

**FIRST DEPUTY PRIME MINISTER
OF THE REPUBLIC OF ARMENIA**

DECISION

No 270-N of 5 November 2018

**ON ESTABLISHING THE PECULIARITIES IN RELATION TO THE APPOINTMENT OF PERSONS HOLDING CIVIL
SERVICE POSITIONS DEALING WITH INFORMATION CONTAINING STATE AND OFFICIAL SECRET, THEIR
TRAINING, PERFORMANCE EVALUATION, OFFICIAL EXAMINATIONS AND ON APPROVING THE LIST OF
CIVIL SERVICE POSITIONS**

In accordance with part 1 of Article 15 of the Law of the Republic of Armenia “On civil service”:

1. Approve:
 - (1) the peculiarities in relation to the appointment of persons holding civil service positions dealing with information containing state and official secret, their training, performance evaluation, official examinations, pursuant to Annex No 1;
 - (2) the list of civil service positions dealing with information containing state and official secret, pursuant to Annex No 2;
2. This Decision shall enter into force on the day following its official promulgation.

**Acting First Deputy Prime Minister of the
Republic of Armenia**

A. Mirzoyan

5 November 2018

Yerevan

Annex No 1
to the Decision of the
First Deputy Prime Minister of the Republic of
Armenia
No 270-N of 5 November 2018

PECULIARITIES IN RELATION TO THE APPOINTMENT OF PERSONS HOLDING CIVIL SERVICE
POSITIONS DEALING WITH INFORMATION CONTAINING STATE AND OFFICIAL SECRET,
THEIR TRAINING, PERFORMANCE EVALUATION AND OFFICIAL EXAMINATIONS

1. The peculiarities in relation to the appointment of persons holding civil service positions dealing with information containing state and official secret, their training, performance evaluation and official examinations in relevant bodies (hereinafter referred to as “the relevant body”) provided for by part 1 of Article 2 of the Law of the Republic of Armenia “On civil service” (hereinafter referred to as “the Law”) shall be prescribed by this Annex.
2. The peculiarities prescribed by this Annex shall extend to civil servants dealing with information containing state and official secret included in the list established by the coordinating Deputy Prime Minister.
3. The peculiarities in relation to the appointment of persons holding civil service positions dealing with information containing state and official secret, their training, performance evaluation and official examinations shall be as follows:
 - (1) in addition to the candidates, prescribed by Law, seeking membership in the commission, the representatives of the National Security Service shall, as prescribed by the legislation of the Republic of Armenia on civil service, be also included in the composition of the commission established for the purpose of conducting the interview stage of the competition (hereinafter referred to as “the commission”) held for filling vacant positions of civil service (hereinafter referred to as “the competition”) dealing with information containing state and official secret;
 - (2) the National Security Service shall submit to relevant bodies the list of candidates of representatives of the National Security Service, included in the composition of the commission;

- (3) members of the commission must have an authorisation for dealing with information containing state and official secret, issued in compliance with the form prescribed by the legislation of the Republic of Armenia;
- (4) a citizen shall submit the prescribed documents in order to participate in the competition, by indicating the body (organisation) wherein he or she was (is) employed and wherefrom it is possible to obtain a statement information on the authorisation for dealing with information containing state and official secret. The subdivision ensuring the secrecy order of the relevant body shall, after having received the documents of a person having applied for participation in the competition, make an inquiry, within one working day, to the given body (organisation) wherein the person having applied for participation in the competition was (is) employed in order to obtain a statement of information on the authorisation for dealing with information containing state or official secret, that complies with the form prescribed by the legislation of the Republic of Armenia. The statement of information shall be issued by the body wherein a citizen having applied for participation in the competition was (is) employed. In case of bodies having undergone reorganisation, the statement of information shall be issued by the body acting as the legal successor of the body having undergone reorganisation, whereas in case of bodies having terminated their activities – by the National Security Service. The statement of information shall be provided within seven working days after the receipt of the inquiry;
- (5) the staff management subdivision of the relevant body shall, within one working day after having received the statement of information referred to in subpoint 4 of point 3 of this Annex, inform a citizen having applied for participation in the competition, about the decision regarding participation in the competition in an electronic form;
- (6) the relevant body shall, prior to the day of holding competition, submit to the National Security Service the list of citizens having applied for participation in the competition by indicating their names, patronymics, surnames, as well as the details of their passports or identification cards;
- (7) for the purpose of dealing with top secret information or secret information the job description of civil service positions dealing with information containing state and official secret must, as prescribed by the legislation of the Republic of Armenia on civil service, stipulate that a civil servant holding the given position must have an authorisation for dealing with information containing state and official secret, valid for at least three years and issued in compliance with the form prescribed by the legislation of the Republic of

