TEACHERS SERVICE COMMISSION

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http://www.tsc.go.ke
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TSC/ADM/192A/VOL.IX/104

TSC HOUSE
KILIMANJARO ROAD
UPPER HILL
PRIVATE BAG
NAIROBI, KENYA

Date: **28th June, 2021.**

TSC CIRCULAR NO. 7/2021

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

GUIDELINES FOR RECRUITMENT OF TEACHERS ON PERMANENT & PENSIONABLE TERMS, POST PRIMARY INSTITUTIONS –2021/2022 FY

1.0 GENERAL INFORMATION

(a) Following the advertisement for recruitment of teachers on permanent and pensionable terms, Boards of Management are required to conduct the selection exercise for the advertised vacancy (ies) in their institutions.

(b) Applicants will be required to submit their applications to the Secretary Teachers Service Commission online through www.teacheronline.tsc.go.ke for the institution where a vacancy has been declared.

(c) The Selection Panel is required to exercise the highest degree of transparency and accountability, as stipulated in the **Public Officers Ethics Act**, and **TSC Code of Conduct and Ethics (CoCE, 2015)**. The TSC County Director or his/her representative will induct the panel members on the relevant sections of the Act and Code of Regulations for Teachers (**CORT, 2015)** before the commencement of the selection exercise.

(d) 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.

(e) TSC County Director **MUST** ensure that venues for interviews are accessible to applicants with special needs.

(f) All applicants **MUST** be registered teachers as per Section 23(1) of the Teachers Service Commission **Act, 2012**. Applicants who are not duly registered **shall not** be considered for recruitment.

(g) TSC County Directors **MUST** ensure that Heads of Institutions confirm online registration status of the applicants to avoid engaging unregistered/deregistered teachers.

(h) Applicants who apply for confirmation of results from KNEC should give the address of the TSC County Director of the County where they applied for recruitment. It is there responsibility to ensure that the results are received for consideration during the verification of the academic certificates.

(i) Applicants whose names differ in the academic and professional certificates and/or identification cards **MUST** present a sworn Affidavit to explain the variance in names.

(j) 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 the attempts.

(k) System generated **Merit List** will be prepared by the TSC County Director. TSC County Director shall distribute the Lists to the TSC Sub-County Directors and Heads of Institutions. Heads of Institutions shall use the Merit Lists for the interviews in consultation with the respective TSC Sub-County Directors.

(l) Upon invitation for interview, applicants shall be required to present the originals and clear copies of the following documents: -

i) National identification card;
ii) Certificate of Registration as a teacher;
iii) Evidence of service as a teacher intern (where applicable);
iv) Diploma/Degree certificate and official transcripts;
v) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);
vi) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);
vii) Primary and Secondary School leaving certificates and other relevant testimonials;
viii) National Council of Persons with Disability (NCPWD) Card (where applicable);
ix) Sworn Affidavit where names appearing on the submitted documents differ;
x) Proof of payment for the Statement of confirmation of results by KNEC (where applicable);

(m) The date, venue and time of the interview will be displayed at the Commission's County, Sub-County, Zonal and Institutional offices.

(n) Heads of Institutions will communicate to all shortlisted applicants through SMS (Short Message Service) at least seven (7) days before the actual date of interview. This **MUST** be strictly observed to ensure that all applicants are notified of the date, venue and time of the interview.

(o) All applicants, irrespective of gender, disability, ethnicity or Home County shall be given equal opportunities.

(p) In the event of a tie, consideration for selection will be determined as per the order of priority shown hereunder:

i) Applicants' disability status;
ii) Whether the applicant(s) has previously participated in the TSC Teacher Internship Programme;
iii) Applicants who had not been previously employed by the Commission;
iv) Applicants who graduated and were registered as teachers earlier;
v) Strength of academic and professional certificates presented.

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

(q) 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 Application for Employment forms.

(r) Applicants who were previously employed by the Commission **MUST** declare their past employment history and reason(s) for break in service (with justification for the break in service). Applicants who previously worked with the Commission and **FAIL** to declare their past employment shall be disqualified. Preference shall be given to applicants who have never been employed by the Commission.

