

THE VIETNAMESE CIVIL SERVICE SYSTEM

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Assisted by

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VIET-NAM ADVISORY GROUP

April 1961

T H E V I E T N A M E S E
C I V I L S E R V I C E S Y S T E M

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Preface

Because of the absence of any comprehensive coverage of the Vietnamese Civil Service System, I have compiled the information about it that I have gathered while working with the civil service agency for the benefit of those who need or want a general knowledge of the system without having to search through the myriad of documents upon which it is based. I have no illusions that this document is fully complete and absolutely accurate as to all aspects of the system, but I have tried to make it as nearly so as possible. This is not intended as either an analysis or an evaluation; rather, I have tried to present as objective and factual a description of the system as possible.

Writing on a subject on which there is no organized compilation of material has required gleaning information from hundreds of documents and from all who could enlighten me. I am indebted to too many people for my sources of information to mention all of them, but they include the many civil servants with whom I have had the pleasure of working during the past four years, all of whom at one time or another have given me some insight into civil service administration. In particular, I want to mention the staff of the Directorate General of Civil Service who have supplied the bulk of my material, and especially Messrs. Vinh Tho and Nguyen Van Son to whom I am deeply indebted for so kindly reviewing my preliminary draft, correcting errors and making valuable suggestions for improving the text. I want to point out, however, that review by members of that agency does not in any way imply approval or endorsement nor give any official standing to this document.

Due credit must go to my able and conscientious assistant for the past four years, Mr. Vu Van Hoc, who has been not only my eyes and ears in a language that I do not know, but a diligent co-worker, for his exhaustive research, for his endless checking of details and for the preparation of the tables and appendices.

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THE VIETNAMESE CIVIL SERVICE SYSTEM

INTRODUCTION

The Vietnamese Civil Service System is a direct descendant of the French system. It dates from the Bao Dai regime which came to power in 1949, the statute establishing the Vietnamese Civil Service System being promulgated a year later, which is still the basis for the present system.

The organizing of a new government, the gaining of independence and the departure of the French personnel from Vietnam over the past eleven years has placed a tremendous strain on the civil service system. One of the most difficult jobs was the filling of the vacuum left by the departure of the French administrative personnel. They had not trained and promoted Vietnamese civil servants to the higher level administrative positions except in the field where they had little actual authority or responsibility commensurate with their positions. Rarely did a Vietnamese employee rise to the chief of bureau level in the central government agencies. Thus, in the newly independent Government of Vietnam, officials took over these positions with little, if any, experience which would qualify them for high level administrative responsibilities. At the same time, it was necessary that the Government expand into areas which had previously been exclusively reserved to French administration, such as the conduct of diplomatic relations with foreign countries, participation in international organizations and the operation of the more technical institutions within the country. Examples of the latter include the Pasteur Institute, the Institute of Oceanography, hospitals and airports. This situation was further complicated by the great

strides in technological advance in other countries during the same period, which ushered in the nuclear energy, jet, missile and outer space ages.

As an indication of the scope of the activities of the Government in this relatively short period of time, it has staffed diplomatic posts in 29 foreign countries and holds memberships in 41 international and regional organizations. It was host to the Colombo Plan Conference in 1958 and was one of the important initiators in organizing the Eastern Regional Organization for Public Administration, for which the preliminary planning conference was held in Saigon, and the Research Center for which is located there. Not only have the former French institutions been taken over, but an Atomic Energy Commission has been established and the Saigon Airport is accommodating jet planes. All of this has been accomplished in addition to the settling of nearly one million refugees from North Vietnam, and in a security situation which has not only required considerable attention from the Government, but has caused more than a negligible attrition of local government key personnel. The personnel demands on the available supply, which was inadequate in both quality and quantity, have been tremendous.

THE SCOPE AND NATURE OF THE SYSTEM

Scope

The national government civil service system embraces only those agencies which are supported by the national budget plus the cadres for the prefect of Saigon, for canton chiefs and for highlands personnel. Before the abolition of the regional levels of government, and before the establishment of Vietnamese national cadres there were two major levels in the civil service, i.e., national and regional. Regional cadre personnel have been absorbed by the national cadres and the Directorate General of Civil Service has assumed jurisdiction over the local cadres mentioned above.¹ The cadres for the personnel of the other autonomous municipalities and of the provinces (supported by local budgets) have remained under the jurisdiction of those levels of government.

The Directorate General of Civil Service does not have jurisdiction over autonomous agencies nor government corporations. In general, however, their personnel systems as well as those of local governments are similar to the national civil service system because they were established according to the same principles by a previous government.

Employee Classification

The civil service system is based on an employee classification concept. This concept embraces a system of cadres, each cadre of employees representing a particular occupational group. When a career employee is hired he becomes a member of a particular cadre and is

assigned a wage rate according to his educational level. This is, of course, an over-simplification of the process since in some instances, but not many, outstanding experience or specific standing in a lower cadre or in non-career employment is accepted in lieu of the educational requirements. Also, cadre members, except those who hold certain specified diplomas, must take entry examinations; almost invariably they must serve a probationary period, and according to the general statute may be required to take another examination before being given full permanent career status, but very few cadre statutes so require.

Once an employee obtains career status, he may be promoted every two or three years through a series of classes within his cadre (promotion is not correlated with level of position). By the time he reaches the top rank, he has usually served the required number of years for retirement. Again, this is an over-simplification in that promotion is not fully automatic; it is based on seniority and merit -- employees are rated each year. Formerly, promotion was more or less automatic as employees acquired the prescribed number of years of seniority, but in recent years merit has been stressed.

For the most part, employees enter government service as generalists and then are assigned particular types of work. There are no specific standards for making job assignments. Except for supervisory positions and a few other positions, there are only very general guides on job assignments. For supervisory positions, and a few others, cadre statutes specify certain employee classification levels to be assigned to various organizationally designated positions, e.g., chiefs of bureaus

and chiefs of services. However, there is no standardization of the organizationally designated positions, and hence, no standardization of the relative levels of these positions with respect to duties and responsibilities. Even, these guides have not been adhered to in the past. For other employees, job assignments are entirely up to administrative authority. General guidelines for the assignment of personnel have been distributed to all agencies² and are discussed in more detail in the section entitled Job Assignments. As a result of the lack of adequate standards and competent personnel in the past, employees have been assigned to jobs somewhat indiscriminately.

The same concept is applied to non-career employees, of which there are several types. They are classified into categories, primarily on the basis of educational levels, to which pay rates have been assigned. The demands for personnel have been so great that non-career employees have been just as indiscriminately assigned to various jobs as have career employees.

The resulting situation is that there is no clear-cut pattern in job assignments. Many cadre members are serving outside the jurisdiction of their cadres; members of one class (rank) may be supervising members in a higher class, or non-career employees may be supervising career employees who have many years of service. More or less out of necessity, expediency rather than regulation has governed job assignments.

Position Classification

The concept of positions is virtually unknown in the civil service system. Furthermore, it is little understood in Vietnam. The civil service agency in reports has stated that both employee classification and position classification are in effect in Vietnam. This stems from the fact that there are a few instances in which positions have been specifically established by statute (other than those in organization statutes mentioned above). In these instances the positions are classified only within the limited field in which they are established, and while employees are selected to fill these positions on the bases of stated qualification requirements and are assigned ranks in accordance with the positions to which assigned, few, if any position classification techniques of significance are used. The number of "classified" positions in the Government is negligible. There are only two groups of them, Administrative and Financial Inspector³ and Technical Studies⁴ positions, both located at the Presidency. In the case of the first group, a cadre was organized for the personnel filling the positions, and in the latter group the positions are filled by contractual employees who are specialists and who may be assigned to the various agencies as needed by them.

General

Though some position classification concepts have been introduced into the civil service system, by and large it is an employee classification system. Regardless of the merits of the system, its basic principles have become greatly distorted over the years, however

necessary this may have been for the sake of expediency. The intent of a cadre system for career employees supplemented by non-career employees to meet temporary needs has not been followed, nor do career employees necessarily hold the majority of the important administrative positions. The result is such a melange of types of employment in the "regular" positions and such varied rates of pay that problems of employment status and morale are inevitable.

STATUTORY BASIS

Ordinance No. 9 of 14 July 1950, Establishing the General Statute of the Civil Service, as modified by Ordinance No. 16 of 1 July 1953, based on the statutes organizing the Government of Vietnam⁵ is the basic statutory document. It is usually referred to simply as "the general statute".

The general statute provides that implementing statutes, which must be in conformity with the provisions of the general statute, shall be promulgated on all matters not covered in it. A few ordinances, a number of decrees and arretes in the statutory and regulatory category and many instructions, circulars and memos in the interpretative and instructional category have been so promulgated, nearly all of which have been amended, revised and/or superseded at one time or another.

There is no clearcut differentiation in the use of these types of documents. Ordinances and decrees are more basic statutes and signed by the President or his Secretary of State only, whereas arretes are implementing-type statutes and may be signed by either the President or a secretary of state. Circulars, instructions and memoranda may be signed by either the President or a secretary of state; they are not considered as statutes; they are supposed to be limited to interpretations and instructions. However, some of them include amplifications and procedural instructions not necessarily based upon nor in accord with existing statutes. Since in actual practice they carry the same weight as statutes, the term "statute" as used herein includes any

type of document, from ordinance to memorandum, which governs the operations of the civil service system.

There has never been any complete compilation or codification of the civil service statutes. Many of them end up stating that any provisions of previous statutes which are inconsistent with those of present ones are nullified, without specifying which ones are inconsistent, thus making it exceedingly difficult to determine just which provisions are in effect. Although there is no concise body of regulations governing the civil service, a start has been made in this direction with the printing of most of the documents pertaining to cadres and cadre personnel. They are assembled in a single book and arranged in chronological order by type of document. Each has been coded according to the principal subject of the document but secondary subjects have not been coded. However, a subject index has been provided which cross-references documents with two or more subjects.⁶ A similar compilation of the documents pertaining to non-career employees is now being prepared.

CLASSIFICATIONS OF EMPLOYEES

Career and Non-Career

Career. The general statute applies "to every individual who, having been appointed to permanent employment in a public civil administration in Vietnam, is titularized thereafter in a cadre whose organization has been established by a decree of the Chief of State (now the President) or an arrete promulgated by an administrative official who has received a delegation of power to that effect."⁷ It makes no provision for any other type of employment, neither permanent nor temporary. It does recognize contractual and daily worker employees by prescribing provisions under which they may be admitted to cadres.⁸

Non-Career. Arrete No. 739-NV of 25 June 1954 prescribes the regulations for the recruitment of public service non-career status personnel and establishes a salary scale for such personnel. This arrete is the "basic" statute for non-career personnel and although it does not refer to the general statute except as a reference among some others pertaining to career personnel in the introduction, in usage it is considered as supplementary to the general statute. In other words, the principles of the general statute are applicable to non-career personnel.

Pursuant to these two principal personnel statutes, all employees are classified as either career (also referred to as permanent status or cadre members) or as non-career (sometimes also referred to as temporary or non-commissioned) employees.

All members of all cadres constitute the body of career employees. By virtue of membership in a particular cadre, which constitutes an occupational group, career employees are further classified occupationally, and within each cadre they are classified into grades and classes. Because educational and cadre levels and the grades and classes within each cadre are tied directly to salary index numbers by standardized patterns, this subject is dealt with more thoroughly in the section on Employee Classification and Compensation.

All employees who are not members of cadres constitute the body of non-career employees. Among non-career employees there are contractuels of which there are two types, flat-sum and assimilated cadre; daily workers (a misnomer because they now have indefinite appointments); and floaters who, in principle, are actually daily workers, except for a large number of them who are usually referred to as "agents" who now have employment agreements for extended periods. Non-career employee classifications are also discussed in more detail in the section on Employee Classification and Compensation.

Administrative and Technical

Formerly cadres were classified as national or regional. Now all cadres are national, other than the exceptions noted in the section on Scope and Nature of the System, and are currently referred to as either "administrative" or "technical". An administrative cadre is one which provides personnel for administrative work in all departments, while a technical cadre provides personnel for a single department.

Among technical cadres there are the exceptions of the Departments of Economy and Public Works which have a joint cadre and the National Institute of Statistics, having a cadre which supplies technical personnel to at least one other department. Also included among technical cadres are those organized by departments for administrative positions within their respective departments, i.e., counterparts of administrative cadres. Such cadres are at the clerical level and are found in the Departments of Justice, Public Works, Finance, Defense, Foreign Affairs, Economy and Land Registration; and the Commissariat General of Agricultural Credit and Cooperatives. Although in principle such departments should not utilize personnel from comparable administrative cadres, frequently they do use such personnel.

More descriptive terminology for these two classifications of cadres would be "interdepartmental" and "departmental".

Since non-career employees are employed as counterparts of cadre personnel, they also are classified as administrative or technical employees, but since non-career employees are hired by departments they are not interdepartmental employees although called administrative personnel. Floater personnel are omitted from this classification.

Categories

The general statute classifies all cadres into three categories, i.e., A, B, and C, in descending hierarchical order. These three categories correspond, in principle, to three levels of education as shown in Table 1.⁹

The non-career employees' basic statute follows the same pattern in classifying non-career employees into categories. However, categories B and C are divided into three and two categories respectively, i.e., B1, B2, B3, C1, C2 and two more are added: D1 and D2. The same principle of corresponding educational levels applies to non-career employees except that no educational levels are specified for the D categories. See Table 2.¹⁰

"Educational level" as used herein does not necessarily imply having obtained the diploma given for satisfactory completion of the stated level. In the final analysis the cadre statutes specify the educational requirements for their own cadres while the basic statute prescribes the appropriate levels for non-career employees. In some instances these statutes require completion of a level of education even though the corresponding diploma is not obtained, but usually a higher rating is given for having obtained the diploma.

DISTRIBUTION OF CATEGORIES AND EMPLOYEES

The following tables show the categories and the corresponding educational levels; the distribution of categories by types of employment according to educational levels; the distribution of employees by categories and types of employment, by agency, by sex and by geographic location of employment. All figures are approximate and as of the end of June 1960.

Table 1. Categories for Cadres.

- A Superior education
- B Secondary and Superior-Primary education
- C Primary education

Table 2. Categories for Non-Career Employees.

- A University diploma
- B1 Baccalaureate II diploma
- B2 Junior High School diploma
- B3 Primary Certificate and Junior High School courses or equivalent diploma
- C1 Primary certificate
- C2 Primary level¹
- D1 Unspecified
- D2 Unspecified

1. Not specifically stated but implied by statute.

Note: The variation in terminology from that for career personnel is according to the statutes.

Table 3. Distribution of Categories by Types of Employment and Educational Levels.

<u>Level of Education</u>	<u>Types of Employment</u>			
	<u>Career</u>	<u>Contractual</u>	<u>Non-Career Daily Worker</u>	<u>Floater</u>
University	A	A		
Secondary School and Superior-Primary	B	B1	B1 B2 B3	B1* B2* B3*
Primary School	C		C1 C2	C1* C2*
None Specified			D1	D2

* Pseudo categories since such employees are hired under D2 procedures (no educational level requirements nor approvals required from higher authority) but their employment relationships are the same as for daily worker.

