



**Kingdom of Cambodia  
Nation Religion King**

**Royal Government of Cambodia**

Ref.:02 ស៊ីណេត

Phnom Penh, March 15, 1999

**Circular  
on  
Selection and Appointment of Civil Servants**  
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The Royal Government has previously observed that some ministries/institutions have not selected and appointed subordinate civil servants in accordance with the principles of the Law on Co-Statute for the Civil Servants, the Law on the Organization and Functioning of the Council of Ministers, and Circular No. 01 ស៊ី, dated January 24, 1997, of the Royal Government. To strengthen the enforcement of the Law on Co-Statute for the Civil Servants and other norms and standards in relation to the effective management of civil servants so as to make continued contributions to the final success of the policy on public administrative reform, and to strengthen the rule of law, the Royal Government would like to give the following instructions:

1. **Selection:**

The process of selecting civil servants to engage in the state cadre shall comply with the provisions stipulated in Chapter II of the Law on Co-Statute for the Civil Servants, especially Article 13 stating, "In principle, every process of selecting candidates to engage in the cadre (of the civil servants) shall be proceeded through test exams, except when determined otherwise by the Royal Government." The selection process is stated in circular No. 01 ស៊ី, dated January 24, 1997.

2. **Appointment:**

In principle, appointment to hold any position in the public service of ministries/institutions shall apply to civil servants within the cadre of the ministry/institution.

The appointment is based on proposals, actual functions, specialized certificates, and work experience of the persons concerned, and conforms to roles, functions, and structures of each ministry/institution. Appointment to hold any position in the public service shall abide by the Law on the Organization and Functioning of the Council of Ministers, especially stated in Chapter III's Article 28 on Appointment Power.

3. **Transfer:**

Every transfer of civil servants from ministry/institution to ministry/institution shall be in principle approved by state secretariats of public service.

4. **Prohibition:**

A/ Pursuant to this spirit, appointment to hold any position in the public service is prohibited in the following cases:

- Persons whose names are not within the framework of public service
- Trainees who have not yet been included as permanent status in the cadre of the civil servants
- Equivalent appointment to hold any position which does not come within the structure, organization, and functioning of ministries/institutions.
- Additional appointment of civil servants as Deputy Heads of Department, Deputy Heads of Office, Deputy Heads of Provincial-Municipal Departments in case each department or office has two deputy heads or up. In a necessary case, there shall be consultations with state secretariats of public service for prior examination of the structure.

B/ Transfers to the cadre of civil servants, of military officials and staff, national police, staff within financially independent and autonomously economic units, and other cadres which are not under the Law on Co-Statute for the Civil Servants, are prohibited. In a special case, there shall be approval from state secretariats of public service and the council of ministers.

Having received the circular, ministers from all ministries and secretaries of state from all secretariats shall carry out the circular with responsibility and high effectiveness.

**Prime Minister**

(Signed and stamped)

HUN SEN