

TEACHERS SERVICE COMMISSION

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TSC HOUSE
KILIMANJARO ROAD
UPPER HILL
PRIVATE BAG
NAIROBI, KENYA

Date: 30th September, 2024.

TSC CIRCULAR NO. 16/2024

TSC Regional Directors
TSC County Directors
TSC Sub-County Directors
Curriculum Support Officers
The Secretary, Board of Management

GUIDELINES FOR RECRUITMENT OF TEACHERS, POST PRIMARY INSTITUTIONS ON PERMANENT & PENSIONABLE TERMS – 2024/2025 FINANCIAL YEAR

1.0 GENERAL INFORMATION

- i) Following the advertisement for recruitment of teachers, Regional Director, Nairobi, County Directors and Sub-County Directors are required to conduct the selection exercise for the advertised vacancy (ies).
- ii) Applicants **MUST** submit their applications to the Secretary, Teachers Service Commission through the online platform www.teachersonline.go.ke for the institution/Sub-County/Counties where a vacancy(ies) has been declared.
- iii) The Selection Panel is expected to uphold the highest standards of transparency and accountability, as stipulated in the **Public Officer Ethics Act**, and **TSC Code of Conduct and Ethics (CoCE, 2015)**.
- iv) The TSC Regional Directors shall induct TSC County Directors within their areas, who, in turn, shall induct members of the Selection Panels involved in the recruitment process. The areas of induction will include the relevant Sections of the TSC Act and the Code of Regulations for Teachers (**CORT, 2015**) before the commencement of the selection exercise.

- v) TSC Sub-County Directors, in liaison with their respective TSC County Directors and the Regional Director in the case of Nairobi, shall ensure that venues earmarked for the selection process are accessible to applicants with disabilities.
- vi) All applicants **MUST** be duly registered teachers per Section 23(1) of the Teachers Service Commission **Act, 2012**. Applicants who are not duly registered **shall not** be considered for recruitment.
- vii) TSC Sub-County Director **MUST** verify the TSC registration status of the applicants at shortlisting stage to avoid engaging unregistered/deregistered teachers or ineligible applicants.
- viii) Applicants whose names vary in the academic and professional certificates and identification cards **MUST** present an Affidavit, sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya, explaining the name variance.
- ix) 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) for all attempts. Copies of the certificates must be certified by the Sub-County Directors. In case the exam was cancelled, applicants must present a letter from the Head of Institution and a certified copy of the KNEC printout from the school confirming the cancellation.
- x) Upon generation of Applicants' List from the system, the TSC County Director shall share the lists with TSC Sub-County Directors who shall convene the Sub-County Selection Panel(s). The TSC Selection Panel(s) shall verify applicants' professional, academic and any other relevant documents before selecting candidates.
- xi) Upon generating the Applicants' Lists, the TSC County Director shall share the lists with the TSC Sub-County Directors. The TSC Sub-County Directors shall convene the Sub-County Selection Panel(s). The Selection Panel(s) shall identify interview venues, dates, and times, which shall be communicated to the applicants.
- xii) All the applicants shall be invited for the verification of documents. The applicants shall be informed of the interview venue, date and time at **least seven (7) days** before the verification exercise through SMS.
- xiii) Upon invitation for interview, applicants shall be required to present originals and clear photocopies of the following documents: -
 - a) National identification card;
 - b) Certificate of Registration as a teacher;

- c) Diploma/Degree certificate and official transcripts;
- d) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);
- e) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);
- f) Primary and Secondary School leaving certificates and other relevant testimonials;
- g) National Council of Persons with Disabilities (NCPWD) Card (where applicable);
- h) An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya to explain the variance in names;
- i) Letter of certification of results by KNEC (where applicable).

Note: Serving interns will only be required to present their identity cards during the verification process.

- xiv) Persons with disabilities shall be required to indicate their disability status together with the nature of disabilities to inform their placement;
- xv) In the event of a tie, consideration for selection will be determined as per the order of priority shown hereunder: -
 - a) Length of Stay since graduation;
 - b) Strength of academic and professional certificates presented.

