



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

**REGULATION NO. 07/2025 ON ADMISSION PROCEDURE IN THE CIVIL
SERVICE¹**

¹ Regulation (GRK) no. 07/2025 on Admission Procedure in the Civil Service, was adopted at the 261-th session of the Government of the Republic of Kosovo, by decision No. 06/261, dated 05.06.2025.

The Government of the Republic of Kosovo,

Pursuant to Article 93, paragraph 4, of the Constitution of the Republic of Kosovo, Articles 39, 40, 41, 42, 43, 44, 45, 46, 47, 48 and 49 of Law No. 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 78, paragraph 6, subparagraph 6.2, of Regulation (GRK) No. 17/2024 on Rules of Procedure of the Government of the Republic of Kosovo,

Issues the following:

REGULATION NO. 07/2025 ON ADMISSION PROCEDURE IN THE CIVIL SERVICE

Article 1

Purpose

The purpose of this Regulation shall be to determine the rules and procedure for the recruitment of candidates for admission to the civil service, establishment of committees, evaluation and appointment of candidates to the civil service.

Article 2

Scope

1. The provisions of this Regulation shall apply to all state administration institutions during the conduct of recruitment procedures in all categories of the civil service.
2. This Regulation shall also apply to other state institutions, except the Presidency of the Republic of Kosovo, the Constitutional Court of the Republic of Kosovo, the Justice System, the Assembly of the Republic of Kosovo, and independent constitutional institutions.

Article 3

Definitions

1. Expressions, terms and abbreviations used in this Regulation shall have the following meaning:

- 1.1. **LPO** – means Law No. 08/L-197 on Public Officials;
- 1.2. **Admission to the Civil Service** – means admission to all categories of the civil;
- 1.3. **Responsible Unit** – means the DMPO for state administration institutions and the Human Resources Management Unit of other state institution or institutions that employ civil servants with special status;

1.4. **DMPO** – means the Department for Management of Public Officials within the Ministry of Internal Affairs.

- 1.1. **HRMU** – means the Human Resources Management Unit;
- 1.2. **HRMIS** – means the Human Resources Management Information System;
- 1.3. **IOBCSK** – means the Independent Oversight Board of the Civil Service of Kosovo.

2. Other expressions, terms and abbreviations used in this Regulation shall have the same meaning as the definitions provided in the LPO.
3. Expressions, terms and abbreviations used for one gender shall also mean the other gender.

Article 4 **Recruitment procedure**

1. Admission to the Civil Service, according to this Regulation, shall be done for all categories of the Civil Service, through an open, public recruitment procedure, in accordance with the principles defined in the LPO.
2. Recruitment for the professional category shall be organized for a position or group of general administration positions and a position or group of special administration positions, in accordance with the institution's needs and planning by the responsible unit of the institution that conducts the recruitment procedure.
3. Recruitment for the specialist category is organized for a specific administrative position or group of positions, according to the needs of the institution and according to the planning of the responsible Unit.
4. Admission to the lower, middle and upper management categories shall be done through an open and public competition organized for each vacant position.
5. The recruitment procedure shall be announced by the responsible unit through the HRMIS, and other appropriate means of information.
6. Recruitment procedures shall be carried out by the DMPO for state administration institutions, with the exception of institutions that have civil servants with special status, for which the recruitment procedures shall be carried out by the HRM Unit of that institution.
7. In other state institutions, recruitment procedures shall be carried out by the HRM Unit of that institution.

8. Applications from candidates for admission to the civil service shall be accepted within thirty (30) days from the date of announcement of the recruitment procedure.
9. The application procedure shall be conducted in two (2) stages:
 - 9.1. preliminary verification through which it is verified whether the candidates meet the general and specific criteria in accordance with the vacancy announcement; and
 - 9.2. professional evaluation that includes evaluation of the knowledge and professional skills of candidates.
10. The preliminary verification shall be conducted by the responsible unit, while the professional evaluation shall be done by the Admissions Committee.
11. The professional evaluation shall include a written test ensuring the anonymity of the candidate, and the evaluation through an interview.
12. In the preliminary verification procedure, candidates shall not be scored.
13. Representatives from civil society and trade unions may participate in the recruitment procedure for all categories as observers. Observers are obliged to protect personal data in accordance with applicable legislation. The participation of observers is ensured on the basis of a prior notification addressed to the responsible unit.

