

# **AN ADDENDUM TO GUIDELINES FOR THE RECRUITMENT OF TEACHERS-PRIMARY SCHOOLS (A) – 2022/2023 FINANCIAL YEAR (CIRCULAR NO. 18/2022)**

## **General Information**

- i) TSC Sub-County Directors in liaison with their respective TSC County Directors MUST ensure that venues for selection process are accessible to applicants with disability.
- ii) Upon generation of Applicants' Lists from, the TSC County Director shall share the lists with the TSC Sub-County Directors. The TSC Sub-County Directors shall convene the Sub-County Selection Panel(s). The Selection Panel(s) shall identify interview venues, dates and time which shall be communicated to the TSC Headquarters for verification and publishing.
- iii) All the applicants shall be invited for the verification of documents. The applicants shall be informed of the interview venue, date and time through the publishing on the TSC Website at least seven (7) day from the date of publishing.
- iv) The verification exercise shall be conducted at the Sub-County level through the TSC Sub-County Selection Panel under the leadership of the TSC Sub-County Director. After the verification exercise, the TSC Sub-County Director shall compile a Merit List of all applicants whose documents have been verified. The Merit Lists shall be used to recruit teachers and any subsequent recruitment within the financial year.
- v) In the event of a tie in the ranking, consideration for selection shall be determined in the following order:
  - a) Length of stay since graduation;
  - b) Strength of academic and professional certificates presented.

**N/B: If applicants tie at PTE/DPTe Upgrade Certificate points, aggregate KCSE grades or its equivalent shall be considered.**

## APPENDIX 1(a)

PANEL SCORE SHEET FOR PRIMARY SCHOOL TEACHERS

APPLICANT'S NAME \_\_\_\_\_ TSC NO. \_\_\_\_\_

REGION \_\_\_\_\_ COUNTY \_\_\_\_\_ SUB COUNTY \_\_\_\_\_

GRADE \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_ PTE POINTS \_\_\_\_\_ DPTE Upgrade)POINTS \_\_\_\_\_

	<b>SCORING AREAS</b>	<b>MAXIMUM SCORE</b>	<b>ACTUAL SCORE</b>
<b>A.</b>	<b>Professional P1 qualifications</b> 6 - 28 points ----- 29 - 50 points ----- 51 - 64 points -----  <b>NB:</b> The score does not include teaching practice.  <b>MAXIMUM SCORE</b>	05 03 02  <b>05</b>	
<b>B.</b>	<b>Age</b> 50 years old and above 47 - 49 years old 44 - 46 years old 43 years old and below  <b>MAXIMUM SCORE</b>	20 15 10 05  <b>20</b>	
<b>C.</b>	<b>Length of stay since qualifying as a teacher</b> 2010 and before ----- 2011 ----- 2012 ----- 2013 ----- 2014 ----- 2015 ----- 2016 ----- 2017 ----- 2018 ----- 2019 ----- 2020 ----- 2021 ----- 2022 -----	70 65 60 55 50 45 40 35 30 25 20 15 10	

	<b>MAXIMUM SCORE</b>	<b>70</b>	
<b>D.</b>	<b>Diploma in Primary Teacher Education (CBC Upgrade)</b>	05	
	<b>MAXIMUM SCORE</b>	<b>05</b>	
<b>GRAND TOTAL</b>		<b>100</b>	

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 TEACHERS WITH DISABILITIES

APPLICANT'S NAME \_\_\_\_\_ TSCNO. \_\_\_\_\_

REGION \_\_\_\_\_ COUNTY \_\_\_\_\_ SUB COUNTY \_\_\_\_\_

GRADE \_\_\_\_\_ YEAR OF GRADUATION \_\_\_\_\_ PTE POINTS \_\_\_\_\_ DPTE(Upgrade) POINTS \_\_\_\_\_

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
<b>A.</b>	<b>Professional P1 qualifications</b> 6 - 28 points ----- 29 – 50 points ----- 51 - 64 points-----  <b>NB:</b> The score does not include teaching practice.  <b>MAXIMUM SCORE</b>	05 03 02  <b>05</b>	
<b>B.</b>	<b>Age</b> 50 years old and above 47 - 49 years old 44 – 46 years old 43 years old and below  <b>MAXIMUM SCORE</b>	20 15 10 05  <b>20</b>	
<b>C.</b>	<b>Length of stay since qualifying as a teacher</b> 2010 and before ----- 2011 ----- 2012 ----- 2013 ----- 2014 ----- 2015 ----- 2016 ----- 2017 ----- 2018 ----- 2019 ----- 2020 ----- 2021 ----- 2022 -----	70 65 60 55 50 45 40 35 30 25 20 15 10	

