REPUBLIC OF KENYA

TSC CIRCULAR NO.20/2026

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TO: TSC Regional Directors
TSC County Directors
TSC Sub-County Directors
Curriculum Support Officers

GUIDELINES FOR RECRUITMENT OF PRIMARY SCHOOL TEACHERS, ON PERMANENT & PENSIONABLE TERMS - 2026/2027 FINANCIAL YEAR

1.0GENERAL INFORMATION

1.1 Following the advertisement for recruitment of teachers for Primary schools, the Regional Director, Nairobi, all County Directors and Sub-County Directors are required to conduct a selection exercise for applicants desiring employment with Teachers Service Commission (TSC).

1.2 All applicants **MUST** be duly 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.

1.3 Applicants must submit their applications to the Secretary Teachers Service Commission through the online platform www.teachersonline.go.ke for the county/Sub-county where a vacancy has been declared.

1.4 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**).

1.5 The TSC Regional Directors shall induct TSC County Directors within their areas, who, in turn, shall induct members of the Selection Panels involved in the recruitment process. The areas of induction will include the relevant Sections of the TSC Act and the Code of Regulations for Teachers **(CORT, 2015)** before the commencement of the selection exercise.

1.6 TSC Sub-County Directors, in liaison with their respective TSC County Directors and the Regional Director in the case of Nairobi, shall ensure that venues earmarked for the selection process are accessible to applicants with disabilities.

1.7 Applicants whose names vary in the academic and professional certificates and identification cards **MUST** present an **Affidavit** sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya, explaining the name variance.

1.8 Applicants who re-sat either KCPE or KCSE examinations *(or their equivalent)* **MUST** present certified copies of the certificate(s) of the national examination(s) for all attempts. Copies of Certificates must be certified by the Sub-County Directors. In case the exam was cancelled, applicants must present a letter from the Head of Institution and a certified copy of the KNEC printout from the school confirming the cancellation.

1.9 Upon generating the 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 applicants.

1.10 **All the applicants** shall be invited for the verification of documents. The applicants shall be informed of the interview venue, date and time at least **seven (7) days** before the verification exercise through SMS.

1.11 The verification exercise shall be conducted at the Sub-County level by the TSC Sub-County Selection Panel under the direction of the TSC Sub-County Director.

1.12 During the selection, each applicant shall be assigned a serial number.

1.13 After the verification exercise, the TSC Sub-County Director shall compile a Merit List of all applicants whose documents have been verified.

1.14 Applicants must present original and legible photocopies of the following, among other relevant documents: -

1.14.1 National identification card;
1.14.2 Certificate of Registration as a teacher;
1.14.3 Any one of the following professional qualifications:
- 1.14.3.1 Bachelor of Education degree (Primary Option), with a minimum mean grade C+ at KCSE or its equivalent
- 1.14.3.2 Bachelor of Education (Secondary Option) with a P1 certificate, with a minimum mean grade C+ at KCSE or its equivalent;
- 1.14.3.3 Diploma in Secondary Teacher Education together with a P1 certificate, with a minimum mean grade C plain at KCSE or its equivalent;
- 1.14.3.4 Diploma in Primary Teacher Education (DPTE), Upgrade Diploma in Primary Teacher Education (UDPTE) or Diploma in Education (Primary Option) from a recognized institution, with a minimum mean grade of C Plain in KCSE.
- 1.14.3.5 PTE Certificate;

1.14.4 KCSE certificates or its equivalent (include certificates for attempts if one re-sat exam);
1.14.5 KCPE certificate or its equivalent (include certificates for attempts if one re-sat exam);
1.14.6 Letter of Certification of results by KNEC (where applicable);

1.14.7 Primary and Secondary School leaving certificates and other relevant testimonials;

1.15 National Council of Persons with Disabilities (NCPWD) Card (where applicable);

1.16 An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya to explain the variance in names.

1.17 Persons with disabilities shall be required to declare their disability status together with the nature of disabilities to inform their placement during selection process.

1.18 The Commission shall ensure that **AT-LEAST 5% of all the advertised slots** are reserved for the recruitment of teachers with disabilities in accordance with the provisions of the Constitution and the Law.

1.19 In the event of a tie in the ranking, consideration for selection shall be determined in the following order:

1.19.1 Length of stay since graduation;
1.19.2 Quality of academic certificates
1.19.3 Professional certificates presented.

