

## **1 Applicable benefits, conditions and rules/regulations**

1.1 The call for applications is subject to any conditions and rules/regulations arising from the Public Service Management Code, which may be accessed at <https://publicservice.gov.mt/en/Pages/The%20Public%20Service/PSMC.aspx>, and its supplementary manuals.

1.2 The appointee will be entitled to such other benefits and subject to such other conditions and obligations as may be stipulated in any pertinent agreement between the Government and the competent Union.

1.3 The appointment which, unless otherwise specified in the call for applications is on a full-time basis, is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Division/Department/Directorate in particular where the vacancy exists and involves liability to transfer according to the exigencies of the Malta Public Service.

1.4 In the case of appointment to a position of a definite nature (i.e. where there is an objective reason), if a selected candidate is a Public Officer holding a confirmed substantive grade/indefinite status in the Malta Public Service, he/she will retain his/her substantive grade/indefinite status during the assignment period and will revert to his/her substantive grade/indefinite status on termination of assignment. In the case of a selected candidate who is not a Public Officer holding a confirmed substantive grade/indefinite status in the Malta Public Service, his/her employment with the employing Ministry/Department/Division/Directorate as well as the Government of Malta will be discontinued in case of termination of the assignment.

1.5 If a selected candidate is a public officer pensionable under the Pensions Ordinance (Cap. 93), his/her Treasury Pension/Gratuity shall be calculated on the basic salary of his/her substantive grade, or on the basic salary of his/her actual office, if lower, at the time of leaving the Service.

1.6 For eligibility purposes, breaks of service may be taken into account in the computation of "service in the grade" or "experience", if and as applicable, as provided in paragraphs 3.10 and 3.11 of the Manual on Resourcing Policies and Procedures.

## **2 Reasonable accommodation for registered persons with disability**

2.1 Persons registered with the National Commission for Persons with a Disability (KNPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act (Chapter 413 of the Laws of Malta), even if they do not satisfy, in full, the requirements for this post/position, provided they can carry out, in essence, the duties related to the post/position and subject to the approval of the Public Service Commission.

2.2 Requests for reasonable accommodation are to be made through the specific form available on the People & Standards Division website at the address <https://publicservice.gov.mt/en/people/Documents/People-Resourcing-Compliance/Forms-Templates/Other-templates/KNPD-Reasonable-Accomodation-for-Registered-Persons-With-Disability.docx> (People Resourcing & Compliance – forms and templates), which should be attached to the application form and supported with relevant documentation including documentary evidence of registration with the KNPD. Reasoned justification should be given why full eligibility requirements are not being met and why reasoned considerations are merited. All correspondence is to be addressed to the receiving Department/Division/Directorate.

2.3 Moreover, in those cases where the call for applications stipulates entry into a grade/position through an examination, whether public or internal, in the case of persons with a disability registered with the KNPD, special examination arrangements shall be made as established in the University of Malta Guidelines to MATSEC Examinations Access Arrangements, 2011 (these may be accessed on <http://www.um.edu.mt/about/services/support/access>).

### **3 Submission of recognition statements in respect of qualifications**

3.1 With the exception of those qualifications referred to in paragraphs 3.2 and 3.3 hereunder, applicants are required to produce a recognition statement by the Malta Qualifications Recognition Information Centre (MQRIC) within the National Commission for Further and Higher Education (NCFHE), which is to be obtained by submitting an online “Application for the Recognition of Qualifications” at <https://services.ncfhe.gov.mt/CertificationApplication.aspx>. Such statement should be attached to the application and the original presented at the interview.

3.2 Prior to requesting recognition statements as per paragraph 3.1 above in respect of their qualifications, candidates should first consult the “List of Accredited Courses Offered by Licensed Institutions” of the NCFHE which can be accessed on <http://ncfhe.gov.mt/en/register/Pages/register.aspx>. Applicants are exempt from submitting a recognition statement as mentioned in paragraph 3.1 if they are presenting qualifications listed therein. A print of such list including the qualification is to be presented by the applicant.

