

## TEACHERS SERVICE COMMISSION

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TSC HOUSE

KILIMANJARO ROAD

UPPER HILL

PRIVATE BAG

NAIROBI, KENYA

Date: 20th August, 2025.

### TSC CIRCULAR NO.15/2025

TSC Regional Directors  
TSC County Directors  
TSC Sub-County Directors

#### GUIDELINES FOR RECRUITMENT OF TEACHER INTERNS, JUNIOR SCHOOLS– 2025/2026 FINANCIAL YEAR

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##### 1.0 GENERAL INFORMATION

- i) Following the advertisement for recruitment of teacher interns, Sub-County Directors are required to conduct the selection exercise for the advertised vacancy (ies) for applicants wishing to be engaged in the TSC Internship programme and submit Merit Lists to the TSC Headquarters through their respective TSC County Directors.
- ii) Applicants will be required to submit their applications to the Secretary, Teachers Service Commission online through [www.teachersonline.go.ke](http://www.teachersonline.go.ke) where a vacancy has been declared.
- iii) The Selection Panel is required to exercise the highest degree of transparency and accountability, as stipulated in the **Public Officer Ethics Act**, and **TSC Code of Conduct and Ethics (CoCE, 2015)**.
- iv) 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.

- v) All applicants **MUST** be registered teachers as per Section 23(1) of the Teachers Service Commission **Act, 2012**. Applicants who are not duly registered **shall not** be considered for recruitment.
- vi) TSC Sub-County Directors **MUST** confirm online registration status of the applicants at shortlisting stage to avoid engaging unregistered/deregistered teachers or ineligible applicants
- vii) Applicants whose names differ in the academic and professional certificates and/or identification cards **MUST** present an Affidavit, sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya to explain the variance in names.
- viii) Applicants who re-sat either KCPE or KCSE examinations (or their equivalents) **MUST** present certified copies of the certificate(s) of the national examination(s) in question for all the attempts. Copies of the certificates must be certified by the Sub-County Directors.
- ix) Upon generation of Applicants' Lists, 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 teachers for verification.
- x) All the applicants shall be invited for the verification of documents. The applicants shall be informed of the interview venue, date and time through SMS at least seven (7) days before the date of verification.
- xi) 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 sub county Merit Lists shall be used to recruit teacher interns in the current and subsequent recruitment of teacher interns within the financial year.
- xii) Upon invitation for interview, applicants shall be required to present originals and clear photocopies of the following documents: -
  - a) National identification card;
  - b) Certificate of Registration as a teacher;
  - c) Diploma/Degree certificate and official transcripts;
  - d) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);
  - e) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);

- f) Primary and Secondary School leaving certificates and other relevant testimonials;
  - g) National Council of Persons with Disabilities (NCPWD) Card (where applicable);
  - h) An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya to explain the variance in names;
  - i) Letter of certification of results by KNEC (where applicable).
- xiii) Persons with disabilities shall be required to indicate their disability status together with the nature of disabilities to inform their placement;
- xiv) The Commission shall ensure that **AT-LEAST 5%** of all the advertised slots are reserved for the recruitment of teachers with disabilities in accordance to the provisions of the Constitution and the Law.
- xv) In the event of a tie, consideration for selection will be determined as per the order of priority shown hereunder:
- a) Length of Stay since graduation;
  - b) Strength of academic and professional certificates presented.

**N/B: If applicants tie at aggregate grades, subject grades shall be considered.**

- xvi) Preference shall be given to applicants hailing from the respective Sub-County, followed by applicants hailing from the County, in order of merit.
- xvii) Teachers trained in Special Needs Education (SNE) will be posted to SNE Junior Schools of their area of specialization
- xviii) The Sub-County Selection Panel shall develop merits based on the score sheet.
- xix) The selection shall be undertaken in order of subject preference in the following order-
- a. Teachers qualified in science subjects. These subjects include **Biology/....., Chemistry/..... Physics/.....**
  - b. Teachers qualified in **Mathematics/Non science subject.**
  - c. Teachers qualified in technical subjects. Their subjects include: **Home science/....., Computer Studies/....., Business studies/....., Agriculture/....., Music/....., Drawing & Design/....., Art & Design/....., woodwork/....., Electricity/....., Aviation technology/....., Building & construction/....., Metal work/....., Fine Art/....., Power mechanics/.....**
  - d. Teachers of language. Their subjects include: **English/....., Kiswahili/....., French/....., German/....., Kenya Sign Language/.....**

