



**An Roinn Airgeadais
Department of Finance**

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E 109/23/08

6 March, 2008

Circular 6/2008: Confined Competition for Appointment as Clerical Officer in the Civil Service

A Dhuine Uasail

1. I am directed by the Minister for Finance to say that the Public Appointments Service will hold a confined competition to set up panels from which appointments as Clerical Officer may be made. No appointments will be made from this competition after **2nd October, 2010**.

Eligibility

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

3. The competition will be confined to officers who on **28th March, 2008** are serving in an established, unestablished or acting capacity in one of the grades listed in **Appendix 1** to this circular and have not less than one year's full-time service in the Civil Service.

4. Unestablished officers or officers acting up in an eligible grade may compete in the competition provided they fulfil the eligibility requirements set out above, subject to having a minimum of one year's continuous service in one of the grades concerned.

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

5. Officers who are on special leave with pay may apply, if otherwise eligible. Officers who are on career break may apply if their career break conforms to the terms of Department of Finance Circular 18/98 and if they are otherwise eligible. Officers on special leave without pay (e.g. to serve with the EU) may be eligible; Personnel Sections should check cases not covered by Department of Finance Circular 33/91 with this Department.

The Competition

6. Selection will be by means of a two stage assessment process conducted by the Public Appointments Service which will consist of:

Stage 1

Stage 1 will consist of:

- cognitive tests, which shall be obligatory and qualifying.

Stage 2

Stage 2 will consist of:

- a qualifying interview.

It is expected that tests will be held during the weeks beginning the 21st April, 2008 and the 28th April, 2008.

7. The Public Appointments Service will contact candidates directly to confirm the date, time and venue of the written test. All candidates must bring their letter of attendance to the exam and this letter will be stamped as proof of attendance on the day. Officers should present this certificate to their Personnel Section on their return to verify their attendance.

8. The number to be invited to interview will be determined from time to time having regard to the number of vacancies arising and their locations. The interview will be conducted by a board or boards to be set up by the Public Appointments Service. The interview will be in a structured format. Details of the structure and of the matters to be addressed by the board will be issued in advance to all applicants invited to attend for interview. Applicants must make themselves available for any test and/or interview at short notice, if required.

Credit for Proficiency in English and Irish

9.1 Credit for proficiency in Irish and English will be given in accordance with Department of the Public Service Circular 43/75 and Department of Finance Circular 30/90.

9.2 In placing candidates in the order of merit, credit due under the above Circulars will be applied only to those candidates who are successful at Stage 2.

10. Test familiarisation material for the test will be made available to candidates through their personnel sections, when they are being called for aptitude testing.

Duration of panels

11. It is envisaged that the panels formed under the terms of this circular will become valid in **June 2008** and will extend to **2nd October, 2010** or until the exhaustion of the panels, whichever is the earlier. Candidates who have not been promoted at the expiry of the relevant panel will have no claim to promotion thereafter because of having been on the panel.

Applications

12. The Application Form is attached to this Circular. Completed Application Forms should be returned to the Personnel Officer of the Department in which the candidate is serving to arrive as soon as possible but **not later than 5.00 p.m. on Friday 28th March, 2008**. Personnel Officers should forward completed applications to reach the **Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1** as soon as possible but **not later than 5.00 p.m. on Thursday 3rd April, 2008**. **The closing date must be strictly observed.** An applicant who has not heard from the Public Appointments Service by Friday 11th April, 2008 should contact that office immediately.

13. The Personnel Officer will be required to certify that candidates:

- have worked well and been satisfactory in their present capacity,
- have been satisfactory in general conduct, **and**
- fulfil the conditions of eligibility specified in Paragraphs 3 above of this Circular.

14. 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 imply acceptance by the Public Appointments Service that a candidate is eligible to compete in the competition. In particular, candidates should note that the Personnel Officer will not have verified health and the level of sick leave of those called to competitive interview – accordingly, admission to the competition, or any of the selection stages of the competition does not imply that they meet the health and sick leave criteria.

15. In considering a candidate's suitability from the point of view of health and sick leave, the Public Appointments Service will have regard to Department of the Public Service Circular 34/76 (as amended by Department of Finance Circulars 32/91, 33/99 and 17/03). If candidates have doubts about any aspect of their eligibility, they are advised to clarify their position with their Personnel Section before proceeding with their applications.

Codes of Practice

16. The recruitment and selection process for appointment to this position will be conducted in accordance with the Code of Practice titled *Selection of Persons for Appointment on Promotion to Positions in the Civil Service (No. 02/04)* published by the Commission for Public Service Appointments.