N/B: ***Where applicants tie in points awarded for their professional qualifications, including P1, DPTE, UDPTE, Diploma in Education or Bachelor of Education, their aggregate KCSE grades or equivalent qualifications shall be used to break the tie.***

1.20 The selection panel shall vet each applicant to determine whether he/she meets the requirements of the TSC advertisement during the selection exercise.

1.21 **Preference** will be given to applicants who have not previously been employed by the Commission on Permanent and Pensionable terms.

1.22 Preference shall be given, in order of merit, first to applicants hailing from the respective sub-county, followed by applicants hailing from the respective county, and thereafter to applicants from other counties.

1.23 Any Application for Employment form filled or Offer of Employment issued based on misleading information provided by the applicant shall be cancelled immediately without any further reference to the candidate. This underscores the seriousness of providing accurate and truthful information in the application process.

2.0 SUB-COUNTY SELECTION PANELS

Each Sub–County Selection Panel shall comprise of the following members: -

a)	The Sub County Director/Representative	- Chairperson
b)	TSC Sub County Human Resource Officer/Rep.	- Secretary
c)	Curriculum Support Officer/Rep	- Member
	TOTAL	**3**

3.0 VERIFICATION AND AUTHENTICATION OF ACADEMIC, PROFESSIONAL AND RELATED DOCUMENTS.

3.1 The TSC Sub County Director shall verify the TSC registration status of all applicants and present a list of all applicants to the Selection Panel;

3.2 Applicants must appear in person before the Selection Panel on the set dates.

3.3 Original academic and professional certificates shall be scrutinized to verify their authenticity.

3.4 The TSC Sub County Director shall certify photocopies of the certificates and other documents before forwarding them to the TSC County Director.

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

4.0 SELECTION CRITERIA

4.1 Applicants shall be awarded marks as per the score sheet (**Appendix 1(a), or 1 (b)**

4.2 Where applicants tie in scores, the panel shall consider the criteria under **Clause 1.6** of these guidelines.

4.3 Upon verification of academic, professional and other relevant documents, the Sub-County selection panel shall:

4.3.1 Compile Sub-County Merit List.

4.3.2 Compile a separate Sub County Merit list for applicants with disabilities.

4.3.3 Submit the Merit Lists to the TSC County Directors, who shall compile a County Merit List for verification at the Headquarters.

NB. ***1. Applicants with hearing and speech disabilities shall be allowed to be assisted by a sign language interpreter.***

2. The County Director shall compile and submit a soft copy of merit list of applicants with disabilities to the Headquarters.

5.0 DOCUMENTS TO BE SUBMITTED TO TSC COUNTY DIRECTOR

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

5.1 List of all applicants who presented documents for verification at the Sub County level **(Appendix II);**

5.2 Sub County Merit List **(Appendix III);**

5.3 List of all Sub County applicants with disabilities **(Appendix VII);**

5.4 Summary of complaints raised (if any) together with the action taken;

5.5 Minutes of the Sub-County Selection Panel duly signed by the Chairperson and Secretary clearly showing how the final list of the successful applicants was agreed upon.

5.6 The TSC County Director shall be required to compile the County Merit List for onward submission to the TSC Headquarters within the stipulated timelines.

5.7 The TSC Regional Director is responsible for overseeing the entire recruitment process within their respective region, ensuring compliance with established guidelines and procedures.

NB: The TSC County Director is responsible for ensuring that the exercise is fair and transparent. TSC County Director must also ensure that all documents are in order as provided in the approved checklist and appropriately signed/certified before submission to the TSC Headquarters.

6.0 COMPLAINTS

6.1 Any applicant who is dissatisfied with the exercise should submit to the TSC County Director a written complaint immediately and send an email to the TSC Headquarters through dirstaffing@tsc.go.ke not later than **seven (7) days** after the selection exercise;

6.2 The TSC County Director should, within **seven (7) days** of receipt of such a complaint, analyze and address all complaints raised after the selection process has been completed and, after that, submit a report to the Headquarters on the action taken.

6.3 Where an applicant is dissatisfied with the decision of the TSC County Director in (ii) above, or where the complaint is made against the decision of the TSC County Director, the applicant shall appeal **in writing** to the Appeals Committee on staffing functions at the TSC Headquarters within **seven (7) days after decision of the TSC County Director**. The Appeals Committee shall investigate the allegations and take appropriate action within **fourteen (14) days**.

