

18 November 2016

## Management Opportunities

Circular 26/2016:

### Interdepartmental Competition for Promotion to

1. Assistant Principal (AP) Standard in the Civil Service and
2. First Secretary in the Department of Foreign Affairs and Trade

A Dhuine Uasail,

1. I am directed by the Minister for Public Expenditure and Reform to say that the Public Appointments Service (PAS) will hold an interdepartmental competition to set up panels from which appointments as Assistant Principal Standard and First Secretary may be made. It is not envisaged that appointments will be made from this competition after **31 October, 2018**.
2. This competition is being conducted in conjunction with an open competition for these grades. Candidates are permitted to apply and to sit the selection tests/interviews etc. only once even if applying for both competitions.
3. **Pay**

**The Assistant Principal Standard Salary Scale (rates effective from 1 July 2013) for the position are as follows:**

#### **Personal Pension Contribution (PPC)**

**€65,000, €65,000, €66,040, €68,262, €70,479, €71,758(NMAX), €73,995 (LSI-1), €76,224 (LSI-2)**

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6<sup>th</sup> April 1995 and is required to make a personal pension contribution.

#### **Non-Personal Pension Contribution (Non-PPC)**

**€61,966, €64,257, €65,000, €65,000, €67,074, €68,293(NMAX), €70,416 (LSI-1), €72,546 (LSI-2)**

This rate will apply where the appointee is a civil or public servant recruited before 6<sup>th</sup> April 1995 and who **is not required** to make a Personal Pension Contribution.

Long service increments may be payable after 3(LSI-1) and 6(LSI-2) years satisfactory service at the maximum of the scale.

#### **Important Note**

Entry will be at the minimum of the scale and the rate of remuneration will not be subject to

negotiation and may be adjusted from time to time in line with Government pay policy. The terms of Circular 34/77 – Starting Pay on Promotion or Establishment will apply, as appropriate, to appointments under this competition.

Subject to satisfactory performance, increments may be payable in line with current Government Policy. (See Haddington Road Agreement paragraph 2.19.)

#### **4. Assistant Principal Role**

The Assistant Principal is a senior managerial grade in the Civil Service and is a critical post in terms of ensuring quality service delivery to the public. The Civil Service operates in a range of locations across the State and while the greater number of vacancies to be filled from this competition are likely to occur in Dublin, some positions may be offered in other locations.

The role of Assistant Principal is a hugely diverse one, the context of which can vary from Department to Department and from post to post. Assistant Principals are key participants in the senior management process of Departments/Offices with a critical management role in implementing government policy in the economic, financial, international, environmental and/or social arenas.

They are key drivers of the Civil Service Renewal Plan which outlines a vision for the Civil Service including practical changes that will create a more unified, professional, responsive, open and accountable Civil Service, providing a world-class service to the State and to the people of Ireland. They will play a central role in driving organisational change and are ideally placed to make a significant contribution in shaping the future of Ireland. They report to a Principal Officer but will also advise and interact with senior management in respect of your areas of responsibility. Some posts may require you to represent Ireland at European and international level. Assistant Principals may be required to act as representatives for their Departments/Offices and may also represent the country at a European and international level.

#### **Diplomatic Service**

##### **First Secretary - Department of Foreign Affairs and Trade**

Serving in missions abroad is an integral part of the work of a First Secretary in the Department of Foreign Affairs and Trade. Candidates appointed as First Secretaries from this competition will be required to serve in missions abroad on a regular basis throughout their career at this grade. The duties associated with this post include, but is not restricted to the following:

- briefing and assisting the Minister for Foreign Affairs and Trade (and Ministers of State) in his/her role as principal adviser to the Government, on the policies and activities of other countries or international organisations;
- analysis and policy development in area of responsibility and appropriate contribution to Departmental strategy and policy development;
- managing and monitoring the performance of his/her work unit, including the management and development of staff and the effective operation of the Performance Management and Development System (PMDS);
- promotion and communication of Ireland's interests and image abroad including negotiation, representing and seeking support for Irish Government policies and positions in a wide range of multilateral and bilateral fora;
- service in Irish Missions, including interaction with the Host Government and International Organisations; contributing to management of Mission staff, financial and other key resources; assisting in the organisation of, and participation in Presidential and Ministerial visits; supporting Irish citizens overseas; activities relating to trade and cultural promotion; political/economic reporting to HQ as required; and management of Irish Aid programmes and budgets in relevant Missions.
- First Secretaries are required to spend periods of residential postings abroad as and where required by the Department of Foreign Affairs and Trade.