N/B: If applicants tie at aggregate grades, subject grades shall be considered

- xvi) The names of interviewed applicants ranked in order of performance in the selection process for each vacancy (**Appendix iii**) shall be submitted to the Commission by the TSC County Director together with successful applicants' recruitment documents.
- xvii) **Preference** will be given to applicants who have not previously been employed by the Commission on Permanent and Pensionable terms.
- xviii) **Preference** shall also be given to applicants from the respective Sub-Counties or Counties.
- xix) Any Application for Employment form filled or Offer of Employment issued based on misleading information provided by the applicant shall be cancelled immediately without any further reference to the candidate. This underscores the seriousness of providing accurate and truthful information in the application process.
- xx) During the interview, the TSC Sub-County Director shall develop **Sub-County Merit Lists**.

- xxi) The TSC-Sub-County Director shall submit the Sub-County Merit Lists to the TSC County Director.
- xxii) The TSC County Director shall compile **County Merit Lists** to be used for verification at the headquarters.

2.0. AUTHENTICATION OF ACADEMIC, PROFESSIONAL AND OTHER RELATED DOCUMENTS

- i) Applicants must present original and legible photocopies of the following documents: -
 - a) National identification card;
 - b) Certificate of Registration as a teacher;
 - c) Diploma/Degree certificate and accompanying transcripts;
 - d) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);
 - e) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);
 - f) Letter of certification of results by KNEC (where applicable);
 - g) Primary and Secondary School leaving certificates and other relevant testimonials;
 - h) National Council of Persons with Disabilities (NCPWD) Card (where applicable);
 - i) An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya to explain the variance in names.

NB: Provisional transcript(s) shall not be accepted.

- ii) The Sub-Selection panel shall verify that: -
 - a) The applicant meets the requirements stipulated in the TSC advertisement;
 - b) All submitted original academic and professional certificates, as well as official transcripts are authentic.
- iii) Any applicant(s) who present forged/fake academic, professional and other documents commit(s) an offence and shall be disqualified and/or deregistered.
- iv) The TSC Sub-County Director shall certify photocopies of the certificates and confirm they are true copies of the applicant's **original** academic and professional certificates prior to the interview.
- v) It is the responsibility of the TSC County Director and the TSC Sub-County Directors to ensure that the:
 - a) Exercise is fair and transparent;

- b) The Selection Panels are satisfactorily sensitized on the recruitment process;
- c) The interviews are conducted as stipulated in these guidelines and any other circulars applicable to the process;
- d) Only the successful applicant(s) on the Merit List are employed.

The TSC Sub County Director should ensure that successful applicant(s) from the Merit List is/are issued with Application for Employment forms to fill.

- vi) All the relevant recruitment documents shall be submitted to the TSC County Director's office by the TSC Sub-County Director. The TSC County Directors shall conduct verification of the documents and ensure that all the requirements are met by the successful applicants before issuing duly signed Offer of Employment Letters and submitting the recruitment documents (as per the approved checklist) to the TSC Headquarters within the stipulated timelines.

3.0 SELECTION PANEL FOR INSTITUTIONS WITH BOMs

- | | | | |
|-----|---|---|-------------|
| (a) | Chairperson, Board of Management | - | Chairperson |
| (b) | Head of the Institution | - | Secretary |
| (c) | Subject Specialist | - | Member |
| (d) | Parent Association (PA) Chairperson | - | Member |
| (e) | TSC Sub-County Director/ Representative | - | Member |

TOTAL **5**

3.1 SELECTION PANEL FOR SCHOOLS WITHOUT BOMs

- | | | | |
|-----|---|---|-------------|
| (a) | TSC Sub - County Director/ Representative | - | Chairperson |
| (b) | Head of the Institution | - | Secretary |
| (c) | Subject Specialist | - | Member |
| (d) | PA Chairperson | - | Member |
| (e) | PA Member | - | Member |

