

REPUBLIC



OF CYPRUS

2(I) of 2022.

**The Evaluation of Candidates for Purposes of Promotion,
Interdepartmental Promotion and First Entry and Promotion in
the Public Service Law of 2022**

(English translation)

**Office of the Law Commissioner
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NOTE FOR THE READER

The publication at hand by the Office of the Law Commissioner is an English translation of the Evaluation of Candidates for Purposes of Promotion, Interdepartmental Promotion and First Entry and Promotion in the Public Service Law of 2022 [2(I) of 2022].

However useful the English translation of the consolidated Law is in practice, it does not replace the original texts of the Law since only the texts published in the Official Gazette of the Republic are authentic.

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LAW TO PROVIDE FOR THE EVALUATION OF CANDIDATES FOR PURPOSES OF PROMOTION, INTERDEPARTMENTAL PROMOTION AND FIRST ENTRY AND PROMOTION IN THE PUBLIC SERVICE

The House of Representatives enacts as follows:

Short title. **1.** This Law may be cited as the Evaluation of Candidates for Purposes of Promotion, Interdepartmental Promotion and First Entry and Promotion in the Public Service Law of 2022.

PART I

INTERPRETATIVE PROVISIONS

Interpretation. **2.** –(1) In this Law, unless the context otherwise requires -

“advancement posts in the public service” means the promotion, interdepartmental promotion and first entry and promotion posts;

“Commission” means the Public Service Commission, established in accordance with the Public Service Law;

- 1 of 1990
- 71 of 1991
- 211 of 1991
- 27(I) of 1994
- 83(I) of 1995
- 60(I) of 1996
- 109(I) of 1996
- 69(I) of 2000
- 156(I) of 2000
- 4(I) of 2001
- 94(I) of 2003
- 128(I) of 2003
- 183(I) of 2003
- 31(I) of 2004
- 218(I) of 2004
- 68(I) of 2005
- 79(I) of 2005
- 105(I) of 2005
- 96(I) of 2006

107(I) of 2008
137(I) of 2009
194(I) of 2011
78(I) of 2013
7(I) of 2014
21(I) of 2014
100(I) of 2015
148(I) of 2017
151(I) of 2017
152(I) of 2017
1(I) of 2022.

“Examination Centre” means the body designated from time to time by the Commission under section 7 and operating in accordance with the instructions and under the supervision of the Commission, to conduct evaluations using modern methods or exercises that may include written examinations, role-play exercises, exploratory exercises, presentations, case studies, aiming to identify and evaluate the capabilities and competences of the candidates for appointment or promotion to certain posts, as prescribed in this Law;

“first entry and promotion post” means a post in the A14(ii) scale and higher of the Government salary bill, as applicable on the date of entry into force of this Law, including the posts of Heads of Departments, as well as any other posts defined as such in the relevant Scheme of Service, excluding the posts set out in the Schedule, to which persons not in the public service may be appointed or public officers may be appointed or promoted;

“Interdepartmental promotion post” means a post in the A13(ii) scale of the Government salary bill, as applicable on the date of entry into force of this Law, which can be filled by the promotion of public officers serving anywhere in the public service, in a post of the immediately lower salary level of the scientific structures of posts or the professional structures of posts, as the case may be, with the exception of the posts of the House of Representatives provided for

24 of 1961. in the Services and Personnel of the House of Representatives Law,
as subsequently amended by the respective National Budget Laws,
the posts of the Audit Office, as well as the posts of the Foreign
Service of the Republic, established under the Foreign Service of the
10 of 1960 Republic Law;
35 of 1966
49 of 1969
41 of 1975
19 of 1980.

“post” means a post in the public service, in respect of which the Public Service Law applies;

“professional structure of posts” means the structure of posts in the public service, for which the admission post falls within the scales A9, A11 and A12 and A11 and A12 of the Government salary bill, as these scales apply on the date of entry into force of this Law, with the exception of the posts of the House of Representatives provided for in the Services and Personnel of the House of Representatives Law, as subsequently amended by the respective National Budget Laws, the posts of the Audit Office, as well as the posts of the Foreign Service of the Republic, established under the Foreign Service of the Republic Law;

“promotion post” means a post defined as such in the relevant Scheme of Service, which can be filled by the promotion of public officers serving in the immediately lower grade or post of the particular section or subsection of the public service, as the case may be;

“public service” has the meaning assigned to this term by the Public Service Law;

“public university” means the University of Cyprus, the Cyprus University of Technology, the Open University of Cyprus or any other public university established by the Republic by Law.

