



PUBLIC SERVICE OF PAPUA NEW GUINEA

CONDITIONAL OFFER OF EMPLOYMENT

DATE

REFERENCE	ADVERT NO.	NATIONAL GAZETTE NO	DATE	DEPARTMENT
DIVISION		BRANCH/SECTION		LOCATION

DEAR SIR,

THIS SELECTION COMMITTEE WISHES TO INFORM YOU THAT YOUR APPLICATION FOR EMPLOYMENT IN THE ABOVE DEPARTMENT HAS BEEN CONSIDERED AND THE COMMITTEE WISHES TO MAKE YOU A CONDITIONAL OFFER OF EMPLOYMENT AS:

DESIGNATION/CLASSIFICATION:

POSITION NO.:

SALARY RANGE:

PLEASE, INDICATE IN WRITING YOUR INTENTION ON THIS CONDITIONAL OFFER OF EMPLOYMENT. SHOULD YOU DECIDE TO ACCEPT THIS CONDITIONAL OFFER, YOU ARE REQUIRED TO PROVIDE TO THIS OFFICE NO LATER THAN 30 DAYS FROM THE DATE OF THIS LETTER THE FOLLOWING:

- (a) MEDICAL CERTIFICATE INDICATING YOUR FITNESS (THE DEPARTMENT WILL MEET THE COST OF MEDICAL EXAMINATION)
- (b) EVIDENCE OF DATE OF BIRTH
- (c) CERTIFIED COPIES OF EDUCATIONAL QUALIFICATIONS
- (d) CHARACTER REFERENCE (FROM A BANK MANAGER, COMMISSIONER OF OATH, A DOCTOR ETC.)
- (e) REFERENCE FROM A CURRENT/PREVIOUS EMPLOYER (IF APPROPRIATE)
- (f) COMPLETED OATH FORM (THIS CAN BE OBTAINED FROM ANY PUBLIC SERVICE DEPARTMENT).

IF THE ABOVE INFORMATION IS NOT RECEIVED WITHIN 30 DAYS OF THIS LETTER, THIS OFFER OR EMPLOYMENT WILL BE WITHDRAWN.

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CHAIRMAN

SELECTION COMMITTEE

(NOTE: IF ANY OF (a) TO (f) ABOVE HAVE ALREADY BEEN RECEIVED THEN DELETE THEM FROM THE LIST).

