

TEACHERS SERVICE COMMISSION

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When replying please quote

Ref.Nº:TSC/ADM/192A/VOL.IX/93

Date:2/12/ 2020

TSC CIRCULAR NO. 15/2020

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

GUIDELINES FOR RECRUITMENT OF TEACHER INTERNS - PRIMARY SCHOOLS 2020/2021

1.0 GENERAL INFORMATION

- 1.1 Following the advertisement for recruitment of teacher interns for Primary schools, the County Director is required to conduct a selection exercise for applicants wishing to be engaged in their respective Counties; and submit the County Merit List to the Teachers Service Commission Headquarters. The list should be ratified by the County Selection Panel.
- 1.2 The Selection Panel will be expected to exercise the highest degree of transparency and accountability, as stipulated in the Public Officers Ethics Act, and Teachers Service Commission Code of Conduct and Ethics for Teachers. The Teachers Service Commission Sub-County Director is required to induct members of the Selection panel on the relevant areas of the Teachers Service Commission Act; the Teachers Service Commission Code of Regulations for Teachers; and relevant administrative procedures prior to the commencement of the exercise.
- 1.3 The Teachers Service Commission County Director **MUST** ensure that the recruitment process is done in strict adherence to the protocols by the Ministry of Health on containment of COVID- 19 pandemic.
- 1.4 All applicants must be registered teachers as per Section 23(1) of the Teachers Service Commission Act, 2012. Applicants who are not registered do not eligible for recruitment.

- 1.5 Applicants who apply for confirmation of results from Kenya National Examination Council (KNEC) should provide the address of the County Director where they tendered their application. It will be the responsibility of the applicants to ensure that the KNEC results are received by the respective County Directors within 14 days of verification of their certificates by the County Directors.
- 1.6 Applicants whose names differ in the certificates, testimonials and/or identity cards/passports are required to provide duly sworn Affidavit explaining the variation in names or the sequence thereof.
- 1.7 Applicants who re-sat either KCPE or KCSE examinations (or their equivalent) **MUST** present certified copies of the certificate(s) of the national examination(s) in question for all attempts.
- 1.8 Applicants will be required to submit their applications to: The Secretary, Teachers Service Commission through the online platform www.teacheronline.tsc.go.ke for the county where a vacancy has been declared.
- 1.9 Applicants who were previously employed by the Commission **DO NOT** qualify for the internship programme.
- 1.10 A system-generated Merit list will be sent to the County Director. Upon receipt of the Merit List, the County Director shall share with the respective Sub-County Directors. Sub – County Directors shall use the Merit list to communicate selection date and venue in consultation with the County Director.
- 1.11 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: -
 - 1.11.1 National Identification Card;
 - 1.11.2 National Council of Persons with Disability (NCPWD) Card (where applicable);
 - 1.11.3 KCPE Certificate or its equivalent (include certificates for attempts if one repeated exams);
 - 1.11.4 KCSE Certificates or its equivalent (include certificates for attempts if one repeated exams);
 - 1.11.5 PTE Certificate;
 - 1.11.6 Certificate of registration as a teacher;
 - 1.11.7 Sworn Affidavit where names appearing on the submitted documents differ;
 - 1.11.8 Primary and Secondary Schools leaving certificates and other relevant testimonials.

- 1.12 Applicants with special needs, especially challenges relating to speech and/or hearing shall be allowed the company and support of a sign language interpreter or an appropriate Assistant.
- 1.13 All applicants, regardless of gender, disability, ethnicity or home County shall be given equal opportunity. However, in case of a tie in the scores by the applicants, consideration will be given on the following in their order of priority:
- 1.13.1 Applicant's disability status, if any;
 - 1.13.2 The Applicant's performance/grade in teaching practice;
 - 1.13.3 The applicant (s) who graduated earlier in time;
 - 1.13.4 Academic and professional performance demonstrated through certificates i.e. higher aggregate KCSE grade.
- 1.14 The selection date and venue **MUST** be displayed on Notice Boards at the County, Sub-County and Zonal offices at least seven (7) days before the selection exercise.
- 1.15 The Selection Panel shall vet each applicant to establish if he/she meets the requirements as per the advertisement.

