

**Reference No:** E109/49/40;     **Date:** 08/06/77

**Circular 19/1977:- Qualifying periods of service for eligibility for promotion, other than by inter-departmental competition, to certain general service grades. Procedures for promotion to former posts of Staff Officer, Grade II**

A Chara

I am directed by the Minister for the Public Service to say that it has been decided to re-issue in this Circular, for convenience of reference, existing instructions about (a) eligibility on grounds of service for departmental promotion, other than by inter-departmental competition, to certain general service grades and (b) the arrangements for the filling of former posts of Staff Officer, Grade II.

2. The periods of service required for eligibility for promotion, within Departments, up to the level of Assistant Principal, in the general service, are as follows:

Promotion of Administrative Officers to Assistant Principal  
3 years as Administrative Officer. (This period is subject to review in mid-1978.)

Promotion of Higher Executive Officers to Assistant Principal  
3 years as Higher Executive Officer. (This period is subject to review in mid-1978.)

Promotion of Executive Officers to Higher Executive Officer  
5 years' established service as Executive Officer  
or  
a total of 7 years' service of which not less than 2 years' established service has been as Executive Officer.

Promotion of Staff Officers (substantive) to former posts of Staff Officer, Grade II, which on 1 July 1960 were converted to Executive Officer posts  
2 years as Staff Officer.

Promotion of Clerical Officers (established) to Staff Officer  
4 years as Clerical Officer (general service)  
or  
2 years as Clerical Officer (general service) provided the officer has a total of 6 years' service.

3. The arrangements for the filling of vacancies in former posts of Staff Officer, Grade II, which on 1 July 1960 were converted to Executive Officer posts, are as follows:

\* Vacancies in each Department are filled, by means of departmental selection boards, from among substantive Staff Officers with the qualifying service serving in the Department.

\* Where it has been the practice in a Department to treat branches as units for promotion, separate selection boards may be held for such branches. This Department must be consulted beforehand in these instances.

\* This Department will be represented on the selection boards, to ensure a uniform standard.

\* As a result of these selection board competitions panels are set up. The life of the panels is from one to two years, at the discretion of the Head of the Department concerned.

\* To avoid delays in filling these posts competitions should be held in advance where vacancies are foreseen.

4. The instructions in this Circular have up to now been provided for in Circulars 3/60 (paragraph 17(2)), 3/62, 27/73 (paragraph 2), 24/75, 3/76 and 22/76 and in a circular minute of 29 June 1976. Reference to these provisions will no longer be necessary.

Mise le meas  
S Mac Gamhna