United Arab Emirates

Federal Authority for Government Human Resources

Director General

# Circular No. (09) of 2015 AD on Instructions of employees joining to the national service

**To All Federal Ministries and Government Authorities ……. The Honorable**

**Dear Sirs,**

Federal Authority for Government Human Resources hereby grants you its best regards hoping the continued success and progress for everyone. Based upon the strategic partnership between Federal Authority for Government Human Resources and National and Reserve Service Authority in the Armed Forces and the cooperation frames emerged from the same in many fields including playing the coordinating role by the authority in order to provide data of all employees to whom apply the provisions of law No. (6) of 2014 AD on National and Reserve Service in the federal and local government authorities.

This translation of the text of Federal Law by Decree No. 11 of 2008 on human resources in the federal government and amendments thereof for the purposes of identifying articles of the law and have no legal authority and the Arabic text in the case of disagreement.

Thereupon and for purposes of facilitating procedures of concerned employees joining to the national service, the honorable National and Reserve Service Authority has issued instructions of joining of employees, who work in the public and private sector, to the national service to whom provisions of the above-mentioned law are applicable. Moreover, the authority instructed that it is necessary to circulate this among the concerned persons in the federal and local public sector.

**Thereupon, Federal Authority for Government Human Resources is pleased to attach for you hereto copy of such instructions that contains details of some of following elements:**

- Conditions of joining the national service.
- Period of national service.
- National service registration centers.
- Documents required for registration in the national service.
- Beneficiaries from cases of temporary and permanent exemption.

- Procedures followed for medical examinations and showing the medical degrees on which the employees are classified.
- Definition of alternative service.
- Procedures of receiving the military card and training centers for national service.
- Job rights for recruited employees.
- Sanctions.

Thereupon, please kindly review and instruct those concerned persons at you to circulate the attached instructions on all employees working at your honorable authority to duly adhere and restrict to the content thereof.

**Regards,**

Issued on: 25.02.2015

**Dr. Abdulrahman Al Aur**
**Director General**
**Federal Authority for Government Human Resources**
**//Seal of Federal Authority for Government Human Resources is attached thereto.//**

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**Copy to:**

- His Highness strategic planning director in National and Reserve Service Authority.

**Attachments:**

- Copy of instructions of joining of employees, who work in both private and public sectors, to the national service.

United Arab Emirates

National and Reserve Service Authority

National Service

# Instructions of recruiting employees in national service

Version: February 2015

No. 1

This translation of the text of Federal Law by Decree No. 11 of 2008 on human resources in the federal government and amendments thereof for the purpose of identifying articles of the law and have no legal authority and the Arabic text in the case of disagreement.

# Instructions of recruiting employees in national service

## Introduction:

Article (2) of Federal Law No. (6) of 2014 on National and Reserve Service stipulated, "The national service shall be imposed on each male national and the female joining to this service shall be voluntary and by consent of the guardian according to provisions stipulated herein, regulations, resolution, statues and instructions in implementation thereof".

National and Reserve Service Authority is pleased to determine for employees working in both government and private sectors, to whom the above mentioned law is applicable, the instructions of the national service and it hereby appeals everyone with the necessity of restriction to the same for importance.

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## Conditions of joining to national service:

- He shall be state's national and holds (passport + nationals registration summary).
- He shall have reached eighteen years old and his age shall not more than thirty years old.
- He shall be medically fit.
- Consent of National and Reserve Service Committee.

## National Service Period:

- (Two years) for males obtained qualification less than high school certificate.
- (Nine months) for males obtained high school certificate or equivalent thereof and above.
- (Six months) for females regardless the academic qualification.

## Announcement of registration in the national service for targeted age groups

The required age groups, dates of birth, dates of beginning and termination of the registration for each batch through the official gazettes and social media of the national service according to the following:


Website of national service www.uaensr.ae


National service on insgram: uaensr


National service on twitter: uaensr


National service on facebook: uaensr

## Registration centers for national service:

- Abu Dhabi Emirate – Abu Dhabi Center (Al Nahyan Camp).
- Al Ain City – Al Ain Recruitment Center (Al Ain Camp).
- Western Region – Liwa Recruitment Camp.
- Sharjah Emirate – Rahmaniyah Camp.

The announcement contains list of papers required for registration in the National Service.

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## Registration in the national service for the targeted age categories

- (2) Training courses for national service are being held currently for the employees; the first course in December and second course in March of each year.
- Each employee falls in the required age group shall refer the recruitment center the nearest to his place of residence in order to begin procedures of registration, after notifying his employer.
- Each employee falls in the required age group and has special conditions related to study, marriage or otherwise shall inform his employer thereof before nominating him to join the national service and before presenting his name to the National and Reserve Service Authority.
- Each employee falls in the required age group and exists outside the state shall refer to state's embassy or military attaché in such state.