The position of the Assistant Principal and First Secretary grades are illustrated at Appendix I

## 5. Eligibility

The eligibility requirements in this competition reflect those set out in General Council Agreed Report 1526 in respect of new promotion arrangements to apply in the Civil Service available here:

<http://hr.per.gov.ie/wp-content/uploads/2011/12/Letter-to-Personnel-Officers-Jan-2014-and-General-Council-Report-1526.pdf>

6. Candidates for promotion to Assistant Principal/First Secretary must on or before the closing date of 8 December, 2016:
- a. Be serving in an established, unestablished or acting (see para 5.f below) capacity in the Civil Service in a grade below that of Assistant Principal/First Secretary and
  - b. Have not less than two years' service in the Civil Service. Unestablished officers and officers serving in an acting capacity in the eligible grades may compete in the competition provided they fulfil the eligibility requirements set out above.
  - c. Have management experience at an appropriate level including leading teams and managing resources
  - d. Have significant experience of some or all of the following: project management, managing budgets, strategic and change management
  - e. Demonstrate that they possess the skills/competencies identified as being important for the role. These, as outlined in Appendix II include:
    - i. Leadership
    - ii. Analysis and Decision Making
    - iii. Management and Delivery of Results
    - iv. Interpersonal and Communication Skills
    - v. Drive and Commitment in Public Service Values
    - vi. Specialist Knowledge, Expertise and Self Development
  - f. Where an officer was acting or serving on a Fixed-Term contract and was subsequently appointed in a substantive capacity, eligibility may be based on the aggregate service, e.g. six months in an acting capacity or on contract and eighteen months in a substantive capacity, can be aggregated to give two years' service. For the purpose of deciding eligibility, officers must be serving on the closing date of **8 December, 2016**.
  - g. Officers on probation are not eligible to compete except where they would have been eligible had they remained in their previous grade. Periods of special leave without pay should not be considered to break continuity of service for this purpose.
  - h. In the case of First Secretary, candidates must be citizens of Ireland.

It would be a decided advantage:

- i. To hold third level educational qualifications commensurate with the role.
- j. In the case of First Secretary, to be fluent in a foreign language.

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

## 8. Application process

Practical Matters:

- Applications must be made online through [www.publicjobs.ie](http://www.publicjobs.ie).
- To apply, candidates must have a "User Account" on [www.publicjobs.ie](http://www.publicjobs.ie). If you have not already done so, you must register as a '**New User**' to create your Profile (register a New Account).
- If you cannot remember your profile details, please do not create a second profile as this could invalidate your application.
- Candidates should not confuse registering (Creating a Profile) with submitting an application. Once you have created a Profile you must then access the application form, complete and submit it.

## Regional Recruitment

While the majority of vacancies arising will be in Dublin some may arise in other regions. On the application form candidates may select up to **a maximum of two regions**.

You must only select regions where you are prepared to work if offered an appointment. Once you have submitted your region choice(s), changes will not be permitted.

If you are offered a position (whether you accept or not) you will, in the normal course, no longer be considered for any other position in that region. Assignment to a position will automatically eliminate you from being considered for positions in your other selected region.

REGION SELECTION (UP TO A MAX OF 2)			
	Carlow		Longford
	Cavan		Louth
	Clare		Meath
	Cork		Monaghan
	Donegal		Mayo
	Dublin		Offaly
	Galway		Roscommon
	Kerry		Sligo
	Kildare		Tipperary
	Kilkenny		Waterford
	Laois		Wicklow
	Leitrim		Westmeath
	Limerick		Wexford

### Username / Password issues

#### ***Forgotten your username or password?***

If so, click on the following link:

<https://www.publicjobs.ie/candidateportal/home/forgottenDetails.do>

#### ***How to contact PAS?***

*If you continue to have 'User Name' or 'Password' difficulties please email PAS at [aprecruitment2016@publicjobs.ie](mailto:aprecruitment2016@publicjobs.ie) outlining your issue and giving your name and contact details, including a telephone number, where you can be reached.*

Candidates should note that support will only be available during office hours until the closing date.

