REPUBLIC OF KENYA

CIRCULAR NO:15/2026

Our Ref Nº:TSC/ADM/192A/VOL.XI/2 **Date:13 AUGUST, 2026**

TSC Regional Directors
TSC County Directors
TSC Sub-County Directors
Curriculum Support Officers
The Secretary, Board of Management

GUIDELINES FOR RECRUITMENT OF TEACHERS, POST PRIMARY INSTITUTIONS ON PERMANENT & PENSIONABLE TERMS – 2026/2027 FINANCIAL YEAR

1.0 GENERAL INFORMATION

i) Following the advertisement for recruitment of teachers, Regional Director, Nairobi, County Directors and Sub-County Directors are required to conduct the selection exercise for the advertised vacancy or vacancies.

ii) Applicants **MUST** submit their applications to the Secretary, Teachers Service Commission through the online platform www.teachersonline.go.ke for the institution/Sub-County/Counties where a vacancy or vacancies has been declared.

iii) The Selection Panel is expected to uphold the highest standards of transparency and accountability, as stipulated in the **Public Officer Ethics Act**, and **TSC Code of Conduct and Ethics (CoCE, 2015)**.

iv) TSC Regional Directors are responsible for inducting TSC County Directors within their regions. These County Directors will then induct members of the Selection Panels involved in recruitment. The induction should cover the relevant Sections of the TSC Act and the Code of Regulations for Teachers (CORT, 2015) before the recruitment process begins.

v) TSC Sub-County Directors, in coordination with their respective TSC County Directors and, for Nairobi, the Regional Director, must ensure that selection venues are accessible to applicants with disabilities.

vi) ALL applicants MUST be legally registered teachers in accordance with Section 23(1) of the Teachers Service Commission Act, 2012. Applicants who are not properly registered SHALL NOT be eligible for consideration in the recruitment process.

vii) The TSC Sub-County Director must verify applicants' teacher registration status during the shortlisting process to prevent unregistered or ineligible teachers from participating.

viii) Applicants whose academic and professional certificates and ID cards list different names must submit an Affidavit under the Oaths and Statutory Declarations Act, Cap 15 of Kenya's Laws, explaining the name discrepancy.

ix) All applicants who have retaken the KCPE or KCSE examinations, or their equivalents, must submit certified copies of the certificates for each attempt. The Sub-County Directors must authenticate these copies. If an examination was canceled, applicants must provide a letter from the Head of Institution, along with a certified copy of the KNEC printout from the respective school confirming the cancellation.

x) Upon the generation of the Applicants' List by the system, the TSC County Directors shall distribute the list to the TSC Sub-County Directors, who shall subsequently convene the Sub-County Selection Panel(s). The Selection Panel(s) shall meticulously verify the applicants' professional, academic, and other relevant documents prior to making selections

xi) Upon the generation of the Applicants' Lists, the TSC County Director shall distribute them to the TSC Sub-County Directors. Subsequently, the Sub-County Directors will constitute the Sub-County Selection Panel(s). These panels shall establish the interview venues, schedules, and inform applicants accordingly

xii) Applicants will receive an invitation to verify their documents. They will be informed of the interview venue, date, and time at least seven days in advance via SMS.

xiii) Upon invitation for interview, applicants shall present the originals and clear photocopies of the following documents: -

a) National identification card;
b) Certificate of Registration as a teacher;
c) A Diploma/Degree certificate and official transcripts;
d) KCSE certificates or their equivalent (include certificates for all attempts if one re-sat exams);

e) KCPE certificate or its equivalent (include certificates for all attempts if one re-sat exams);
f) Primary and secondary school leaving certificates, along with other pertinent testimonials; these should encompass the duration of education at each respective level
g) National Council of Persons with Disabilities (NCPWD) Card (if applicable);

h) An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya explaining the variance in names (where applicable);

i) Letter of certification of results by KNEC (where applicable).

xiv) Persons with disabilities shall be required to indicate their disability status together with the nature of disabilities to inform their placement;

xv) 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.

xvi) In the event of a tie, the selection shall be determined by the order of priority outlined below: -

a) Length of Stay since graduation;
b) **Quality** of academic certificates presented.
c) Quality of professional certificates presented.