7.0 DOCUMENTS TO BE SUBMITTED TO TSC HEADQUARTERS

7.1 The TSC County Director shall submit the following to the TSC Headquarters;

- 7.1.1 Copies of minutes of the Sub-County Selection Panel duly signed by the Chairperson and Secretary and verified by the TSC County Director;
- 7.1.2 County Merit Lists; **(Appendix IV)**
- 7.1.3 List of all selected applicants drawn from the Sub- County/County merit list **(Appendix V)**
- 7.1.4 List of all invited applicants who did not appear for verification (**Appendix VI);**
- 7.1.5 List of applicants with disability; **(Appendix VII)**
- 7.1.6 Duly signed Offer of Employment Letter;
- 7.1.7 Original statement of confirmation of PTE/DPTE/DPTE(Upgrade)/KCSE/KCPE results from KNEC for applicants without original certificates;
- 7.1.8 Original Medical Examination report in form **GP 69;**

7.2 Certified copies of the following documents in the order indicated below: -

- 7.2.1 National identification card;
- 7.2.2 Certificate of Registration as a teacher;
- 7.2.3 PTE/DPTE/DPTE (Upgrade) or the specified Diploma in Education or Bachelor of Education.
- 7.2.4 KCSE certificate or its equivalent (include certificates for all attempts if one re-sat exams);

7.2.5 KCPE certificate or its equivalent (include certificates for all attempts if one re-sat exams);
7.2.6 Letter of certification of results by KNEC (where applicable);
7.2.7 Primary and Secondary School leaving certificates and other relevant testimonials (*these should cover the period of schooling at each level*).
7.2.8 National Council of Persons with Disabilities (NCPWD) Card (where applicable);
7.2.9 An Affidavit sworn under the Oaths and Statutory Declarations Act, Cap 15 of the Laws of Kenya to explain the variance in names;
7.2.10 KRA PIN certificate, Bank form and Bank plate/card (front face) to facilitate Appointment on the payroll.
7.2.11 Panel score sheet (**Appendix I**) hard copy for the selected applicants fully signed.
7.2.12 NSSF Card
7.2.13 SHIF/SHA Registration Number

8.0 IMPORTANT NOTES

8.1 Merit Lists shall be made available to members of the public wishing to see them on request in a manner that will not jeopardize the recruitment process and in total adherence to the Data Protection Act, 2019.

8.2 All enquiries arising from these guidelines should be made to the respective TSC County Director.

8.3 **Notwithstanding the decentralization of the function of teacher recruitment pursuant to Section 20 of the TSC Act, the Commission may carry out recruitment from the TSC Headquarters**.

8.4 The TSC Regional Directors shall:
8.4.1 Ensure guidelines are adhered to within their regions;
8.4.2 Coordinate the teacher recruitment process within their respective regions;
8.4.3 Sensitize County Directors and oversee the sensitization of other officers, including members of the Selection Panels involved in the process;
8.4.4 Undertake measures to resolve complaints arising from the process within their regions;

9.0 Attached find the following Appendices;

9.1 Appendix I (a): Panel Score Sheet for primary school teachers
9.2 Appendix 1 (b): Panel Score Sheet for primary school teachers with disability
9.3 Appendix II: Sub County Registration list of applicants presenting verification
9.4 Appendix III: Sub County Merit List.
9.5 Appendix IV: County Merit List Disaggregated by Sub-County
9.6 Appendix V: List of selected applicants
9.7 Appendix VI: List of applicants who did not appear for verification
9.8 Appendix VII: List of applicants with disabilities.

