

TEACHERS SERVICE COMMISSION

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KILIMANJARO ROAD
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NAIROBI, KENYA

Ref.Nº:
TSC/ADM/192A/VOL.IX/42

Date: 22nd May, 2018

TSC CIRCULAR NO.12/2018

**The Secretary,
Board of Management**

GUIDELINES FOR RECRUITMENT OF TEACHERS - POST PRIMARY INSTITUTIONS –2018/2019

1.0 GENERAL INFORMATION

- a) Following the advertisement for recruitment of teachers, Boards of Management are required to conduct a selection exercise for the advertised vacancy(ies) in their institutions. The names of interviewed candidates ranked in order of performance during the selection process for each vacancy (Appendix iii) will then be **submitted** to the Commission.
- 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 the **TSC Code of Conduct and Ethics 2015**. Heads of Institutions are required to induct the panel members on the relevant sections of the Act before the commencement of the selection exercise.
- c) All applicants must be registered teachers as per section 23(1) of the Teachers Service Commission Act Cap 212. Those without Registration Certificates must attach a printout of the application form/payment receipt as evidence of application for registration.
- d) Applicants working in other Government departments who meet the requirements are eligible to apply.

- e) Applicants will be required to submit their applications to the Secretary Board of Management and a copy to the respective TSC Sub-County Director.
- f) The TSC Sub-County Director shall compile a list of all applicants in every institution for ease of reference and present it during the interview.
- g) The date of interview should be displayed on notice boards at the Counties, Sub-Counties, Zonal and Institutional offices.
- h) Heads of institutions should communicate to all applicants through SMS (short message service) 7 days before the actual date of interview. This provision **MUST** be strictly observed to ensure that all applicants are notified of the date of the interview.
- i) All applicants irrespective of gender, ethnicity or home county should be given equal opportunity. However, in case of a tie between candidates, applicant(s) with **disability(ies)** will be selected on affirmative action provided that they meet the stipulated recruitment criteria.

NB: A tie may also be resolved by considering the quality of certificates e.g KCSE, KCE, KACE.

- j) Preference will be given to the applicants who have not been previously employed by the Commission.

2.0. AUTHENTICITY OF ACADEMIC AND PROFESSIONAL DOCUMENTS

- a) Applicants must present original and legible copies of the following Documents:-
 - i) National identification cards
 - ii) CPE/KCPE certificates
 - iii) KCE/KCSE certificates (include first attempt certificate if repeated exams)
 - iv) Diploma/Degree Certificates
 - v) School/College leaving certificates

- b) The selection panel shall vet each applicant to find out if:-
- (i) He/she meets the requirements of the TSC advertisement.
 - (ii) Check that all the required original academic and professional certificates, and all official transcripts are authentic. The Secretary, Board of Management should certify photocopies of the certificates and authenticate the information provided to the TSC County Director.
 - (iii) Those missing the certificates must have a proof of application for confirmation of results from KNEC.
- c) Once the exercise is completed, the results must be communicated to the applicants the same day and the selected candidate(s) from the merit list be issued with the TSC Employment Form.
- d) It is the responsibility of the TSC County Director/Representative to ensure that :-
- i. The exercise is fair and transparent.
 - ii. The number one applicant in the merit list fills the application form for employment.
- e) The Secretary of BOM should ensure that the Employment Forms are correctly filled by the applicant(s) without erasing or defacing.
- f) The completed form(s) together with the other relevant documents should be submitted to the TSC County Director's office. The TSC County Director upon vetting will submit the recruitment documents to the TSC Headquarters within the stipulated timeline after ensuring that all the requirements are fulfilled.

3.0 SELECTION PANEL

The selection panel should consist of the following seven (7) members:

- | | |
|---|-----------------|
| a) Chairman, Board of Management | - Chairman |
| b) Two (2) members of the Board | - Members |
| c) Head of Institution | - Secretary |
| d) Deputy Head of Institution | - Member |
| e) Subject Specialist | - Member |
| f) The TSC County Director/representative | - Member |
| TOTAL | <u>7</u> |

3.1 SELECTION PANEL FOR SCHOOLS WITHOUT BOMs

a) TSC County Director	- Chairman
b) Head of Institution	- Secretary
c) Deputy Head of Institution	- Member
d) Subject Specialist	- Member
e) TSC Sub – County Director	- Member
f) TSC Human Resource Officer	- Member
g) PA Chairman	- Member
TOTAL	<u>7</u>

4.0 SELECTION CRITERIA

- a) The Secretary Board of Management shall *present a* compiled list of all applicants to the selection panel.
- b) The selection panel shall harmonize the list of applicants with that of the TSC Sub – County Director and conduct selection interviews for those who meet the criteria. The County Director should note any inconsistency(ies), make decision(s) based on the guidelines and advise the Candidates/panel and the Commission accordingly.
- c) Applicants shall present themselves in person to the selection panel.
- d) *NB: Provisional transcripts should not be accepted.*
- e) The interview panel should promptly advise the applicants who do not meet the selection criteria.
- f) The panel should then score each candidate based on the selection score guide (appendix 1A or 1B)
- g) The successful candidate(s) shall then fill the TSC employment form with the assistance of the Principal/Secretary to the BOM.

