DEFENCE FORCES

TERMS AND CONDITIONS GOVERNING THE ENLISTMENT OF DIRECT ENTRY HULL ARTIFICERS IN THE NAVAL SERVICE IN 2021

IMPORTANT
A person applying for enlistment as a **Hull Artificer (HA) in the Naval Service** should read these terms and conditions carefully prior to completing the application form. An application form should only be submitted if the applicant is satisfied that they fulfil all of these conditions as detailed.

Exceptions to the conditions governing the competition cannot be made in individual circumstances. Males and females may apply on an equal basis.

1. GENERAL QUALIFICATIONS

A candidate must be

(i) a citizen of the State or

be any other person who has a lawful entitlement to reside and work within the State for the period of time that is required for the purpose of any such appointment,

(ii) be of good Character and satisfy any security clearance required.

(iii) meet the required minimum standards of medical and physical fitness. **(Annex A)**

2. AGE REQUIREMENTS

Candidates must be 18 years of age and less than 39 years of age on the date of their application.

Please note that the upper age limit will be the subject of review in advance of future competitions.

3. MINIMUM EDUCATIONAL QUALIFICATIONS

Candidates must have attained the required minimum educational qualifications at the time of entry into the Naval Service.

A candidate for enlistment as a Hull Artificer (HA) must have completed one of the following:

a. HETAC Level 7 Bachelor of Science in Craft Technology (wood) with Business
b. National Craft Certificate in Carpentry and Joinery
c. National Craft Certificate in Cabinet Maker/Wood Manufacturing and Finishing
d. National Craft Certificate in Shipwright
e. National equivalent of any of the above.

4. MEDICAL AND PHYSICAL STANDARDS

Candidates must be in good mental and bodily health and free from any physical defect, abnormality, physiological condition or past history of serious illness likely to interfere with the efficient performance of their duties.
The following are the minimum physical requirements:

a. Height:

The minimum height requirement is 157.48 cm. Physical standards and weight must be in keeping with height and age.

b. Vision:

Colour vision must be normal. Not less than 6/36 in each eye, corrected to not less than 6/6 in one eye and 6/9 in the other.

Both eyes must be free from disfiguring or incapacitating abnormality and free from acute or chronic disease. There must be no evidence of squint or latent squint.

The eligibility or not of applicants who have had previous incisional or laser treatment to correct visual acuity will be determined at the Medical Examination.
See Annex C for further information.

c. Dental:

Candidates must be free from any serious periodontal disease and possess teeth to a specific standard, which is not less than the equivalent of eleven over eleven natural teeth functionally opposed. In certain circumstances artificial teeth may be acceptable.

d. Hearing:

A good standard of unaided hearing is essential. Candidates will be required to undergo audiometric examination at which:

(1) The sum of the hearing threshold at 1,2,3, 4 and 6 kHz should not exceed the age and gender related warning levels contained in the "Guidelines on Hearing Checks and Audiometry Regulations 2007", issued by the Health and Safety Authority.

(2) Candidates under 25 years of age must be able to hear all measured pure tones up to and including 8kHz at 20dB in each ear. Candidates aged 25 and older must be able to hear all measured pure tones up to and including 8kHz at 25dB in each ear. Candidates must also be free from acute or chronic ear disorders.

Candidates are advised to avoid all sources of loud noise and music for a period of 48 hours prior to this examination as exposure to such noise may adversely affect the results of the examination.

5. APPLICATION FORM

Applications for a Hull Artificer must be made on the official electronic application form available at www.military.ie

All correspondence with candidates will be done by email for the duration of the competition. Candidates should ensure the email address given is accurate and correct. Candidates wishing to undertake the assessment process through Irish must highlight this request to Defence Forces Recruitment Section.

Each application is acknowledged automatically within 24 hours. If an acknowledgement is not received within 48 hours of applying, candidates should immediately contact the Defence Forces Recruitment Section at: 045 492553/492555 or Lo-call 1890 426555 or at recruitment@defenceforces.ie. Closing date for applications is 31 Dec 2021.

Likewise, if an applicant's email address should change the onus, is on the applicant to make contact with the Defence Forces Recruitment Section immediately advising them of the change of email address.