- e. Teachers qualified in humanities subjects. Their subjects include: **History/....., Geography/..... and Religious Studies.....**

- xx) The names of interviewed applicants ranked in order of performance in the selection process together with successful applicants' recruitment documents shall be submitted to the Commission by the TSC County Director.
- xxi) Applicants who have served under teacher internship programme or have been employed on permanent and pensionable terms by the Commission but exited service other **than disciplinary grounds are eligible**.

## 2.0. AUTHENTICATION OF ACADEMIC, PROFESSIONAL AND OTHER RELATED DOCUMENTS

- i) Applicants must present original and legible photocopies of the following documents: -
- a) National identification card;
  - b) Certificate of Registration as a teacher;
  - c) Diploma/Degree certificate and accompanying transcripts;
  - d) KCSE certificates or its equivalent (include certificates for attempts if one re-sat exams);
  - e) KCPE certificate or its equivalent (include certificates for attempts if one re-sat exams);
  - f) Letter of certification of results by KNEC (where applicable);
  - g) Primary and Secondary School leaving certificates and other relevant testimonials;
  - h) National Council of Persons with Disabilities (NCPWD) Card (where applicable);
  - i) An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya to explain the variance in names.

**NB: Provisional transcript(s) shall not be accepted.**

- ii) The selection panel shall verify that: -
- a) The applicant meets the requirements stipulated in the TSC advertisement;
  - b) All submitted original academic and professional certificates, as well as official transcripts are authentic.
- iii) Any applicant(s) who present forged/fake academic, professional and other Documents commit(s) an offence and shall be disqualified and/or deregistered.
- iv) The TSC Sub-County Director shall certify photocopies of the certificates and confirm they are true copies of the applicant's **original** academic and professional certificates prior to the interview.

- v) Once the interview process is completed, **Sub-County Merit List** based on the interview results shall be compiled and communicated to applicants at the end of interview exercise
- vi) It is the responsibility of the TSC County Director/Representative to ensure that the:
  - a) Exercise is fair and transparent;
  - b) The Selection Panels are satisfactorily sensitized on the recruitment process;
  - c) The interviews are conducted as stipulated in these guidelines and any other circulars applicable to the process;
  - d) Only the successful applicant(s) on the Merit List are engaged as teacher interns.
- vii) The TSC Sub-County Director shall ensure that successful applicant(s) from the Merit List is/are engaged as teacher interns.
- viii) All relevant recruitment documents shall be submitted to the TSC County Director's office by the TSC Sub-County Director. The panel shall conduct verification of the documents and ensure that all the requirements are met by the successful applicants before signing Internship Agreement and Offer of Internship Letters and submitting the recruitment documents (as per the approved checklist) to the TSC Headquarters within the stipulated timelines.

### 3.0 SELECTION PANEL FOR JUNIOR SECONDARY SCHOOLS

- |   |   |             |
|---|---|-------------|
| (a) TSC Sub County Director               | - | Chairperson |
| (b) TSC Sub County Human Resource Officer | - | Secretary   |
| (c) Curriculum Support Officer            | - | Member      |

**TOTAL**     **3**    

**N/B: The TSC Sub-County Director shall ensure that the Selection Panel is well sensitized to conduct the interviews.**

### 4.0 SELECTION CRITERIA

- i) The TSC Sub-County Director shall provide to the selection panel a list of **all shortlisted applicants** as received from the TSC County Director.
- ii) The selection panel shall interview **only** those who meet the set criteria. The TSC Sub-County Director should note any inconsistency (ies), adhere to the guidelines and guide the applicants /selection panel and the Commission accordingly.