2.0. AUTHENTICITY OF ACADEMIC, PROFESSIONAL AND OTHER RELATED DOCUMENTS

Applicants must present original and legible photocopies of the following documents: -

i) National identification card;
ii) Certificate of Registration as a teacher;

iii) Evidence of service as a teacher intern (where applicable);
iv) Diploma/Degree certificate and accompanying transcripts;
v) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);
vi) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);
vii) Proof of payment for the Statement of confirmation of results by KNEC (where applicable);
viii) Primary and Secondary School leaving certificates and other relevant testimonials;
ix) National Council of Persons with Disability (NCPWD) Card (where applicable);
x) Sworn Affidavit where names appearing on the submitted documents differ;

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

(a) The selection panel shall verify that: -
(i) The applicant meets the requirements stipulated in the TSC advertisement;
(ii) All submitted original academic and professional certificates, as well as official transcripts are authentic.

(b) The Secretary, Board of Management shall certify photocopies of the certificates and confirm to the Sub-County Director that they are true copies of the candidate's **original** academic and professional certificates.

(c) Once the interview process is completed, the results will be communicated to all applicants on the same day. Successful applicant(s) shall be issued with the TSC Application for Employment Form (s).

(d) It is the responsibility of the TSC County Director/Representative to ensure that the: -
(i) Exercise is fair and transparent;
(ii) Successful applicant(s) on the Merit List fill the Application for Employment Form (s).

(e) The Secretary, Board of Management should ensure that the Application for Employment Form (s) is correctly filled by the applicant(s) **without erasing or defacing.**

(f) The completed Application for Employment Form(s) together with other relevant documents shall be submitted to the TSC County Director's office by the TSC Sub-County Director. The TSC County Director, upon **verification** and ensuring that all the requirements are met by the successful candidates, shall submit the recruitment documents to the TSC Headquarters within the stipulated timelines.

(h) Any applicant(s) who present forged/fake academic, professional and other documents commit(s) an offence and shall be disqualified and/or deregistered.

3.0 SELECTION PANEL

(a)	Chairperson, Board of Management	-	Chairperson
(b)	Head of the Institution	-	Secretary
(c)	Subject Specialist	-	Member
(d)	TSC County Director/ Representative	-	Member
	TOTAL		**4**

3.1 SELECTION PANEL FOR SCHOOLS WITHOUT BOMs

(a)	TSC County Director/ Representative	-	Chairperson
(b)	Head of the Institution	-	Secretary
(c)	Subject Specialist	-	Member
(d)	PA Chairperson	-	Member
	TOTAL		**4**

N/B: *The TSC County Director shall ensure that the Selection Panel is well sensitized to conduct the interview within the COVID-19 containment measures as set by the Ministry of Health.*

4.0 SELECTION CRITERIA

(a) The Secretary, Board of Management shall provide to the selection panel a system generated list of **all applicants** as received from the TSC County Director.

(b) The selection panel shall interview **only** those who meet the set criteria. The TSC County Director should note any inconsistency (ies), adhere to the guidelines and guide the applicants /selection panel and the Commission accordingly.

(c) 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 special need related to hearing and/or speech shall be allowed the company of a sign language interpreter.*

5.0 QUALIFICATIONS

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:

(a) A Bachelor of Education Degree with two (2) teaching subjects.

(b) A Bachelor of Science or Arts Degree plus a Post Graduate Diploma in Education (PGDE) with two teaching subjects.

(c) Bachelor of Science with Education/Bachelor of Arts with Education with two teaching subjects.

(d) Bachelor of Science in Agricultural Education and Extension with two teaching subjects.

NB:

Applicants with the following qualifications are also eligible;

i) Bachelor of Education holders with Mean Grade of C (Plain) and C (Plain) in the two teaching subjects at KCSE and have undertaken a Diploma in Education.

ii) Bachelor of Education holders with Mean Grade of C (Plain) and C (Plain) in the two teaching subjects at KCSE and went through the A-Level system in the relevant area(s).

ii) Bachelor of Education holders with Mean Grade of C (Plain) and C (Plain) in the two teaching subjects at KCSE and undertook a bridging/pre-university certificate course before **December 31st ,2015**.