Article 5 **Announcement of the recruitment procedure**

1. The recruitment procedure announcement shall contain at least the following data:
 - 1.1. job position;
 - 1.2. a general job description;
 - 1.3. general criteria for admission pursuant to Article 9 of the LPO;
 - 1.4. additional specific criteria, if any;
 - 1.5. knowledge, skills and qualities that are required in the recruitment procedure;
 - 1.6. the submission method of applications;
 - 1.7. the deadline for receiving applications specified with an exact date;

- 1.8. documents that must be submitted as part of the application process and the submission method;
- 1.9. evaluation method of candidates/applicants;
- 1.10. information and communication methods with candidates.

2. All announcements shall also contain the following notes:

- 1.1. “The non-majority communities and their members, people with disabilities and underrepresented gender shall have the right to fair and proportional representation in the Civil Service of Kosovo, as specified in the LPO”;
- 1.2. “Applications submitted after the deadline shall not be accepted and the incomplete applications shall be rejected.”

3. The candidate, through the application, shall declare and bear responsibility for the authenticity of the submitted documents as required by the recruitment procedure announcement.

4. False statement shall be a reason for exclusion from the recruitment procedure, pursuant to this Article.

Article 6 **Applications of candidates**

1. Candidates shall complete the application electronically, which contains the following data:
 - 1.1. personal data of the candidate;
 - 1.2. level of education, including diplomas obtained, educational institutions, and graduation dates;
 - 1.3. a detailed description of work experience, including the following information:
 - 1.3.1 name of employer;
 - 1.3.2. titles, grades and/or similar;
 - 1.3.3. duration of employment;
 - 1.3.4. description of main duties;
 - 1.3.5. number and type of staff under supervision, if any;

1.3.6. address and contact details of the previous employer(s);

1.3.7. reasons for termination of the previous employment relationship(s).

1.4. language skills;

1.5. information on specific training completed or offered, professional qualifications and specializations, special skills and publications, if required in the vacancy announcement;

1.6. computer skills;

2. Together with the application for participation in the recruitment procedure, candidates shall attach the following documentation:

2.1. a copy of the diploma required under the vacancy announcement and issued by the educational institutions, a certificate of nostrification of the diploma obtained abroad, or an act proving that the diploma obtained abroad is in the nostrification procedure, provided that the nostrification of the diploma is submitted before signing the letter of appointment for a certain position;

2.2. Copies of proof of employment (certificate/contract) issued by the relevant employment institution for work experience, which specifies the job position and the duration of engagement in that position. Proof of employment outside public institutions must be supported by at least one of the following evidence: statement of payments to the pension savings fund or statement of payments of tax obligations in accordance with the tax legislation on personal income. Work experience, which is declared according to the conditions of the competition, acquired in another country, is proven through a translated certificate of work experience issued by the competent body of that country, or through a translated and notarized certificate of experience issued by the relevant employer.;

2.3. copies of documents proving fulfillment of the application requirements defined in the recruitment announcement and stated in the application.

3. Notwithstanding paragraph 2 of this Article, the certificate that the candidate has not been convicted of committing a criminal offence intentionally, and the certificate that the candidate has no disciplinary measure in force for a serious offence in a public institution, shall be provided during the verification stage prior to the appointment.

4. Candidates shall complete the application in accordance with the relevant Law on the Use of Languages. Documents in foreign languages shall be translated into one of the official languages by an authorized translator.

5. The responsible unit shall provide technical support during the competition procedure, upon request of the candidates.

Article 7

Preliminary verification

1. Preliminary verification shall be a process of verifying whether the candidates for admission to the Civil Service meet the general and specific criteria, in accordance with the vacancy announcement.
2. Preliminary verification shall be conducted by the responsible unit, not later than fifteen (15) days after the deadline for accepting applications, based on the documents submitted as part of the application, with the possibility of extending the deadline for another fifteen (15) days, as determined by the provisions of the Law on General Administrative Procedure, for objective reasons through a reasoned decision that is notified to the applicants.
3. The responsible unit shall, through the HRMIS, notify candidates who do not meet the recruitment requirements, including all criteria and/or evidence that have not been fulfilled.

Article 8

Professional evaluation

1. The professional evaluation stage shall consist of a written test where the anonymity of the candidates is ensured, as well as evaluation through an interview conducted by the Admission Committee supported by the responsible unit. The members of the Admissions Committee shall be trained to perform their duties. The responsible unit shall ensure that in the lists of each category or group, there are potential members trained with specialized recruitment training. The list of candidates who will receive specialized training shall be proposed by the institutions.

