



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria – Vlada – Government

**REGULATION (GRK) NO. 05/2024 ON AMENDING AND
SUPPLEMENTING REGULATION (GRK) NO. 15/2023 ON ADMISSION
PROCEDURE IN THE CIVIL SERVICE¹**

¹ Regulation (GRK) No. 05/2024 on Amending and Supplementing Regulation (GRK) No. 15/2023 on Admission Procedure in the Civil Service, has been approved in the 190 Meeting of the Government of the Republic of Kosovo, with the Decision No. 03/190, dated 27.02.2024.

Government of the Republic of Kosovo,

Pursuant to Article 93, paragraph 4 of Constitution of the Republic of Kosovo, Article 98, paragraph 3 of Law 08/L-197 on Public Officials, Article 8, paragraph 4, subparagraph 4.5 of Law No. 08/L-117 on the Government of the Republic of Kosovo and in accordance with Article 19, paragraphs 6, subparagraph 2 of Regulation No. 09/2011 of Rules and Procedures of the Government of the Republic of Kosovo,

Issues:

REGULATION (GRK) NO. 05/2024 ON AMENDING AND SUPPLEMENTING REGULATION (GRK) NO. 15/2023 ON ADMISSION PROCEDURE IN THE CIVIL SERVICE

Article 1 Purpose

The purpose of this Regulation shall be to amend and supplement Regulation (QRK) No. 15/2023 on Admission Procedure in the Civil Service.

Article 2 Scope

The scope of this Regulation shall be the same as the scope of the Basic Regulation

Article 3 Definitions

1. Terms, expressions and abbreviations used in this Regulation shall have the following meaning:
 - 1.1. Basic Regulation shall mean Regulation (GRK) 15/2023 on Admission Procedure in the Civil Service.
2. Expressions, terms and other abbreviations used in this Regulation shall have the same meaning as the definitions given in LPO.
3. The expressions, terms and abbreviations referring to one gender shall also mean the other gender.

Article 4

Paragraph 5 of Article 9 of the Basic Regulation shall be amended as follows:

The Ministry responsible for public administration shall be required to develop a database with written test questions and/or oral interview questions within one (1) year from the adoption of this Regulation. Until the establishment of this database, the full composition Admission Committee shall be obliged to, no later than twenty-four (24) hours before the test, prepare multiple-choice written test questions with a correct answer, as well as a written essay, taking

into account the areas of knowledge and skills specified in the recruitment announcement. The questions shall be entered into the electronic system by the Commission, which administers the testing process.

Article 5

Paragraph 7 of Article 10 shall be deleted

Article 6

After Article 10 of the Basic Regulation, the following new Article 10A shall be added:

Article 10A

The professional evaluation for the senior management category candidates

1. Assessment through written testing shall be the first step of the professional evaluation process for candidates in senior management positions after pre-verification and must be carried out no later than 15 days after the publication of the list of candidates who have passed pre-verification.
2. In the written test, candidates shall be evaluated for the essential knowledge, skills and qualities required for the respective position.
3. The maximum possible points for the written test shall be up to fifty (50) points. The drafting/selection of questions shall be done in accordance with paragraph 5 of Article 4 of this Regulation.
4. The written test shall contain a total of twenty-five (25) questions and one (1) short essay. Each correct answer shall be scored with one (1) point, while the essay may be scored with up to twenty-five (25) points.
5. The duration of the written test shall be no longer than ninety (90) minutes.
6. Members of the Admission Committee shall evaluate the written test independently and impartially, no later than ten (10) days from its completion date. Multiple-choice questions shall be evaluated electronically by the system, while the essay shall be evaluated by the Admission Committee.
7. The essay shall be evaluated individually by all Admission Committee members, who shall sign the evaluation form and shall enter points in HRMIS. The aggregation of points from each member of the Committee shall produce the average evaluation score for the essay by the Committee, for a specific candidate. The aggregation of the points evaluated by the system and the essay points shall constitute the final evaluation of the written test.
8. Following the evaluation of the written test, the evaluation of candidates shall resume with the interview, which shall be conducted verbally and must be completed no later than fifteen (15) days after the completion of the evaluation of the written test.
9. The Admission Committee shall notify candidates who have undergone the written test regarding the day, time and venue of the interview.

10. The knowledge, skills and qualities that cannot be evaluated through written tests shall be evaluated in the interview.

11. The interview shall be conducted by the Admission Committee, which shall prepare the same set of questions for all candidates for the interview. These questions should be prepared on the day of the interview, except for the introduction question, which shall be selected and sent to candidates along with the notification of the interview schedule.

12. There shall be a competency-based interview consisting of five (5) questions, each scored with a maximum of seven (7) points, as well as one (1) introduction question, which shall be scored with a maximum of 15 points.

13. Each member of the Admission Committee shall provide a detailed evaluation for each question.

14. A candidate may score a maximum of fifty (50) points in the interview, of which ten (10) points shall be for the curriculum vitae (CV).

15. The maximum evaluation for the curriculum vitae shall be as follows:

15.1. up to three (3) points for education;

15.2. up to four (4) points for relevant work experience; and

15.3. up to three (3) points for relevant training.

16. The final evaluation of the interview for a candidate shall be the arithmetic mean of all members' evaluations.

Article 7 Transitional provisions

Article 6 of this Regulation shall apply only to procedures that shall be published after the entry into force of this Regulation.

Article 8 Entry into force

This Regulation shall enter into force after its publication in the Official Gazette of the Republic of Kosovo.

Albin KURTI

Prime Minister of Republic of Kosovo
28 February.2024