

公務人員考試錄取人員訓練辦法

Regulations Governing the Training for Personnel Newly Passed the Civil Service Examination

第一章 總則

Chapter 1 General Provisions

第一條 本辦法依公務人員考試法第二十條第二項規定訂定之。

Article 1 These regulations are prescribed in accordance with Paragraph 2, Article 20 of the Civil Service Examination Act.

第二條 公務人員考試錄取人員之訓練（以下簡稱本訓練），依本辦法行之。

Article 2 The training for personnel newly passed the civil service examination (hereinafter referred to as “the Training”) shall be governed by these regulations.

第三條 本訓練分為基礎訓練與實務訓練。但性質特殊之高等及普通考試類科或特種考試錄取人員訓練（以下簡稱性質特殊訓練），得於訓練計畫另定其他訓練。

Article 3 The training is divided into basic training and on-the-job training. For the training for personnel newly passed the senior and junior exam of special natural examinations (hereinafter referred to as “the Training of Special Nature”), other trainings shall be listed in the Training Plan.

第四條 本訓練得以受訓人員經分配各用人機關（構）學校占編制職缺訓練（以下簡稱占缺訓練），或未占編制職缺訓練（以下簡稱未占缺訓練）方式行之。

Article 4 The Training is to be implemented in the manner of training while holding posts of employing institutions (hereinafter referred to as “the Training While Holding Post”) and training without holding posts of employing institutions (hereinafter referred to as “the Training Without

Holding Post”).

第五條 基礎訓練以充實初任公務人員應具備之基本觀念、品德操守、服務態度及行政程序與技術為重點。

實務訓練以增進有關工作所需知能及考核品德操守、服務態度為重點。

Article 5 The basic training is focus on providing new civil service with necessarily basic concept, moral integrity, service attitude, administrative process and technique.

The on-the-job training shall focus on the enhancement of knowledge and ability required for the civil service; the assessments of moral conduct and service attitude.

第六條 基礎訓練由公務人員保障暨培訓委員會（以下簡稱保訓會）所屬國家文官學院（以下簡稱文官學院）辦理或委託訓練機關（構）學校辦理。

實務訓練由保訓會委託各用人機關（構）學校辦理。

性質特殊訓練得由保訓會委託申請舉辦考試機關辦理。

前三項訓練得按錄取等級、類科或考試錄取分發區集中或分別辦理。

Article 6 The basic training shall be governed by the National Academy of Civil Service (hereinafter referred to as “NACS”) under the Civil Service Protection and Training Commission (hereinafter referred to as “CSPTC”), or training institutions upon the entrustment of CSPTC.

The on-the-job training shall be governed by employing institutions upon the entrustment of CSPTC.

The training of special nature shall be governed by authorities applying for holding examinations upon the entrustment of CSPTC.

Aforesaid three trainings shall be governed by concentrated or separately manner, base on the qualification rank, the examination category and allocation area.

第七條 基礎訓練所需經費，由文官學院編列預算支應。
實務訓練所需經費，由各用人機關（構）學校編列預算支應。
性質特殊訓練，如屬另定其他訓練者，其所需經費，由申請舉辦考試機關或訓練機關（構）學校編列預算支應。

Article 7 Funds required for basic training shall be paid from the budget prescribed by the NACS.
Funds required for on-the-job training shall be paid from the budget prescribed by the employing institutions.
Funds required for the training of special nature shall be paid from the budget prescribed by the authority applying for holding the examination or the training institutions.

第八條 考選部應於公務人員考試公告後，將考試公告及應考須知函送保訓會據以擬定訓練計畫。並應於榜示後將榜單及考試錄取人員履歷清冊等相關資料函送保訓會及申請舉辦考試機關辦理本訓練。

Article 8 After the announcement of examination for civil service, the Ministry of Examination shall submit announcement of the examination and the instructions for examinees to the CSPTC to work out the training plan. At the same time, after the publication of examination results, it shall submit the examination results and the resumes of personnel newly passed the civil service examinations as well as other information required to the CSPTC and the authority applying for holding the examination for the handling of training related affairs.

第九條 委託申請舉辦考試機關辦理本訓練時，應由該機關擬定訓練計畫，函送保訓會核定實施。但公務人員特種考試司法人員考試司法官考試錄取人員訓練計畫，由司法官訓練委員會議定後，交由法務部司法官訓練所函送保訓會備查。

Article 9 When the authority applying for holding the examination is handling training related affairs, it shall work out the training plan and submit it to the CSPTC for verification in written form. However, the training plan for civil service enrolled from the Judges and Prosecutors Examination of the

Special Examination for Judicial Personnel, shall be submitted to the Judges and Prosecutors Training Institution of Ministry of Justice after being determined by the Judicial Training Committee, and then be submitted by the Judges and Prosecutors Training Institution of Ministry of Justice to the CSPTC in written form for future reference.

第十條 訓練計畫應明定訓練類別、訓練重點、訓期、訓練課程、實施方式、訓練機關（構）學校、調訓程序、保留受訓資格、補訓或重新訓練、免除或縮短訓練、停止訓練、訓練經費、津貼支給標準及福利、生活管理、輔導、請假、獎懲、成績考核、廢止受訓資格及請領考試及格證書等有關事項。

Article 10 The following shall all be stipulated in the training plan: the training category, the training emphasis, the training period, the training program, the implementation method, the training institutions, the training transfer process, the retaining qualification for training, the make-up training and retraining, the exemption or shorten of training period, the stop training, the training funds, the subsidy paying standard and welfare, the management of living, the tutoring, the application for leave, rewards and punishments, the performance evaluation, the repealing of eligibility for training , and application to certificates of qualification and other related affairs.