TOTAL **5**

3.2 SELECTION PANEL FOR JUNIOR SECONDARY SCHOOLS

- | | | | |
|-----|---------------------------------------|---|-------------|
| (a) | TSC Sub County Director | - | Chairperson |
| (b) | TSC Sub County Human Resource Officer | - | Secretary |

(c) Curriculum Support Officer	-	Member
TOTAL		<u>3</u>

4.0 SELECTION CRITERIA

- i) The TSC Sub-County Director shall provide the selection panel with a list of **all applicants** as received from the TSC County Director.
- ii) The selection panel shall interview **only** those who meet the set criteria. The TSC Sub-County Director should note any inconsistency (ies), adhere to the guidelines and guide the applicants /selection panel and the Commission accordingly.
- iii) Applicants shall appear in person before the selection panel. The selection panel shall score each applicant based on the selection score guide (**Appendices 1 (a) or 1 (b)**)

NB. An applicant with disabilities related to hearing and/or speech shall be allowed the company of a sign language interpreter.

5.0 QUALIFICATIONS

5.1. Graduate Teachers

Applicants must have a minimum mean grade of C+ (plus) at KCSE and C+ (plus) in each of the two teaching subjects or two (2) Principles and one (1) Subsidiary pass at 'A' Level. In addition, they must have either:

- (a) A Bachelor of Education Degree with two (2) teaching subjects or,
- (b) A Bachelor of Science or Arts Degree plus a Post Graduate Diploma in Education (PGDE) with two teaching subjects or,
- (c) Bachelor of Science with Education/Bachelor of Arts with Education with two teaching subjects or,
- (d) Bachelor of Science in Agricultural Education and Extension with two teaching subjects.

N.B: Applicants with the following qualifications are also eligible;

- i) Bachelor of Education holders with a mean grade of C Plain and C Plain in the two teaching subjects at KCSE and have undertaken a Diploma in Education or those who obtained a Mean Grade C (Plain) at KCSE and C (Plain) in the subjects of study at A-Level and obtained at least 1 Principle and 2 Subsidiaries for Sciences, 2 Principles and 1 Subsidiary for Arts prior to undertaking a Bachelor of Education Degree.

- ii) Diploma in Education Holders with a Mean Grade of C+ (Plus) and C+ (Plus) in the two teaching subjects at KCSE and have undertaken a Bachelors of Education Degree.
- iii) Bridging/Pre-university certificates for those who completed the course before **December 31st, 2015** are considered.

5.2. Diploma Teachers

Applicants must have a minimum Mean Grade of C+ (Plus) at KCSE or its equivalent with at least C+(plus) (or Credit pass) in the two teaching subjects or one (1) Principle and two (2) Subsidiaries at 'A' level. In addition, they must have: a Diploma in Education from a recognized Teacher Training Institution with at least C+ (Plus) in the two teaching subjects.

N.B:

- a) **Diploma Teachers who graduated in 2008 or before with a mean grade of C (plain) and C (plain) in the two teaching subjects are eligible**
- b) **Hearing and visually impaired teachers who enrolled for training with Mean Grade of C (Plain) and C (Plain) in the two teaching subjects are eligible.**

5.3. Technical Teachers

Applicants must have a minimum Mean Grade of C+ (Plus) at KCSE or its equivalent with at least C+ (Plus) in the two teaching subjects or one (1) Principle and two (2) Subsidiaries at 'A'-Level in subjects studied. In addition, they must have either:

- i) Bachelor of Education Technology (BeD TECH); **or**,
- ii) Bachelor of Science (BSc) in any relevant technical Subject (s) /Course; or
- iii) Higher Diploma in a technical course; or
- iv) A Diploma in a technical course.

Further, applicants under category (ii) above **MUST** possess a Diploma in Technical Teacher Education from Kenya Technical Trainers College (KTTC), previously known as Kenya Technical Teachers College.

