

**Reference No:** E100/3/84;     **Date:** 27/08/86

### **Circular 18/1986:- Scheme of Promotion to posts at Principal level**

A Dhuine Uasail

1. I am directed by the Minister for the Public Service to refer to the inter-departmental scheme of promotion to posts at Principal level (as defined in Appendix A to this Circular) which has been agreed with the Association of Higher Civil Servants.

Posts to be filled

2. The following posts in the grades covered by the scheme will be filled by inter-departmental competition:

- (a) every new post at Principal level,
- (b) every third fillable vacancy at Principal level (reckoning from 1 June 1985) and
- (c) every vacancy at Principal level arising as a consequence of the former occupant taking up an appointment at Assistant Secretary level or higher in another Department.

Those eligible to compete

3. Officers serving at the level of Principal and Assistant Principal (as defined in Appendix B to this Circular) provided, in the case of the latter, that they have not less than two years service at that level on 1 September, 1986.

Selection

4. The competition will be run by the Civil Service Commissioners. In order to keep the amount of interviewing to acceptable proportions, while retaining the element of selection for individual posts, the following system will operate:

(i) an interview competition consisting of preliminary and final interviews will be held. All eligible officers will be called to the preliminary interview (stage 1). Those who reach the requisite standard at the preliminary interview will be called to the final interview from which a panel of officers listed in alphabetical order will be set up (stage 2). All appointments to Principal level posts (both standard and higher scale) under the scheme will be made from this panel for a period of 12 months from 3 December 1986, the date on which the existing panel will expire.

(ii) a separate interview competition (stage 3) will be held as each post arises, confined to those on the panel (stage 2 above) who apply.

Officers who are selected for the panel at stage 2 will be so notified by the Civil Service Commissioners. When a post arises, they will again be notified by the Commissioners. The onus will be on the officers to ensure that they can be contacted by the Commissioners during the currency of the panel. An interview board at stage 3 will not be given the order of merit of candidates at stages 1 or 2.

5. An officer who accepts an appointment under the scheme will no longer be considered for vacancies at that level arising under the scheme.

6. Credit will be given for proficiency in both Irish and English at stage 3 of the competition, in accordance with the provisions of Circular 43/75, to candidates qualified for the award of such credit on the date on which the Commissioners notify the qualified officers of the post arising. If necessary, special arrangements will be made in relation to the oral element of the relevant Irish tests, in respect of officers serving overseas who have not had an opportunity to undergo this before the necessary dates. Officers wishing to make such arrangements should contact the Commissioners directly.

#### Applications

7. Intending applicants should apply to the Personnel Officers of their Departments/Offices for application forms (obtainable by Personnel Units from the Civil Service Commission). Applications should be addressed to the Head of the Department/Office in which the candidate is serving to arrive by 23 September, 1986.

Where the candidate is on loan, the Head of the Department should transmit the application to the parent Department to arrive there not later than 25 September, 1986. Applications should reach the Civil Service Commission not later than Tuesday, 30 September, 1986.

8. Each applicant must be certified by the Head of the Department/Office as being suitable for consideration having regard to:

- (a) general conduct;
- (b) performance of work in the present grade
- (c) health, especially sick leave. (In this regard the procedures set out in Circular 34/76 must be followed).

and as fulfilling the conditions of eligibility specified in paragraph 3 of this Circular.

9. For each candidate who is being sent forward, the Head of the Department/Office should send to the Civil Service Commission:

- \* the candidate's application, with a recent small photograph, and
- \* a departmental report on the candidate in the form of the appendix to the application form.

#### Appointments

10. This Department will give the Civil Service Commission an indication of the likely number of appointments. Appointments will be made from the competition in accordance with the provisions of the scheme. They will be in an acting capacity in the first instance and will be subject to the usual conditions governing such appointments. In the event of reversion a candidate will return to fill a vacancy in the candidate's previous grade in the Department/Office which sent the candidate forward for the competition.

#### The Scheme

11. Every Personnel Unit has been supplied with a copy of the scheme. Eligible officers should familiarise themselves with it.

#### Equality of Opportunity

12. As stated in the "Equality Opportunity Policy and Guidelines for the Civil Service" the Civil Service is committed to a policy of equal opportunity.

Circulation

13. Please bring this Circular to the notice of all eligible officers serving in your Department and associated offices.

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William P. Smith  
Deputy Secretary

#### APPENDIX A

POSTS AT PRINCIPAL LEVEL which can be competed for and the occupants of which can compete for other posts at this level.

1. The general service grades of Principal (standard scale) and Principal (higher scale), including posts with special titles (e.g. Accountant, Finance Officer) which are filled by officers in either of these grades.

2. The following departmental grades

Comptroller & Auditor General's Office	Deputy Director of Audit*
Oireachtas	Clerk Administrator (Services) Principal Committee Clerk
Ombudsman's Office	Senior Investigator*
Revenue	Customs and Excise Services Higher Collector Inspector/Collector
Justice	The High Court Official Assignee in Bankruptcy Accountant
Foreign Affairs	Counsellor
Social Welfare	Chief Inspector
Labour	National Manpower Service Director Regional Director (East)

\* In view of the range of responsibilities of the Ombudsman's Office and the Comptroller and Auditor General's Office, the Official Side reserves the right, after consultation with the Association, to determine the manner of filling these posts.

#### APPENDIX B

POSTS AT ASSISTANT PRINCIPAL LEVEL the occupants of which can compete for posts at Principal level.

1. The general service grades of Assistant Principal (standard scale) and Assistant Principal (higher scale), including posts with special titles (e.g. Assistant Finance Officer) which are filled by officers in these grades.

2. The following departmental grades

Finance County Development Team Secretary

Oireachtas Principal Clerk  
Assistant Principal Committee Clerk

Comptroller & Auditor General Senior Auditor

Ombudsman's Office Investigator

Revenue Customs and Excise Service  
Surveyor

Health Nursing Services  
Survey Officer

Justice Co-ordinator of Work & Training  
Courts  
Any post at Assistant Principal  
level attached to the Courts  
Land Registry  
Assistant Manager

Foreign Affairs First Secretary

Social Welfare Inspector  
Deputy Chief Inspector  
Social Welfare Supervisor #

Labour National Manpower Service  
Regional Director  
Assistant Regional Director

# While these posts are not at Assistant Principal level, their eligibility for the competition has been agreed on an ad hoc basis. Candidature is confined to those with at least two years service on the maximum of the scale.