

PROCEDURAL REVIEW REQUEST – OPEN MERIT APPOINTMENTS

NAME:	
POSITION APPLIED FOR:	
SUBSTANTIVE OR POOL POSITION:	
MINISTRY OF VACANCY:	
APPLICANT/ VACANCY REFERENCE NUMBER:	
DATE OF ADVERTISEMENT:	
DATE NOTIFIED OF UNSUCCESSFUL APPLICATION:	
ATTACH A COPY OF THE LETTER NOTIFYING YOU WERE NOT SUCCESSFUL	
I confirm that I am eligible for appointment to the Civil Service (aged under 55 years and Fijian Citizen), of good character and with a clear police record	

NOTE: This is a procedural review request and will review only whether the Open Merit Recruitment and Selection (OMRS) Guideline was followed. If the review finds that the procedure was not followed, the Ministry will be directed to redo the process, different appointments will not be made.

To assist in assessing your request, please give your reasons for procedure review below (PLEASE TICK).

THE JOB DESCRIPTION INCLUDES CRITERIA THAT ARE DISCRIMINATORY	
I MET ALL THE CRITERIA IN THE JOB DESCRIPTION AND WAS NOT SHORT LISTED	
INTERVIEW QUESTIONS/ TEST DID NOT RELATE TO THE CRITERIA IN THE JOB DESCRIPTION	
INTERVIEW QUESTIONS / TEST COVERED MATERIAL THAT WERE DISCRIMINATORY TO ME	
SELECTION PANEL DID NOT MEET THE REQUIRED ATTRIBUTES	

Please attach a one page statement explaining further your reasons for appeal. Only the criteria above will be considered in the appeal, as only process can be considered during the appeal.

Signature and Date:	
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Submissions which do not explain the basis of the procedural review, or are not based on the criteria listed above, will not be considered.

This form is to be submitted directly to the Secretariat Manager, Public Service Commission within 5 working days of notification of the outcome of your application. Ensure you are provided with a receipt of your review request.

Updated 2017