第十一條 本訓練之基礎訓練課程，由保訓會訂定之。
性質特殊訓練如另定其他訓練，其課程由保訓會協調有關機關訂定之。

Article 11 Courses of the basic training shall be determined by the CSPTC.
In the case of the training of special nature, the CSPTC and relevant authorities shall determine the courses.

第二章 調訓及訓期

Chapter 2 Transfer Training and Training Period

第十二條 公務人員考試錄取人員，應於規定時間內向各用人機關（構）學校或訓練機關（構）學校報到接受本訓練。

前項人員報到事項，應依保訓會核定或備查之訓練計畫辦理。

Article 12 Personnel newly passed the civil service examination shall register at the employing institution within the specified time limit to accept the training.

The registration of trainee specified in the preceding paragraph shall be handled pursuant to the training plan verified or recorded by the CSPTC.

第十三條 本訓練之期間為四個月至一年。但性質特殊，其期間逾一年者，得於訓練計畫另定之。

Article 13 The Training periods shall be four (4) months to one (1) year. If the training period of special nature exceeds one year, it shall be determined in the training plan otherwise.

第十四條 受訓人員應同一種考試不同等級、同等級不同類科同時錄取或復應其他公務人員考試錄取，如訓期重疊，應選擇一種考試之等級或類科接受訓練。

Article 14 If the trainee passes the same examination of different grades; or different categories under the same grade at the same time; or passes different examinations for civil service; and training periods corresponding to such examinations are overlapped, the trainee must select only one grade or one category of training.

第十五條 正額錄取人員因服兵役，進修碩士、博士，或疾病、懷孕、生產、父母病危及其他不可歸責事由，致無法立即接受分

發者，得依下列規定期限，檢具足資證明之文件向保訓會申請保留受訓資格，逾期不予受理：

一、榜示時有無法立即接受分發事由者，應於榜示後十日內提出申請。

二、榜示後至分配訓練期滿成績及格之分發任用前，有無法立即接受分發事由者，應於事由發生後十日內提出申請。

前項無法立即接受分發事由，知悉在後者，其申請保留受訓資格之期間自知悉時起算。

Article 15 If any in-quota qualifier cannot attend at the training due to the military service, receiving education of a master's or a doctor's degree, illness, pregnancy, maternity, serious illness of parents or any other significant reason that are not attributable, the trainee shall present complete certified documents to the CSPTC to apply for retaining qualification for training within the following specified time limit; otherwise the application will not be accepted:

1. If the cause for the personnel inability to accept the assignment exists, the retaining qualification for training application shall be submitted within ten (10) days after the publication of examination results.

2. If the cause for the personnel inability to accept the assignment exists between the publication of examination results and the assignment after passing training, the retaining qualification for training application shall be submitted within ten (10) days.

If the above-mentioned causes for the personnel inability to accept the assignment is unforeseeable, the retain period of the application shall be count from the date of the cause been known.

第十六條 正額錄取人員於訓練前經核准保留受訓資格者，應於原因消滅後三個月內，檢具足資證明之文件向保訓會申請補訓，並由保訓會通知分發機關或申請舉辦考試機關遇缺調訓。逾期未

提出申請者，視同放棄補訓。

受訓人員於訓練期間經核准保留受訓資格者，其申請重新訓練，應依前項規定期限及程序辦理。逾期未提出申請者，視同放棄訓練。因服兵役保留底缺申請重新訓練者，仍留原分配機關（構）學校接受訓練。

補訓或重新訓練人員，除訓練計畫另有規定者外，應依參加訓練當年度訓練計畫辦理。重新訓練人員之訓期應重新起算。

Article 16 Any in-quota qualifier whose retaining qualification for training is retained as approved before the personnel participates in the training, shall present complete certified documents to the CSPTC to apply for make-up training within three (3) months after the cause of inability to accept the training is eliminated, and the CSPTC shall notify the allocation institution or the authority applying for holding the examination to conduct transfer for training. If such trainee fails to bring forward the application within the specified time limit, the make-up training shall be deemed abandoned voluntarily.

Any trainee whose eligibility for training is retained in the training period as approved, may apply for retraining within the specified time limit and in accordance with specified procedure. If such trainee is failed to bring forward the application within the specified time limit, the retraining shall be deemed abandoned voluntarily. Also, any trainee whose eligibility for training is retained in case of military service shall accept training at the original allocation institution.

Only if the other plans are otherwise prescribed in the training plan, the original year training plan shall apply to any trainee participating in make-up training or retraining; and the training period shall be recounted.

第十七條

應於規定時間內接受基礎訓練人員，因婚、喪、分娩、流

產、重病或其他重大事由未能如期參訓，經實務訓練機關（構）學校核轉文官學院核准變更其調訓梯次者，應另依文官學院或訓練機關（構）學校規定之訓練日期前往報到受訓。

Article 17 Any trainee cannot participate in the basic training in time due to marriage, funeral, maternity, miscarriage, serious illness or any other significant reasons, after the change of the scheduled training shifts is approved by the NACS based on the report from the on-the-job training institutions; such trainee shall register at the date prescribed by the NACS or the training institutions.