2.0 SUB COUNTY SELECTION PANEL

The Selection Panel shall comprise of the following members: -

2.1.1 The Sub County Director	-	Chairperson
2.1.2 Sub County Human Resource Officer	-	Secretary
2.1.3 Zonal Curriculum Support Officers (2)	-	Members
TOTAL		<u>4</u>

NB: The Sub-County Director MUST ensure that the Ministry of Health COVID-19 containment measures are adhered by the panel and the applicants at all times.

3.0 VERIFICATION AND AUTHENTICATION OF ACADEMIC, PROFESSIONAL AND RELATED DOCUMENTS

- 3.1 The Sub County Director shall verify the TSC registration status of all applicants;
- 3.2 The Sub County Director shall present a list of all applicants to the Selection Panel;
- 3.3 Applicants must appear **IN PERSON** before the Selection Panel on the set date.
- 3.4 Original academic and professional certificates shall be scrutinized to verify their authenticity.

- 3.5 The Sub-County Director shall certify photocopies of the certificates and other documents before forwarding them to the County Director.
- 3.6 Any applicant(s) who present forged/fake academic, professional and other documents commit(s) an offence; shall be disqualified and deregistered in accordance with due process.

4.0 SELECTION CRITERIA

Applicants shall be awarded marks as per the Score Sheet as per *Appendix 1(a) and 1(b)*.

5.0 DOCUMENTS TO BE SUBMITTED TO COUNTY DIRECTOR

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

- 5.1.1 List of all applicants who presented documents for verification at the Sub County level as per *Appendix II*;
- 5.1.2 Sub County Merit List as per *Appendix III*;
- 5.1.3 Summary of complaints raised (if any) together with action taken;
- 5.1.4 Minutes of the Sub-County Selection Panel duly signed by the Chairperson and Secretary.

6.0 COUNTY SELECTION PANEL

6.1 Upon submission of Merit lists by the Sub County Directors, the County Director shall constitute a Selection Panel comprising the following:

6.1.1	County Director	-	Chairperson
6.1.2	Deputy County Director	-	Secretary
6.1.3	County Human Resource Officer	-	Member
6.1.4	Sub County Director	-	<u>Member</u>
	TOTAL		<u>4</u>

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

- 6.2 The County Director shall be required to convene a County Panel to ratify Sub County Merit Lists for onward transmission to the Teachers Service Commission Headquarters within the stipulated timeline.
- 6.3 The successful applicants from the Merit List shall sign the Internship Agreement and be issued with "Offer of Internship" letters.

- 6.4 The Merit List compiled during the selection process will be used in subsequent recruitments within the financial year.
- 6.5 Successful applicants shall be informed through Short Message Service (SMS).

NB: It is the responsibility of the County Director to ensure that the teacher intern recruitment is undertaken in a fair and transparent manner in line with the Guidelines. The County Director must also ensure that all documents required for the exercise are in order and appropriately executed or certified, as the case may be prior to submitting them to the Teachers Service Commission Headquarters.

7.0 GRIEVANCE MANAGEMENT

- 7.1 An applicant dissatisfied with the conduct of the recruitment exercise for any reason in breach of the Guidelines should immediately submit a written complaint to the County Director and send an e-mail thereof to the Teachers Service Commission Headquarters through: ddstaffingp@tsc.go.ke not later than seven (7) days after the selection exercise;
- 7.2 Upon receipt of the complaint, the County Director should, within seven (7) days analyze and address the issue/s raised and thereafter respond to the complainant and submit a Report to the Headquarters elaborating on the matter and indicating the action taken.
- 7.3 Where the complaint is made against the County Director, the TSC Headquarters shall investigate the allegations and take appropriate remedial action.