Article 9

Evaluation through a written test

1. Evaluation through a written test shall be the first step in the process of professional evaluation of candidates after preliminary verification and shall be carried out no later than 15 days after the candidates are notified on the completion of the preliminary verification.
2. The written test shall be conducted and evaluated electronically.
3. The maximum possible score for the written test shall be as follows:
 - 3.1. Up to sixty percent (60%) of the overall score for the professional and specialist category.
 - 3.2. Up to fifty percent (50%) of the overall score for the lower and middle management category.
 - 3.3. Up to forty percent (40%) of the overall score for the senior management category.

4. In the procedures for the senior management category, only candidates who obtain at least fifty percent (50%) of the score in the written test shall pass it, while in all other categories only candidates who obtain at least seventy percent (70%) of the score in the written test shall pass the written test.
5. The Admissions Committee shall select, on the day of the written test, electronically from the question banks available to the Department for the Management of Public Officials, the questions of the written test of the multiple-choice model with one correct answer.
6. The civil service question bank shall be developed and updated by the DMPO and contain questions that evaluate the candidates' analytical and reasoning skills through tests that measure analytical, verbal, numerical and abstract thinking, as well as other aspects of cognitive ability. For management positions, the bank shall also contain other questions related to staff management and division of duties, aimed at assessing candidates' leadership and decision-making skills.
7. The DMPO may update or change the types of questions that evaluate the knowledge or qualities of candidates in the written test. The structure of the tests for each category, including the number of questions and the level of difficulty, shall be determined in the HRMIS by the DMPO and may be changed as necessary.
8. The duration of the written test shall be no longer than ninety (90) minutes.
9. The written test questions shall be scored electronically by the system.
10. After the evaluation of the written test, the responsible unit shall compile a list of candidates who have passed the written test. The list shall be published without personal data, only with unique application numbers generated by the HRMIS, through the HRMIS, the institution's website, and other appropriate means of information.
11. In order to ensure the integrity and transparency of the testing process, and maintain the question bank, cameras may be installed in the written test rooms to monitor and record activities during the test. Candidates shall be notified in advance, from the moment of application, about the use of cameras and the recording of the testing process. The cameras shall be used pursuant to legislation on protection of personal data and the right to privacy, ensuring that the recorded information is used only for specified purposes and in accordance with the law.
12. To maintain the integrity of the question bank and ensure the objectivity of the testing process, the candidate shall not be provided with a copy of the written test or the answer key. However, upon request, the candidate may be provided with controlled and limited access to the institution's premises to review his or her test and/or that of the winning candidate through a visual display of the questions he or she missed, the answers given, and the correct answers, without the right to copy, photograph, or take the content outside the institution.

Article 10

Evaluation through interview

1. After the evaluation of the written test, the candidate evaluation shall continue with an interview after the publication of the list of candidates who have passed the written test.
2. Only candidates who have obtained at least seventy percent (70%) of the written test score shall be eligible to participate in the interview. Exceptionally, in the procedures of the senior management category, all candidates who have obtained at least fifty percent (50%) of the written test score shall be eligible to participate in the interview.
3. The responsible unit shall, by email, notify candidates who have successfully passed the written test regarding the date, time and place of the interview.
4. The interview shall evaluate the knowledge, skills and qualities required under the recruitment procedure. In the interview for management level, candidates shall be evaluated for their managerial, strategic and decision-making skills, management of staff and resources, as well as their ability to implement policies and address institutional challenges.
The interview shall be conducted by the Admission Committee and is structured according to the required competencies. The Committee shall prepare the same questions for all candidates on the day of the interview.

5. The maximum possible score for the interview shall be as follows:
 - 5.1. Up to forty percent (40%) of the total evaluation for the professional and specialist category.
 - 5.2. Up to fifty percent (50%) of the total evaluation for the lower and middle management category.
 - 5.3. Up to sixty percent (60%) of the total evaluation for the senior management category.
6. Each member of the Admissions Committee shall evaluate the interview in the HRMIS. The final interview score for each candidate shall be the average of the scores of all members.
7. The DMPO shall issue detailed guidelines on the form and conduct of the structured test and interview for all categories.

Article 11

Admission Committee for professional category positions

1. The professional evaluation of candidates for admission to the civil service in a professional category position shall be conducted by the Admission Committee.