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

xvii) For each vacancy, the names of applicants interviewed and ranked by their performance in the selection process (**Appendix III)** shall be submitted to the Commission by the TSC County Director, along with the recruitment documentation for the successful candidates.

xviii) Preference shall be given to applicants who have not previously been employed by the Commission on a permanent, pensionable basis.

xix) Preference shall be granted to applicants originating from the respective Sub-County, followed by those from the County, in accordance with their merit.

xx) Any application for employment submitted or offer of employment issued based on misleading information supplied by the applicant shall be revoked immediately without further reference to the candidate. This emphasizes the importance of providing accurate and truthful information during the application process.

xxi) The TSC Sub-County Director will prepare the Merit Lists for the Sub-County during the interview.

xxii) The TSC Sub-County Director will submit the Merit Lists of the Sub-County to the TSC County Director.

xxiii) The TSC County Director shall compile a comprehensive list of interviewed applicants for each subject combination (Appendix III c), and submit it in soft copy to the TSC headquarters.

2.0. AUTHENTICATION OF ACADEMIC, PROFESSIONAL AND OTHER RELATED DOCUMENTS

2.1 Applicants are required to submit original documents along with clear photocopies of the following items:

a) National identification card;
b) Certificate of Registration as a teacher;
c) A Diploma/Degree certificate and accompanying official transcripts;
d) KCSE certificates or their equivalent (include certificates for all attempts if one re-sat exams);
e) KCPE certificate or its equivalent (include certificates for all attempts if one re-sat exams);
f) Primary and secondary school leaving certificates, along with other pertinent testimonials; these should encompass the duration of education at each respective level
g) National Council of Persons with Disabilities (NCPWD) Card (if applicable);

h) An affidavit sworn pursuant to the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya, to elucidate the discrepancy in names.

i) Letter of certification of results by KNEC (where applicable.

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

2.2 The Sub-Selection panel shall verify that: -

2.2.1 The applicant meets the requirements set out in the TSC advertisement;
2.2.2 All submitted original academic and professional certificates and official transcripts are authentic.

2.3 **Any applicant(s) who present forged/fake academic, professional and other documents commit(s) an offence and shall be disqualified and/or deregistered.**

2.4 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 before the interview.

2.5 It is incumbent upon the TSC County Director and the TSC Sub-County Directors to ensure that:

a) The exercise is conducted fairly and transparently.
b) The Selection Panels are adequately informed about the recruitment process.
c) The interviews are conducted in accordance with these guidelines and any other circulars applicable to the process;
d) Only the successful applicant(s) on the Merit List are employed.

2.6 The TSC Sub-County Director shall submit all recruitment documentation to the TSC County Director's office. The County Directors shall verify the documents and ensure that all selected applicants meet the set conditions for recruitment before issuing the signed Offer of Employment Letters. Subsequently, they will submit the recruitment documentation, in accordance with the approved checklist, to the TSC Headquarters within the prescribed timelines.

2.7 The TSC Sub-County Director shall ensure that Application for Employment Forms are issued only to successful applicants selected from the Merit List after the completion of the county-level document verification exercise and confirmation of their eligibility.