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## Each employee (male/female) falls in the required age group shall bring the following papers and documents shown herein below with him at time of registration.

- Original registration summary + two (2) copies thereof.
- Original passport + two (2) copies thereof.
  Original ID card + one (1) copy thereof.
  Original certificate of birth + one (1) copy thereof.
- Original qualification certificate + one (1) copy thereof.
- Four (4) recent personal photos.
  Original To Whom It May Concern Certificate issued by entity where the employees works + one (1) copy thereof.
  Original salary certificate + one (1) copy thereof.

## Registration in the national service for the targeted age categories (continued …)

- In addition to the above-mentioned documents and instruments, it is necessary for the female employee that her guardian shall attend personally or shall present a notarized undertaking proves that the guardian has no objection to joining to the national service.
- The military personnel, whose services terminated at the armed forces, ministry of interior or the authorities and institutions of the military system and who work in both government and private sectors, shall present certificate proves the following:
  - He has service for period not less than one year at the above shown military authorities.
  - He has passed Al Aghrar Course or the equivalent thereof.
  - He has been classified in profession or competence during his service period.
- The employee who has joined a training course from his employer shall bring a certificate to this effect.
- During the registration (pathological history form and medical recognition) shall be distributed during the registration and the employee shall read it carefully and shall sign it. The employee shall be responsible toward the armed forced for correctness of information mentioned in the same.
- After the male/female employee terminates the registration procedures at the recruitment center, as form will be handed over to him/her for reference to the medical clinic.
- The employee shall refer directly to the medical clinic of the recruitment center to begin the medical examination.
- The recruited will be informed at the medical clinic of the recruitment center that he will receive a text message showing name of the medical center to be referred thereto in order to perform the medical examinations in the national service.

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## Registration in the national service for the targeted age categories (continued …)

- Once receiving the text message, the recruited shall refer to the competent medical center.
- The medical examination will not made for the herein-below shown categories and the employee shall bring the certificate which proves the legal status that necessitates exempting or excluding them or postponing their services, provided that such certificate shall be issued by the competent authorities within the state:-
  1. Beneficiaries from permanent legal exemption cases (the only son for his father, the only son for his mother or the only son for both of them).
  2. Beneficiaries from permanent legal exemption cases stipulated in article (2/13/a-f) of the law; namely
     - The son who supports his father, mother or both of them.
     - The only breadwinner of his father, who is unable to earn money.
     - The only breadwinner of his widow or irrevocably divorced mother or if her husband is not able to earn money.
     - The only breadwinner of his brother or brothers who isn't/aren't able to earn money or the breadwinner of his sister or sisters who isn't/aren't married or doesn't/don't work.
     - The only breadwinner of some of his ascendants and descendants injured with severe disabilities or diseases hinder them to support themselves.
     - The person who guarantee the support of those deserving share in martyr's pension and the like
     - The eldest of recruitment eligible sons of those lost due to military, police or security operations and the like or the eldest of recruitment eligible brothers of the lost persons, if he has no sons
     - The person sentenced to a custodial sentence or remanded in custody throughout period of executing the punishment or the remand.
     - The employee who has joined a training program from his employer.

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## Registration in the national service for the targeted age categories (continued …)

2. Beneficiaries from permanent legal exemption cases stipulated in article (2/13/a-f) of the law; namely

- The employee who has graduated from the military colleges, institutes, schools or training centers at the armed forces, ministry of interior or authorities and institutions of the military system.
- The employee who has terminated his military service at the armed forces, ministry of interior or authorities and institutions of the military system, provided that he shall have spent service period not less than (one year) and he has been classified in specific profession or specialization during the service period; i.e. (Aghrar Course and Specialization Course).

## Medical Examination for national service:

- At time of reference to the medical clinic, the employee shall bring the reference form received at the recruitment center.
- The employee shall be fasting to perform the medical examination of recruitment.
- All recruitment centers contains medical clinics excluding LIWA recruitment center.
- If the recruited persons have been distributed among the medical centers of Ministry of Health, Abu Dhabi Health Authority and Dubai Health Authority, text copies will be sent to the employees showing the name of center where the medical examinations will be performed.
- The following examinations shall be performed during first visit to medical clinic of recruitment center, medical centers of Ministry of Health, Abu Dhabi Health Authority or Dubai Health Authority; (blood, urine, vision examination, chest radiology, hearing examination and electrocardiography).
- During first visit to medical clinic of recruitment center, medical centers of Ministry of Health, Abu Dhabi Health Authority or Dubai Health Authority, the recruited person shall be examined by the general practitioner.

