

委任公務人員晉升薦任官等訓練辦法

Regulations Governing Training for Civil Servants with Elementary Rank Seeking Promotion to Junior 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 委任公務人員晉升薦任官等訓練（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 elementary rank seeking promotion to junior 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 (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。

本訓練之訓期為五週。

本訓練之課程，以增進受訓人員晉升薦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 five (5) weeks.

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

第 五 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（以下簡稱各遴選機關），應於每年四月三十日前，提供符合參訓資格條件人員名冊，函送保訓會。

Article 5 Prior to the 30th day of April of every year, the name-lists of qualified personnel meeting the training conditions 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 “agencies with the authority to select trainees”).

第 六 條 經銓敘部銓敘審定合格實授現任委任第五職等職務人員，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，並已晉敘至委任第五職等本俸最高級，得參加本訓練：

一、經普通考試、相當普通考試之特種考試或相當委任第三職等以上之銓定資格考試或於公務人員任用法施行前經分類職位第三職等至第五職等考試及

格，並任合格實授委任第五職等職務滿三年者。

二、經高級中等學校畢業，並任合格實授委任第五職等職務滿十年者，或專科學校畢業，並任合格實授委任第五職等職務滿八年者，或大學、獨立學院以上學校畢業，並任合格實授委任第五職等職務滿六年者。

前項所定最近三年年終考績，係以各遴選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 6 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 elementary rank (Rank 5), 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 elementary rank (Rank 5), may participate in the Training:
1. Passing the Junior Examination for the Civil Service, or passing the Examinations Equivalent to the Junior Examination, or passing the examination of qualification assessment for civil servants with rank 3 or above, or the examination for promotion of civil servants with rank 3 to 5 before the implementation of the Civil Service Employment Act, and having been verified the qualification of employment with elementary rank (Rank 5) for three (3) years.
 2. Graduated from a senior high school, and having been

verified the qualification of employment with elementary rank (Rank 5) for ten (10) years, or graduated from a junior college, and having been verified the qualification of employment with elementary rank (Rank 5) for eight (8) years, or graduated from a university or an independent college, and having been verified the qualification of employment with elementary rank (Rank 5) 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 agencies with the authority to select trainees 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.

第七條 保訓會得依據當年度預定之訓練人數及各遴選機關所提供符合參訓資格人數，按調訓比例分配受訓名額，不足一人部分，得於每年度以累計方式計算分配受訓名額。

Article 7 The CSPTC shall, based on the number of expected trainees and number of personnel eligible for the Training provided by agencies with the authority to select trainees, allot the number of trainees proportionally. For the part with less than one (1) person, the number of trainees shall be allotted upon the accumulation of the current year.

第 八 條 各遴選機關應按保訓會依年度調訓比例分配之受訓名額遴選受訓人員，並加列百分之十之備選人員，造冊函送保訓會據以調訓。

前項遴選應就考試與學歷、訓練進修、年資、考績、獎懲及綜合考評項目加以評定，積分高者優先遴選受訓；其遴選規定，由保訓會另定之。

第一項之備選人員，於各遴選機關原提送之當年度受訓人員因故無法受訓時依序遞補之；其於當年度內未遞補受訓者，由各遴選機關依本辦法重新遴選。

Article 8 The agencies with the authority to select trainees shall select trainees pursuant to the proportion determined by the CSPTC for the current year, and shall select 10% more as alternate candidates and submit the name-list to the CSPTC for reference in adjusting training.

In the selection referred to in the preceding paragraph, the Selection Committee shall assess candidates in a comprehensive manner from the aspects of examination, education background, training and advanced study received, years of service, performance rating, reward and punishment received. Priority shall be given to those who get high accumulated points. Stipulations on selection shall be formulated by the CSPTC otherwise.

When any trainee nominated by the agencies with the authority to select trainees cannot accept the current year's Training program due to any reason, the alternate candidates referred to in the first paragraph shall fill up the open vacancies sequentially. If any alternate candidate has not been nominated to fill in a vacancy in the current year, the agencies with the authority to select trainees shall re-select trainees as

prescribed herein.