Table 4. Distribution of Employees by Categories and Types of Employment as of 30 June 1960.

<u>Category</u>	<u>Types of Employment</u>					<u>Total</u>
	<u>Career</u>	<u>Contractual</u>	<u>Daily Worker</u>	<u>Floater</u>	<u>Flat-sum</u>	
A	1,177	684				1,861
B1	2,950	620	282			3,852
B2	10,143		2,413			12,556
B3	5,576		8,648			14,224
C1	8,483		15,035			23,518
C2			3,155			3,155
D1			6,221			6,221
D2				20,733		20,733
Flat-sum					51,464	
Total	28,329	1,304 ^{1/}	35,754	20,733	51,464 ^{2/}	137,584 ^{3/}

^{1/} Includes assimilated cadre contractuels only.

^{2/} Of this total, 48,240 are various types of agents, not including Information Agents for whom figures are not available but estimated at between one and two thousand. Of the 48,240 agents, 40,461 are local self-defense personnel, 835 are Malarial Eradication Agents and 335 are Administrative Agents. There are 14 other types of agents, each group consisting of less than 250 employees. The remaining 3,244 flat-sum personnel range from flat-sum contractuels to flat-sum floaters who are not agents.

^{3/} There is a discrepancy of 10 between this table and Tables 5 and 6 because of unreconciled reports.

Source: Bureau of Census, Directorate General of Civil Service.

Table 5. Distribution of Career and Non-Career Employees by Agencies as of 30 June 1960.

<u>Department</u>	<u>Types of Employment</u>		<u>Total</u>
	<u>Career</u>	<u>Non-Career</u>	
National Assembly	44	169	213
Presidency	1,699	51,251	52,950
Interior	8,979	16,085	25,064
National Education	7,062	10,644	17,706
Finance	2,250	1,865	4,115
Public Works	2,995	9,112	12,107
Economy	282	630	912
Justice	662	306	968
Foreign Affairs	89	227	316
Agriculture	917	11,989	2,906
Land Registration and Agrarian Reform	440	834	1,274
Labor	125	258	383
Information	248	2,450	2,698
Public Health	1,814	4,003	5,817
National Defense	723	9,422	10,145
Totals	28,329	109,245	137,574

Source: Bureau of Census, Directorate General of Civil Service.

Table 6. Distribution of Career and Non-Career Employees by Place of Employment and by Sex as of 30 June 1960.

<u>Type of Employment</u>	<u>Saigon</u>			<u>Field</u>			<u>Grand Total</u>
	<u>Male</u>	<u>Female</u>	<u>Total</u>	<u>Male</u>	<u>Female</u>	<u>Total</u>	
Career	12,398	1,614	14,012	12,447	1,870	14,317	28,329
Non-Career	29,119	3,587	32,706	70,511	6,028	76,539	109,245
Total	41,517	5,201	46,718	82,958	7,898	90,856	137,574

Source: Bureau of Census, Directorate General of Civil Service.

TYPES OF EMPLOYMENT AND STATUS

Career Employment

Since the only form of career employment is through cadre membership, the two terms are virtually synonymous. A cadre is a specific group of employees who are recruited and employed in a particular occupation under the same set of conditions. Cadres are established by Presidential decree or departmental arrete, though the latter must be approved by the Presidency. An explanation of the authority for issuing statutes is included in the section on Administrative Organization.

The cadre statutes which officially organize bodies of employees into particular occupational groups have a certain degree of uniformity of structure and of content though some are much more explicit and detailed than are others. Six administrative cadres were organized first and their statutes were used as models for the preparation of other cadre statutes. Appendix A consists of extracts of the cadre statutes which include the grades and classes of cadre members with their corresponding salary index numbers; the jobs to which cadre members may be assigned, if stated; and the qualification requirements for cadre admittance. Appendices B and C contain two typical cadre statutes, administrator and clerk, respectively.

It is not necessary that a cadre statute repeat provisions contained in the general statute unless special conditions relating to them are to be provided. They must specify conditions of employment with respect to grades and salary index numbers, qualification requirements, and any special conditions of employment including such items as whether the

cadre is reserved to only one sex, any special provisions with respect to nationality and any special rights and duties as for example the wearing of uniforms and/or insignia and any special exceptions from regulations. The initial cadre statutes also had to include provisions for transfer of existing career employees into new cadres. Up to the present nearly all cadres have been organized for absorbing previously existing career employees.

There are no instructions for including in cadre statutes what the duties and responsibilities of the cadre members are to be, nor what assignments are to be given to them. In practice the statutes vary widely, from saying nothing to detailed provisions as to assignment for each grade and/or class. The first six cadre statutes which were considered as models range from silence on the subject to moderate coverage as may be noted from Appendices B and C.

The cadre rank (grade, class and step) structures are explained under Ranks and Salary Index Numbers in the section on Employee Classification and Compensation because of their relationship to salary index numbers.

After an employee has been recruited, served a probationary period, and titularized in a cadre, he has "permanent status". He becomes eligible for promotions and acquires retirement benefit rights. Committing some fault may delay promotions, and if serious enough may cause separation of the employee. However, this rarely occurs and in general once an employee becomes a member of a cadre his future in government service is assured.

Career Employment Status

Cadre members have one of four types of employment status.¹¹ The fourth type, military leave, is dealt with under a separate major heading at the end of this section because career and non-career employees are treated similarly.

Active Duty

An employee is considered to be in active duty status if he has been titularized and is actively performing the functions of a position which corresponds to those prescribed for his grade. It should be noted in this connection that many of the cadre statutes do not assign any functions to grades, and even those which do, do not always assign functions to all grades. In such instances the only guides to functions are found in the titles of the cadres.

Detached Service

Detached service is defined as the status of an employee assigned to duties not ordinarily performed by employees in his cadre of origin. While this provision of the general statute says "assigned to duties", taken in the contexts of permissible "assignments" and actual application, this means serving outside of the agency having jurisdiction over his cadre. During this period, the civil servant on detached service continues to receive from the funds of the employing agency's budget, the pay appropriate to his grade and level in his agency of origin, if the new position carries a lower compensation. He retains his rights to seniority and retirement in his cadre of origin, the using agency making the

deductions from his salary for, and supplying the Government's contribution to, the pension fund. Detached service status is granted only upon the request of the employee and may be revoked.

It is granted under only the following conditions:

- (1) For service with a public agency, office, or establishment of the national government.
- (2) For service in an elective position, or as a member of a government (such as secretary of state or appointive official in a position not required to be filled by a cadre member such as chief of cabinet, assistant, etc.).
- (3) For service to fulfill an educational assignment, either teaching or studying, or to accomplish a public mission in a foreign country with an international organization.

Except in the instance of service in a political position (elective or appointive) detached service is granted for a one-year period; it may be renewed for up to three consecutive years; however, if such service is outside of Vietnam these periods may be for two and five years respectively. Detached service for an elective or appointive position is granted for the duration of the employee's term of office.

At the expiration of detached service, the employee must be reintegrated into his cadre of origin in one of the first three vacancies.

Unattached Status

An employee may be placed in unattached status either automatically or upon his own request. He may be automatically placed in unattached status in cases of extended illness and/or temporary disability. The duration of automatic placement in unattached status may not exceed one year, but it may be renewed twice. Placement in unattached status upon the employee's request shall be for a maximum period of one year, renewable for a total of three consecutive years.

At the expiration of a period of unattached status, the employee may apply for active duty and must be reintegrated into his cadre of origin in one of the first three vacancies. If the employee fails to apply for active duty within three months following a three-year period of unattached status, he is discharged from his cadre of origin.

Non-Career Employment

The basic statute governing the employment of non-career employees classifies all such employees, regardless of under what type of employment they are hired, into the eight categories shown in Table 2 in the section entitled Distribution of Categories and Employees. This classification is based principally upon the educational levels of the individuals concerned.

Non-career employees are assigned the same types of duties and responsibilities as those for career employees in comparable categories. The qualification requirements for non-career employees are the same as

those for career employees of comparable level, though the entrance examinations are less difficult.

Originally non-career employees were considered temporary supplemental employees, but the number of daily workers alone has considerably exceeded the number of career employees for several years. The civil service has leaned heavily on non-career employees, partly because during former years of unsettled conditions cadre entrance examinations were not given regularly, or at least not frequently enough to acquire the needed personnel, and because formerly there were rigid age restrictions for cadre admittance. Those limitations have been lifted for contractual and daily worker employees¹² and such employees are being encouraged to take the examinations for cadre membership. Current announcements of examinations for cadre admittance tend to restrict the candidates to non-career employees.

Contractual

Contractual employees are employed in Categories A and B1 only. These employees are hired under a contract for a maximum of one year, except for those in Technical Studies positions whose contracts may be for two years. Their contracts may be renewed or renegotiated indefinitely, but for only one year at a time, except for Technical Studies personnel which may be for two years at a time.¹³

Daily Worker

Daily workers are employed in Categories B1, B2, B3, C1, C2, and D1. A list of the classifications of employees assignable to each of these categories is included in Appendix J.

The term "daily worker" has now become a complete misnomer. Although originally daily workers were hired on a daily basis, more recently they have been hired on year-to-year employment agreements in the same manner as for contractuels, paid monthly salaries and allowances, and accorded opportunities for promotions. Now they are hired by recruitment order (arrete) and employed until another order terminates their employment.¹⁴

From a practical point of view, there is a group of floater personnel which should be included with the daily workers. Although they are hired under Category D2 procedures they are considered as assimilated daily workers and are given assignments and pay on that basis. The reason for this is that formerly departments could hire them without securing approval from higher authority. Further recruitment of employees in this manner for other than agent and labor type jobs has been banned and present ones are supposed to be integrated into regular daily worker status.

Floater

Category D2 was established for non-regular laborers who are called floaters (from the French Flottant). Because there are no controls over the departments in the hiring of floaters other than in the obligation of funds for their salaries, i.e., the approvals of the Directorates General of Civil Service and Budget and Foreign Aid are not required, departments have hired employees for other than specific short-term jobs on a daily basis under these simplified procedures. As a result of this practice three

distinctive groups of floaters have emerged: "assimilated daily worker floaters", "floaters D2" and "flat-sum floaters", although only the non-regular laborers are true floaters according to the specifications for this type of employment.

Assimilated daily worker floaters were discussed just above under Daily Workers.

Non-regular laborers, the second group, are hired "on ticket" for day jobs, or at most for short periods of time for the completion of specific jobs. They are paid daily wages plus some allowances. Some of them, however, have fairly continuous employment with the government.

Flat-sum floaters, the third group, are the various types of "agents" hired by the departments (not to be confused with cadre classifications translated as "Agents" in Appendix A). They have been called flat-sum floaters because they are paid monthly flat-sum salaries (and some allowances) rather than daily wages. Herein they are referred to as agents when it is necessary to distinguish them from the general group of floaters.

Non-Career Employment Status

In principle, there is only one type of employment status for non-career employees -- active duty. However, in the actual administration of them, by extension of the principles of the general statute and the provisions of other statutes they are accorded substantially the same status as that prescribed for career employees, particularly in the areas of military, sick and convalescent leaves and medical care and hospitalization. This, however, is not true with respect to tenure of employment.

Contractual employees have no tenure of employment beyond the periods of their contracts. Daily workers are on indefinite appointments but have no tenure of employment, their appointments may be rescinded at any time. Neither contractals nor daily workers have retirement benefit rights. While these employees have no tenure with respect to their jobs, many, if not most, of them continue to work for the government year after year. Provisions have been made for pay increases and promotions for them except for flat-sum contractals and technical studies personnel which, combined, represent a relatively small percentage of the non-career employees.

Floater -- non-regular laborers -- have no tenure of employment nor are there any provisions for pay increases, promotions or any other benefits for them. Agents are hired for specific periods of time according to the needs of the agency, usually for one year. If an agent wishes to remain in service beyond the end of the agreed upon period, he must submit a request for extension two months prior to the end of the period. However, even if no such request is made and the civic action agency wants to retain an employee it has the right to do so. If a using agency wants to retain an employee it must submit a recommendation to that effect to the civic action agency.

Military Leave -- Career and Non-Career

The only provision for military leave status per se is found in the general statute. It provides that career employees who are drafted for military service shall be placed in "military leave" status and shall receive the military pay appropriate to their ranks in the armed

services.¹⁵ Non-career employees are accorded the same treatment by placing them in leave-without-pay status and by giving them re-employment rights upon conclusion of their draft service.¹⁶

The general statute also provides that career employees who are recalled to active duty for a period of training shall be placed on leave-with-pay during such period. Application of this provision is in accordance with a subsequent statute¹⁷ which provides that both career and non-career employees of the government who are mobilized shall receive differential allowances equal to the difference between their military pay and the pay for the grades which they hold in the administration. Floaters are considered as holding their grades only so long as the projects last for which they were hired, and have re-employment rights after completion of their military service only if their jobs are still available.

Responsibilities, Rights and Obligations*

Every civil servant, regardless of his type of employment and his rank, is responsible for the execution of duties assigned to him. He is required to observe professional discretion regarding the facts and information which he acquires in the exercise of or in connection with the exercise of his functions. Traditionally in Vietnam a position in the civil service has been not only one of prestige but has conferred

* Based upon the provisions of the general statute which in implementation is considered applicable to non-career as well as career employees.

upon the employee a status of official representative of the government in the community. Civil servants are permitted to engage in political activities within the framework of the statutes and have a responsibility for supporting and clarifying the policies of the government.¹⁸ Regular orientation lectures and/or discussions take place in all departments.

The 1958 report of the civil service agency contains the following:

A civil servant is expected to have a noble concept of his profession, according to which the civil service is not only a means of living like others but is a duty to the community, a cultural mission to guide our compatriots.

The opinion has been expressed that members of the higher cadres should not compare their salaries with those in the private sector or in foreign enterprises, that the law of supply and demand should not prevail in the civil service.

The general statute provides that there shall be no distinction in the application of its provisions between male and female personnel except as may be provided by special dispositions in specific statutes. In actual practice, female employees rarely attain even middle-level positions, with some exceptions in the educational and scientific fields, and there are separate lower rates of pay for female employees in Categories D1 and D2 in Central Vietnam.

Civil servants are forbidden to engage in any paying private activities of any nature whatsoever, except for scientific or literary works of art. They may, however, engage in teaching by permission from a secretary of state. They are also prohibited from having personal interests either on their own or through an intermediary in an enterprise

subject to control by their organizations which might compromise their independence. If the spouse of a civil servant engages in a profession or lucrative private activity, the civil servant must report this fact.

A civil servant may not discontinue his government service except in cases of legitimate excuse (e.g., serious illness or incapacity) without first obtaining the approval of his superior.