第十八條 受訓人員具有下列情形之一，應由實務訓練機關（構）學校於其報到後十日內，依報到時所填載之資料，函送保訓會核准免除基礎訓練：

- 一、經公務人員考試錄取，最近四年內曾受同等級以上考試錄取人員基礎訓練成績及格者。
- 二、經公務人員考試錄取，最近四年內曾受次一等級以下且訓練期間相同或訓練課程相當之考試錄取人員基礎訓練成績及格者。

Article 18 If any trainee is in any of the following circumstances, the on-the-job training institution shall, within ten (10) days after the registration, report to the CSPTC for exempting the basic training based on the information the personnel filled at registration:

1. If the personnel was passed the civil service examination and has passed the basic training at the same grade with the past four (4) years;
2. If the personnel was passed the civil service examination and has passed the basic training for a lower grade with a same training period or equivalent training courses within the past four (4) years.

第十八條之一 受訓人員最近四年內曾受次一等級以下公務人員考試錄取人員基礎訓練成績及格，除應依第十八條第二款及第十九條第

二款規定辦理者外，應由實務訓練機關（構）學校於其報到後十日內，依報到時所填載之資料，函送保訓會核准免除部分基礎訓練。但訓練計畫另定須參加全部基礎訓練者，從其規定。

Article 18-1 In the event that a trainee has passed the basic training for the personnel passed from a lower grade civil service examination , in addition to the procedure specified in Subparagraph 2 of Article 18, and Subparagraph 2 of Article 19 the on-the-job training institution shall, within ten (10) days after the registration, report to the CSPTC for partially exempting the basic training based on the information the personnel filled at registration, unless it is stipulated in the training plan that the trainee shall participate in the whole process of the basic training.

第十九條 受訓人員具有下列情形之一，得於分配機關（構）學校報到後十日內，檢具相關證明文件，向實務訓練機關（構）學校提出申請轉送保訓會核准免除基礎訓練：

- 一、經公務人員考試錄取，曾受同等級以上考試錄取人員基礎訓練成績及格逾四年，且為現任或最近四年內曾任公務人員者。
- 二、本辦法中華民國九十九年七月十六日修正發布施行前，經初等考試或相當等級之考試錄取人員基礎訓練成績及格，於最近四年內復應普通考試或相當等級之考試錄取，且為現任或曾任公務人員者。

Article 19 If any trainee is in any of the following circumstances, within ten (10) days after the registration at the allocation institution, the trainee may present relevant certified documents to the on-the-job training institution to apply to the CSPTC for exemption from the basic training:

1. If the personnel was passed the civil service examination and passed the basic training at the same grade over the past four (4) years, and is now an active civil service or has once been a civil service within the past four (4) years.

2. If the personnel, before the amendment to these regulations on July 16, 2010, was passed the basic training at the elementary grade or equivalent grade within the past four (4) years, and is now an active civil service or has once been a civil service.

第十九條之一 第十八條、第十八條之一及前條所定應予免除全部或部分基礎訓練，及得予免除基礎訓練，其資格條件，由保訓會認定之。

Article 19-1 The eligibility for being exempted from the basic training in whole or in part as prescribed in either Article 18 or Article 18-1 and the preceding article, and the eligibility for being exempted from the basic training, shall be determined by the CSPTC.

第二十條 現任或曾任公務人員，具有與考試錄取類科同職組各職系之資格，並有與擬任職務工作性質相同或相近之下列情形之一，其期間四個月以上者，得於分配機關（構）學校報到後一個月內，檢具相關證明文件，向實務訓練機關（構）學校提出申請轉送保訓會核准縮短實務訓練，逾期不予受理：

一、低一職等以上之資格及工作經驗。

二、與低一職等職責程度相當以上之資格及工作經驗。

三、擔任高於或同於擬任職務列等之職務。

前項縮短實務訓練後之訓練期間，應於訓練計畫訂定之。但不得少於一個月。

Article 20 The active or former civil service who has passed any series of the same group of position in the examination category, also has had the equivalently or similar nature of job for expected post or conditions listed below for more than four (4) months, shall apply for shorten on-the job training period with relevant certified documents to on-the-job training institutions to deliver to CSPTC within one (1) month after the registration at allocation institution.

1. Eligibility for and experience in holding a post at a lower

grade;

2. Eligibility for and experience in holding a post with equivalent degree of duties and responsibilities at a lower grade;

3. Holding a post higher or equivalent to the grade of the expected post.

The remaining training period of the shorten on-the-job training period as specified in the preceding paragraph shall be determined pursuant to the training plan, and shall not be less than one (1) month.

第二十一條

前條所稱工作性質相同或相近，依下列規定認定：

一、曾任職務經銓敘部銓敘審定之職系與擬任職務職系，依職組暨職系名稱一覽表規定為同一職組或得單向調任或得相互調任者。

二、曾任職務並無職系之規定，由原機關出具工作內容證明，就其工作內容對照職系說明書或職務說明書認定其適當職系後，依前款認定之。

Article 21

“The equivalently or similar nature of job” as referred to in the preceding article shall be determined as follows:

1. The series of position which the personnel has assumed and the series of expected position shall be in the same group of position, under the qualification screening prescribed by Ministry of Civil Service, in accordance to the tabulation of group of positions and series titles. These two series may be one way transfer among series under different groups of positions to each other; or may be transfer among different series within the same group of positions to each other.

2. In the case that there is no prescription on series of the position the personnel has assumed, the original authority shall issue the certificate for the working scope of the position, and the series shall then be determined after

comparing the certificate for the working scope of the position with series description or position description.