3.0 RECRUITMENT SELECTION PANELS

The selection panels shall be constituted as follows:

3.1 Selection Panel for Institutions with BOMS

(a)	Chairperson, Board of Management	-	Chairperson
(b)	Head of the Institution	-	Secretary
(c)	Subject Specialist	-	Member
(d)	Parent Association (PA) Chairperson	-	Member
(e)	TSC Sub-County Director/ Representative	-	Member
	TOTAL		**5**

3.2 Selection Panel for Schools without BOMS

a)	TSC Sub - County Director/ Representative	-	Chairperson
b)	Head of the Institution	-	Secretary
c)	Subject Specialist	-	Member
d)	PA Chairperson	-	Member
e)	PA Member	-	Member
	TOTAL		**5**

3.3 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**

NOTE: Please note that in the event a member of the Selection Panel is unavailable owing to unavoidable circumstances, the TSC County Director shall appoint a suitable Officer to fulfil their responsibilities in their absence.

4.0 SELECTION CRITERIA

i) The TSC Sub-County Director shall provide the selection panel with a list of **all 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 inconsistencies, adhere to the guidelines, and guide the applicants, the selection panel, and the Commission accordingly.

iii) Applicants shall appear before the selection panel in person. The selection panel shall score each applicant in accordance with the selection score guide (Appendices 1 (a) or 1 (b)).

NOTE: Applicants with hearing or speech disabilities are entitled to have a sign language interpreter accompany them.

5.0 QUALIFICATIONS

5.1. Graduate Teachers

Applicants for Graduate Teacher positions must hold a minimum mean grade of C+ at KCSE and C+ in each of the two (2) teaching subjects, or two (2) Principals and one Subsidiary pass at 'A' Level. Additionally, they must also 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. Diploma in Education holders with a Mean Grade of C (Plain) and C+ (Plus) in the two teaching subjects at KCSE and prior to undertaking a Bachelor of Education Degree.

ii. Diploma in Education holders with a Mean Grade of C (Plain) and C+ (Plus) in the subjects of study at A-Level and obtained at least 1 Principal and 2 Subsidiaries for Sciences, 2 Principals and 1 Subsidiary for Arts prior to undertaking a Bachelor of Education Degree.

iii. Bridging/Pre-university certificates for those who completed the course before December 31st, 2015 are considered.

5.2. Diploma Teachers

Applicants for Diploma Teacher positions must have obtained a minimum:

i) ***Mean Grade of C+ (Plus) at KCSE or its equivalent with at least C+(plus) in two teaching subjects of specialization or***

ii) **Division III at KCE with a Credit Score in the two teaching subjects and one (1) Principal 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.**

iii) Grade of C- (Minus) or its equivalent in English at KCSE.

iv) Grade C (Plain) or its equivalent in Mathematics for Science based courses and at least Grade D+ (Plus) (or its equivalent) in Mathematics for non-Science based courses.

NOTE

a) Applicants 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 applicants who enrolled for training with Mean Grade of C (Plain) and C (Plain) in the two teaching subjects are eligible.

c) Hearing and visually impaired applicants must have obtained a minimum of C- (Minus) or its equivalent in Mathematics in KCSE for Science based courses and Grade D (Plain) (or its equivalent) in Mathematics for non-Science based courses

5.3. Technical Teachers

a) 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) Principal and two (2) Subsidiaries at 'A'-Level in subjects studied. In addition, they must have either:

i) Bachelor of Education Technology (B.Ed 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.

b) Applicants must have obtained C (plain) or its equivalent in Mathematics and English at KCSE.

c) Further, applicants under categories (a) ii), a) iii) & a) iv) above, MUST possess a Diploma in Technical Teacher Education from Kenya School of TVET, formally Kenya Technical Training College (KTTC).

d) As per circular No. 9/2026, on Guidance on Qualification for Technical Teachers under the competency-Based Education (CBE), table 1.shall apply.

Attainment of the minimum grade of C+ (Plus) in any one of the alternative subjects under each CBE Technical Subject shall be sufficient.

