

Reference No: E100/10/84 ; **Date:** 05/04/85

Circular 10/1985:- Competition for promotion to Staff Officer

I am directed by the Minister for the Public Service to refer (i) to the interdepartmental scheme of promotion to Staff Officer (general service) and (ii) to the filling of certain Staff Officer vacancies in the Employment Exchanges of the Department of Social Welfare. It has been agreed with the Staff Side of the General Council that an interdepartmental competition to set up two panels for promotions as at (i) and (ii) respectively will again be held. The central interviews will be held by the Civil Service Commissioners.

Eligibility

2. Those eligible to compete are officers who on 1 May 1985

(1) are serving as established Clerical Officers (general service) in the Civil Service or in an equivalent capacity in the grade of Clerical Officer in An Post or Bord Telecom Eireann and

(2) have not less than 4 years service in that grade or not less than 6 years service of which not less than 2 years have been in the present grade.

Applications

3. Candidates should apply to their Personnel Officers for application forms (obtainable by Personnel Units from the Civil Service Commission). An officer's application should be addressed to the Personnel Officer of the Department/ Office/Company in which the officer is serving. The application should state whether the officer wishes to be considered for (a) vacancies in Departments generally (b) vacancies in Employment Exchanges or (c) both categories of vacancies. Where the officer is on loan (except to an Office outside the State), the Personnel Officer should forward the application to the parent Department to arrive not later than 26 April 1985.

The Competition

4. One applicant for every ten eligible by reference to service may be recommended for admission to the central interview. For this purpose the competition will be treated as if separate competitions were being held for the two categories of vacancies. Where the number of eligible officers is not an exact multiple of ten, it may be reckoned as the next higher multiple of ten. An officer on loan to another Department should be included under the parent Department. An officer serving in an Office outside the State should, however, be included under that Office.

5. If the number of eligible officers in a Department/Office is less than ten, this Department should be notified in writing by 29 April 1985. Arrangements will be made for the Department/Office to join with other small Departments/Offices so that the total number of eligible officers in the group will be at least ten. The number of candidates which may be recommended from the group will be the same as if from one Department. An Office outside the State should be treated as a separate Department with at least ten eligible officers.

6. The Head of a Department/Office (Chief Executive of Company) should not recommend candidates for admission to the central interview unless satisfied that they have worked well in their present capacity have been satisfactory in general conduct and are suitable from the point of view of health (having particular regard to their sick leave); in relation to health and sick leave the procedures set

out in this Department's Circular 34/76 must be followed fulfil the conditions of eligibility specified in paragraph 2 of this Circular.

7. For each candidate sent forward to the central board, the Head of the Department (Chief Executive of Company) should send to the Civil Service Commission to arrive not later than 10 June 1985

- (a) the candidate's application form with a small recent photograph and
- (b) a departmental report in the form of the Appendix to the application form.

8. In determining the order of merit at the departmental and central interviews, credit will be given for proficiency in both Irish and English in accordance with paragraph 5 of this Department's Circular 43/75. To qualify under the provisions of that Circular a candidate must have established proficiency in Irish on or before 1 May 1985.

Appointments

9. Panel I: Subject to the provisions of the Interdepartmental Scheme each fillable fourth vacancy reckoned from 1 December 1971 which arises for Staff Officer (general service) during the period 1 July 1985 to 30 June 1986 in each Department/Office (excluding Employment Exchanges of the Department of Social Welfare) or in An Post or Bord Telecom Eireann, will be filled in order of merit from panel I. Vacancies filled under paragraph 16 of this circular will not reckon in determining each fillable fourth vacancy under the scheme.

10. An officer on the panel who accepts an offer of appointment as Staff Officer in the parent Department or elsewhere will be removed from the panel. An officer who refuses an offer of appointment from the panel to any Department/ Office will, save as provided otherwise in the scheme, also be removed from the panel. A civil servant offered appointment to An Post or Bord Telecom Eireann may, however, refuse the appointment and remain on the panel for vacancies in the Civil Service.

11. Subject to provisions otherwise in the scheme, panel I will lapse on 30 June 1986 and an officer will have no claim to promotion thereafter because of having been on the panel.

12. Panel II: Each fillable fourth vacancy for Staff Officer in the Employment Exchanges (see Appendix to this Circular) reckoned from 1 December 1971 which arises during the period 1 July 1985 to 30 June 1986 will be filled in order of merit from panel II. Appointees will be required to serve in any Employment Exchange in the State.

13. An officer who accepts an offer of appointment as Staff Officer in the parent Department or elsewhere will be removed from the panel. An officer who refuses an offer of appointment to a particular Employment Exchange will not be removed from the panel; the appointment will be offered to the next officer on the panel.

14. Panel II will lapse on 30 June 1986 and an officer will have no claim to promotion thereafter because of having been on the panel.

General

15. Appointments from the panels will initially be in an acting capacity. In the event of reversion, an officer will return to a Clerical Officer vacancy in the former Department/Office/Company.

16. The Minister reserves the right to arrange for the filling, by separate interdepartmental competition or otherwise, of vacancies for Staff Officer where special qualifications are deemed necessary or where other special circumstances exist. Before an interdepartmental competition would be

initiated in any case where special circumstances were deemed to exist, there would be consultation between the Official and Staff Sides.

Circulation

17. Please bring this circular to the notice of all eligible officers in your Department/Office/Company and associated offices.

Mise le meas
P Gaffey
Deputy Secretary

Appendix

Employment Exchanges: Dublin area

Cumberland St	Gardiner St	Thomas St	Victoria St
Dun Laoghaire	Navan Rd	Townsend St	Werburgh St

Employment Exchanges: Outside Dublin

Achill	Castleba	Dungloe	Mullingar
Arklow	Cavan	Ennis	Newbridge
Athlone	Clifden	Galway	Newcastlewest
Ballina	Clonmel	Kilkenny	Sligo
Bantry	Cobh	Letterkenny	Thurles
Belmullet	Cork	Limerick	Tralee
Bray	Drogheda	Listowel	Waterford
Cahirciveen	Dundalk	Longford	Westport
Carlow	Dunfanaghy	Manorhamilton	Wexford
Carrick-on-Shannon			