

DPE 056 / 037 / 2015

CS13 / 268 / 2015

16 November 2015

## Circular 14/2015

### Selection Process for Established Appointments to Certain Grades in the Civil Service (Confined)

#### TO ALL DEPARTMENTS

(For Department read Department/Office throughout this Circular)

A Dhuine Uasail

1. I am directed by the Minister for Public Expenditure and Reform to say that the Public Appointments Service will hold a confined Selection Process for established appointment to certain positions within the Civil Service.
2. This process will be held in compliance with the Commission for Public Service Appointments (CPSA) Code of Practice for *Atypical Appointments to positions in the Civil Service and certain Public Bodies*.
3. The Civil Service is committed to a policy of equal opportunity.

#### Eligibility

4. Applications will be confined to officers who on **16 November, 2015**
  - (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 years' service in their existing grade or an aggregate of one years' service, **and**
  - (iii) have worked well and been satisfactory in his/her present duties, **and**
  - (iv) have been satisfactory in general conduct and character, **and**
  - (v) 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, 17/03 and 12/15 ) must be followed.

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 application.

5. Persons who would have been eligible under 4(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**

- 6.1 Appointment as an Established Officer will be subject to the usual conditions governing probation as set out in the Department of Public Expenditure & Reform 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 by the Personnel Officer of the parent Department/Office on substantive appointment to the established grade.
- 6.2 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, **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, 17/03 and 12/15 ) must be followed.
- 6.3 An officer whose service is not satisfactory will be notified of the action to be taken.
- 6.4 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).
7. Where relevant candidates referred to in Paragraph 5 above who are appointed substantively to an established post in their previous grade as a result of this process 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 Selection Process**

8. Candidates are required to complete the application form (**Part A** attached) which must be certified by the Personnel Officer (**Part B** attached) in his/her parent Department /Office.

Only applications which comply with the eligibility requirements and certified by the Personnel Officer, should be forwarded to the Public Appointments Service for consideration. Candidates who do not fulfil the requirements will be deemed ineligible and will be informed by the Personnel Officer accordingly.

Selection by the Public Appointments Service will be based on the information provided in the candidate's application having regard to the certification of eligibility and suitability by the Personnel Officer. It is not anticipated that the applicants will undergo an interview as part of this process.

### **How to apply**

9. The Application Form is attached to this circular. Please note that completed Application Form (Part A) 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 12.00 noon on Friday 4<sup>th</sup> December, 2015**. Personnel Officers must complete Part B, before forwarding to the Public Appointments Service and certify that the candidate is eligible.

Personnel Officers should forward only completed and certified applications to reach the Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 as soon as possible but **not later than Tuesday 5<sup>th</sup> January, 2016**. 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 4 of this circular.

### **General**

11. Candidates should note that it is in their own interest to satisfy themselves as to what effect establishment may have on their superannuation/pension, Social Welfare and other entitlements by in the first instance contacting their Personnel Section. Candidates may, if they wish, contact the Department of Social Protection, Information Service, telephone: **1890 662244**
12. Personnel Officers should be mindful that eligible candidates may not have access to e-mail 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.
13. If candidates have any queries about this circular, they should contact their Personnel Section.

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

14. Complaints/requests for review will be considered in accordance with the procedures set out in the Commission for Public Service Appointments (CPSA) Code of Practice for Atypical Appointments to positions in the Civil Service and certain Public Bodies.
15. Candidates' Obligations, and Candidates' Rights and Review Procedures in relation to the Selection Process are included at **Appendix C**.