“scale” means the salary scale of the post;

“scientific structure of posts” means the structure of posts in the public service, for which the admission post falls within the scales A8, A10 and A11 of the Government salary bill, as these scales apply on the date of entry into force of this Law, with the exception of the posts of the House of Representatives provided for in the Services and Personnel of the House of Representatives Law, as subsequently amended by the respective National Budget Laws, the posts of the Audit Office, as well as the posts of the Foreign Service of the Republic, established under the Foreign Service of the Republic Law;

“structured interview” means an interview with predetermined questions related to the knowledge of the subject matter of the post to be filled, the organisation and functioning of the public service and, in general, to the candidate's qualifications and skills, aimed at shaping knowledge of the candidate's personality, competence and suitability for the post for which he is being considered.

“successful candidate” means a person who has obtained a score of at least forty percent (40%) in the evaluation conducted at the Examination Centre;

(2) Terms not otherwise defined in this Law have the meaning assigned thereto in the Public Service Law.

Purpose and
scope of

3.-(1) The purpose of this Law is to introduce a new procedure for the evaluation and selection of candidates for advancement posts in

application of this Law.

the public service, in order to ensure the effective application of the basic principles of objectivity and meritocracy and to achieve the optimal evaluation of the technical competence and the capabilities and skills of the candidates, based on modern methods and tools.

(2) The scope of application of the provisions of this Law extends to the regulation of the criteria and procedure for the evaluation and selection of candidates for advancement posts in the public service.

PART II

SELECTION CRITERIA

Selection criteria for promotion to a promotion post.

4.-(1) Notwithstanding the provisions of subsections (3) and (4) of section 35 of the Public Service Law, in any procedure pertaining to promotion to a promotion post, the selection and promotion of the candidates by the Commission shall be based on the following criteria and on the weight of each such criterion, expressed in points, as follows:

(a) 0 to 20 points for additional qualifications of the candidates relevant to the duties of the post, which include additional academic qualifications and/or professional titles, in addition to those required in the relevant Scheme of Service:

Provided that, where the knowledge of a foreign language is considered an advantage/additional qualification under the schemes of service, for the possession by a candidate of evidence of language proficiency at the level provided in the relevant Scheme of Service points shall be awarded under such criterion;

(b) 0 to 20 points for additional experience of the candidates relevant to the duties of the post, in addition to that required in the relevant Scheme of Service;

(c) 0 to 45 points for the performance evaluation of the candidates based on their score in the Annual Appraisal Reports, conducted in accordance with the Public Service (Employee Evaluation) Regulations of 2022, multiplied by 10:

Provided that, for the evaluation of this specific criterion, the average score of the Annual Appraisal Reports of the last three years shall be taken into account:

Provided further that, for the filling of posts in the year 2024, only the Annual Appraisal Report for the year 2023 shall be taken into account, whereas for the filling of posts in the year 2025, the Annual Appraisal Reports for both 2023 and 2024 shall be taken into account:

Provided even further that, in case a candidate's score in the specific criterion is a decimal number, his total points shall be expressed with two decimal places;

(d) 0 to 15 points for recommendation by the Head of the Department concerned:

Provided that, for the award of the points under criteria (a) and (b), the qualifications and experience of the candidates at the time of receipt by the Commission of the appropriate authority's proposal for the filling of the post or, in case the appropriate authority omits to submit a proposal for the filling the post, at the expiration of the deadline for the submission of such a proposal, set out in section 29 of the Public Service Law, shall be taken into account:

Provided further that, where two or more candidates obtain the same number of points, the Commission shall decide on the promotion on the basis of the candidates' age.

(2) No public officer can be eligible for promotion if his performance score in any of his last three Annual Appraisal Reports was less than five (5).