N.B:

- 1) Applicants whose training is in subjects that are currently not in the Secondary School Curriculum do not qualify, irrespective of their having undertaken a Post Graduate Diploma in Education (PGDE) and/or enhancement. This category includes but is **not limited** to Bachelor of Science /Bachelor of Arts in:

- | | | |
|---------------------|------------------|----------------|
| - Natural Resources | - Horticulture | - Fisheries |
| - Meteorology | - Farm Machinery | - Anthropology |

- Forestry
- Animal Husbandry
- Sociology
- Journalism
- Biotechnology
- Theology / Divinity

- 2) Applicants with Economics/Commerce/Accounting can apply for Business Studies and those with Social Education and Ethics (SEE) can apply for CRE/IRE.
- 3) Diploma Teachers with English/other subjects qualify for employment as teachers of English/Literature on condition that they have adequate units in both Language and Literature.
- 5) All applicants must have studied the two teaching subjects at KCSE except for Agriculture, Business Studies, Home Science, and Computer Studies. For those who did not study Business Studies and Computer Studies, one should have attained a minimum of C+ (Plus) in Mathematics at KCSE. For those who did not study Agriculture and Home Science, one should have attained a minimum of C+ in Biology at KCSE.
- 6) Graduate Teachers should have studied a minimum of eight (8) course units in each teaching subject. In addition, the teachers must have studied Special Methods in their two teaching subjects of choice together with a minimum of three (3) months teaching practice.
- 7) Enhancement certificate(s) and transcripts shall **only** apply where an applicant had not covered the minimum number of units during the degree/ diploma programme.
- 8) Applicants who chose to study a third subject must ensure that they have studied all the units in the chosen subject as offered by the selected institution for four years of study together with **special methods** and **teaching practice**. In addition, there should be evidence that the applicants have covered the **approved credit hours** for the course.
- 8) Applicants previously employed under contract and whose services were terminated due to inadequate units in teaching subjects and have since obtained enhancement certificates with adequate units are eligible to apply.
- 9) Kenya Sign Language (KSL) and Braille are considered as teaching subjects in Special Needs Education e.g. Biology/KSL and Geography/Braille.
- 10) Applicants who have studied subjects in the new learning areas of the CBC curriculum like **integrated science, Guidance and counseling and social studies** are eligible to apply.

6.0 VALIDATION OF DOCUMENTS BY THE TSC COUNTY DIRECTOR

The TSC County Directors should: -

- i. Ensure that the recruitment documents have all the attachments required as provided for in the approved checklist/s;
- ii. Verify that the recruitment documents to ensure that the applicant(s) recruited qualify for employed as a teacher as per the provisions of the recruitment guidelines;

- iii. Ensure that all documents are duly signed as required; including the score sheets, Minutes of the Selection Panels, confirming that the candidate qualifies.
- iv. Compile complaints received and submit appropriate action taken or recommendations to the Commission.

7.0 DOCUMENTS TO BE SUBMITTED TO THE TSC HEADQUARTERS

The TSC County Director is required to hand over the following documents to the TSC Headquarters:

- i) Duly signed file copy of the Offer of Employment letter together with:
 - a) Certified copies of:
 - National Identification Card;
 - Certificate of Registration as a teacher;
 - Academic certificates;
 - Professional certificates and all official transcripts;
 - Letter of Certification of results by KNEC (where applicable);
 - NCPWD Card (where applicable);
 - An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap. 15 of the Laws of Kenya to explain the variance in names (where applicable);
 - Bank plate/Card (front face);
 - KRA PIN Certificate;
 - NHIF Card.
 - b) Two (2) passport size colour photographs in respect of successful applicant(s);
 - c) Original Medical Examination report in form **GP 69**.
- ii) A list of all interviewed applicants in order of merit for the advertised vacancies in **(Appendix III a)**;
- iii) A copy of the system generated list of all applicants clearly showing those who failed to attend the interview; **(Appendix III b)**;
- iv) List of applicants with disabilities; **(Appendix VI)**;
- v) Duly signed Minutes of the Sub-County Selection Panel;
- vi) Completed selection score guide duly signed;
- vii) Duly completed pay point particulars form.

