

MANAGEMENT AND PERSONNEL OFFICE
Office of the Prime Minister
Auberge de Castille
Valletta CMR 2000

3rd March 2010

To: Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

**POST OF FEMALE SECURITY GUARD AT THE COURTS OF JUSTICE DIVISION,
MALTA**

1. The Public Service Commission invites applications from female Public Officers in the Malta Public Service whose salary, by the closing time and date of this call for applications, is not above that of Scale 15, for the post of female Security Guard at the Courts of Justice Division, Malta. Public Officers in the Malta Public Service who are on secondment or on loan to Public Sector Organisations may also apply.
- 2.1 The post of Security Guard carries a salary of €10,755 per annum, rising by annual increments of € 226 up to a maximum of €12,337 per annum (Salary Scale 16).
- 2.2 Subject to satisfactory performance, a Security Guard will proceed to Scale 15 (€11,373 x €298 - €13,161) on completion of five (5) years service in the grade, and to Scale 14 (€12,132 x €316.83 - €14,033) on completion of a further five (5) years service in Scale 15.
3. The appointment, which is subject to a probationary period of one (1) year, is on a full-time basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and the Courts of Justice Division in particular, and involves liability to transfer according to the exigencies of the Malta Public Service.
4. The duties of Security Guard at the Courts of Justice Division include the following:
 - a) to safeguard against the entry of unauthorised personnel;
 - b) frisking of incoming and outgoing persons to the Courts of Justice Division and inspection of any bags, cases, etc. that they may be carrying;
 - c) operating Screening Machines and other security equipment;
 - d) checking the security equipment, ensuring correct operation and reporting faults immediately to the Security Officer;
 - e) assisting the Security Officer in the execution of his/her duties whenever the occasion so demands;

- f) general security within the precincts of the Courts of Justice Division, including also the inspection of vehicles entering or leaving the garage and ensuring the proper parking of same;
 - g) carrying out emergency procedures in case of fire.
- 5.1 Persons registered with the National Commission for Persons with a Disability (NCPD) may be given reasonable accommodation in terms of Section 7 of the Equal Opportunities (Persons with Disability) Act 2000, even if they do not satisfy in full the eligibility requirements for this post provided they can carry out, in essence, the duties related to the post and subject to the concurrence of the Management and Personnel Office and approval of the Public Service Commission.
- 5.2 Representations in terms of this clause should be attached to the application form supported with relevant documents which must also include documentary evidence of registration with the NCPD. Reasoned justifications should be given to substantiate the lack of full eligibility requirements and why reasoned considerations are merited. All correspondence is to be addressed to the Examinations Department and copied to the NCPD.
6. It is the responsibility of the applicants, in possession of qualifications awarded by Maltese or foreign Universities/tertiary education or other institutions (excluding qualifications awarded by the University of Malta, Malta College of Arts, Science and Technology, Institute of Tourism Studies and Institute for Conservation and Management of Culture Heritage) to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Culture, Youth and Sport or the designated authority, as applicable, which statement should be attached to the application and the original presented at the interview. Candidates not in possession of this statement may still apply, provided that they submit a copy of the statement, issued by the pertinent authority, to the receiving department as soon as available and, in any case, by not later than one month from the closing date of the call for applications. Applicants who fail to present the required statement within the one-month period for reasons beyond their control, may request an extension of this time limit, up to a further one month, to the Head of Department receiving the applications, indicating clearly the reasons for the delay. Extensions beyond this period are to be submitted for the consideration of the Public Service Commission.
- 7.1 The Internal competitive examination will be held in two stages:
- Part I** - Two written examinations, each of a duration of one and a half hours in English and Maltese, aimed at assessing the candidates' ability in comprehension and expression in both languages (maximum 100 marks for each test with a global pass mark of 100 marks).
- A short break will be given between the first and the second part of this examination. A candidate who is absent from the first part of the examination will not be eligible to sit for the second part.
- For the guidance of candidates a copy of the syllabus is attached to this Circular.
- Part II** - An interview (maximum 70 marks with a pass mark of 35)
- 7.2 Only candidates who obtain the global pass mark of 100 in the written examination will be allowed to attend for the interview.
- 7.3 Successful candidates in the written examination will be subject to a period of training/familiarisation courses prior to the holding of the interview stage. Knowledge

derived from the training assigned could be also assessed in the course of the interview.

8. The written examination (Part I) will be conducted by the Director (Examinations), and the Board of Local Public Examinations. The Board of Local Public Examinations will have complete jurisdiction and will have the power to deal summarily with any candidate who, while the examination is in progress, is found guilty of misconduct or any breach of the instructions issued for the guidance of candidates.
9. The Board of Local Public Examinations reserves the right to annul the examination if any irregularity is detected in connection therewith. Such annulment may be in respect of the whole examination even if the detected irregularity is in respect of only one subject or a particular stage of the examination.
10. The Director (Examinations) will publish the result of the written examination, which will be exhibited on the notice board of the Department of Examinations, Floriana, and the Examinations Centre, Lyceum Complex, Victoria, Gozo.
11. A notification of the publication of the result will be issued in the Government Gazette and will also appear on the website of the Examinations Department where it may be accessed at www.exams.gov.mt . A press notice will also be issued to all local media organisations.
12. Requests for revision of papers are to be submitted to the Director (Examinations) within ten (10) working days from the date of publication of the notification mentioned in paragraph 11.
13. After the publication of the result of the written examination, the Public Service Commission will ask the successful candidates to attend for an interview which will be conducted by a Selection Board appointed by the Commission.
- 14.1 The final order of merit of successful candidates will be determined by the total marks gained in the written examination and in the interview. In the case of candidates who obtain the same number of marks, precedence will be determined in accordance with the established procedures. The result will remain valid for one (1) year from the date of publication.
- 14.2 The final result and order of merit will be published by the Public Service Commission and exhibited on the notice board of the Public Service Commission and that of the Courts of Justice Division, Republic Street, Valletta.
- 14.3 A notification of the issue of the result will be published in the Government Gazette and will also appear on the website of the Public Service Commission where it may be accessed at www.psc.gov.mt. A press notice will also be issued to all local media organisations.
15. Petitions objecting to the result in terms of Section 1.1.17 of the Public Service Management Code are to be submitted to the Executive Secretary, Public Service Commission, the Palace, Valletta, copying to the Head of the Department wherein the vacancy to be filled lies. Petitions are to reach the Commission and the Head of Department within ten (10) working days from the date of publication in the Government Gazette of the notice of the issue of the result.
16. The only application forms that will be considered are strictly those that may be obtained from the Department of Examinations, Floriana or the Examinations Centre, Victoria, Gozo from **Monday 15th March 2010**, or may be downloaded from the following website: www.exams.gov.mt
17. Applications accompanied by an up-to-date Service and Leave Record Form (GP 47), a photocopy of the applicants' official Identity Card and an examination fee of €9.30 will be received at the Department of Examinations, Floriana and at the

Examinations Centre, Victoria, Gozo **from Monday 15th March 2010 to Friday 26th March 2010 at 4.00 p.m. (Central European Time)**

18. Applications received from abroad by **4.00 p.m. (Central European Time) of Friday 26th March 2010** through a fax or other similar means may be considered provided that all requisite details are given. In the case of such applications, the formal application duly signed by the applicant must reach the Examinations Department by not later than one week after the closing date together with an explanation for the delay. The fax number of the Examination Department is +356 25982232.
19. Under no circumstances will applications which are not received within the specified time limit be considered

L. Bonnici
f/A Director General
Management and Personnel Office

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