A civil servant is entitled to the protection of the administration against unjustified attacks of which he may be the object in connection with the exercise of his functions and to eventual reparation of the prejudice which may have resulted therefrom in all cases not covered by penal legislation. In cases of prosecution by others for faults committed in the course of duty, civil servants shall be covered "when applicable by the public collectivity (if) civil judgements are pronounced against them".¹⁹

No mention of an employee's political, philosophical, or religious opinion may be entered in his dossier.²⁰

EMPLOYEE CLASSIFICATION AND COMPENSATION

All employees except flat-sum contractual personnel receive a basic salary and at least one type of allowance. Flat-sum contractual personnel receive a specified amount of compensation per month and no supplements.

For purposes of discussion, allowances are grouped into two categories: those which are work-connected, or in other words which are paid as a result of some condition of work, and those which are based largely, if not solely, on social considerations.

Career Employees -- Basic Salary

A single salary schedule of index numbers has been established for all cadre personnel. The schedule of salary index numbers is established in relation to the minimum living wage in Vietnam. The index numbers begin with 100 and progress to 1200 in increments of 10, e.g., 100, 110, 120 and continuing to 1200.

The general statute provides that "the basic salary of the civil servant belonging to the lowest echelon of the administrative hierarchy must be calculated in such a manner that it will not be less than 120% of the minimum living wage representing the sum strictly necessary to permit the civil servant to live in conditions commonly considered as normal".²¹ The minimum living wage is supposed to be determined semi-annually and prescribed by decree upon the advice of the High Council of the Civil Service. The minimum living wage has not been redetermined since May 1954 when it was established at the rate of 1,020 piasters per month.

The basic salary of each career employee is obtained by multiplying the index number assigned to his class or step in the cadre by a multiplier which is determined in relation to the minimum living wage. The formula for determining the multiplier is as follows:²²

$$\frac{LW \times 120}{100 \times 100}$$

LW represents the determined living wage. Since the current living wage is 1,020 piasters the current multiplier is determined as follows:

$$\frac{1,020 \times 120}{100 \times 100} \text{ equals } 12.24 \text{ -- the current multiplier}$$

An example of the computation of a basic salary using a salary index number of 430:

$$430 \times 12.24 \text{ equals } 5,263.20, \text{ basic salary}$$

Assignment of Index Numbers

Educational levels are expressed in terms of number of years of schooling, certificates and diplomas of the Vietnamese and French regular school systems "or their equivalents". In addition, a large number of French technical schools have been listed with index numbers for the diplomas which they grant.

A Council for Evaluating Academic Credentials has been established. It has worked out principles for evaluating academic credentials from other schools and individuals trained in such schools must submit their credentials to the council for evaluation. The Council also evaluates the school.

The assignment of index numbers on the basis of educational level is correlated with the designation of index numbers for each category (A, B, and C) of cadres:

Formula: 20 points are allowed for each year of education. In addition, 40 points are allowed for holding a Junior High School Diploma, 80 points for holding a Baccalaureate II, and 120 points for a Licence.

Table 7. Correlation of Salary Index Numbers with Educational Levels.

Completion of Primary School, five years	5 x 20	equals	100
(100 is starting index for Category C)			
Completion of Junior High School, nine years	9 x 20	equals	180
Junior High School Diploma		plus	40
(220 is starting index for Category B)			220
Completion of Secondary School, 12 years	12 x 20	equals	240
Baccalaureate II		plus	80
			320
Completion of three years graduate school, 15 years	15 x 20	equals	300
<u>Licence</u>		plus	120
(420 is starting index for Category A)			420

In actual practice, each specific statute prescribes the qualification requirements for cadre admittance, a specified number of years of schooling and/or certain diplomas, or their equivalents, and an entrance examination, except for graduate level university diplomas which frequently suffice for admittance without requiring an entrance examination. In certain instances experience, particularly in non-career status, or special knowledge or aptitude may be substituted for specified educational requirements.

Ranks and Salary Index Numbers

A word of explanation about terminology used in connection with cadre employee ranks. There is no consistency in, nor among, statutes in the use of the terms "grade" (trat), "class" (hang) and "step" (bac or sometimes cap). Implementation is by interpreting the intent.

The original of the general statute, which is the basis for the cadre statutes, was in French. It does not define its terminology on the subject nor does it directly prescribe "grades", "classes" or "steps". It implies a "grade" and a "class" or a "step" in using the terms "grade" and "echelon" but, considered in the contexts in which they appear, their usage is inconsistent.

For example: In article 83

"The functionary (civil servant) on detached service shall be subject to the regular retirement deduction from the salary appropriate to his 'grade' and 'echelon' in the service from which he is on detached duty."

This implies the concept of a grade having more than one class or step -- in other words, a grade with two or more pay levels. Yet Article 29, which prescribes the method for determining salary rates, reads

"The base salaries of civil servants of all 'grades' shall be obtained by multiplying each point of the index ..."

In implementing Article 29, "grade" or "trat" has been interpreted as meaning each pay level in the cadre which in most instances is "echelon" or "hang" which has been most frequently translated into English as "class".

The Vietnamese version which is now used as the official text of the general statute, using "trat" and "bac" usually translated as "grade" and "step", respectively, is no more consistent than the French version.

Of note is the fact that the general statute is practically the only place in which "trat" (grade) is used, that in the instructions for the preparation of the cadre statutes and in the cadre statutes themselves the terms "hang" (class) and "bac" (step) are used. "Trat" and "hang" are frequently used interchangeably and it would make no difference which one is used (except for consistency in terminology) if consistency were maintained in relation to "bac" but this has not been done either.

In analyzing the first six administrative cadre statutes, which were the models for the others, it would appear that the concepts of "grade" and "class" were to prevail. Each of them has groups of "classes" with identifiable titles, although there is the inconsistency that in a few of them one or two classes have two pay levels, one for "less than (a specified number) of years of service" and the other for "more than (a specified number) of years of service", but they are not termed "steps". However, such grouping has no practical usefulness since in application no distinction is made between a "grade" and a "class" other than for purposes of title of rank. Promotions are from one pay level to the next higher pay level only, regardless of what the levels are called; there are positive provisions prohibiting promotion from

grade to grade; thus, the pay levels could just as well have been numbered consecutively. In view of such provisions governing promotions, the class (or even the step) really becomes the rank distinction rather than the grade.

The detailed instructions pertaining to the preparation of cadre statutes, issued three years after the first six models were promulgated, are consistent with the implications of the general statute and the models, that cadres should have "grades" and "classes", insofar as Category B and C cadres are concerned but the terminology is just reversed. The two pertinent portions of these instructions are summarized and explained as follows:

- (1) Category B and C cadres shall have ten classes divided into three groups -- an ordinary grade, and upper grade and a super grade. (Literally translated -- ten grades [trat] and three levels or steps [cap] but since this terminology is inconsistent with the statutes "class" and "grade" have been used here.)

An analysis of existing statutes shows that this pattern has been followed. The ten classes have been divided into grades, each grade has a title which becomes the rank title for a cadre member in that grade. To be noted is that the classes are not a continuous series of classes running through the three groups but are in groups of classes, each group (grade) having a common title and its own series of numbers or in some instances names, as noted above and as may be observed in Appendices B and C.

- (2) Category A cadres shall have twelve classes, except for special cadres which shall have thirteen. Special cadres were established as an expediency to provide a class higher than the twelfth to cover some high level classes in former cadres when they were consolidated into national cadres.

There are no instructions for grouping the classes in Category A cadres, but an analysis of their statutes promulgated pursuant to these instructions shows that they follow the same general pattern as that for Category B and C cadres. Table 8 shows the grouping of classes for each category of cadres.

In view of the conflicting usage of terms for employee ranks, no attempt is made herein to conform to the terminology of the various statutes. The intent of the statutes as currently interpreted is the guide, and for the sake of consistency herein grade, class and step are used to mean:

Grade -- the title rank of a group of pay levels in a cadre, e.g., Pho Giam-Su or Giam-Su; and also the category designation for non-career employees, e.g., B2 or C1, although the latter has been most frequently translated into English as "class".

Class -- a pay level within a grade in a cadre, e.g., Class I or Class II Giam-Su; and also a pay level within a category designation for non-career employees, each of which has ten levels numbered from one to ten

except for Categories A (contractuals only) and D1 and D2 which do not have pay levels, although this pay level has usually been translated into English as "step".

Step -- is used only in connection with cadre ranks and refers to a pay level within a class as defined above and includes those pay levels within a class which are differentiated by periods of seniority.

Table 8. Number of Grades and of Classes in Grades in Each Category of Cadres.

<u>Category</u>	<u>Classes in First Grade</u>	<u>Classes in Second Grade</u>	<u>Classes in Third Grade</u>	<u>Classes in Fourth Grade</u>
A ¹	Assistant 3 to 4	Simple 4 to 10	Principal 2 to 4	Super 1 to 3
B ²	Ordinary 5	Upper 4	Super 1	
C ²	5	4	1	

1. From analysis of cadre statutes.
2. From Circular No. 25 - Gir/Cab/MI of 22 June 1953.

The intervals between salary index numbers assigned to the various classes in cadres are as follows:

Category A (12 classes): 40 for the first six classes, 50 for the next five, and 60 for the top interval.

Category A Special (13 classes): 40 for the first five classes, 50 for the next seven, and 60 for the top interval.

Category B (Secondary School Second Cycle level): 30 for the first five classes, and 40 for the next five.

Category B (Secondary School First Cycle level): 20 for the first five classes, and 30 for the next five.

Category C: 10 for the first five classes, and 20 for the next five.

The instructions for designating the intervals between salary index numbers assigned to classes in cadres do not take grades (groups of classes) into consideration. Consequently, the change in the number of points between index numbers does not necessarily correspond to the hierarchy of grades, e.g., the change in intervals between salary levels may be between classes in a single grade, or a change to higher grade may occur without a change in the interval between salary levels.

Table 9 shows the schedule of salary index numbers established by the general statute²⁶ from which index numbers are assigned to each class in accordance with the instructions referred to above, together with the ranges for Categories A, B and C and sample intervals according to those instructions.

Table 9. Schedule of Salary Index Numbers with Ranges of Categories and Samples of Intervals.

A. A	*1.200	1.000	800	600*	400*	*200
	↓					
	1.190	*990	790	590	390	190
	1.180	980	*780	580	380	*180
	↓					
	1.170	970	770	570	370*	170
	1.160	960	760	560*	360	*160
	1.150	950	750	550	350	150
	*1.140	*940	*740	540	340*	*140
	1.130	930	730	530	330	*130
	1.120	920	720	520*	320	*120
	1.110	910	710	510	310*	*110
	1.100	*900	*700	500	C 300	C*100
	*1.090	890	690	490	↓ 290	
	1.080	880	680	480*	280*	
	1.070	870	670	470	270	
	1.060	*860	660 B	460	260	
	1.050	850	650	450	250	
	1.040	840	640	440	240	
	1.030	830	630	430	230	
	1.020	*820	620	A 420	220 B	
	1.010	810	610	410	210	

Assignment of ranges of index numbers to categories and corresponding general education levels:

Category A -- from 420 to 1.200 University Level

Category B -- from 220 to 600 Secondary School Level

Category C -- from 100 to 300 Primary School Level

A, B, and C on schedule above indicate these ranges.

* On schedule above shows the intervals between classes in Category A (12 classes), Category B (Secondary School Second Cycle level) and Category C cadres. These index numbers (but not the intervals) are variable according to the particular range established for each cadre.

The standards for the cadre statutes pertaining to the range and intervals of salary index numbers are followed quite closely in principle but not in all details. For example: Each cadre statute will have the prescribed number of salary levels with the correct intervals between them, but the terminology in

setting them forth varies. In some instances, in Category A cadres there may be fewer classes than prescribed for a particular cadre, but in such cases there are "steps" or phraseology such as "class one with less than three years' service" and "class one with more than three years' service" with salary index numbers assigned to each of them so that the total number of pay levels is in accordance with the statutory provisions. The reverse of this is also true in that there are some instances in which there are more grades than prescribed. In such cases, there are fewer classes in each grade but the total number of pay levels is in accordance with statutory provisions. The basis for using steps, or years of service, within a class is not known since there are no regulations which make any reference to them.

An analysis of the salary index ranges and the qualification requirements for cadre admittance, both of which are included in the extracts of cadre statutes in Appendix A, shows that there is a lack of conformity in the index ranges of some of them with the ranges prescribed for their categories and a lack of consistency among cadre statutes as to salary index numbers assigned to particular educational levels.

With respect to salary index numbers, in Category B there are fourteen cadre statutes which prescribe salary index numbers starting below 220, the lowest for the category; and thirteen statutes which prescribe index numbers as high as 670, whereas the highest index number for this category is 660. In Category C there are two

cadres statutes which prescribe salary index numbers above 300, the highest for the category. While all salary index ranges for Category A cadres fall within those prescribed for the category, none of them start below 430 although 420 is the lowest number for this category.

As to qualification requirements, those specified in the cadre statutes are considered as the minimum; an individual may have more than the minimum requirements. Yet the minimum requirements as stated in many cadre statutes range over two or more levels of education. Furthermore, two or more cadre statutes may overlap in specifying educational levels but they do not necessarily have the same salary index numbers for identical educational levels. Although having an educational level higher than the minimum for a cadre may result in an individual's being assigned an index number higher than the lowest for the cadre, there is not necessarily any equation of this index number to the one assigned to the same educational level in another cadre.

A specific example of the above is found in the senior clerk and clerk cadres. The minimum educational requirement for the clerk cadre is lower than that for the senior clerk cadre but both specify a Baccalaureate II as one of the acceptable requirements for entrance to these cadres. An individual with a Baccalaureate II who passes the examination for admittance to the senior clerk cadre may be assigned a salary index number of 320 (the minimum for the cadre); while an individual with the same degree who passes

the examination for the clerk cadre may be assigned an index number of only 240, yet this is higher than the minimum for the cadre, which is 220 and the number assigned to an individual having only the minimum requirements.

Another illustration of the lack of consistency in classifying employees according to educational levels is described under Exceptional Promotions in the section on Promotions. There it is pointed out that a member of a cadre who obtains a higher degree than the one he had upon becoming a career employee may be promoted only one class, or in the case of a member of the messenger cadre, two classes; yet his new degree might entitle him to a much higher salary index number if he were to use it for entering career service. While the new degree may also be used for promotion to a higher cadre, the employee is still permitted a promotion to only the index number next higher than the one he held in his former cadre.

Non-Career Employees - Basic Salaries

Non-career employees, except for Categories D1 and D2, are hired as substitutes for career employees. They hold the same titles as cadre members but prefixed with "Contractual", "Daily Worker" or "Floater", though further recruitment of personnel under "Floater" procedures for administrative or technical positions has been banned. Although the qualification requirements for these non-career employees are the same as those for career employees, except for contractual employees, their rates of pay are substantially lower.

Contractuals

The basic statute originally provided that the employment of contractuals would be limited to Category A employees, but it has since been amended so that they are now employed in Category B1 as well.²⁷

There are two types of contractuals -- flat-sum and assimilated cadre -- the type being determined by the method of payment. Flat-sum contractuals receive a specific flat-sum of money per month as total salary. There are no rates established for flat-sum contractual employees, the amount being whatever is agreed upon between the contracting parties.

