



73-79,  
Sráid an Mhóta Íocht.,  
Baile Átha Cliath 2,  
Éire.

73-79,  
Lower Mount Street,  
Dublin 2,  
Ireland.

Teileafón / Telephone: 353-1 676 7571  
Facsimilir / Facsimile: 353-1 604 5710  
353-1 604 5719  
353-1 604 5499  
Glao Áitiúil / LoCall: 1890 66 10 10  
<http://www.irlgov.ie/finance>

E109/90/07

6 March, 2008

**Circular 7/2008: Confined Competition for Established  
Appointments to certain Grades 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 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 **28<sup>th</sup> March 2008**
  - (i) are serving in an unestablished capacity in one of the grades listed in the **Appendices A and B** below to this circular, **and**
  - (ii) have not less than one year's continuous service in aggregate in one or more of the eligible 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**

5.1 Appointment as an established officer will be subject to the usual conditions governing probation as set out in the Department of Finance Guidelines on Probation. On appointment, officers will serve a one year probationary period in the established post. At the end of this period, a decision will be made on substantive appointment to the established grade.

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

5.2 During the probationary period the appointee will be assessed to determine whether s/he:

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

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

5.4 Where a decision is made not to confirm an appointee in the established post, 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 Codes 11 and 50(ii).

6. Where relevant candidates referred to in Paragraph 4 above who are appointed substantively to an established post 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 to communicate 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. Additional marks which will reckon towards the order of merit will be awarded to qualified candidates who, as a result of this assessment, show that they are proficient in both Irish and English.

### **Applications**

9. The Application Form for this competition is attached to this circular. Please note that 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. Friday 28<sup>th</sup> 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 3<sup>rd</sup> April 2008**. **The closing date must be strictly observed.**

10. The Personnel Officer should not forward an application to the Public Appointments Service unless satisfied that the candidate:

- fulfils the conditions of eligibility specified in Paragraph 3 of this circular,
- has worked well and been satisfactory in his/her present duties,
- has been satisfactory in general conduct, **and**
- is 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. Candidates should note that it is in their own interest to satisfy themselves as to what effect establishment may have on their Social Welfare entitlements in respect of pension and other entitlements. Candidates may, if they wish, contact the Information Service of the Department of Social & Family Affairs - Telephone 01-874 8444.

**13. 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.**

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.

### **Complaints and Requests for Review**

15. 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 C**.

16. The Codes of Practice may be accessed by visiting [www.cpsa-online.ie](http://www.cpsa-online.ie) or by contacting Commission for Public Service Appointments, Chapter House, 26-30 Upper Abbey Street, Dublin 1 - Telephone - 01 – 8779940.

Mise le meas

Michael Errity  
Assistant Secretary

## **Appendix A**

### **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  
Night-watchman  
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  
Night-watchman

#### **Foreign Affairs**

Night-watchman

#### **Justice, Equality and Law Reform**

Staff Cook

### **Courts Service**

Crier to Circuit Court Judge  
Court Usher  
Night-watchman, 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  
Night-watchman, Dublin Castle  
Night-watchman, 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**

Night-watchman

### **State Laboratory**

Attendant  
Storekeeper

## **Appendix B**

### **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.





## **APPENDIX C**

### **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](http://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.

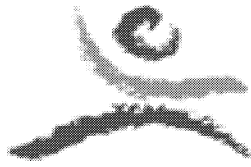
### **Quality Customer Service**

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: 08/006/11** 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 07/2008**

**CONFINED COMPETITION FOR ESTABLISHED  
APPOINTMENTS TO CERTAIN GRADES IN THE CIVIL  
SERVICE**

### **APPLICATION FORM**

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**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 5.00pm on Friday 28<sup>th</sup> March, 2008. Personnel Officers, please return completed Application Forms not later than 5.00pm on Thursday 3<sup>rd</sup> April, 2008, to Sean Duignan, Public Appointments Service, Chapter House, 26 -30 Abbey Street Upper, Dublin 1.**



This form will be photocopied for the use of the Interview Board. Please complete clearly in BLOCK CAPITALS using BLACK pen.

**1. Personal Details**

*First Name(s):* \_\_\_\_\_ *Surname:* \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Current Department** \_\_\_\_\_ **Current Grade** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Numbers:** Home: \_\_\_\_\_ Work \_\_\_\_\_ ext. \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_

**P.P.S. No:** \_\_\_\_\_ **Male / Female (please delete as appropriate)**

**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:**

<b>2. General Education</b>			
<b>Examination(s)</b>	<b>Year</b>	<b>School/College Attended</b>	<b>Results Obtained</b>

<b>3. Particulars of all service IN THE CIVIL SERVICE</b>					
<b>Period in months</b>	<b>Date</b>		<i>Grade/Title Of Position</i>	<b>Department/ Office</b>	<b>Section</b>
	<b>From</b>	<b>To</b>			



**4. Particulars of employment or experience (if any) OUTSIDE THE CIVIL SERVICE**

Period in months	Date		Post held by you, description of duties, salary, etc.	Name and address of employer
	From	To		

**5. You may use this space for further information in support of your application e.g. attainments, membership of clubs or societies, leisure interests, other social activities.**


**6. I hereby declare that I fulfil the requirements set out in Department of Finance's Circular 07/2008 governing this competition and that the information given in this form is correct.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CIRCULAR 07/2008**

**CONFINED COMPETITION FOR ESTABLISHED  
APPOINTMENTS TO CERTAIN GRADES IN THE CIVIL  
SERVICE**

**(to be completed by the Personnel Officer)**

I certify that the candidate:

- (i) Is serving in an unestablished capacity in one of the grades listed in the Appendices to this circular, and
- (ii) has not less than one year's continuous service in the aggregate in one or more of these grades,
- (iii) has been satisfactory in general conduct;
- (iv) fulfils the conditions of eligibility set out in the Regulations governing this competition.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**(N.B. This certificate should be signed and stamped by an officer in the Headquarters of the Department/Office not lower than the grade of the Personnel Officer in that Department.)**