



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

**REGULATION (GRK) - NO. 06/2026 ON THE DEVELOPMENT OF
RECRUITMENT PROCEDURES FOR FIREFIGHTERS ¹**

¹Regulation (GRK) – No. 06/2026 on the Development of Recruitment Procedures for Firefighters, adopted at the 30 Meeting of the Government of the Republic of Kosovo by Decision 02/30, dated 24.07.2026

Government of the Republic of Kosovo,

Pursuant to Article 93 paragraph 4 of the Constitution of the Republic of Kosovo, Article 81 paragraph 8, Article 82 paragraph 4, Article 83 paragraph 5 of Law No. 08/L-197 on Public Officials (Official Gazette, No. 21/18, September 2023), Article 8, paragraph 4, subparagraph 4.5 of Law No. 08/L-117 on the Government of the Republic of Kosovo,

Issues:

REGULATION (QRK) NO. 06/2026 ON THE DEVELOPMENT OF RECRUITMENT PROCEDURES FOR FIREFIGHTERS

Article 1 Purpose

This Regulation defines the rules and procedures for the admission of firefighters to the Professional Firefighting and Rescue Units, in accordance with the fundamental principles set out in Law No. 08/L-197 on Public Officials (hereinafter referred to as LZP).

Article 2 Scope

The provisions of this Regulation are applied by the Emergency Management Agency during the development of recruitment procedures for public service in the Professional Firefighting and Rescue Units for firefighter positions.

Article 3 Definitions

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

1.1. **LZP** – refers to Law No. 08/L-197 on Public Officials;

1.2. **Admission to public service** – refers to admission to all categories of public service, unless otherwise specified in this Regulation;

1.3. **HRMU** – refers to the Human Resources Management Unit;

1.4. **HRMIS** – refers to the Human Resources Management Information System;

1.5. **EMA** – refers to the Emergency Management Agency;

1.6. **PF&RS** – refers to the Professional Firefighting and Rescue Unit;

1.8. **Firefighter** – refers to a professionally trained person who participates in firefighting activities and the rescue of people and property.

1.9. **Firefighter trainee** – refers to a person in the probationary period and training/qualification phase for participation in firefighting activities and the rescue of people and property.

2. Other terms, expressions, and abbreviations used in this Regulation shall have the same meaning as defined in the LZP and in the Law on Firefighting and Rescue.

Terms, expressions, and abbreviations used in one gender shall be deemed to include the other gender as well.

Article 4

Principles of Admission

1. Admission to public service is based on the principles of merit, equal opportunities, professionalism and integrity, non-discrimination, and fair and equal gender and community representation.

2. Public service officials in the Professional Firefighting and Rescue Units are recruited on the basis of merit through an open and competitive procedure, as defined by the LZP and this Regulation.

Article 5

Recruitment Procedure

Admission to public service in the Professional Firefighting and Rescue Units is carried out for the professional category of public service employees through an open and public recruitment procedure, in accordance with the principles established in the LZP.

Article 6

Organization of recruitment procedures

1. The recruitment procedure is organized periodically for firefighter positions, according to the needs of the institution, and is conducted by the human resources unit.

2. The announcement of the recruitment procedure for public service firefighter positions is made by the HRMU in the HRMIS and on the respective institution's website or through other appropriate means of communication.

3. The submission of applications is carried out within thirty (30) days from the date of announcement of the recruitment procedure.
4. The recruitment announcement is published in accordance with the relevant Law on the Use of Languages.

Article 7

Content of the recruitment procedure

1. The recruitment announcement shall include at least the following information:
 - 1.1. the job position;
 - 1.2. the general job description;
 - 1.3. general eligibility criteria for appointment, pursuant to Article 9 of the LZP;
 - 1.4. additional specific criteria;
 - 1.5. the knowledge, skills, and competencies required in the recruitment procedure;
 - 1.6. the method of submitting applications;
 - 1.7. the final deadline for submission of applications, defined by an exact date;
 - 1.8. the documents that must be submitted as part of the application and the method of their submission;
 - 1.9. the method of candidate evaluation;
 - 1.10. the method of notification and communication with candidates;
2. All announcements shall also include the following notes:
 - 2.1. “Non-majority communities and their members, as well as the under-represented gender, are entitled to fair and proportional representation.”
 - 2.2. “Applications submitted after the deadline shall not be accepted, and incomplete applications shall be rejected.”
3. The candidate, through the application, declares and assumes responsibility for the authenticity

of all documents submitted as required by the recruitment announcement.