Selection criteria for promotion to an interdepartmental promotion post.

5.-(1) In any procedure pertaining to promotion to an interdepartmental promotion post, the selection and promotion of the candidates by the Commission shall be based on the following criteria and on the weight of each such criterion, expressed in points, as follows:

(a) 0 to 40 points for the evaluation results of the candidates in an Examination Centre;

(b) 0-5 points for the experience of the candidates relevant to the duties of the post to be filled, in the Ministry / Deputy Ministry / Department / Service to which the post belongs;

(c) 0 to 10 points for additional qualifications of the candidates relevant to the duties of the post, which include additional academic qualifications and/or professional titles, in addition to those required in the relevant Scheme of Service:

Provided that, where the knowledge of a foreign language is considered an advantage/additional qualification under the schemes of service, for the possession by a candidate of evidence of language proficiency at the level provided in the relevant Scheme of Service points shall be awarded under such criterion;

(d) 0 to 5 points for additional experience of the candidates relevant to the duties of the post, in addition to that required in the relevant Scheme of Service;

(e) 0 to 15 points for the performance evaluation of the candidates based on their score in the Annual Appraisal Reports, conducted in accordance with the Public Service (Employee Evaluation) Regulations of 2022, multiplied by 10:

Provided that, for the evaluation of this specific criterion, the average score of the Annual Appraisal Reports of the last three years shall be taken into account:

Provided further that, for the filling of posts in the year 2024, only the Annual Appraisal Report for the year 2023 shall be taken into account, whereas for the filling of posts in the year 2025, the Annual Appraisal Reports for both 2023 and 2024 shall be taken into account:

Provided even further that, in case a candidate's score in the specific criterion is a decimal number, his total points shall be expressed with two decimal places;

(f) 0 to 10 points for the evaluation by the Head of the Department concerned;

(g) 0 to 15 points for the results of the oral examination of the candidates by the Commission:

Provided that, for the award of points under criteria (b), (c) and (d), the experience and qualifications of the candidates at the expiration of the deadline for the submission of applications shall be taken into account:

Provided further that, where two or more candidates obtain the same number of points, the Commission shall decide on the promotion on the basis of the candidates' age.

(2) No public officer can be eligible for interdepartmental promotion if his performance score in any of his last three Annual Appraisal Reports was less than five (5).

Selection criteria for appointment or promotion to a first entry and promotion post.

6. Notwithstanding the provisions of subsections (3) to (10) of section 34 of the Public Service Law, in any procedure pertaining to appointment or promotion to a first entry and promotion post, the selection and promotion of the candidates by the Commission shall be based on the following criteria and on the weight of each such criterion, expressed in points, as follows:

(a) 0 to 50 points for the evaluation results of the candidates in an Examination Centre;

(b) 0 to 10 points for additional qualifications relevant to the duties of the post, which include additional academic qualifications and/or professional titles, in addition to those required in the relevant Scheme of Service:

Provided that, where the knowledge of a foreign language is considered an advantage/additional qualification under the schemes of service, for the possession by a candidate of evidence of language proficiency at the level provided in the relevant Scheme of Service points shall be awarded under such criterion;

(c) 0 to 10 points for additional experience of the candidates relevant to the duties of the post, in addition to that required in the relevant Scheme of Service;

(d) 0 to 10 points for evaluation by the Head of the Department concerned;

(e) 0 to 20 points for the results of the oral examination of the candidates by the Commission:

Provided that, in the case of posts of Directors-General, the criterion and the weight set forth in paragraph (d) shall not apply:

Provided further that, the posts of Assistants Directors of a Clinic/Department in the Medical and Public Health Services, as well as in the Mental Health Services, shall be filled without the conduct of an evaluation in an Examination Centre, based on the remaining selection criteria specified in paragraphs (b) to (e):

Provided even further that, for the award of points under criteria (b) and (c), the experience and qualifications of the candidates at the expiration of the deadline for the submission of applications shall be taken into account:

Provided even further that, where two or more candidates obtain the same number of points, the Commission shall decide on the promotion on the basis of the candidates' age.

