

TEACHERS SERVICE COMMISSION

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TSC HOUSE
KILIMANJARO ROAD
UPPER HILL
PRIVATE BAG
NAIROBI, KENYA

Date: 1st September, 2020.

CIRCULAR NO: 11/2020

TO: TSC REGIONAL DIRECTORS
TSC COUNTY DIRECTORS
TSC SUB COUNTY DIRECTORS

GUIDELINES FOR RECRUITMENT OF TEACHERS - PRIMARY SCHOOLS 2020/2021

1.0 GENERAL INFORMATION

- (a) Following the advertisement for recruitment of teachers for Primary schools, you are required to conduct a selection exercise for candidates wishing to be employed and submit the County Merit List to the TSC Headquarters. The list should be ratified by the County Selection Panel.
- (b) The selection panel will be expected to exercise the highest degree of transparency and accountability, as stipulated in the **Public Officers Ethics Act** and **TSC Code of Conduct and Ethics (2015)**. The TSC County Director is expected to induct members of the County Selection Panel on the relevant Sections of the Act and the **CORT 2015** before the commencement of the selection exercise.
- (c) The TSC County Director **MUST** ensure that the recruitment process is done in strict adherence to the laid down protocols by the Ministry of Health on containment of COVID- 19 pandemic.
- (d) All applicants must be registered teachers as per Section 23(1) of the Teachers Service Commission **Act, 2012**. Applicants who are not registered do not qualify to be recruited.
- (e) Applicants who apply for confirmation of results from KNEC should give the address of the County Director where they submitted their application. It is

their responsibility to ensure that the results are received within 14 days after the verification of certificates.

- (f) Applicants whose names differ in the certificates and/or identity card are required to present sworn affidavit on the differences in names.
- (g) Applicants who re-sat either KCPE or KCSE examinations (or their equivalents) **MUST** present certified copies of the certificate(s) of the national examination(s) in question for all attempts.
- (h) Applicants will be required to submit their applications to the Secretary Teachers Service Commission through online platform www.teacheronline.tsc.go.ke for the county where a vacancy has been declared.
- (i) System generated **Merit List** will be sent to the County Director. Upon receipt of the Merit List, the County Director shall share with the Sub-County Directors. Sub – County Directors shall use the Merit List to communicate selection date and venue in consultation with the County Director.
- (j) During the selection, each applicant shall be given a serial number. Applicants must present original and legible photocopies of the following, among other relevant documents:-
 - i) National identification card
 - ii) National Council of Persons with Disability (NCPWD) Card (where applicable);
 - iii) KCPE certificate or its equivalent (include certificates for attempts if one repeated exams);
 - iv) KCSE certificates or its equivalent (include certificates for attempts if one repeated exams);
 - v) PTE certificate;
 - vi) Certificate of Registration as a teacher
 - vii) Evidence of service as a teacher intern (where applicable);
 - viii) Sworn Affidavit where names appearing on the submitted documents differ;
 - ix) Primary and Secondary Schools leaving certificates and other relevant testimonials.
- (k) All applicants, irrespective of gender, disability, ethnicity or Home County should be given equal opportunity. However, in case of a tie, consideration will be given on the following aspects in their order of priority:
 - i) Applicant (s) with **disability(ies)**;
 - ii) Service as a teacher intern;

- iii) Applicants who had not been previously employed by the Commission;
 - iv) Attainment of highest grade in Teaching Practice;
 - v) Give preference to applicants who graduated earlier;
 - vi) Quality of certificates presented i.e. higher aggregate KCSE grade should first be considered.
- (l) The selection date and venue must be displayed on notice boards at the County, Sub-County and Zonal offices at least **seven (7)** days before the selection exercise.
- (m) The selection panel shall vet each applicant to establish if he/she meets the requirements of the TSC advertisement.
- (n) Applicants who were previously employed by the Commission **MUST** declare their past employment history and reason(s) for break in service (with evidence in break in service). Applicants who were previously employed by the Commission and **FAIL** to declare their past employment shall be disqualified. However, preference will be given to applicants who have never been employed by the Commission.