APPLICANTS CHECKLIST: Before submitting an application Hull Artificer, applicants should ensure that they; satisfy the eligibility criteria and have read and accept the governing conditions of this Competition.

6. INTERVIEW BOARD

Candidates called for interview will be required to produce the following documents to the Interview Board;

a. Certificate/s in respect of the relevant degree/course's, mentioned in Paragraph 3 above, which the candidate has completed.
b. Testimonials from present and/or previous employers.
c. Proof of experience, if any in the required field as mentioned in Paragraph 3.
d. Long form Birth Certificate.

A panel, in order of merit, will be formed of Candidates who are successful at interview.

7. DATA PROTECTION ACT - EMPLOYEE VETTING BY AN GARDA SIOCHANA

Candidates who are invited to attend before an Interview Board will be required to complete and sign a Garda Vetting Application Form. This will, pursuant to the Data Protection Act, 2018, authorise the Garda Síochána to furnish to the Military Authorities a statement that there are no convictions recorded against the candidate, or, if applicable, a statement of convictions.

8. MEDICAL AND PHYSICAL EXAMINATIONS

Candidates who are successful at the interview stage will be required to undergo a detailed medical examination, including audiometric test. The medical examination will include the provision of urine and blood samples. This detailed medical examination is part of the selection process and does not imply that a candidate has qualified for enlistment as a Hull Artificer.

Candidates will be required to meet minimum fitness levels for induction (See **Annex A**). If a candidate fails to meet any of the minimum requirements below, they will not be permitted to proceed to the next stage of the competition. All DF serving members are required to complete an annual fitness test in accordance with DF TI 05/2007.

9. EXPENSES

Candidates are liable for all expenses incurred in connection with their participation in the competition.

10. CONDITIONS ON ENLISTMENT

a. A successful candidate will initially be enlisted for five (5) years permanent service and seven (7) years reserve service. On completion of five years permanent service, a member may be permitted to extend the terms of his/her permanent service to nine (9) years and then to twelve (12) years, should they fulfil such criteria as may be laid down by the Deputy Chief of Staff (Support) in regards to such matters as conduct rating, physical fitness and medical category.

b. They may then be re-engaged for such a period as will make up a continuous period of twenty-one (21) years' service should they fulfil such criteria as laid down by the Deputy Chief of Staff (Support) in regards to such matters as conduct rating, physical fitness and medical category. For those enlisting since 1 January 1994, the maximum service in the PDF applicable to the rank of Able-Seaman and Leading-Seaman is 21 years.

However, a serving member who enlisted in the Permanent Defence Force on or after 1 January 1994 may, subject to Defence Force Regulations and to meeting certain criteria and conditions, be permitted to continue in service – beyond 21 years - up to the age of 50 years in the rank of Petty Officer and to the age of 56 years in all higher enlisted ranks.

c. A Hull Artificer enlisted as a result of this competition, will be required to undergo a Basic Training Course of approximately 18 weeks duration, followed by a Direct Entry Introduction Course of 2 weeks duration. On completion of this shore-based training the individual will be required to complete 18 weeks sea familiarisation. Following this a direct entry HA Professional Course of 6 weeks will be undertaken ashore. Anyone who does not reach a satisfactory standard in these courses, as outlined in the Training Syllabi may be discharged from the Permanent Defence Force. However, an individual who was previously a serving member of the Permanent Defence Force at the time of selection will, if they fail to reach a satisfactory standard, revert to the rank of Able Seaman and may be assigned to any line appointment within the Naval Service.

d. Successful candidates will be required to complete Military Training, Professional Courses and Seagoing Familiarisation.

e. Personnel of the Permanent Defence Force may at any time be required to serve outside the State.

f. Successful Candidates will be required to undertake compulsory random drug testing throughout their career in the Defence Forces in accordance with Defence Force Regulation A7.

11. RANK ON ENLISTMENT

A successful candidate will be enlisted in the rank of Leading Seaman. Their duties will be carried out mainly on board Naval Services vessels. Their station will be at the Naval Base, Haulbowline, Cobh, Co. Cork.