- iii) Applicants shall appear in person before the selection panel. The selection panel shall score each applicant based on the selection score guide (**Appendices 1 (a) or 1 (b)**)

**NB.** *An applicant with disabilities related to hearing and/or speech shall be allowed the company of a sign language interpreter.*

## 5.0 QUALIFICATIONS

### 5.1. Graduate Teachers

Applicants must have a minimum mean grade of C+ (plus) at KCSE and C+ (plus) in each of the two teaching subjects or two (2) Principles and one (1) Subsidiary pass at 'A' Level. In addition, they must have either:

- (a) A Bachelor of Education Degree with two (2) teaching subjects or,
- (b) A Bachelor of Science or Arts Degree plus a Post Graduate Diploma in Education (PGDE) with two teaching subjects or,
- (c) Bachelor of Science with Education/Bachelor of Arts with Education with two teaching subjects or,
- (d) Bachelor of Science in Agricultural Education and Extension with two teaching subjects.

### **N.B: Applicants with the following qualifications are also eligible;**

- i) Bachelor of Education holders with a mean grade of C Plain and C Plain in the two teaching subjects at KCSE and have undertaken a Diploma in Education or those who obtained a Mean Grade C (Plain) at KCSE and C (Plain) in the subjects of study at A-Level and obtained at least 1 Principle and 2 Subsidiaries for Sciences, 2 Principles and 1 Subsidiary for Arts prior to undertaking a Bachelor of Education Degree
- ii) Diploma in Education Holders with a Mean Grade of C+ (Plus) and C+ (Plus) in the two teaching subjects at KCSE and have undertaken a Bachelors of Education Degree.
- iii) Bridging/Pre-university certificates for those who completed the course before **December 31<sup>st</sup>, 2015** are considered.

### 5.2. Diploma Teachers

Applicants must have a minimum Mean Grade of C+ (Plus) at KCSE or its equivalent with at least C+(plus) (or Credit pass) in the two teaching subjects or one (1) Principle and two (2) Subsidiaries at 'A' level. In addition, they must have: a Diploma in Education from a recognized Teacher Training Institution with at least C+ (Plus) in the two teaching subjects.

**N.B:**

- a) **Diploma Teachers who graduated in 2008 or before with a mean grade of C (plain) and C (plain) in the two teaching subjects are eligible**
- b) **Hearing and visually impaired teachers who enrolled for training with Mean Grade of C (Plain) and C (Plain) in the two teaching subjects are eligible.**

**5.3. Technical Teachers**

Applicants must have a minimum Mean Grade of C+ (Plus) at KCSE or its equivalent with at least C+ (Plus) in the two teaching subjects or one (1) Principle and two (2) Subsidiaries at 'A'-Level in subjects studied. In addition, they must have either:

- i) Bachelor of Education Technology (BeD TECH); **or**,
- ii) Bachelor of Science (BSc) in any relevant technical Subject (s) /Course; or
- iii) Higher Diploma in a technical course; or
- iv) A Diploma in a technical course.

Further, applicants under category (ii) above **MUST** possess a Diploma in Technical Teacher Education from Kenya Technical Trainers College (KTTC), previously known as Kenya Technical Teachers College.

**N.B:**

- 1) Applicants whose training is in subjects that are currently not in the Secondary School Curriculum do not qualify, irrespective of their having undertaken a Post Graduate Diploma in Education (PGDE) and/or enhancement. This category includes but is **not limited** to Bachelor of Science /Bachelor of Arts in:
 

|                     |                  |                       |
|---------------------|------------------|-----------------------|
| - Natural Resources | - Horticulture   | - Fisheries           |
| - Meteorology       | - Farm Machinery | - Anthropology        |
| - Forestry          | - Sociology      | - Biotechnology       |
| - Animal Husbandry  | - Journalism     | - Theology / Divinity |
- 2) Applicants with Economics/Commerce/Accounting can apply for Business Studies and those with Social Education and Ethics (SEE) can apply for CRE/IRE.
- 3) Diploma Teachers with English/other subjects qualify for employment as teachers of English/Literature on condition that they have adequate units in both Language and Literature.
- 5) All applicants must have studied the two teaching subjects at KCSE except for Agriculture, Business Studies, Home Science, and Computer Studies. For those who did not study Business Studies and Computer Studies, one should have attained a minimum of C+ (Plus) in Mathematics at KCSE. For those who did not study Agriculture and Home Science, one should have attained a minimum of C+ in Biology at KCSE.