2. The Admission Committee shall be selected ad hoc for each general or special administration group from the list of potential candidates. The list of potential candidates for members of the committee for each of the general or special administration groups is approved by the Government upon proposal of the minister responsible for public administration, while for other state institutions by the head of the relevant institution and is valid for two (2) years, with the possibility of renewal as needed. The list of candidates must not include officials who have disciplinary measures in force for serious violations in a public institution. The lists for each of the groups for state administration institutions shall be prepared by the DMPO, according to the proposals of the institutions.

3. The Admission Committee shall be selected through a computer system algorithmically by the responsible unit which appoints the Admission Committee. The computer system shall ensure, during the selection of the Committee for recruitment procedures in state administration institutions, that at least one of the members of the Committee is from potential members trained by the responsible unit with specialized training on recruitment.

4. In cases where the responsible unit has only one official, the Committee shall be appointed by the highest administrative official of the institution conducting the recruitment procedure.

5. The Admission Committee shall have five (5) members, as follows:

5.1. three (3) mid-level or lower management civil servants specialized in the relevant field according to the group for which the competition is held;

5.2. one (1) representative from the responsible unit; and

5.3. one (1) employee of the professional category of the relevant field.

6. For each category of Committee members, a substitute member shall be appointed. The substitute member shall perform the duties in the event of the temporary incapacity of the principal member.

7. The Committee shall be chaired by the representative of the responsible unit conducting the recruitment procedure.

Article 12 **Admission Committee for the specialist category**

1. The professional evaluation of candidates for admission to the civil service in the specialist category position shall be conducted by the Admission Committee.

2. The Admission Committee shall be selected ad hoc for each specific group from the list of potential candidates. The list of potential candidates for Committee members for each of the administration groups shall be approved by the Government upon proposal of the minister responsible for public administration, while for other state institutions by the head of the relevant institution and shall be valid for two (2) years, with the possibility of renewal as needed. The list of candidates must not include officials who have disciplinary measures in force for serious violations in a public institution. The lists

for each of the groups for state administration institutions shall be prepared by the DMPO according to the proposals of the institutions.

3. The Admission Committee shall be selected through a computer system algorithmically by the responsible unit, which appoints the Admission Committee. The computer system shall ensure, during the selection of the Committee for recruitment procedures in state administration institutions that at least one of the members of the Committee is from potential members trained by the responsible unit with specialized training on recruitment.

4. In cases where the responsible unit has only one official, the Committee shall be appointed by the highest administrative official of the institution conducting the recruitment procedure.

5. The Admission Committee for the specialist category shall have five (5) members, as follows:

5.1. three (3) mid-level or lower management civil servants specialized in the relevant field for the position or group of positions for which the competition is being held;

5.2. one (1) representative from the responsible unit; and

5.3. one (1) professor in the same field for the position for which the competition is being held.

6. For each category of Committee members, a substitute member shall be appointed. The substitute member shall perform the duties in the event of the temporary incapacity of the principal member.

7. The Committee shall be chaired by the representative of the responsible unit conducting the recruitment procedure.

8. The professor of the field shall be selected by the responsible unit through a public announcement. The compensation of the professor of the field is in the amount of 250 euros for the entire recruitment procedure. In the event that the professor of the field does not participate until the end of the procedure, payment shall be made only to the substitute who continues the process.

Article 13 **Admission Committee for the lower and middle management category**

1. The professional evaluation of candidates for admission to the civil service in lower and middle management positions shall be conducted by the Admission Committee.

2. The Admission Committee for the positions of the lower and middle management category shall be selected ad hoc for each position from the list of potential candidates. The list of potential candidates for members of the Committee shall be approved by the Government upon the proposal of the minister responsible for public administration, while for other state institutions by the head of the relevant institution and shall be valid for two (2) years, with the possibility of renewal as needed. The list of candidates must not include officials who have disciplinary measures in force for serious violations in a

public institution. The lists for each of the groups for state administration institutions shall be prepared by the DMPO, according to the proposals of the institutions.

3. The Admission Committee shall be selected through a computer system algorithmically by the responsible unit. The Committee shall be appointed by the chief administrative officer of the ministry responsible for public administration. The computer system shall ensure, during the selection of the Committee for recruitment procedures in state administration institutions, that at least two of the members of the Committee are from the institution of the vacant position, and that one of the potential members is trained by the responsible unit with specialized training on recruitment.