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.

NB: 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.**

3. Technical 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) Bachelor of Education Technology (Bed TECH); **OR**

(b) (i) Bachelor of Science (BSc) in any relevant technical Subject (s) /Course; or

(ii) Higher Diploma in a technical course; or

(iii) A Diploma in a technical course.

Further, applicants under category (b) above **MUST** possess a Diploma in Technical Teacher Education from Kenya Technical Trainers College (KTTC), previously known as Kenya Technical Teachers College or a Post Graduate Diploma in Education (PGDE) from a recognized University.

NB:

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

- Natural Resources
- Meteorology
- Forestry
- Animal Husbandry
- Horticulture
- Farm Machinery
- Fisheries
- Anthropology
- Sociology
- Theology / Divinity
- Journalism etc

2) Applicants with Economics/Commerce/Accounting can apply for Business Studies

3) Applicants with Social Education and Ethics (SEE) can apply for CRE/IRE/HRE vacancies.

4) 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) Applicants presenting enhancement certificate(s)/official transcripts in teaching subject(s) from recognized institution(s) qualify for employment if they scored at least a C+ (Plus) in the enhanced subject at KCSE. In addition, there **MUST** be a proof of having taken units on **teaching methods of the subject** throughout the undergraduate 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.

6.0 VALIDATION OF DOCUMENTS BY THE TSC COUNTY DIRECTOR

The TSC County Directors should: -

i. Ensure that the Application for Employment Forms have all the attachments required;
ii. Vet the recruitment documents to verify that the applicant(s) recruited qualify for employment 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 and Section C of the Application for Employment form confirming that the candidate qualifies/merits to be employed;
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:

(a) Duly filled Application for Employment Form(s) together with

i) a copy of the acknowledgement of receipt of application for employment,

ii) certified copies of:

- National Identification Card;
- Certificate of Registration as a teacher;
- Academic certificates;
- Professional certificates and all official transcripts;
- Proof of payment for the Statement of confirmation of results by KNEC (where applicable);
- NCPWD Card (where applicable);
- Affidavits (where applicable);
- Bank plate;
- KRA PIN Certificate;
- NHIF Card.

iii) evidence of service as an intern (where applicable) and;

iv) two passport size colour photographs in respect of successful candidate(s).

(b) A list of all interviewed applicants in order of merit for the advertised vacancies in (**Appendix (III a**);

(c) A copy of the system generate list of all applicants clearly showing those who failed to attend the interview (**Appendix III b**);

(d) List of applicants with special needs **(Appendix VI);**

(e) Duly signed Minutes of the School's Selection Panel;

(f) A commitment letter duly signed by the applicant binding him/her to teach in the station for a minimum period of five **(5)** years, and three **(3)** years in the case of North Eastern Region;

(g) Completed selection score guide duly signed;

(h) Duly completed pay point particulars form;

8.0 COMPLAINTS

a) Any applicant who is dissatisfied with the process 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;

b) 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;

c) Where the complaint is levelled against the TSC County Director, the TSC Headquarters shall investigate the allegations and take appropriate action.

9.0 IMPORTANT NOTES

(a) Under no circumstances should the Application for Employment Form(s) be defaced or photocopied for use.

(b) Clarification and advice on issues of qualifications arising from these guidelines, should be sought from the TSC County Directors.

(c) **Notwithstanding the decentralization of the function of teacher's recruitment pursuant to Section 20 of the TSC Act, the Commission is not precluded in carrying out recruitment directly from the TSC Headquarters.**

Attached find the following Appendices for use during the selection exercise

Appendix I:	a) Selection Score Guide for Secondary School Teachers b) Selection Score Guide for Secondary Schools teachers with special needs c) Grading System
Appendix II:	Board of Management & 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 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)

SELECTION SCORE GUIDE FOR TEACHERS - SECONDARY SCHOOLS

Applicants should be awarded marks during the selection in accordance with the areas specified below. The schedule below should be used for this purpose.