- Candidates must use **their own** valid email address. Email addresses from third parties will **not** be accepted and may invalidate your application. PAS will only communicate application information with the candidate and not with any third party.
- ***Username and Password***  
It is important that you keep note of your username and password as you will need this information to access your PublicjobsMessageboard.
- It is strongly recommended that you do not change your email address or mobile phone number in the course of this recruitment campaign, as any email/text message notification will be sent to the email address/telephone number originally supplied by you.
- ***PublicjobsMessageboard***  
Interaction with candidates during the selection process will primarily be conducted online. PAS will send most communication through your PublicjobsMessageboard. Check your Messageboard on a regular basis as email notifications of updates/tests issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders (or 'Promotions' in the case of gmail). You are also advised to check all these folders regularly.
- If invited to tests and/or interview, the onus is on each applicant to make themselves available on the date(s) specified by the PAS.
- The PAS accepts no responsibility for communication not accessed or received by an applicant. They must ensure that they regularly check their Messageboard and access all communications from the PAS.

## **How to Apply**

Please note that in parallel with this Interdepartmental Competition other separate competitions are also being conducted using the same application form. If applying for any of these, please ensure that you meet the eligibility requirements and submit only one application form indicating the competition(s) you wish to be considered for.

Click on the button 'Apply now' to access the application form. This button is located at the end of the job posting page for "Management Opportunities" on [www.publicjobs.ie](http://www.publicjobs.ie). You must complete the application form in full and click the submit button.

Once you have submitted your application form you should return to your publicjobs account and confirm that it has been successfully submitted via '**My Applications**'. At this point you should consider adding *publicjobs.ie* to your safe senders or contact list within your email account to avoid not receiving email because a *publicjobs* email has been blocked.

Only fully completed and submitted applications will be accepted into the campaign. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or other body is satisfied that such a person fulfils the requirements.

**Only one application per person is permitted.**

## **Closing Date**

The closing date for receipt of completed applications is **3pm on Thursday 8 December, 2016**. If you do not receive an acknowledgement of receipt of your application within two working days of applying, please email [aprecruitment2016@publicjobs.ie](mailto:aprecruitment2016@publicjobs.ie). Candidates should note that support will be available during office hours until the closing date.

## **Research Project**

As part of Public Appointments Service's commitment to best practice, we are conducting research to determine the extent to which a range of factors may predict performance as part of our assessment processes and subsequent on the job performance.

Should you wish to participate in this research, you should type **Yes** in the box on the application form. Shortly after completion of the online assessments, you will be emailed a short survey that contains questions relating to your preferences around working with others, your personal work style, your networks and your available resources to do your job. Completing this questionnaire should take no more than 15 minutes.

It is important to note that participation in this research is completely voluntary and will have no impact on your assessment for the Assistant Principal and/or First Secretary role(s). Additional information will be provided to those who indicate that they wish to participate. All participants who complete the questionnaire will be provided with a detailed feedback report.

## **Selection Process**

The Assistant Principal/First Secretary selection process for this competition will comprise a number of elements. These may include one or more of the following:

- Completion of an online Assessment Questionnaire;
- Online and/or paper-based assessment test(s);
- Short listing;
- Language tests (oral and/or written), e.g. in the case of applicants for Functional Bilingual positions in the Irish language;
- Interview(s);
- Presentation/Analysis exercise;
- Work sample test or any other tests or exercises that may be deemed appropriate.
- Additional interview for First Secretary positions if the candidate has indicated an interest in these positions and if their place is reached on the Assistant Principal panel.

Applicants must successfully compete and be placed highest, in order to be considered for advancement to the next stage of the multi stage selection process. The number to be invited forward at each stage will be determined from time to time by the Public Appointments Service. More detailed information will be made available to the relevant candidates if they are invited to progress through the process.

Candidates should make themselves available on the date(s) specified by the Public Appointments Service and ensure that the contact details specified on the application form are correct. The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

Successful candidates will be placed on a panel(s) from which future vacancies may be filled.

