

Reference No: E161/3/84; **Date:** 21/05/90

Circular 18/1990:- Scheme of Promotion to Assistant Principal (standard scale) level posts

A Dhuine Uasail

1. I am directed by the Minister for Finance to refer to the interdepartmental scheme of promotion to Assistant Principal (standard scale) level posts. In accordance with the provisions of the scheme, it has been reviewed by the Official and Staff Sides and the following arrangements will apply to promotion to Assistant Principal (standard scale) and to certain other grades at Assistant Principal (standard scale) level as agreed at General Council (Report No 1168).

The Scheme

2. The "rap" and application and other important aspects of this competition are detailed in the scheme, a copy of which has been supplied to every Personnel Unit. Eligible officers should familiarise themselves with it. Applicants will be given a copy with their application form.

Duration of panels

3. The panels formed under the terms of this Circular will be valid from 15 November 1990 to 31 December 1991.

Scope and application of the scheme

4. The Land Registry/Registry of Deeds of the Department of Justice is excluded from the scheme.

5. The posts at Assistant Principal (standard scale) level which can be competed for under the terms of the scheme are listed in paragraphs A1-3 of the Appendix to this Circular. Paragraph 3 of the scheme specifies the proportion of vacancies (if any) covered by the scheme.

Eligibility

6. The Civil Service is committed to a policy of equal opportunity.

7. Candidates must on 15 November 1990

(a) be serving in an established capacity in the Civil Service as a Higher Executive Officer or an Administrative Officer or in a departmental grade listed in paragraph B2 of the Appendix to this Circular

or

a Higher Executive Officer or a secondment to FAS from the Civil Service

and

(b) have not less than three years' service in their existing grade or an aggregate of three years' service in eligible grades.

8. If candidates are subject to probation in their existing grade, they must have satisfactorily completed probation in that grade. In cases where officers would have been eligible to compete had they remained in their previous grade, this probation requirement will not apply.

9. Higher Officers of Customs and Excise will be required to have not less than eight years' service. Service, up to a maximum of three years, in the grades of Executive Officer, Officer Customs and Excise or Indoor Officer Customs and Excise will count as service in the Higher Officer grade for this purpose.

10. Social Welfare Officers will also be required to have not less than eight years' service. Service, up to a maximum of three years, in the grade of Executive Officer will count as service in the Social Welfare Officer grade for this purpose.

11. Officers serving in the Land Registry/Registry of Deeds of the Department of Justice are not eligible.

The Competition

12. Selection will be by means of a competition conducted by the Civil Service Commission (CSC). The competition will consist of a competitive interview. The CSC may require candidates to undergo a preliminary interview and invite only those who reach the requisite standard to attend for competitive interview. The preliminary interviews (if any) will be common to both this competition and that for Assistant Principal (higher scale) level posts (reference Circular 19/90). The competitive interview will determine which candidates are fully qualified for appointment. Panels will be drawn up, in order of merit, from the qualified candidates as provided in the scheme. Interviews will be conducted by a board(s) to be set up by the CSC.

Candidates should note that the interview period is likely to begin in August. Candidates will be asked to indicate on their application forms the date on which they would be unavailable for interview. However the onus is on candidates to make themselves available for interview at the time and date specified by the C.S.C.

13. In placing in order of merit the candidates considered best qualified for appointment, the CSC will give credit for proficiency in both Irish and English in accordance with paragraph 5 of Circular 43/75 to candidates qualified for the award of such credit on or before 1 November 1990.

14. Office of the Comptroller and Auditor General. If candidates indicate that they are interested in being considered for posts as Senior Auditor in the Office of the Comptroller and Auditor General, they will be tested during the competitive interview by a representative of that Office to establish whether or not they are deemed to be qualified for such a post. That aspect of the interview will not affect the order of merit. It will be used solely as a means of identifying those who are suitable for Senior Auditor posts. The final list of candidates who qualify will indicate which candidates (if any) will be offered appointments (if any) in order of merit as Senior Auditor.

[Note: Candidates for such posts will be expected to have some knowledge of public sector accounting and financial procedures.]

