

Civil Services of China

Classification

Posts and Ranks

The state adopts classified system of posts of civil servants.

- The posts of civil servants shall, in light of the nature, features and necessities of administration on civil servant posts, be classified into such categories as comprehensive administrators, technological professionals and administrative law enforcers. The State Council may, according to the present Law, add any other category of posts for those with positional peculiarities and in need of separate administration. The scopes of application of the various posts shall be separately prescribed by the state.
- The state shall establish a sequence of civil servant posts according to the categories thereof.
- The posts of civil servants are divided into leading posts and non-leading posts.
- The levels of leading posts are classified into chiefs at the state level, deputies at the state level, chiefs at the provincial and ministerial level, deputies at the provincial and ministerial level, chiefs at the department and bureau level, deputies at the department and bureau level, chiefs at the county and section level, deputies at the county and section level, chiefs at the township and sub-division level and deputies at the township and sub-division level.
- The levels of non-leading posts shall be set up below the department and bureau level.
- The leading posts of comprehensive administrators shall be decided and established according to the Constitution, relevant laws, post levels and organizational specifications.
- The non-leading posts in the category of comprehensive administration shall be inspectors, deputy inspectors, researchers, deputy

researchers, division directors, deputy division director, division personnel and clerks.

- The sequence of civil servant posts other than the category of comprehensive administration shall be otherwise prescribed by the state according to the present Law.
- All organs shall, according to decided functions, specifications, staffing quota and structural proportion, set up specific posts for civil servants within their respective organ, and decide the functions and duties of each post and the qualifications for assuming the post.
- The posts of civil servants shall be matched with the corresponding ranks. The corresponding relationship between the posts and ranks of civil servants shall be prescribed by the State Council.
- The post and rank of a civil servant are the basis to decide the salary and any other treatment thereof.
- The rank of a civil servant shall be decided by the post he assumes, the moral status and abilities thereof, the practical achievements of his work and his seniority. For the civil servants assuming a same post, the promotion of ranks thereof may be made according to the provisions of the state.
- The state may establish the corresponding ranks, according to the particularities of the work concerned, for those posts as assumed by such civil servants as the people's police and those working in the customs houses or in the institutions of foreign affairs stationed abroad.

Employment Conditions

- The employment of civil servants with the posts lower than the division director or in any other non-leading post at the corresponding level shall adopt measures of open examination, strict inspection, equal competition and employment on the basis of competitive selection.
- Where there is any employment of civil servants in an autonomous region according to the provisions of the foreside paragraph, the applicants of ethnic minorities shall be given appropriate preferential treatment according to laws and other relevant provisions.

- The employment of civil servants in the state organs of the Central Government and the institutions directly under them shall be organized by administrative department of civil servants of the Central Government. The employment of civil servants in local state organs at all levels shall be organized by the administrative departments of civil servants at the provincial level. When necessary, the administrative department of civil servants at the provincial level may authorize the administrative department of civil servants in the districted cities to do it.
- Anyone entering for the examination for civil servants shall, besides the requirements as prescribed by Article 11 of the present Law, satisfy the qualifications for the would-be posts as prescribed by the administrative departments of civil servants above the provincial level.
- Anyone under the following circumstances shall not be employed as a civil servant:
 - (1) having been imposed on a criminal punishment;
 - (2) having been dismissed from public office; and
 - (3) any other circumstance as prescribed by laws, under which one shouldn't be employed as a civil servant.
- Where anyone is to be employed as a civil servant, he shall be within the prescribed staffing quota, and there is a corresponding post vacancy.
- A notice of recruiting civil servants through examination shall be publicized for the employment of civil servants. The posts, quota, qualifications for the said examination, application materials needed to be submitted and other points of attention for examination application shall be indicated in the notice.
- The employing organ shall take measures to facilitate the examination application of citizens.
- The employing organ shall conduct inspection on the examination application in light of the qualification requirements for the applicants. The application materials as submitted by the applicants shall be true and accurate.