The basic statute as originally promulgated provided that an assimilated cadre contractual would be paid only 90% or 85% of the amount paid to a cadre member of equivalent cadre and grade. The amendment to the basic statute referred to just above provides that an assimilated cadre member shall now receive 100% of the amount paid to a cadre member of equivalent cadre and grade, less 6% which is the amount of deduction from a cadre member's basic salary for the pension fund. This provision is to preclude contractuals from receiving more pay than their cadre member counterparts, the 6% deduction for the pension fund not being considered as regular pay in Vietnam.

Daily Workers

Daily workers in Categories B1 through C2 have a separate salary schedule for basic pay. Each category is considered as a

grade and has 10 classes. The grades are correlated with educational levels, the same educational requirements being applicable as those for career employees, but the rates of pay are substantially lower.

Daily workers in Category D1 are regular laborers and are paid a monthly rate of basic pay at rates varying according to geographic location. There is a single rate for South Vietnam and in Central Vietnam there are varying rates according to location. The rates in Central Vietnam are further broken down for children under 18 years of age, for women, and for men. Although there is no legal ban against hiring children under 18 years of age, present policy is not to do so.

The classifications for daily workers are included in Appendix J, Classifications for Daily Workers, and the schedule of rates of pay are shown in Table No. 10, Schedule of Salaries and Wages for Daily Workers and Floaters.

Floaters

Like D1 daily workers, floaters have separate rates depending upon geographic location, there being separate scales of pay for South Vietnam and for Central Vietnam. In Central Vietnam the rates vary according to the location and, among children under 18 years of age, women and men.

In reality, the basic rate of pay is the same for regular laborers (D1) and non-regular laborers (D2); the only difference is that the former are paid on a monthly (30-day) basis, whereas

the latter are paid on a daily basis for the number of days actually worked.

Agents are paid a monthly salary, and some allowances (at special rates). They also receive some monetary rewards for meritorious achievements. Floater and agent pay scales are included in Table 10, Schedule of Salaries and Wages for Daily Workers and Floaters.

Although there is a third type of floater personnel discussed under Non-Career Employment (Daily Workers) in the section on Types of Employment and Status who were hired through the expediency of D2 recruiting procedures to perform work as assimilated daily workers, the largest number of which are teachers, further recruitment under this type of employment has been banned. Since no more such employees are being hired, and since steps are under way for integrating them into regular daily worker status, no discussion of their pay rates is included here.

Table 10. Schedule of Salaries and Wages for Daily Workers and Floaters.
Daily Workers in Categories B1 through C2 -- Basic Salaries Per Month²⁸

<u>Classes</u>	<u>Category or Grade</u>				
	<u>B1</u>	<u>B2</u>	<u>B3</u>	<u>C1</u>	<u>C2</u>
1	1,700\$	1,400\$	1,200\$	1,000\$	900\$
2	1,850\$	1,520.	1,300.	1,080.	960.
3	2,000.	1,640.	1,400.	1,160.	1,020.
4	2,150.	1,760.	1,500.	1,240.	1,080.
5	2,300.	1,880.	1,600.	1,320.	1,140.
6	2,500.	2,020.	1,720.	1,420.	1,220.
7	2,700.	2,160.	1,840.	1,520.	1,300.
8	2,900.	2,300.	1,960.	1,620.	1,380.
9	3,100.	2,440.	2,080.	1,720.	1,460.
10	3,300.	2,580.	2,200.	1,820.	1,540.

Daily Workers in Category D1 and Floaters, D2

South Vietnam²⁹

D1 1,417\$50 per month

D2 47.25 per day

Table 10. Schedule of Salaries and Wages for Daily Workers and Floaters (Continued)

Daily Workers in Category D1 and Floaters, D2

Central Vietnam³⁰

Province or City	Men		Women		Children	
	D1 Per Month	D2 Per Day	D1 Per Month	D2 Per Day	D1 Per Month	D2 Per Day
Quang Tri	1,175\$00	47\$00	940\$00	37\$60	750\$00	28\$20
Thua Thian	1,295.00	51.80	1,036.00	41.44	777.00	31.08
Da Nang	1,242.50	49.70	994.00	39.76	745.50	29.82
Quang Nam	1,175.00	47.00	940.00	37.60	705.00	28.20
Quang Ngai	1,000.00	40.00	800.00	32.00	600.00	24.00
Binh Dinh	1,000.00	40.00	800.00	32.00	600.00	24.00
Phu Yen	1,000.00	40.00	800.00	32.00	600.00	24.00
Khanh Hoa	1,125.00	45.00	900.00	36.00	675.00	27.00
Ninh Thuan	1,100.00	44.00	880.00	35.20	660.00	26.40
Binh Thuan	1,050.00	42.00	840.00	33.60	630.00	25.20

Civic Action Agents³¹

Base Salary

- Group Member 2,000
- Chief of Group 2,000
- Chief of District Group or Specialized Agent 2,500
- Chief of Provincial Group or Chief of Agency Section 3,200

Pay Increase (basis for increase not stated)

- Group Member or Chief of Group, 4 steps, each 100
- Chief of District Group or Chief of Provincial Group, 4 steps, each 200

Work-Connected Allowances and Other Pay Supplements -- Career and Non-Career

Included here are 28 types of pay supplements divided into two groups called regular allowances and pay supplements. They are provided because of some condition of work, special qualification or special ability. The regular allowances, of which there are 15 types, are all provided at regularly recurrent intervals while pay supplements, 13 types, include allowances, bonuses, and other types of payments which are paid only on the basis of particular occurrences. The list represents all work-connected supplements which research to date has uncovered, but as there is no complete compendium of pertinent statutes there may be others which are not included here.

Regular Allowances

Each of these allowances is paid or provided monthly (except uniform maintenance allowance) on the basis of the conditions specified regardless of the type of employee, and in addition to any other type of allowance listed unless otherwise stated. Because of the nature of these allowances, most but not all of them are mutually exclusive. Appendix D contains a complete listing of these allowances together with the rates therefor.

Representation and travel allowance.

This allowance is paid monthly to employees filling specified high-level central and field administrative positions for purposes of representation and travel incident thereto within their local areas. For rates see Appendix D, Schedule

Functional allowance

This allowance is a flat-sum amount paid at varying rates to employees in specified supervisory positions from the Chief of Bureau level up, except for employees who receive representation and travel allowance discussed above. An agency's organizational statute must specify that the incumbent is entitled to this allowance before it can be paid and most agencies have so specified. This allowance is non-cumulative, i.e., if an employee holds two positions both of which entitle him to functional allowances, he receives only the one with the higher rate. For rates see Appendix D, Schedule 2.

Responsibility allowance

This allowance is paid to employees who are responsible for either the handling of funds or warehouse materials. There are two types of responsibility allowance, the first being a flat-sum paid monthly, and the second a percentage of the funds or value of materials handled. This allowance is non-cumulative, i.e., only one type may be paid to an employee. The General Director of the Treasury is entitled to receive both responsibility allowance and functional allowance which is not true of other employees. For rates (see Appendix D, Schedule 3).

Judicial responsibility allowance

This allowance is paid to employees in positions in which they are responsible for making judicial decisions. For rates see Appendix D, Schedule 4.

Hazardous duty allowance

This allowance is paid to employees in certain positions performing functions which may endanger their lives or be prejudicial to their health. In general, this allowance is paid to police and security personnel, firemen, laboratory and mortuary employees. For rates see Appendix D, Schedule 5.

Librarian allowance

This allowance is paid to employees in libraries and archives holding specified diplomas in library science. For rates see Appendix D, Schedule 6.

Tribal language allowance

This allowance is usually referred to as a bonus; it is paid monthly to Vietnamese Montagnard employees who speak the Vietnamese language and to Vietnamese non-Montagnard employees who speak the tribal languages. For rates see Appendix D, Schedule 7.

English language allowance

This allowance is also usually referred to as a bonus; it is a flat-sum monthly amount paid to daily workers in Category B1, B2 and B3 translator positions only. For rates see Appendix D, Schedule 8.

Bicycle allowance

This allowance is a flat sum paid monthly to messengers who use their personal bicycles for official business. For rates see Appendix D, Schedule 9.

Teaching allowance (overtime teaching)

There are varying rates of allowances paid monthly to government employees or private persons teaching on an overtime basis in universities on either an hourly, semester or full-year basis and for government professors, teachers and private persons teaching on an overtime basis in secondary schools, depending upon their educational qualifications, the subject matter taught, and the level at which they teach. For rates see Appendix D, Schedule 10.

Food allowance

This allowance, at varying rates, is paid on a daily basis to officers and seaman on board ships and boats of the Department of Public Works and the Directorate General of Customs during the periods of time in which they are aboard ship. For rates see Appendix D, Schedule 11.

Uniform maintenance allowance

This is a flat-sum allowance paid once a year to members of the prefectural, municipal and provincial police forces for the maintenance of uniforms. For rates see Appendix D, Schedule 12.

Differential allowance

This is a special amount paid monthly to employees in military reserve status who are called to active duty, to career employees in reserve training status, and employees who have been recruited from abroad in order to offset the

difference between their former and their present pay. There is no schedule of rates, the amount being dependent upon the employee's present pay in relation to the amount of his pay in his previous status. (This allowance is included as Schedule 13 in Appendix D in order to make that appendix complete.)

Allowances in kind

Allowances in kind, varying from one of the following to all of them are provided, depending upon the position of the employee: housing, furnishings, utilities, servants and cars. For schedule of allowances in kind, see Appendix D, Schedule 14.

Allowances for diplomatic personnel

Except for the addition of an overseas allowance, all allowances for diplomatic personnel are counterparts of allowances paid to civil servants in Vietnam. For rates see Appendix D, Schedule 15.

Special Supplements

The following types of compensation are paid on the basis of some occurrence related to the work of an employee. Such occurrence may be recurrent but not with any degree of regularity. Appendix E contains a complete listing of these pay supplements together with rates where available.

Per diem

There are varying rates of per diem for employees according to their salary status and their family status, i.e.

single or married, who must leave their place of residence in the course of duty for more than seven hours at a time. For rates see Appendix E, Schedule 1.

Special per diem

There are special per diem rates for secretaries of state, directors and deputy directors of cabinets, and chiefs and deputy chiefs of cabinet who leave their place of residence for more than seven hours; and for cabinet secretaries or private secretaries, directors or chiefs of services accompanying the above-mentioned officials. For rates see Appendix E, Schedule 2.

Overseas per diem

There are separate rates of per diem for Category A and Category B and C employees who go on missions overseas with an augmentation for participation in international negotiations. For rates see Appendix E, Schedule 3.

Change of residence allowance

There are varying rates of allowances for employees in Categories A and B and Category C according to their status; i.e., single, married, or married with children, who in the course of duty must move permanently from one town to another. These allowances include a fixed amount and an additional amount for extended transportation costs. For rates see Appendix E, Schedule 4.

Appointment or resettlement bonus

This is a one-time, flat-rate bonus paid to Vietnamese students or workers abroad who return to work for the government under special contract in order to meet the expenses of resettling in Vietnam. The amount varies according to the status of the individual, i.e., single, married, or married with children. For rates see Appendix E, Schedule 5.

Examination allowance

There are varying rates on a per test basis for examiners who give baccalaureate and secondary first cycle examinations. For rates see Appendix E, Schedule 6.

Stenographer allowance

There are flat-sum rates of allowances for government employees or private persons who are specially assigned to stenographic duty in national or international conferences. For rates see Appendix E, Schedule 7.

Land survey allowances

There is a special travel allowance for cadastral employees and a flat-sum allowance paid on the basis of a specified amount of survey work completed. For rates see Appendix E, Schedule 8.

Operational cost allowance

This allowance is paid to agents only, for overtime, especially at night. For rates see Appendix E, Schedule 9.

Rewards

For agents only, rewards in the form of citations or citations and bonuses are made on the basis of meritorious achievements. For schedule of rewards, see Appendix E, Schedule 10.

Termination allowance

This allowance is paid to career and non-career employees whose services are terminated for reasons of ill health, reduction in force, or old age (including career employees who reach retirement age without having met all the conditions for pension benefits), based on the length of service in the government. For rates, see Appendix E, Schedule 11.

Death-in-service compensation

The legal heirs of an employee who dies as a result of some act in the normal course of duty are paid a lump-sum amount. For rate, see Appendix E, Schedule 12.

Death-in-extraordinary-service compensation

The legal heirs of an employee who dies as a result of some extraordinary act in the course of duty, e.g., risking his life for another person or in the national interest, receive a flat-sum amount. For rate see Appendix E,

Schedule 13.

Non-Work-Connected Allowances

All employees receive regional cost of living allowances and family allowances except Category D1 and D2 employees who do not receive the

former, and flat-sum contractuels who receive neither of these allowances. The salary for a flat-sum contractual is understood to be his total salary, and hence he receives no allowances. The wages for Category D1 and D2 employees are considered local wages determined on the basis of the local cost of living since they were determined by the regional governors before the regional governments were abolished.

Regional Cost of Living Allowance

The basis for this allowance is in paragraph (b) of Article 29 of the general statute which states that "It shall be granted under the same conditions, in the form of an increase applied to base salaries and to family allowances, following the variations of cost of living in the different regions of the territory of Vietnam".

While the regional cost of living allowance consists of a graduated scale of flat-sum amounts for employees according to their status -- single, married and married with children (up to a maximum of five) -- and according to their type and geographic location of employment, it actually has two elements. The first element provides a supplement to the employee himself based on the cost of living in the area in which he works; and the second provides an increase to family allowances on the same basis.

The first element might well be considered a work-connected allowance, but since it is lumped together with the increase to family allowances which constitutes the larger amounts of these allowances it is treated as a non-work-connected allowance here.

Of significance about this allowance is that it is paid in all regions in Vietnam even though the minimum basic salary is established at 120% of the minimum living wage. The minimum living wage and the cost of living figures are not the same. Before the abolition of the regional governments (and the partition of Vietnam), each of them determined cost of living figures for its region. The national government took an average of the cost of living figures for all regions and uses that average as the minimum living wage. This minimum living wage figure is the one used to determine the multiplier. It does not represent the minimum living wage in any particular region. Also of note, the Saigon region has the lowest cost of living allowance but it is now reported to be the highest cost of living area.

Table 11. Schedule of Rates for Regional Cost-of-Living Allowances.

For Career Employees³²

	Categories A and B		Category C	
	South Viet- Nam and South Central Vietnam	Tuy-Hoa and North of Tuy-Hoa	South Viet- Nam and South Central Vietnam	Tuy-Hoa and North of Tuy-Hoa
Single	1,200VN\$	1,600VN\$	800VN\$	1,000VN\$
Married	1,550	2,070	950	1,230
Married and 1 child	1,900	2,540	1,100	1,460
Married and 2 children	2,250	3,010	1,250	1,690
Married and 3 children	2,600	3,480	1,400	1,920
Married and 4 children	2,950	3,950	1,550	2,150
Married and 5 children and over	3,300	4,420	1,700	2,380

For Non-Career Employees³³

Category A and B1 assimilated cadre contractuels: 100% of the rates for career employees.