Table 1 subject specific Minimum Requirement

CBE Technical Subject	Relevant KCSE Subjects	Minimum Mean Grade Requirement
Aviation	Mathematics; English; Physics; Chemistry; Geography; Computer Studies	C+
Building Construction	Mathematics (Alternative A or B); Physics; English or Kiswahili; Chemistry; Biology or Geography; or Technical Subjects (Building Construction, Drawing and Design, Wood Technology, Metal Technology)	C+
Electricity	Physics; Mathematics: Chemistry; English (for communication); or Technical Subjects (Electricity, Power Mechanics, Metal Technology)	C+
Metal Work	Mathematics, Physics or Physical Sciences; or Metal Technology or related technical subjects; English or Kiswahili	C+
Power Mechanics	Mathematics; English; Physics; Chemistry; Geography; Computer Studies	C+
Wood Work	Mathematics; Physics; English or Kiswahili	C+
Media Technology	English or Kiswahili; Mathematics; Physics or Physical Sciences or Chemistry	C+
Marine and Fisheries	Biology or Biological Sciences; Chemistry or Physical Sciences; Mathematics or Physics or Geography or Agriculture	C+

N.B:

Applicants whose training pertains to subjects that are not presently incorporated into the Secondary School Curriculum are not eligible, regardless of whether they have completed a Post Graduate Diploma in Education (PGDE) and/or any additional enhancement. This category encompasses, but is not limited to, Bachelor of Science/Bachelor of Arts degrees in:

- Natural Resources
- Meteorology
- Forestry
- Animal Husbandry
- Biochemistry
- Horticulture
- Farm Machinery
- Sociology
- Journalism
- Fisheries
- Anthropology
- Biotechnology
- Theology /Divinity

e) Applicants with Economics/Commerce/Accounting can apply for Business Studies and those with Social Education and Ethics (SEE) can apply for

CRE/IRE. Further, applicants with Drawing and Design or Art and Design can apply for Fine Art.

f) Applicants who were trained in the subjects listed in the table must have obtained a minimum of C+ (Plus) at KCSE in any of the corresponding subjects.

S/NO	SUBJECTS	MINIMUM OF C+(PLUS) IN EITHER
1	P.E, Sports and Recreation	Biology
2	Theatre and Film	Any Language

g) 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.

h) All applicants must have studied the two designated teaching subjects at KCSE except for Agriculture, Business Studies, Home Science, and Computer Studies. Applicants who did not study Business Studies or Computer Studies should have scored at least C+ (Plus) in Mathematics at KCSE. Similarly, those who did not study Agriculture or Home Science, must have achieved a minimum of C+ (Plus) in Biology at KCSE.

i) Graduate Teachers are required to complete at least eight (8) course units in each of their teaching subjects. Additionally, they must have studied teaching methods in both of their chosen subjects and completed a minimum of three (3) months of teaching practice.

j) The enhancement of teaching units will only be applicable if the applicant has not met the minimum required units during their degree or diploma program.

k) Applicants who studied a third teaching subject must demonstrate that they have completed all units in that subject offered by an institution over four years, including teaching methods and practice. They should also provide proof of achieving the required credit hours for the course the applicants studied.

l) Applicants who were previously employed on contract and had their services terminated due to insufficient teaching units, but have now acquired certificates with adequate units, are eligible to apply.

m) Kenya Sign Language (KSL) and Braille are regarded as instructional subjects within the realm of Special Needs Education, for instance, Biology/KSL and Geography/Braille.

n) Applicants who have taken courses in the new CBE learning areas, including integrated science, Pre-technical Studies, Creative Arts, Sports, and Social Studies, are eligible to apply.

6.0 VALIDATION OF DOCUMENTS BY THE TSC COUNTY DIRECTOR

The TSC County Directors are advised to: -

i. Ensure that the recruitment documents have all the attachments required as provided for in the approved checklist/s;

ii. Verify that the recruitment documents are complete and ensure that the applicant(s) recruited qualify for employment as a teacher in accordance with 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, confirming that the candidate qualifies.

iv. Compile all received complaints and prepare a report detailing the actions taken or recommendations, then submit it to the Commission.

