higher grade has been approved, but who, prior to receiving their letter of appointment are placed on precautionary suspension, will have the issue of their letter of appointment also suspended. Issue of the letter of appointment is kept in abeyance until a decision is reached by the Public Service Commission for the lifting or otherwise of the precautionary suspension imposed. Suspension of the issue of the letter of appointment is approved by the Prime Minister acting on the recommendation of the Commission.”</i></p> |
| 13/06/2022 | Sub-paragraphs 4 (xiv) – (xviii) of Appendix 1 | These sub-paragraphs concerning qualifications/MQF levels/ECTS were amended to reflect changes made in the templates of calls for applications. |
| 10/08/2022 | Section 1.1 | Included text regarding the process to be followed and parameters applicable in the case of calls for applications specifically aimed at persons over statutory retirement age. |
| 02/09/2022 | Section 0.2 | Section 0.2 regarding “Industrial Relations Procedure” was amended to reflect Directive 9.2 issued on 2 September 2022. |
| 02/09/2022 | Sub-paragraph 1.1 | Amended to clarify that HR Plans need P&SD approval. |
| 29/09/2022 | Section 2.1 and point 2 of SOP at Appendix 2 | Added the following task to be carried out when applications are being checked to ensure that they are complete – <i>“in the case of digital certificates, it should be ensured that all the relevant pages, including the QR Code of the downloaded records issued through Blockcerts, are submitted with the application”</i> . |
| 02/02/2023 | Sub-para 1.4.(iii) | <p>Sub-para was replaced by the following:-</p> <p><i>“A public officer must be confirmed in his/her current appointment prior to being eligible to apply laterally or for promotion to a higher grade/position, unless the current appointment is in a different class/stream or in a definite position. In the case of officers applying within their career stream / sectoral agreement, when eligibility is open to holders of grades at different levels within the career stream, an officer who is not confirmed in his/her current</i></p> |

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| | | grade, but is confirmed in his/her previous grade within the same stream, shall be eligible to apply, provided all other eligibility requirements are satisfied.” |
| 10/03/2023 | Section 3.3 under the sub-heading “Qualifications” | The following penultimate paragraph was inserted, by way of clarification:- “Furthermore, a candidate who satisfies eligibility on the strength of a qualification at a particular level, who, in addition, presents a qualification at a lower level (e.g. eligibility requirement is a Master’s Degree and candidate presents also a First Degree / Higher Diploma / Diploma) but in a pertinent field, should be given additional marks for such a qualification as long as it was not used to enable the candidate to enrol for the required higher qualification.” |
| 10/03/2023 | Section 5.1 and Appendix 2 (point 14) | The following clarifications were made to stress the importance of checking the Selection Board report and result prior to the publication of the result:- “The report should be scrupulously checked including, but not limited, to the following:- <ul style="list-style-type: none"> • All candidates should be accounted for in the report; • The criteria and sub-criteria appearing on the Assessment Sheet should conform to those appearing on the statement of sub-criteria, which statement also forms part of the report; • It must be ensured that the Selection Board was consistent when awarding marks for qualifications and experience, as initially agreed upon in the statement of sub-criteria; • Only candidates who were actually assessed should appear in the result; • The marks awarded to each candidate in the result sheet tally with the overall marks awarded to the respective candidate in the assessment sheet; • The result should clearly indicate the minimum pass mark and, in the case of candidates who failed to obtain a pass mark, only their ID number should show in the result, and • All pertinent documentation and forms are annexed to the report and that such documentation is duly compiled and signed by all the members of the Selection Board.” |
| 06/04/2023 | Section 2.3 and corresponding template of PSC Declaration Form No. 6 | Added a clause in the Declaration Form whereby Selection Boards declare that in determining the eligibility of and in assessing candidates, they shall not discriminate in any manner or on any basis including race, place of origin, nationality, skin colour, political opinions, creed, sex, sexual orientation, expression or gender identity, civil status, mental or physical well-being and age. |
| 19/04/2023 | Section 5.2 | The wording of the policy regarding renouncement of pending applications upon taking up an appointment was revised as follows: “Acceptance of an indefinite appointment signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position, whilst acceptance of a definite appointment signifies that any pending applications within the Public Service are automatically considered renounced unless the latter are applications for SAAC/ADAC positions.” Moreover, the text referring to candidates who applied through |