Applications

15. Candidates should obtain their application forms from their own Personnel Section. There will be only one application form to cover both this competition and the competition for Assistant Principal (higher scale) level posts. The CSC will supply application forms to Personnel Sections on request. [Please Note: APPLICATION FORMS WILL NOT BE AVAILABLE FROM THE CSC UNTIL 1 JUNE 1990] Applicants will be given a copy of the scheme with their application form. Applications should be addressed to the Head of the Department in which the candidate is serving, to arrive as soon as possible but not later than Thursday 15 June 1990. Where the candidate is on loan, the Head of Department should transmit the application to the parent Department to arrive there not later than 19 June 1990. Applications should reach the CSC not later than 29 June 1990. An applicant who has not heard from the CSC by 30

September 1990 should contact that Office immediately. Applicants from FAS should address their applications to the Secretary, Department of labour.

16. The Head of the Department should not send candidates' applications to the CSC unless satisfied that the candidates

- * have been satisfactory in their present grade
- * have been satisfactory in general conduct
- * are suitable from the point of view of health with particular regard to sick leave; in relation to health and sick leave this Department's Circular 34/76 must be followed
- * fulfil the conditions of eligibility specified in paragraphs 7-11 of this Circular.

17. For each candidate who is being sent forward to the competition, the Head of the Department should send to the CSC an assessment of the candidate's suitability for promotion on a form to be supplied. The promotion potential form in the relevant schemes of performance appraisal as completed at the last appraisal before the date of this Circular should be used when completing that form. Where a sufficiently long period, say of the order of nine months, has elapsed since the candidate's appraisal and where there is sufficient reason to believe that the candidate's performance in the interim period merits a change in the assessment, then a current appraisal should be made.

Appointments

18. Appointments will be made from the panels in accordance with the provisions of the scheme. They will be in an acting capacity for at least one year and will be subject to the usual conditions governing such appointments. In the event of reversion, an officer will return to fill a vacancy in the grade previously held in the Department which sent the officer forward for the competition. The next person on the relevant panel will be appointed to the vacancy thus created provided the reversion occurred before 31 December 1991.

19. The position in regard to refusals of appointment is as specified in the scheme.

Career Development, Training

20. Where an officer is promoted from a departmental grade to a general service grade or vice versa or from one departmental grade to another as a result of this interdepartmental competition, s/he will have career development opportunities equivalent to other members of the grade. Subject to the demands of the job having priority, any desirable induction training (formal and on_the_job) should also be provided as soon as practicable.

Circulation

21. Please bring this Circular to the notice of all eligible officers serving in your Department and associated Offices without delay. Please note especially the grades covered by the scheme _ details in Appendix.

22. If candidates have any queries about this Circular they should contact their Personnel Section. Subsequent enquiries about their candidature should be addressed directly to the CSC.

Mise le meas
J McGovern

Assistant Secretary

Appendix

A. Posts at Assistant Principal (standard scale) level which can be competed for

1. The general service grade of Assistant Principal (standard scale), excluding such posts in the Department of the Taoiseach, the Department of Finance and the Land Registry/Registry of Deeds in the Department of Justice.

2. The following departmental grades

Office of the Comptroller and Auditor General Senior Auditor
Houses of the Oireachtas
Assistant Principal Committee
Clerk

Office of the Revenue Commissioners (Customs and Excise Service)
Surveyor
Surveyor (Indoor)

3. Certain posts in FAS as specified in paragraph 3 of the scheme.

B. Grades eligible to compete for posts at Assistant Principal (standard scale) level listed at 1 and 2 preceding.

1. The general service grades of Administrative Officer and Higher Executive Officer (excluding officers serving in the Land Registry/Registry of Deeds of the Department of Justice).

2. The following departmental grades

Office of the Comptroller and Auditor General Auditor
Houses of the Oireachtas
Senior Clerk

Office of the Revenue Commissioners (Customs and Excise Service)
Higher Officer
Supervising Officer

Department of Social Welfare
Social Welfare Supervisor
Social Welfare Officer

3. Certain officers serving in FAS (see paragraph 7 of the Circular).

Please note that full details of competitor grades and posts which can be competed for are given in the scheme for interdepartmental promotion to posts at Assistant Principal (standard scale) level, a copy of which has been supplied to every Personnel Unit.