2.0. SUB COUNTY SELECTION PANEL

The Selection Panel shall comprise of the following members: -

i)	The Sub County Director	-	Chairperson
ii)	TSC Sub County Human Resource Officer	-	Secretary
iii)	Zonal Curriculum Support Officers (2)	-	Members
TOTAL			<u>4</u>

The sub-county Director MUST ensure that the Ministry of Health COVID-19 containment measures are adhered to by both panel members and the applicants at all times.

3.0 VERIFICATION EXERCISE

- i. The TSC Sub County Director shall verify the TSC registration status of all applicants;
- ii. The TSC Sub County Director shall present a list of all applicants to the Selection Panel;
- iii. Applicants must appear in person before the Selection Panel on the set date.

3.1 AUTHENTICATION OF ACADEMIC AND PROFESSIONAL DOCUMENTS

- a) Original academic and professional certificates shall be scrutinized to verify their authenticity.
- b) The TSC Sub County Director shall certify photocopies of the certificates and other documents before forwarding them to the TSC County Director.
- c) Any applicant(s) who present forged/fake academic, professional and other documents commit(s) an offence; shall be disqualified and can be deregistration in accordance with Code of Regulations for Teachers (CORT).

3.2 SELECTION CRITERIA

Applicants shall be awarded marks as per the score sheet **(Appendix 1(a) and 1(b))**. Where applicants tie in scores, the panel shall refer to (k) of these guidelines.

4.0 DOCUMENTS TO BE SUBMITTED TO TSC COUNTY DIRECTOR

The Sub County Selection Panel shall be required to submit the following to the TSC County Director: -

- i. List of all applicants who presented documents for verification at the Sub County level **(Appendix II)**;
- ii. Sub County Merit List **(Appendix III)**;
- iii. Summary of complaints raised(if any) together with action taken;
- iv. Minutes of the Sub-County Selection Panel duly signed by the Chairperson and Secretary.

4.1 COUNTY SELECTION PANEL

- a) After submission of Merit Lists by the Sub County Directors, TSC County Director shall constitute a selection panel comprising the following members;

i. TSC County Director	-	Chairperson
ii. TSC Deputy County Director	-	Secretary
iii. County Human Resource Officer	-	Member
iv. TSC Sub County Director	-	<u>Member</u>
TOTAL		<u>4</u>

The County Director MUST ensure that the Ministry of Health COVID-19 containment measures are adhered to by panel members.

- b) The TSC County Director shall be required to convene a County Panel to ratify Sub County Merit Lists for onward submission to the TSC Headquarters within the stipulated timeline.
- c) The selected applicants from the Merit List shall correctly fill the TSC Application for Employment Form (APPT 1) without erasing or defacing it.
- d) The Merit List compiled during the selection process at the beginning of the financial year shall be used in subsequent recruitments within the financial year. Selected applicants shall be informed through the Short Message Service (SMS).

NB: It is the responsibility of the TSC County Director to ensure that the exercise is fair and transparent. The County Director must also ensure that all documents are in order and appropriately signed/certified before submitting them to the TSC Headquarters.

5.0 COMPLAINTS

- a) Any applicant who is dissatisfied with the exercise should submit to the TSC County Director a written complaint immediately and send an email to the TSC Headquarters through, dirtm@tsc.go.ke not later than **seven (7)** days after the selection exercise;
- b) The TSC County Director should, within **seven (7) days** analyze and address all complaints raised after the selection process has been completed and thereafter submit a report to the Headquarters on the action taken.
- c) Where the complaint is made against the TSC County Director, the TSC Headquarters shall investigate the allegations and take appropriate action.