7.0 DOCUMENTS TO BE SUBMITTED TO THE TSC HEADQUARTERS

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

i) Duly signed file copy of the Offer of Employment 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;
- SHIF Printout Number
- NSSF Card
- Dully filled Next of Kin Form

b) Two (2) passport size colour photographs in respect of successful applicant(s);

c) Original Medical Examination report in form **GP 69.**

d) Duly completed, signed and verified pay point particulars form.

ii) A list of all interviewed applicants in order of merit (***regular or with disability***) for the advertised vacancies in (**Appendix (III a** or **III b)**

iii) A running list for all interviewed applicants in the county as per subject combinations advertised in soft form and in excel format (**Appendix III c**)

iv) A copy of the system-generated list of all applicants, clearly indicating those who did not attend the interview.

v) List of all applicants with disabilities; **(Appendix IV);**

vi) Duly signed Minutes of the Sub-County/BOM Selection Panel;

vii) Completed selection score guide duly signed;

8.0 GRIEVANCE HANDLING

a) Any applicant dissatisfied with the exercise should promptly submit a written complaint to the TSC County Director and email the TSC Headquarters at dirstaffing@tsc.go.ke within seven (7) days of the selection process.

b) The TSC County Director shall, within seven (7) days, analyze and address all complaints raised after the completion of the selection process, and shall promptly inform the Headquarters of the actions taken.

c) Where an applicant is dissatisfied with the decision of the TSC County Director in (b) above, or where a complaint is made against that decision, the applicant may appeal in writing to the Director staffing at the TSC Headquarters within seven (7) days of the TSC County Director's decision. The Appeals Committee shall investigate the allegations and take appropriate action within fourteen (14) days.

9.0 IMPORTANT NOTES

a) For clarification and guidance on qualification issues related to these guidelines, please get in touch with the TSC County Directors.

b) Notwithstanding the decentralization of the teacher recruitment function pursuant to Section 20 of the TSC Act, the Commission is not excluded from conducting recruitment directly from the TSC Headquarters.

c) The TSC Regional Directors shall:

i. Ensure guidelines are adhered to within their regions;

ii. Coordinate the teacher recruitment process within their respective regions.

iii. Sensitize County Directors and supervise the training of other officers, including members of the Selection Panels involved in the process;

iv. Take necessary actions to address complaints that originate within their regions.

Attached find the following Appendices for use during the selection exercise

Appendix I: a) Selection Score Guide for Post Primary Institution Teachers

b) Selection Score Guide for Post Primary Institution teachers with disabilities

c) Grading System

Appendix II: Board of Management and TSC Checklists

Appendix III a: List of interviewed applicants (regular)

Appendix III b: List of interviewed applicants (with disability)

Appendix III c: Running list of interviewed applicants per subject combination

Appendix IV: List of all applicants with disabilities (interviewed and not interviewed)

Appendix V: Declaration Form I-Submission of recruitment documents to TSC County Director

Appendix VI: Declaration Form II-Submission of recruitment documents to TSC Headquarters.

MS E.J. MITEI, CBS
Ag. COMMISSION SECRETARY/CHIEF EXECUTIVE

APPENDIX 1 (a)

SELECTION SCORE GUIDE FOR TEACHERS – POST PRIMARY INSTITUTIONS

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

APPLICANT'S NAME _____ **QUALIFICATION** _____

TSC No. _____ **SUBJECT COMBINATION** _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A (I)	**Academic and Professional qualifications** Bachelors of Education (BED) Degree (i) First Class---------- (ii) Second Class ---------- (iii) Pass---------- **OR** Bachelor of Arts (BA) Degree + PGDE or Bachelor of Science (BSC) + PGDE (i) First Class---------- (ii) Second Class ---------- (iii) Pass---------- **MAXIMUM SCORE**	 03 02 01 03 02 01 **03**		
(II)	Diploma + Dip. Tech. Education (i) Distinction---------- (ii) Credit---------- (iii) Pass---------- **OR** Diploma in Education (i) Distinction---------- (ii) Credit---------- (iii) Pass---------- **MAXIMUM SCORE**	 03 02 01 03 02 01 **03**		
	Age 50 years old and above 45 - 49 years old 44 years old and below **MAXIMUM SCORE**	 07 05 03 **07**		