- 6) Graduate Teachers should have studied a minimum of eight (8) course units in each teaching subject. In addition, the teachers must have studied Special Methods in their two teaching subjects of choice together with a minimum of three (3) months teaching practice.
- 7) Enhancement certificate(s) and transcripts shall **only** apply where an applicant had not covered the minimum number of units during the degree/ diploma programme.
- 8) Applicants who chose to study a third subject must ensure that they have studied all the units in the chosen subject as offered by the selected institution for four years of study together with **special methods** and **teaching practice**. In addition, there should be evidence that the applicants have covered the **approved credit hours** for the course.
- 8) Applicants previously employed under contract and whose services were terminated due to inadequate units in teaching subjects and have since obtained enhancement certificates with adequate units are eligible to apply.
- 9) Kenya Sign Language (KSL) and Braille are considered as teaching subjects in Special Needs Education e.g. Biology/KSL and Geography/Braille.

## 6.0 VALIDATION OF DOCUMENTS BY THE TSC COUNTY DIRECTOR

The TSC County Directors should: -

- i. Ensure that the Internship Agreement and the Offer of Internship Letter have all the attachments required as provided for in the approved checklist/s;
- ii. Countercheck the recruitment documents to verify that the applicant(s) recruited qualify for engagement as a teacher intern as per the provisions of the recruitment guidelines;
- iii. Ensure that all documents are duly signed as required; including the score sheets, Minutes of the Selection Panels, Internship Agreement and Offer of Internship Letter confirming that the candidate qualifies/merits to be engaged as a teacher intern;
- iv. Compile complaints received and submit appropriate action taken or recommendations to the Commission.

## 7.0 DOCUMENTS TO BE SUBMITTED TO THE TSC HEADQUARTERS

The TSC County Director is required to hand over the following documents to the TSC Headquarters:

- i) Duly signed Internship Agreement and Offer of Internship Letter together with:
  - a) Certified copies of:
    - National Identification Card;
    - Certificate of Registration as a teacher;
    - Academic certificates;

- Professional certificates and all official transcripts;
  - Letter of Certification of results by KNEC (where applicable);
  - NCPWD Card (where applicable);
  - An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap. 15 of the Laws of Kenya to explain the variance in names (where applicable);
  - Bank plate/Card (front face);
  - KRA PIN Certificate;
- b) Two (2) passport size colour photographs in respect of successful applicant(s);
- c) Original Medical Examination report in form **GP 69**.
- ii) A list of all interviewed applicants in order of merit for the advertised vacancies in **(Appendix III a)**; and or **(Appendix III b)**;
- iii) A copy of the system generated list of all applicants clearly showing those who failed to attend the interview;
- iv) List of applicants with disabilities; **(Appendix VI)**;
- v) Duly signed Minutes of the Selection Panel and the Sub-County Selection Panel;
- vi) Completed selection score guide duly signed;
- vii) Duly completed pay point particulars form.

## 8.0 COMPLAINTS

- i) Any applicant who is dissatisfied with the process should submit to the TSC County Director a written complaint immediately and send an email to the TSC Headquarters through email address: [dirstaffing@tsc.go.ke](mailto:dirstaffing@tsc.go.ke) not later than **seven (7)** days after the selection process;
- ii) The TSC County Director should within **seven (7)** days analyze and address all complaints raised after the selection process has been completed and promptly inform the Headquarters on the action taken;
- iii) Where an applicant is dissatisfied with the decision of the TSC County Director in (ii) above, or where the complaint is made against the TSC County Director, the applicant shall appeal to the Appeals Committee on staffing functions at the TSC Headquarters. The Appeals Committee shall investigate the allegations and take appropriate action within **fourteen (14) days**.