- The employment examination of civil servants shall be carried out in written form and by interviews. The examination content shall be decided respectively according to the basic capabilities of civil servants as required and the different categories of posts.
- The employing organ shall decide candidates to be inspected pursuant to the results of examination, and shall conduct a re-examination over the application qualifications of applicants, make an inspection and health check-up.
- The items and standard of health check-up shall be decided by the requirements of corresponding posts. The specific measures shall be provided for by the administrative department of civil servants of the Central Government in collaboration with the administrative department of sanitation of the State Council.
- The employing organ shall, according to examination results and results of inspection and health check-up, bring forward a name list of candidates to be employed and publicize it to the general public.
- Where the duration of public announcement expires, the employing organ at the central level shall report the name list to the administrative department of civil servants of the Central Government for archival filing. The employing organs at the local level shall report the name list to the administrative department of civil servants at the provincial level or in the districted cities for examination and approval.
- As for the employment of civil servants for any special post, the procedures thereof may, upon the approval of the administrative department of civil servants at the provincial level or above, be simplified and other measures for test and appraisal may be adopted.
- The probation term of newly employed civil servants is 1 year. Anyone who is qualified at the expiration of the probation term may take the post. For anyone who is disqualified, the employment thereof shall be cancelled.

Recruitment Process

Qualifications for a Civil Servant

A civil servant shall satisfy the following qualifications:

- (1) having the nationality of the people's Republic of China;
- (2) reaching the full age of 18;
- (3) upholding the Constitution of the people's Republic of China;
- (4) having good moralities;
- (5) being in a proper health state to perform his functions and duties normally;
- (6) having the educational level and working capacity as required by the post; and
- (7) any other qualification as prescribed by laws.

The civil service examinations were conducted at every level of the Chinese administrative hierarchy. The lowest level of the Chinese imperial administration was the county seat, and in the county seat one took the preliminary examination, which, if passed, qualified one to take the examination at the second level, which was at the prefectural (district) seat. The third-level examinations were given in the provincial capitol, and the fourth and highest level of examinations were given in the imperial palace itself. In addition to his many other functions, the emperor was in fact the “grand tutor” of China. Theoretically, he was to proctor the palace exams, although in practice he sent someone to represent him in that capacity.

Those who passed the imperial palace examinations at the highest level (*jinshi*) became the most important people in China’s educated class immediately upon achieving that goal, and went on to become important members of the Chinese bureaucracy. Those who only passed at the provincial-level (*juren*) became part of an important provincial elite and held enormous power at that level. Many of these provincial degree-holders could be called to government service, though this was not automatic. Those who only passed at the prefectural level (*xiuca*) had the most common imperial degree in China. The holders of this degree took

positions of leadership in their villages and towns and also became school teachers, maintaining the very educational system in which they themselves had achieved success.

Appointment and Dismissal

- The employment system through selection and the employment system through appointment shall be adopted for the posts of civil servants.
- The tenure system shall be adopted for the posts of leading members according to the provisions of the state.
- The civil servant by the employment system through selection may assume the post upon the enforcement of selection result thereof. No one may continue to assume his post when his tenure expires. The tenure of a post shall be terminated where anyone resigns his post or is dismissed or removed during his tenure.
- For a civil servant employed by the employment system through appointment, if he is found to qualified at the expiration of his probation term, or his post is changed, or he no longer assumes the post as a civil servant or is under any other circumstance where a dismissal is necessary, the appointment and dismissal thereof shall be decided in light of the power limit of administration and the prescribed procedures.
- The post assumption of a civil servant shall be carried through within the prescribed staffing quota and the amount of posts, and meets a corresponding post vacancy.
- A civil servant, who has a part-time job out of his organ due to his work, shall be subject to the approval of the relevant organs and shall not draw any reward from his part-time job.

Training

Development of the Training System: After the founding of new China, in order to meet the needs of the construction of socialist development, the party and government organs at all levels aimed at establishing a party school, cadres schools and other training institutions, they carried on the large-scale training to the cadre; After 1953, the cadre education and training work gradually transferred to the in-service cadre training; After the party's the

third Plenary Session of the 11th CPC Central Committee, party and government departments at all levels in accordance with the cadre of the four principles which is being revolutionary, young, professional knowledgeable, carried out a multi-form, multi-level, multi-channel training work, providing valuable experience for the establishment of the civil service training system. The Provisional Regulations On State Civil Servants made special regulations on the civil service training in 1993, the Interim Provisions of The Civil Service Training further refined and improved the civil service training system in 1996, until the implementation of the Civil Service Law of People's Republic of China in 2006, it marked the formal establishment of the civil service system in China, it not only has made the principle of the provisions in the hiring, assessment, post and other sections in the content of the training, but also set up a civil service training section, so that the civil service training on the track of the legal system, for example, the tenth chapter states: according to the requirements of the civil service duties and to improve the quality of civil servants, the civil service should be classified training

Training System : In China, civil servant training refers to the education and training activities of the state administrative organs according to the needs of the society and the requirements of the position, through various forms of planning, organized to improve the quality of the national civil service quality. The aim is to improve the quality of civil servants continuously in order to meet the needs of the increasing development of administrative affairs. The essence is to develop and train the human resources of government organs by means of training.

