Ref. /

**notification of regulations for probation**

**to be sent in two copies**

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| **Appointment** | |
| As appears from the enclosed employment contract, you are appointed as title: | |
| Pursuant to Section 8 in Act relating to Civil Servants you shall be notified in writing of the regulations for probation before accession to the post. The regulations are as follows:  *Section 8 Probationary period*   1. During the first six months, the officer serves a probationary period. The appointment committee may decide that such a probationary period shall apply even if the officer is transferred directly from another Civil Service post. In special cases it may be agreed that a probationary period shall not apply. During the probationary period, the officer shall be given the necessary guidance and appraisal of his work.   The civil servant shall be notified in writing of the regulations for probation before commencing the appointment and shall acknowledge receipt of the notification in writing.   1. During the probationary period, the officer may be dismissed with three weeks' notice if he is unable to adapt to the work or fails to satisfy reasonable demands with regard to competence or reliability.   If the officer is not to be allowed to continue in the service, he shall be notified of this when the probationary period is over. He is then dismissed with three weeks' notice.   1. A civil servant who is appointed on the condition that he completes a specific course of training shall be dismissed with three weeks' notice if the training is not completed satisfactorily. In special cases, a longer period of notice may be laid down in regulations. The means and criteria to be used in deciding whether the training has been satisfactorily completed may also be laid down in regulations.   Pursuant to Section 8 no. 3 in the Act, special rules for the probationary period may be laid down in regulations.  Special rules for the probationary period are enclosed Yes No  Please sign one copy of this notification and return it to us as soon as possible. | |
| **Personal statement** | |
| I confirm that I have been made familiar with the regulations above.  I can accede to the post on ............................................... | |
| Place and Date | Signature |