

薦任公務人員晉升簡任官等訓練辦法

Regulations Governing Training for Civil Servants with Junior Rank Seeking Promotion to Senior Rank

第 一 條 本辦法依公務人員任用法第十七條第九項規定訂定之。

Article 1 These regulations are prescribed in accordance with Article 17. Paragraph 9 of the Civil Service Employment Act.

第 二 條 薦任公務人員晉升簡任官等訓練（以下簡稱本訓練）依本辦法行之。本辦法未規定者，適用其他有關法令之規定。

Article 2 The training for civil servants with junior rank seeking promotion to senior rank (hereinafter referred to as “the Training”) shall be governed by these regulations. For matters not prescribed herein, other relevant laws shall apply.

第 三 條 本訓練由公務人員保障暨培訓委員會（以下簡稱保訓會）及所屬國家文官學院（以下簡稱文官學院）辦理。必要時得委託訓練機關（構）或公私立大學校院辦理。

Article 3 The Training is to be provided by the Civil Service Protection and Training Commission (hereinafter referred to as “the CSPTC”) and the National Academy of Civil Service (hereinafter referred to as “the NACS”) under the CSPTC, or by training institutes or public or private universities and colleges upon entrustment when necessary.

第 四 條 本訓練採密集訓練方式辦理。
本訓練之訓期為四週。

本訓練之課程，以增進受訓人員晉升簡任官等所需工作知能為目的，並由保訓會另定之。

Article 4 The Training is to be implemented in an intensive manner.

The duration of the Training shall be four (4) weeks.

The courses of the Training shall be determined by the CSPTC to strengthen the working skills of the trainees for promotion from junior rank to senior rank.

第 五 條 經銓敘部銓敘審定合格實授現任薦任第九職等職務人員，具有下列資格之一，且其以該職等職務辦理之年終考績最近三年二年列甲等、一年列乙等以上，並已晉敘至薦任第九職等本俸最高級，得參加本訓練：

一、經高等考試、相當高等考試之特種考試或公務人員薦任升官等考試、薦任升等考試或於公務人員任用法施行前經分類職位第六職等至第九職等考試或分類職位第六職等升等考試及格，並任合格實授薦任第九職等職務滿三年者。

二、經大學或獨立學院以上學校畢業，並任合格實授薦任第九職等職務滿六年者。

前項所定最近三年年終考績，係以各主管機關提供符合參訓資格條件人員名冊之時間為準，計算最近三年年終考績。

依公務人員考績法相關法規規定不得作為晉升職等及在同官等內調任低職等職務仍以原職等任用之考績、年資，均不得作為第一項規定之考績、年資。

Article 5 Any civil servant who has one of the following eligibilities, has been verified the qualification of employment by the Ministry of Civil Service, is an active civil servant with junior

rank (Rank 9) , has acquired 2 Grade A and 1 Grade B in performance ratings of the past three years, and is granted the highest pay structure of civil servant with junior rank (Rank 9) , may participate in the Training:

1. Passing the Senior Examination for the Civil Service or passing the Examinations Equivalent to the Senior Examination, or Junior Rank Promotion Examination, or rank promotion examination for civil servants with junior rank, or passing the examination for civil servant with rank 6 to rank 9, or the examination for promotion of civil servants with rank 6 before the implementation of the Civil Service Employment Act, and having been verified the qualification of employment with junior rank (Rank 9) for three(3) years.
2. Graduated from a university or an independent college and having been verified the qualification of employment with junior rank (Rank 9) for six (6) years.

With respect to the “performance ratings of the past three years” as referred to in the preceding paragraph, it shall be calculated from the date the competent authorities provide the name-lists of qualified personnel.

Any performance rating or year of service that cannot be used in rank promotion, or continues to be used when a lower position within the same rank is assumed, and shall not be used as performance rating or year of service prescribed in the first paragraph, according to Civil Service Performance Rating Act.

