

# TEACHERS SERVICE COMMISSION

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TSC HOUSE  
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NAIROBI, KENYA

Date:30<sup>TH</sup> JUNE, 2022

## TSC CIRCULAR NO.9/2022

**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 – 2022/2023 FINANCIAL YEAR**

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#### **1.0 GENERAL INFORMATION**

- i) 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.
- ii) Applicants will be required to submit their applications to the Secretary, Teachers Service Commission online through [www.teachersonline.go.ke](http://www.teachersonline.go.ke) for the institution where a vacancy has been declared.
- iii) The Selection Panel is required to exercise the highest degree 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 are required to induct TSC County Directors within their areas of jurisdiction, who in turn are expected to induct members of the Selection Panels involved in the recruitment process on the relevant Sections of the Act and the Code of Regulations for Teachers (**CORT, 2015**) before the commencement of the selection exercise.

- v) 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.
- vi) TSC County Director **MUST** ensure that venues for interviews are accessible to applicants with disability.
- vii) 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.
- viii) TSC County Directors **MUST** ensure that Heads of Institutions confirm online registration status of the applicants at shortlisting stage to avoid engaging unregistered/deregistered teachers.
- ix) Applicants whose names differ in the academic and professional certificates and/or identification cards **MUST** present an Affidavit, sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya to explain the variance in names.
- x) 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. Copies of the certificates must be certified by the Sub-County Directors.
- xi) System generated Applicants' Lists shall be used by the County Selection Panel to shortlist **five (5)** applicants for every post advertised. Details of the shortlisted applicants, interview dates and venues shall be published on the Teachers Service Commission website.
- xii) Upon invitation for interview, applicants shall be required to present the originals and clear copies of the following documents: -
  - a) National identification card;
  - b) Certificate of Registration as a teacher;
  - c) Authentic evidence of service as a teacher intern (where applicable);
  - d) Diploma/Degree certificate and official transcripts;
  - e) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);
  - f) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);
  - 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;
  - j) Letter of certification of results by KNEC (where applicable).
- xiii) Heads of Institutions shall interview the **five (5)** applicants in the published list for every advertised post. In cases where less than five (5) applicants are shortlisted, all of them shall be interviewed. The interviewed list of applicants shall make up a vacancy specific Merit List.
- xiv) The details of the shortlisted candidates shall be posted in the TSC Website at least **Seven (7)** days before the date of the interview.
- xv) All applicants, irrespective of gender, disability, ethnicity or Home County shall be given equal opportunities.
- xvi) The Commission shall ensure that **5%** of all the advertised slots are reserved for the recruitment of teachers with disabilities in accordance to the provisions of Constitution and the Law.
- xvii) The Commission shall allocate additional slots to schools in **ASAL** and **Hard-to-Staff** areas based on the recorded teacher shortage.
- xviii) In the event of a tie, consideration for selection will be determined as per the order of priority shown hereunder:
  - a) Applicants' disability status;
  - b) Participation in the TSC Teacher Internship Programme;
  - c) Length of Stay since graduation;
  - d) Strength of academic and professional certificates presented.
- N/B: If applicants tie at aggregate grades, subject grades shall be considered.**
- xix) 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.
- xx) Preference shall be given to applicants who have never been employed by the Commission.

- xxi) During the interview, the school selection panel shall develop **a vacancy - specific Merit List**. The Merit List shall be used in the **subsequent recruitment processes** involving a similar vacancy in the County within the financial year or as directed by the Commission from time to time.
- xxii) The school selection panel shall submit the vacancy specific merit list to the Sub-County Director.
- xxiii) The Sub-County Director will submit the merit list for compilation of subjects specific merit list to the County Director and Regional Director Nairobi to generate a databank for the County.
- xxiv) The TSC County Director shall forward the **subject specific merit list** to the Regional Director who will compile the Regional subject specific merit lists. The Regional Director will forward the regional subject specific merit lists to the Director Staffing at the Headquarters. This data bank of interviewed candidates shall be used to replace those exiting service within the Financial Year.
- xxv) Where candidates are exhausted from the subject specific County data bank, replacement shall be done using the Regional data bank. Where candidates are exhausted within a region, vacancies shall be filled using the **Subject Specific National data bank**.

