



Guyana Prison Service Recruitment Procedure

1. A list of all applicant will be compiled by the Recruitment Staff of the Guyana Prison Service.
2. A copy of the list of all applicants will be sent to the Chairman of the Recruitment Board, for information.
3. Applicants will be notified by the Recruitment Staff of the date, time and location where the written test will be done.
4. Test papers will be marked by the training and Recruitment Staff of the Guyana Prison Service.
5. The Recruitment Staff will arrange for applicants who successfully complete the written test to be medically examined by the Prison Medical Officer, and advise them to acquire Police clearance, the Medical certificate and Police clearance are to be submitted to the Recruitment Staff.
6. A second list will be complied of eligible applicants, based on test results and forwarded to the recruitment board for review and setting of the interview date.
7. The Recruitment Staff will notify all applicants to be interviewed of the date, time and location of the interviews. They will advise applicants to bring along the following documents, where applicable-birth certificates, discharge certificate, academic and skill certificates, TIN certificate, ID cards, NIS cards, character references, their bank account numbers are to be supplied.
8. Files containing all relevant information, including applicants test papers, test scores, completed forms, police clearance, medical certificates, birth certificate, discharge certificate, academic and skill certificates, TIN certificate, ID cards, NIS cards, character references, bank account number will be sent to the Recruitment Board prior to the interviews.

9. The recruitment Board's recommendations of successful candidates to fill the vacant posts in the Guyana Prison Service will be sent to the Director of Prisons, for perusal and comments.
10. The Director of Prisons will peruse the list of recommended candidates and forward to the Permanent Secretary, Ministry of Home Affairs for consideration.
11. This process must be completed within ten (10) days.
12. The Permanent Secretary will examine the list and advise the Minister of Home Affairs accordingly.