

TEACHERS SERVICE COMMISSION

Telephone: 020 2892000
 E-mail: info@tsc.go.ke
 Website: <http://www.tsc.go.ke>



TSC HOUSE
 KILIMANJARO ROAD
 UPPER HILL
 PRIVATE BAG
 NAIROBI, KENYA

When replying please quote:

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TSC CIRCULAR NO.10/2021

**TO: TSC REGIONAL DIRECTORS
 TSC COUNTY DIRECTORS
 TSC SUB COUNTY DIRECTORS**

GUIDELINES FOR RECRUITMENT OF TEACHER INTERNS, PRIMARY SCHOOLS, 2021/2022 FY

1.0 GENERAL INFORMATION

- (a) Following the advertisement for recruitment of teacher interns for Primary schools, you are required to conduct a selection exercise for candidates wishing to be employed and submit the County Merit List to the TSC Headquarters. The list should be ratified by the County Selection Panel.
- (b) Applicants will be required to submit their applications to the Secretary Teachers Service Commission through online platform www.teacheronline.tsc.go.ke for the county where a vacancy has been declared.
- (c) The selection panel will be expected 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 is expected to induct members of the County Selection Panel on the relevant Sections of the Act and the 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 selection process are accessible to applicants living 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) Applicants whose names differ in the academic and professional certificates and/or identification cards **MUST** present an Affidavit to explain the variance in names.
- (h) 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 attempts.
- (i) 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 their responsibility to ensure that the results are received for consideration during the verification of the academic certificates.
- (j) 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. The Sub – County Directors shall use the Merit List(s) to communicate selection date and venue in consultation with the County Director.
- (k) During the selection, each applicant shall be given a serial number. Applicants must present original and legible photocopies of the following, among other relevant documents: -
- i) National identification card;
 - ii) Certificate of Registration as a teacher;
 - iii) PTE Certificate;
 - iv) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);
 - v) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);
 - vi) Proof of payment for the Statement of confirmation of results by KNEC (where applicable);
 - 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;

- (l) All applicants, irrespective of gender, disability, ethnicity or Home County shall be given equal opportunities.
- (m) In the event of a tie, consideration for selection will be determined as per the order of priority shown hereunder:
- Applicant (s) disability status, if any;
 - The Applicant's performance/ grade in teaching practice;
 - Length of stay since graduating as a teacher;
 - Length of stay since registering as a teacher;
 - Academic and professional performance demonstrated through certificates i.e. higher aggregate KCSE grade will be given foremost consideration.

N/B: If applicants tie at PTE points, aggregate KCSE grades shall be considered.

- (n) The selection date and venue must be displayed on notice boards at the Commission's County, Sub-County and Zonal offices at least **seven (7)** days before the selection exercise.
- (o) The selection panel shall vet each applicant to establish if he/she meets the requirements of the TSC advertisement.

2.0. SUB COUNTY SELECTION PANEL

The Selection Panel shall comprise of the following members: -

i)	The Sub County Director	-	Chairperson
ii)	TSC Sub County Human Resource Officer	-	Secretary
iii)	Zonal Curriculum Support Officers (2)	-	Members
	TOTAL		<u>4</u>

The sub-county Director MUST ensure that the Ministry of Health COVID-19 containment measures are adhered to by both panel members and the applicants at all times.

3.0 VERIFICATION EXERCISE

- The TSC Sub County Director shall verify the TSC registration status of all applicants;
- The TSC Sub County Director shall present a list of all applicants to the Selection Panel;
- Applicants must appear in person before the Selection Panel on the set date.

3.1 AUTHENTICATION OF ACADEMIC AND PROFESSIONAL DOCUMENTS

- a) Original academic and professional certificates shall be scrutinized to verify their authenticity.
- b) The TSC Sub County Director shall certify photocopies of the certificates and other documents before forwarding them to the TSC County Director.
- c) Any applicant(s) who present forged/fake academic, professional and other documents commit(s) an offence and shall be disqualified and/or deregistered.

3.2 SELECTION CRITERIA

Applicants shall be awarded marks as per the score sheet (**Appendix I(a) and I(b)**). Where applicants tie in scores, the panel shall refer to (k) of these Guidelines.