The Code of Practice reflects the following core principles:

- *Probity*
- *Appointments Made on Merit*
- *An Appointments Process in Line with Best Practice*
- *A Fair Appointments Process Applied with Consistency*
- *Appointments Made in an Open, Accountable and Transparent Manner*

Candidates are advised to familiarise themselves with the contents of the Code of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

Complaints and Requests for Review

17. Complaints/requests for review will be considered by the Public Appointments Service in accordance with the procedures set out in the CPSA Code of Practice.

Candidates' Rights and Review Procedures in relation to the Selection Process are set out at **Appendix 3**.

18. The Code of Practice may be accessed by visiting www.cpsa-online.ie or by contacting Commission for Public Service Appointments, Chapter House, 26-30 Upper Abbey Street, Dublin 1 - Telephone - 01 – 8779940.

Appointments

Appointment on probation

19.1 Appointments to the grade of Clerical Officer will be subject to the usual conditions governing promotion as set out in the Department of Finance Guidelines on Probation. On appointment, officers will serve a one year probationary period in the grade of Clerical Officer. At the end of this period, a decision will be made on substantive appointment to the grade. It is envisaged that such appointments will be subject to the PMDS procedures in relation to performance monitoring and to probationary reviews. During the probationary period, the appointee will be assessed to determine whether s/he:

- has demonstrated the capacity to undertake the duties of a Clerical Officer,
- has performed the duties in a satisfactory manner, **and**
- has been satisfactory in general conduct.

19.2 An officer whose service is not satisfactory will be notified of the action to be taken.

19.3 Where a decision is made not to confirm an appointee in the new grade, the Personnel Officer may be asked by the appointee to request that the Civil Service Disciplinary Code Appeal Board review the decision. Ref. Circular 14/2006 Civil Service Disciplinary Code paragraphs 11 and 50(ii).

19.4 In the event of reversion an officer will, where practicable, return to fill a vacancy in the grade and Department/Office in which he or she served prior to promotion. The vacancy thus created will be filled again under the terms of the Scheme without affecting the sequence of appointments in that Department/Office provided the reversion occurred before the expiry of the panel. Any extra payment arising from the assignment would then cease.

20. Candidates called to the interview stage of the competition will be invited to apply for all or any of the following panels. (The panel at (a) will be used to fill vacancies in the Greater Dublin area; appointments to Dublin will be offered to candidates who have applied for this panel).

- | | |
|-----------------|---------------------|
| (a) Dublin | (n) Limerick |
| (b) Athlone | (o) Longford |
| (c) Ballina | (p) Nenagh |
| (d) Castlebar | (q) Portlaoise |
| (e) Cavan | (r) Roscommon |
| (f) Cork | (s) Rosslare |
| (g) Drogheda | (t) Sligo |
| (h) Dundalk | (u) Tralee |
| (i) Ennis | (v) Tullamore |
| (j) Galway | (w) Waterford |
| (k) Kilkenny | (x) Wexford |
| (l) Killarney | (y) Other locations |
| (m) Letterkenny | |

21. Candidates can be given no assurance that an appointment to any location listed above will be available. Appointments to an office relocated under a decentralisation programme will not be offered if positions in that office are being filled from special panels set up under the programme.

22. A candidate who refuses an offer of appointment to a particular location will be removed from the panel for that location but will remain eligible for other locations. **Candidates are strongly advised to apply only for those locations in which they would be prepared to serve.**

23. A candidate who accepts an offer of appointment as Clerical Officer, whether as a result of this competition or otherwise, will cease to be eligible for appointment from this competition.

General

24. **Personnel Officers should be mindful that eligible candidates may not have access to email and should ensure that a hard copy of this Circular is brought to the attention of all eligible officers in their Departments and associated offices. This includes eligible officers on maternity leave, career break, term time leave or other forms of leave.**

Information on Panels

25. The information on panels formed as a result of these competitions will be available to Personnel Officers in all Departments/Offices and Careers and Appointments Section in the Department of Finance. In addition, candidates will be asked to agree to the same information being made available to FGE/IMPACT for the purpose of monitoring the operation of the scheme.

Circulation and further information

26. Personnel Officers should bring this circular to the notice of all eligible officers serving in their departments and associated offices without delay, including officers on maternity leave, career break, term time, contract, secondment and other relevant forms of leave. If candidates have any queries about the circular they should contact their Personnel Section. Subsequent enquiries about their candidature should be addressed to the Public Appointments Service.

27. The Civil Service is an equal opportunity employer. Promotion within the service is made on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.