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

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A	**Academic and Professional qualifications**			
	Degree (BED) (i) First Class----------	40		
	(ii) Second Class ----------	35		
	(iii) Pass----------	30		
	OR			
	Degree BA + PGDE or BSC + PGDE			
	(i) First Class----------	40		
	(ii) Second Class ----------	35		
	(iii) Pass----------	30		
	OR			
	Diploma + Dip. Tech. Education			
	(i) Distinction----------	40		
	(ii) Credit----------	35		
	(iii) Pass----------	30		
	OR			
	Diploma in Education			
	(i) Distinction----------	40		
	(ii) Credit----------	35		
	(iii) Pass----------	30		
	MAXIMUM SCORE	**40**		
B	**Evidence of internship service**	30		
	MAXIMUM SCORE	**30**		
C (I)	**Length of stay since qualifying as a teacher for those who have never been employed by the Commission**			
	i. 2015 and before ----------	25		
	ii. 2016 ----------	20		
	iii. 2017 ----------	15		
	iv. 2018 ----------	10		
	v. 2019 and after ----------	5		
	MAXIMUM SCORE	**25**		

C (II)	**Length of stay since exiting from service for those previously employed by the Commission**			
	i. 2018 and after ----------	25		
	ii. 2017 – 2016 ----------	20		
	iii. 2015 – 2014 ----------	15		
	iv. 2013 – 2012 ----------	10		
	v. 2011 and before ----------	5		
	MAXIMUM SCORE	**25**		

NB: For purposes of scoring **part C**, year of completion of professional training (BED or PGDE) whose certificate is used to score **part A** of this score sheet determines the length of stay **but not year of enhancement.**

(D) (i) Communication ability			
a) Communication skills	1		
b) Presentation	1		
(ii) Evidence of			
a) Participation in Co-curricular activities while teaching	1		
b) Students' academic performance (Exam records for the last three years).....	1		
c) Special talents (Leadership awards and acknowledgement)	1		
NB: No candidate should score zero in this section			
MAXIMUM SCORE	**5**		
GRAND TOTAL	**100**		

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

Sign _____ Sign _____

(Principal/Secretary BOM) **(Chairperson BOM)**

Name _____ Name _____

Date _____ Date _____

APPENDIX 1 (b)

SELECTION SCORE GUIDE FOR TEACHERS WITH SPECIAL NEEDS – SECONDARY SCHOOLS

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A	**Academic and Professional qualifications**			
	Degree (BED) (i) First Class----------	40		
	(ii) Second Class ----------	35		
	(iii) Pass----------	30		
	OR			
	Degree BA + PGDE or BSC + PGDE			
	(i) First Class----------	40		
	(ii) Second Class----------	35		
	(iii) Pass----------	30		
	OR			
	Diploma + Dip. Tech. Education			
	(i) Distinction----------	40		
	(ii) Credit----------	35		
	(iii) Pass----------	30		
	OR			
	Diploma in Education			
	(i) Distinction----------	40		
	(ii) Credit----------	35		
	(iii) Pass----------	30		
	MAXIMUM SCORE	**40**		
B	**Evidence of Internship service**	30		
	MAXIMUM SCORE	**30**		
C	**Length of stay since graduation**			
	i. 2017 and before ----------	25		
	ii. 2018 ----------	20		
	iii. 2019 and after ----------	15		
	MAXIMUM SCORE	**25**		

NB: For purposes of scoring **part C**, year of completion of professional training (BED or PGDE) whose certificate is used to score **part A** of this score sheet determines the length of stay **but not year of enhancement.**

D (i) Communication ability a) Communication Skills ..... b) Presentation ..... (ii) Evidence of a) Participation in Co-curricular activities teaching) ..... b) Students' academic performance (Exam records for the last three years)..... c) Special talents (Leadership awards and acknowledgement) ..... **NB:** No candidate should score zero in this section. **MAXIMUM SCORE**	1 1 1 1 1 **5**		
GRAND TOTAL	**100**		