5.0 QUALIFICATIONS

i) 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.*

NB: (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 gone through the A level system in the relevant area(s) are eligible.

(ii) Bridging /Pre-university certificates for those who completed the course before December 31st 2015 can be considered.

(iii) 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: 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.

(iv) 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.
- (ii) Higher Diploma in a Technical course or
- (iii) A Diploma in a Technical Course

Further, they should have a Diploma in Technical Teacher Education from Kenya Technical Teachers College (KTTC) or a Post Graduate Diploma in Education(PGDE) from a recognized University.

NB: For TVET Institutions the applicant must have a minimum of a Higher Diploma and or Degree in Technical Education.

- (c) Applicants with a mean grade of C- (minus) and have applied for technical subjects in TVET institutions but have progressed through Certificate, Diploma to Higher Diploma/ or Degree, qualify for employment in TVET institutions.
- (d) Persons With Disability(PWD) – Hearing impaired and Blind, are admitted for training with mean grade of C and C in the two teaching subjects thus are eligible.
- (e) For applicants trained in Special Needs Education-, KSL and Braille are considered as teaching subjects e.g. Biology/KSL, Geography/Braille.

NB:

- 1) Candidates 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 enhancement. e.g. Bachelor of Science /Bachelor of Arts in:
 - Natural Resources
 - Meteorology
 - Forestry
 - Animal Husbandry
 - Horticulture
 - Machinery
 - Fisheries
 - Anthropology
 - Sociology
 - Theology/Divinity
 - Journalism etc.
- 2) Applicants with Economics/Commerce/Accounting, Social Education and Ethics (SEE) can apply for Business Studies and CRE/IRE vacancies respectively.
- 3) Diploma Teachers with English/other subject qualify for employment as English/Literature teachers.
- 4) All applicants must have studied the two teaching subjects at KCSE except for Agriculture, Business Studies, Home Science, and Computer. For those who did not study Business Studies and Computer, one should have attained a minimum of C+ (Plus) in Mathematics in KCSE. For those who did not study Agriculture and Home science, one should have attained a minimum of C+ in Biology at KCSE.
 - (i) Graduate Teachers should have studied a minimum of eight (8) course units in each teaching subject.

- (ii) Candidates presenting enhancement certificate(s)/official transcripts in a teaching subject(s) from recognized institution (s) qualify for employment.
- (iii) Applicants previously employed under contract and whose services were terminated due to inadequate units in teaching subjects and have since obtained enhancement certificates are eligible to apply.

6.0 VALIDATION OF DOCUMENTS BY THE COUNTY DIRECTOR

The County Directors should:-

- a) Ensure that the employment forms have all the attachments required.
- b) Vet the recruitment documents to verify that the applicant(s) recruited qualify for employment as per the provisions of the recruitment guidelines
- c) Ensure the Principal has signed section C of the employment form confirming the candidate qualifies/merits to be employed.
- d) Compile any 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 form(s) for employment together with certified copies of academic certificates, professional certificates and all official transcripts, identity card and two passport size photographs in respect of successful candidate(s).
- b) A list of all applicants in order of merit for the advertised vacancies in Appendix (III) (clearly mark the candidates who failed to attend the interview).
- c) Duly signed minutes of the Board of Management.

- d) A commitment letter duly signed by the candidate binding him/her to teach in the station for a minimum period of five (5) years or 3 years in case of North Eastern region.
- e) Completed selection score guide duly signed
- f) Copy of teacher registration certificate.
- g) Bank account certified photocopy
- h) Duly completed pay point particulars form
- i) Copy of KRA PIN certificate
- j) Copy of NHIF certificate
- k) List of applicants who are Persons with Disabilities (PWD).

8.0 COMPLAINTS

- a) Any candidate who is dissatisfied with the exercise should complain immediately to the TSC County Director in writing and send a copy to the TSC Headquarters not later than seven (7) days after the selection exercise.
- b) The TSC County Director should analyze and address all complaints raised immediately after the selection exercise has been completed and then advise TSC on action taken.

9.0 IMPORTANT NOTES

- a) Under no circumstances should the application form for employment 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 or the TSC Headquarters if need be using the following numbers **0202892193, 0202892135 or 0202892132.**

Attached find the following Appendices for use during the selection exercise

- Appendix I: a). Selection Score Guide for Secondary Schools
b). Selection Score Guide for Technical Institutions/
TTCs.
c). Grading System
- Appendix II: Checklist (TSC and Board of Management)
- Appendix III: List of interviewed candidates.
- 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 Early learning and Basic Education
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
10. TSC County Directors