6.0 DOCUMENTS TO BE SUBMITTED TO TSC HEADQUARTERS

The TSC County Director shall submit the following to the TSC Headquarters;

- i. County Selection Panel minutes duly signed by the Chairperson and Secretary;
- ii. Current Merit List (**Appendix IV**)
- iii. List of all selected applicants drawn from the current merit list (**Appendix V**)
- iv. List of all invited applicants who did not appear for verification (**Appendix VI**);
- v. List of applicants with special needs (**Appendix VII**)
- vi. Duly filled Application for Employment Forms (APPT I) for the selected applicants;

- vii. Original statement of confirmation of PTE/KCSE/KCPE results from KNEC for applicants without original certificates;
- viii. Certified copies of the following documents in the order indicated below: -
 - a) National identification card;
 - b) National Council of Persons with Disability (NCPWD) Card (where applicable);
 - c) Two passport size photographs;
 - d) KCPE (or its equivalent) Certificate (include certificates for attempts if one repeated exams);
 - e) KCSE (or its equivalent) Certificates (include certificate for attempts if one repeated exams);
 - f) PTE Certificate;
 - g) Certificate of registration as a teacher;
 - h) Evidence of service under Internship programme (where applicable);
 - i) Primary and Secondary Schools and college leaving certificates and other testimonials;
 - j) Sworn Affidavit where names appearing on the submitted documents differ;
 - k) KRA PIN certificate, Bank form and Bank plate to facilitate appointment on payroll.
- vii) Written commitment by the applicant to serve in any county posted to, for a minimum period of **five (5) years**, and **three (3) years** in case of North Eastern region;
- viii) Panel score sheet (**Appendix I**) both in soft (excel) via ddstaffingp@tsc.go.ke and hard copy for the selected applicants;

7.0 IMPORTANT NOTES

- a) Merit Lists shall be made available to members of public wishing to see them on request in a manner that will not put the recruitment process into jeopardy.
- b) Under no circumstances should the Application for Employment Form be defaced or photocopied for use.
- c) All enquiries arising from these guidelines should be made to the TSC County Director.
- d) **Notwithstanding the decentralization of the function of teacher's recruitment pursuant to Section 20 of the TSC Act, the Commission is not precluded from carrying out recruitment directly from the TSC Headquarters.**

8.0 Attached find the following Appendices;

- a) Appendix I (a): Panel Score Sheet for primary school teachers.
- b) Appendix I (b): Panel Score Sheet for primary school teachers living with disabilities.
- c) Appendix II: Sub County Registration list of applicants who present documents for verification.
- d) Appendix III: Sub County Merit List.
- e) Appendix IV: County Merit List
- f) Appendix V: List of selected applicants
- g) Appendix VI: List of applicants who did not appear for verification
- h) Appendix VII: List of applicants with special needs.



DR NANCY NJERI MACHARIA, CBS
SECRETARY/CHIEF EXECUTIVE

Copy to:

1. The Cabinet Secretary
 Ministry of Education
 P.O. BOX 30040 - 00100
NAIROBI
2. The Principal Secretary
 State Department of Basic Education and Early Learning
 Ministry of Education
 P.O. BOX 30040 - 00100
NAIROBI
3. The Principal Secretary
 State Department of Vocational & Technical Training
 Ministry of Education and Early Learning
 P.O. BOX 30040 - 00100
NAIROBI
4. The Principal Secretary
 National Treasury
 P.O. BOX 30007 - 00100
NAIROBI
5. The Principal Secretary
 Interior and National Coordination
 Office of the President
 P.O. BOX 30510 - 00100
NAIROBI

6. Clerk to the National Assembly
Parliament Building
P.O. Box 41842 – 00100
NAIROBI
7. Clerk to the Senate
Clerk's Chambers
P.O. Box 41842 – 00100
NAIROBI
8. The Secretary General
Kenya National Union of Teachers
P.O. BOX 30407 - 00100
NAIROBI
9. The Secretary General
Kenya Union of Post Primary Education Teachers
P.O. BOX 30412 – 00100
NAIROBI

APPENDIX 1(a)