4.False declaration under this Article shall constitute grounds for exclusion from the recruitment procedure.

Article 8

Additional Specific Criteria

1. The criteria that a person must fulfill for employment as a firefighter, in addition to the general conditions for establishing an employment relationship, shall also include the following:

- 1.1. be between 18 and 30 years of age;
- 1.2. have completed upper secondary education;
- 1.3. have psycho-physical fitness to perform firefighting and rescue activities.

2.Candidates for firefighter positions – in the function of operating and driving firefighting vehicles – are a category of firefighters who, in addition to the criteria specified in paragraph 1 of this Article, must possess a Category “C” driving license.

Article 9

Candidate Applications

1. Candidates for a competition shall complete the application according to the form attached to the competition announcement.

2. Candidates shall complete the application in an official language, in accordance with the relevant Law on the Use of Languages.

Article 10

Content of Applications

1. The application shall contain the following data:

- 1.1. the reference of the recruitment procedure announcement;
- 1.2. the personal data of the candidate;
- 1.3. the level of education, as well as obtained diplomas, educational institutions, and graduation dates;

1.4. a detailed description of work experience, including the following information:

1.4.1. employer's name;

1.4.2. title, rank and/or similar;

1.4.3. duration of employment;

1.4.4. description of main job duties;

1.4.5. number and type of personnel under supervision, if any;

1.4.6. address and contact details of the previous employer;

1.4.7. reasons for termination of previous employment relationship(s);

1.5. language skills;

1.6. information on completed or attended specialized trainings, professional qualifications and specializations, special skills, and Category "C" driving license.;

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

2.1. a copy of the required diploma as per the competition, with data from educational institutions, and the decision on recognition (nostrification) of a diploma obtained abroad;

2.2. copies of proof of work experience (if any);

2.3. copies of documents proving the fulfillment of the application requirements specified in the recruitment announcement and declared in the application.

3. Exceptionally from paragraph 2 of this Article, proof of full legal capacity, proof that the candidate has not been convicted of a criminal offense committed intentionally, and a notarized educational qualification diploma shall be submitted during the pre-appointment verification phase.

4. The HRMU provides technical support during the recruitment procedure, upon request of the candidates.

Article 11

Submission of Applications

Applications shall be submitted physically or electronically, to the address specified in the procedure announcement.

Article 12

Admission Commission for professional positions

1. The evaluation of candidates in the recruitment procedure for the professional category shall be carried out by the Admission Commission.

2. The Admission Commission is established by:

2.1. the Executive Director of the EMA.

3. The Admission Commission is established for each group or position for which recruitment is conducted, with a two (2) year mandate, and consists of five (5) members:

3.1. two (2) managerial-level officials;

3.2. two (2) professional officials in the relevant field for the professional category for which recruitment is conducted; and

3.3. one (1) representative from the HRMU.

4. For each category of commission members, a substitute member shall be appointed. The substitute member shall perform the duties in case of temporary inability of the primary member.

5. In recruitment procedures, representatives of civil society and trade unions may participate as observers.

Article 13

Recruitment Stages

1. The recruitment process is carried out in two (2) stages:

1.1. preliminary verification of candidates; and

1.2. professional evaluation of candidates

Article 14

Preliminary Verification

1. Preliminary verification is the process of verifying whether candidates for admission meet the general and specific criteria, as specified in the competition announcement.
2. Preliminary verification is carried out by the HRMU, which organizes the recruitment, no later than fifteen (15) days after the deadline for application submission, based on the documents submitted as part of the application.
3. The HRMU publishes on the HRMIS and the institution's website the list of candidates who meet the general and specific application criteria.
4. Candidates who do not meet the application requirements in accordance with paragraph 1 of this Article shall not have the right to proceed further in the recruitment process. The decision on non-fulfillment of application requirements shall be justified and communicated individually to applicants by the HRMU, no later than three (3) calendar days from the date of publication of the list.

Article 15

Professional Evaluation of Candidates

1. The evaluation of candidates shall be conducted by the Admission Commission for the respective category, as defined by this Regulation.
2. The evaluation of candidates includes:
 - 2.1. written test evaluation;
 - 2.2. physical skills test evaluation;
 - 2.3. interview evaluation;
 - 2.4. medical examination evaluation.

Article 16

Written Test Evaluation

1. The written test evaluation is the first step of the professional evaluation process of candidates after the preliminary verification. It shall be conducted within fifteen (15) days after the publication of the list of candidates who have passed the preliminary verification.
2. In the written test, candidates are assessed on the knowledge, skills, and essential competencies required for the respective position or group of positions.
3. The maximum possible score for the written test is up to seventy (70) points.