Mise le meas

Michael Errity
Assistant Secretary

Appendix 1

GENERAL SERVICE GRADES ELIGIBLE TO APPLY

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

DEPARTMENTAL GRADES ELIGIBLE TO APPLY

Agriculture and Food

- Laboratory Attendant, Veterinary Research Laboratory
- 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 Cleaner - Handyman
- Driver – Handyman
-

Courts

- Crier to Circuit Court Judge
- Hall Porter
- Usher

Defence

- Storeman
- Watchman

Education and Science

- Nightwatchman

Land Registry and Registry of Deeds

- Head Searcher, Land Registry
- Head Searcher, Registry of Deeds
- Staff Cook (formerly Mess Attendant)
- Video Link Assistant

Office of the Houses of the Oireachtas

- Parliamentary Porter
- Storeman

Office of Public Works

- Clerk in Charge CEW Engineering Branch
- Progress Clerk, Engineering Branch
- Storekeeper, Furniture Branch
- Nightwatchman, Dublin Castle
- Nightwatchman, Government Supplies Agency
- Assistant Warehouseman, Government Supplies Agency
- Junior Porter (formerly Boy Porter), Government Supplies Agency
- Foreman & Propagator, Botanic Gardens

Office of the Revenue Commissioners

- Storeman, Stamping Branch
- Watcher
- Extraman

Social and Family Affairs

- Nightwatchman

State Laboratory

- Attendant
- Storekeeper

Valuation Office & Ordnance Survey

- Gate Porter
- Labourer
- Storeman
- Nightwatchman

Appendix 2

Other grades eligible for this competition

- Library Assistant, Class II and Class III
- Packer and Porter
- Senior Inplant Operator
- Inplant Operator
- Record Clerk
- Ship Inspector
- Court Messenger
- Head Usher, Deputy Head Usher, Senior Usher and Usher (Houses of the Oireachtas)
- Usher, Office of Supreme & High Courts

APPENDIX 3

General information

The Public Appointments Service will consider requests for review in accordance with the provisions of the codes of practice published by the CPSA. A candidate can seek a review by a person in the recruiting body (initial reviewer). Where a candidate remains dissatisfied following this initial review, he/she may seek to have the conduct of the initial review examined by a “decision arbitrator”.

As an alternative to the above, it is open to a candidate to seek to have the matter resolved on an informal basis, as set out below. If a candidate remains dissatisfied following any such discussion it is open to him/her to seek a formal review.

The Codes of Practice are available on the website of the Commission for Public Service Appointments, www.cpsa-online.ie.

Informal process

- The candidate can avail of the Informal Review within 5 working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision (or relevant person).
- Where the decision being conveyed relates to an interim stage of a selection process, the request for informal review must be received within 2 working days of the date of receipt of the decision.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.
- If the candidate wishes the matter to be dealt with by way of a formal review, he/she must do so within 2 working days of the notification of the outcome of the informal review.

Formal process: Initial review

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, setting out those aspects of the action or decision in relation to his/her candidature that he/she wishes to have reviewed.
- A request for review must be made within 10 working days of the notification of the initial decision. Where the decision relates to an interim stage of a selection process, the request for review must be received within 4 working days.

- Any extension of these time limits will only be granted in the most exceptional of circumstances and will be at the sole discretion of the Chief Executive.
- The outcome must generally be notified to the candidate within 20 working days of receipt of the complaint or request for review. The candidate will receive the outcome of the review by means of a written report.
- Should a candidate be dissatisfied with the outcome of the initial review, he/she may request a review by a decision arbitrator of the conduct of the initial review.

Review by the decision arbitrator

The decision arbitrator is appointed by the Chief Executive. The decision arbitrator is unconnected with the selection process and he/she will adjudicate on requests for review in cases where a candidate is not satisfied with the outcome of the initial review. The decision of the decision arbitrator in relation to such matters is final.

- A request made to the decision arbitrator must be received within 7 working days of the notification of the outcome of the initial review.
- The outcome of the investigation must be notified to the candidate in the form of a written report within 10 working days.

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information,
- canvass any person with or without inducements,
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; **and**
- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Deeming of candidature to be withdrawn

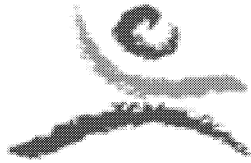
Candidates who do not attend for interview or other test when and where required by the Public Appointments Service, or who do not, when requested, furnish such evidence, as the Public Appointments Service require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Data Protection Acts 1988 & 2003

When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held on computer is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. You are entitled under these acts to obtain, at any time, copy of information about you, which is kept on computer. The Public Appointments Service charge a fee of €6.35 for each request. You should enclose a cheque or postal order and address your request quoting **Reference: 08/002/06** to: **THE DATA PROTECTION CO-ORDINATOR, PUBLIC APPOINTMENTS SERVICE, "CHAPTER HOUSE", 26-30 ABBEY STREET UPPER, DUBLIN 1.** Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.