4. The Admission Committee for lower and middle management positions shall have five (5) members, as follows:

- 4.1. three (3) existing civil servants of the same or higher category;
- 4.2. one (1) civil servant from the responsible unit; and
- 4.3. one (1) civil servant with knowledge in the field of the vacant position.

5. For each category of Committee members, a substitute member shall be appointed. The substitute member shall perform the duties in the event of the temporary incapacity of the principal member.

6. The Committee shall be chaired by one of the civil servants of the same or higher category, designated in the decision establishing the Committee.

Article 14 **Admission Committee for the Senior Management Category**

1. The professional evaluation of candidates for admission to the civil service in a position of senior management category shall be conducted by the state Admission Committee. The professional evaluation of candidates for appointment to a position of senior management category in another state institution shall be conducted by the Admission Committee for senior management category positions established in any other state institution.

2. The Admission Committee shall be selected ad hoc for each position from the list of potential candidates. The list of potential candidates for members of the Committee in the state administration shall be approved by the Government upon the proposal of the minister responsible for public administration, while for other state institutions by the head of the relevant institution and shall be valid for two (2) years, with the possibility of renewal as needed. The list of candidates must not include officials who have disciplinary measures in force for serious violations in a public institution. The lists for each of the groups for state administration institutions shall be prepared by the DMPO, according to the proposals of the institutions.

3. The Admission Committee for the senior management category is selected through a computer system algorithmically by the responsible unit. The Admission Committee for the state administration

shall be appointed ad hoc for each position by the Government upon proposal of the minister responsible for public administration, while for the other state institution by the head of the relevant institution.

4. The Admissions Committee for senior management positions shall have five (5) members, as follows:

- 4.1. three (3) existing civil servants in senior management positions;
- 4.2. the head of the responsible unit;
- 4.3. one (1) external expert.

5. For each of the members of the Committee, including the external expert, the Government shall approve a principal member and a substitute member. The substitute member shall perform the duties in the event of the temporary incapacity of the principal member. The substitute member for the head of the responsible unit shall be appointed by one of the officials of the next category of the responsible unit.

6. Candidates for external experts of the Admission Committee for the senior management level shall meet the following criteria:

- 6.1. hold a first-level university degree (Bachelor),
- 6.2. have eight (8) years of professional work experience, of which at least five (5) years in management level positions;
- 6.3. must not be a members of the governing body of any political party;
- 6.4. not convicted of committing a criminal offense intentionally;
- 6.5. not employed in the civil service.
- 6.6. not be dismissed from civil service as a result of disciplinary measures and not have effective disciplinary measures for serious violations in the public institution.

7. The DMPO shall publish a public announcement within seven (7) calendar days for the receipt of proposals for external experts. In the case of other state institutions, the announcement shall be made by the HRM Unit.

8. The responsible unit shall, within ten (10) calendar days after the closing date of the public announcement, prepare the list of candidates who meet the criteria set out in paragraph 6 of this Article and send it to the minister responsible for public administration, respectively to the head of the institution.

9. The minister of the ministry responsible for public administration shall select the main member and the substitute member from the list of candidates and propose them to the Government for appointment as members of the Committee together with the decision on the establishment of the Committee. In the case of other state institutions, the expert shall be appointed by the head.

10. The member of the admission committee who is not a civil servant shall be compensated in the amount of 250 euros for the entire recruitment procedure. If the external expert does not participate until the end of the procedure, payment shall be made only for the substitute who continues the process.

Article 15 Announcement of the final result

1. The final evaluation of the candidate shall include the total score obtained in each evaluation stage.
2. At the end of the evaluation, the successful candidate shall be the candidate evaluated with the highest score, but not less than the minimum threshold of seventy percent (70%) of the total evaluation score. In the case of recruitment procedures for a group of positions, the successful candidates shall be considered the candidates with the highest score, but not less than seventy percent (70%) until the vacant positions announced for that procedure are filled.
3. In the case of the senior management procedure, all candidates evaluated by the Admission Committee above the minimum threshold of seventy percent (70%) of the total evaluation score who are proposed for final selection by the immediate supervisor shall be considered successful candidates.
4. All candidates shall be notified through the HRMIS with the results of the recruitment process. The list of successful candidates, including the name and surname of the candidates, as well as the scores achieved in the written test, interview and the overall score for each candidate, according to annex 1 of this Regulation shall be published in the HRMIS and on the institution's website by the responsible unit. Exceptionally, the names of candidates who have passed the seventy percent (70%) threshold but were not declared winning candidates shall not be published, but only the unique codes generated by the HRMIS. If one of these candidates is declared the winning candidate, the responsible unit shall publish an additional notice in the HRMIS to update the list.