APPENDIX 1 (a)**SELECTION SCORE GUIDE FOR SECONDARY SCHOOL TEACHERS**

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

CANDIDATE'S NAME: _____ **QUALIFICATION:** _____

SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
(a) Academic and Professional certificates			
Degree (BED) (i) First Class-----	35		
(ii) Second Class Upper-----	30		
(iii) Second Class Lower-----	25		
(iv) Pass-----	20		
OR			
Degree BA + PGDE or BSC + PGDE			
(i) First Class-----	35		
(ii) Second Class Upper-----	30		
(iii) Second Class Lower-----	25		
(iv) Pass-----	20		
OR			
Diploma + Dip. Tech. Education			
(i) Distinction-----	25		
(ii) Credit-----	20		
(iii) Pass-----	15		
OR			
Diploma in Education			
(i) Distinction-----	25		
(ii) Credit-----	20		
(iii) Pass-----	15		
MAXIMUM	35		
(b) Length of stay since qualifying as a teacher			
i. 2014 and before -----	60		
ii. 2015-----	52		
iii. 2016-----	44		
iv. 2017 -----	36		
v. 2018 -----	28		
MAXIMUM	60		

NB: For purposes of scoring part 1(b) year of completion of professional training (BED or PGDE) determines the length of stay but not year of enhancement.

(c) (i) Communication ability	2		
(ii) Special talents and evidence of participation in co-curricular activities and other duties assigned by the head.	3		
MAXIMUM	5		
NB: No candidate should score zero in this section			
GRAND TOTAL	100		

Any special remarks on the candidates e.g. disability

.....

.....

.....

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

Sign _____
(Principal/Secretary BOM)

Sign _____
(Chairperson BOM)

Name _____

Name _____

Date _____

Date _____

APPENDIX 1 (b)

SELECTION SCORE GUIDE FOR TECHNICAL INSTITUTIONS/ TEACHER TRAINING COLLEGES

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

CANDIDATE'S NAME: _____ QUALIFICATION: _____

SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
(a) Academic and Professional certificates Degree (BED) (i) First Class---- 35 (ii) Second Class Upper--- 30 (iii) Second Class Lower---- 25 (iv) Pass----- 20 OR Degree BA + PGDE or BSC + PGDE (i) First Class---- 35 (ii) Second Class Upper---- 30 (iii) Second Class Lower---- 25 (iv) Pass----- 20 OR <u>Higher Diploma + Dip. in Tech. Educ.</u> 35			
MAXIMUM	35		
(b) Length of stay since qualifying as a teacher i. 2014 and before ----- 60 ii. 2015----- 52 iii. 2016 ----- 44 iv. 2017 ----- 36 v. 2018 ----- 28 MAXIMUM	60		
	60		

NB: For purposes of scoring part 1(b) year of completion of professional training (BED, PGDE) determines the length of stay but not year of enhancement.

(c) (i) Communication ability	2		
(ii) Special talents and evidence of participation in co-curricular activities and other duties assigned by the head .	3		
MAXIMUM	5		
NB: No candidate should score zero in this section			
GRAND TOTAL	100		

Any special remarks on the candidates e.g. disability e.t.c.....

.....

.....

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

Sign _____
(Principal/Secretary/BOM)

Sign _____
(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 LIST****BOARD OF MANAGEMENT CHECK LIST**

The applicant will be required to submit the following to the Secretary, Board of Management:-

1. Duly signed application for employment letter.
2. Duly signed commitment letter to serve in the school for a minimum period of five (5) years.
3. Original and certified copies of the following :-
 - i. Identity card both sides
 - ii. 2 passport size photographs
 - iii. Certificates and testimonials – KCPE/CPE, 'O' Level (KCSE), 'A' LEVEL, Degree, Diploma/S1.
 - iv. Official Academic transcripts
 - v. Teacher Registration certificate for those who are registered
 - vi. PIN certificate KRA
 - vii. Bank Plate account photocopy
 - viii. Duly filled pay point particulars form
 - ix. NHIF certificate

NB: The Principal/Secretary Board of Management is expected to [verify and certify](#) all the above documents.

TSC CHECK LIST

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

1. Minutes of the selection panel
2. Completed selection score guide duly signed
3. Duly signed commitment letter to serve in the school for a minimum period of five (5) years.
4. Certified copies of the following:-
 - i. Identity card (both sides)
 - ii. 2 passport size photographs
 - iii. Certificates and testimonials - KCPE/CPE, 'O' level (KCSE), 'A' level, Degree/Diploma/S1
 - iv. Official Academic transcripts
 - v. Teacher Registration certificate for those who are registered
 - vi. PIN certificate KRA
 - vii. Bank account photocopy
 - viii. Duly f pay point particulars form
 - ix. NHIF certificate

[illegible]

Sign	Sign.....
Principal/Secretary	Chairperson BOM
Name TSCNO..... Date	Name Date

APPENDIX IV

DECLARATION FORM I

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC SUB – COUNTY DIRECTOR

I certify 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

Sign
Principal/Secretary BOM

Name

Name

Date

Date

APPENDIX V

DECLARATION FORM II**SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC**

I certify 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
TSC County Director

Designation

Date.....

Sign

Name
Assistant Deputy Director (TMPP) (TSC Hqs.)

Designation.....

Date

Sign

APPENDIX VI

LIST OF APPLICANTS WITH SPECIAL NEEDS

COUNTY

S/NO	NAME,	TSC/NO.	INSTITUTION	SUBJECTS COMBINATION	MARKS SCORED	REMARKS

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

NAME
COUNTY DIRECTOR

SIGN.....

DATE:.....