3.3 No recognition statement by MQRIC is required in respect of qualifications issued by Maltese self accrediting institutions, these being the University of Malta, MCAST and ITS; or any Maltese qualification that has been accredited by the NCFHE, which on the certificates states: ‘The National Commission for Further and Higher Education deems this certificate to be MQF \_\_\_\_’.

3.4 In the case of qualifications not covered by 3.2 and 3.3, applicants are to submit the recognition statement as described in paragraph 3.1. Applicants who are not in possession of such a statement may still apply, provided that they submit a copy of the statement to the receiving department/directorate as soon as it is available, and, in any case, by not later than four (4) months for the closing date of the call for applications. Applicants may be assessed provisionally whilst still awaiting MQRIC equivalence of their qualification/s. Should the equivalence report be in the negative or not presented within four (4) months from the closing date of the call for applications, such applicants will be disqualified from the selection process. Moreover, subject to availability of vacancies, appointment cannot be made before the positive equivalence report is received from MQRIC.

### **4 Submission of representations regarding ineligibility, publication of result and submission of petitions relating to the result**

4.1 Representations on issues of ineligibility may be made by candidates to the Executive Secretary, Public Service Commission, Spinola Palace, Level 2, St. Christopher Street, Valletta. Such representations, in writing, are to reach the Commission within 5 working days from the date on which the candidate is informed by the Selection Board that s/he is not eligible.

4.2 In the case of posts below Scale 5, the result will be published by, and exhibited on the notice board of, the Department/Division/Directorate which is issuing the call for applications.

4.3 A notification of the issue of the result will (i) appear on the website of the Department/Division/Directorate which is issuing the call for applications and (ii) be sent via SMS alert to candidates who underwent assessment and who submitted a valid mobile phone number and an email address with their application.

4.4 In the case of posts in Scale 5 or higher, the result will be sent personally to the candidates by the Department/Division/Directorate which is issuing the call for applications.

4.5 Petitions objecting to the result are to be submitted to the Executive Secretary, Public Service Commission. Petitions are to reach the Commission within 10 working days from the date on which a notification appears on the website of the Department/Division/Directorate stating that the result has been published. Candidates are advised 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. In the case of posts/positions in Scale 5 or above, petitions are to reach the Commission within 10 working days from the date on which the result is sent to the candidate.

## **5 Medical examination**

5.1 An externally recruited applicant will be medically examined to ascertain that he/she is fit for the post.

## **6 Downloading, submission and acknowledgement of applications**

6.1 Applications may be submitted on the forms which can be downloaded from the following website:-

<https://publicservice.gov.mt/en/people/Pages/PeopleResourcingandCompliance/FormsandTemplates.aspx>

or obtained from the Department/Division/Directorate receiving the applications.

6.2 Applications received from abroad through email, fax or other similar message by closing time and date of this call for applications may be considered provided that all requisite details are given. The formal application duly signed by the applicant must reach the receiving Department/Division/Directorate by not later than a week after the closing date together with an explanation for the delay. The fax number and e-mail address can be viewed on the call for applications.

6.3 (a) Applications delivered by hand will be acknowledged in writing by the receiving Department/Division/Directorate and a receipt will be given in hand at the time of delivery.

(b) Applications by post should be sent by registered mail in sufficient time to ensure delivery by the above deadline. The applications will be acknowledged in writing by the receiving Department/Division/Directorate within seven (7) days.

(c) In the case of applications submitted through the Online Government Recruitment Portal (<http://recruitment.gov.mt>), a computer-generated e-mail acknowledging the receipt of the applications will be issued.

## **7 Retention of Documents**

7.1 Unless otherwise specified in the call for applications, in accordance with the Retention Policy for HR Documents in the Malta Public Service, personal data of applicants appointed to this post shall be retained for a period of ten (10) years from age of retirement at the People & Standards Division, and for ten (10) years from the date of termination of employment at line ministries, departments/divisions/directorates concerned. All other application forms will be retained for one (1) year subsequent to the validity period of the relevant call for applications (unless, in the interim, a complaint connected with this call for applications has been filed).

7.2 In the case of EU funded/co-financed positions, applications will be retained for the period stipulated in the regulations governing the EU programme for which the call for applications concerned is issued.