第二十二條 第二十條第一項第一款所稱低一職等以上，指下列各款情形：

- 一、高等考試一級考試或特種考試一等考試：具有薦任第八職等以上資格者，或占所具任用資格低一職等職缺訓練，具有薦任第七職等以上資格者。
- 二、高等考試二級考試或特種考試二等考試：具有薦任第六職等以上資格者，或占所具任用資格低一職等職缺訓練，具有委任第五職等以上資格者。
- 三、高等考試三級考試或特種考試三等考試：具有委任第五職等以上資格者，或占委任職缺訓練，具有委任第四職等以上資格者。
- 四、普通考試或特種考試四等考試：具有委任第二職等以上資格者。
- 五、初等考試或特種考試五等考試：具有委任第一職等以上資格者。

Article 22 “Post at a lower grade” as referred to in Subparagraph 1, Paragraph 1 of Article 20, shall refer to the following situation:

1. Senior examination of Grade-1 or special examination of Grade-1: eligible for holding a post of junior rank 8; or has received training for a post one grade lower than the post the personnel is eligible, also eligible for holding a post of junior rank 7;
2. Senior examination of Grade-2 or special examination of Grade-2: eligible for holding a post of junior rank 6; or has received training for a post one grade lower than the post the personnel is eligible, also eligible for holding a post of elementary rank 5;
3. Senior examination of Grade-3 or special examination of

Grade-3： eligible for holding a post of elementary rank 5;
or has received training for a post one grade lower than the
post the personnel is eligible, also eligible for holding a
post of elementary rank 4

4. Junior examination or special examination of Grade-4:
eligible for holding a post of elementary rank 2;

5. Elementary Examination or special examination of Grade-
5: eligible for holding a post of elementary rank 1.

第二十三條 第二十條第一項第二款所稱職責程度相當，依公務人員曾任公務年資採計提敘俸級認定辦法附表之各類人員與行政機關公務人員職等相當年資採計提敘俸級對照表認定。

Article 23 “Posts with equivalent degree of duties and responsibilities” as referred to in Subparagraph 2, Paragraph 1 of Article 20 shall be determined in accordance with the “Classification Table for Pay Rate and Seniority of Employees and Civil Service in Administrative Organizations” attached to the “Regulations Governing the Determination of Pay Rate and Seniority of Former Civil Service.”

第二十四條 曾任聘用、僱用及聘任人員，最近五年內具有下列二款工作經驗八個月以上，且服務成績優良，得準用第二十條規定，申請縮短實務訓練：

一、具有與擬任職務性質相近之工作經驗。

二、具有低一職等職責程度相當以上之工作經驗。

曾任雇員，最近五年內具有與擬任職務性質相近之工作經驗八個月以上，且核敘雇員年功薪點以上者，視同具有委任第一職等之低一職等職責程度相當之工作經驗，得準用第二十條規定，申請縮短實務訓練。

第一項所稱聘用、僱用及聘任人員，指依聘用人員聘用條例、行政院暨所屬機關約僱人員僱用辦法、教育人員任用條例進用，或比照上開法規自行訂定並報經上級機關核准之單行規

章之聘用、僱用及聘任人員。第二項所稱雇員，指依中華民國八十七年一月一日廢止前之雇員管理規則進用之人員。

Article 24

If any formerly temporary employees hired according to contract implied in special statutes has the following two experiences of post for (8) months within the last five (5) years, also with proof of outstanding performance, the personnel may apply for a shorten the on-the-job training period as prescribed in Article 20:

1. Having experiences in holding a nature similar post to the expected post.
2. Having experiences in holding a post with degree of duties and responsibilities equivalent to a one grade lower post.

If any formerly auxiliary employee has experience in holding a nature similar post to the expected post for eight (8) months within the last five (5) years, also had granted a pay in the seniority pay range, the personnel shall be deemed “having experiences in holding a post with degree of duties and responsibilities equivalent to that at a one grade lower of elementary rank-1”, and may apply for the shorten on-the-job training period as prescribed in Article 20.

“Formerly temporary employees hired according to contract implied in special statutes” as referred to in the first Item shall refer to trainee employed, appointed or retained in accordance with the Contract-based Worker Employment Act, Employment Regulations for Trainee Served in All Executive Yuan Organizations Under Civil Contractual Relationship, the Educational Trainee Employment Act or regulations promulgated hereunder and approved by the authority at a higher level. At the same time, “auxiliary employees” as referred to in the second Item shall refer to trainee employed in accordance with the Employee Management Rules before its abolishment on Jan.01, 1998.

第二十五條

本訓練訓期之計算，以考試錄取人員向各用人機關（構）學校或訓練機關（構）學校報到之日起算至訓練屆滿之日止。

參加基礎訓練人員，依第十七條規定變更調訓梯次或因訓練機關（構）學校調訓需要，致本訓練原定訓期屆滿後始結訓者，其訓練期滿日，應追溯自原訓期屆滿日生效。

經核准免除基礎訓練時，該免除之訓期不得併入本訓練期間計算訓練期滿日。

Article 25 The training period shall be calculated from the date a trainee is registered with the employing institution or training institution to the date of completion of the training course.

In the case that the basic training period of a trainee is ended after the expiry of the original on-the-job training period due to the change of the scheduled training shift prescribed in Article 17 or as required by the training institution, the effective date of completion of the training course shall be the date of expiry of the original training period.

If a trainee is agreed to be exempt from the basic training, the exempted training period shall not be counted into the date of completion of the training course.

