



An Roinn Airgeadais  
Department of Finance

73-79, Sráid an Mhóta Íocht, Baile Átha Cliath 2, Éire.	73-79, Lower Mount Street, Dublin 2, Ireland.	Telephone: 353-1 676 7571 Facsimile: 353-1 604 5751 LoCall: 1890 66 10 10 VPN: 8109 <a href="http://www.irlgov.ie/finance">http://www.irlgov.ie/finance</a>
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E109/35/03

20 February 2003

**Circular 7/2003: Confined competition for appointment to Administrative Officer posts in Dublin**

A Dhuine Uasail

1. I am directed by the Minister for Finance to announce the holding, by the Office of the Civil Service Commissioners (CSC), of a confined competition to set up a panel from which appointments as Administrative Officer may be made.

**Eligibility**

2. The civil service is committed to a policy of equal opportunity. Promotion within the service is made on the basis of qualifications and the ability to carry out the responsibilities of the grade or post.

3. The competition will be confined to officers who on 1 May 2003 are serving as established civil servants, with a minimum of two years' service;

**and**

(i) have obtained a pass or Grade D in at least five subjects (including Mathematics and Irish or English) at the Leaving Certificate examination of the Department of Education & Science with a minimum of an honour or Grade C in Higher or Honours level papers in at least three subjects;

**or**

(ii) have passed at an examination (or examinations) indicating that they have educational qualifications of at least that standard.

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

### **The competition**

6. Selection will be by means of a competition to be conducted by the Civil Service Commission which will consist of two stages:

- **Stage One** will be a qualifying stage and will consist of Verbal and Numeric Reasoning tests and a Job Simulation exercise. The tests, which will be in multiple-choice format, are expected to take place in provincial locations on 28 March 2003 and in Dublin in the week beginning 31 March 2003. The Civil Service Commission will notify candidates of the time and venue. Only those candidates who reach such a standard in these tests as the Civil Service Commissioners consider satisfactory will proceed to the second stage.

**Candidates who took part in the open Executive Officer competition in January and February 2003 should note that their scores in the Verbal Reasoning and Numeric Reasoning exercises will be retained for the purposes of this competition. Accordingly, those candidates will be required to attend tests for the Job Simulation exercise only.**

- **Stage Two** which will be a competitive stage, will consist of a presentation exercise and a structured interview which will be conducted by a board or boards to be set up by the Commission. Interview boards will consist of board members who have been fully trained in the structured interview technique. This stage will determine which candidates are fully qualified for appointment. A panel will be drawn up, in order of merit, from among these qualified candidates.

7. (i) In determining the order of merit at the interview, credit will be given for proficiency in both Irish and English in accordance with Department of the Public Service Circular 43/75 and Department of Finance Circular 30/90 to candidates qualified for the award of such credit by such date as may be determined by the CSC.

(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.

8. Test familiarisation material will be made available on the Civil Service Commission's website [www.publicjobs.ie](http://www.publicjobs.ie). Details of the Stage One written tests, together with sample tests will be provided. Click on 'Civil Service Commission Home' – 'Advice Centre' – 'Sample Tests' – 'Level B'.

### **Appointments**

9. Candidates offered a position as Administrative Officer will be appointed on an acting basis for at least one year. The provisions regarding starting pay on promotion as set out in the Department of the Public Service Circular 34/77 will, where appropriate, apply.

10. An officer whose service is not satisfactory may, at any time up to the end of the acting period, be returned to his/her former Department/Office in his or her former grade. In the event of this happening, any additional salary arising from appointment to the Administrative Officer grade will cease on the date of such return.

11. A candidate who accepts an offer of appointment as Administrative Officer, whether as a result of this competition or otherwise, will cease to be eligible for appointment from this competition. An officer who retires, resigns, etc from his or her position in the civil service will cease to be eligible.

### **Applications**

12. Candidates should apply on line at [www.publicjobs.ie](http://www.publicjobs.ie). Alternatively candidates may complete applications by phoning 1850 93 00 44. Candidates are required to have their PPS Number (formerly RSI Number) available when applying. The closing date for receipt of applications is 5.15pm on **7 March 2003**. **The closing date must be strictly observed.** Candidates who have not heard from the Civil Service Commission by Monday 24 March 2003 should contact that Office immediately by phoning (01)8587483 or (01)8587486.

13. The Civil Service Commission will contact Personnel Sections in respect of candidates being called for interview. For each candidate called to this stage of the competition the Personnel Officer will be required to certify that the candidate;

- has worked well and been satisfactory in his or her present grade,
- has been satisfactory in general conduct,
- fulfils the conditions of eligibility set out in paragraphs 2-4 above,

and, to send to the Commission an assessment of the candidate's suitability for

- appointment to the post applied for, and
- promotion if appropriate,

on a form to be supplied by the Commission.

14. Candidates should note that eligibility to compete, and health and the level of sick leave, will not be verified by the Commission until a candidate comes under

consideration for appointment. Admission to the competition and placement on a panel do not imply that a candidate meets the health and sick leave criteria. In considering a candidate's suitability for appointment in terms of health and sick leave, the Commission will have regard to Department of the Public Service Circular 34/76, as amended by Department of Finance Circulars 32/91 and 33/99. Candidates with doubts about any aspect of their eligibility should clarify their position with their Personnel Section before applying.

**Circulation**

15. Personnel Sections/line managers should bring this circular to the notice of all eligible officers serving in their Departments and associated Offices without delay, including officers on maternity leave, career break and other relevant forms of leave. If candidates have any queries about the circular they should contact their Personnel Section. Subsequent enquiries about their candidature should be addressed to the Civil Service Commission.

Mise le meas,

John O'Connell  
Assistant Secretary