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November 17, 2025

PROVOSTS
DEANS
COLLEGE REGISTRARS
HEADS OF DEPARTMENTS (TEACHING/NON-TEACHING)
HEADS OF UNITS/OFFICES
FACULTY REGISTRARS

RESOLUTION OF ANOMALIES IN NATIONAL SERVICE POSTINGS – ACTIONS REQUIRED

Subsequent to an earlier message sent on Tuesday, November 4, 2025 on the above subject, I am pleased to inform you that the discrepancies have now been thoroughly reviewed and resolved. Therefore, you are kindly requested to take the following actions with immediate effect:

1. **Retain all default placements tagged *KNUST*** that were automatically assigned.
2. **Indicate on the National Service Authority (NSA) Appointment Letters** the original service posting requests you submitted to the Examinations Office to ensure alignment with our records.
3. **Endorse the NSA Appointment Letters**

Your prompt action on this matter will help maintain the integrity of our placement process and ensure that all postings accurately reflect departmental requirements.

Should you require any clarification or assistance, please do not hesitate to contact the Examinations Office directly.

Thank you for your cooperation.

AMANDA OWUSU-ASARE (MRS)
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For: REGISTRAR