## 9.0 IMPORTANT NOTES

- i) **Merit Lists shall be made available to members of public wishing to see them on request in a manner that will not put the recruitment process into jeopardy and in total adherence to the Data Protection Act, 2019.**
- ii) Clarification and advice on issues of qualifications arising from these guidelines should be sought from the TSC County Directors.
- iii) **Notwithstanding the decentralization of the function of teacher recruitment pursuant to Section 20 of the TSC Act, the Commission is not precluded in carrying out recruitment directly from the TSC Headquarters.**
- iv) The TSC Regional Directors shall coordinate the teacher recruitment process within their respective regions;

Attached find the following Appendices for use during the selection exercise

- Appendix I:
  - a) Selection Score Guide for Junior Secondary School Teachers
  - b) Selection Score Guide for Junior Secondary School teachers with disabilities
  - Grading System
- Appendix II: Checklists
- Appendix III a: Merit lists for interviewed applicants.
- Appendix III b: Merit lists for interviewed applicants with Disability
- Appendix IV: Declaration Form I
- Appendix V: Declaration Form II
- Appendix VI: List of applicants with disabilities



**E. J. MITEI (MS)**

**Ag. COMMISSION SECRETARY/CEO**

## APPENDIX 1 (a)

**SELECTION SCORE GUIDE FOR TEACHER INTERNS – JUNIOR SECONDARY SCHOOLS**

Applicants should be awarded marks during the selection in accordance with the areas specified below.

APPLICANT'S NAME \_\_\_\_\_ QUALIFICATION \_\_\_\_\_ TSC No. \_\_\_\_\_

|              | SCORING AREAS   | MAXIMUM SCORE   | ACTUAL SCORE | AVERAGE SCORE BY THE PANEL |
|--------------|---|---|--------------|----------------------------|
| <b>A (I)</b> | <p><b>Academic and Professional qualifications</b></p> <p>Bachelors of Education (BED) Degree</p> <p>(i) First Class----- 05</p> <p>(ii) Second Class ----- 04</p> <p>(iii) Pass----- 03</p> <p><b>OR</b></p> <p>Bachelor of Arts (BA) Degree + PGDE or<br/>Bachelor of Science (BSC) + PGDE</p> <p>(i) First Class----- 05</p> <p>(ii) Second Class ----- 04</p> <p>(iii) Pass----- 03</p> <p><b>MAXIMUM SCORE</b></p> | <b>05</b>   |              |                            |
| <b>(II)</b>  | <p>Diploma + Dip. Tech. Education</p> <p>(i) Distinction----- 05</p> <p>(ii) Credit----- 04</p> <p>(iii) Pass----- 03</p> <p><b>OR</b></p> <p>Diploma in Education</p> <p>(i) Distinction----- 05</p> <p>(ii) Credit----- 04</p> <p>(iii) Pass----- 03</p> <p><b>MAXIMUM SCORE</b></p>  | <b>5</b>  |              |                            |
| <b>B.</b>    | <p>50 years and above</p> <p>45-49 years old</p> <p>40-44 years old</p> <p>39 and below</p> <p><b>Maximum Score</b></p>   | <p>10</p> <p>9</p> <p>8</p> <p>7</p> <p><b>10</b></p> |              |                            |
| <b>C.</b>    | <p><b>Teaching Subjects</b></p> <p>i. One Science subject (Biology/..., Chemistry/..., Physics/ .....,)</p> <p>ii. Mathematics/none science subject</p>   | <p>65</p> <p>55</p>                                   |              |                            |

|           |   |            |  |  |
|-----------|---|------------|--|--|
|           | iii. One technical/ or Creative Arts Subject<br>(Home science/..., Computer studies/..., Business studies/..., Music/..., Drawing & design/..., Art & design/..., woodwork/..., Electricity/..., Aviation technology/..., Electronics/.....Building & construction/..., Metalwork/..., Power mechanics/.... PE/.....) | 40         |  |  |
|           | iv. One language (French/..., English/..., Kiswahili/..., German/..., Arabic/..., Mandarin/.....)   | 25         |  |  |
|           | v. One Arts Subjects (History/..., CRE/..., Geography/..., IRE/., HRE/...Life Skills/...)   | 05         |  |  |
|           | <b>MAXIMUM SCORE</b>  | <b>65</b>  |  |  |
| <b>D.</b> | <b>Length of stay since qualifying as a teacher</b>   |            |  |  |
|           | i. 2016 and before-----   | 20         |  |  |
|           | ii. 2017-----   | 18         |  |  |
|           | iii. 2018 -----   | 16         |  |  |
|           | iv. 2019 -----  | 14         |  |  |
|           | v. 2020-----  | 12         |  |  |
|           | vi. 2021-----   | 10         |  |  |
|           | vii. 2022-----  | 08         |  |  |
|           | viii. 2023-----   | 06         |  |  |
|           | ix. 2024-----   | 04         |  |  |
|           | x. 2025.....  | 02         |  |  |
|           | <b>MAXIMUM SCORE</b>  | <b>20</b>  |  |  |
|           | <b>GRAND TOTAL</b>  | <b>100</b> |  |  |