Daily workers of Categories B1, B2, B3, C1 and C2: 75 % of the rates for career employees.

Family Allowance

This allowance is based on paragraph (c) of Article 29 of the general statute which provides that "civil servants who are heads of families shall be entitled, on the basis of the first legal wife and dependent children, to family allowances whose amount shall be established by a separate decree".

This allowance is paid to all types of employees except flat-sum contractuels and agents at varying rates according to the type of employee.

Table 12. Schedule of Rates for Family Allowances.

For Career Employees³⁴

All categories:

- First legal wife 350\$VN
- Each dependent child (no limit) 250\$VN

For Non-Career Employees³⁵

Assimilated cadre contractuels of Categories A and B1:^{1/}

- Same rates as for career employees.

Daily workers of Categories B1, B2, B3, C1 and C2:

- 75% of the rates for career employees.

Daily workers of Category D1 and Floaters D2:

- 15% of their basic salaries for wives.
- 6% of their basic salaries for each of their first five dependant children.
- 3% of their basic salaries for each dependent child starting from the sixth.

^{1/} Employees of Category B1 are recruited as contractuels when they are hired for Senior Clerk (Tham Su) positions or for equivalent positions.

Classified Positions and Functional Salaries

As indicated earlier, there are some classified positions in the Government, but from the standpoint of compensation there is little that is significant about them. When the Inspectorate of Administrative and Financial Affairs was established, a schedule of positions was set up, each with an index number from the regular salary index schedule. Standards for the recruitment of the inspectors were included but since a cadre was organized for the inspectors so recruited, for pay purposes, they are treated the same as other cadre members.

The second category of classified positions includes those in the Technical Studies unit at the Presidency. As for the Inspectorate of Administrative and Financial Affairs, a schedule of positions with salary index numbers and qualification standards was established. The employees filling these positions are paid on the same basis as are cadre employees. However, there are no provisions for promotions (pay increases) for these employees.

A third category of positions consists of a schedule of existing high level organizational positions to which salary index numbers were assigned. These positions cannot be considered classified except in the sense that the schedule was prepared according to the hierarchical order of the positions in the organization and that salary index numbers were assigned accordingly. The reasons for establishing such a schedule were that (1) included in these positions are many which are usually filled with political appointees and (2) the difficulty at that time in finding sufficiently well qualified career employees for those positions which

would ordinarily be filled by such personnel. It was necessary, therefore, to prescribe rates of pay for non-career employees, such rates being called functional salaries (not to be confused with functional allowances). The decree prescribing these functional salaries provides that career employees filling any of these positions shall receive the higher of the functional salary or his own personal rank salary. Other conditions of compensation are the same as for other employees. For functional salary index numbers, see Appendix F. Also included in this appendix are the salaries assigned by decree to deputy secretaries of state up through the President.

Comparison of Career and Non-Career Employees' Salaries

There is no basis for comparing the salaries of career and flat-sum contractual employees. The flat-sum contractual being an employee with outstanding or special skills which warrants special consideration outside of the established salary structure, his salary is not expected to be the same as for a career employee. The salaries of assimilated cadre contractuels are identical with those of comparable grade and class cadre members, less 6% which is equivalent to the amount deducted from career employees' salaries for contributions to the pension fund. This is in effect a lower rate of pay since the amount deducted from a career employee's salary and placed in the pension fund is actually a part of his salary. Another way of looking at it is that the assimilated cadre contractual receives 16% less than the cadre member since the Government adds 10% to the 6% contributed by the career employee as its contribution to the pension fund, all of which eventually reverts to the employee as compensation in the form of a pension.

The rates of pay for daily workers are lower than the rates for cadre members, whereas the qualification requirements and work expected of them are the same for both types of employees. It is noted, however, that the entrance examination is less difficult for non-career than for career employees, which is given as the basis for the difference in salary. A comparison of the rates for these two types of employees at comparable grades with the same qualifications and the same number of years of experience is shown in Table 13.

Table 13. Comparison of Salaries for Career and Non-Career Employees at the Clerk Level.

I. Career

1. Data

Position:	Clerk
Employee classification assignable to the position (Thu-ky cadre, 5th pay level):	Clerk, Class 1
Salary index number:	300
Qualification requirements:	Junior High School diploma, entrance examination, 8 years of experience
Family status:	Married with 3 children

2. Computation

Base salary: 300×12.24	3,672.00\$VN
Family allowance: $350\text{\$ (wife)} + 250\text{\$} \times 3 \text{ (children)}$	1,100.00\$VN
Cost-of-living allowance: $1,200\text{\$ (employee)} + 350\text{\$ (wife)} + 350\text{\$} \times 3 \text{ (children)}$	<u>2,600.00\$VN</u>
Total compensation:	7,372.00\$VN*

* Subject to a 6% deduction for the pension fund.

Table 13. Comparison of Salaries for Career and Non-Career Employees at the Clerk Level. (continued)

II. Non-Career

1. Data

Position:	Clerk
Employee classification assignable to the position (Daily Worker Thu-ky, Category B2, 5th pay level):	Daily worker Clerk, B1, Step 5
Qualification requirements:	Junior High School diploma, examination, 8 years of experience
Family status:	Married with 3 children

2. Computation

Base salary:	1,880.00\$VN
Family allowance: 262\$50 (wife) + 187\$50 x 3 (children)	825.00\$VN
Cost-of-living allowance: 900\$ (employee) + 262\$50 (wife) + 262\$50 x 3 (children)	<u>1,950.00\$VN</u>
Total compensation:	4,655.00\$VN

No direct comparison can be made between salaries for floaters and for career employees since no career employees are employed at this level. However, it is noted that the rates for floaters are related hierarchically to those for daily workers so that they are approximately in the same relative position vis-a-vis career employee salary rates as are those for daily workers. It should also be pointed out that laborers are considered the same as laborers in private enterprises and their wages are determined accordingly.

Pay Policy

There is no published statement of policy on compensation. It is only by analysis of the statutes and present practices that it is possible to draw conclusions as to pay policies.

Article 14 of the Constitution of the Republic of Vietnam reads as follows:

"Everyone has the right and the duty to work. Pay shall be equal for equal work.

"Everyone who works shall be entitled to an equitable remuneration guaranteeing to him and to his family an existence consistent with his human dignity."

The foregoing discussion of the compensation system clearly indicates that it is not in accord with the provisions of the Constitution quoted above. The general statute and all basic statutes pertaining to compensation for civil servants in Vietnam predate the Constitution and have not been revised to conform to it.

The general statute, as has been stated above, provides the basic policies for all civil service personnel administration. Paragraph of Article 29 states in part: "Compensation due to civil servants shall include: a basic salary, a regional cost of living allowance, a family allowance."

In previous sections it has been pointed out that all cadres are classified in hierarchical order to according to educational levels; that each cadre has a hierarchical order of grades and classes; and that a single scale of index numbers is used for all grades and classes in all cadres, as a means of computing cadre members' basic salaries. Article 29 also provides that the salary of an employee at the lowest

pay level, i.e., at the lowest index number, "must be not less than 120% of the minimum living wage representing the sum strictly necessary to permit the civil servant to live in conditions commonly considered as normal."

An analysis of these factors upon which salaries are determined indicates that there is no intent to relate basic salaries to work performed nor to establish hierarchical salary rates in relation to levels of difficulty and responsibility of work. There are only two considerations in establishing basic salaries, which are: that the lowest in the hierarchy must be 20% greater than the minimum living wage, and that the hierarchy must be developed on the basis of educational levels. There is no indication as to the interpretation to be placed upon "conditions commonly considered as normal", i.e., whether this is meant to be "normal" for another individual with the same educational level as would seem to be the most logical interpretation, or for an average Vietnamese citizen or some other criteria.

Viewed in terms of the provisions of the general statute pertaining to compensation, there are two significant aspects to the pay system in effect at present: First, the application of the regional cost of living allowance (for variations in the cost of living in each of the regions, according to the general statute) in all regions when the base salary has been established at 120% of the minimum living wage (for the lowest salary) which was determined by averaging the minimum of living figures from all regions. Second, the basic salary of the employee is intended to be at a level for supporting himself only, since

family allowances are provided, beginning with the wife and including children. On the theory that generally pay systems purport to provide an appropriate standard of living for an employee and his family, as provided in Vietnam family supplements might be considered as a part of regular pay. However, regardless of the intent, the payment of family allowances cannot help but have a socio-economic effect and at the same time greatly distort a policy of equal pay for equal work.

The reasons for establishing the numerous work-connected allowances enumerated above is not known. It has been said informally that their purpose is to compensate for the differences in duties and responsibilities among civil servants of the same grade and class. Possibly they may also stem from the fact that a younger civil servant in the lower levels with several children may receive as much take-home pay as a high ranking civil servant whose children have grown beyond the dependency age unless he has some other types of allowances. In any event, in the lower categories, a civil servant with as few as three children may receive more money in allowances than he does in basic pay. This is illustrated in Table 13 which shows sample salary calculations.

While the general statute implies a pay policy based primarily on educational levels, in actual practice this policy has been modified to provide some equalization of pay for equal work, though such equalization is as yet far from complete. The present pay system is, then a hybrid between a pay system based on educational qualifications and a pay system based on equal pay for equal work.

RECRUITMENT

Career Employees

The qualification requirements for career employment with the government fall into two categories: those prescribed by the general statute for all cadre members and the specific ones prescribed in the cadre statutes themselves. For admission to a cadre under exceptional conditions, see Exceptional Promotions in the section on Promotions.

Article 22 of the general statute requires that an individual, in order to be eligible for appointment into a cadre must establish:

- (1) That he is of Vietnamese nationality, or that he has had such nationality for at least 5 years with an exception for naturalized French and the children of naturalized French of Vietnamese origin.
- (2) That he enjoys his full civil rights and that he is of good character.
- (3) That he is at least 18 years old and not over 30. The maximum age of entry may be increased up to 5 years for candidates having a diploma of higher education and by a maximum of 10 years for candidates who have prior service which may be credited for retirement purposes. Maximum age restrictions have been lifted for currently employed non-career employees, but they do not become eligible for pension benefits unless they meet the pension requirements as to number of years of service.

- (4) That he is recognized as physically qualified for the proposed employment in conformity with regulations in effect and not afflicted with pulmonary tuberculosis or that he is completely cured of it and recognized to be so cured by a commission of medical experts.
- (5) That he meets the conditions as to diplomas or capacity required by the specific statute of the cadre into which he desires to be admitted.

Capacity as used herein refers to having completed certain prescribed years or courses of study but not having obtained a specific diploma. This status may be because the individual did not take or failed in the examination for the diploma or it may also be because no diploma is given after completion of certain units of study. For example, there are two parts of study leading to a Baccalaureate II and a student may be credited with "capacity" after either the first or second part but he does not receive either the Baccalaureate I or II until he has taken and passed the examination therefor. For all practical purposes, capacity corresponds to successful completion of years of study in a system which gives credit on a quarterly or semester basis, a transcript of credits amounting to the same thing as a certificate of capacity.

The instructions pertaining to the organization of cadres emphasize that cadre statutes must include any special eligibility requirements as to sex, nationality, or special rights or duties. The general statute says there should be no discrimination as to sex, but certain fields may be reserved for men only, such as water and forest and customs,

or for women, policewomen, midwives and nurses. Only Vietnamese citizens may become cadre members. Technicians of other nationalities may be employed on a contractual basis. Special rights and duties may include special leave or other regulations or the wearing of uniforms or insignia.

In the area of special qualification requirements, all cadre statutes prescribe the educational requirements, or, in some cases, acceptable substitutes. Most of them also specify that cadre members of certain lower cadres at specified levels and/or with a specific number of years of service qualify for taking the entry examination.

Non-career employees may apply for admittance to a cadre by general examination if they meet the qualification requirements. In such instances they are given points toward the final examination score for years of service with the government. Frequently, general examinations are closed to all except non-career employees.

Cadre members are recruited from both outside and inside public service. Active recruitment from outside the service is pursued through the media of newspapers, radio, and bulletin board notices. Unless specifically provided in the cadre statute that certain diplomas qualify an individual for cadre membership without having to take an entry examination, as sometimes happens in the cases of university diplomas, all applicants must take a competitive entry examination.

Entry examinations are of two types -- a general examination for candidates from outside the Government and non-career personnel and a special or "professional" for members of lower cadres. The general examination is an essay-type examination and may consist of several

parts, each lasting two or three hours. Special or "professional" examinations are practical application examinations or, in other words, specifically on work subjects.

The Directorate General of Civil Service recruits the personnel for administrative cadres. The various departments, upon the approval of the Directorate General of Civil Service, recruit the personnel for the technical cadres. All appointments to cadres are made by official arrete in accordance with the lines of authority explained in the section on Administrative Organization.

Non-Career Employees

The basic statute for non-career employees contains no provisions as to qualification requirements except for those as to educational levels and/or experience. The educational levels for the various categories of non-career employees are summarized in Table 2 in the section on Distribution of Categories and Employees.

In actual practice the same general qualification requirements as outlined above for career employees are observed for non-career employees, except that there are no age restrictions, and non-Vietnamese citizens may be employed.

All non-career employees must take competitive entry examinations except for contractals who may be employed on the basis of a higher education diploma or recognized skills or abilities and for non-regular laborers and lower level agents for whom no examinations are required. The Directorate General of Civil Service gives examinations and maintains rosters of individuals eligible for appointment as daily workers, except for laborers, as needed by the agencies.

A model of a contract form used for employing contractuels is shown in Appendix G. Daily workers are employed on a recruitment order (arrete). Floaters are hired "on ticket" which means a daily hire slip, except agents and assimilated daily workers who are hired by "decision".

The employment of contractuels and daily workers must be approved by the Directorates General of Civil Service and Budget and Foreign Aid and the National Committee on Contractual and Daily Workers' Recruitment.

Contractual personnel are recruited for only one year at a time, except Technical Studies personnel who are hired for two years, but their contracts may be renewed or renegotiated (re-recruitment). Daily workers are recruited for indefinite periods. If a contractual or daily worker is given a grade higher than his present one, as distinguished from a class promotion, he must be re-recruited. A re-recruitment must have the same approvals as those required for an initial recruitment.³⁶

Agencies need no outside approval for the recruitment of floater, (including agent) personnel other than the regular visa of the Obligation Control for the expenditure of funds for such personnel.

Veterans

Demobilized military men are given first priority in all personnel recruitment.³⁷ This does not mean that veterans are recruited to the exclusion of other applicants, but when qualifications are equal veterans are given first priority. Veterans may be exempt from academic degree requirements if wounded while in service or mentioned for meritorious deeds.³⁸

Some of the lower level cadres are open to veterans only. Some cadre statutes indicate specific preferences to be given veterans in recruitment and specified exemptions from the qualification requirements.