PART III

CANDIDATE EVALUATION PROCEDURE

Candidate evaluation procedure in Examination Centres.

7.-(1) The candidates for appointment or promotion in the public service in interdepartmental promotion posts and in first entry and promotion posts, with the exception of the posts of Clinic/Department Assistant Directors at the Medical and Public Health Services, as well as the Mental Health Services, shall be evaluated in Examination Centres organised by the Commission or by other bodies to which the Commission assigns such organisation:

73(l) of 2016.

Provided that, the assignment by the Commission of the evaluation of the candidates in Examination Centres organised by private sector bodies shall be subject to the procedures laid down in the Regulation of Public Procurement Procedures and Related Matters Law:

Provided further that, the Commission may assign the conduct of different types of evaluation of the candidates to different bodies for each procedure.

(2) After the expiration of the deadline for the submission of applications for each post that falls within the categories of posts prescribed in subsection (1), the Commission shall decide on the procedure to be followed for the evaluation of candidates in an Examination Centre:

Provided that, the Commission may, at its discretion, depending on the case of each procedure, decide to examine whether the candidates possess the required qualifications prior to or after their referral to an Examination Centre.

(3) Upon taking all necessary actions to organise or assign the organisation and conduct of the evaluation in an Examination Centre pertaining to each procedure for the filling of a post, the Commission shall inform the candidates of the evaluation procedure followed at the Examination Centre, as well as of the type of evaluations to be conducted:

Provided that, the Examination Centre shall specify the details of the procedure and provide candidates with all necessary information.

(4) The evaluation at the Examination Centre may include, as a first stage, the candidate's undergoing a written examination and/or the conduct of a competency/skills test, with or without the use of technology, as shall be determined by the Commission and should this be the case, the Commission may specify in advance the number of candidates who shall proceed to the next stage of the evaluation procedure at the Examination Centre, such number being a multiple of the number of posts to be filled, based on their score in correlation with the number of posts to be filled:

Provided that, if certain candidates obtain the same score in the written examination at the Examination Centre, if such an examination is conducted, and their score is such that only some of them may proceed to the next stage, then all candidates who have obtained the same score may proceed, irrespective of whether the number of candidates who shall ultimately proceed to the next stage is greater than the predetermined number:

Provided further that, the Commission may, at its discretion, depending on each individual procedure, examine that the candidates entitled to proceed to the next stage of the evaluation at the Examination Centre possess the required qualifications, in order to ensure that only those candidates shall proceed.

(5) The evaluation procedure at the Examination Centre, or certain stages thereof, may be conducted jointly for the filling of different posts, as shall be determined by the Commission.

(6) Upon completion of the evaluation of the candidates, the Examination Centre shall extract the overall results, depending on the type of evaluation conducted, shall rank successful candidates based on their score in a list or in separate lists in the case of a

common evaluation for the filling of different posts, and shall forward the list or lists to the Commission, which shall thereafter be published in the official Gazette of the Republic.

Draw up of list of qualified candidates.

8.-(1) In the case of first entry and promotion posts, the Commission shall draw up a list of candidates pertaining to each procedure for the filling of a post, which shall include the successful candidates in the evaluation at the Examination Centre, who possess the qualifications required under the relevant Scheme of Service, ranked according to their score at the Examination Centre.

(2) In the case of interdepartmental promotion posts, the Commission shall draw up a list of candidates pertaining to each procedure for the filling of a post, ranking the candidates according to the score derived from the sum of the evaluation at the Examination Centre of the successful candidates who possess the qualifications required under the relevant Scheme of Service, and the points for the experience of the candidates relevant to the duties of the post to be filled in the Ministry / Deputy Ministry / Department / Service to which the post belongs.

Oral examination.

9.-(1) After the draw up of the list of candidates in accordance with the provisions of subsections (1) and (2) of section 8, the Commission shall invite to an oral examination three times the number of candidates, based on their ranking on the list of candidates and, where such number is lower, all included in the list shall be invited to an oral examination:

Provided that, in the case of candidates with the same score in their ranking on the list, and where their score is such that only certain of them can be invited in order to reach a number three times that of the vacant posts, all candidates having obtained the same

score shall be invited, irrespective of whether a number of candidates greater than three times the number of vacant posts shall be invited.