第 六 條 總統府、國家安全會議、行政院、立法院、司法院、考

試院、監察院及其所屬一級機關、省政府、省諮議會、直轄市政府、直轄市議會、縣（市）政府、縣（市）議會（以下簡稱各主管機關），應於每年三月三十一日前，提供符合前條參訓資格條件人員名冊，函送保訓會。

依公務人員任用法第十七條第三項規定以特殊情形或派駐國外之先予調派簡任職務人員，各主管機關應將其核派情形，函知保訓會，據以安排補訓。

前項派駐國外之先予調派簡任職務人員，各主管機關應將其回國服務時間，先行函知保訓會，據以安排補訓。

Article 6 Prior to the 31st day of March of every year, the name-lists of qualified personnel meeting the conditions listed in the preceding paragraph shall be submitted to the CSPTC by Office of the President, National Security Council, the Executive Yuan, the Legislative Yuan, the Judicial Yuan, the Examination Yuan, the Control Yuan and first-level authorities hereunder, provincial governments, provincial consultative councils, special municipality governments, special municipality councils, county/city governments and county/city councils (hereinafter referred to as “competent authorities”).

The competent authorities shall notify the CSPTC of any civil servant with junior rank being assigned to hold the position of senior rank in special cases or has been assigned abroad in accordance with Article 17. Paragraph 3 of the Civil Service Employment Act, for making arrangements for the make-up training.

For any civil servant that has been assigned abroad for missions who has been promoted to senior rank as referred to

in the preceding paragraph, the competent authorities shall inform the CSPTC in written form of his/her return date, to make arrangements for his/her make-up training.

第 七 條 各服務機關、學校及各主管機關審核參加本訓練人員時，應召開甄審委員會，就符合受訓資格人員之條件詳加審核並嚴守相關規定，排定受訓序列。如有資格不符而參加訓練情事，由各服務機關、學校及各主管機關依法懲處相關人員。

保訓會應依據當年度各主管機關所提供符合參加本訓練資格條件之人員名冊，辦理調訓。

各主管機關因特殊情形，未設置甄審委員會者，應組成臨時性之審查委員會，辦理第一項所定事項。

Article 7 When reviewing personnel participating in the Training, the agencies served and the competent authorities shall convene for a meeting of the Selection Committee, to review the personnel eligible for the Training in a strict manner and arrange the Training order. Where it is found that any ineligible personnel participates in the Training, the agencies served and the competent authorities shall punish relevant personnel according to law.

The CSPTC shall deal with adjusting training affairs pursuant to the name-list of qualified personnel for the current year presented by the competent authorities.

Where the competent authorities fail to establish the Selection Committee due to any special reason, a temporary Review Committee shall be established to deal with affairs specified in the first paragraph of this article.

第 八 條 受訓人員應於規定時間內向訓練機關（構）、學校報到接受訓練。

前項受訓人員，除因婚、喪、分娩、流產、重病或其他重大事由，檢具相關證明文件向保訓會申請延訓並經同意者外，不得延訓。

Article 8 The trainees shall have them registered by the training institutes within the specified time-limit, to accept the Training.

The aforesaid trainees may not postpone training, unless for wedding, funeral, maternity, miscarriage, serious illness or any other significant reasons, in which case relevant certified documents shall be presented to the CSPTC to apply for the postponement of training.

第 九 條 受訓人員於訓練期間，應遵守有關訓練規定，有下列情事之一，由訓練機關（構）、學校函送保訓會廢止其當年度受訓資格：

- 一、未於規定之時間內報到或申請中途離訓經核准者。
- 二、除因婚、喪、分娩、流產、重病或其他重大事由外，請假缺課時數合計超過課程時數百分之二十者。
- 三、中途放棄參訓者。
- 四、曠課者。
- 五、冒名頂替者。
- 六、對講座、輔導員或訓練機關（構）、學校員工施以強暴脅迫，有確實證據者。
- 七、其他具體事實足以認為品德操守不良，情節嚴重，有確實證據者。

受訓人員於訓練期間，因婚、喪、分娩、流產、重病或其他重大事由，致請假缺課時數超過課程時數百分之二十

者，應予停止訓練。

訓練機關（構）、學校應於訓期結束後將前二項有關資料，函送受訓人員服務機關、學校。

Article 9 In the training period, the trainees shall observe relevant regulations of training. If any trainee is in any of the following circumstances, the training institutes shall inform the CSPTC in written form to repeal his/her eligibility to attend the current year's training program:

- 1.If he/she fails to register to the training program on time or applies to drop out of the training and obtains consent;
- 2.If his/her number of class hours allowed for the absence of leave for wedding, funeral, maternity, miscarriage, serious illness or any other significant reason exceeds 20% of the total hours of courses;
- 3.If he/she drops out of the training during the training period;
- 4.If he/she is absent from the class without admitted;
- 5.If he/she is an imposter;
- 6.If he/she is proved to having coerced any of the lecturers, instructors or employees of the training institutes violently;
- 7.If he/she is proved by facts to be seriously unhealthy in morality and conduct.