Article 16 Special provisions for candidates with equal scores

1. Candidates with equal scores shall be listed and selected in the following order:
 - 1.1. firstly, if one of the candidates is from a category of persons with disabilities, then such candidate shall be selected first in relation to the other candidate, if the representation is less than the reserved quotas;

- 1.2. secondly, if one of the candidates is from a non-majority community, then such candidate shall be selected first in relation to the other candidate, if the representation is less than the reserved quotas;
- 1.3. thirdly, if the candidates are of different genders, then the first candidate belonging to the underrepresented gender shall be selected.
- 1.4. fourth, if the candidates have different scores in the written test, the candidate with the higher score in the written test shall be selected first.

2. The least represented gender according to paragraph 1, sub-paragraph 1.3, of this Article, shall be defined by the responsible unit based on official statistics. In the case of state administration institutions, the least represented gender shall be calculated in the total number of officials employed within the state administration institutions.
3. If none of the alternatives specified in paragraph 1 of this Article can be applied, the selection of a successful candidate shall be done by draw by the Admissions Committee.

Article 17 **Appeal in the admission procedure**

Candidates who are dissatisfied with the recruitment process have the right to file an appeal to the IOBK within thirty (30) days after the announcement of the final results.

Article 18 **Reserved quotas and affirmative measures**

1. The quota reserved for non-majority communities in the Civil Service in central administration institutions shall be at least ten percent (10%).
2. Central administration institutions according to paragraph 1 of this Article, shall include State Administration Institutions, Independent Constitutional Institutions and Independent Agencies.
3. The quotas reserved for each non-majority community in the civil service in each municipality shall be determined in the proportion of the population of that community to the total population in the municipality, based on official census data.
4. In order to meet the quota as in paragraph 1 of this Article, public institutions shall open a recruitment procedure only for members of the underrepresented communities.
5. Public institutions aiming to achieve gender equality in public institutions may open a recruitment procedure only for members of the underrepresented gender

6. The state of implementation of reserved quotas shall be calculated for each category of civil service positions.

7. In the case of state administration institutions, the procedures set out in paragraphs 4, 5 and 6 of this Regulation shall be conducted by the responsible unit.

Article 19 **Verification prior to the appointment**

1. The responsible unit shall, after the selection of the successful candidate for a certain position and prior to the appointment, make the final verification of meeting the application requirements by the candidate.

2. The final verification shall include:

2.1. verification of the documents submitted by the candidate as well as the documents specified in paragraph 3 of Article 6 of this Regulation;

2.2. verification of continued compliance with other criteria provided for in Article 9 of the LPO, with the exception of the criteria of subparagraphs 1.2, 1.3, 1.4, and 1.7. of Article 9 of the LPO.

1. If the evaluation/verification is negative, the responsible unit shall conclude that the application requirements have not been met and shall decide to exclude the successful candidate and shall continue with the next ranked candidate who has obtained at least seventy percent (70%) of the overall evaluation score.

2. The responsible unit, when in doubt regarding ambiguities in the documentation, may carry out verification ex officio as provided by the provisions of the Law on General Administrative Procedure.

Article 20 **Appointment to the professional and specialist category**

1. The responsible unit shall, after completing the verification, appoint the successful candidate according to the provisions of the LPO.

2. In the case of a recruitment procedure for a group of positions, the successful candidate shall be notified in order, starting from the one with the highest score by the unit responsible for the vacant positions and has the right to select any vacant position and to be appointed to the position for which the admission procedure was conducted. A candidate who has selected a position and has been appointed to it may not exercise the right of selection for that procedure a second time.

3. The responsible unit shall, within seven (7) days from the announcement of the list, invite the successful candidates, according to their ranking, to choose within a period of five (5) days from the list of vacant positions in the announcement for which they have applied.