**N.B. The subject specific data bank shall be used to fill vacancies arising from the County, Region and Nationally within the Financial Year.**

- xxvi) The County Selection Panel shall compile **subject specific Merit Lists** for the County. The panel shall use these Merit lists to fill subject specific vacancies in subsequent recruitment processes within a financial year.

## **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) Authentic evidence of service as a teacher intern (where applicable);
  - d) Diploma/Degree certificate and accompanying transcripts;
  - e) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);

- f) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);
- g) Letter of certification of results by KNEC (where applicable);
- h) Primary and Secondary School leaving certificates and other relevant testimonials;
- i) National Council of Persons with Disabilities (NCPWD) Card (where applicable);
- j) 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 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) Once the interview process is completed, **a vacancy specific Merit List** based on the interview results shall be compiled and communicated to all applicants at the end of interview exercise.
- vi) It is the responsibility of the TSC County Director/Representative to ensure that the:
  - a) Exercise is fair and transparent;
  - b) Successful applicant(s) on the Merit List fill the Application for Employment Form (s)
- vii) The Secretary, Board of Management should ensure that Successful applicant(s) from the Merit List is/are issued with the Application for Employment Form (s) (TSC/APPT/1) which is correctly filled **without erasing or defacing**.
- viii) 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 Directors shall convene a County Selection Panel. The panel shall conduct verification of the documents and ensure that all the requirements are met by the successful applicants and submit

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 County Director/ Representative	-	Member

**TOTAL** **5**

### 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
(e)	PA Member	-	Member

**TOTAL** **5**

**N/B:** *The TSC Sub-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 or any other pandemic as may advised by the Ministry of Health from time to time.*

### 4.0 SELECTION CRITERIA

- i) The Secretary, Board of Management shall provide to the selection panel a list of **all shortlisted applicants** as received from the TSC Sub-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) Diploma in Education Holders with a Mean Grade of C (Plain) and C (Plain) in the two teaching subjects at KCSE and have undertaken a Bachelors of Education Degree.
- ii) Those who obtained 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.

### 5.2. Diploma 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.

**N.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	- Fisheries
- Meteorology	- Anthropology
- Forestry	- Sociology
- Animal Husbandry	- Theology / Divinity
- Horticulture	- Journalism
- Farm Machinery	- Biotechnology e.t.c
- 2) Applicants with Economics/Commerce/Accounting can apply for Business Studies
- 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) 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 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 SUB-COUNTY DIRECTOR**

The TSC Sub-County Directors should: -

- i. Ensure that the Application for Employment Forms have all the attachments required as provided for in the approved checklist/s;
- 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:

- i) Duly filled Application for Employment Form(s) together with
  - a) a copy of the acknowledgement of receipt of application for employment,
  - b) 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.
  - c) Authentic evidence of service as an intern (where applicable) and;
  - d) Two (2) passport size colour photographs in respect of successful applicant(s);
  - e) 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 School's Selection Panel;
- vi) 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;
- vii) Completed selection score guide duly signed;
- viii) Duly completed pay point particulars form.

## **8.0 COMPLAINTS**

- i) 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](mailto: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) Under no circumstances should the Application for Employment Form(s) be defaced or photocopied for use.
- ii) Clarification and advice on issues of qualifications arising from these guidelines, should be sought from the TSC County Directors.

- iii) **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.**
  
- iv) 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 BoM involved in the process;
  - c) Ratify the Merit Lists for use during recruitment;
  - d) 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
<b>A (I)</b>	<p><b>Academic and Professional qualifications</b></p> <p>Bachelors of Education (BED) Degree</p> <p>(i) First Class----- 40</p> <p>(ii) Second Class ----- 35</p> <p>(iii) Pass----- 30</p> <p><b>OR</b></p> <p>Bachelor of Arts (BA) Degree + PGDE or Bachelor of Science (BSC) + PGDE</p> <p>(i) First Class----- 40</p> <p>(ii) Second Class ----- 35</p> <p>(iii) Pass----- 30</p> <p><b>MAXIMUM SCORE</b></p>	<b>40</b>		
<b>(II)</b>	<p>Diploma + Dip. Tech. Education</p> <p>(i) Distinction----- 35</p> <p>(ii) Credit----- 30</p> <p>(iii) Pass----- 25</p> <p><b>OR</b></p> <p>Diploma in Education</p> <p>(i) Distinction----- 35</p> <p>(ii) Credit----- 30</p> <p>(iii) Pass----- 25</p> <p><b>MAXIMUM SCORE</b></p>	<b>35</b>		
<b>B</b>	<p><b>Evidence of internship service</b></p> <p>Served for three (3) years----- 15</p> <p>Served for two (2) years----- 10</p> <p>Currently serving the first year of internship----- 05</p> <p><b>MAXIMUM SCORE</b></p>	<b>15</b>		