8.0 COMPLAINTS

- i) 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 email address: dirstaffing@tsc.go.ke not later than **seven (7)** days after the selection process;
- ii) The TSC County Director should within **seven (7)** days analyze and address all complaints raised after the selection process has been completed and promptly inform the Headquarters on the action taken;
- iii) Where an applicant is dissatisfied with the decision of the TSC County Director in (ii) above, or where the complaint is made against the TSC County Director, the applicant shall appeal to the Appeals Committee on staffing functions at the TSC Headquarters. The Appeals Committee shall investigate the allegations and take appropriate action within **fourteen (14) days**.

9.0 IMPORTANT NOTES

- i) Clarification and advice on issues of qualifications arising from these guidelines, should be sought from the TSC County Directors.
- ii) **Notwithstanding the decentralization of the function of teacher recruitment pursuant to Section 20 of the TSC Act, the Commission is not precluded in carrying out recruitment directly from the TSC Headquarters.**
- iii) The TSC Regional Directors shall:
Ensure guidelines are adhered to within their regions;
 - a) Coordinate the teacher recruitment process within their respective regions;
 - b) Sensitize County Directors and oversee the sensitization of other officers including members of the Selection Panels involved in the process;
 - c) Shall undertake measures to resolve complaints arising from the process within their regions.

Attached find the following Appendices for use during the selection exercise

- | | |
|-----------------|--|
| Appendix I: | a) Selection Score Guide for Post Primary Institution Teachers |
| | b) Selection Score Guide for Post Primary Institution teachers with disabilities |
| | c) Grading System |
| Appendix II: | Board of Management and TSC Checklists |
| Appendix III a: | List of interviewed applicants. |
| Appendix III b: | List of all applicants clearly showing those who never turned up for interview |

- Appendix IV: Declaration Form I
Appendix V: Declaration Form II
Appendix VI: List of applicants with disabilities



DR NANCY NJERI MACHARIA, CBS
SECRETARY/CHIEF EXECUTIVE

APPENDIX 1 (a)

SELECTION SCORE GUIDE FOR TEACHERS – POST PRIMARY INSTITUTIONS

Applicants should be awarded marks during the selection in accordance with the areas specified below.

APPLICANT'S NAME _____ **QUALIFICATION** _____ **TSC No.** _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A (I)	<p>Academic and Professional qualifications</p> <p>Bachelors of Education (BED) Degree</p> <p>(i) First Class----- 05</p> <p>(ii) Second Class ----- 03</p> <p>(iii) Pass----- 02</p> <p>OR</p> <p>Bachelor of Arts (BA) Degree + PGDE or Bachelor of Science (BSC) + PGDE</p> <p>(i) First Class----- 05</p> <p>(ii) Second Class ----- 03</p> <p>(iii) Pass----- 02</p> <p>MAXIMUM SCORE</p>	05		
(II)	<p>Diploma + Dip. Tech. Education</p> <p>(i) Distinction----- 05</p> <p>(ii) Credit----- 03</p> <p>(iii) Pass----- 02</p> <p>OR</p> <p>Diploma in Education</p> <p>(i) Distinction----- 05</p> <p>(ii) Credit----- 03</p> <p>(iii) Pass----- 02</p> <p>MAXIMUM SCORE</p>	05		
B.	<p>Age</p> <p>50 years old and above 20</p> <p>47 - 49 years old 15</p> <p>44 – 46 years old 10</p> <p>43 years old and below 05</p> <p>MAXIMUM SCORE</p>	20		

C.	Length of stay since qualifying as a teacher			
	i. 2010 and before -----	20		
	ii. 2011-----	19		
	iii. 2012 -----	18		
	iv. 2013 -----	17		
	v. 2014 -----	16		
	vi. 2015 -----	15		
	vii. 2016 -----	14		
	viii. 2017 -----	13		
	ix. 2018 -----	12		
	x. 2019 -----	11		
	xi. 2020 -----	10		
	xii. 2021 -----	09		
	xiii. 2022 -----	08		
	xiv. 2023 -----	07		
xv. 2024	05			
	20			
D	Currently serving as an intern with the Commission.	50		
	MAXIMUM SCORE	50		
	GRAND TOTAL	100		

N.B: For purposes of scoring **part C**, the year an applicant satisfactorily qualified to be a teacher as per the Commission policies shall be the year used to determine the length of stay since graduation and **not** the certificate is used to score **part A** of this score sheet.