Years of military service may be used for extending the maximum age limit for cadre entrance, for fulfilling probationary period requirements, and for meeting seniority requirements for promotion. Military service used for fulfilling probationary period requirements is limited to a maximum of one year, but remaining periods of such service may be used for meeting seniority requirements for promotion up to the amount of one year in any one promotion period. The appointment arrete of the cadre member concerned must include a statement of the number of years of military service which may be credited for such purposes.

The following types of military service may be credited for the purposes mentioned in the paragraph above:

Draft service.

Mobilization (of those in reserve status).

Period of retention because of military requirements.

Voluntary service up to a maximum of two years if the period of draft service has not been served; if it has been served, (prior) voluntary service may not be credited for these purposes.

JOB ASSIGNMENTS

Career Employees

Except for the few positions specifically established by statute, there are no standards for guidance in the assignment of personnel other than those found in cadre statutes.

The organization statute for each agency designates positions at the head of each unit of the agency and cadre statutes designate the grade and class of a cadre member who may be assigned to each such position.

In general, the structure of the various agencies of the government follows a fairly consistent pattern. The most common line structure of a department consists of directorates general, directorates, services, bureaus and sections. In addition, staff offices such as cabinets and/or secretariats general are found at the departmental and directorate general levels. However, there are no existing standards for determining the structure, and therefore, there is not necessarily any correlation between the weight of duties and responsibilities of the chief of a unit in one agency and those of the chief of a unit with the same title in another agency. Furthermore, not infrequently "independent" units are found outside of the hierarchical order listed above, e.g. a directorate at the departmental level or a service or bureau at the directorate general level. The above explanation is not meant to imply that the various units of an agency should necessarily be entitled according to the weight of the duties and responsibilities of the chief of the unit, but to illustrate the differences which may exist among the true levels

of positions with the same titles to which a particular rank of employee may be assigned. For example, the administrator (Giam-Su) cadre statute specifies that a titularized assistant administrator, class III may be assigned as a chief of bureau but no distinction is made between two such positions with varying degrees of duties and responsibilities nor between bureaus under **services** and those under directorates and directorates general.

In the absence of specific standards, the following general guides have been disseminated to all agencies to be followed in the assignment of personnel to positions:³⁹

1. High ranking personnel should be assigned to supervisory positions.
2. Consideration should be given to educational level in order to assure adequate general knowledge and ability to understand the job.
3. Consideration should be given to an employee's special abilities and occupational experience.
4. Consideration should be given to the personality of the employee because it has great influence upon work and public relationships.

Technical cadre statutes also provide that their cadre members may be assigned to supervisory positions, and in such cases there is no correlation of their cadre ranks with those of administrative cadre ranks, except through the broad classification of cadres into categories by educational levels.

Non-Career Employees

Even the meager guides for the assignment of cadre personnel are lacking in the case of non-career personnel. Only by extension of the guides for career personnel to non-career personnel, who serve as substitutes for them, are there any guides for their assignments. The value of such guides is diminished by the fact that, except for contractals, who are frequently technical employees, most of the non-career employees are below the supervisory level.

Career and Non-Career Employees

In principle, department heads have a considerable amount of latitude in the assignment of personnel to jobs. However, all important assignments are subject to approval by the Presidency which frequently disapproves proposed assignments. To what extent this is due to the lack of specific standards for job assignments is not known.

PROBATION

Except in a few special cases, every career employee appointed to his first government position must complete a probationary period. The probationary period may be followed by a practical professional examination if the specific cadre statute so provides; currently, only two so provide (Notaries and Customs Inspectors). Career employees advancing to a higher cadre by means of a professional examination are excused from undergoing a second probationary period.

According to the general statute the duration of the probationary period shall be at least two years but not more than three years. No cadre statute has specified more than two years for its probationary period, but this provision has been interpreted that each agency may determine the length of the period, within the limits prescribed, in each individual case.

Service as a contractual or daily worker or in the military service (see subsection on Veterans in the section on Recruitment) prior to admittance to a cadre may be credited against a probationary period up to the amount of one year.

Non-career employees with previous service who have had interruptions in such service may still receive credit toward the probationary period if such interruptions have not exceeded three months in two years or six months in three years or nine months in more than three years of previous service. Such previous service must have been in the same type of work as that of his present position. 40

The probationary period is considered as a training and trial period and any civil servant who fails to show sufficient general aptitude, or whose service is judged to be defective, or who is recognized to be physically unqualified to perform his duties by a commission of medical experts may be separated at any time during the probationary period after advice by the Administrative Commission for Personnel. Separation or titularization in the cadre is obligatory within three months following the expiration of the third year of the probationary period. Any employee serving his probationary period who is separated for any cause other than for disciplinary measures is entitled to a termination allowance equal to one half month's total compensation for each six months of service.

Non-career employees do not serve probationary periods.

TITULARIZATION

Titularization is the personnel action of granting permanent status to a cadre member, usually at the completion of a probationary period, though in a few instances probationary periods are not required. It is granted by the appointing authority on the recommendation of the interested chief of service, and for Category A and B cadre members it is accomplished only after advice from the Administrative Commission for Personnel. Titularization granted after the serving of a probationary period includes advancement to the next higher pay step.⁴¹

Titularization applies to cadre members only.

EMPLOYEE EVALUATION

Career Employees

The only provisions in the general statute concerning employee rating are in connection with the maintenance of service records.

Article 15 of that statute prescribes that:

"An administrative booklet shall be issued to each civil servant, in which shall be inscribed, in chronological order, all changes occurring in his administrative status, his family status, and, if applicable, with regard to (his) obligations for military service."

This article has never been fully implemented; the employees have never been provided with administrative booklets. In lieu thereof, the data mentioned above is maintained on a civil servant card in the personnel office, this being considered a more practical method because it would be more difficult to assure that employee administrative booklets are kept up to date and because of the greater possibility of loss thereof in the hands of the employees and the consequent work involved in issuing duplicates. Initially the card is sent to the employee to fill out and then kept up to date by the personnel office.

Article 40 requires that each civil servant must bring his service record up to date each year on that which concerns information about his administrative and family situation. It also states:

"A general evaluation of his manner of serving and his professional value shall be entered in said record by his immediate supervisor as well as by the interested chief of service.

"Specifically, in that which concerns functionaries of Category A, the efficiency rating made by the chiefs of services must be submitted for review by the interested Ministers or regional Governors who shall add, if appropriate, their personal evaluations".

In actual practice, civil servants are rated in the last calendar quarter of each year. At the beginning of the quarter an arrete is promulgated which prescribes the rating procedures, and Performance Rating Forms are distributed to all employees which are to be completed and turned in by the end of October. A sample of the Performance Rating Form is included in Appendix H. The employee completes and certifies the first portion of the form as to his administrative and family status (in order that his service record may be brought up to date). Then his supervisor completes the next portion of the form, rating the employee on his abilities and professional values and submits the form to his supervisor for his comments and recommendations, from whom it goes to the secretary of state. According to the general statute, if the employee has fulfilled seniority requirements for promotion, he must be proposed therefor or his supervisor must give his reasons for non-proposal.

Supporting documents must be attached to the rating form if an employee is entitled to (1) substitution of military service for seniority purposes, and (2) increased seniority for service in a hazardous duty area or for a certificate from the National Institute of Administration or other diploma, or if there are other extenuating circumstances.

Non-Career Employees

The procedures for evaluating the performance of non-career employees are substantially the same as those for career employees, except that Category D2 employees are not rated. However, a form entitled Promotion Recommendation Form for Non-Career Employees, a

sample of which is included in Appendix I, is used in lieu of the Performance Rating Form. It is less extensive than the Performance Rating Form; as its title indicates, it is primarily a form for recommending promotions rather than for obtaining a full evaluation of the employee's abilities and performance. See next section on Promotions for further details on the Promotion Recommendation Forms.

PROMOTIONS

Career Employees⁴²

In the Vietnamese civil service system, there is no distinction between a pay increase and a promotion; any advancement on the scale of salary index numbers is called a promotion.

The regulations governing promotions provide that:

A promotion is given at the option of the appointing authority.

No employee may be promoted unless he has served at least two years in his present class, except in cases of substitution of military service or increased seniority. The substitution of military service is explained under the heading of Veterans in the section on Recruitment. Civil servants on duty in unsanitary or dangerous areas accrue increased seniority at the rate of time and one-half for such duty. Areas considered as unsanitary or dangerous are prescribed by Presidential arrête. Also, civil servants who acquire six certificates for completion of night school courses (four required and two elective) at the National Institute of Administration are given increased seniority equal to one year.⁴³

No employee may be promoted unless he has been recommended for promotion.

No employee of a given class may be called upon to make a recommendation regarding the promotion of another employee in a hierarchically superior class nor be designated as a member of the Administrative Commission for Personnel when he is in competition with colleagues in his own class.

The name of a candidate recommended for promotion must be inscribed on a promotion register prepared by the concerned Administrative Commission for Personnel.

No employee may be entered upon the promotion register except to the next higher echelon, i.e., the next higher class or step according to the terminology used in his particular cadre statute. (However, two subsequent statutes provide for promotions under exceptional circumstances and are discussed below under the heading Exceptional Promotions.)

Candidates for promotion shall be entered upon the register in order of merit, and in case of equal merit by seniority. Promotions take place in this order except when disciplinary action requires deletion of an employee from the register, or delay of promotion. Employee ratings are discussed in the section on Employee Evaluation.

Promotion registers must be promulgated by arretes the 15th of December of each year at the latest, to take effect the first of January of the following year. They shall cease to be valid at the end of the year for which they are prepared.

Notwithstanding the above provisions, if an employee has received no advancement for four years since the date of his last promotion and has suffered no disciplinary punishment, his name shall be inscribed at the top of the promotion register for the following year.

Each year a Presidential circular prescribes the procedures for making promotions and the percentages of cadre members which may be promoted. The percentages may vary from year to year but over the past several years they have been about 60% of the eligible employees in Category A cadres and 66% of those in Category B and C cadres.

In actual practice, the full allowable percentages of cadre members, which are maximum percentages, are not always promoted, reportedly because of lack of funds in the departments; promotions are not made on the first of the year and the pay increases are effective only from the date of the document of promotion, but the promotion is retroactive to the first of the year for seniority purposes; and promotions are not always made beginning from the top of the promotion registers, even when employees who have had no advancement for four years are at the top of the registers.

Non-Career Employees

In general, promotion requirements and procedures are substantially the same for non-career employees as for career employees, except for Category D1 and D2 employees.

There are no promotion procedures for flat-sum contractual personnel since any change in salary or rating is the subject of re-negotiation of the contract. Assimilated cadre contractual personnel must have three years' seniority in grade and a proposal for promotion before becoming eligible for promotion.⁴⁴ Daily workers, except those in Category D1, must have two years' seniority in class and the proposals of their supervisors before becoming eligible for a one-class promotion.⁴⁵

All Promotion Recommendation Forms for Non-Career Employees, also discussed in previous section on Employee Evaluation, are submitted to the Directorate General of Civil Service which in turn submits them to the National Committee for Contract and Daily Worker Recruitment. The Committee makes its recommendations for promotions which can be implemented

only after visa by the Secretary of State at the Presidency or the Director General of Civil Service. The promotion of a non-career employee from one grade to a higher grade as distinguished from a class promotion is handled as a re-recruitment and must be processed through the same formalities as for the original recruitment of an employee.

Category D1 daily workers are granted a fifty piaster monthly increase in pay for every two years of seniority.⁴⁶

There are no provisions for promotions for floaters, Category D2, since they are actually temporary workers paid on an hourly basis. Agents do receive pay increases, as indicated in Table 10, Schedule of Salaries and Wages for Daily Workers and Floaters, but the bases for granting them are not prescribed.

Exceptional Promotions

A separate statute⁴⁷ prescribes that exemption may be granted from the regular provisions governing promotions for special promotions from grade to grade or from cadre to cadre "for civil servants whose achievements have been especially beneficial to the nation and the Vietnamese people." The statute also provides that exemptions from the usual requirements for admission to a national cadre may be granted to a non-career employee or private person with such achievements to his credit. An exceptional promotion or admission must be in or to a cadre "which is substantially related to the nature of the achievement of the individual". The President is responsible for deciding the classification in grade or the admission to the cadre on the basis of the seniority, if applicable, the abilities and the achievements of the individual concerned and on the advice of the Committee on Exceptional Promotions.

Promotions are not frequently given on the basis of this statute. It is not used as a basis for rewarding employees with records of outstanding performance on their jobs.

Another recent statute also provides for promotions on a basis other than the provisions of the general statute.⁴⁸ This statute is designed as an incentive for members of administrative cadres to improve themselves by obtaining higher educational degrees. It partially overcomes the previous disincentive which resulted from prohibiting any employee from being promoted except to the salary index number next above his present one after a prescribed period of seniority regardless of his qualifications. It does not, however, provide for a reclassification of the employee commensurate with the degree he obtains in accordance with the standards prescribed in either the general statute or the specific cadre statutes.

This statute prescribes that an employee of an administrative cadre who obtains a specified higher degree than he previously held may be given a one-class promotion, except for messengers who may be given a two-class promotion. It also provides for promotion to a higher cadre on the basis of such degrees but only to the salary index number next above the one for his class in his former cadre. Hence, the employee is not reclassified according to his new educational level but he is given a one-step pay increase, except in the case of messengers who are given a two-step increase. In fact, being a cadre member works to his disadvantage as compared with an individual who is outside of the civil service. For example, a member of a cadre of lower rank than that of

the senior clerk cadre who acquires a Licence in Law may be promoted to that cadre (a Category B cadre), yet an individual outside of the civil service who has a Licence in Law has the qualifications for taking the cadre entrance examination for the administrator cadre in Category A.

TRANSFERS

Regulations governing the transfers of personnel are not very specific, so that this section is limited to some generalities. In principle, frequent transfers of personnel are to be discouraged in order to encourage greater specialization of employees in their work. This policy pertaining to transfers among departments, presumed to be more or less permanent in nature, should not be confused with the policy of rotation of personnel through various jobs within a particular field of work for training purposes.

If a department has urgent need for the services of a particular specialist, a request is submitted to the Directorate General of Civil Service together with the reasons for the request. The transfer of such an employee must have the approval of that agency as well as of the two departments concerned.⁴⁹ Further, the intra-departmental transfer of employees of the rank of chief of bureau and above must have the approval of the civil service agency.⁵⁰ The statutes governing the transfers of personnel indicate a high degree of autonomy on the part of department heads, but informal information indicates the greater degree of control by the civil service agency outlined here.

If a department has a surplus of personnel, such personnel are transferred to the Directorate General of Civil Service for reassignment.

Instructions on the subject of transfers do not specify the types of employees but it is presumed that they apply to career employees only and more specifically to administrative cadre members because of

the departmental nature of technical cadre personnel, and the policy of hiring non-career employees for specific positions (work assignments).

There are provisions for detached service status for cadre members as discussed in the section on Types of Employment and Status.

LEAVES

Unattached status and military leave covered in the section on Types of Employment and Status are called types of status in the general statute but are forms of leave.