Public Appointments Service

CIRCULAR 6/2008

**CONFINED COMPETITION FOR APPOINTMENT AS CLERICAL OFFICER IN THE
CIVIL SERVICE**

APPLICATION FORM

**THE PUBLIC APPOINTMENTS SERVICE IS COMMITTED TO A POLICY OF
EQUAL OPPORTUNITY**

Please ensure that you complete and return this application form to your Personnel Officer not later than 5.00 on Friday 28th March, 2008. Where a candidate is on loan from another Department, the head of the department should forward the Application Forms to the parent department to arrive not later than 5:00 p.m. on Monday 31st March, 2008. Application Forms should reach the Public Appointments service not later than 5.00 p.m. on Thursday 3rd April, 2008. Please note: Applications will not be accepted by the Public Appointments Service after this date/time.

Please complete clearly in BLOCK CAPITALS using black pen.

1. Personal Details

Title: _____

First Name(s): _____ Surname: _____

Address:

Telephone Numbers: Home: _____ Work: _____ Ext: _____

Date of Birth: _____ Prefer not to specify

PPS No. : _____

Current Department _____ Current Grade _____

Established

Unestablished

Parent Department (if on secondment etc.) _____

2. Data Protection

I agree to information on the panel being made available to the relevant Civil Service Unions for monitoring purposes

Are you claiming marks for proficiency in both Irish and English? Yes No

Please state date of proficiency: Day _____ Month _____ Year _____

If you do not already have credit for Irish, do you wish to apply for the optional Irish Language Test:

Yes No

Do you require special facilities at Interview: Yes No

If you require special facilities at interview (e.g. Wheelchair access, Sign interpreter, etc.) Please specify special facilities required:

Declaration

6. I hereby declare that I fulfil the requirements set out in Department of Finance's Circular 06/2008 governing this competition and that the information given in this form is correct.

Signature: _____ Date: _____

CIRCULAR 06/2008

**CONFINED COMPETITION FOR APPOINTMENT AS CLERICAL OFFICER
IN THE CIVIL SERVICE**

Candidate Name: _____

Candidate Number: _____

**Please complete the table below to indicate the provincial
location(s) for which you wish to apply for
[TICK THE APPROPRIATE BOX(ES)]**

Locations	√		Locations	√		Locations	√	
Dublin		1	Kilkenny		11	Tralee		21
Athlone		2	Killarney		12	Tullamore		22
Ballina		3	Letterkenny		13	Waterford		23
Castlebar		4	Limerick		14	Wexford		24
Cavan		5	Longford		15	Other Locations		25
Cork		6	Nenagh		16			
Drogheda		7	Portlaoise		17			
Dundalk		8	Roscommon		18			
Ennis		9	Rosslare		19			
Galway		10	Sligo		20			

CIRCULAR 06/2008

**CONFINED COMPETITION FOR APPOINTMENT AS CLERICAL OFFICER
IN THE CIVIL SERVICE**

CANDIDATE NAME : _____

(To be completed by the Parent Department/Office or Department / Office in which the officer is working)

PERSONNEL SECTIONS PLEASE NOTE: Candidates must have been certified as proficient in Irish on or before the date of Interview (as per paragraph 9.1 of Dept of Finance Circular 30/2005)

1. (a) Is the candidate entitled to marks for proficiency in both Irish and English? _____
- (b) If YES, please give:
- (i) entitlement: 3% 6%
- (ii) date of written test and oral test , if candidate has passed the Irish competency and promotion test held by the Public Appointments Service
- (a) Written Test: _____ (b) Oral Test: _____
- (iii) relevant details, if candidate has an appropriate certificate from Gaeleagras,
- (a) when Certificate was obtained _____
- (b) whether Certificate was for:
Ard-chursa ____ Mean-chursa ____
- (c) whether Certificate is:
Teatas Tinrimh ____ Teatas Breithmheasa ____

CERTIFICATE OF THE HEAD OF THE DEPARTMENT/OFFICE

The Candidate;

- (a) has worked well and been satisfactory in his/her present grade;
- (b) has been satisfactory in general conduct;
- (c) fulfils the conditions of eligibility set out in Dept. of Finance Circular 30/2005

Signed: _____ Date: _____

NB: (This certificate should be signed and returned by the Personnel Officer to Sean Duignan, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 so as to reach there not later than 5.00 pm on Thursday 3rd April, 2008.