4.0 DOCUMENTS TO BE SUBMITTED TO TSC COUNTY DIRECTOR

The Sub County Selection Panel shall be required to submit the following to the TSC County Director: -

- i. List of all applicants who presented documents for verification at the Sub County level (**Appendix II**);
- ii. Sub County Merit List (**Appendix III**);
- iii. Summary of complaints raised (if any) together with action taken;
- iv. Minutes of the Sub-County Selection Panel duly signed by the Chairperson and Secretary clearly showing how the final list of the successful candidates was agreed upon.

4.1 COUNTY SELECTION PANEL

- a) After submission of Merit Lists by the TSC Sub County Directors, TSC County Director shall constitute a selection panel comprising the following members;

i. TSC County Director	-	Chairperson
ii. TSC Deputy County Director	-	Secretary
iii. County Human Resource Officer	-	Member
iv. TSC Sub County Director	-	<u>Member</u>
TOTAL		4

The TSC County Director MUST ensure that the Ministry of Health COVID-19 containment measures are adhered to by panel members.

- b) The TSC County Director shall be required to convene a County Panel to ratify Sub County Merit Lists for onward submission to the TSC Headquarters within the stipulated timeline.
- c) The selected applicants from the Merit List shall have their documents submitted to the TSC County Director for further Vetting.
- d) The Merit List compiled during the selection process at the beginning of the financial year shall be used in subsequent recruitments within the financial year. Selected applicants shall be informed through the Short Message Service (SMS).

NB: It is the responsibility of the TSC County Director to ensure that the exercise is fair and transparent. The County Director must also ensure that all documents are in order and appropriately signed/certified before submitting them to the TSC Headquarters.

5.0 COMPLAINTS

- a) 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, dirstaffing@tsc.go.ke not later than **seven (7)** days after the selection exercise;
- b) The TSC County Director should, within **seven (7) days** analyze and address all complaints raised after the selection process has been completed and thereafter submit a report to the Headquarters on the action taken.
- c) Where the complaint is made against the TSC County Director, the TSC Headquarters shall investigate the allegations and take appropriate action.

6.0 DOCUMENTS TO BE SUBMITTED TO TSC HEADQUARTERS

Upon conclusion of the Recruitment exercise at the County level, the County Director is required to submit the following documents to the TSC Headquarters:

- a) Duly executed Offer of Internship letter and the Internship Agreement, together with a copy of the acknowledgement of receipt of application for internship, certified copies of Certificate of Registration as a teacher, academic certificates, professional certificates and all official transcripts, identity card, NCPWD Card (where applicable), Affidavits (where applicable) and two passport size photographs in respect of successful candidate(s).

- b) In addition, the following documents shall be submitted in respect of every successful applicant:
- i. Copy of teacher registration certificate;
 - ii. Certified copy of a bank plate;
 - iii. Duly completed pay point particulars form;
 - iv. Copy of KRA PIN certificate;
 - v. Copy of NHIF Card;
 - vi. Certificate of good conduct/ Waiting slip for the certificate of good conduct;
 - vii. A copy of Personal Insurance Certificate.
- c) A list of all interviewed applicants in order of merit for the advertised vacancies in (Appendix III a);
- d) A copy of the system generated list of all applicants clearly showing those who failed to attend the interview (Appendix III b);
- e) List of applicants with special needs (Appendix VI).
- f) Duly signed Minutes of the relevant Board of Management Meeting;
- g) Completed selection score guide duly signed;
- h) Any relevant document or material used in the Recruitment exercise.
- i) Panel score sheet (**Appendix I**) both in soft (excel) via ddstaffingp@tsc.go.ke and hard copy for the selected applicants;

7.0 IMPORTANT NOTES

- a) Merit Lists shall be made available to members of public wishing to see them on request in a manner that will not put the recruitment process into jeopardy.
- b) All enquiries arising from these guidelines should be made to the TSC County Director.
- c) **Notwithstanding the decentralization of the function of teacher's recruitment pursuant to Section 20 of the TSC Act, the Commission is not precluded from carrying out recruitment directly from the TSC Headquarters.**

- 8.0 Attached find the following Appendices:
- a) Appendix I (a): Panel Score Sheet for primary school teacher interns.
 - Appendix I (b): Panel Score Sheet for primary school teacher interns with Special Needs
 - b) Appendix II: Sub County Registration list of applicants who present documents for verification.
 - c) Appendix III: Sub County Merit List.
 - d) Appendix IV: County Merit List
 - e) Appendix V : List of selected applicants
 - f) Appendix VI: List of applicants who did not appear for verification
 - g) Appendix VII: 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)