PANEL SCORE SHEET FOR PRIMARY SCHOOL TEACHERS

APPLICANT'S NAME _____ TSC NO. _____
 COUNTY _____ SUB COUNTY _____
 GRADE _____ YEAR OF GRADUATION _____ PTE POINTS _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
A	Professional P1 qualifications		
	6 -14 points -----	40	
	15 - 26 points-----	35	
	27 - 38 points -----	30	
	39 - 52 points -----	25	
	53 - 64 points -----	20	
	NB: The score does not include teaching practice.		
	MAXIMUM SCORE	40	
B	Evidence of internship service	10	
	MAXIMUM SCORE	10	
C (i)	Length of stay since graduation for those who have never been employed by TSC		
	i. 2012 and before-----	50	
	ii. 2013 -----	45	
	iii. 2014 -----	40	
	iv. 2015 -----	35	
	v. 2015 -----	30	
	vi. 2017 -----	25	
	vii. 2018 -----	20	
	viii. 2019 -----	15	
	ix. 2020 and after -----	10	
	MAXIMUM SCORE	50	
C (ii)	Length of stay since exiting service for those previously employed by the Commission		
	i. 2020 and after -----	50	
	ii. 2019 – 2018 -----	45	
	iii. 2017 – 2016 -----	40	
	iv. 2015 – 2014 -----	30	
	v. 2013 - 2012 -----	25	
	vi. 2011 – 2010 -----	20	
	vii. 2009 -2008 -----	15	
	viii. 2007 and before -----	10	
	MAXIMUM SCORE	50	

GRAND TOTAL	100	
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We confirm that the information entered above is correct to the best of our knowledge.

SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

Verified by:

TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX 1 (b)

PANEL SCORE SHEET FOR TEACHERS LIVING WITH DISABILITY

APPLICANT'S NAME _____ TSC NO. _____
 COUNTY _____ SUB COUNTY _____
 GRADE _____ YEAR OF GRADUATION _____ PTE POINTS _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
A	Professional P1 qualifications		
	6-15 points -----	40	
	16-27 points-----	35	
	28-39 points -----	30	
	40-53 points -----	25	
	54-64 points -----	20	
	NB: The score does not include teaching practice.		
	MAXIMUM SCORE	40	
B	Evidence of Internship service	10	
	MAXIMUM SCORE	10	
C	Length of stay since graduation		
	i. 2014 and before -----	50	
	ii. 2015 -----	45	
	iii. 2016 -----	40	
	iv. 2017 -----	35	
	v. 2018 -----	30	
	vi. 2019 and after -----	25	
	MAXIMUM SCORE	50	
	GRAND TOTAL	100	

We confirm that the information entered in above is correct to the best of our knowledge

SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

Verified by:

TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX II

SUB COUNTY REGISTRATION LIST OF APPLICANTS WHO PRESENTED DOCUMENTS FOR VERIFICATION

COUNTY SUB COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	MOBILE NO.	PTE POINTS	AGE	HOME COUNTY	YEAR OF GRAD.	REMARKS IF ANY

We confirm that the information entered in above is correct to the best of our knowledge.

SELECTION PANEL SECRETARY

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

Verified by:**TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL**

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

TSC/S/P/RG/001
APPENDIX III
SUB-COUNTY MERIT LIST

COUNTY SUB COUNTY

S/ NO	NAME	TSC NO.	NCPWD NO.	GENDER	SCORE AREAS				TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	REMARKS IF ANY eg Disability
					A	B	C	TOTAL					

We confirm that the information entered above is correct to the best of our knowledge.

SELECTION PANEL SECRETARY

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

Verified by:

TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

APPENDIX IV

COUNTY MERIT LIST

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	SUB COUNTY	MARKS SCORED	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	REMARKS IF ANY eg disability

We confirm that the information entered above is correct to the best of our knowledge.

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX V

LIST OF SELECTED APPLICANTS

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	SUB COUNTY	MARKS SCORED	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	REMARKS IF ANY eg disability

We confirm that the information entered above is correct to the best of our knowledge.

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX VI

LIST OF APPLICANTS WHO DID NOT APPEAR FOR VERIFICATION

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	SUB COUNTY	MARKS SCORED	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	REASON FOR NON APPEARANCE

We confirm that the information entered above is correct to the best of our knowledge.

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX VII

LIST OF ALL APPLICANTS WITH SPECIAL NEEDS

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	MOBILE NO.	PTE POINTS	KCSE MEAN GRADE	YEAR OF GRAD	SUB-COUNTY	HOME COUNTY	AGE.	REMARKS IF ANY eg Type of Disability

We confirm that the information entered above is correct to the best of our knowledge.

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____