

Reference No: E109/17/32; **Date:** 02/04/1932

Circular 11/1932:- Subordinate Staff - Recruitment

A Dhuine Uasail,

I am directed by the Minister for Finance to refer to the final paragraph of this Department's Circular No. 8/32 dated 11th March, 1932, and to state that in future when the need arises for filling vacancies in the subordinate staff (including Women Cleaners or Charwomen) in the Public Service whose recruitment is not subject to the provisions of the Civil Service Regulations Acts, the Manager of the nearest Employment Exchange of the Department of Industry and Commerce should be communicated with and furnished with the following information:

- (a) Particulars of the qualifications required;
- (b) Conditions of service, i.e., salary and hours and, when possible, an indication of the probable time for which employment can be offered;
- (c) Whether applicants will be personally interviewed and/or whether particulars of them should be forwarded;
- (d) Where the applicants will be required to work.
- (e) The officer to whom particulars of applicants or applicants themselves should be sent.

In response to each such application the Manager of the Employment Exchange concerned will send a limited number of suitable applicants for interview, or will forward particulars of them on the prescribed form for scrutiny. The responsibility for making the final selection will rest on the Department in which the vacancy is, acting with the approval of the Minister in charge of the Department.

Before any application is made to the Employment Exchanges for subordinate staff the prior sanction of the Minister for Finance should be obtained for the making of the appointment in every case where a general authority covering appointments to the particular grade concerned has not been given by the Minister for Finance.

I am to add that, in the event of the Employment Exchanges not being in a position to nominate suitable staff, reference should be made to this Department.

Mise, le meas,
H.P. Boland