PANEL SCORE SHEET FOR PRIMARY SCHOOL TEACHER INTERNS

APPLICANT'S NAME _____ TSC NO. _____
 COUNTY _____ SUB COUNTY _____
 GRADE _____ YEAR OF GRADUATION _____ PTE POINTS _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
A	Professional P1 qualifications		
	6 - 14 points _____	40	
	15 - 26 points _____	35	
	27 - 38 points _____	30	
	39 - 52 points _____	25	
	53 - 64 points _____	20	
	NB: The score does not include teaching practice.		
	MAXIMUM SCORE	40	
C (i)	Length of stay since graduation for those who have never been employed by TSC		
	i. 2012 and before _____	60	
	ii. 2013 and before _____	55	
	iii. 2014 _____	50	
	iv. 2015 _____	45	
	v. 2016 _____	40	
	vi. 2017 _____	35	
	vii. 2018 _____	30	
	viii. 2019 _____	25	
	ix. 2020 and after _____	20	
	MAXIMUM SCORE	60	
GRAND TOTAL		100	

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

SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

Verified by: _____

TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX 1 (b)
PANEL SCORE SHEET FOR TEACHER INTERNS WITH SPECIAL NEEDS

APPLICANT'S NAME _____ TSC NO. _____
 COUNTY _____ SUB COUNTY _____
 GRADE _____ YEAR OF GRADUATION _____ PTE POINTS _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
A	Professional P1 qualifications		
	6-27 points _____	40	
	28-39 points _____	35	
	40 -53 points _____	30	
	54-64 points _____	25	
	NB: The score does not include teaching practice.		
	MAXIMUM SCORE	40	
B	Length of stay since graduation		
	i. 2015 and before _____	60	
	ii. 2016 _____	55	
	iii. 2017 _____	50	
	iv. 2018 _____	45	
	v. 2019 _____	40	
	vi. 2020 and after _____	35	
	MAXIMUM SCORE	60	
	GRAND TOTAL	100	

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

SELECTION PANEL SECRETARY

Name _____ TSC No. _____
 Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____
 Sign. _____ Mobile No. _____ Date: _____

Verified by:

TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

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APPENDIX II

SUB COUNTY REGISTRATION LIST OF APPLICANTS WHO PRESENTED DOCUMENTS FOR VERIFICATION

COUNTY SUB COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	MOBILE NO.	PTE POINTS	AGE	HOME COUNTY	YEAR OF GRAD.	REMARKS IF ANY

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

SELECTION PANEL SECRETARY

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

Verified by:

TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

**APPENDIX III
SUB-COUNTY MERIT LIST**

COUNTY SUB COUNTY

S/ NO	NAME	TSC NO.	NCPWD NO.	GENDER	SCORE AREAS			TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	REMARKS IF ANY eg Disability
					A	B	TOTAL					

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

SELECTION PANEL SECRETARY

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

Verified by:

TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

APPENDIX IV
COUNTY MERIT LIST

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	SUB COUNTY	MARKS SCORED	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	REMARKS IF ANY eg disability

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

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX V
LIST OF SELECTED APPLICANTS

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	SUB COUNTY	MARKS SCORED	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	REMARKS IF ANY eg disability

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

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____
 Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____
 Sign. _____ Mobile No. _____ Date: _____

APPENDIX VI

LIST OF APPLICANTS WHO DID NOT APPEAR FOR VERIFICATION

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	SUB COUNTY	MARKS SCORED	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	REASON FOR NON APPEARANCE

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

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX VI

LIST OF APPLICANTS WHO DID NOT APPEAR FOR VERIFICATION

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	SUB COUNTY	MARKS SCORED	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	REASON FOR NON APPEARANCE

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

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX VII

LIST OF ALL APPLICANTS WITH SPECIAL NEEDS

COUNTY

S/NO	NAME	TSC NO.	NCPWD NO.	GENDER	MOBILE NO.	PTE POINTS	KCSE MEAN GRADE	YEAR OF GRAD	SUB-COUNTY	HOME COUNTY	AGE.	REMARKS IF ANY eg Type of Disability

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

COUNTY SELECTION PANEL SECRETARY

Name _____ TSC No. _____
 Sign. _____ Mobile No. _____ Date: _____

COUNTY SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____
 Sign. _____ Mobile No. _____ Date: _____

