



SERVICE COMMISSIONS DEPARTMENT

ONLINE APPLICATION

INSTRUCTIONS TO APPLICANTS

ADVERTISEMENT

OFFICE OF TREASURY SOLICITOR (GROUP L2A), TREASURY SOLICITOR'S DEPARTMENT, MINISTRY OF FINANCE

1. In keeping with Regulation 15 of the Public Service Commission Regulations, as adopted by the Judicial and Legal Service Commission, suitably qualified persons are invited to submit an application for the above mentioned office.
2. Applications **MUST** be submitted **Online Only** on or before but no later than 20th January, 2025 till 4:15 pm local time.
3. In order for an application to be considered *complete* and the applicant therefore *eligible*, the following are required:
 - detailed information and relevant experience as it pertains to the office advertised should be clearly outlined in the Curriculum Vitae and uploaded in the manner prescribed;
 - ensure a **VALID telephone number, postal address and email contact** are provided; and
 - all scanned documents must be legible.

Initialisation

Checklist

Online Application Form

4. All documents **MUST** be scanned in a Portable Document Format (PDF) in black/white with a file size of no greater than 5Mb each before proceeding to the **Online Application Form**: The documents must be attached and named as follows: **[Your First Name and Last Name] - [Title of document]**:

Birth Certificate

N.B.: If the Birth Certificate does not carry a Given Name or the name stated on the Birth Certificate or is incorrect in any way, an Affidavit must be provided;

Affidavit pertaining to any omission of name from Birth Certificate or any other legal documents;

Deed Poll/Legal Documents pertaining to any change/omission of name;

Documentation showing proof of citizenship (*if not born in Trinidad and Tobago*);

Marriage Certificate (*if required*);

One (1) Form of Identification (National ID/Passport/Driver's Permit);

Updated Curriculum Vitae;

Academic Certificates (*each certificate must be scanned separately*).

Certificate of Character/ Receipt (Persons holding permanent appointment in the Public Service are not required to submit)

5. Once all documents listed above at (4) of these Instructions are scanned and saved, proceed to complete the **Online Application Form** [HERE](#).

6. On completion and submission of your Online Application Form, you will receive a notification, within 24-48 hours, with an **APPLICATION ID** and an attached Online Application PDF via the email address that you have provided. This **APPLICATION ID** should be referenced if making enquires to the Service Commissions Department via email to scdjlscrecruit@gov.tt.

7. If holding a permanent appointment, you will also receive an attached **Application Form for Promotion in the Public Service PDF**.

8. Permanent Appointment holders must follow the additional guidelines and can indicate such to their Head of Division, Human Resource (HR) Unit:



Initialisation



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No.	Steps for Permanent Appointment Holders (Promotion in the Public Service) Click HERE for Video	Completed By
i.	Print, endorse and forward the Online Application PDF and the Application Form for Promotion in the Public Service to the Head of Division.	Applicant
ii.	Write comments and forward the Online Application PDF and the Application Form for Promotion in the Public Service to the respective HR Unit.	Head of Division
iii.	Forward the Online Application PDF and the Application Form for Promotion in the Public Service to the Permanent Secretary/Head of Department.	HR Unit
iv.	The Application Form for Promotion in the Public Service must then be signed and stamped to the Permanent Secretary/Head of Department and forwarded to the HR Unit.	Permanent Secretary / Head of Department
v.	Clicking on the link provided HERE enter the Applicant's National Identification / Driver's Permit / Passport Number, email address and Application IDs as stated on the Online Application PDF . The Application Form for Promotion in the Public Service endorsed by the Permanent Secretary / Head of Department, must then be scanned and uploaded.	HR Unit
vi.	File the Application Form for Promotion in the Public Service and the Online Application PDF on the Applicant's Personnel File at the Ministry / Department / Agency.	HR Unit
vii.	Applicants and HR Unit will receive an e-mail indicating that the Application Form for Promotion in the Public Service was successfully submitted by their respective HR Unit to the SCD.	Applicant
	If the Applicant's data submitted by the HR Unit does not match any registered applicant, the HR Unit will receive an email stating such and will be notified to resubmit.	HR Unit
viii.	The Applicant can make an enquiry to their HR Unit if an e-mail is not received from the SCD that their Application Form for Promotion in the Public Service has been submitted by their HR Unit before the closing date of the advertisement.	Applicant

9. Applicants are advised to check the Service Commissions Department's website regularly for updates.

N.B.: Applicants who have been shortlisted to be interviewed will be required to present all original documents for verification.



Initialisation



Checklist



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