



## **Post of Clerk in the Malta Public Service – 2024**

### **Frequently Asked Questions**

***This document does not replace the call for applications, and in any case of variance, the provisions of the call for applications are to be considered as final.***

#### **1. How can I apply?**

The call is available online through the following website:

<https://recruitment.gov.mt>

Only online applications will be accepted.

#### **2. When can I apply?**

The call will be open from Friday 5 January 2024 and will close at 17:15 (CET) on Friday 19 January 2024. Late applications will not be accepted.

#### **3. Do I need to pay to apply?**

Yes, there is an examination fee of €9.30 (non-refundable).

#### **4. What are the eligibility requisites?**

The full eligibility requisites are found in the call – however it is noted that applicants:

- should be citizens of Malta, an EU member state or fall under any of the categories indicated in paragraph 4.1.(i) of the call for applications;
- should not be less than sixteen (16) years of age;
- should fulfil the provisions of para 4.1.(iii) in terms of qualifications **OR** service in the grade.

It is also noted that:

- all Public Officers in the grade of Assistant Clerk applying for this post must be confirmed in their current appointment;
- special considerations regarding the qualification in IT Office Applications Skills apply to serving Public Officers falling under eligibility criterion 4.1.(iii);
- lateral applications from Public Officers (i.e. already in the grade of Clerk) are not allowed.

#### **5. Will the officers at the Edu servizz.gov, Department of Examinations and/or 153 be able to tell me if I am eligible or not?**

No. Applicants need to take due consideration of the eligibility requisites when applying. A dedicated board will determine eligibility after the closure of applications and therefore eligibility cannot be determined prior to applying.

The receipt of an application does NOT in itself indicate that the candidate is eligible.



**6. How will I know if I am eligible? What happens if I am considered ineligible?**

Once all applications are received, a dedicated board will determine the eligibility of candidates, and the Department of Examinations will inform candidates of the decision taken.

Candidates considered ineligible may make representations to the Public Service Commission within five (5) working days from the date of notification, as per usual procedure.

**7. What are the duties of a Clerk in the Malta Public Service?**

The list of duties is found in Annex A attached to the call.

**8. What documents do I need to present?**

Applicants need to present:

- Curriculum Vitae (including a list of qualifications held by the applicant);
- In the case of persons applying from outside the Public Service, a Police Conduct Certificate – this needs to be issued not earlier than one month from the date of application;
- Scanned copies of qualifications;
- MQRIC recognition of qualifications as may be required if this is at hand – Section 3 of the General Provisions should be consulted on this matter at:

<https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>

**9. How will I know that I have been successful in applying?**

A computer-generated email will be sent as an acknowledgement of the application. Prospective applicants are strongly advised not to wait until the last day of application.

**10. What is the salary of a Clerk in the Malta Public Service?**

The Salary of a Clerk starts at Scale 16, progressing to Scale 15 on completion of five (5) years of service in the grade, subject to satisfactory performance, and further to Scale 14, on completion of ten (10) years' service in the grade, subject to satisfactory performance.

**11. What is the General Ability Test? What is the pass mark?**

The General Ability Test is a fully automated computer-based test, whereby applicants will be tested in verbal, numerical and abstract ability based on their response to an established set of questions. The pass mark is 40%, although this may be revised to 30% in the eventuality that the number of successful candidates does not meet the determined ratios required to fill available vacancies. This test will be conducted by the Director of Examinations and the Board of Local Public Examinations.

Since the General Ability Test is fully automated, petitions to the Public Service Commission may be made only with regard to the interview.

**12. Can I get a past paper?**

No. Given the nature of the test, past papers are not available.



**13. When will the result be issued? How will I get my result?**

The result will be issued after all applicants sitting for the test have completed the test, and after the Board of Local Public Examinations has inspected the result. Individual results including the ranking will be sent to candidates by email, and an SMS notification will be sent to all candidates providing a valid mobile number.

**14. What happens after the General Ability Test?**

Candidates who are successful in the General Ability Test and who are shortlisted as per the provisions of para 6.2 of the call for applications, will be asked to sit for a structured interview. A Selection Board will conduct the interview. Applicants will be informed of the selection criteria to be adopted prior to the interview.

**15. Where will I be deployed if selected as Clerk?**

Successful applicants may be deployed according to the exigencies of the Malta Public Service.