8.0 DOCUMENTS TO BE SUBMITTED TO TSC HEADQUARTERS

- 8.1 The TSC County Director shall submit the following to the TSC Headquarters;
- 8.1.1 County Selection Panel minutes duly signed by the Chairperson and Secretary;
 - 8.1.2 Current Merit List (**Appendix IV**);
 - 8.1.3 List of all selected applicants drawn from the current merit list as per *Appendix V*;
 - 8.1.4 List of all invited applicants who did not appear for verification as per *Appendix VI*;
 - 8.1.5 List of applicants with special needs as per *Appendix VII*;
 - 8.1.6 Duly filled copy of Internship Agreement for the selected applicants;
 - 8.1.7 Duly signed copies of Offer of Internship Letters for the selected applicants;
 - 8.1.8 Original statement of confirmation of PTE/KCSE/KCPE results from KNEC for applicants without original certificates;

- 8.2 In addition, certified copies of the following documents shall be submitted in the order indicated below: -
- 8.2.1 National Identification Card;
 - 8.2.2 National Council of Persons with Disability (NCPWD) Card (where applicable);
 - 8.2.3 Two passport size photographs;
 - 8.2.4 KCPE (or its equivalent) Certificate (include certificates for attempts if one repeated exams);
 - 8.2.5 KCSE (or its equivalent) Certificates (include certificate for attempts if one repeated exams);
 - 8.2.6 PTE Certificate;
 - 8.2.7 Certificate of registration as a teacher;
 - 8.2.8 Primary and Secondary Schools and college leaving certificates and other testimonials;
 - 8.2.9 Sworn Affidavit where names appearing on the submitted documents differ;
 - 8.2.10 KRA PIN certificate, Bank form and Bank plate to facilitate appointment on payroll;
 - 8.2.11 Copy of NHIF Card;
 - 8.2.12 Copy of Insurance cover certificate;
- 8.3 Panel score sheet as per *Appendix I* should be sent both in soft (excel), and hard copies via the official e-mail address: ddstaffingp@tsc.go.ke, and in hard copy for the selected applicants.

9.0 IMPORTANT NOTES

- 9.1 Merit Lists generated as a result of the exercise shall be made available to members of the public upon request and in a manner that will not frustrate the process or put it to disrepute or jeopardy.
- 9.2 Under no circumstances should an applicant sign Internship Agreement to serve in two or more schools. In addition, an applicant should not be in possession of more than one Offer of Internship letter.
- 9.3 All enquiries arising from these guidelines should be made to the County Director.
- 9.4 Notwithstanding the decentralization of the teacher interns recruitment process, the Commission may, undertake the recruitment directly from the TSC Headquarters.

10.0 APPENDICES

Attached find the following Appendices;

Appendix I (a): Panel Score Sheet for Primary school teacher interns.

Appendix I (b): Panel Score Sheet for Primary school teacher interns living with disabilities.

Appendix II: Sub County Registration list of applicants who present documents for verification.

Appendix III: Sub County Merit List.

Appendix IV: County Merit List.

Appendix V: List of selected applicants

Appendix VI: List of applicants who did not appear for verification.

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	
B	Length of stay since graduation		
	i. 2012 and before _____	60	
	ii. 2013 _____	55	
	iii. 2014 _____	50	
	iv. 2015 _____	45	
	v. 2015 _____	40	
	vi. 2017 _____	35	
	vii. 2018 _____	30	
	viii. 2019 and after _____	25	
	MAXIMUM SCORE	60	
GRAND TOTAL		100	

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

SECRETARY, SELECTION PANEL

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

CHAIRPERSON, SELECTION PANEL

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 LIVING WITH DISABILITY

APPLICANT'S NAME _____ TSC NO. _____

COUNTY _____ SUB COUNTY _____

GRADE _____ YEAR OF GRADUATION _____ PTE POINTS _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
A	Professional P1 qualifications		
	6-15 points _____	40	
	16-27 points _____	35	
	28-39 points _____	30	
	40-53 points _____	25	
	54-64 points _____	20	
	NB: The score does not include teaching practice.		
	MAXIMUM SCORE	40	
B	Length of stay since graduation		
	i. 2014 and before _____	60	
	ii. 2015 _____	55	
	iii. 2016 _____	50	
	iv. 2017 _____	45	
	v. 2018 _____	40	
	vi. 2019 and after _____	35	
	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 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: _____

TSC/S/P/RG/001
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: _____

TSC/S/P/RG/001
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: _____

TSC/S/P/RG/001
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: _____

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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: _____