DR. E. J. MITEI, MBS
Ag. COMMISSION SECRETARY/CEO

APPENDIX 1(a)

PANEL SCORE SHEET FOR PRIMARY SCHOOL TEACHERS

APPLICANT'S NAME _____ **TSC NO.** _____

REGION _____ **COUNTY** _____ **SUB COUNTY** _____

KCSE GRADE _____ **YEAR OF GRADUATION/EXAMINATION** _____

PTE POINTS _____ **TP GRADE** _____

BED/DIP-PRY OPTION/DPTE/DPTE (Upgrade)POINTS/GRADE_____

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
A.	Bachelor of Education (Primary Option)		
(i)	(i) First Class----------	05	
	(ii) Second Class ----------	03	
	(iii) Pass----------	02	
	MAXIMUM SCORE	**05**	
(ii)	Bachelor of Education (Secondary Option) with a P1 Certificate		
	(i) First Class----------	05	
	(ii) Second Class ----------	03	
	(iii) Pass----------	02	
(iii)	Diploma in Secondary Teacher Education with a P1 Certificate		
	(i)Distinction----------	05	
	(ii) Credit----------	03	
	(iii) Pass----------	02	
(ii)	DPTE/UDPTE/Diploma in Education (Primary Option)		
	(i) Distinction----------	05	
	(ii) Credit----------	03	
	(iii) Pass----------	02	
	MAXIMUM SCORE	**05**	
(iii)	**Professional P1 qualifications**		
	6 - 28 points ----------	05	
	29 – 50 points ----------	03	
	51 - 64 points----------	02	
	NB: The score does not include teaching practice.		
	MAXIMUM SCORE	**05**	
B.	**Age**		
	50 years old and above	20	
	47 - 49 years old	15	
	44 – 46 years old	10	
	43 years old and below	05	
	MAXIMUM SCORE	**20**	
C.	**Length of stay since qualifying as a teacher**		
	i. 2010 and before ----------	75	
	ii. 2011----------	70	
	iii. 2012 ----------	66	
	iv. 2013 ----------	62	
	v. 2014 ----------	58	

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
	vi. 2015 ----------	54	
	vii. 2016 ----------	50	
	viii. 2017 ----------	46	
	ix. 2018 ----------	42	
	x. 2019 ----------	38	
	xi. 2020 ----------	34	
	xii. 2021 ----------	30	
	xiii. 2022 ----------	26	
	xiv. 2023 ----------	22	
	xv. 2024----------	18	
	xvi. 2025----------	14	
	xvii. 2026----------	10	
	MAXIMUM SCORE	**75**	
	GRAND TOTAL	**100**	

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

SELECTION PANEL SECRETARY

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____

Verified by:

TSC COUNTY DIRECTOR

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX 1 (b)

PANEL SCORE SHEET FOR TEACHERS WITH DISABILITIES

APPLICANT'S NAME _____ **TSC NO.** _____

REGION _____ **COUNTY** _____ **SUB COUNTY** _____

KCSE GRADE_____ **YEAR OF GRADUATION/EXAMINATION** _____

PTE POINTS _____ **TP GRADE** _____

BED/DIP-PRY OPTION/DPTE/DPTE (Upgrade)POINTS/GRADE_____

	SCORING AREAS	**MAXIMUM SCORE**	**ACTUAL SCORE**
A. **(i)**	Bachelor of Education (Primary Option) (i) First Class---------- (ii) Second Class ---------- (iii) Pass---------- **MAXIMUM SCORE**	 05 03 02 **05**	
(ii)	Bachelor of Education (Secondary Option) with a P1 Certificate (i) First Class---------- (ii) Second Class ---------- (iii) Pass----------	 05 03 02	
(iii)	Diploma in Secondary Teacher Education with a P1 Certificate (i)Distinction---------- (ii) Credit---------- (iii) Pass----------	 05 03 02	
(ii)	DPTE/UDPTE/Diploma in Education (Primary Option) (i) Distinction---------- (ii) Credit---------- (iii) Pass---------- **MAXIMUM SCORE**	 05 03 02 **05**	
(iii)	**Professional P1 qualifications** 6 - 28 points ---------- 29 – 50 points ---------- 51 - 64 points---------- **NB: The score does not include teaching practice.** **MAXIMUM SCORE**	 05 03 02 **05**	
B.	**Age** 50 years old and above 47 - 49 years old 44 – 46 years old 43 years old and below **MAXIMUM SCORE**	 20 15 10 05 **20**	
C.	**Length of stay since qualifying as a teacher**		