C.	**Length of stay since qualifying as a teacher** i. 2010 and before ---------- ii. 2011---------- iii. 2012 ---------- iv. 2013 ---------- v. 2014 ---------- vi. 2015 ---------- vii. 2016 ---------- viii. 2017 ---------- ix. 2018 ---------- x. 2019 ---------- xi. 2020 ---------- xii. 2021 ---------- xiii. 2022 ---------- xiv. 2023 ---------- xv. 2024 ---------- xvi. 2025---------- xvii. 2026 ..... **MAXIMUM SCORE**	 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 **20**		
D	**Experience:** a) Serving as an intern with the Commission for 12 months and above in the sub county continuously b) Serving as an intern with the Commission for below 12 months in the sub county continuously **MAXIMUM SCORE**	 70 50 **70**		
	GRAND TOTAL	**100**		

N.B: For the purposes of scoring part C, the year in which an applicant satisfactorily qualified to be a teacher, in accordance with the Commission policies, shall be the year used to determine the length of stay since graduation, and not the certificate, which 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, Selection Panel) **(Chairperson, Selection Panel)**

Name _____ Name _____

Date _____ Date _____

APPENDIX 1 (b)

SELECTION SCORE GUIDE FOR TEACHERS WITH DISABILITIES – POST PRIMARY INSTITUTIONS

APPLICANT'S NAME _____QUALIFICATION _____

TSC No. _____ SUBJECT COMBINATION _____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
A (I)	**Academic and Professional qualifications** Bachelors of Education (BED) Degree (i) First Class---------- (ii) Second Class ---------- (iii) Pass---------- **OR** Bachelor of Arts (BA) Degree + PGDE or Bachelor of Science (BSC) + PGDE (i) First Class---------- (ii) Second Class ---------- (iii) Pass---------- **MAXIMUM SCORE**	 03 02 01 03 02 01 **03**		
(II)	Diploma + Dip. Tech. Education (i) Distinction---------- (ii) Credit---------- (iii) Pass---------- **OR** Diploma in Education (i) Distinction---------- (ii) Credit---------- (iii) Pass---------- **MAXIMUM SCORE**	 03 02 01 03 02 01 **03**		
B.	**Age** 50 years old and above 45 - 49 years old 44 years old and below **MAXIMUM SCORE**	 07 05 03 **07**		

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE	AVERAGE SCORE BY THE PANEL
C.	**Length of stay since qualifying as a teacher** i. 2010 and before ---------- ii. 2011---------- iii. 2012 ---------- iv. 2013 ---------- v. 2014---------- vi. 2015 ---------- vii. 2016 ---------- viii. 2017 ---------- ix. 2018 ---------- x. 2019 ---------- xi. 2020 ---------- xii. 2021 ---------- xiii. 2022 ---------- xiv. 2023 ---------- xv. 2024 ---------- xvi. 2025---------- xvii. 2026 ..... **MAXIMUM SCORE**	 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 **20**		
D.	**Experience:** a) Serving as an intern with the Commission for 12 months and above in the sub county continuously. b) Serving as an intern with the Commission for below 12 months in the sub county continuously **MAXIMUM SCORE**	 70 50 **70**		
	GRAND TOTAL	**100**		

N.B: For the purposes of scoring part C, the year in which an applicant satisfactorily qualified to be a teacher, in accordance with the Commission policies, shall be the year used to determine the length of stay since graduation, and not the certificate, which 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 _____
(Secretary, Selection Panel)

Name _____

Date _____

Sign _____
(Chairperson, Selection Panel)

Name _____

Date _____

APPENDIX I (c)

GRADE POINT AVERAGE (GPA) GRADING SYSTEM

S/NO.	GPA	CLASS	MARKS
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 CHECK LISTS

BOARD OF MANAGEMENT CHECK LIST

The selection panel is shall be required to submit the following documents for successful applicants: -

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. Clear and legible 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. SHIF Printout Number
   xiv. NSSF Card
   xv. Dully filled Next of Kin Form
   xvi. Acknowledgement of receipt of recruitment documents.

