

**FOI DOF/2026-0405**

**Request**

Re: Competition IRC324806 – Grade 3 Deputy Secretary.

Please could you also provide:

1. an outline of how the applications were sifted and shortlisted, including who conducted the sift and shortlisting exercise, i.e., was it the selection panel as set out in the CIB?
2. details of how many applications there were in total and how many were progressed to the next stage?

**DoF response**

I can confirm the department holds the information requested.

1. The panel of Deirdre Toner (Chair – Civil Service Commissioner), David Malcolm (Permanent Secretary, Department of Education) and Grainia Long (Permanent Secretary, Department for Communities) conducted the sift, assessing each application against the criteria published in the Candidate Information Booklet (CIB).

As per information provided in the CIB, given the large number of applications the panel carried out an initial sift, assessing only information provided by each candidate against eligibility criterion 1. For each of the applications satisfying eligibility criterion 1, the panel then considered the written evidence provided against the other criteria, taking forward only those candidates that met all criteria.

2. There were 190 applications and 30 candidates were invited to the next stage (first interview).