	SCORING AREAS	MAXIMUM SCORE	ACTUAL SCORE
	i. 2010 and before ----------	75	
	ii. 2011----------	70	
	iii. 2012 ----------	66	
	iv. 2013 ----------	62	
	v. 2014 ----------	58	
	vi. 2015 ----------	54	
	vii. 2016 ----------	50	
	viii. 2017 ----------	46	
	ix. 2018 ----------	42	
	x. 2019 ----------	38	
	xi. 2020 ----------	34	
	xii. 2021 ----------	30	
	xiii. 2022 ----------	26	
	xiv. 2023 ----------	22	
	xv. 2024----------	18	
	xvi. 2025----------	14	
	xvii. 2026----------	10	
	MAXIMUM SCORE	**75**	
	GRAND TOTAL	**100**	

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

SELECTION PANEL SECRETARY

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____

SELECTION PANEL CHAIRPERSON

Name _____ TSC No. _____ Designation _____

Sign. _____Mobile No. _____Date: _____

Verified by:

TSC COUNTY DIRECTOR

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX II

SUB COUNTY REGISTRATION LIST OF APPLICANTS WHO PRESENTED DOCUMENTS FOR VERIFICATION

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

S/NO	NAME	TSC NO.	ID NO.	NCPWD NO. (where applicable)	GENDER	SUB COUNTY	COUNTY	MOBILE NO.	PTE POINTS	DPTE (UPGRADE) POINTS	AGE	HOME COUNTY	HOME SUB COUNTY	YEAR OF GRAD.	REMARKS IF ANY

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

PANEL SECRETARY

Name _____ TSC No. _____ Designation _____ Sign. _____ Mobile No. _____ Date: _____

PANEL CHAIRPERSON

Name _____ TSC No. _____ Designation _____ Sign. _____ Mobile No. _____ Date: _____

Verified by:
TSC COUNTY DIRECTOR

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

APPENDIX III
SUB-COUNTY MERIT LIST

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

S/NO	NAME	TSC NO.	ID NO	NCPWD NO. (where applicable)	GENDER	SUB COUNTY	COUNTY	SCORING AREAS				TP GRADE	KCSE MEAN	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	HOME SUB COUNTY	REMARKS IF ANY e.g disability
								A	B	C	TOTAL							

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

PANEL SECRETARY

Name _____ TSC No. _____ Designation _____ Sign. _____ Mobile No. _____ Date: _____

PANEL CHAIRPERSON

Name _____ TSC No. _____ Designation _____ Sign. _____ Mobile No. _____ Date: _____

Verified by:

TSC COUNTY DIRECTOR

Name _____ TSC No. _____ Sign. _____ Mobile No. _____ Date: _____

APPENDIX IV
COUNTY MERIT LIST

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

S/NO	NAME	TSC NO.	ID NO	NCPWD NO. (where applicable)	GENDER	SUB COUNTY	COUNTY	SCORING AREAS				TOTAL	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	HOME SUB COUNTY	REMARKS IF ANY e.g disability
								A	B	C	D								

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

TSC COUNTY DIRECTOR

Name _____ TSC No. _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX V

LIST OF SUB COUNTY/COUNTY SELECTED APPLICANTS

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

S/NO	NAME	TSC NO.	ID NO	NCPWD NO. (where applicable)	GENDER	SUB COUNTY	COUNTY	SCORING AREAS				TOTAL	TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	HOME SUB COUNTY	REMARKS IF ANY e.g disability
								A	B	C	D								

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

PANEL SECRETARY

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____

PANEL CHAIRPERSON

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX VI

LIST OF SUB COUNTY/COUNTY APPLICANTS WHO DID NOT APPEAR FOR VERIFICATION OF DOCUMENTS

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

Use format of the System generated list received from TSC Headquarters.

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

PANEL SECRETARY

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____

PANEL CHAIRPERSON

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____

APPENDIX VII

LIST OF ALL SUB COUNTY/COUNTY APPLICANTS WITH DISABILITIES

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

S/NO	NAME	TSC NO.	ID NO	NCPWD NO.	DISABILITY TYPE (V.I, H.I, P.I, etc)	GENDER	SUB COUNTY	COUNTY	SCORING AREAS					TP GRADE	KCSE MEAN GRADE	YEAR OF GRAD.	MOBILE NO.	HOME COUNTY	HOME SUB COUNTY	REMARKS IF ANY e.g disability
									A	B	C	D	TOTAL							

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

PANEL SECRETARY

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____

PANEL CHAIRPERSON

Name _____ TSC No. _____ Designation _____

Sign. _____ Mobile No. _____ Date: _____