4. Upon receipt of the Appointment Act, the successful candidate shall report to the institution where he/she has been appointed no later than fourteen (14) days from the date of receipt of the Appointment Act.
5. The deadline according to paragraph 2 of this Article may be extended at the request of the candidate, for reasonable reasons and with the consent of the institution, up to one (1) month, including the initial deadline.
6. In case of failure to appear according to paragraph 2 or 3 of this Article, the responsible unit shall proceed with the procedure for annulment of the Appointment Act and the candidate shall not be entitled to be appointed to a civil service position, except when subject to a new recruitment procedure.
7. If the responsible unit cancels the appointment act according to paragraph 4 of this Article, it shall continue the procedure by appointing the next candidate who has obtained a score of at least seventy (70) points.
8. The employment relationship in the civil service shall be established based on the Appointment Act and shall be subject to confirmation at the end of the probation period.

Article 21

Appointment and term of office in the lower and middle management categories

1. The responsible unit shall, after completing the verification, appoint the successful candidate according to the provisions of the LPO. The candidate for the position of low or middle management level, evaluated by the Admission Committee with the highest score and above the minimum threshold of seventy percent (70%) of the total evaluation score, shall be considered the successful candidate and shall be appointed to the relevant position.
2. After receiving the Appointment Act, the successful candidate shall report to the institution where he/she has been appointed, no later than fourteen (14) days from the date of receipt of the Appointment Act.
3. The deadline according to paragraph 2 of this Article may be extended at the request of the candidate, for reasonable reasons and with the consent of the institution, up to one (1) month, including the initial deadline.
4. In case of failure to appear according to paragraph 2 or 3 of this Article, the responsible unit shall proceed with the procedure for annulment of the Appointment Act and the candidate shall not be entitled to be appointed to a civil service position, unless subject to a new recruitment procedure.
5. If the responsible unit cancels the appointment act according to paragraph 4 of this Article, it shall continue the procedure by appointing the next candidate who has obtained a score of at least seventy (70) points.

6. In the lower and middle management category, the candidate shall be appointed for a term of four (4) years, with the right to be renewed without competition for one (1) more term of the same duration.

7. The extension of the mandate, in the case of state administration institutions, shall be approved by the DMPO, upon proposal of the immediate supervisor, based on performance during the mandate. For other state institutions, the decision to extend the mandate shall be taken by the HRM Unit upon proposal from the immediate supervisor. The extension of the mandate, in the case of municipal institutions, shall be approved by an ad hoc committee consisting of the direct manager and two (2) representatives of the HRMU.

8. The proposal for extension of the mandate shall be made by the immediate supervisor at least three (3) months before the end of the mandate, if the average performance of the civil servant during the previous mandate was evaluated to “meet expectations”. The civil servant’s mandate shall not be extended only in cases where the average evaluation during the previous year was not at least “meets expectations”.

9. After the end of the second term, or in the event of non-extension of the term pursuant to paragraph 8 of this Article, the civil servant may compete for the same position he/she held or for any other vacant position in the civil service.

10. Those appointed to the lower or middle management category, who were in the civil service before being appointed to the lower or middle management category, shall be assigned by the responsible unit to a vacant position in the professional category, provided that they meet the criteria for appointment to the position concerned. Exceptionally, those appointed to the lower or middle management category, who were not in the civil service, shall be released from the civil service after the end of their mandate.

11. Until appointment to a professional category position, the civil servant shall be included in a waiting list and enjoy the rights as defined in the LPO.

12. Refusal to be appointed to a position of the professional category, designated by the responsible unit, shall constitute a reason for the employee's dismissal from the civil service.

Article 22 **Appointment and term of office in the senior management category**

1. All candidates evaluated by the Admission Committee above the minimum threshold of seventy percent (70%) of the total evaluation score shall be considered successful candidates and shall be proposed for final selection by the immediate supervisor.

2. The list of successful candidates, along with their files, shall be sent to the immediate supervisor and made public by the responsible unit in the HRMIS and through other appropriate means of information.

3. The immediate supervisor shall, by reasoned decision, select the successful candidate proposed under paragraph 1 of this Article within a period of thirty (30) days from the announcement of the winners.

