



An Roinn Airgeadais
Department of Finance

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Number : Circular **17/02** **Date :** 10/04/2002
Title : Confined competition for established appointments for certain grades
Subject : Competitions

Content:

A Dhuine Uasail.

1. I am directed by the Minister for Finance to say that the Civil Service Commissioners will hold a confined competition for appointment to established positions within certain civil service grades.

Eligibility

2. The Civil Service is committed to a policy of equal opportunity.
3. The competition will be confined to officers who, on 1 May 2002
- (i) are serving in an unestablished or temporary capacity (other than in part-time positions) in one of the grades listed in the Appendices A and B to this Circular and
 - (ii) have not less than one year's continuous service in the aggregate in one or more of these grades.

Persons who would have been eligible under (i) and (ii) above but for the fact that they were promoted or assigned to other duties will be eligible to compete.

Conditions of appointment

4. (i) Successful candidates who have service reckonable for the purposes of paragraph 3 amounting to at least two years' service in all may be appointed in an established capacity.
- (ii) Successful candidates who have less than two years' reckonable service on the date of appointment will be appointed in an unestablished capacity in the first instance. When such candidates have completed two years' service in all, they may be considered for appointment in an established capacity.
- (iii) Successful candidates who have reached the age of sixty years will only be eligible for appointment in an unestablished capacity unless they have sufficient

previous service reckonable for pension purposes under the scheme for established officers. Officers may only be appointed in an established capacity where, at age sixty-five, they have in aggregate at least five years' reckonable service. On reaching the age of sixty-five years, candidates will cease to be eligible for appointment on the results of the competition.

5. Candidates referred to in the final sentence of paragraph 3 above who are appointed substantively to an established position in their previous grade as a result of this competition may remain on their existing higher duties. Remuneration in excess of that appropriate to their substantive grade will be regarded as acting pay and/or allowance.

The competition

6. 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.

Applications

7. Candidates should obtain their application forms from their own Personnel Section. The Civil Service Commission 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 as soon as possible but not later than 5.30p.m. Tuesday 14 May 2002. Where a candidate is on loan from another department, the head of the department should forward the application form to the parent department to arrive not later than 5.30p.m. on Thursday 16 May 2002. Applications should reach the Office of the Civil Service and Local Appointments Commissioners, Chapter House, 26-30 Abbey Street Upper, Dublin 1 as soon as possible but not later than 5.30p.m. Monday 20 May 2002. The closing date of 20 May 2002 must be strictly observed.

8. The Personnel Officer should not send forward applications to the Civil Service Commission 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 Civil Service Commission until a candidate comes under consideration for appointment. Admission to the competition or any of the selection stages of the competition does not therefore imply acceptance by the

Civil Service Commission. If candidates have doubts about any aspect of their eligibility, they are advised to clarify their position with their Personnel Section before proceeding with the application.

General

9. In their own interest candidates should satisfy themselves as to what effect establishment would have on their Social Welfare entitlements. Candidates may, if they wish, contact the Information Service of the Department of Social, Community and Family Affairs - telephone: (01) 874 8444

Circulation

10. Please take special care to bring this Circular to the notice of all eligible officers in your department and associated offices without delay, including eligible officers on maternity leave, career break, term time leave or other forms of leave.

11. 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 Civil Service Commission.

Mise le meas,

Joe McGovern
Assistant Secretary

Appendix A to Circular 17/2002

Grades for which the Federated Union of Government Employees hold recognition

General Service Grades

Head Services Officer
Services Officer
Services Attendant
Superintendent of Cleaners
Supervisor of Cleaners
Cleaner

Departmental Grades

Agriculture and Food
Laboratory Attendant, Veterinary Research Laboratory
Nightwatchman
Porter Watchman

Arts, Heritage, Gaeltacht and the Islands
Library Assistant, Class III, National Library of Ireland
Head Searcher, National Archives
Foreman and Propagator, Botanic Gardens

Defence
Storeman
Watchman

Education and Science
Nightwatchman

Foreign Affairs
Nightwatchman

Office of the Houses of the Oireachtas
Storekeeper
Parliamentary Porter

Justice, Equality and Law Reform
Crier to Circuit Court Judge
Nightwatchman, Office of Supreme & High Courts
Hall Porter, Courts
Head Searcher, Land Registry
Head Searcher, Registry of Deeds
Staff Cook
Video Link Assistant
Storeman

Marine and Natural Resources
Laboratory Attendant
Storekeeper
Storekeeper, Research Laboratory Abbotstown
Storekeeper, Irish Marine Emergency Service (IMES)

Office of Public Works
Clerk in Charge, CEW Engineering Branch
Progress Clerk, Engineering Branch
Storekeeper, Furniture Branch
Nightwatchman, Dublin Castle
Nightwatchman, Government Supplies Agency
Assistant Warehouseman, Government Supplies Agency
Junior Porter, Government Supplies Agency

Public Enterprise
Cleaner-Handyman
Driver-Handyman

Office of Revenue Commissioners

Storeman, Stamping Branch
Watcher
Extraman

Social, Community and Family Affairs
Nightwatchman

State Laboratory
Attendant
Storekeeper

Appendix B to Circular 17/2002

Other grades eligible for this competition

Library Assistant, Class II and Class III
Packer and Porter
Senior Implant Operator
Implant Operator
Record Clerk
Court Messenger

Usher, Office of Supreme & High Courts

Warehouseman, Office of Public Works
Storeman, Office of Public Works

Science and Arts Attendant

Visually Impaired Telephonist