4. Only candidates who achieve at least fifty (50) points shall pass the written test.
5. The Admission Commission, in full composition, is obliged on the day of the written test to select/prepare the test questions in multiple-choice format with one correct answer, taking into account the areas of knowledge and skills defined in the recruitment announcement.
6. The written test contains not fewer than twenty (20) and not more than thirty (30) questions.
7. The Admission Commission shall determine the weight of each question, not exceeding the maximum of seventy (70) points.
8. The duration of the written test shall not exceed sixty (60) minutes.
9. After the evaluation of the written test, the HRMU, based on the decision of the Admission Commission, prepares the list of candidates who have passed the written test and publishes it on the HRMIS and the institution's website.
10. The Commission shall be responsible, in accordance with the applicable legislation, for safeguarding the information and the written test.

Article 17

Physical Skills Test Evaluation

1. After the written test evaluation, the evaluation of candidates continues with the physical skills assessment, which is conducted in a practical manner and must be completed within ten (10) days after the publication of the list of candidates who have passed the written test.
2. Only candidates who have achieved at least fifty (50) points in the written test are eligible to participate in the physical skills test.
3. The physical skills test standards are described in the evaluation form used by the Commission members for assessing firefighter candidates through the physical skills test.
4. During the physical skills testing process, medical personnel shall be present in addition to the Commission.
5. If the candidate declares that they are in good health and ready to undergo the physical skills test, they shall be required to complete and sign a liability waiver form, releasing responsibility and compensation in case any health problem or physical injury occurs during this process.
6. The evaluation of the physical test results is carried out in seven (7) elements, namely: running, push-ups, sit-ups, bench press, standing weight lift, vertical jump, and stair climbing.
7. The evaluation of the physical test results is conducted based on the elements described in the evaluation form used by the Commission members for firefighter candidates through the physical

skills test. If the candidate fails to successfully complete any of these elements, they are considered to have failed.

8. After the physical skills assessment, the HRMU, based on the decision of the Admission Commission, prepares the list of candidates who have passed the physical skills test and publishes it on the HRMIS and the institution's website.

9. The physical skills test score does not affect the total points of candidates who successfully pass the test in the final evaluation of the recruitment procedure

Article 18

Interview Evaluation

1. The evaluation of candidates through the interview must be completed within ten (10) days from the publication of the list of candidates who have passed the physical skills assessment.

2. Only candidates who have successfully passed the physical skills test are eligible to participate in the interview.

3. The HRMU shall notify candidates who have successfully passed the physical skills test regarding the day, time, and place of the interview.

4. In the interview, knowledge, skills, and required competencies that cannot be assessed through the written test are evaluated.

5. The interview is conducted by the Admission Commission, which prepares a set of identical questions for all candidates. These questions shall be prepared/selected on the day of the interview.

6. The interview for the professional category contains five (5) questions, each of which is graded with a maximum of six (6) points. In addition to the questions, members of the Admission

7. Commission may also ask sub-questions to the candidate in order to more accurately assess the main question.

8. Each member of the Admission Commission shall provide a detailed evaluation for each question.

9. In the interview, a candidate may be awarded a maximum of thirty (30) points.

10. The final interview score for a candidate is the arithmetic mean of the evaluations given by all members of the Commission.

Article 19

Final Evaluation

1. The Commission shall prepare the list of candidates' points from the written test and the interview.
2. Only candidates who have achieved seventy (70) points or more in both stages shall be considered successful candidates and may proceed further in the recruitment process.
3. The Admission Commission shall prepare the list and submit it to the HRMU for publication. The list is published in the HRMIS and on the institution's website, as well as through other appropriate means of communication.

Article 20

Medical Examination

1. Candidates who have passed the threshold of seventy (70) points, according to ranking starting from the candidate with the highest number of points and up to the required number of recruitments, shall undergo the medical examination.
2. If one of the candidates is not in good health according to the medical report, candidates shall be called in order from the list based on the next highest number of points.
3. The medical examination is conducted by an authorized health institution, in which the following specialists participate: occupational medicine specialist, internist, psychologist, neuropsychiatrist or psychiatrist, ophthalmologist, and otorhinolaryngologist.
4. The authorized health institution shall issue a report on the candidate's health condition, which may serve as a basis for the Commission's decision. Based on this report, the Commission shall decide whether the candidate passes or fails.