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

Sign _____

Sign _____

(Secretary, Sub-County Selection Panel)

(Chairperson Sub-County Selection Panel)

Name _____

Name _____

Date _____

Date _____

APPENDIX 1 (b)

SELECTION SCORE GUIDE FOR TEACHERS WITH DISABILITIES – POST PRIMARY INSTITUTIONS

APPLICANT'S NAME _____ QUALIFICATION _____ TSC No. _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A (I)	<p>Academic and Professional qualifications Bachelors of Education (BED) Degree (i) First Class----- (ii) Second Class ----- (iii) Pass-----</p> <p>OR Bachelor of Arts (BA) Degree + PGDE or Bachelor of Science (BSC) + PGDE (i) First Class----- (ii) Second Class ----- (iii) Pass-----</p> <p>MAXIMUM SCORE</p>	<p>05 03 02</p> <p>05 03 02</p> <p>05</p>		
(II)	<p>Diploma + Dip. Tech. Education (i) Distinction----- (ii) Credit----- (iii) Pass-----</p> <p>OR Diploma in Education (i) Distinction----- (ii) Credit----- (iii) Pass-----</p> <p>MAXIMUM SCORE</p>	<p>05 03 02</p> <p>05 03 02</p> <p>05</p>		
B.	<p>Age 50 years old and above 47 - 49 years old 44 – 46 years old 43 years old and below</p> <p>MAXIMUM SCORE</p>	<p>20 15 10 05</p> <p>20</p>		

C.	Length of stay since qualifying as a teacher			
	xvi. 2010 and before -----	20		
	xvii. 2011-----	19		
	xviii. 2012 -----	18		
	xix. 2013 -----	17		
	xx. 2014 -----	16		
	xxi. 2015 -----	15		
	xxii. 2016 -----	14		
	xxiii. 2017 -----	13		
	xxiv. 2018 -----	12		
	xxv. 2019 -----	11		
	xxvi. 2020 -----	10		
	xxvii. 2021 -----	09		
	xxviii. 2022 -----	08		
xxix. 2023 -----	07			
xxx. 2024	05			
	20			
D.	Currently serving as an intern with the Commission.	50		
	MAXIMUM SCORE	50		
	GRAND TOTAL	100		

N.B: For purposes of scoring **part C**, the year an applicant satisfactorily qualified to be a teacher as per the Commission policies shall be the year used to determine the length of stay since graduation and not the certificate is used to score **part A** of this score sheet.

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

Sign _____

Sign: _____

(Secretary, Sub-County Selection Panel)

(Chairperson, Sub-County Selection Panel)

Name _____

Name: _____

Date _____

Date: _____

APPENDIX I (c)

GRADE POINT AVERAGE (GPA) GRADING SYSTEM

S/NO.	GPA	CLASS	MARKS
1	3.7 – 4.00	First Class	81 – 100
2	3.0 – 3.6	Upper Second	71 – 80
3	2.3 – 2.9	Lower Second	61 – 70
4	1.7 – 2.2	Pass	51 – 60
5	0 – 1.6	Fail	50 and below

APPENDIX II

CHECK LISTS

BOARD OF MANAGEMENT CHECK LIST

The successful applicant will be required to submit the following to the Secretary, Selection Panel: -

1. Original and clear copies of the following: -
 - i. National Identity card (both sides);
 - ii. NCPWD card (where applicable);
 - iii. 2 passport size colour photographs;
 - iv. Certificates and testimonials; KCPE, KCSE, 'A' Level, Diploma, Degree etc;
 - v. Letter of certification of results by KNEC (where applicable);
 - vi. Official Academic transcripts;
 - vii. Certificate of Registration as a teacher;
 - viii. KRA PIN certificate;
 - ix. Bank Plate/Card (front face);
 - x. Duly filled pay point particulars' form;
 - xi. NHIF Card;
 - xii. Primary and secondary school leaving certificates and other testimonials;
 - xiii. Original Medical Examination report in form **GP 69**;
 - xiv. Acknowledgement of receipt of recruitment documents.