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| | | calls for applications issued prior to the 4 December 2020 was deleted, since it is no longer applicable. |
| 25.05.2023 | Section 5.1 | The following requirement was added:- “Notification of publication of the result is to be retained on the respective Ministry’s webpage for one week (a Publication of Results page is to be created under the Resources section to ensure conformity and standardisation).” |
| 17.08.2023 | Section 1.4 (iii) | Added the text that a public officer “may apply for a lower grade/position even if not confirmed and whether in the same stream or not”. |
| 17.08.2023 | Section 3.3 - Qualifications | Added the following text: “Marks for additional qualifications may be only be awarded for qualifications attained by the closing date of the call for applications. A candidate who can provide evidence that the necessary ECTS were attained by such date may be awarded marks accordingly, i.e. the Selection Board could opt to give one of the lower marks if substantiated by an available transcript.” |
| 26.09.2023 | Sections 5.2 and 6.2 | Amendments were made to the effect that when the number of successful candidates is equal to or less than the number of immediate vacancies and the result does not include any unsuccessful candidates, the Authorities may proceed with the appointments before the lapse of the ten-working day period allowed for the submission of petitions, without seeking PSC clearance. This delegation of authority:- i. is without prejudice to the right of any candidate to submit a petition within the ten-working day petition period, and ii. is subject that a candidate’s standing on the merit list does not impinge on the manner in which the postings from the particular selection process are made. |
| 13.11.2023 | Section 5.4 Specimen Letter to Selected Candidate | Amendments were made to include the option that a selected candidate may choose not to take up the appointment but to remain on the order of merit till the validity of the result. |
| 28.11.2023 | Section 2.1 | The following procedures were added to paragraphs 3 and 7:- “Manually adding into the Government Recruitment Portal, under the appropriate vacancy, those candidates who applied through e-mail, by post or delivered their application by hand.” “Upon receipt, the GP47 is to be uploaded as an attachment onto the respective candidate’s application on the Admin Recruitment Portal.” |

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| 28.11.2023 | Section 2.4 and related SOP | <p>Paragraph 1 was re-worded as follows:</p> <p>“Upon expiry of the two (2) working days allowed for the submission of incorrect/incomplete/missing documents, the HR of the receiving Ministry/Department is to give access on the Government Recruitment Portal to the Selection Board to the applications and related documents, and is to furnish the Selection Board with:</p> <ol style="list-style-type: none"> i. the schedules of applications referred to at section 2.1; ii. the application forms in the case of applications submitted through e-mail, by post or delivered by hand, and iii. a target date for submission of the Selection Board’s report (the Board is to be informed that it is to hold its first meeting by not later than five (5) working days from the closing date of the call and that the report is to be submitted within two (2) months from the date of the first meeting).” |
| 28.11.2023 | Section 2.6 | <p>The text in bold was added to paragraph 3:-</p> <p>“The eligibility of applicants who are public officers, insofar as their grade/scale is concerned, is strictly determined in accordance with the Service and Leave Record Form (GP 47) issued by the employing department and uploaded as an attachment onto the respective candidate’s application on the Admin Recruitment Portal by the HR Unit of the ministry/department issuing the call for applications.”</p> |
| 28.11.2023 | Section 4.2 (vi) and related template | <p>The text in bold was added:-</p> <p>“an assessment sheet setting out the marks allotted to each candidate under each criterion and sub-criterion. The assessment sheet should account only for candidates who underwent assessment, i.e. successful and failed candidates, and candidates who underwent assessment and subsequently withdrew their application should not be included therein. The names are to be listed in the sequence of the application number. Under the “Remarks” column, the order of merit should be included and failures are to be denoted by “F”. The assessment sheet should include an indication of any assessment/s carried out on a provisional basis pending presentation of MQRIC equivalence”.</p> |
| 08.01.2024 | Appendices 3.1 – 3.5 | <p>A shift in the selection criteria weightings was effected, with 10% more weight being given to the criterion “<i>Experience / Position related Requirements</i>” against 10% less weight to the criterion “<i>Qualifications</i>”. The respective criteria appearing in Appendices 3.1 – 3.5 of the Manual thus read as follows:-</p> <p><i>Experience and knowledge related to the position</i> was 30% now reading 40%</p> <p><i>Qualifications</i> was 25% now reading 15% (max for additional Masters / 10% for additional Degree / 5% for lower qualifications / certificates)</p> |

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| 22.01.2023 | Section 2.15 | <p>The whole section was re-worded as follows:-</p> <p><i>“When communicating with candidates by e-mail, Selection Boards should include in each e-mail a request to the candidate to acknowledge receipt. Furthermore, the option to “Request a Delivery Receipt” should be enabled within the e-mail itself, thereby providing sufficient proof that communication on the part of the Selection Board would have actually been made with the candidate. Selection Boards are to ensure that such e-mails and delivery reports are appropriately filed/stored electronically, to keep a record of all correspondence with candidates.</i></p> <p><i>When communicating through mail, use should be made of the “recorded delivery” facility of Malta Post plc, in order to have tangible proof that the candidate concerned has been notified, and the notification delivered, at the address given in the application by the candidate. This method also provides an official notification date in cases where time limits are applicable.”</i></p> |
| 02.02.2024 | Appendix 1 | Appendix 1 was updated to reflect current procedures. |
| 12.02.2024 | Section 2.2 | Added the Selection Board composition for the posts of Clinical Chairperson and Consultant. |
| 12.02.2024 | Appendix 3.6 | Added new Appendix 3.6, being the selection criteria, sub-criteria and weightings for selection processes for the posts of Clinical Chairperson and Consultant. |
| 05.04.2024 | Section 5.2 and the Declaration Prior to Appointment | <p>The respective wording within the Manual related to the Declaration Prior to Appointment was amended as follows:</p> <p><i>“If a successful candidate declared that he has been found guilty of criminal offences as per section (B) in the declaration, the respective Permanent Secretary may in his discretion, having regard to the nature of the post and/or any public interest considerations and/or any other factors he may deem pertinent, request the candidate to produce an up-to-date complete record of criminal convictions (fedina penali)/Certificate of Conduct (the Certificate of Conduct may be requested by the Permanent Secretary’s delegate on his behalf) or to provide more detail about the convictions (such details may be requested by the Permanent Secretary’s delegate on his behalf). If, following its production, the respective Permanent Secretary considers that the appointment should not be proceeded with, then the applicant is informed accordingly and informed of his/her right to appeal with the Public Service Commission within ten (10) working days from the date when s/he is so informed. The applicant should, invariably, be given back his/her complete record of criminal convictions and no copy is to be retained/filed by the authorities.</i></p> <p><i>If a successful candidate declared that he has pending criminal proceedings under section (A), pending disciplinary cases under section (C), or declared that he has been found guilty of disciplinary offences as per section (D) in the declaration, the respective Permanent Secretary, or his delegate on his behalf, may in his discretion, having regard to the nature of the post and/or any public interest considerations and/or any other factors he may deem pertinent, request the candidate to provide more detail about the pending criminal proceedings or the pending or decided disciplinary cases, as the case may be, in order that the Permanent Secretary be in a position to make an informed decision as to whether to proceed with the appointment</i></p> |

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| | | <p>or not. Likewise, if on this basis the respective Permanent Secretary considers that the appointment should not be proceeded with, then the applicant is informed accordingly, and informed of his/her right to appeal with the Public Service Commission within ten (10) working days from the date when s/he is so informed. Hence, the Commission remains distant from the case until appeal stage.</p> <p>The retention period of any correspondence related to the above is for a period of one (1) year following the validity period of the respective result.”</p> <p>Corresponding amendments were made to the Declaration Prior to Appointment available on the P&SD website.</p> |
| 12.04.2024 | Section 1.4 (iii) | Added the following after the first sentence:- <i>“The exceptions at paragraph 1.2.4 (xviii) of the Manual on Resourcing Policies & Procedures, regarding Gozo-resident public officers vis-à-vis calls issued to fill vacancies in Gozo, apply.”</i> |