## **First Secretary Panel**

Candidates who indicate on their application form that they are interested in being considered for appointment as First Secretary in the Department of Foreign Affairs and Trade and who are successful and placed highest on the Assistant Principal Officer (Standard) panel, may subsequently be considered by a separate board. The board will consider their suitability for the diplomatic service having regard to the particular work requirements and terms and conditions of employment, including the onerous and continuing liability for service abroad, which apply in the diplomatic service. Should a vacancy arise, consideration for appointment will be made from those candidates who have been confirmed suitable for the post and placed on the First Secretary panel.

A decision by the board that an individual candidate is not suitable for assignment to the diplomatic service, or any agreement between the board and a candidate that the candidate will not proceed with his/her application in the light of the discussions with the board, will not interfere in any way with the candidate's place on the Assistant Principal Officer (Standard) panel.

More detailed information will be made available to the relevant candidates if they are invited to progress through the process.

### **Candidates with Disabilities**

Candidates who have indicated on their application form or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide PAS with information to act as a basis for determining reasonable accommodations where appropriate.

These reports must be forwarded to Anthony Breslin, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **Monday, 5<sup>th</sup> December, 2016**.

### **Shortlisting**

Normally the number of applications received exceeds the numbers required to fill existing and future vacancies. While you may meet the eligibility requirements of the competition, if the numbers applying for the positions are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a number only will be called to interview. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable, or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short listing exercise that may be employed, the Public Appointments Service are guided by an assessment board(s) who examine the application forms and assess them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

## **STAGE 1**

### **On-line Assessment Tests**

As indicated, the selection process may comprise a number of stages. Stage 1 will comprise on-line assessment tests. To facilitate candidates' availability and circumstances these initial online assessments will be unsupervised and may be taken in a venue of their choice, wherever they have access to a computer and a reliable internet connection.

### **On-line Test Taking Environment**

Please be aware that taking these assessments within a secure IT network e.g. a network such as your work or college which may have firewalls or other security technology in place may cause you technical difficulties. You should consider taking your assessments in your home or other environment where access to the internet is not restricted to the same level. The onus is on you to ensure that you have full internet access to complete the tests. You should ensure that you can complete the tests in a quiet environment where you can concentrate without being disturbed for the duration of the tests. It is advised to take the assessment tests on a PC or Laptop. Candidates should not attempt to take the test on smart phone, mobile or tablet devices.

### **Assessment Test Link**

A link to the actual on-line assessment tests will be sent to candidates' Messageboards in advance of the test-taking window. It is anticipated that candidates will receive a link to their Stage 1 on-line assessment tests by Thursday 15<sup>th</sup> December, 2016. If you do not receive communication by 16<sup>th</sup> December, 2016 you should email [aprecruitment2016@publicjobs.ie](mailto:aprecruitment2016@publicjobs.ie)



Candidates who have not completed the on-line tests before the deadline will be deemed to be no longer interested in this competition and their application will receive no further consideration.

Your attention is drawn to Appendix III *'Important Information'*. Please note that while candidates complete these tests on-line in an unsupervised environment, those who qualify and are placed highest on the order of merit may be required to sit similar tests in a supervised environment at a later stage in the process. If a candidate's performance at a supervised test is outside the expected scoring range from their unsupervised test, they may be excluded from subsequent stages of the selection process.

### Next Steps

Candidates will be ranked on the outcome of their on-line assessment tests and may be called to Stage 2 in accordance with their ranking. Should you come under consideration to proceed to subsequent stages of the selection process, information will be forwarded to you at the appropriate time.

This competition is being conducted in conjunction with another competition for these grades. Irrespective of which of the competitions you have applied for **you may only sit the various stages of the selection process once**. The scores you achieve **will carry across all competitions** for which you applied and for which come under consideration.

Candidates should note that (i) eligibility for the competition, (ii) health and the level of sick leave, (iii) performance of work in the present grade, (iv) verification that the candidate has received an Evaluation of at least "Fully Achieved Expectations" at the previous year's PMDS End-of-Year Review, and (v) general conduct are not verified by the PAS 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 Public Appointments Service. In particular, candidates should note that the Personnel Officer will not have verified the above including 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 candidates meets the eligibility criteria including health and sick leave.