The Codes of Practice may be accessed by visiting [www.cpsa.ie](http://www.cpsa.ie) or by contacting the Commission for Public Service Appointments, 18 Lower Leeson Street, Dublin 2, Tel: 01 639 5750, Email: [info@cpsa.ie](mailto:info@cpsa.ie)

Mise le meas



David Cagney

Chief Human Resource Officer

## **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, Food and Marine**

Laboratory Attendant, Veterinary Research Laboratory  
Storekeeper  
Night-watchman  
Porter Watchman

#### **Arts, Heritage and Gaeltacht**

Head Searcher, National Archives

#### **Communications, Energy and Natural Resources**

Laboratory Attendant  
Storekeeper Research Laboratory Abbotstown  
Storekeeper Coast Life Saving Service

#### **Defence**

Storeman  
Watchman

#### **Education and Skills**

Temporary Porter  
Night-watchman

#### **Foreign Affairs**

Night-watchman

#### **Justice and Equality**

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**

Assistant Warehouseman, Government Supplies Agency

**Office of the Houses of the Oireachtas**

Storekeeper

Parliamentary Porter

**Office of the Revenue Commissioners**

Storeman, Stamping Branch

Watcher

**Social Protection**

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**

### **Public Appointments Service General Information**

#### **Admission to the Selection Process**

The admission of a person to the Selection Process, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the Public Appointments Service is satisfied that such a person fulfils the requirements.

#### **Security Clearance**

You may be required to complete and return a Garda Vetting form, should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

#### **Specific candidate criteria**

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- If successful, they will not be appointed to the post unless they:
  - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and
  - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.

#### **Non-Refund of Expenses**

Any expenses incurred by candidates whilst undertaking any elements of the selection process will not be refunded.

#### **Deeming of candidature to be withdrawn**

Candidates who do not properly complete and submit their application form or do not furnish such evidence as required in regard to any matter relevant to their candidature, will have no further claim to consideration.

#### **Confidentiality**

Subject to the provisions of the Freedom of Information Acts 1997 and 2003, the Data Protection Acts 1988 and 2003, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by the Public Appointments Service or employing organisation, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

### **Data Protection Acts 1988 & 2003**

When your application is received, a record is created in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003. To make a request under the Data Protection Acts 1988 & 2003, please submit your request in writing to: The Data Protection Co-Ordinator, of your employing Department/Office or where appropriate, the Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1, ensuring that you describe the records you seek in the greatest possible detail to enable identification of the relevant record. A fee of €6.35 should accompany your request. Payment should be made by way of bank draft, money order, or personal cheque, made payable to the department/office or to the "Public Appointments Service". Certain items of information, not specific to any individual, are extracted from records for general statistical purposes.

### **Candidates' Obligations:**

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way.

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.

### **Candidates' Rights – Review Procedures in relation to the Selection Process**

#### ***General Information***

A candidate seeking review relating to his/her candidature should obtain this from the office holder in charge of that element of the selection process. Requests for review will be considered in accordance with the provisions of the *Code of Practice for Atypical Appointments to positions in the Civil Service and certain Public Bodies* published by the Commission for Public Service Appointments (CPSA).

Please note that reviews in relation to eligibility and certification by the Personnel Officer should be addressed to the employing Department/Office. Requests for review in relation to elements of the selection process conducted by the Public Appointments Service should be addressed to the Chief Executive.

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 under **Section 7** of the code of practice.

The Code of Practice is available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.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 eligibility process to the Secretary General/ Head of Office of his/her department/office where he/she is dissatisfied with an action/decision made in relation to his/her application.

If the candidate's concerns relate to elements of the selection process conducted by the Public Appointments Service, they must address these concerns to the Chief Executive.

In both instances the candidate must set out in writing, the basis for the complaint being made.

- 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 Secretary General/Head of Office/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 relevant Secretary General/Head of Office, or in the case of the Public Appointments Service 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**.

Where a candidate believes that an aspect of the process breached the CPSA's Code of Practice, he/she can have it investigated under **Section 8** of the code.