12. PAY OF HULL ARTIFICER

Enlisted personnel pay PRSI contributions under Class H which insures them for the range of benefits under the Social Insurance code, including the State Pension (Contributory).

The following are the current pay rates with effect from 1 June 2026 for Hull Artificers:

RANK	POINT	RATE OF PAY	Military Service Allowance (MSA)	Total Pay plus MSA
Leading Seaman (Leading Rate)	1st	€813.48	€168.65	€982.13
	2nd	€828.58	€168.65	€997.23
	3rd	€843.85	€168.65	€1,012.50
	4th	859.00	€168.65	€1,027.65

Note:
Candidates should note that different pay and conditions may apply if, immediately prior to enlistment, the appointee is a serving member of the Permanent Defence Force.

Enlisted personnel taking up an appointment as Leading Seaman for the purpose of this competition will be placed on the first point pf the LS pay scale. Where the 1st point of the scale is lower than the current value of the soldier pay and any continuing allowances, the Leading Seaman will be placed on an off-point scale rate. The off-point rate will continue to be paid until incremental progression allows for convergence with the established pay scales.

In addition to basic pay and Military Service Allowance, Hull Artificers are currently paid the following:

NAVAL PAY:

Naval Pay is payable at a rate of €2.91 per day.

TECHNICAL PAY:

On Successful completion of training, a Hull Artificer receives Technical Pay (Group 5) at a rate of €85.00 per week.

PATROL DUTY ALLOWANCE:

Patrol Duty Allowance is payable at a rate of €56.14 per day. This allowance is only paid for days afloat on sailing order.

Note:

It should be noted that the rate of remuneration and payment of the allowances outlined above are subject to review and adjustment on an ongoing basis in accordance with changes applicable across the public service generally as per Government policy.

Method of Payment

Currently a Hull Artificer is paid on a weekly basis by means of electronic funds transfer to a designated financial institution.

13. OCCUPATIONAL PENSION ARRANGEMENTS

Members of the Permanent Defence Force may qualify for occupational pension and retirement gratuity (collectively called superannuation benefits) subject to meeting certain terms and conditions. A person's date of first joining the Permanent Defence Force and whether they have any previous Public Service employment will generally decide their specific occupational pension terms. Successful candidates appointed from this competition will be required to pay appropriate employee pension contributions from weekly pay, as well as the 'additional superannuation contribution' (ASC). Different pension arrangements apply to members of the Permanent Defence Force who:

a. Join on or after 1 January 2013 **or**
b. Joined on or after 1 April 2004 but before 1 January 2013

Further details are set out in Annex B

See also **Paragraph 10** regarding conditions and terms of enlistment.

14. CLOTHING

Items of Uniform are provided to successful candidates.
It should be noted that the current provisions regarding the issue of a uniform may be subject to change in accordance with Government policy.

15. LEAVE AND HOLIDAYS

Subject to the exigencies of the service, annual leave not exceeding twenty eight days in the case of personnel serving in shore establishments and forty three days in the case of personnel serving afloat may be granted in any one leave year.

It should be noted that this annual leave provision is currently calculated on a 7 day basis. Leave is subject to adjustment on an ongoing basis in accordance with changes applicable across the Public Service generally as per Government Policy.

16. SICK LEAVE

Sick Leave may be granted in accordance with the provisions of Defence Force Regulation A.12 (Medical Treatment) and Defence Forces Regulation S.3 (Pay and Allowances).

It should be noted that the sick leave provision is currently being reviewed as part of a wider review and standardisation of sick leave in the Public Service generally and in that regard may be subject to adjustment on an ongoing basis in accordance with changes applicable across the Public Service as per Government policy

17. HEALTH AND WELFARE

Medical attendance, hospital and dental treatment are provided free subject to the limitations as required by law.

18. COURSES

In order to ensure that he/she will be competent to carry out the duties of higher rank to which he/she may be promoted, personnel will be required to undergo such courses as may be laid down from time to time.

Personnel may be required to undergo special courses of training which will be undertaken subject to the provisions of Defence Forces Regulations governing military education and training.