In considering a candidate's suitability for appointment in terms of health and sick leave, the Public Appointments Service will comply with Department of Public Expenditure and Reform Circular 6/2014. Candidates having doubts on any aspect of their eligibility are advised to clarify their position with their Personnel Section before proceeding with their application.

### Selection Process Key Dates

Closing Date	3:00pm Thursday 8 <sup>th</sup> December 2016
Candidates with special needs to forward reports by	Monday 5 <sup>th</sup> December 2016
Stage 1 online assessment test	Thurs 15 <sup>th</sup> – Mon 19 <sup>th</sup> Dec. 2016
If test link not received contact <a href="mailto:aprecruitment2016@publicjobs.ie">aprecruitment2016@publicjobs.ie</a>	By Friday 16 <sup>th</sup> Dec. 2016

### Conditions of Appointment

Appointment to the post of Assistant Principal in the Civil Service will be subject to the usual conditions governing such appointments. On appointment the appointee will serve a one-year probationary period in the post of Assistant Principal. Prior to the end of this probationary period a decision will be made on substantive appointment to the grade.

9. Candidates should note that the provisions of Circular 6/89, Removal Expenses, will not

apply to any offers of appointment arising from this competition.

10. A candidate who accepts an offer of appointment as Assistant Principal or First Secretary 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.

11. Officers not promoted at the expiry of the panels, will have no claim to promotion thereafter because of having been on the panels.

## 12. **Codes of Practice**

The recruitment and selection process for appointment to this position will be conducted in accordance with the Code of Practice for Appointment to Positions in the Civil and Public Service published by the Commission for Public Service Appointments.

The Code of Practice reflects the following core principles:

- Probity
- Appointments Made on Merit
- An Appointments Process in Line with Best Practice
- A Fair Appointments Process Applied with Consistency
- Appointments Made in an Open, Accountable and Transparent Manner

Candidates are advised to familiarise themselves with the contents of the Codes of Practice including, inter alia, the provisions in relation to the responsibilities placed on candidates who participate in the recruitment and selection process.

13. Complaints/requests for review will be considered by the Public Appointments Service in accordance with the procedures set out in the Codes of Practice.

14. The Codes of Practice may be accessed by visiting [www.cpsa.ie](http://www.cpsa.ie) or by contacting directly the Commission for Public Service Appointments (CPSA), 18 Lower Leeson Street Dublin 2. The main switchboard for the Office is 00 353 1639 5750.

## 15. **General Arrangements in Respect of Appointments**

Appointments from the panels will initially be in an acting capacity. An officer whose service is not satisfactory will be notified of the action to be taken. Where a decision is made not to confirm the appointee in the post of Assistant Principal, the appointee may request that the Civil Service Disciplinary Code Appeal Board review the decision. [Ref. Circular 14/2006 Civil Service Disciplinary Code paragraphs 11 and 50 (ii).] In the event of reversion, an officer will return to a vacancy in his/her former grade in the former Department.

16. The Minister reserves the right to arrange that vacancies for Assistant Principal may be filled by separate interdepartmental competition or otherwise where special qualifications are deemed necessary or where other special circumstances exist. In such circumstances there will be consultation between the Official and Staff Sides.

## 17. **Information on Panels**

The information on panel(s) formed as a result of this competition will be made available to Personnel Officers in all Departments/Offices and Workforce Planning Unit in the Department of Public Expenditure and Reform. In addition, candidates may be asked to agree to the same information being made available to the relevant civil service unions for the purpose of

monitoring the operation of the scheme.

#### 18. **Candidates Obligations**

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- personate a candidate at any stage of the process
- interfere with or compromise the process in any way

It is important to remember that this is a competitive process for a role where integrity is paramount. Sharing information on the test material, e.g. through social media or any other means, may result in you being disqualified from the competition.

Please note that all test materials are subject to copyright and all rights are reserved. No part of the test material (including passages of information, questions or answer options) or associated materials may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person who contravenes this provision, or who assists another person(s) in contravening this provision, is liable to prosecution and/ or civil suit for loss of copyright and intellectual property.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
- Where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

#### 19. **Circulation and Further Information**

HR Sections should bring this circular to the notice of all eligible officers serving in their Departments and associated Offices without delay, including eligible fixed term workers, officers on term time, secondment, maternity leave, career break, contract, and all other relevant forms of leave.