	<b>MAXIMUM SCORE</b>	<b>70</b>	
<b>D.</b>	<b>Diploma in Primary Teacher Education (CBC Upgrade)</b>	05	
	<b>MAXIMUM SCORE</b>	<b>05</b>	
<b>GRAND TOTAL</b>		<b>100</b>	

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. \_\_\_\_\_

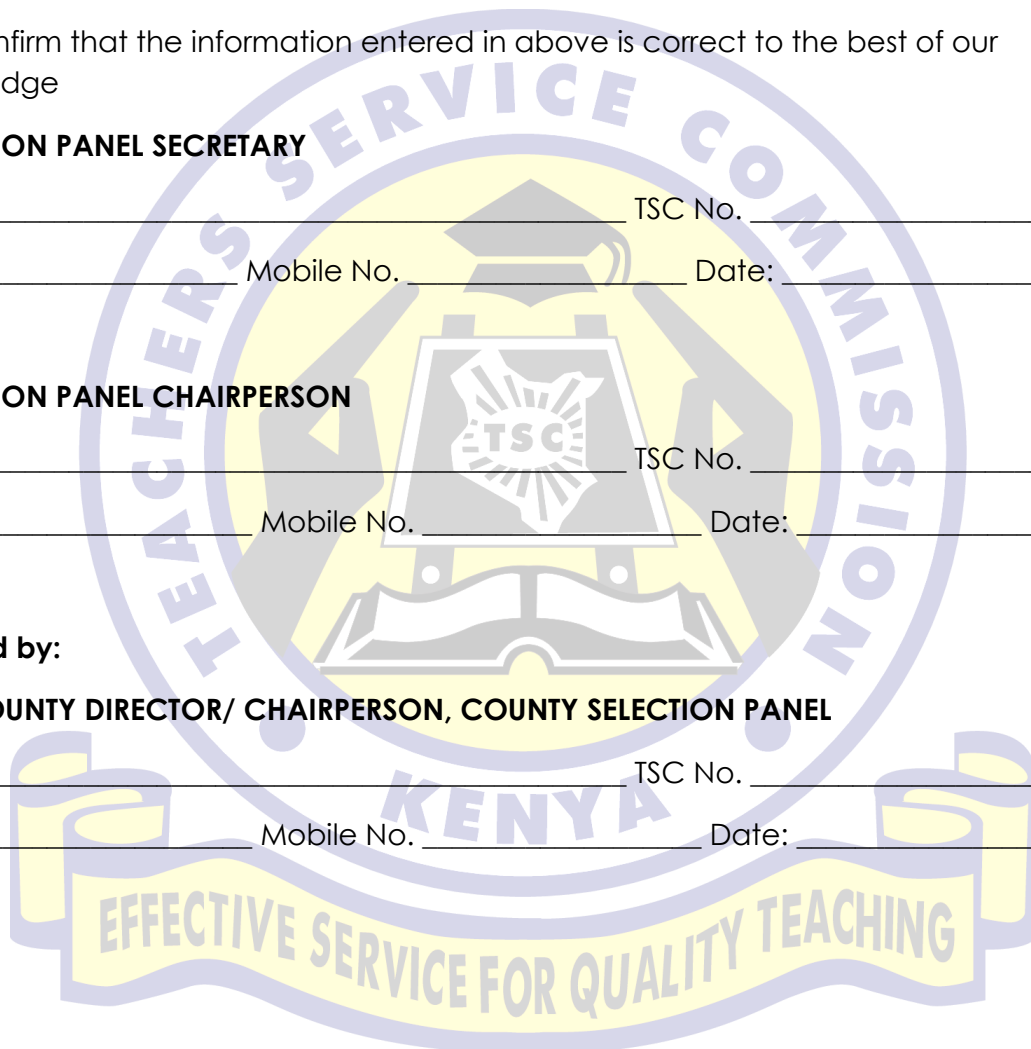
Sign. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Date: \_\_\_\_\_

**Verified by:**

**TSC COUNTY DIRECTOR/ CHAIRPERSON, COUNTY SELECTION PANEL**

Name \_\_\_\_\_ TSC No. \_\_\_\_\_

Sign. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX III**  
**SUB-COUNTY MERIT LIST**

**REGION .....** **COUNTY .....** **SUB-COUNTY .....**

S / N O	N A M E	T S C N O	N C P W D N O.	G E N D E R	T P G R A D E					K C S E M E A N G R A D E	Y E A R O F G R A D .	M O B I L E N O.	R E M A R K S I F A N Y e g D i s a b i l i t y				
					A	B	C	D	T O T A L								

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: \_\_\_\_\_