**N.B:** For purposes of scoring **part C**, the year an applicant satisfactorily qualified to be a teacher as per the Commission policies shall be the year used to determine the length of stay since graduation and **not** the certificate is used to score **part A** of this score sheet.

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

Sign \_\_\_\_\_

Sign \_\_\_\_\_

**(Secretary, Sub-County Selection Panel)**

**(Chairperson Sub-County Selection Panel)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 1 (b)

**SELECTION SCORE GUIDE FOR TEACHER INTERNS WITH DISABILITY – JUNIOR SECONDARY SCHOOLS**

Applicants should be awarded marks during the selection in accordance with the areas specified below.

APPLICANT'S NAME \_\_\_\_\_ QUALIFICATION \_\_\_\_\_ TSC No. \_\_\_\_\_

NCPWD NO \_\_\_\_\_

|              | SCORING AREAS   | MAXIMUM SCORE                  | ACTUAL SCORE | AVERAGE SCORE BY THE PANEL |
|--------------|---|--------------------------------|--------------|----------------------------|
| <b>A (I)</b> | <b>Academic and Professional qualifications</b><br>Bachelors of Education (BED) Degree<br>(i) First Class----- 05<br>(ii) Second Class ----- 04<br>(iii) Pass----- 03<br><br><b>OR</b><br>Bachelor of Arts (BA) Degree + PGDE or<br>Bachelor of Science (BSC) + PGDE<br>(i) First Class----- 05<br>(ii) Second Class ----- 04<br>(iii) Pass----- 03<br><br><b>MAXIMUM SCORE</b> | <b>05</b>                      |              |                            |
| <b>(II)</b>  | Diploma + Dip. Tech. Education<br>(i) Distinction----- 05<br>(ii) Credit----- 04<br>(iii) Pass----- 03<br><br><b>OR</b><br>Diploma in Education<br>(i) Distinction----- 05<br>(ii) Credit----- 04<br>(iii) Pass----- 03<br><br><b>MAXIMUM SCORE</b>   | <b>5</b>                       |              |                            |
| <b>B</b>     | 45 years and above<br>40-44 years old<br>35-39 years old<br>34 and below<br><b>MAXIMUM SCORE</b>  | 10<br>9<br>8<br>7<br><b>10</b> |              |                            |

|           |   |            |  |  |
|-----------|---|------------|--|--|
| <b>C.</b> | <b>Teaching Subjects</b>  |            |  |  |
|           | i. One Science subject (Biology/..., Chemistry/..., Physics/ .....,)  | 65         |  |  |
|           | ii. Mathematics/none science subject  | 55         |  |  |
|           | iii. One technical/ or Creative Arts Subject<br>(Home science/..., Computer studies/..., Business studies/..., Music/..., Drawing & design/..., Art & design/..., woodwork/..., Electricity/..., Aviation technology/..., Electronics/.....Building & construction/..., Metalwork/..., Power mechanics/.... PE/.....) | 40         |  |  |
|           | iv. One language (French/..., English/..., Kiswahili/..., German/..., Arabic/..., Mandarin/.....)   | 25         |  |  |
|           | v. One Arts Subjects (History/..., CRE/..., Geography/..., IRE/., HRE/...Life Skills/...)   | 05         |  |  |
|           | <b>MAXIMUM SCORE</b>  | <b>65</b>  |  |  |
| <b>D</b>  | <b>Length of stay since qualifying as a teacher</b>   |            |  |  |
|           | i. 2016 and before-----   | 20         |  |  |
|           | ii. 2017-----   | 18         |  |  |
|           | iii. 2018-----  | 16         |  |  |
|           | iv. 2019 -----  | 14         |  |  |
|           | v. 2020-----  | 12         |  |  |
|           | vi. 2021-----   | 10         |  |  |
|           | vii. 2022-----  | 08         |  |  |
|           | viii. 2023-----   | 06         |  |  |
|           | ix. 2024 -----  | 04         |  |  |
|           | x. 2025.....  | 02         |  |  |
|           | <b>MAXIMUM SCORE</b>  | <b>20</b>  |  |  |
|           | <b>GRAND TOTAL</b>  | <b>100</b> |  |  |