20. If candidates have any queries about this circular, they should contact their HR Section. Subsequent enquiries about their candidature should be addressed directly to the Public Appointments Service.

21. The Civil Service is an equal opportunities employer.

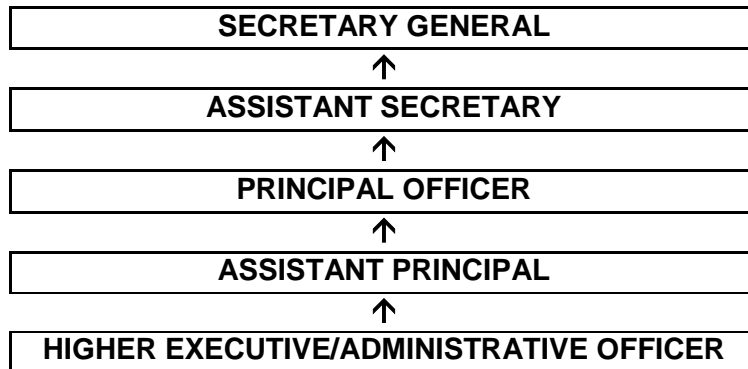
Mise le meas



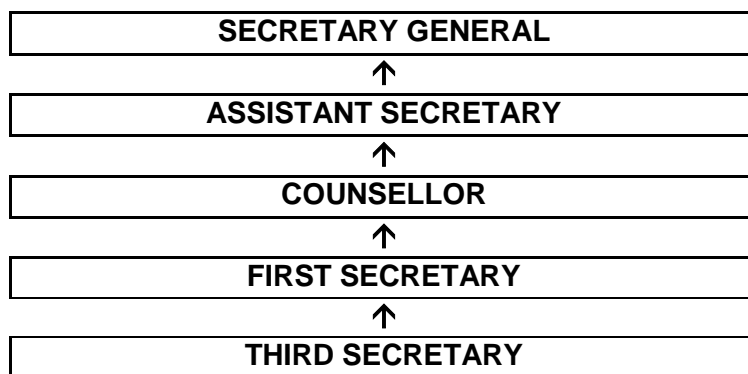
David Cagney  
Civil Service Chief Human Resources Officer



**Civil Service General Grade Structure**



**Department of Foreign Affairs and Trade Grade Structure  
Diplomatic Service**



Appendix II

Key Competencies for effective performance at Assistant Principal level:



**IMPORTANT INFORMATION**  
**Terms and Conditions**

***Your attention is drawn to this important information. By accessing or attempting any assessment/test materials you are agreeing to be bound by the terms set out below.***

1. All test and assessment materials are subject to copyright and all rights are reserved. No part of the tests/ assessment materials (including any text, questions and/or potential answer options) or associated materials (including practice and/ or familiarisation materials) may be reproduced or transmitted in any form or by any means including electronic, mechanical, photocopying, printing, photographing, recording, written or otherwise, at any stage. To do so is an offence and may result in you being excluded from the selection process. Any person(s) who contravenes this provision, whether an applicant or other, or who assists another person(s) in contravening this provision, is liable to prosecution and/ or civil suit for loss of copyright and intellectual property.
2. Your attention is drawn the Commission for Public Service Appointment's Code of Practice for Appointment to Positions in the Civil Service and Public Service. In particular please note Section 5 - Responsibility of Candidates (see below).

**Canvassing:**

Candidates should note that canvassing will disqualify them and will result in their exclusion from the appointments process.

**Candidates' Obligations:**

Candidates in the recruitment process must not:

- Knowingly or recklessly provide false information
- Canvass any person, with or without inducements
- Interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

**Penalties for Failure to Comply:**

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine and/or imprisonment.

If a person found guilty of such an offence was or is a candidate in a recruitment process, then:

- Where he/she has not been appointed to a post, he/she will be disqualified as a candidate.
- Where he/she has been appointed subsequent to the recruitment process in question, S/heshall forfeit that appointment.

3. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the Public Appointments Service is satisfied that such a person fulfils the essential requirements.