第三章 受訓人員權益

Chapter 3 Rights and Interests of Trainee

第二十六條 占缺訓練人員，由各職缺所在之用人機關（構）學校依下列標準發給津貼：

- 一、高等考試一級考試或特種考試一等考試錄取者比照薦任第八職等本俸四級俸給。
- 二、高等考試二級考試或特種考試二等考試錄取者比照薦任第六職等本俸三級俸給。
- 三、高等考試三級考試或特種考試三等考試錄取者比照委任第五職等本俸五級俸給。

四、普通考試或特種考試四等考試錄取者比照委任第三職等本俸一級俸給。

五、初等考試或特種考試五等考試錄取者比照委任第一職等本俸一級俸給。

分配在公營事業機構者，從其規定比照相當等級發給津貼。

- Article 26 Any trainee of training while holding post shall be granted subsidies by the employing institution based on the following standard:
- 1.The qualifier enrolled from senior examination of Grade-1 or special examination of Grade-1, shall be entitled to the pay of basic pay rate 4 and supplementary payment of junior rank 8.
 - 2.The qualifier enrolled from senior examination of Grade-2 or special examination of Grade-2, shall be entitled to the pay of basic pay rate 3 and supplementary payment of junior rank 6.
 - 3.The qualifier enrolled from senior examination of Grade-3 or special examination of Grade-3, shall be entitled to the pay of basic pay rate 5 and supplementary payment of elementary rank 5.
 - 4.The qualifier enrolled from junior examination or special examination of Grade-4, shall be entitled to the pay of basic pay rate 1 and supplementary payment of supplementary payment of elementary rank 3.
 - 5.The qualifier enrolled from elementary examination or special examination of Grade-5, shall be entitled to the pay of basic pay rate 1 and supplementary payment of elementary rank 1.
- Any trainee allocated to a government enterprise institution shall be granted a subsidy appropriate to their grade.

第二十七條 占缺訓練人員訓練期間，得依規定支給婚、喪、生育及子女教育補助、參加公教人員保險、全民健康保險，及比照用人機關(構)學校現職人員撫卹相關規定之標準支給遺族撫慰金。

- Article 27 During the training while holding post period, the trainee shall be granted subsidies for marriage, funeral, maternity and children's

education, public service insurances, the national health insurance, and survivor pension granted in light of the standard of pension granted to active personnel of the employing institution.

第二十八條 未占缺訓練人員，其有關受訓期間津貼、福利及遺族撫慰等事項，得由訓練機關(構)學校或申請舉辦考試機關比照第二十六條及前條規定，於訓練計畫訂定之。

Article 28 During the training without holding a post period, the subsidy, welfare, pension and other relevant affairs shall be determined by the training institution or the authority applying for the holding examinations in the training plan as described in Article 26 and the preceding article.

第二十九條 現職人員參加考試錄取，具所占職缺之法定任用資格，經銓敘部銓敘審定者，其占缺訓練期間之權益依下列標準辦理：

一、津貼：分配至納入銓敘之機關（構）學校訓練，其原敘級俸高於考試取得資格之級俸時：

（一）級俸：仍准支原敘級俸。

（二）加給：如原敘職等在所占職務列等範圍內，仍依原敘職等標準支給；如原敘職等高於所占職務最高職等時，按該所占職務之最高職等標準支給；如原敘職等低於所占職務最低職等時，按所占職務最低職等標準支給。

二、休假及其他權益：

（一）如與原任職年資銜接者，得繼續併計其年資給予休假。

（二）其基於現職公務人員身分應享有之各項權益，依現職公務人員有關法令辦理。現職人員參加考試錄取，具所占職缺之法定任用資

格，經分配至公營事業機構或未納入銓敘之機關者，其占缺訓練期間之權益，依各該機關（構）適用之人事法規辦理。

Article 29 Presently employed personnel who is enrolled in the examination and has the statutory qualification assessment of the current post after qualification screening by Ministry of Civil Service, shall be granted rights and interests during the training while holding post period as following standards:

1. Subsidy: When the personnel is enlisted to an institution which is qualification screened by the Ministry of Civil Service, the original pay structure is higher than that of the pay structure he/she acquired from the examination:
 - (1) Pay Structure: the personnel shall be granted the original pay structure;
 - (2) Supplementary payment: if the original grade and the present grade are at the same grade range, the supplementary payment shall be granted according to the original basis of grading; if the original grade is at a grade higher than the present grade, the supplementary payment shall be granted according to the highest basis of grading of the present position; if the original grade is at a lowest grade of the present position, the supplementary payment shall be granted according to the lowest basis of grading of the present position.
2. Leave taking, rights and interests :
 - (1) If the years of service of the original post and the present post are accumulated, the days of leaves shall be calculated based on the accumulated years of service
 - (2) Rights and interests of the civil services' status shall be governed in accordance with relevant public service laws and regulations.

If any presently employee is enrolled from the examination and the present post is qualified statutory qualification assessment, after the

allocation to a government enterprise institution or any institution without qualification screening by the Ministry of Civil Service, rights and interests during the training while holding the post period shall be handled in accordance with the laws and regulations of personnel administration of the employing institution.

第四章 訓練管理

Chapter 4 Training Management

第三十條 受訓人員在基礎訓練期間，得請公假、事假、喪假、娩假、產前假、陪產假、流產假及病假。請假缺課時數不得超過課程時數百分之二十。

前項公假限參加國家考試、後備軍人及補充兵之召集、參加政府依法主辦之各項投票、基於法定義務出席作證、答辯，及因公受傷，經訓練機關（構）學校核准者。

基礎訓練人員於正課時段請假，應由基礎訓練機關（構）學校函送受訓人員實務訓練機關（構）學校併入實務訓練請假紀錄。

Article 30 During the basic training period, the trainee may request leave for statutory reason, paid leave for personnel affair, funeral leave, maternity leave, prenatal leave, paid leave for accompanying maternity, paid leave for miscarriage and sick leave. The number of class hours allowed for the absence of leave shall not exceed 20% of the total hours of the course.