A trainee shall be stopped training if the number of class hours allowed for the absence of leave for wedding, funeral, maternity, miscarriage, serious illness or any other significant reason exceeds 20% of the total hours of courses.

The training institutes shall send documents regarding affairs specified in the preceding two paragraphs to the agencies

served.

第十條 受訓人員生活管理、團體紀律、活動表現成績及課程成績之評量規定，由保訓會另定之。

Article 10 The CSPTC shall prescribe the assessment of management of living, group discipline, performance in activities and course scores otherwise.

第十一條 本訓練成績之計算，生活管理、團體紀律、活動表現之成績占訓練成績總分之百分之十，課程成績占訓練成績總分之百分之九十。

前項成績之分數各為一百分，按比例合計後之成績總分達七十分為及格。

Article 11 With respect to the determination of the total training score, the score of management of living, group discipline, performance in activities account for 10%, while course score accounts for 90%.

The perfect score of each item specified in the preceding paragraph is 100 points. The total training score shall be calculated by totaling the score of each item in proportion, and 70 points shall be deemed acceptable.

第十二條 受訓人員有下列情事之一者，得保留受訓資格，並經服務機關、學校函報各主管機關，向保訓會申請調訓：

- 一、有第八條第二項情事致無法報到受訓，依規定檢具相關證明文件向保訓會申請延訓，並經同意者。
- 二、有第九條第二項情事，經停止訓練者。

Article 12 If a trainee is in any of the following circumstances, the

qualification for training of the trainee shall be retained; and the agencies served shall report to the competent authorities in written form to apply for adjusting training for those with retained qualification for training in the subsequent year to the CSPTC:

- 1.If he/she fails to register to the training program on time due to any circumstance specified in Article 8. Paragraph 2 and applies for postponing training with relevant certified documents as approved and obtains the consent;
- 2.If his/her training is stopped due to any circumstance specified in Article 9. Paragraph 2.

第十三條 受訓人員訓練成績經評定不及格者，於次年度起，得由各主管機關重新依規定函送保訓會參加本訓練。

受訓人員經依第九條第一項各款廢止當年度受訓資格者，應間隔下列年度後，始得由各主管機關重新依規定函送保訓會參加本訓練：

- 一、第一款或第二款：一年度。
- 二、第三款或第四款：三年度。
- 三、第五款、第六款或第七款：五年度。

依前二項規定重新參加本訓練者，應全額自費受訓。

Article 13 For any trainee who fails the training program, the competent authorities shall re-inform the CSPTC in written form about his/her training according to relevant stipulations in the subsequent year, provided that the said trainee is eligible for the Training.

For any trainee whose eligibility to attend the current year's training program is repealed pursuant to Article 9. Paragraph

1 hereof, the competent authorities shall re-inform the CSPTC in written form about his/her training according to relevant stipulations over the following years:

- 1.If his/her eligibility is repealed as prescribed in Sub-paragraph 1 or 2: 1 year;
- 2.If his/her eligibility is repealed as prescribed in Sub-paragraph 3 or 4: 3 years;
- 3.If his/her eligibility is repealed as prescribed in Sub-paragraph 5,6 or 7: 5 years;

Trainees re-participate in the Training as prescribed in the preceding two paragraphs shall pay all the training expenses.