<b>C</b>	<b>Length of stay since qualifying as a teacher</b>			
	i. 2015 and before -----	40		
	ii. 2016 -----	35		
	iii. 2017 -----	30		
	iv. 2018 -----	25		
	v. 2019 -----	20		
	vi. 2020 -----	15		
	vii. 2021 -----	10		
	viii. 2022 -----	05		
	<b>MAXIMUM SCORE</b>	<b>40</b>		

**N.B:** 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**.

<b>(D)</b>	(i) Communication ability			
	a) Communication skills-----	1		
	b) Presentation-----	1		
	(ii) Knowledge of current trends in Education Sector -----	2		
	(iii) Special talents (Leadership awards and acknowledgement)-----	1		
<b>NB:</b> No candidate should score zero in this section				
	<b>MAXIMUM SCORE</b>	<b>5</b>		
<b>GRAND TOTAL</b>		<b>100</b>		

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)

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A I.	<p><b>Academic and Professional qualifications</b></p> <p>Degree (BED)</p> <p>(i) First Class &amp; Second Class ----- 40</p> <p>(ii) Pass----- 35</p> <p><b>OR</b></p> <p>Degree BA + PGDE or BSC + PGDE</p> <p>(i) First Class &amp; Second Class----- 40</p> <p>(ii) Pass----- 35</p> <p><b>MAXIMUM SCORE</b> <b>40</b></p>			
II	<p><b>OR</b></p> <p>Diploma + Dip. Tech. Education</p> <p>(i) Distinction &amp; Credit----- 35</p> <p>(ii) Pass----- 35</p> <p><b>OR</b></p> <p>Diploma in Education</p> <p>(i) Distinction &amp; Credit----- 35</p> <p>(ii) Pass----- 30</p> <p><b>MAXIMUM SCORE</b> <b>35</b></p>			
B	<p><b>Evidence of internship service</b></p> <p>Served for three (3) years----- 15</p> <p>Served for two (2) years----- 10</p> <p>Currently serving the first year of internship---- 05</p> <p><b>MAXIMUM SCORE</b> <b>15</b></p>			
C	<p><b>Length of stay since qualifying as a teacher</b></p> <p>i. 2017 and before ----- 40</p> <p>ii. 2018 ----- 35</p> <p>iii. 2019 and after ----- 30</p> <p><b>MAXIMUM SCORE</b> <b>40</b></p>			

**SELECTION SCORE GUIDE FOR TEACHERS WITH DISABILITIES – POST PRIMARY INSTITUTIONS**

**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			
c) Communication skills -----	1		
d) Presentation -----	1		
(ii) Knowledge of current trends in Education Sector -----	2		
(iii) Special talents (Leadership awards and acknowledgement) -----	1		
<b>NB:</b> No candidate should score zero in this section			
<b>MAXIMUM SCORE</b>	<b>5</b>		
<b>GRAND TOTAL</b>	<b>100</b>		

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. 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. Authentic Evidence of service as a teacher intern (where applicable);
  - xiv. Original Medical Examination report in form **GP 69**;
  - 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 (TSC/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. 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. Authentic evidence of service as a teacher intern (where applicable);
  - xiv. Original Medical Examination report in form **GP 69**;
  - xv. Acknowledgement note for employment application documents;

**APPENDIX III a**

**LIST OF INTERVIEWED CANDIDATES**

**INSTITUTION .....** **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)	SECTION (d)	TOTAL	RANKING		

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

Sign .....

Sign.....

**Principal/Secretary BOM**

**Chairperson BOM**

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

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

**APPENDIX III b**

**LIST OF ALL APPLICANTS**

**INSTITUTION .....** **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)	SECTION (d)	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**

Sign.....

**Chairperson BOM**

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

Date .....

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** .....

**Sign** .....

**TSC SUB –COUNTY DIRECTOR**

**PRINCIPAL/SECRETARY BOM**

**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 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 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: .....