

**RECRUITMENT REQUEST FOR TEMPORARY APPOINTMENT  
OF TEMPORARY GENERAL SERVICE STAFF (TGS)**

Vacancy Notice No..... Date of Issue..... Closing Date.....

Originating Office:	Appointment of 60 days or less <input type="checkbox"/>
Proposed Title:	Appointment of 6 months or less <input type="checkbox"/>
Proposed Grade:	Appointment of more than 6 months <input type="checkbox"/>
Proposed Duration:	Planned Activity <input type="checkbox"/> Ad hoc task <input type="checkbox"/>
Target Date:	Function Start Date:
Allotment Number:	Function End Date:
Vacant Post Number:	Whether function is same <input type="checkbox"/> or different <input type="checkbox"/>
Duties to be performed (Terms of Reference):	
<p><b>Justification for request</b> <i>(i.e. indications as to why requested appointment is essential and whether possibilities of sharing or releasing regular clerical or secretarial staff have been thoroughly investigated)</i></p>	
*Name of Candidate:	
Candidate's temporary employment history:	
Total number of assignments	
Total duration of assignments	
Last assignment start and end dates	
Status (Roster / Retiree / Advt. & Selection)	
Last PMDS report (attach a copy)	
Signature of Supervisor & Date	Signature of Director & Date
BFO's clearance/comments	
Signature & Date	
PER's comments	
Signature & Date	
Comments of DAF	
Signature & Date	

\*Evaluation of candidates and justification for the proposed candidate is attached as per Annex IV.