| 12.04.2024 | Page 44, last paragraph | <p>Added the text in bold:-</p> <p><i>“Acceptance of an indefinite appointment signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position or applications by Gozo-resident officers who have accepted an appointment in Malta while having a pending application for a post in Gozo.</i></p> <p><i>Acceptance of a definite appointment signifies that any pending applications for definite positions within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications by Gozo-resident officers who have accepted an appointment in Malta while having a pending application for a definite position in Gozo.”</i></p> <p>These amendments are reflected also in the “Letter to Selected Candidate” available in the Forms & Templates page of the P&SD website.</p> |
| 18.04.2024 | Section 2.2 | All references to the Ministerial Standing Selection Panels were replaced by “Central Standing Selection Panel”. This results from LN 88 of 2024 published on 16 April 2024 entitled “Public Service Commission Appointments (Amendments) Regulations, 2024”. |
| 28.06.2024 | Sections 2.1, 2.3 and SOP at Appendix 2 | Amendments were made to reflect a change in procedure with respect to the 2 days allowed for the submission of incorrect/incomplete/missing documents – Checking is to be made by the Selection Board; candidates through the Recruitment Portal have up to two (2) working days from the closing date and time of the call for applications to submit any incomplete/missing/additional documents; in the case of applications submitted through e-mail, post or manual delivery, the Selection Board is to inform candidates who have any incorrect/incomplete/missing documents (excluding cases where applicants are awaiting MQRIC equivalence where a maximum of four (4) months is allowed for processing) that they have two (2) working days from the date of notification, to submit such documents. |
| 28.06.2024 | Section 2.6 | The paragraph concerning the 4 months allowed to applicants awaiting MQRIC equivalence was moved from Section 2.1 to Section 2.6. |

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| 28.06.2024 | Section 4.1 (iii) | <p>The following sub-paragraph was added:-</p> <p><i>“In terms of the requirements emanating from Directive 16, regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024, the Selection Board will assess candidates’ previous employments to assess potential conflicts of interest. In this respect, candidates are to provide a complete updated CV, including qualifications and employment history, with their application. Any potential conflict of interest matters noted will be reported to the respective Permanent Secretary, as an attachment to the Selection Board report under confidential cover, to ensure that should the candidate be recruited, such conflicts of interest would be appropriately managed. In cases of difficulty, the Selection Board should seek advice by sending an email to conflictofinrrest@gov.mt.”</i></p> |
| 28.06.2024 | Section 4.2 (iii) | <p>The text reading “<i>who shall take up the issue with the PSC, if necessary. Any considerations regarding conduct should be included in a sealed envelope</i>” was deleted.</p> |
| 28.06.2024 | Section 2.11 and 5.2 | <p>Amendments were made to reflect a change in procedure with respect to the submission of the Certificate of Conduct – the Certificate of Conduct is no longer to be submitted with the application but is to be submitted by selected candidates within 1 week from the date of the notification of appointment.</p> |
| 28.06.2024 | Section 5.2 | <p>The following paragraph was added:-</p> <p><i>“Selected candidates will be required to fill in the Declaration available at Appendix 1 to Directive 16 regarding the “Governing Framework for Preventing and Managing Conflicts of Interest in the Public Administration”, issued by the Principal Permanent Secretary on 27th November 2023 and which came into force on 1st February 2024. (available here: https://publicservice.gov.mt/en/people/Documents/Directives/Framework%20for%20Preventing%20and%20Managing%20COI%20in%20the%20Public%20Sector.pdf), if the post/position (i) is in salary scales 5 or higher and/or (ii) is considered to be a high risk post/position as listed in the Sixth Schedule to the Public Administration Act and/or (iii) involves regulatory / inspectorate functions as listed in the Annex to Directive 14.1. In all other cases, selected candidates are to report any known actual, potential or apparent conflicts of interest prior to accepting an appointment, through the said Declaration.”</i></p> |
| 28.06.2024 | Forms & Templates page of the P&SD website | <p>The specimen “Letter to Selected Candidate” was updated with regard to the Declaration Forms that need to be filled in by selected candidates.</p> |
| 03.07.2024 | Section 2.2 | <p>The provisions regarding selection boards in the case of vacancies that are of a professional/specialised nature were amended. The decision as to whether a post is of a professional/specialised nature, and hence as to whether the provisions of sub-paragraph 2.2 (ii) of the Manual are applicable, is now to be taken by the respective Permanent Secretary.</p> |
| 17.09.2024 | Section 2.2 | <p>The Selection Board composition for the posts of Clinical Consultant were amended.</p> |
| 24.09.2024 | Section 2.12 | <p>The following text was added – <i>“Applicants shall further have the opportunity to submit a rejoinder within five (5) working days from when they are notified of the decision regarding their representation.”</i></p> |