4. The selected candidate shall, according to paragraph 2 of this Article, be appointed to office by the Government of the Republic of Kosovo for state administration institutions or by the head of the institution for other state institutions.
5. Appointment to a senior management position shall be made for a period of four (4) years with the right to be extended, for the same job position, only once and for the same duration.
6. The proposal for extension of the mandate shall be made by the immediate supervisor at least three (3) months before the end of the mandate, if the average performance of the civil servant during the previous mandate was evaluated to “meet expectations”. The civil servant’s mandate shall not be extended only in cases where the average evaluation during the previous year was not at least “meets expectations”.
7. The extension of the mandate, in the case of state administration institutions, shall be approved by the DMPO, based on the proposal of the immediate supervisor, considering performance during the mandate. For other state institutions, the decision to extend the mandate shall be made by the HRMU after the proposal from the immediate supervisor. The extension of the mandate, in the case of municipal institutions, shall be approved by an ad hoc commission established by the Chief Administrative Officer, consisting of the direct manager and two (2) representatives of the HRMU, based on performance during the mandate.
8. After the end of the second mandate, or in the event of non-extension of the mandate pursuant to paragraph 6 of this Article, the civil servant may compete for the same position he/she held or for any other vacant position in the civil service.
9. Those appointed to the senior management category, who were in the civil service before being appointed to the middle or lower management category, shall be assigned by the responsible unit to a vacant position in the professional category, provided that they meet the criteria for appointment to the position in question. Exceptionally, those appointed to the senior category, who were not in the civil service, shall be released from the civil service after the end of their mandate.
10. Until appointment to a professional category position, the civil servant shall be included in a waiting list and enjoy the rights as defined in the LPO.
11. Refusal to be appointed to a position of the professional category, designated by the responsible unit, shall constitute a reason for the employee's dismissal from the civil service.

Article 23 **Probation work**

1. A civil servant who is appointed for the first time to a position in the professional or specialist category in the Civil Service, or who receives a mandate under Articles 46 and 49 of the LPO, shall be subject to a probation period in duration of six (6) months from the date of signing the Appointment Act by both parties.

2. The probation period shall include the theoretical and practical preparation of the employee for successfully performing duties required by the position to which he/she has been appointed.
3. The probation period shall be suspended in the case and for the actual duration of maternity leave, paternity leave, parental leave, sick leave, election campaign and/or other special circumstances. After the cause of termination is over, the probation period shall be extended for the duration of the termination period.
4. During the probation period, the civil servant may not be transferred and may not participate in committees established by institutions for which professional experience is required.

Article 24

Evaluation during the probation period

1. The responsible unit shall, thirty (30) days before the end of the probation period, request in writing from the immediate supervisor of the civil servant to evaluate the probation period.
2. The immediate supervisor shall meet with the civil servant no less than fifteen (15) days before the end of the probation period and discuss his/her performance with him/her.
3. Notice of the meeting regarding the evaluation of the probation period of the civil servant shall be sent to the civil servant at least three (3) days prior to the date of the meeting.
4. Based on the evaluation of the civil servant's work results, the immediate supervisor shall decide whether:
 - 4.1. to confirm the civil servant's employment relationship;
 - 4.2. to extend the probation period once, up to another six (6) months, if for justified reasons it was impossible to fully assess the employee;
 - 4.3. non-confirmation of the civil service employment relationship of the employee, through a reasoned evaluation.
5. The immediate supervisor shall send the reasoned decision to confirm or not confirm the employee's work to the responsible unit at least ten (10) days before the end of his/her probation period.
6. In case of non-confirmation of the employment relationship by the immediate supervisor, the responsible unit shall make a decision to terminate the employment relationship in the Civil Service. Exceptionally, in case of non-confirmation of the probation period of those appointed to the management category who were employed in the civil service before taking up the mandate, the same shall be placed in a position of the professional category by the responsible unit.

Article 25
Annex

Annex 1 - Final List of Candidate Evaluation shall be an integral part of this Regulation.

Article 26
Transitional provisions

1. Recruitment procedures, which are ongoing at the time of entry into force of this Regulation, shall continue to be conducted according to the provisions of the Regulation under which the procedure was announced.
2. The mandate of the Admission Committees established to conduct procedures under the previous Regulation shall end as soon as they complete the recruitment procedure that is in progress.

Article 27
Repeal

Upon entry into force of this Regulation, Regulation (GRK) No. 15/2023 on Admission Procedure to the Civil Service of the Republic of Kosovo and Regulation No. 05/2024 on amending and supplementing Regulation (GRK) No. 15/2023 on Admission Procedure to the Civil Service shall be repealed.

Article 28
Entry into force

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

Albin KURTI

Acting Prime Minister of the Republic of Kosovo
09 January 2026



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

ANNEX 1

**FINAL EVALUATION LIST OF CANDIDATES IN THE RECRUITMENT
PROCEDURE No_____**

Candidate	Written test score:	Interview score:	Overall score:

Admission Committee:

Member 1_____

Member 2_____

Member 3_____

Member 4_____

Member 5_____

Date:_____