**N.B:** For purposes of scoring **part C**, the year an applicant satisfactorily qualified to be a teacher as per the Commission policies shall be the year used to determine the length of stay since graduation and **not** the certificate is used to score **part A** of this score sheet. We certify that the information entered above is correct to the best of our knowledge.

Sign \_\_\_\_\_

Sign \_\_\_\_\_

**(Secretary, Sub-County Selection Panel)**

**(Chairperson Sub-County Selection Panel)**

Name \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX I (c)

GRADE POINT AVERAGE (GPA) GRADING SYSTEM

| <b>S/NO.</b> | <b>GPA</b> | <b>CLASS</b> | <b>MARKS</b> |
|--------------|------------|--------------|--------------|
| 1            | 3.7 – 4.00 | First Class  | 81 – 100     |
| 2            | 3.0 – 3.6  | Upper Second | 71 – 80      |
| 3            | 2.3 – 2.9  | Lower Second | 61 – 70      |
| 4            | 1.7 – 2.2  | Pass         | 51 – 60      |
| 5            | 0 – 1.6    | Fail         | 50 and below |

**APPENDIX II(a)****CHECK LISTS****SUB COUNTY SELECTION PANEL CHECK LIST**

The successful applicant will be required to submit the following to the TSC Sub-County Director: -

1. Original and clear copies of the following: -
  - i. National Identity card (both sides);
  - ii. NCPWD card (where applicable);
  - iii. 2 passport size colour photographs;
  - iv. Certificates and testimonials; KCPE, KCSE, 'A' Level, Diploma, Degree etc;
  - v. Letter of certification of results by KNEC (where applicable);
  - vi. Official Academic transcripts;
  - vii. Certificate of Registration as a teacher
  - viii. KRA PIN certificate;
  - ix. Bank Plate/Card (front face);
  - x. Duly filled pay point particulars' form;
  - xi. Primary and secondary school leaving certificates and other testimonials;
  - xii. Original Medical Examination report in form **GP 69**;
  - xiii. A copy of the Personal Accident Insurance cover for personal risks during the internship period;
  - xiv. Acknowledgement of receipt of recruitment documents.

## APPENDIX II(b)

COUNTY DIRECTOR CHECK LIST

The TSC Sub-County Director is required to submit to the TSC County Director the following:

1. Minutes of the selection panel duly signed and clearly showing how many applicants were shortlisted for interview from the system generated merit list and the selection criteria used;
2. Completed selection score guide duly signed;
3. The sub county merit list
4. Certified copies of the following: -
  - i. National Identity card (both sides);
  - ii. NCPWD card (where applicable);
  - iii. 2 passport size colour photographs;
  - iv. Certificates; KCPE, KCSE, 'A' Level, Diploma, Degree etc;
  - v. Letter of Certification of results from KNEC (where applicable);
  - vi. Official Academic transcripts;
  - vii. Certificate of Registration as a teacher;
  - viii. KRA PIN certificate;
  - ix. Bank plate/Card (front face);
  - x. Duly filled pay point particulars form;
  - xi. Primary and secondary school leaving certificates and other testimonials;
  - xii. Original Medical Examination report in form **GP 69**;
  - xiii. A copy of the Personal Accident Insurance cover for personal risks during the internship period;
  - xiv. Acknowledgement of receipt of recruitment documents.