Article 21

Final Result Announcement

1. The final evaluation of the candidate includes the sum of points obtained in the written test and the interview, provided that the candidate has passed the medical examination.
2. The Admission Commission, within ten (10) days after the publication of the list of candidates, prepares the final list of successful candidates who, in the written test and oral interview, have achieved the highest number of points, but not less than seventy (70) points out of the maximum allocated points, as well as successful completion of the medical examination, and submits it to the HRMU for publication.
3. The list is published in HRMIS and on the institution's website and other appropriate means of

information.

Article 22

Special Provisions for Candidates with Equal Scores

1. Candidates with equal points shall be ranked and selected in the following order:
 - 1.1. if the candidates are of different genders, the candidate belonging to the underrepresented gender shall be selected first;
 - 1.2. if the candidates belong to non-majority communities, they shall have priority over candidates from the majority community;
2. The underrepresented gender referred to in paragraph 1, sub-paragraph 1.1 of this Article shall be determined by the HRMU based on official statistics.
3. In case none of the alternatives set out in paragraph 1 of this Article can be applied, the selection shall be made by lottery.

Article 23

Complaints in the Recruitment Procedure

1. Candidates who are dissatisfied with the recruitment process have the right to submit a complaint to the Appeals Commission within the AME where the recruitment procedure was conducted, within a period of 30 days from the day of publication of the final results.
2. The Appeals Commission shall consist of three (3) members and is established by the Director of the AME.
3. The procedures and deadlines for reviewing the complaint, as well as appeals against the decision of the Appeals Commission, shall be governed by the provisions of the Law on General Administrative Procedure.

Article 24

Pre-appointment Verification

1. After selecting the successful candidate for a specific position, the HRMU shall carry out the final verification prior to appointment regarding the fulfilment of the application requirements by the candidate.
2. The final verification includes:
 - 2.1. verification of the documents submitted by the candidate on the basis of which the recruitment procedure was conducted;
 - 2.2. verification of compliance with the criteria set out in sub-paragraph 1.4 and 1.5, paragraph 1 of Article 9 of the LZP; and

2.3. verification of continued fulfilment of other criteria provided under Article 9 of the LZP, except for the criteria under sub-paragraph 1.3 and 1.7 of Article 9 of the LZP.

3.If the assessment results are negative, the HRMU shall determine the non-fulfilment of the application criteria, decide on the exclusion of the candidate, and proceed with the next candidate who has achieved at least seventy (70) points.

4. For the final verification, the HRMU shall request the candidate to submit documents proving the fulfilment of the criteria, in original form or certified copies of the originals.

5.The responsible unit, when there are doubts regarding unclear documentation, may carry out verification ex officio as provided by the provisions of the Law on General Administrative Proced.

Article 25

Establishment of Employment Relationship in the Professional Category,

1. After completing the verification, the HRMU shall prepare the employment contract, which is signed by the appointing authority of the institution and the candidate.

2. After receiving the employment contract, the successful candidate must report to the institution where they have been appointed, no later than fourteen (14) days from the date of receipt of the employment contract.

3.The deadline referred to in paragraph 2 of this Article may be extended at the request of the candidate, for justified reasons and with the agreement of the institution, for up to one (1) month, including the initial deadline.

4. In case of failure to report in accordance with paragraph 2 or 3 of this Article, the HRMU shall proceed with the cancellation of the employment contract and the candidate shall lose the right, except when subject to a new recruitment procedure.

6. If the HRMU cancels the employment contract pursuant to paragraph 4 of this Article, it shall continue the procedure with the appointment of the next candidate who has achieved at least seventy (70) points.

7. The employment relationship is established based on the employment contract and is an employment relationship subject to confirmation at the end of the probation period.

8.The employment relationship in the professional category is established for an indefinite period.

Article 26

Probationary Work

1. After the establishment of the employment relationship, the employee is subject to a probationary period of six (6) months for employees with an indefinite-term contract.

2. The probationary work is the theoretical and practical preparation of the employee for the

successful performance of job duties.

3. During the probationary period, firefighters shall undergo professional training at the Kosovo Academy for Public Safety (KAPS). During this training period, they shall hold the status of firefighter trainees, while upon successful completion of the training and confirmation of the probationary period, they shall acquire the status of firefighters.

4. During the probationary period, the public employee does not have the right to participate in selection commissions, disciplinary commissions, appeal commissions, or to be appointed as a substitute in any other position.