TSC CHECK LIST

The selection panel is shall be required to submit the following documents for successful applicants: -

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. 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. SHIF Printout Number
xiv. NSSF Card
xv. Dully filled Next of Kin Form
xvi. Acknowledgement of receipt of recruitment documents.

APPENDIX III a

LIST OF INTERVIEWED CANDIDATES REGULAR

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

SUB COUNTY DIRECTOR/ BoM SECRETARY MOBILE NO. .....

S/NO	SCHOOL	NAME	ID NO.	MOBILE NUMBER	TSC/NO	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)

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

Designation ..... Date .....

Sign.....
(Chairperson, Selection Panel)

Name .....TSC/ID No. .....

Designation ..... Date .....

APPENDIX III b

LIST OF INTERVIEWED CANDIDATES WITH DISABILITY

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

SUB COUNTY DIRECTOR/BoM SECRETARY MOBILE NO. .....

S/NO	SCHOOL	NAME	ID NO.	MOBILE NUMBER	TSC/NO	NCWD NO.	DISABILITY TYPE	GENDER	SUBJECT 1	SUBJECT 2	SECTION (a)	SECTION (b)	SECTION (c)	SECTION (d)	TOTAL	RANKING	APPLICANT 'S	REMARKS

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

Sign .....
(Secretary, Selection Panel)

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

Designation .....Date .....

Sign.....
(Chairperson, Selection Panel)

Name ..... TSC/ID No. .....

Designation ..... Date .....

APPENDIX III c

RUNNING LIST OF INTERVIEWED APPLICANTS PER SUBJECT COMBINATION

REGION ..... **COUNTY** .....

COUNTY DIRECTOR MOBILE NO. .....

S/NO	REGION	COUNTY	SUB COUNTY	SCHOOL	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	APPLICAN'S SIGNATURE	REMARKS

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

Sign .....
(TSC County Director/Rep)

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

Designation ..... **Date** .....

APPENDIX IV

LIST OF APPLICANTS WITH DISABILITIES

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

S/NO	NAME	TSC/NO.	NCPWD NO.	DISABILITY TYPE (PH,VI,HI)	GENDER	INSTITUTION	SUBJECT 1	SUBJECT 2	MARKS SCORED	REMARKS

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

Name ..... Sign.....

TSC COUNTY DIRECTOR Date.....

APPENDIX V

DECLARATION FORM I

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC COUNTY DIRECTOR

I confirm that the **TSC Sub-County Director** of..... Sub-county submitted to the TSC County Headquarters all the required documents for ..... teachers for Junior/Secondary Schools in ..... Sub-County as contained in the TSC checklist in **Appendix II.**

Sign .....

TSC County Director

Name .....

Date .....

Sign .....

TSC Sub-County Director

Name .....

Date .....

APPENDIX VI

DECLARATION FORM II

SUBMISSION OF RECRUITMENT DOCUMENTS TO TSC HEADQUARTERS

I confirm that the **TSC County Director** of..... County submitted to the TSC Headquarters, all the required documents for ..... teachers recruited for Junior/Secondary Schools in ..... County as contained in the TSC checklist in **Appendix II.**

Name	**Name** .....
TSC COUNTY DIRECTOR/REP	**STAFFING OFFICER (TSC HQS)/REP**
Designation	**Designation**.....
Date.....	**Date** .....
Sign	**Sign** .....