**APPENDIX III a**

**LIST OF INTERVIEWED CANDIDATES REGULAR**

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

SUB COUNTY DIRECTOR MOBILE NO. ....

| S/NO | NAME | ID NO. | MOBILE NUMBER | TSC/NO | F/M | SUBJECT 1 | SUBJECT 2 | SECTION (a) | SECTION (b) | SECTION (c) | SECTION (d) | TOTAL | RANKING | APPLICANT'S SIGNATURE | REMARKS |
|------|------|--------|---------------|--------|-----|-----------|-----------|-------------|-------------|-------------|-------------|-------|---------|-----------------------|---------|
|      |      |        |               |        |     |           |           |             |             |             |             |       |         |                       |         |
|      |      |        |               |        |     |           |           |             |             |             |             |       |         |                       |         |
|      |      |        |               |        |     |           |           |             |             |             |             |       |         |                       |         |
|      |      |        |               |        |     |           |           |             |             |             |             |       |         |                       |         |

We confirm that the information entered above is accurate and that we shall be held responsible for any inaccuracies.

Sign .....

Sign.....

**(Secretary, Sub-County Selection Panel)**

**(Chairperson, Sub-County Selection Panel)**

Name .....TSC No. ....

Date .....

Name .....

Date .....

**APPENDIX III b**

**LIST OF INTERVIEWED CANDIDATES WITH DISABILITY**

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

SUB COUNTY DIRECTOR MOBILE NO. ....

| S/NO | NAME | ID NO. | MOBILE NUMBER | TSC/NO | NCWD NO. | DISABILITY TYPE (PH,VI,HI) | GENDER | SUBJECT 1 | SUBJECT 2 | SECTION (a) | SECTION (b) | SECTION (c) | SECTION (d) | TOTAL | RANKING | APPLICANT'S SIGNATURE | REMARKS |
|------|------|--------|---------------|--------|----------|----------------------------|--------|-----------|-----------|-------------|-------------|-------------|-------------|-------|---------|-----------------------|---------|
|      |      |        |               |        |          |                            |        |           |           |             |             |             |             |       |         |                       |         |
|      |      |        |               |        |          |                            |        |           |           |             |             |             |             |       |         |                       |         |
|      |      |        |               |        |          |                            |        |           |           |             |             |             |             |       |         |                       |         |
|      |      |        |               |        |          |                            |        |           |           |             |             |             |             |       |         |                       |         |

We confirm that the information entered above is accurate and that we shall be held responsible for any inaccuracies.

Sign .....

**Secretary, Selection Panel**

Sign.....

**Chairperson, Selection Panel**

Name .....TSC No. ....

Date .....

Name .....

Date .....

**APPENDIX IV  
DECLARATION FORM I**

**SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC COUNTY DIRECTOR**

I confirm that the **TSC Sub-County Director** of..... Sub-county submitted all the required documents as contained in the TSC checklist in **Appendix II**.

**Sign** .....

**Sign** .....

**TSC Sub –County Director**

**TSC County Director**

**Name** .....

**Name** .....

**Date** .....

**Date** .....

**APPENDIX V  
DECLARATION FORM II**

**SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC HEADQUARTERS**

I confirm that the **TSC County Director** of ..... County has submitted all the required recruitment documents as per the TSC checklist **(Appendix II)** to the TSC Headquarters.....Region.

Name .....

Name .....

**TSC COUNTY DIRECTOR**

**STAFFING OFFICER (TSC HQS)**

**Designation** .....

**Designation**.....

**Date**..... **Date** .....

**Sign** ..... **Sign** .....

**APPENDIX VI**

**LIST OF APPLICANTS WITH DISABILITIES**

REGION ..... COUNTY .....

| S/<br>N<br>O | NAM<br>E | TSC/<br>NO. | NCPWD<br>NO. | F/<br>M | INSTITUTI<br>ON | SUBJECT 1 | SUBJECTS<br>2 | MARKS<br>SCORED | REMARK<br>S |
|--------------|----------|-------------|--------------|---------|-----------------|-----------|---------------|-----------------|-------------|
|              |          |             |              |         |                 |           |               |                 |             |
|              |          |             |              |         |                 |           |               |                 |             |
|              |          |             |              |         |                 |           |               |                 |             |
|              |          |             |              |         |                 |           |               |                 |             |
|              |          |             |              |         |                 |           |               |                 |             |
|              |          |             |              |         |                 |           |               |                 |             |

I confirm the information entered above is correct to the best of my knowledge.

Name: .....

Sign.....

**TSC COUNTY DIRECTOR**

Date: .....