

**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
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.

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

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/PeopleResourceInGandCompliance/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)	<u>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.</u>

¹ Repealed through Letter-circular dated 7 November 2019.

	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.

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>

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).

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>

		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

		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



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