NOTE

THE ACCEPTANCE BY THE CHIEF OF STAFF, DEFENCE FORCES, OF AN APPLICATION FORM FROM A PERSON DESIRING TO BE A CANDIDATE FOR ENLISTMENT SHOULD NOT BE REGARDED AS AN ADMISSION BY THE CHIEF OF STAFF THAT SUCH A PERSON SATISFIES ALL OR ANY OF THESE CONDITIONS OR THAT HE/SHE IS NOT DISQUALIFIED BY LAW FROM ENLISTMENT.

EVERYTHING CONTAINED IN THESE CONDITIONS, NOTES AND ANNEXES IS SUBJECT TO THE OVER-RIDING AUTHORITY OF THE GOVERNING STATUTES, REGULATIONS AND SCHEMES, INCLUDING THE DEFENCE ACT, 1954 (AS AMENDED AND EXTENDED) AND STATUTORY PROVISIONS MADE, OR TO BE MADE, THEREUNDER, AND ANY OTHER RELEVANT PROVISIONS, AGREEMENTS, LEGISLATION, PUBLIC SERVICE POLICY, CIRCULARS AND/OR INSTRUMENTS AND ANY ERRORS WHICH MAY APPEAR HEREIN ARE SUBJECT TO CORRECTION AT ANY TIME.

IN ADDITION, ALL TERMS AND CONDITIONS OUTLINED IN THIS DOCUMENT ARE SUBJECT TO CHANGE UNDER THE DEFENCE FORCES CONCILIATION AND ARBITRATION SCHEME, THE CROKE PARK AND HADDINGTON ROAD AGREEMENTS AND ANY OTHER AGREEMENT AS MAY BE CONCLUDED FROM TIME TO TIME.

APPOINTMENTS ARE OPEN TO MALES AND FEMALES ON AN EQUAL BASIS.

CANVASSING WILL DISQUALIFY

Candidates, when completing their application form, will be required to confirm that they have not:

- *knowingly or recklessly provided false information*
- *canvassed any person with or without inducements*
- *personated a candidate at any stage of the process*
- *interferred with or compromised the process in any way.*

These conditions apply for the 2021 competition only and are due for review in advance of any future competition.

Annex A

Army, Air Corps & Naval Service

Physical Fitness

PHYSICAL FITNESS TEST

The physical fitness assessment is designed to test the candidate's current level of physical fitness and his/her capacity to undergo the rigours of military training. It is composed of two aspects:

a. Aerobic endurance
Local muscular endurance

b. Components of physical fitness, consisting of body fat assessment, hand grip strength and flexibility.

FORMAT OF TEST

Aerobic endurance

Candidates will be required to run one and a half miles within the time limit below: (This is a pass or fail test)

Males	**Females**
11 mins 40 secs.	13 mins 10 secs.

Local Muscular Endurance

This will be assessed using push-ups and sit-ups. The time allowed is 60 seconds (This is a pass or fail test).

	Males	**Females**
Push-ups: (Minimum requirement)	20	20 (modified)
Sit-ups: (Minimum requirement)	20	20

If a candidate fails to meet any of the above minimum requirements, they will not be permitted to proceed to the next stage of the competition.

Body Composition Assessment

This assesses the candidate's percentage of body fat. The candidate will be subjected to a body/mass index test. (This is a pass or fail test)

All tests are conducted in sports gear. Candidates are advised to bring the following should they be requested to attend: tracksuit, shorts, singlet/t-shirt, training shoes, towel, and wash gear etc.

Candidates who wish to prepare for the above tests should do so under the guidance of a qualified instructor.

Annex B to Terms and Conditions and General Information

RETIREMENT BENEFITS

Introduction

(a) In general, anyone joining pensionable public service employment on or after 1 January 2013 is a member of the Single Scheme. This Scheme applies to all military personnel who join the Permanent Defence Force (PDF) from 1 January 2013 onwards as first-time new entrants to the Public Service.

The Single Scheme also applies if you are a former pensionable public servant who re-joins the Public Service in a pensionable position on or after 1 January 2013, with a break of more than 26 weeks between public service employments.