The leave for statutory reason specified in the preceding paragraph will be granted as approved by the training institution when a civil service applying leave for participating in national exams, summoning of reserve serviceman or replacement service, participating in a poll organized by the government according to law, presenting at a court to testify or defend for performing the legal obligation, or injury while performing duties.

If any trainee has applied to leave during the basic training period, the basic training institution shall report it to the on-the-job training institution in written form to combine the leave records into the on-the-job training leave record.

第三十一條 受訓人員在實務訓練期間之請假，比照公務人員請假規則辦理。分配在公營事業機構實施實務訓練者，從其規定。

事假、病假（含延長病假）、婚假、喪假、娩假、流產假及休假日數應按實務訓練月數占全年比例計算，比例計算後未滿半日者以半日計，超過半日未滿一日者，以一日計。超過之日數仍應相對延長其實務訓練期間。在訓練期間，原核准延長病假經銷假繼續訓練者，應相對延長其實務訓練期間。

前項假期結束日逾原定實務訓練期滿日者，應自受訓人員銷假日起，就原定實務訓練期間內請假超過之日數，相對延長其實務訓練期間。

Article 31 The applying leave taken by a trainee in the on-the-job training period shall be handled in accordance with the Regulations on Civil Services' Applications for Applying Leave. If the trainee accepts the on-the-job training in a government enterprise institution, rules of such government enterprise institutions on application for applying leave shall apply.

Days of paid leave for personnel affair, sick leave (including extended sick leave), wedding leave, funeral leave, maternity leave, paid leave for miscarriage and annual leave shall be calculated based on the number of training months in proportion to the whole year. If the calculation result is less than half a day, it shall be calculated as half a day; and if the calculation result is more than half a day but less than one day, it shall be calculated as one day. The on-the-job training period shall be extended appropriately if the actual leave days exceed the permissive days. If any trainee returning to the training from extended sick leave, the on-the-job training period shall be extended accordingly.

Where the leave of a trainee ends after the expiry of the original

on-the-job training period, the duration of the on-the-job training shall be extended appropriately based on the number of days exceeding the original granted days of applying leave from the date of returning to work from leave.

第三十二條 受訓人員於實務訓練期間，各用人機關（構）學校，應指派專人輔導之。

實務訓練分實習及試辦二階段實施，自向實務訓練機關（構）學校報到接受訓練日起一個月為實習階段，其餘時間為試辦階段。但實習階段時間不含基礎訓練。

實習階段，實務訓練機關（構）學校應安排受訓人員以不具名方式協助辦理所指派之工作。試辦階段，受訓人員應在輔導員輔導下具名試辦所指派之工作。

依第二十條或第二十四條規定縮短實務訓練人員，或具所占職缺法定任用資格，經銓敘部銓敘審定者，免經實習階段直接進入試辦階段。

Article 32 During the on-the-job training period, the employing institutions shall assign trainee to mentoring.

The on-the-job training is divided into the intern stage and the pilot stage. The intern stage shall be one (1) month commencing on the date the trainee has registered to the on-the-job training institution; and the rest time in the training period shall be the pilot stage. The time of intern stage does not include the basic trainings.

During the intern stage, the on-the-job training institution shall assign the trainees to provide assistance in the assigned tasks anonymously. During the pilot stage, the trainees shall practice the assigned tasks under the mentor's guidance and their name being recorded.

If the on-the-job training period of any trainee is shorten as prescribed in Article 20 or Article 24; or the statutory qualification assessment of the present post is under qualification screened by Ministry of Civil Service, the trainee may omit the intern stage and enter

the pilot stage.

第三十三條 訓練機關（構）學校或各用人機關（構）學校於訓練期間，得考核受訓人員訓練表現辦理獎懲。

前項之獎勵，分嘉獎、記功、記大功；懲處分申誡、記過、記大過。

Article 33 During the training period, the training institution or employing institutions may grant rewards or impose punishments on the trainee based on the training performance.

“Rewards” referred to in the preceding paragraph shall include recording a commendation, recording a merit and recording a great merit. “Punishments” referred to in the preceding paragraph shall include recording a admonition, recording a demerit and recording a great demerit.

第三十四條 受訓人員於基礎訓練期間，因公假、喪假、分娩、流產或重大傷病等事由，致超過規定缺課時數者，得檢具證明向保訓會申請停止訓練。

前項人員得於停止訓練原因消滅之次日起十五日內向保訓會申請重新訓練。

Article 34 If the actual absence number for leave for statutory, funeral leave, maternity leave, miscarriage leave, serious illness or any other significant reason exceeds the prescribed number of class hours allowed for the absence leave, the trainee may present certified documents to apply for stopping the training

The trainee referred to in the preceding paragraph shall apply to the CSPTC for retraining within fifteen (15) days upon the ending of the cause of stopping training.

第三十五條 受訓人員有下列情形之一者，除依第四十四條第一項第九款予以廢止受訓資格者外，應予停止訓練：

一、經有期徒刑、拘役以上刑之執行、易服勞役或易服社會

- 勞動者。但宣告緩刑或執行易科罰金者，不在此限。
- 二、依毒品危害防制條例施予觀察、勒戒、強制戒治者。
- 三、經司法機關執行拘留、拘提、羈押、留置或管收者。前項人員得於停止訓練原因消滅之次日起十五日內向保訓會申請恢復訓練或重新訓練。

Article 35 If any trainee is in any of the following circumstances, in addition to the training eligibility is repealed as prescribed in Subparagraph 9, Paragraph 1 of Article 44, the training shall be stopped:

1. The trainee is imposed in fixed-term imprisonment, criminal detention, a conversion to labor penalty and a conversion to labor service; however, this provision shall not be applicable to a trainee of a respite or a conversion to fine.
 2. The trainee is under observation, rehabilitation treatment or detoxification treatment.
 - 3 The trainee is in detention, detained with a warrant, detention of accuse, detainment or remained by the judicial authority.
- Such a trainee shall apply to the CSPTC for retraining within fifteen (15) days upon the ending of the cause of stopping training.