第十四條 受訓人員訓練期滿並經核定成績及格者，由保訓會報請考試院發給訓練合格證書，並函知各主管機關及銓敘部。

受訓人員於訓練期間發現有受訓資格不符情事者，由保訓會予以退訓；其涉及行政或刑事責任者，依法處理。

前項退訓人員，於次年度起符合受訓資格時，由各主管機關重新依規定函送保訓會參加本訓練；其退訓可歸責於受訓人員者，應全額自費受訓。

受訓人員訓練期滿經核定成績及格後，發現有受訓資格不符情事者，由保訓會撤銷訓練及格資格並報請考試院註銷訓練合格證書；其涉及行政或刑事責任者，依法處理。

經撤銷訓練及格資格者，於保訓會撤銷函文送達之次日起三年內，取得受訓資格時，依下列規定填具免訓申請書（如附表），由服務機關、學校審核後函報各主管機關轉送保訓會，經核准後，視同訓練合格，由保訓會報請考試院發給訓練合格證書：

- 一、於受訓當年度經撤銷訓練及格資格者，其免訓得於次年度起，由服務機關、學校併同提報該年度參訓

人員名冊時辦理，並以提報梯次之結訓日為訓練合格生效日。

二、於受訓當年度後經撤銷訓練及格資格者，其免訓得於保訓會撤銷函文送達之次日起，由服務機關、學校辦理，並以保訓會核定之日為訓練合格生效日。但申請免訓人員之訓練合格生效日，不得早於其依第五條及第六條規定參加訓練時之結訓日。

經撤銷訓練及格資格者，於保訓會撤銷函文送達之次日起逾三年，仍未取得受訓資格者，於符合受訓資格時，由各主管機關重新依規定函送保訓會參加本訓練；其撤銷可歸責於受訓人員者，應全額自費受訓。

Article 14 Upon completion of the training period, the CSPTC shall report to the Examination Yuan to issue the Certificate for Passing the Training Program to trainees who get an acceptable score, and shall inform the competent authorities and the Ministry of Civil Service in written form.

Where any trainee is found ineligible for the Training during the training process, the CSPTC shall withdraw him/her from the Training. Such a trainee shall be punished according to law where any administrative liability or criminal liability is involved.

For any trainee withdrawn the qualification of passing training as prescribed in the preceding paragraph, the competent authorities shall re-inform the CSPTC in written form about his/her training according to relevant stipulations in the subsequent year, provided that the said trainee is eligible for the Training. If the trainee is liable

for his/her withdrawal, all training expenses shall be paid by him/her.

Where any trainee is found ineligible for the Training upon the expiry of the training process and after he/she gets an acceptable score, the CSPTC shall withdraw his/her the qualification of passing training and report to the Examination Yuan to invalidate its Certificate for Passing the Training Program. Such a trainee shall be punished according to law where any administrative liability or criminal liability is involved.

Where any trainee is withdrawn the qualification of passing training, provided that he/she acquires the eligibility for the Training within three (3) years after the CSPTC issues the Letter of Repeal (see the attached form), he/she may fill in the Application for Exemption from Training, which shall be reported to the competent authorities in written form by the agencies served after reviewing, and shall then be transmitted to the CSPTC. Upon the approval of the CSPTC, such a trainee shall be regarded as passing the Training, and the CSPTC shall report him/her to the Examination Yuan for the issuance of the Certificate for Passing the Training Program.

1. For any trainee who is withdrawn the qualification of passing training in the current year, the procedures for his/her exemption from the Training may go through the agencies he/her served in the subsequent year of the submission of the name-list of trainees in that year. The

date on which the relevant term of Training is expired shall be the effective date of passing the Training.

2. For any trainee who is withdrawn the qualification of passing training after the current year, the procedures for his/her exemption from the Training may go through the agencies he/she served from the date following the date the Letter of Repeal is served by the CSPTC. The effective date of passing the Training shall be determined by the CSPTC. In no circumstance shall the effective date of passing the Training of the personnel applying for exemption from the Training be earlier than the date on which the Training he/she participated in as prescribed in Article 5 and Article 6 is expired.

Where any trainee who is withdrawn the qualification of passing training fails to acquire the eligibility for Training within three (3) years after the date the Letter of Repeal is served by the CSPTC, when he/she acquires the eligibility for the Training, competent authorities shall re-select trainees and inform the CSPTC in written form for his/her training according to relevant stipulations. If the trainee is liable for his/her withdrawal, all training expenses shall be paid by the trainee.

第十五條 本訓練所需經費，除由文官學院編列預算支應外，得向受訓人員或其服務機關、學校收取必要之基本費用。

Article 15 Funds required for the Training shall be payable from the budget prescribed by the NACS, and the trainees and the agencies served may be charged for basic expenses in the

Training.

第十六條 本辦法自發布日施行。

Article 16 These Regulations will become effective from the date of promulgation.