



An Roinn Airgeadais  
Department of Finance

E109/26/75

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24 January 2002

**Circular 3/2002: Competition for established positions as Clerical Officer**

A Dhuine Uasail,

I. I am directed by the Minister for Finance to say that the Civil Service Commissioners (CSC) will hold a confined competition for the appointment of certain clerical staff to established positions as Clerical Officer.

**Eligibility**

2. The Civil Service is committed to a policy of equal opportunity.
3. The competition will be confined to officers who, on or after 1 September 2001, were serving as temporary and/or unestablished Clerical Officers and have not less than one years' service in the aggregate in that grade or in the former grade of Temporary Clerical Assistant or in an analogous grade.

**The competition**

4. The competition will consist of a competitive interview which will be conducted by a board or boards to be set up by the Civil Service Commissioners and an optional language test. Where a candidate wishes to take the optional language test, ability to communicate effectively in both Irish and English will be assessed. 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. Qualified candidates who, as a result of this assessment, show that they are proficient in both Irish and English will be awarded additional marks which will reckon towards the order of merit.

**To/All Departments, etc.**

## **Applications**

5. Candidates should obtain their application forms from their own Personnel Section. The CSC will supply application forms to Personnel Sections on request. Applications should be addressed to the Personnel Officer of the Department\* in which the candidate is serving to arrive not later than 8 February 2002. Applications should reach the CSC as soon as possible but **not later than 13 February 2002. The closing date of 13 February 2002 must be strictly observed.** An applicant who has not heard from the CSC by 1 March 2002 should contact that Office immediately.

6. The Personnel Officer should not send forward applications to the CSC unless satisfied that the candidates

- fulfil the conditions of eligibility specified in paragraph 3 of this Circular
- have worked well and been satisfactory in their present duties
- have been satisfactory in general conduct, and
- are suitable from the point of view of health with particular regard to sick leave; in relation to health and sick leave the procedures set out in Circular 34/76 (as amended by Circulars 32/91 and 33/99) must be followed.

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, therefore, or any of the selection stages of the competition, does not imply acceptance by the CSC.

## **Circulation**

7. Please take special care to bring this Circular without delay to the notice of all eligible officers in your department and associated offices, including officers on maternity leave or other forms of leave or officers who, although eligible, are for any other reason not currently employed by your department.

8. If candidates have any queries about this Circular, they should contact their Personnel Section. Any subsequent enquiry about the progress of their application should be addressed directly to the CSC.

Mise le meas,

Joe McGovern  
Assistant Secretary

\*For Department read Department/Office throughout this Circular