Single Scheme – summary of main elements for PDF members

- It is a d*efined benefit* scheme based on *Career-Average Earnings*.
- Retirement benefits – pension and lump sum – are primarily based on % of *pensionable earnings* throughout your public service career as a Single Scheme member.
- PDF members pay a 7.5% employee contribution from salary towards their Single Scheme benefits, as well as an *Additional Superannuation Contribution* (ASC) – see **Notes 1 and 3 below**.
- Each year, you build up money amounts on a *fast accrual* basis towards your Single Scheme retirement benefits. The total of these amounts at retirement, with some adjustments for increases in inflation, determines what your retirement benefits will be.
- Single Scheme retirement benefits are payable immediately on retirement from the PDF only if you serve to the *minimum pension age* of 50, and have the *vesting period of 2 years*[1].
- If you finish employment with the PDF before age 50 and have the vesting period, payment of your retirement benefits is normally *deferred* to age 68. (Age 68 is the qualifying age for *Contributory State Pension* (CSP) from the Department of Employment Affairs and Social Protection, for anyone born since 1961).
- Retirement pension (but not lump sum) is *integrated* with the Social Insurance system – see paragraph (c) below.

[1] The *vesting period* for the Single Scheme is 2 years, the minimum length of time you must pay employee contributions into the scheme before becoming eligible for retirement benefits. The vesting period for personnel who joined the PDF between 1 April 2004 and 31 December 2012 is also 2 years.

- There is no cap on the length of time over which members can build pension benefits under the Single Scheme.

- Transferring retirement benefits to Single Scheme from other employments:

    - The option for a member of the Single Scheme to transfer-in benefits from private sector pension schemes is not available at present.

    - If, before joining the Single Scheme, you hold deferred retirement benefits from previous employments under a 'pre-2013' Public Service pension scheme, you cannot transfer those benefits to the Single Scheme. Those benefits remain to be administered under your earlier pre-2013 pension scheme.

    - If you hold deferred benefits under the Single Scheme from an earlier Single Scheme employment, you do not need to arrange for their "transfer" because it is the same Single Scheme in place across the Public Service.

- There is provision for immediate retirement benefits if compulsorily retired on medical grounds, and for death in service benefits (dependents pensions and death lump sum).

- Following retirement, increases to Single Scheme pension are linked to inflation.

(b) 'Post-April 2004' Defence Forces pension scheme arrangements apply to military personnel recruited to the PDF on or after 1st April 2004 and before 1st January 2013.

As indicated in Paragraph 13 above, these 'post-April 2004' pension schemes are relevant to anyone already serving as an NCO or Private in the PDF who joined between those dates, and is discharged and immediately re-enlisted as a Leading Seaman (line) under this competition. Those pension scheme arrangements may also apply to anyone who has worked or is working in other public service pensionable employment, and who is not a *new entrant* as defined under the Single Scheme.

Summary of main elements of 'post-April 2004' Defence Forces pension schemes:

- It is a *defined benefit final salary* scheme.

- As in other pre-2013 Public Service pension schemes generally, retirement benefits are based on *total pensionable service* and *pensionable salary* at retirement date (subject to certain limits).

- Enlisted personnel pay a 1.5% employee superannuation contribution, as well as an Additional Superannuation Contribution (ASC).

- Retirement benefits are payable immediately on retirement from the PDF only if you serve to the *minimum pension age* of 50, and have the *vesting period* of 2 years.

- If you finish employment with the PDF before age 50 and have the vesting period, your retirement benefits are *deferred*, and payable from age 60.

- Retirement pension (but not lump sum) is *integrated* with the Social Insurance system – see paragraph (c) below.

- Under the 'post-April 2004' schemes, maximum retirement benefits accrue after 30 years' pensionable service, known as *fast accrual*.

- There is an overall *40-year limit* on the total pensionable service that can be counted towards retirement pension from a person's aggregate service across membership of any 'pre-2013' Public Service Pension Scheme(s).

- Transferring retirement benefits from other pre-2013 employments: Under the Public Sector Transfer Network, reckonable service may be transferred into the PDF from elsewhere in the public sector (subject to certain conditions).[2]

- There is provision for immediate retirement benefits if compulsorily retired on medical grounds, and for death in service benefits (dependents pensions and death lump sum).

- Following retirement, pensions from these 'post-April 2004' schemes are revised in line with public service pension increase policy.