Training Contents and Methods: China's civil service training is generally in accordance with the principle of less but proficient and the requirements of scientific, targeted, sets up training courses as public required courses, specialized courses and other elective courses. The training includes political theory (the training focus), professional knowledge, leadership and management skills, so including Marx's philosophy, the basic theory of the socialist, the rule of the party's political theory and other professional knowledge. The training takes the way of teaching in the room mainly, through the knowledge taught by teacher as the leading, what about the

training needs is setting up courses in the discipline system as the center, and the training effect is often assessed by the system test.

Types of Training: There are four kinds of civil servants training in China. First is the former training is non-leadership civil servants through examination as the director under section and other equivalent positions and levels in the implementation of pre service training, also known as the pre-service training. Second is the service training, mainly on the promotion of leadership positions in the civil service in the post office before or after a year of training, including the clerk was promoted to deputy chief, chief promoted to leadership positions above the deputy director and so on. Third is the professional training, refers to the state administrative organs of the temporary organization of some civil servants carries out a special business training, such as the census, economic census personnel training and so on. The fourth is on-the-job training, is the national administrative authorities plan to organize regularly training of civil servants in order to adapt to the current job, among the civil servants who are professional and technical positions, the professional and technical training should be carried out in accordance with the requirements of professional and technical personnel to continue learning.

Training Institutions: China Civil Service Law stipulates that the state establish a special training institutions for civil servants, the organs can also be entrusted to other training institutions to bear the civil service training tasks according to the needs. Training institutions are divided into training competent institutions and training and education institutions. Training authorities are the personnel department, the organization department. Training and education institutions are: the first is the national executive house, which set up in September 1994, the school policy is new, modern, high level, socialization, straight to the State Council, the main training is the senior civil servants; The second is the local administrative college, all levels of party; The third is the other training institutions, including the cadre management college and the training of the task of the college, research institutes and so on.

Training Management: At present, China's civil service training management is the responsibility of the government personnel department. Government personnel departments at all levels are in charge of the principle of grading, comprehensive management of the national civil service training. The Civil Service Law of the sixty-second specified that the implementation of the civil service training is the registration management system. Should issue a certificate of training to the national civil servants who participate in the training and the examination, and qualify the examination. The training of civil servants required funds charged in the corresponding channels in accordance with relevant state regulations [4]. At the same time, the training and learning performance of civil servants, as one of the contents of the civil service assessment and job promotion, is an important condition for the promotion of civil servants.

Promotion and Demotion

- For the promotion of a civil servant, he shall satisfy the requirements in such aspects as the ideological and political qualifications, working capability, educational level and working experience.
- The promotion of a civil servant shall be conducted grade by grade. Those, who are particularly excellent or are needed in work due to special reasons, may enjoy the exception of waiving conventional constraints or being promoted by two ranks according to relevant provisions.
- The promotion of a civil servant to a leading post shall be subject to the following procedures:
 - (1) deciding the candidate to be inspected by democratic recommendation;
 - (2) organizing an inspection, bringing forward suggestion on appointment through deliberation and making preparation within a certain range where it is necessary;
 - (3) discussing the decision according to the power limit of administration;
and
 - (4) going through the formalities of position according to the provisions.
- The promotion of a civil servant to a non-leading post shall be subject to the procedures as prescribed in the preceding paragraph.

- Where there is any vacancy of a leading post lower than the chief at the department and bureau level in an entity of an organ, the candidate may be selected through competitive post bidding within the foresaid organ or within the staff members thereof.
- Where there is any vacancy of a leading post lower than the chief or higher than the deputy researcher at the department and bureau level or any other vacancy of non-leading post at the corresponding level, the candidate thereof may be selected through an open selection from the society.
- The candidate of a judge or public procurator for the first time shall be selected through open selection from those who have obtained the relevant qualifications through the judicial examination as uniformly organized by the state.
- The system of public announcement before assuming the post and the system of probation for assuming the post shall be adopted in the promotion of a civil servant to a leading post according to relevant provisions.
- Where a civil servant is assessed as incompetent during the periodical assessment, he shall be demoted to a lower-level post according to the prescribed procedures.