TSC CHECK LIST

The Secretary, Selection Panel is required to submit to the TSC Sub – County Director the following:

1. Minutes of the selection panel duly signed and clearly showing how many applicants were shortlisted for interview from the system generated merit list and the selection criteria used;
2. Completed selection score guide duly signed;
3. Certified copies of the following: -
 - i. National Identity card (both sides);
 - ii. NCPWD card (where applicable);
 - iii. 2 passport size colour photographs;
 - iv. Certificates; KCPE, KCSE, 'A' Level, Diploma, Degree etc;
 - v. Letter of Certification of results from KNEC (where applicable);
 - vi. Official Academic transcripts;
 - vii. Certificate of Registration as a teacher;
 - viii. KRA PIN certificate;

- ix. Bank plate/Card (front face);
- x. Duly filled pay point particulars form;
- xi. NHIF card;
- xii. Primary and secondary school leaving certificates and other testimonials;
- xiii. Original Medical Examination report in form **GP 69**;
- xiv. Acknowledgement of receipt of recruitment documents.

APPENDIX III a

LIST OF INTERVIEWED CANDIDATES

INSTITUTION **HEAD-TEACHER'S/PRINCIPAL'S MOBILE NO.....** **ADVERTISED SUBJECTS**

REGION **COUNTY** **SUB-COUNTY**

S/NO	NAME, ID NO., AND MOBILE NUMBER	TSC/NO	F/M	SCORING AREAS					APPLICANT'S SIGNATURE	REMARKS
				SECTION (a)	SECTION (b)	SECTION (c)	TOTAL	RANKING		

We confirm that the information entered above is accurate and that we shall be held responsible for any inaccuracies.

Sign

Sign.....

(Secretary, Sub-County Selection Panel)

(Chairperson Sub-County Selection Panel)

NameTSC No.Date

NameTSC No. Date

APPENDIX III b

LIST OF ALL APPLICANTS

INSTITUTION **HEAD-TEACHER'S/ PRINCIPAL'S MOBILE NO.....** **ADVERTISED SUBJECTS**
.....

REGION **COUNTY** **SUB-COUNTY**

S/NO	NAME, ID NO., AND MOBILE NUMBER	TSC/NO	F/M	SCORING AREAS				RANKING	APPLICANT'S SIGNATURE	REMARKS
				SECTION (a)	SECTION (b)	SECTION (c)	TOTAL			

We confirm that the information entered above is accurate and that we shall be held responsible for any inaccuracies.

Sign
(Secretary, Sub-County Selection Panel)

Sign.....
Chairperson, Sub-County Selection Panel)

NameTSC No.Date

NameTSC No.....Date

**APPENDIX IV
DECLARATION FORM I**

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC COUNTY DIRECTOR

I confirm that the **TSC Sub-County Director** of..... Sub-county submitted to the County Headquarters all the required documents for teachers for Junior/Secondary Schools in Sub-County as contained in the TSC checklist in **Appendix II.**

Sign

TSC County Director

Sign

TSC Sub-County Director

Name

Name

Date

Date

**APPENDIX V
DECLARATION FORM II**

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC HEADQUARTERS

I confirm that the **TSC County Director** of..... County submitted to the Headquarters, all the required documents for teachers recruited for Junior/Secondary Schools in County as contained in the TSC checklist in **Appendix II**.

Name

Name

TSC COUNTY DIRECTOR

STAFFING OFFICER (TSC HQS)

Designation

Designation.....

Date.....

Date

Sign

Sign

APPENDIX VI

LIST OF APPLICANTS WITH DISABILITIES

REGION COUNTY

S/ N O	NAME	TSC/NO.	NCP WD NO.	F/M	INSTITUTION	SUBJECTS COMBINATION	MARKS SCORED	REMARKS

I confirm the information entered above is correct to the best of my knowledge.

Name:

Sign.....

TSC COUNTY DIRECTOR

Date: