



An Roinn Airgeadais
Department of Finance

E100/10/84

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3 May 2001

Circular 26/2001: Competition for promotion to Staff Officer

A Dhuine Uasail,

1. I am directed by the Minister for Finance to say that a confined competition will be held to set up panels from which appointments as Staff Officer may be made. The competition will be run by the Civil Service Commission (CSC). It is not envisaged that appointments will be made from this competition after 30 June 2003.

Eligibility

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

3. The competition will be confined to officers who on 18 May 2001

(i) are serving in an established capacity as Clerical Officer (general service) in the civil service or on secondment from the civil service to FÁS or the Health and Safety Authority, and

(ii) have not less than two years' service in the grade of Clerical Officer.

Previous service in the following grades, viz:

- Clerical Assistant (general service) on clerical, shorthand-typing, typing or data entry duties, including previous service as Writing Assistant, Shorthand-Typist, Clerk-Typist, Typist, Card Puncher or Key-Punch Operator
- Departmental Clerical Officer (Customs and Excise)
- Assistant Officer of Customs and Excise
- Departmental Clerical Assistant (Customs and Excise)
- Departmental Clerical Assistant (Taxes)
- Paperkeeper

may be counted as Clerical Officer service for the purpose of this competition.

TO ALL DEPARTMENTS [For Department read Department/Office throughout this circular.]

4. Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade and they have served continuously since satisfactorily completing a period of probation (periods of special leave without pay should not be considered to break continuity of service for this purpose).

5. Officers who are on special leave with pay may apply, if otherwise eligible. Officers who are on career break may apply if the terms of their career break conform with the provisions of Circular 18/98 and if they are otherwise eligible. Other officers on special leave without pay (e.g. to serve with the EU) may be eligible - Personnel Sections should check individual cases with this Department if they are not covered by Circular 33/91.

The competition

6. Selection will be by means of a competition conducted by the CSC which will consist of a qualifying written test, a competitive interview and an optional language test. The written test will consist of a verbal test, a numerical test and a decision making test. The written test will be held as follows:

Dublin Saturday 23 June 2001

*** Provincial locations Saturday 30 June 2001**

***Some provincial locations may be tested on Friday 29 June 2001.**

A certificate of attendance will be issued to all candidates at the test venues. Officers should present this certificate to their Personnel Section on their return to verify their attendance. The CSC will contact candidates directly to confirm the date, time and venue of the test. Details of the format and structure of the written tests will issue to candidates, where appropriate, in advance.

7. Those candidates who obtain the highest marks at the written examination will be invited to competitive interview. The number to be invited to interview will be determined from time to time having regard to the number of vacancies to be filled. The interview will be conducted by a board or boards to be set up by the CSC. The interview will be in a structured format. Details of the structure and of the matters to be addressed by the board will be issued in advance to all applicants invited to attend for interview. Applicants must make themselves available for any test and/or interview at short notice, if required.

8. (i) In determining the order of merit at the competitive interview, credit will be given for proficiency in both Irish and English in accordance with Circulars 43/75 and 30/90 to candidates qualified for the award of such credit on or before the date of the interview.

(ii) If they so wish, candidates other than those qualified for the full credit of 6% as at (i) above, may, if they are admitted to the competitive interview, have an assessment made of their ability to communicate effectively in both Irish and English. Ability in the language in which the interview is conducted will be assessed at the interview and in the other language by a separate language test. Candidates who, as a result of this assessment, show that they are proficient in both Irish and English, will be given credit in respect of such proficiency.

Applications

9. Candidates should obtain their application forms from their own Personnel Sections. The CSC will supply application forms to Personnel Sections on request. Candidates should return their completed application forms directly to **the Chief Executive Officer, Office of the Civil Service Commissioners, 1 Lower Grand Canal Street, Dublin 2**, or by e-mail to **staffofficer2001@CSCLAC.irlgov.ie** to arrive **as soon as possible** but not later than 5.15 p.m. on **Friday 18 May 2001**. **This closing date must be strictly observed**. An applicant who has not heard from the CSC by 15 June 2001 should contact that Office immediately.

Appointments

10. Candidates called to the interview stage of the competition will be invited to apply for all or any of the following panels. (The panel at (a) will be used to fill vacancies in the Greater Dublin area; appointments to Dublin will only be offered to candidates who have applied for this panel).

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|-----------------|---------------------|
| (a) Dublin | (n) Limerick |
| (b) Athlone | (o) Longford |
| (c) Ballina | (p) Nenagh |
| (d) Castlebar | (q) Portlaoise |
| (e) Cavan | (r) Roscommon |
| (f) Cork | (s) Rosslare |
| (g) Drogheda | (t) Sligo |
| (h) Dundalk | (u) Tralee |
| (i) Ennis | (v) Tullamore |
| (j) Galway | (w) Waterford |
| (k) Kilkenny | (x) Wexford |
| (l) Killarney | |
| (m) Letterkenny | (y) Other locations |

11. Departments will be required to notify to the CSC each fourth Staff Officer vacancy arising so that an assignment may be made from this competition if suitable candidates are available. Candidates can, however, be given no assurance that even one appointment to any location listed above will be available. Appointments to an office relocated under a decentralisation programme will not be offered if positions in that office are being filled from special panels set up under the programme.

12. A candidate who refuses an offer of appointment to Dublin from panel (a) above will be removed from this panel but may remain eligible for appointment to a provincial location from panels (b) to (y). A candidate who refuses an offer of appointment to a provincial location from panels (b) to (y) will not be considered further for that particular location but may remain eligible for consideration for appointment to any other location (including Dublin) which they have specified. **Candidates are strongly advised to apply only for those locations in which they would be prepared to serve.**

13. A candidate who accepts an offer of appointment as Staff Officer, whether as a result of this competition or otherwise, will cease to be eligible for appointment from this competition.

14. The CSC will contact Personnel Sections in respect of candidates being called to competitive interview. For each candidate called to interview, the Personnel Officer will be required to certify that s/he

- has worked well and been satisfactory in present capacity
- has been satisfactory in general conduct, and
- fulfils the conditions of eligibility specified in paragraphs 3 to 5 of this circular.

15. Candidates should note that (i) eligibility for the competition and (ii) health and the level of sick leave are not verified by the CSC until a candidate comes under consideration for appointment. Admission to the competition, or any of the selection stages of the competition does not imply acceptance by the CSC. In particular, candidates should note that the Personnel Officer will not have verified health and the level of sick leave of those called to competitive interview - accordingly, admission to the competition, or any of the selection stages of the competition does not imply that they meet the health and sick leave criteria. In considering a candidate's suitability from the point of view of health and sick leave, the CSC will have regard to Circular 34/76 (as amended by Circulars 32/91 and 33/99). 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 applications.

General

16. Appointments from the panels will initially be in an acting capacity. In the event of reversion, an officer will return to a vacancy in her/his former grade in the former department.

17. The Minister reserves the right to arrange that vacancies for Staff Officer may be filled by separate interdepartmental competition or otherwise where special qualifications are deemed necessary or where other special circumstances exist. Before an interdepartmental competition would be initiated in any cases where special circumstances were deemed to exist, there would be consultation between the Official and Staff Sides.

Circulation

18. Please bring this circular to the notice of all eligible officers serving in your department and associated offices without delay, including eligible officers on maternity leave, career break, term time leave or other forms of leave.

19. 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 Office of the Civil Service Commissioners.

Mise le meas

Joe McGovern
Assistant Secretary