第 九 條 各服務機關、學校及各遴選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資格條件及各項評分詳加審核，並排定受訓序列。如有資格不符而參加訓練情事，由各服務機關、學校及各遴選機關依法懲處相關人員。

各遴選機關因特殊情形，未設置甄審委員會者，應組成臨時性之審查委員會，辦理前項所定事項。

Article 9 When reviewing personnel participating in the Training, the agencies served and the agencies with the authority to select trainees 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 agencies with the authority to select trainees shall punish relevant personnel according to law.

Where the agencies with the authority to select trainees 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 十 條 符合第六條參訓資格條件人員，經發現其遴選之評定項目漏未評分或各項評分及積分計算錯誤者，致應列入而不及列入當年度受訓時，除有可歸責事由者外，得經各服務機關、學校及各遴選機關召開甄審委員會審核後，由各遴選機關函經保訓會同意於次年度直接調訓。但其名額占各遴選機關次年度分配受訓之名額。

Article 10 For any personnel eligible for the Training as prescribed in

Article 6, if he/she should be included in the name-list of trainees in the current year but has not been included due to omission of a crediting item or false calculation in crediting, except for any attributable reason, the agencies served and the agencies with the authority to select trainees shall convene for a meeting of the Selection Committee, and shall inform the CSPTC in written form for such personnel to participate in the adjusting training in the subsequent year. In such cases, such personnel shall be included in the number of trainees of the agencies with the authority to select trainees in the subsequent year.

第十一條 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。

Article11 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 reason, in which case relevant certified documents shall be presented to the CSPTC to apply for the postponement of training

第十二條 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。

Article12 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.

第十三條 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 13 The CSPTC shall prescribe the assessment of management of living, group discipline, performance in activities and course scores otherwise.

第十四條 本訓練成績之計算，生活管理、團體紀律及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六十分為及格。

Article 14 With respect to the determination of total training score, the scores of management of living, group discipline, performance in activities account for 10%, while course scores account 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 60 points shall be deemed acceptable.

第十五條 受訓人員有下列情事之一，得保留受訓資格，並經服務機關、學校函報各遴選機關後，函送保訓會於次年度直接調訓：

一、有第十一條第二項情事，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、有第十二條第二項情事，經停止訓練者。

有前項情形於次年度直接調訓，其所遺當年度缺額未經遞補者，不占各遴選機關次年度分配受訓之名額。

Article 15 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 the agencies with the authority to select trainees 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 11. 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 12. Paragraph 2.

In case of adjusting training in the subsequent year, if the vacancy is not filled sequentially, it shall not be counted when the agencies with the authority to select trainees

determine trainees in the subsequent year.

第十六條 受訓人員訓練成績經評定不及格者，於次年度起，得由各遴選機關重新依規定函送保訓會參加本訓練。

受訓人員經依第十二條第一項各款廢止當年度受訓資格者，應間隔下列年度後，始得由各遴選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 16 For any trainee who fails the training program, the agencies with the authority to select trainees 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 12. Paragraph 1 hereof, the agencies with the authority to select trainees 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.

第十六條之一 （刪除）

Article 16-1 (Deleted)

第十七條 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，並函知各遴選機關及銓敘部。

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，由各遴選機關依規定重新遴選後，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。

前項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，符合受訓資格時，於各遴選機關依規定重新遴選後，填具免訓申請書（如附表），函送保訓會，經核准後，視同訓練合格，由保訓會於同一年度統一報請考試院發給訓練合格證書。

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，由各遴選機關依規定重新遴選後，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 17 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 agencies with the

authority to select trainees 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 agencies with the authority to select trainees 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 issue the Letter of Repeal (see the attached form), after he/she is re-selected by the agencies with the authority to select

trainees according to relevant stipulations, he/she may fill in the Application for Exemption from Training and submit it to the CSPTC in written form. 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 along with other trainees for the uniform issuance of the Certificate for Passing the Training Program in the current year.

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, the agencies with the authority to select trainees shall re-select trainees and inform the CSPTC in written form for their training according to relevant stipulations. If the trainee is liable for his/her withdrawal, all training expenses shall be paid by the trainee.

第十八條 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 18 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.

第十九條 本辦法自發布日施行。

Article 19 These Regulations will become effective from the date of promulgation.