Annual Leave

Career Employees

Career employees on active duty, with the exception of teachers who have 30 days or more of school vacation, are entitled to 30 days of paid leave per completed calendar year of service. Periods of sick leave are included in periods of completed service. Authorized short periods of leave granted an employee during the year are deducted from the maximum amount of annual leave. Leave accrued for one year of completed service may not be carried over to the succeeding year except by special written authorization of the proper authorities.⁵¹

Administrative leave is in effect a form of annual leave. A career employee who has completed six years of uninterrupted service and who has not used more than three months of annual or convalescent leave is entitled to administrative leave of six months with full base pay and full allowances for family members but not to any other allowances. Full allowances for family members have been interpreted to include the regional cost of living allowance for the civil servant and his family members as well as family allowances.⁵²

Non-Career Employees

Non-career contractual and daily worker employees are entitled to 15 days of leave with pay for each year of completed service. As in the case of career employees, short periods of authorized leave taken during the year are deducted from the maximum amount of annual leave. However, to meet the needs of operations, heads of agencies at their discretion may shorten the maximum period of leave to less than 15 days. In at least one agency only seven days of annual leave for each six months of service is granted.⁵³

Non-career employees are not entitled to administrative leaves.

There are no provisions for annual leave for floater personnel.

Sick Leave -- including Convalescent and Duty-connected Sick Leaves

Career Employees

Career employees are granted sick leave for duly verified illnesses in accordance with the recommendations of the administration's doctor. As to the length of allowable sick leave, Article 68 of the general statute says:

"The duration of leave shall correspond to the period which shall be judged to be necessary for the treatment of the malady."

This article also says:

"Convalescent leave or extensions of such leaves shall be granted by periods of one to three months, renewable by "decision" of the Minister or regional governor as the case may be, on the basis of expert medical advice."

Career employees granted convalescent leave are entitled to full base salary for the first three months and to one-half base

salary for the following six months. Article 69 of the general statute adds that:

"Throughout their leave they shall retain the total of their family allowances."

As in the case of administrative leave, this provision has been interpreted to include full regional cost of living allowances for self and family during the first three months but only one-half of such regional cost of living allowance during the following six months. However, full family allowances are paid for the full period.⁵⁴

Article 69 also provides

"At the expiration of the ninth month of convalescent leave, if the functionary is unable to return to duty he shall either be placed on leave without pay (special status) or, if he is recognized to be totally incapable of serving by an expert medical commission, separated for reasons of health or permitted to retire in accordance with a recommendation of the Administrative Commission for Personnel.

"In no case may the total of sick leave and convalescent leave exceed one year."

There are two exceptions to the time limitations specified just above. The first exception is of a nature which is usually referred to as on-duty injury or illness but in the general statute it is treated as an extension of convalescent leave with a modification of the provisions for compensation. Article 70 of the general statute provides that the one-year limitation period shall be extended to two years "in all cases of injury while on official duty, or of serious endemic or epidemic illness to which the

functionary was exposed by the requirements of duty," providing that a formal certification of the origin of such injury or illness was specifically included in the medical certificate issued to the employee. This article also provides that in these cases the civil servant shall receive full pay and shall be entitled to reimbursement for the medical fees and costs directly attributable to the illness or accident. At the expiration of the second year, the civil servant shall be terminated, placed in special status, or retired.

"Full pay" as used in this instance means basic salary plus all allowances, except that those allowances which are directly attributable to the employee's position are paid to his replacement if there is one during his absence from work.

The second exception to the time limitation on convalescent leave is contained in Article 71 which provides that a civil servant "afflicted with tuberculosis, leprosy, mental illness or cancer shall, by law, be placed on leave of long duration by periods of six months," which are renewable. The civil servant shall receive the total base salary for a period of up to five years and shall be entitled to the total of family allowances. Each period of long-term leave is granted only upon the advice of an expert medical commission which must examine the civil servant before each renewal of leave. If at the expiration of his long term leave (a maximum of five years) he is unable to return to duty, he shall be placed either on leave without pay or on the advice of the expert medical commission be permitted to retire.

Female civil servants are entitled to maternity leave of two months at full salary.

Doctors, nurses, and hospital attendants assigned to radiological or radium therapy duty are entitled to a 30-day leave for each six-month period of service, which is governed by an arrete of the Secretary of State for Public Health.

Non-Career Employees

Non-career employees are entitled to the same type of sick leave benefits but at reduced rates. A non-career employee is entitled to full pay while he remains in a hospital. If he is unable to return to duty, when he leaves the hospital, he may use any accumulated annual leave and in addition may be granted convalescent leave for up to 30 days. For the first 15 days of convalescent leave he is entitled to full pay and for the following 15 days he is entitled to one-half of his full pay. If a non-career employee's illness or injury is certified by a medical expert evaluation committee as being the result of his services, he is entitled to one and one-half months' leave with one-half of his full pay.

DISCIPLINE

Career Employees

A civil servant found guilty of not carrying out his responsibilities and obligations (included in the portion on Responsibilities, Rights and Obligations in the section on Types of Employment and Status) is subject to one of the following disciplinary measures.

- a. Reprimand.
- b. Recorded censure.
- c. Transfer.
- d. Delay of promotion for one or two years, involving where pertinent removal from the promotion register.
- e. Demotion of one or two classes.
- f. Temporary suspension without pay for three to six months.
- g. Dismissal without loss of pension rights.
- h. Dismissal with loss of pension rights.

Article 46 of the general statute provides that reprimand and censure shall be imposed by the chief of service where the employee works and that the other penalties shall be imposed by the appointing authority upon the recommendation of the chief of service and the advice of the disciplinary committee.

Succeeding articles prescribe the constitution of the Disciplinary Committee (see Advisory Bodies under Administrative Organization), the employee's rights and appeals and punishment procedures, summarized below.

No disciplinary action may be taken against the employee without his having had prior review of his record and an opportunity to present his written statement as to the charges against him, except that failure to avail himself of this opportunity does not preclude action by the Disciplinary Committee. Both the employee and the committee have the right to call witnesses; the employee may be assisted by defense counsel, either a lawyer or a colleague of the same cadre. The Disciplinary Committee may order an investigation if it considers that it has not been given sufficient information for appropriate action. The committee should give its opinion within one month if possible, except that if an investigation is ordered the period is extended to three months.

In cases of suits before criminal courts, the President of the Disciplinary Committee, after obtaining the agreement of the concerned secretary of state, may decide whether or not the committee should pronounce its opinion before the court renders its judgment.

If an authority having disciplinary power imposes a penalty more severe than that recommended by the Disciplinary Committee, the employee is authorized to file an appeal within one month from the date of the notice of the disciplinary decision, to the Presidency. However, these provisions do not prevent the immediate application of the penalty imposed by the authority having disciplinary power.

The Presidency, after examining the dossier on the case and any observations presented by the disciplinary authority, makes a final decision, except for recourse to the Administrative Court, either by notice that there is no reason to act upon the appeal or by recommendation for modification of the penalty imposed.

In case a grave fault is committed by an employee, failure to meet professional obligations or violation of common law, he may be suspended immediately by the disciplinary authority. The suspension notice must specify whether he is to remain on full salary or the amount to be withheld, which may not exceed one-half of his basic salary. He continues to receive full family allowances.

Action must be taken on the suspension within three months, at the end of which if no decision has been made, the employee starts receiving his full compensation. At the end of this period, if no decision has been made, or if the penalty imposed is less serious than demotion, the employee is entitled to reimbursement of the amount withheld from his compensation.

If a suspended employee is the object of a criminal suit, the suspension, including the withholding of pay, may be extended beyond three months, up to the issuance of the judicial decision.

An employee who is under arrest on felonious or criminal charges, or is provisionally dismissed, receives one-half of his basic salary and the total of his family allowances during his imprisonment and up to and including the date on which the judicial decision regarding his case becomes effective. If the employee receives an acquittal or an order of failure to show case and he is subjected to no administrative penalty greater than a reprimand, censure or disciplinary transfer, the amounts withheld from his compensation are returned to him. In all other cases, the employee has no right to any refund.

An employee who is demoted for disciplinary reasons can begin to acquire seniority for purposes of promotion only from the date of the disciplinary decision and he may not be recommended for promotion until he has fulfilled the required minimum seniority for eligibility for promotion.

The penalty of a delay of one or two years in promotion imposed upon an employee begins to run from the date of the decision only if he has at that time completed the necessary period of service to make him eligible for promotion; if he has not completed such period, the penalty is effective on the date when he has completed it.

An employee who is dismissed with loss of pension rights retains the right to reimbursement for the amounts of retirement deductions which have been withheld from his salary.

Disciplinary decisions are incorporated into the personnel records of the employee concerned.

An employee who has been subjected to a disciplinary penalty but not expelled from his cadre may, after three years if a reprimand or censure is involved, and after six years if any of the other types of disciplinary action is involved, present a request to the Secretary of State through his supervisor for deletion of the penalty from his record. The secretary of state makes his ruling after obtaining the advice of the Administrative Commission for Personnel.

Of the disciplinary provisions of the general statute summarized above, those pertaining to review of his record by the employee concerned in a disciplinary case and to the Disciplinary Committee have been

temporarily suspended by a subsequent ordinance.⁵⁵ According to this ordinance, as amended, "the ministerial council considered and decided that in the particular present situation:

"Article 1. To discontinue temporarily, until there are new orders, the execution of the articles concerning the establishment of the disciplinary committee, and the rights of civil servants subjected to disciplinary charges to examine their files for making their pleas before punishment is determined.

"Article 2 (new). The Prime Minister, Ministers and delegates at regional governments and the Southern Highland (PMS) are vested with full power to punish all civil servants under their jurisdiction, either because they have violated the disciplinary code according to current regulations (committing faults relating to their positions, disobedience, disturbances, behaviour which is detrimental to the prestige of the government when on or off duty, private activities for personal gain, and spouses having a lucrative business without having reported it to the authorities, etc.) or because while carrying on their function they have an attitude not in keeping with the national spirit of service (passivity, shirking responsibility, counter-propaganda, conspiracy in opposition organizations, etc.).

"In addition to the punishment prescribed by current regulations (reprimand, recorded censure, transfer [for disciplinary purposes], delay of promotion by one or two years involving where pertinent removal from the promotion register, demotion of one or two grades, temporary suspension without pay for three to six months, dismissal without loss of pension rights, and dismissal with loss of pension rights), civil servants of all cadres who violate disciplinary codes or who have an attitude not in keeping with the national spirit of service may be placed in the status of indefinite suspension without pay until new orders are issued."

Non-Career Employees

Prior to the promulgation of a statute in 1957⁵⁶ there were no regulations governing disciplinary measures for non-career employees which resulted in the only form of disciplinary action being discharge.

Since then they have been treated the same as are career employees, except that in the case of discharge, termination allowance is not paid (career employees may or may not lose pension rights), and in the case of appeals from adverse decisions Category D1 and D2 cases go to the Labor Court instead of to the Administrative Court.

Career and Non-Career Employees

In addition to the disciplinary measures of the general statute the criminal code prescribes severe punishment for government employees found guilty of conflict of interest, bribery, abuse of authority and other corrupt practices and prohibits such employees from resumption of services with the government.

In order to maintain an equilibrium in the punishment inflicted on employees in the various departments, each is required to submit any proposed punishment to the Directorate General of Civil Service for advice before imposing the punishment.

TERMINATION

Career Employees

Civil servants may not discontinue their duties, except under unavoidable circumstances (examples - illness or kidnapping) without having obtained prior approval from their superiors. A civil servant who abandons his position prior to the date set by competent authority is subject to disciplinary penalties.⁵⁷ In cases of concerted or simultaneous work-stoppages, or of concerted obstruction or slow-down in the proper operation of the service, culpable employees may be subjected to disciplinary penalties without observing the formalities required in ordinary disciplinary cases.⁵⁸

Termination involving separation from cadre and loss of civil service status occurs in cases of:

- a. Resignation, accepted in accordance with regulations.
- b. Discharge (without prejudice).
- c. Dismissal.
- e. Retirement.

A civil servant may resign only by submitting a written request stating his unequivocal desire to leave the cadre. The resignation is not effective until it is accepted by the appointing authority and takes effect on the date established by that authority. Acceptance of a resignation does not preclude subsequent disciplinary action within a period of two years arising from facts which were not revealed to the administration before such acceptance.

In the case of a rejection of a resignation the civil servant concerned may appeal to the Presidency, which shall issue a documented opinion and transmit it to the appointing authority with a view to a re-examination of the request of the civil servant.⁵⁹

In case of elimination of positions or cadres, civil servants may not be discharged except in accordance with special laws regarding such reduction in force, establishing special provisions as to requirements of advance notice, and indemnification of employees concerned.⁶⁰

A civil servant who becomes afflicted with a physical or mental handicap which precludes his ability to serve shall be permitted to retire if he is eligible for retirement or he shall be discharged. Such action must be based on the advice of a commission of medical experts and the Administrative Commission for Personnel. If an employee who is ineligible for pension benefits is so discharged, he receives an indemnity computed on the basis of one month's pay per year of service including family allowances, provided that the total of such indemnity shall not exceed 12 months' salary.

Civil servants, except those who are terminated because of reduction in force or discharged for cause, may have conferred upon them honorariums either in their final grade or the next higher grade.

Civil servants who reach retirement age but who have not fulfilled the requirements for pensions are entitled to an indemnity equivalent to one month's pay for each year of service up to a maximum, equivalent to six month's pay.

Non-Career Employees

Non-career employees may be terminated on the basis of a reduction in force at any time upon proper notice in accordance with their contract or employment agreement and by the process of not renewing the contract or employment agreement. These employees, except those dismissed for cause, are entitled to a termination allowance equivalent to one month's pay for each year of service up to the equivalent of six month's pay.

RETIREMENT BENEFITS

Career Employees

Only career employees acquire pension benefit rights. The government deducts six per cent of a career employee's basis salary to which it adds a contribution equal to 10% of his basic salary and forwards it to the pension fund. For several years the Government contributed 20% and accumulated a large reserve. It then reduced its rate to 15% and last year again reduced it to 10%. There were, however, no changes in the pension benefits.

To qualify for full pension benefits an employee must have served for 30 years and attained the age of 55. If an employee attains the age of 55 years with more than 20 years' service but less than 30, he may apply for a proportional pension. If an employee qualifies for a disability pension before he attains age 55, he may apply for a proportional disability pension.

The formula for computing all types of pensions is: $\frac{ABS \times NYS}{R}$

ABS equals Average Basic Salary for the last three years of service.

NYS equals Number of Years of Service.

R equals Rate, variable according to the type of pension.

There are six types of pensions: Seniority retirement, proportional retirement, disability seniority retirement, disability proportional retirement, widows' and orphans'. The eligibility requirements and the rates for these are as follows:

Seniority retirement pension -- 30 years of service and age 55, the rate for which is 1/60.

Proportional retirement pension -- More than 20 years of service but less than 30 and age 55, or certified physical incapacity for continuing service, at two different rates: 25 to 30 years of service, 1/75; and 20 to 25 years of service, 1/90.

