

## Assessment in Admission to Civil Service

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Assessment in the civil service admission procedure is carried out by Civil Service Commission under the President of the Republic of Azerbaijan (hereinafter refers as Commission) established and acting under Decree of the President of the Republic of Azerbaijan No 180 dated of 19 January 2005.

The Commission is a body of central executive power organizing enforcement of the standard legal acts adopted in the area of civil service, providing implementation of the policy stipulated by legislation of the Republic of Azerbaijan in the field of recruitment to civil service on the competitive basis, professional development of civil servants, their attestation and social protection, as well as other issues related to the civil service.

In accordance with Law of the Republic of Azerbaijan "On civil service", if positions corresponding to the sixth-ninth grades of administrative positions become vacant, Commission shall advertise a competition to fill these positions. An advertisement shall be in mass media. More detailed information about vacant civil service positions is placed on website of the Commission – [www.csc.gov.az](http://www.csc.gov.az). Such information covers administrative position category, requirements to education, background, specific skills and abilities, required documents for participation in the competition, etc.

The competition consists of two levels – testing and interview. Competition has been performing on transparent and objective basis. Commission carries out testing in cooperation of the State Student Admission Commission of the Republic of Azerbaijan.

100 questions are presented to the candidate during the testing. Presented questions identify at candidate knowledge level of Constitution of the Republic of Azerbaijan and Law "On civil service", professional skills, logical thinking ability and computer skills.

Candidate scored during test examination at least 80 percents from possible marks shall be considered as successfully passed an examination and admitted to the interview. Interview is carried out in collegial, objective and transparent environment. Aim of the interviewing is to evaluate the personal abilities, competences of the candidates and if he/she is eligible for applied vacancy. During the interview, a candidate is asked with respective questions to determine his/her knowledge and skills in the area of performance of official duties to comply with the Constitution of the Republic of Azerbaijan, other legislative acts of the Republic of Azerbaijan, specific abilities, etc.

In order to hold the interview, Commission forms the panel of interviewers, including one staff member of the Commission and 2 representatives of the state body where the vacancy exists.

An interview with each candidate shall be performed in the individual order and not less than 20 minutes.

Results of the interview are assessed in scores. Marks shall be included into the score list by each member of panel; later these marks are summarized in order to deduce total score.

Commission shall issue to each candidate a confirmed certificate on marks scored following the results of an interview.

Head of Commission shall pass an appropriate decision on the results of the competition, basing on presented reference on test examinations and interview.

Persons successfully passing test examination and the interview during participation in advertised competition and being directed to the relevant state power body to hold vacant position, but, however, not being appointed to the vacant position, shall be registered as reserve staff in the civil service management board during 3 years, and if any similar vacancy occurs in state body within the stipulated period, they shall be directed to the relevant state body in order to hold vacant position.

Such persons shall be unfilled from list of reserve staff upon completion of stipulated three years.