第五章 訓練成績

Chapter 5 Training Score

第三十六條 基礎訓練受訓人員成績，按其本質特性及學業成績二項評分。其中本質特性占百分之二十五，學業成績占百分之七十五。

實務訓練受訓人員成績，按其本質特性及服務成績二項評分。其中本質特性占百分之四十五，服務成績占百分之五十五。

前二項所稱本質特性，指考評受訓人員之品德、才能及生活表現；所稱服務成績，指考評受訓人員之學習態度及工作績效。

Article 36 The basic training score of trainee shall be assessed from the aspects of natural characteristic and the academic achievement, in which the natural characteristic accounts for 25% and the academic achievement accounts for 75%.

The on-the-job training score of trainee shall be assessed from the aspects of natural characteristic and the service performance, in which the natural characteristic accounts for 45% and the service performance accounts for 55%.

“The natural characteristic” as referred to in the preceding two paragraphs, shall refer to the morality, capacity and performance in living of a trainee. “The service performance” shall refer to the study attitude and working performance of a trainee.

第三十七條 基礎訓練與實務訓練成績之計算，各以一百分為滿分，六十分為及格。

受訓人員於基礎訓練或實務訓練期間所受獎懲，應於訓練期滿時分別併計該訓練成績加減總分。嘉獎一次加○・五分，記功一次加一・五分，記大功一次加四・五分；申誡一次扣○・五分，記過一次扣一・五分，記大過一次扣四・五分。

前項獎懲功過得互相抵銷，但紀錄不得註銷。

各受委託辦理訓練機關（構）學校，應於辦理訓練完畢後，將受訓人員成績列冊函送保訓會核定。

Article 37 The full score of basic training and on-the-job training is 100 points respectively. 60 points is the lowest score to pass training.

Rewards and punishments received by a trainee shall be accumulated when the completion of the training course, and the training score shall be added and deducted thereon. For purpose of this article, 0.5 point shall be added for each recording of commendation, 1.5 points shall be added for each recording of merit, and 4.5 points shall be added for each recording of great merit. At the same time, 0.5 point shall be deducted for each recording of admonition, 1.5 points shall be deducted for each recording of demerit, and 4.5 points shall be deducted for each

recording of great demerit.

The preceding rewards and punishments shall be offset by each other, but cancel of the record is not allowed.

After the process of the end of the training, the training institutions upon entrustment shall make a list of trainees' score to the CSPTC in written form.

第三十八條 受訓人員之基礎訓練成績經保訓會核定為不及格者，仍留原分配機關（構）學校接受實務訓練，並得於一個月內向保訓會申請自費重新訓練一次。

Article 38 The trainee who is failure in basic training program as determined by the CSPTC, shall continue to accept on-the-job training at the original allocation institution, and shall apply, within one (1) month, to the CSPTC for re-training expenses paid by trainees for once.

第三十九條 受訓人員實務訓練成績經單位主管初核為不及格者，應先交付實務訓練機關（構）學校考績委員會審議，審議時應給予受訓人員陳述意見之機會，並作成紀錄，再送實務訓練機關（構）學校首長評定。

前項經實務訓練機關(構)學校評定為實務訓練成績不及格者，由實務訓練機關(構)學校函送保訓會，由保訓會依下列方式處理：

一、核定為成績不及格。

二、成績評定如有違反訓練法令或不當之情事，得敘明理由

退還原訓練機關(構)學校重新評定、准予延長實務訓練期間或逕予核定為成績及格。

依前項規定於保訓會核定實務訓練成績前，實務訓練人員仍留原訓練機關（構）學校訓練。

Article 39 The trainee who is failure in the on-the-job training program as determined by the director of allocation institution, shall be submitted to the appraisal committee of the on-the-job training institution for review, and the trainee shall be given an opportunity for expression of opinions,

which will be recorded and sent to the principal of the on-the-job training institution for appraisal.

In the event that the institution of the on-the-job training determines that a trainee is failure in the on-the-job training program, the on-the-job training institution shall report to the CSPTC in written form, and the CSPTC shall:

1. verify that such a trainee is failure in on-the-job training program;
2. request the original training institution to re-assess and explain the reason thereof if it determines that the score assessment is in violation of training laws and regulations or is improper, otherwise it may grant the extension on-the-job training periods to the trainee, or determine that such a trainee is passing training.

Before the CSPTC verifies the on-the-job training score as prescribed in the preceding paragraph, the trainee shall continue to accept training at the original training institution.

第四十條 保訓會依前條第二項規定處理前，應派員前往實務訓練機關(構)學校調閱相關文件與訪談相關人員，實務訓練機關(構)學校與受訪談人員應予必要之協助。

Article 40 Before handling relevant affairs as prescribed in the preceding paragraphs 2, the CSPTC shall send commissioners to the on-the-job training institution to consult relevant documents and interview relevant personnel. The on-the-job training institution and relevant personnel being interviewed shall provide the necessary assistance.