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## Medical Examination for national service (continued …..)

- The employee will be informed of the medical degree on which he has been classified after terminating all required medical examinations and such degree shall be as follows:

Degree (2): means that the recruited person is medically fit to perform the national service and does not have any diseases.

Degree (4): means that the recruited person is medically fit to perform the national service and suffers from specific disease like diabetes. Such disease shall be taken into consideration in all stages of national service in terms of type of trainings and diet

Degree (5): means that the recruited person is medically unfit to perform the national service, consequently the recruited shall perform the service in the civil capacity or what is known legally as "alternative service". This degree shall be approved by the competent medical committee at Zayed Military Hospital.

Degree of (medically unfit temporarily): means that the recruited suffers from specific disease or injury causes him to be temporarily unable to perform the national service; consequently he shall be exempted temporarily from performing the service for period ranges from 3 months to one year as per the case. This degree shall be approved by the competent medical committee at Zayed Military Hospital firstly and then resolution on the same shall be issued by National and Reserve Service Committee.

Degree of (medically unfit finally): means that the recruited suffers from specific disease or injury causes him to be permanently unable to perform the national service; consequently, he shall be finally exempted from performing the service. This degree shall be approved by the competent medical committee at Zayed Military Hospital firstly and then resolution on the same shall be issued by National and Reserve Service Committee.

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## Alternative service:

- The alternative service is a national service shall be performed within specific time period for those who do not fulfill conditions of jointing the national service and the period thereof shall be equal to period of national service according to the academic qualification. During such service, the recruited person shall perform the administrative, civil and technical works and he shall be exempted from any military trainings or exercises. This alternative service shall be performed at (the armed forces, ministry of interior, security forces and any other authorities to be determined by National and Reserve Service Committee).
- Each employee temporarily exempted from the national service shall refer to the recruitment center immediately after termination of the exemption period to complete the recruitment procedures.

## Affiliation to a course and receiving the military card:

- The recruited person shall go to the competent recruitment center once receiving the text message of affiliation to the course.
- The recruited person will be asked about the training center he desires to join.
- The recruited person will be informed of batch beginning date.
- The recruited person will be handed over course instruction.
- The recruited person shall sign the national service undertaking form, which states that he has been informed by the concerned officer of the course period, date and instructions related thereto.
- The recruited person will take over the military card.
- The recruited person will sign receipt of taking over the military card and will leave the recruitment center.

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## Training Centers for National Service:

- Al Ain Training Center – Al Ain.
- Sih Al Hamma Training Center – Al Ain.
- Liwa Training Center – Zayed City.
- Manama Training Center – Ajman.

## Job rights of the recruited persons, who are employees in government and private sector:

- The entity where the employee or worker works shall be maintain his job, work or any job or work equivalent thereof, until the employee or worker terminates the performance of the national service period. The job or work of the recruited person may be occupied temporarily during such period.
- The employee shall receive from his employer throughout period of performing his national service his dues including the salary, bonuses, allowances, promotions and increments in salary and annexes thereof as if he is performing his work actually. His service period in his original job or work shall be deemed continued. The national service period shall be calculated in period determined for purposes of reward, pension and other rights and privileges resulting from the job or work.
- The worker in the private sector shall receive – throughout period of performing his national service – his total monthly salary in way ensures all his bonuses and allowances as if he is performing his work actually in percentage of (50%) by the armed forces and (50%) from his employer. His service period in his original job or work shall be deemed continued. The national service period shall be calculated in period determined for purposes of reward, pension and other rights and privileges resulting from the job or work.

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## Job rights of the recruited persons, who are employees in government and private sector (continued ….)

- A monthly reward shall be given to the recruited who is self-employed person or individual entrepreneur.
- The provisions of laws of retirement, pension, and social insurances shall be applicable to the employees and workers during performing the national service, to which they are subject at their work entity in cases of injury, death or loss.

## Sanctions

- To be punished by imprisonment for period not less than one month and not more than one year and fine not less than (10,000 AED) and doesn't exceed (50,000 AED) or by any of them each person defaulted without legitimate excuse to apply to the recruitment competent authorities. Applying this sanction may not prevent his joining to the national service, even if he has exceeded the determined age.
- To be punished by imprisonment for period not less than one year and fine not less than (50,000 AED) and doesn't exceed (100,000 AED) or by any of them each person got rid of the service or tried to get rid of the service by cheating or making injuries to himself caused him to be medically unfit or he has presented untrue documents resulted in exclusion from, exemption from or postponement of the service.
- To be punished with imprisonment, fine or any of both punishments each person violates any other provision of this Federal National Service Law and regulations thereof.

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