

BANGUNAN SURUHANJAYA PERKHIDMATAN AWAM, LAPANGAN TERBANG LAMA, BERAKAS, BANDAR SERI BEGAWAN, BB3510, NEGARA BRUNEI DARUSSALAM

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# PRESS STATEMENT

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### **UPDATE**

## NEW PROCEDURE FOR JOB OFFER LETTER AND JOB ACCEPTANCE/ REJECTION LETTER

In ensuring the efficiency of the PSC business processes during the COVID-19 situation, the Public Service Commission would like to announce new procedures that are in place for delivering Job Offer Letters to successful candidates and submissions of Job Acceptance/ Rejection Letter from candidates. Hereby are the guidelines:

### Job Offer Letter

- 1. Job Offer Letter will be delivered to successful candidates via e-mail. Candidates are advised to always check their inbox including the Junk/ Spam folders.
- 2. Original copy of the Offer Letter will be delivered through the postal service and candidates are also advised to ensure the postal address stated in the PSC Recruitment profile are correct and updated.

### Submission of Job Acceptance/ Rejection Letter

- 1. Job Acceptance/ Rejection Letter can be submitted through e-mail ulp.spa@spa.gov.bn OR;
- 2. Through Drop Box provided at **Main Entrance Level 1**, Public Service Commission Building, Old Airport, Berakas, Bandar Seri Begawan (Working hours only every Monday until Thursday and Saturday, from 8.00am to 2.00pm)

Pre-employment medical check service is not available at the moment. Further development on the matter will be announced through the PSC.BN Instagram and Telegram official accounts. Pre-employment medical check services will be determined by the latest standard operating procedure which will be announced by the Ministry of Health.

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