



An Roinn Airgeadais
Department of Finance

E109/16/44

Sráid Mhuirfean Uacht,
Baile Átha Cliath 2,
Éire.

Upper Merrion Street,
Dublin 2,
Ireland

Telephone: 353-1 676 7571
Facsimile: 353-1 678 9936
LoCall: 1890 66 10 10
VPN: 8109
<http://www.irigov.ie/finance>

14 January 2005

Circular 4/2005: Confined competition for established appointments to certain grades

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that the Public Appointments Service will hold a confined competition for established appointment to certain positions within the civil service.

Eligibility

2. The Civil Service is committed to a policy of equal opportunity.

3. The competition will be confined to officers who on 1 February, 2005:

(i) are serving in an unestablished capacity in one of the grades listed in the Appendices to this circular, **and**

(ii) have not less than one year's continuous service in the aggregate in one or more of these grades.

4. Persons who would have been eligible under (i) and (ii) above, but for the fact that they were promoted or assigned to other duties, will be eligible to compete.

Conditions of appointment

5. (i) Successful candidates who have service reckonable for the purposes of paragraph 3 amounting to at least two year's service in all may be appointed in an established capacity.

**TO ALL DEPARTMENTS -
(For department read Department/Office throughout this circular)**

- (ii) Successful candidates who have less than two year's reckonable service on the date of appointment will remain in an unestablished capacity in the first instance. When such candidates have completed two year's service in all, they may be considered for appointment in an established capacity.

6. Candidates referred to in paragraph 4 above who are appointed substantively to an established position in their previous grade as a result of this competition may remain on their existing higher duties. Remuneration in excess of that appropriate to their substantive grade will be regarded as acting pay and/or allowance.

The competition

7. The competition will consist of a competitive interview which will be conducted by a board or boards to be set up by the Public Appointments Service and an optional language test.

8. Where a candidate wishes to take the optional language test, ability to communicate effectively in both Irish and English will be assessed. Ability in the language in which the interview is conducted will be assessed at the interview and in the other language by a separate language test. Qualified candidates who, as a result of this assessment, show that they are proficient in both Irish and English will be awarded additional marks which will reckon towards the order of merit.

Applications

9. Candidates should obtain their application forms from their own Personnel Section. The Public Appointments Service will supply application forms to Personnel Sections on request. Applications should be addressed to the Personnel Officer of the Department in which the candidate is serving to arrive as soon as possible but **not later than Friday 4 February, 2005**. Where a candidate is on loan from another Department, the head of the Department should forward the application form to the parent Department to arrive **not later than Wednesday 9 February, 2005**. Applications should reach the **Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1** as soon as possible but **not later than 5.30 p.m. on Wednesday 16 February, 2005**. **The closing date of Wednesday 16 February, 2005 must be strictly observed.**

10. The Personnel Officer should not forward applications to the Public Appointments Service unless satisfied that the candidates;

- fulfil the conditions of eligibility specified in paragraph 3 of this circular
- have worked well and been satisfactory in their present duties
- have been satisfactory in general conduct, **and**
- are suitable from the point of view of health with particular regard to sick leave; in relation to sick leave the procedures set out in Circular 34/76 (as amended by Circulars 32/91, 33/99 and 17/03) must be followed.

11. Candidates should note that (i) eligibility for the competition and (ii) health and the level of sick leave are not verified by the Public Appointments Service until a candidate comes under consideration for appointment. Admission to the competition or any of the selection stages of the competition does not therefore imply acceptance by the Public Appointments Service. If candidates have doubts about any aspect of

their eligibility, they are advised to clarify their position with their Personnel Section before proceeding with the application.

General

12. In their own interest candidates should satisfy themselves as to what effect establishment would have on their Social Welfare entitlements. Candidates may, if they wish, contact the Information Service of the Department of Social & Family Affairs at telephone 01-874 8444.

13. Personnel Officers should ensure that this Circular is brought to the attention of all eligible officers in their Departments and associated offices without delay, including eligible officers on maternity leave, career break, term time leave or other forms of leave.

14. If candidates have any queries about this circular, they should contact their Personnel Section. Any subsequent enquiry about the progress of their application should be addressed directly to the Public Appointments Service.

Mise le meas,

John O'Connell
Assistant Secretary

Appendix A to Circular 4/2005

General Service grades eligible to compete

Head Services Officer (formerly Head Messenger)
Services Officer (formerly Messenger)
Services Attendant
Superintendent of Cleaners
Supervisor of Cleaners
Cleaner

Departmental grades eligible to compete

Agriculture and Food

Laboratory Attendant, Veterinary Research Laboratory
Storekeeper
Nightwatchman
Porter Watchman

Arts, Sport and Tourism

Head Searcher, National Archives

Communications, Marine and Natural Resources

Laboratory Attendant
Storekeeper Research Laboratory Abbotstown
Storekeeper Coast Life Saving Service

Defence

Storeman
Watchman

Education and Science

Temporary Porter
Nightwatchman

Foreign Affairs

Nightwatchman

Justice, Equality and Law Reform

Staff Cook

Courts Service

Crier to Circuit Court Judge
Court Usher
Nightwatchman, Office of Supreme & High Courts
Hall Porter

Land Registry and Registry of Deeds

Head Searcher, Land Registry

Head Searcher, Registry of Deeds

Office of Public Works

Storekeeper, Furniture Branch

Nightwatchman, Dublin Castle

Nightwatchman, Government Supplies Agency

Assistant Warehouseman, Government Supplies Agency

Junior Porter, Government Supplies Agency

Foreman & Propagator, Botanic Gardens

Office of the Houses of the Oireachtas

Storekeeper

Parliamentary Porter

Office of the Revenue Commissioners

Storeman, Stamping Branch

Watcher

Social and Family Affairs

Nightwatchman

State Laboratory

Attendant

Storekeeper

Appendix B to Circular 4/2005

Other grades eligible to compete

Library Assistant, Class II and Class III

Packer and Porter

Senior Inplant Operator

Inplant Operator

Record Clerk

Court Messenger

Usher, Office of Supreme and High Courts

Warehouseman, Office of Public Works

Storeman, Office of Public Works

Science and Art Attendant

Visually Impaired Telephonist.