(c) Integration of retirement pension with the Social Insurance system:

New entrants to the Public Service are insurable for full PRSI. For this reason, public service retirement (or spouse's / civil partner's) pensions are subject to ***integration*** with the State Social Insurance system in accordance with standard Public Service arrangements. This

[2] For pre-2013 public service pension schemes, the Transfer Network enables the transfer of reckonable service for pension purposes between the Defence Forces and the majority of State and semi-state organisations e.g. to or from the Civil Service, Health Services, An Garda Síochána, Local Authorities, Teaching etc.

means that a person's entitlement to the range of Social Insurance benefits (including the Contributory State Pension) is taken into account when calculating the amount of retirement pension payable.

In an integrated pension scheme, the Contributory State Pension (CSP) is regarded as part of the employee's total pension package. Under standard Public Service arrangements, this integration of retirement pension with the Social Insurance system applies from the time the retirement (or spouse's / civil partner's) pension commences payment. This means the retirement pension is adjusted (reduced) from the start by a Social Insurance State Pension *offset*, regardless of whether the person has reached Contributory State Pension age (66-68). Integration applies to retirement pension and also to employee contributions, but not to retirement lump sum.

(d) <u>Employee pension contributions</u>:

- **Note 1** – The 7.5% Single Scheme contribution is comprised of 4.2% of *net pensionable remuneration* (which means pensionable remuneration less twice the maximum rate of State Pension Contributory payable from time to time to a person who has no adult or child dependants) <u>plus</u> 3.3% of pensionable remuneration.

- **Note 2** – A contribution of 1.5% of net pensionable remuneration is payable by 'postApril 2004' enlisted personnel.

- **Note 3** – Subject to certain exemption thresholds, all Public Servants who are in pensionable employment – including members of the PDF – are also liable to pay an *Additional Superannuation Contribution* (ASC). The ASC is separate from the standard employee pension contributions mentioned above. No additional superannuation benefits are earned as a result of the ASC. The ASC applies to pensionable earnings above certain thresholds at different bands and % rates depending on the pension scheme applicable to the member. From 1 January 2020, the ASC bands / rates are as follows:

Additional Superannuation Contributions
All Public Servants who are members of the Single Public Service Pension Scheme
First €34,500 of pensionable earnings – exempt
Next €25,500 @ 3.33%
Balance @ 3.5%

(e) Declarations:

Under the *Public Service (Single Scheme and Other Provisions) Act 2012* (the 2012 Act), candidates are required to declare:

- any prior Public Service employment, or
- any pre-existing entitlements to a Public Service retirement benefit (whether already paid, in payment or deferred), or
- any existing remuneration from any other Public Service employment, or
- any such employment in which they received a payment-in-lieu of pension for that service.

(f) Pension abatement:

If a person was employed previously in the Public Service and is in receipt of a pension from the Public Service, the 2012 Act provides for the *abatement* (i.e. reduction / suspension) of any Public Service pension on re-employment within the Public Service, even where the new employment is in a different area of the Public Service. The outcome will depend on factors such as a person's ongoing overall earnings from the Public Service by way of salary plus pension.

(g) Further information:

Further information on pension arrangements for Defence Forces members of the Single Pension Scheme can be found on the Department of Defence website at https://www.gov.ie/en/collection/2a3969-pension-schemes/

See also Department of Public Expenditure and Reform website https://singlepensionscheme.gov.ie/for-members/

Annex 'C' to Terms and Conditions

Laser Eye Surgery

Applicants, for whom any one or more of the following criteria apply, will be deemed unfit to join the Permanent Defence Force:

(a) Applicants who have had their visual acuity corrected by non-laser surgery or laser surgery involving the raising of a corneal flap

(b) Applicants who have had corrective laser surgery not involving the raising of a corneal flap, within 12 months of the advertised closing date for receipt of applications

(c) Where there continues to exist, beyond one year of corrective laser surgery not involving the raising of a corneal flap, significant visual impairment or side effects related to the surgery, or both

(d) Where, following corrective laser surgery not involving the raising of a corneal flap, the residual corneal stromal thickness is less than 300 microns.