第四十一條 依第三十九條第二項第二款退還重新評定實務訓練成績者，原訓練機關(構)學校，應於文到十五日內，依退還意旨重新評定成績。未依限或未依退還意旨重新評定時，保訓會得逕予核定為成績及格。

Article 41 In case the score of a trainee is required to re-assess as prescribed

in Subparagraph 2, Paragraph 2 of Article 39, the original training institution shall re-assess the score within the following fifteen (15) days after it receives the document requesting the re-assessment. If the original training institution fails to re-assess the score within the specified time limit or as required, the CSPTC may determine that the trainee is passing training.

第四十二條 依第三十九條第二項第二款准予延長實務訓練期間者，由保訓會視事實狀況酌予延長，其期間自文到次日起算，不得逾原訓練期間，並以一次為限。延長訓練期滿成績仍評定為不及格者，如有第三十九條第二項第二款規定之情事，保訓會得退還原實務訓練機關(構)學校重新評定或逕予核定為成績及格。

Article 42 If the extended on-the-job training period is allowed as prescribed in Subparagraph 2, Paragraph 2 of Article 39, and the CSPTC shall extend on-the-job training period according to the actual situation. The period of extension shall be counted from the date following the date the document for extension is received, and shall not exceed the original on-the-job training period. The extension of the on-the-job training period shall be granted only once. If the trainee is failure after the extended on-the-job training period and is in the circumstance as prescribed in Subparagraph 2, Paragraph 2 of Article 39, the CSPTC may require the on-the-job training institution to re-assess the score or determine that the trainee is passing training.

第四十三條 受訓人員訓練期滿並經核定成績及格者，始完成考試程序，由各用人機關（構）學校或訓練機關（構）學校函送保訓會轉請考試院發給考試及格證書，並函請分發機關或申辦考試機關分發任用。

Article 43 When the trainee has completed the training course and passed training, the examination procedure shall be completed. The employing institutions or the training institutions shall report to the CSPTC to request the Examination Yuan to grant a certificate of qualification to

such trainee, and request the assignment authority or the authority applying for holding the examination to assign and employ the trainee.

第六章 廢止受訓資格

Chapter6 Repealing the Eligibility for Training

第四十四條 受訓人員有下列情形之一，由各用人機關（構）學校或訓練機關（構）學校函送保訓會廢止受訓資格：

- 一、自願放棄受訓資格、未於規定之時間內報到接受訓練或於訓練期間中途離訓者。
- 二、基礎訓練成績不及格人員經核准重新訓練，成績仍不及格者。
- 三、基礎訓練期間除因公假、喪假、分娩、流產或重大傷病等事由外，請假缺課時數超過課程時數百分之二十者。
- 四、基礎訓練期間曠課時數累計達課程時數百分之五，或實務訓練期間曠職累計達三日者。
- 五、實務訓練成績不及格者。
- 六、實務訓練期間經核准延長病假期滿，仍不能銷假繼續訓練者。
- 七、訓練期間對訓練機關（構）學校講座、長官或員工施以強暴脅迫者。
- 八、訓練期間依規定應體格複檢，經檢查不合格，或逾期不繳交體格檢查表者。
- 九、其他具體事實足以認為品德操守不良，情節嚴重者。

公務人員考試錄取人員於分配訓練前放棄受訓資格者，由分發機關函送保訓會廢止受訓資格。保訓會依第一項第一款規定處理前，得為必要之查處。

Article 44 If any trainee is in any of the following circumstances, the employing institutions or the training institutions shall inform the CSPTC in written form to repeal the eligibility for training:

1. If the personnel is voluntarily giving up attending a training

- course; not register to the training program on time to accept the training; or dropping-out mid-way through training;
2. If the trainee is failure in the basic training program, also failure in the retraining program upon approval;
 3. If the number of class hours allowed for the absence of leave for statutory reason, funeral leave, maternity leave, leave for miscarriage, serious illness or any other significant reason exceeds 20% of the total hours of the basic training period;
 4. If the number of absence from class without admitted reaches 5% of the total hours of the basic training period, or the number of absence without reason reaches three (3) days of the on-the-job training period.
 5. If the trainee is failure in the on-the-job training program;
 6. If the trainee is unable to return to work from the expiry of the extended sick leave to continue the training;
 7. If the trainee is proved to having coerced any of the instructors, superior or employees of the training institution with violence;
 8. If the trainee fails to pass the physical re-examination as prescribed in the training period, or fails to submit the physical re-examination form within specified time limit;
 9. If the trainee is proved by facts to be seriously unhealthy in morality and conduct.

If any personnel newly passed the civil service examination give up to attending a training course before the allocation, the allocation institution may report to the CSPTC in written form to repeal the eligibility for training:

Before treating the personnel as described in Subparagraph 1, Paragraph 1, the CSPTC shall carry out necessary investigations.

第四十五條 公務人員考試錄取人員有下列情形之一，由保訓會逕予廢止受訓資格：

- 一、保留受訓資格人員逾期未提出補訓或重新訓練申請者。
- 二、基礎訓練成績不及格人員未依規定提出重新訓練申請，

或申請未獲核准者。

三、停止訓練原因消滅後，未於規定期限申請恢復訓練或重新訓練，或申請未經核准者。

Article 45 If any personnel newly passed the civil service examination in any of the following situation, the CSPTC may repeal the eligibility for training:

1. If the personnel whose qualification for training is retained fails to apply for make-up training or retraining within the specified time limit;
2. If the personnel who is failure in the basic training program fails to apply for retraining, or the application for retraining is denied;
3. If the personnel whose cause for stop training is ended fails to apply for resume training or retraining within the specified time limit or the application for resume training or retraining is denied.

第七章 附則

Chapter 7 Supplementary Provisions

第四十六條 本辦法自發布日施行。

Article 46 These regulations will become effective as from the date of promulgation.