Armenia;

- (8) the job description of civil service positions dealing with information containing state and official secret shall also stipulate that the head of the subdivision referred to in point 1 of Annex No 2 to the Decision of the First Deputy Prime Minister of the Republic of Armenia No 270-N of 5 November 2018, who ensures the secrecy order of the relevant body, is accountable and subordinate to the head of the relevant body, whereas the civil servants of given subdivision – to the head of subdivision. The civil servants referred to in points 2 and 3 of Annex No 2 to the Decision of the First Deputy Prime Minister of the Republic of Armenia No 270-N of 5 November 2018 shall be accountable and subordinate to the relevant body with regard to ensuring the secrecy order;
- (9) at least 20 per cent of assignments related to professional knowledge and included in tests drawn up for testing stage of the competition must refer to the legislation of the Republic of Armenia pertaining to the state and official secret;
- (10) the assignments of testing stage concerning the information containing state and official secret shall be drawn up by relevant bodies provided for by Law, together with the National Security Service;
- (11) the process of testing stage and interview stage of the competition, the information on audio recording (audio and video recording) of the interview stage shall not be subject to publication;
- (12) the test of the competition shall be drawn up randomly by relevant representative of the National Security Service from among the test assignments posted and encoded on information platform prior to holding the competition, which are removed from the information platform immediately after the competition;
- (13) the topics related to the legislation of the Republic of Armenia pertaining to the state and official secret, the training course whereon is drawn up together with the National Security Service, shall, as prescribed by the legislation of the Republic of Armenia on civil service, be also included in the professional training programme for civil servants dealing with information containing state and official secret;
- (14) the training on professional knowledge of civil servants dealing with information containing state and official secret shall, as prescribed by the legislation of the Republic of Armenia on civil service, be conducted by the trainer – the National Security Service in the instant case;

- (15) the representatives of the National Security Service of the Republic of Armenia shall, if necessary, be involved, upon emergence of the circumstances related to the information containing state and official secret, in the case on official investigation conducted against persons holding civil service positions dealing with information containing state and official secret. The official investigation conducted against these persons shall be carried out by means of a working group;
- (16) where a temporary vacant position of a civil servant dealing with information containing state and official secret arises, a citizen having applied for holding this position by means of concluding a fixed-term employment contract with another person as prescribed by Law shall, in addition to the prescribed documents, submit also a statement information on the authorisation for dealing with information containing state and official secret.

The statement of information shall be issued by the body wherein a citizen having applied for filling the temporary vacant position is (was) employed. In case of bodies having undergone reorganisation, the statement of information shall be issued by the body acting as the legal successor of the body having undergone reorganisation, whereas in case of bodies having terminated their activities – by the National Security Service.

The statement of information shall be issued to a citizen having applied for filling the temporary vacant position, within two working days after having applied thereby.

4. The peculiarities of performance evaluation of civil servants dealing with information containing state and official secret shall be regulated in accordance with the legislation of the Republic of Armenia.

**Acting First Deputy Prime Minister of the
Republic of Armenia**

A. Mirzoyan

Annex No 2
to the Decision of the
First Deputy Prime Minister of the Republic of
Armenia
No 270-N of 5 November 2018

LIST
OF CIVIL SERVICE POSITIONS DEALING WITH INFORMATION CONTAINING STATE AND
OFFICIAL SECRET

1. Civil servants of the subdivision ensuring the secrecy order of relevant bodies;
2. Civil servants fulfilling obligations of dealing with information containing state and official secret that are prescribed by the job description for civil service positions, whose position is not included in the composition of any structural subdivision of the relevant body;
3. Civil servants fulfilling obligations of dealing with information containing state and official secret that are prescribed by the job description for civil service positions, whose position is included in the composition of any structural subdivision of the relevant body not performing functions of ensuring the secrecy order.

Acting First Deputy Prime Minister of the
Republic of Armenia

A. Mirzoyan