(2) After the conduct of the oral examination provided for in subsection (1), the Commission shall evaluate the candidates who have taken the examination and have been assessed, in accordance with the provisions of sections 5 and 6.

(3) The Commission's decision on the points awarded in each case for the performance of a candidate in the oral examination, the additional qualifications, the additional experience, the experience of the candidates relevant to the duties of the post to be filled in the Ministry / Deputy Ministry / Department / Service to which the post belongs, where applicable, and the evaluation of the Head of the Department concerned, shall be recorded in minutes.

(4) Immediately after the conclusion of the procedure for the filling of posts, each member of the Commission shall hand over the grade awarded for the performance of the candidates in the oral examination.

Draw up of Table of candidates.

10.-(1) Upon completion of the award of the points for each one of the criteria laid down in sections 5 and 6, the Commission shall draw up a Table (hereinafter called "the Table"), which shall list the candidates, ranked based on the total points obtained by each one of them, in such manner that, subject to the provisions of subsection (2), the candidate with the highest number of total points ranks first.

(2) No person shall be included in the Table unless he possesses the qualifications and meets all other conditions prescribed by a Law, Regulation or Scheme of Service for appointment or promotion to the post to which the Table corresponds at the expiration of the deadline for the submission of applications for that post and at the time the

Table is drawn up, and no person shall be appointed or promoted to the respective post if he is not included in the Table, and does not possess all required qualifications and does not meet the conditions at the time he is offered the appointment or promotion.

(3) Where two or more candidates have obtained the same number of points, the Commission shall determine the order in which they shall be listed on the Table on the basis of the candidates' age.

(4) The Table shall be used to fill the posts which have been published or posts which are created or become vacant by the 31st of December of the year in which the posts were published.

(5) The Table shall cease to be valid after the 31st of December of the same year or after the date on which the vacant posts in the same year have been filled, whichever occurs later.

Filling of vacant posts by the Commission.

11.-(1) The Commission shall fill the vacant posts by offering the candidates appointment or promotion thereto, as the case may be, based on their ranking in the Table, and up until all vacant posts are filled:

Provided that, the Commission may, by a reasoned decision, not proceed with the filling of the posts or certain of them, if it finds that the candidates ranking next for appointment or promotion are not suitable for such appointment or promotion.

(2) A candidate who has not accepted an appointment or promotion to a post offered to him, under subsection (1), is removed from the Table in respect of that post.

Draw up of new Table.

12. In case all the candidates included in the Table are appointed or promoted or removed and vacant posts are still available, the procedure for drawing up the Table shall start anew.

PART V

MISCELLANEOUS PROVISIONS

Offences and penalties.

13. A person who acts contrary to any provision of this Law shall be guilty of an offence and shall be liable, on conviction, to imprisonment not exceeding two (2) years or to a fine not exceeding eight hundred and fifty euros (€850.00) or to both such penalties.

PART VI

FINAL PROVISIONS

Transitional provision.

14. A procedure for the filling of any promotion or first entry and promotion post, which commenced prior to the entry into force of this Law, under the provisions of the Public Service Law, shall continue and shall be completed under the provisions of the said Law.

Entry into force of this Law.

15. This Law shall come into force on the 1st of January 2024 regarding the filling of the vacant posts published from the 1st of January 2024 onwards, as well as for the filling of promotion posts in respect of which a proposal for the filling thereof is submitted by the appropriate authority to the Commission subsequently to this date.

SCHEDULE

(Section 2)

Posts exempted from the interpretation of the term “first entry and promotion post”

1. House of Representatives

Chief Secretary to Parliamentary Committee.

Chief International Relations Officers.

Chief Research, Studies and Publications Officers.

Chief European Affairs Officer.

Chief Financial Administration Officer.

2. Medical Services and Public Health Services

Chief Medical Officer.

Senior Medical Officer.

Director of Clinic/Department.

3. Mental Health Services

Director of Clinic/Department.

4. Dental Services

Chief Dental Officer.

Senior Dental Officer.