Article 27 **Evaluation during the Probationary Period**

1. The HRMU, thirty (30) days before the end of the probationary period, shall request in writing from the employee's direct supervisor to carry out the evaluation of the probationary work.

2. The direct supervisor shall hold a meeting with the employee no later than fifteen (15) days before the end of the probationary period regarding the employee's performance.

3. The notification for the meeting regarding the probationary work evaluation of the employee shall be sent to the employee at least three (3) days before the date of the meeting.

3.1. At the end of the probationary period, the appointing authority, based on the performance evaluation report, shall decide: confirmation of continuation of the employment relationship under the contract;

3.2. extension of the probationary period once, up to half of the probationary period, if for justified reasons a full evaluation of the employee was not possible;

3.3. termination of the employment contract.

4. The justified evaluation for confirmation or non-confirmation of the employee's work shall be submitted by the direct supervisor to the HRMU at least ten (10) days before the end of the probationary period.

5. In case of a non-recommendation for continuation of the employment relationship by the direct supervisor, the decision on termination of the employment relationship shall be taken by the appointing authority.

6. Before making the decision on confirmation or non-confirmation of the employment relationship, the appointing authority must ensure that during the probationary period, the employee has been under the continuous supervision of another employee appointed by the appointing authority and the direct supervisor.

Article 28

Appeal against the Decision on Non-Confirmation at the End of the Probationary Period

1. Employees whose continuation of the employment relationship is not confirmed may submit an appeal within thirty (30) days against this decision to the Appeals Commission.
2. The institution is obliged to keep the vacant job position until the appeal is resolved by the Commission or until the expiry of the deadline for its submission.

Articl 29

Annexs

- 1.The annexes listed below are an integral part of this Regulation:

- 1.1. Annex No. 1 – Individual Evaluation Form of the Commission Member for the Candidate in the Interview;
- 1.2. Annex No. 2 – Evaluation Form of the Commission Members for the Firefighter Candidate through Physical Skills Testing.
- 1.3. Annex No. 3 – Final List of Candidate Evaluation.

Article 30

Entry into force

This Regulation enters 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
31 July 2026



Republika e Kosovës
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ANNEX 1

**INDIVIDUAL EVALUATION FORM OF THE COMMISSION MEMBER FOR THE
CANDIDATE IN THE INTERVIEW**

Job position: _____

Name and surname of the candidate: _____

Assessment field	Maximum points	Member’s evaluation	Comments or remarks from the commission member (if any).
Question 1	0-6		
Question 2	0-6		
Question 3	0-6		
Question 4	0-6		
Question 5	0-6		
TOTAL:			

Member of the Recruitment Commission – Name and Surname: _____

Signature: _____

Date: _____



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ANNEX 2

**EVALUATION FORM OF THE COMMISSION MEMBERS FOR THE FIREFIGHTER
CANDIDATE THROUGH PHYSICAL SKILLS TESTING**

Gender: _____, Name and Surname: _____/No. _____

Elements	LIFTING WEIGHTS 30–45 kg 1 minute		PUSH- UPS 10 sec	ABDOMIN AL EXERCISE S 30 sec.	TEST I VERTICAL JUMP Jumping in height	COOPER TEST Running: 13 minutes	CLIMBIN G STAIRS	Evaluation
	Chest exercises	Legs					12-14 m	
	1	2	3	4	5	6	7	
Unit of Measurement	(number)	(numbe r)	(number)	(number)	(centimeters)	(meters)	(meters)	
<u>G.F. Evaluation standard:</u>	≥ 14	≥ 14	≥ 8	≥ 15	≥ 32	≥ 2160	≥ 12-14	Passes
<u>M. F. Evaluation standard</u>	≥ 21	≥ 20	≥ 11	≥ 18	≥ 40	≥ 2533	≥ 12-14	Passes
Achieved result:								

Note: If the candidate's achieved result in any of the above-mentioned elements is lower than the evaluation standard, the Candidate is considered to have failed the physical skills test and is marked as "Does not pass".

Brief description: _____

(Non-participation of the candidate; achieved success; - indicate the negative element of the test; etc.)

Recruitment Commission:

Signature:

Member 1. _____

Member 2. _____

Member 3. _____

Member 4. _____

Member 5. _____

Date: _____

Place of testing administration: _____



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ANNEX 3

FINAL LIST OF CANDIDATE EVALUATION

Candidate:	Written test score:	Interview score	Total score:

Recruitment Commission:

Member 1_____

Member 2_____

Member 3_____

Member 4_____

Member 5_____

Date: _____