**Candidates should note that canvassing will disqualify**

# APPLICATION FORM

**Circular 14/2015**

**Selection Process for Established Appointments to Certain Grades in  
the Civil Service (Confined)**

1. Applicants must ensure that they complete and return **PART A** of the application form to his/her Personnel Officer not later than 5.00pm on **Friday 4th December, 2015**
2. Personnel Officers,  
(a) please complete **PART B** of the application form and forward certified applications, not later than **Tuesday 5<sup>th</sup> January, 2016** to:

(scanned PDF applications)  
[establishment2015@publicjobs.ie](mailto:establishment2015@publicjobs.ie)

**or,**

(hard copy of applications)  
Susan O’Riordan, Public Appointments Service,  
Chapter House, 26-30 Abbey St Upper, Dublin 1

- (b) attach a list of all certified applicants being forwarded.

# Application Form

## PART A

This form may be photocopied.

Please type your application or complete clearly in BLOCK CAPITALS using a BLACK pen.

### 1. Personal Details

First Name(s):

Surname:

Home Address:

Parent Department/ Office:

Current Department/ Office (if different)

Current Grade:

Work Address:

Telephone Numbers:

Personal:

Work:

Extension No.

E-mail address:

Date of Birth:

P.P.S. No:

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

Period in months	Date		Post held by you and brief description of duties	Name and address of employer
	From	To		

3. Particulars of all service IN THE CIVIL SERVICE					
Period in months	Date		Grade/Title of Position	Department/ Office	Section/Area where you worked and brief description of duties
	From	To			

Before you submit your application form for certification to your HR/ Personnel unit, please ensure that you have completed all sections and that you complete the declaration below. The onus is on candidates to establish eligibility in this application form.

- Please do not forward any certificates or references with this form.
- Misstatements or canvassing will render an applicant liable to disqualification.
- The personal data supplied by you on this application form may be stored on computer and will be used only for the purposes registered under the Data Protection Acts, 1988 and 2003.

**I hereby declare that:**

- A. the information given in this form is correct and give my permission for enquiries to be made to establish such matters relating to eligibility including experience, health & sick leave, conduct and character, and for the release by other people or organisations of such information as may be necessary;**
- B. I fulfil the requirements set out in Department of Public Expenditure and Reform's Circular 14/2015 governing the selection process and that the information given in this form is correct. I acknowledge that any information supplied by me during the application process may be made available to the employing department.**

**The submission of this application is taken as consent.**

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

# Application Form

## PART B

### FOR CERTIFICATION BY THE PERSONNEL OFFICER

Re: Circular 14/2015

#### Selection Process for Established Appointments to certain Grades in the Civil Service (Confined)

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**. The applications of all candidates who **meet the eligibility requirements** should, by **Tuesday 5<sup>th</sup> January 2016**, be sent to:

(PDF applications only) [establishment2015@publicjobs.ie](mailto:establishment2015@publicjobs.ie)

or

(hard copy applications) Susan O'Riordan, Public Appointments Service,  
Chapter House, 26-30 Abbey St Upper, Dublin 1

A list of all applications should be submitted to the Public Appointments Service.

*This form should **not be submitted** to the Public Appointments Service where a **'NO'** has been given in **any of the boxes below**.*

Candidate's name: \_\_\_\_\_

Candidate's Grade/ title: \_\_\_\_\_

Department/Office where serving: \_\_\_\_\_

I certify that the candidate named above (please indicate appropriate box):

	YES	NO
(i) is serving in an unestablished capacity in one of the grades listed in the Appendices to this circular,	<input type="checkbox"/>	<input type="checkbox"/>
(ii) has not less than one year's continuous service in aggregate in one or more of the eligible grades,	<input type="checkbox"/>	<input type="checkbox"/>
(iii) has worked well and been satisfactory in his/her present duties,	<input type="checkbox"/>	<input type="checkbox"/>
(iv) has been satisfactory in general conduct and character,	<input type="checkbox"/>	<input type="checkbox"/>
(v) is suitable from the point of view of health with particular regard to sick leave,	<input type="checkbox"/>	<input type="checkbox"/>
(vi) fulfils the conditions of eligibility set out in the Circular governing this competition.	<input type="checkbox"/>	<input type="checkbox"/>

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

Title/Grade: \_\_\_\_\_

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