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

Sign _____ Sign _____

(Principal/Secretary BOM) **(Chairperson BOM)**

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, Board of Management: -

1. Duly signed commitment letter to serve in the school for a minimum period of **five (5) years**, and **three (3) years** in the case of North Eastern region;
2. 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. Proof of payment for the Statement of confirmation of results by KNEC (where applicable);
    vi. Evidence of separation from the Commission for those previously employed by TSC;
    vii. Official Academic transcripts;
    viii. Certificate of Registration as a teacher
    ix. KRA PIN certificate;
    x. Bank Plate;
    xi. Duly filled pay point particulars' form;
    xii. NHIF Card;
    xiii. Primary and secondary school leaving certificates and other testimonials;
    xiv. Evidence of service as a teacher intern (where applicable)
    xv. Acknowledgement of receipt of application for employment;

NB: The Principal/Secretary Board of Management is expected to verify and certify all the above documents before issuing the Application for Employment Form (APPT 1) to the successful applicant.

TSC CHECK LIST

The Secretary, Board of Management is required to submit to the TSC Sub – County Director the following:

1. Duly filled and signed Application for Employment Form (APPT 1);
2. 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;
3. Completed selection score guide duly signed;
4. Duly signed commitment letter to serve in the school for a minimum period of **five (5) years**, and **three (3) years** in the case of North Eastern region;
5. 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. Proof of payment for the Statement of confirmation of results by KNEC (where applicable);
vi. Official Academic transcripts;
vii. Evidence of separation from the Commission for those previously employed by TSC;
viii. Certificate of Registration as a teacher;
ix. KRA PIN certificate;
x. Bank plate;
xi. Duly filled pay point particulars form;
xii. NHIF card;
xiii. Primary and secondary school leaving certificates and other testimonials;
xiv. Evidence of service as a teacher intern (where applicable);
xv. Acknowledgement note for employment application documents;
xvi. Evidence of separation from the Commission for those previously employed by TSC.

APPENDIX III a
LIST OF INTERVIEWED CANDIDATES

INSTITUTION ..... PRINCIPAL'S MOBILE NO..... COUNTY ..... ADVERTISED SUBJECTS .....

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 .....
Principal/Secretary BOM

Name .....TSC No. .....Date .....

Sign.....
Chairperson BOM

Name ..... Date .....

APPENDIX III b

LIST OF ALL APPLICANTS

INSTITUTION ..... PRINCIPAL'S MOBILE NO..... COUNTY ..... ADVERTISED SUBJECTS .....

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 .....
Principal/Secretary BOM

Name .....TSC No. ..... Date .....

Sign.....
Chairperson BOM

Name ..... Date .....

APPENDIX IV

DECLARATION FORM I

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC SUB – COUNTY DIRECTOR

I confirm that the **Principal** of..... in..... Sub-county submitted all the required documents as contained in the TSC checklist in **Appendix II.**

Sign .....
TSC Sub –County Director

Name .....

Date .....

Sign .....
Principal/Secretary BOM

Name .....

Date .....

APPENDIX V

DECLARATION FORM II

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC HEADQUARTERS

I confirm that the **TSC County Director** of ..... County has submitted all the required recruitment documents as per the TSC checklist **(Appendix II)** to the TSC Headquarters.

Name	Name .....
TSC COUNTY DIRECTOR	**STAFFING OFFICER (TSC HQS)**
Designation	**Designation**.....
Date.....	**Date** .....
Sign	**Sign** .....

APPENDIX VI

LIST OF APPLICANTS WITH SPECIAL NEEDS

COUNTY .....

S/ NO	NAME	TSC/NO.	NCPWD 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: .....

APPENDIX VII

ACKNOWLEDGEMENT NOTE FOR RECEIPT OF APPLICATION DOCUMENTS

I ....., Principal ..... Secondary School, do hereby acknowledge receipt of application for employment documents from ..... **TSC No.** ..... on .....

PRINCIPAL

..... SECONDARY SCHOOL

(School Stamp)