Disability Pensions -- Permanent disability as a direct result of duty-connected injury or illness, of which there are two types:

Disability seniority retirement pension, more than 20 years of service but less than 30, 1/60.

Disability proportional retirement pension, less than 20 years of service, 1/75.

Widows' pension -- Widow of an employee eligible for or receiving a pension at time of death, the equivalent to of one-half of the spouse's pension plus 100 piasters for each dependent child up to a maximum of three. If the widow is a civil servant she may choose the more advantageous of her salary or the pension, or if she is also a retired civil servant, the more advantageous of the two pensions.

Orphans' pension -- Dependent children, the equivalent of the widow's pension or the more advantageous of the two if both parents were eligible for pensions, plus family allowance for each child, except the first one, up to the age of 21 regardless of the number of children. If the pension is a proportional pension the family allowance is reduced by one-half.

According to the formula and the rates shown above, a middle-ranking civil servant entitled to full seniority retirement pension

will receive one-half of the amount equal to his average base salary during the last three years of his service. This, however, amounts to about 40% of his total pay assuming that he was entitled to only the minimum allowances, i.e., regional cost of living and family, and assuming that he has a wife as his only legal dependent. This percentage decreases for those who held higher classifications even though they have the same family status if they held positions which carried other types of cash allowances and allowances in kind. In cases of proportional pensions, the amount of the pension may drop to about one-fifth of the base salary and be a correspondingly lower percentage of total pay.

If for any reason an employee does not qualify for a pension, as in the case of a non-career employee who enters a cadre over the normal age for admittance, he is entitled to a refund of the contributions which he has made to the pension fund.

WORKMEN'S COMPENSATION

There are no "workmen's compensation" provisions per se. On-duty injury or illness cases are accorded special treatment under the provisions for sick and convalescent leaves, medical care and hospitalization, and retirement pensions.⁶¹ There are no provisions for compensation for permanent disability, though an employee may be given a lump sum payment for such disability on an ad hoc basis.

Formerly, there were provisions for paying dependent family members an amount equivalent to the principal's salary for the duration of their dependency or until their death, in death-on-duty cases, but these provisions have been replaced by the death-in-service and death-in-extraordinary-service allowances which are discussed in the section on Employee Classification and Compensation.⁶²

RETENTION IN SERVICE AND REINSTATEMENT

Career Employees

If the needs of the government so warrant, a career employee may be retained in service beyond the retirement age of 55 years upon proper certification that he is capable of continuing his duty. He cannot be retained in service beyond 58 years of age.

A civil servant who resigned from a cadre is readmitted to his cadre as a probationer unless there are provisions to the contrary in the individual cadre statute.⁶³

A former cadre member may be reinstated if he meets all of the necessary requirements including those of age. In the past, entry into a cadre has been in part governed by the age of the individual in order that it would be possible for him to acquire sufficient seniority for pension benefits at retirement age. Former cadre members were not subject to the age limitations for initial entry into the cadre but had to be able to complete at least a total of 20 years of service before reaching age 55 (the minimum requirement for a proportional pension) in order to be eligible for reinstatement.⁶⁴ However, since the promulgation of the statute lifting the age restrictions for admittance to cadres for contractuales and daily workers,⁶⁵ it has been applied to cases of reinstatement of career employees also so that there are no longer any age restrictions on their reinstatement.

Retired employees may, and frequently do, take non-career employment with the government. In such a case, Category A and Category B1 employees ~~share~~ hired on one-year-term contracts which may be renewed

or extended, and their pay is equal to the monthly take-home pay they enjoyed prior to their retirement, minus their monthly pension benefits. Category B2, B3 and C employees are re-employed as daily workers with full pay in the appropriate categories plus their pension benefits.⁶⁶

Pay as used here includes base (take-home) salary, family allowance and cost-of-living allowance.

HEALTH AND WELFARE

Pre-Employment Physical Examinations

All candidates for employment with the government are required to take pre-employment physical examinations. Specific health standards are prescribed for all types of employees.⁶⁷

Medical Care and Hospitalization -- Career and Non-Career Employees

Civil servants and retired civil servants and their dependent family members are entitled to free medical examinations and treatment in government hospitals paid for by the agency to which the civil servant is or the retired civil servant was assigned.⁶⁸ They are also entitled to hospitalization in government hospitals at nominal fees if the examining physician so authorizes and upon visa of the agency of the employee or retired civil servant and the financial officer concerned.

For purposes of hospitalization (type of accommodations) all employees are grouped into three classes, according to the amount of their base salary, with a graduated scale of fees assigned to the three classes. Dependents are classified according to the classes of their principals. The classes and fees are shown in Table 14.

Table 14. Classes for Purposes of Hospitalization and Corresponding Fees.

Class	Base Pay Ranges		Fee Per Day ^{1/}
	Salary Index Numbers (Career)	OR Amount of Base Pay (Non-Career)	
First	430 and above	4,947\$ and above	12\$
Second	200 to 420	2,301\$ to 4,946\$	10\$
Third	Below 200	Below 2,301\$	8\$

^{1/} For retired civil servants and their dependents the fees are one-half.

For children from five to 12 years of age the fees are also one-half and for children under five years of age, one-fourth.

For infants there is no charge but they must be cared for by accompanying adults for whom the full fee is applicable.

Civil servants who require hospitalization as a result of an on-duty injury and civil servants and retired civil servants who require hospitalization as a result of a disease or injury caused by the war are exempt from the hospital fees if they have medical certificates and certificates from their agencies to that effect.

A civil servant or a retired civil servant or one of their dependent family members is authorized private hospitalization in a private hospital only when the director in charge of a government hospital authorizes a transfer to a hospital which formerly treated government employees. In such cases the fees are as follows:*

* At one time there were four classes in the schedule of rates for government hospitals but that schedule was revised to provide for only three classes by Rectification No. 1138-TTF/CV of 24 April 1956 without any change to this schedule.

First class 50 piasters per day.

Second class 40 piasters per day.

Third class 30 piasters per day.

Fourth class 20 piasters per day.

For purposes of convenience, eligible individuals, if the examining physician (government) decides it is necessary, may request treatment in private hospitals providing they agree in writing to the payment of the difference between the cost of treatment in government hospitals and in private hospitals.

If an individual eligible for government hospitalization goes to a private hospital of his own accord, he is liable for the full cost of the hospitalization but he is entitled to reimbursement only up to the amount for which the government would have been liable had the individual been hospitalized in a government hospital, less the amount of the fees for which the individual would have been liable.

Welfare

The only sizeable employee organization of any consequence is the National Revolutionary Civil Servants' League, not to be confused with the organization called the National Revolutionary Movement. Although there is no connection between the two organizations many civil servants belong to both organizations. It is somewhat active in matters pertaining to government employees, but it seems to be as much or more an organization for promoting government policies as it is for responsiveness to and sponsor for government employees' problems.

There are no exclusively civil service employees' professional organizations, though some of the civil servants belong to the few new professional organizations now developing in Vietnam.

There are some departmental recreational (mainly athletic) and cooperative associations but as yet none are on any extensive scale.

TRAINING

Because of the urgent need for qualified personnel in the new government, a number of schools have been established for training both present and prospective civil servants. Some of the schools are operated exclusively for the purpose of training civil servants, i.e., students must agree to work for the government for a prescribed number of years after graduation, usually ten years, in which cases they are usually paid some allowances during their period of training. Civil servant students are paid their regular salaries during their training periods. Other schools are open to the public as well as to present and prospective civil servants and the graduates are under no obligation to work for the government, but they provide a source of trained personnel from which the government can draw for its needs.

All of the schools are "technical", meaning that they train personnel for technical cadres, except the National Institute of Administration. The National Institute of Administration trains administrative personnel for the three highest level administrative cadres. In fact, the cadre statutes for the administrator and field administrator cadres specify that the members of these cadres shall be recruited from among the graduates of the Institute exclusively, insofar as it is able to supply their needs.

Many of the schools provide in-service training as well as their regular courses, and in some instances this confers special benefits upon civil servants. For example, completion of prescribed night school

courses at the National Institute of Administration entitles civil servants to one year of increased seniority toward promotion.

A list of these schools is included in Appendix K.

The National Institute of Administration is the only agency of the government which provides over-all direction in the field of in-service training. It provides technical assistance and advice in organizing and conducting in-service training activities in the various departments and provinces, and endeavors to get the agencies to assume a more active and comprehensive role in the field. In addition it offers training courses from time to time.

There are now boards of directors in each of the major agencies and most of the provinces responsible for the promotion of in-service training, and training centers are gradually being established in the provinces as well as in the departments.

ADMINISTRATIVE ORGANIZATION

The Directorate General of Civil Service

Article 16 of the general statute charges the President with the responsibility for the direction of the civil service system and provides that he shall be assisted by either a Secretary of State for Civil Service or a Director of Civil Service. The direction of the civil service system has been assigned to various agencies of the government in the past. In 1955 it was established as a Directorate General of Civil Service at the Presidency where it has remained ever since. ⁶⁹

Article 16 also prescribed that the director of civil service shall have the following responsibilities:

To supervise the application of the general statute and to assure, in particular, the conformity of regulatory provisions of the various agencies with the general principles established in the statute.

To review, in collaboration with the secretaries of state, the application of the general rules provided by the general statute for the recruitment of personnel and the organization of cadres.

To establish, in collaboration with the Directorate General of Budget and Foreign Aid and the interested secretaries of state, the conditions for compensating the personnel.

To conduct research and collect over-all statistics pertaining to the civil service.

To proceed, in collaboration with the secretaries of state, with the organization or reorganization of the agencies and the perfecting of work methods.

Other responsibilities assigned to the Director General of Civil Service by decree include: ⁷⁰

To assume responsibilities delegated by the President.

To administer all administrative personnel.

To obtain agreement

With other departments on the personnel administration of specialized daily and contractual personnel for which departments concerned are responsible.

With all regions on the personnel administration of local personnel. For the appointment of the province chief, the decision of the region must be approved by the Minister of Interior with the agreement with the Director General of Civil Service. (With the abolition of the regional levels of government, regional personnel were absorbed by the central government agencies).

By statute the President (or his Secretary of State) is responsible for signing all arretes (all important personnel actions as well as the establishment of cadres are made effective by arretes) pertaining to Category A cadres and personnel, and to all administrative personnel in addition to those in Category A. Those pertaining to Category B and lower categories for the technical employees of the departments are

signed by a Secretary of State after review and concurrence by the Directorate General of Civil Service, and the Directorate General of Budget and Foreign Aid if funds are involved, and after approval by the President. The President is also responsible for approving all decisions and contracts concerning the management of career and non-career technical personnel of the departments. He has, however, delegated much of this responsibility to the Director General of Civil Service as follows:

Management of administrative personnel, career and non-career, for Category B and lower category personnel except for arretes on reinstatement and admission to cadres, additional recruitment of non-career employees and punishment actions. (With respect to the last item, see modification in section on Discipline.)

Payment of retirement pensions for all career employees.

Payment of compensation (to relatives) on behalf of career and non-career administrative personnel in cases of kidnapping, disappearance or death-on-duty.

Review and concurrence on all arretes, decisions and contracts concerning the management of career and non-career technical employees of the departments for Category B and lower category personnel, except for documents on the recruitment of additional non-career employees and punishment actions.

There are statutes governing the utilization of floater (D2) personnel but their employment and personnel actions are approved by secretaries of state subject only to regular procedures for obligating the funds for their wages.

In general, the original intent of the civil service system was for the departments to have considerable authority in personnel matters with a high degree of centralization at the Presidency for important cadre and cadre personnel actions. There has been a trend over the past several years towards centralizing more control over all personnel administration in the Directorate General of Civil Service. This has resulted from the delegation of authority from the President as outlined above, and from Presidential direction increasing the number of personnel matters which must be submitted to that agency by the departments as has been indicated elsewhere herein.

With regard to the provisions charging the Directorate General of Civil Service with responsibility of coordinating (obtaining agreement upon) the organization and reorganization of the departments and improving work methods, or in other words, organization and methods activities, such activities have not been vigorously pursued by that agency, due in part to the lack of an adequate staff of competent personnel for this work. There is only a small bureau in the Service of Contentious Matters to handle these activities. The agency does, however, review all proposed organizational and reorganizational changes in the government and performs a limited amount of organization and methods

works in connection with the consideration of such proposed changes. Other agencies of the government, the Directorate General of Budget and Foreign Aid and the National Institute of Administration, also have statutory responsibilities for this type of work. The former has a limited staff for such functions and is doing some organization and methods work in some departments, but the latter has no special staff nor has it done any work in this field.

Organization of the Directorate General of Civil Service

The organization of the Directorate General of Civil Service with the number of employees in each unit is as follows: ⁷²

Director General -- responsible for the operations of the

Directorate General of Civil Service. (one employee)

Central Service -- responsible for the operations of three bureaus. (one employee)

Bureau 1 -- Private Secretary -- responsible for the receipt, dispatch and filing of classified correspondence and other confidential matters. (12 employees)

Bureau 2 -- Correspondence -- responsible for the receipt and dispatch of ordinary correspondence, reception and information. (nine employees)

Bureau 3 -- Personnel, Accounting and Materials -- responsible for personnel management in the Directorate General, budget preparation and execution, material and equipment for the agency. (18 employees)

Directorate of Personnel Management -- responsible for the operations of two services and one bureau. (one employee)

Service of Career Personnel Management -- responsible for the operations of two bureaus. (one employee)

Bureau 1 (Administrative Cadre Personnel) -- responsible for all personnel management in all national administrative cadres. (15 employees)

Bureau 2 (Technical Cadre Personnel) -- responsible for all personnel management in all technical cadres in accordance with the jurisdiction of the civil service agency. (16 employees)

Service of Non-Career Personnel Management -- responsible for the operations of two bureaus. (one employee)

Bureau 1 (Non-Career Personnel) -- responsible for the recruitment and management of non-career employees in the Departments of Finance, Economy, Agrarian Reform, Interior, Health, Foreign Affairs, and the Presidency. (ten employees)

Bureau 2 (Non-Career Personnel) -- responsible for the recruitment and management of non-career employees in the Departments of Education, Labor, Justice, Agriculture, Defense, Public Works and Communications, and the Commissariat General of Land Development. (ten employees)

Bureau of Personnel Census -- Created on 12 March 1959, ⁷³

responsible for the maintenance of records on all government employees for the purpose of compiling statistics as to total number of employees by category, family status, etc.

(six employees)

Directorate of Legislation and Contentious Matters -- responsible for the operations of two services. (one employee)

Service of Legislation -- responsible for the operations of two bureaus. (vacant)

Bureau 1 (Legislation -- General) -- responsible for the preparation of regulations for implementing the general statute, for drafting specific statutes for administrative cadres, for study of civil service regulations and the drafting thereof. (eight employees)

Bureau 2 (Legislation -- Compensation and Pension) -- responsible for matters pertaining to the compensation and retirement pension systems and for matters pertaining to Civil Guard, Civic Action Agent, and People's Self Defense personnel. (six employees)

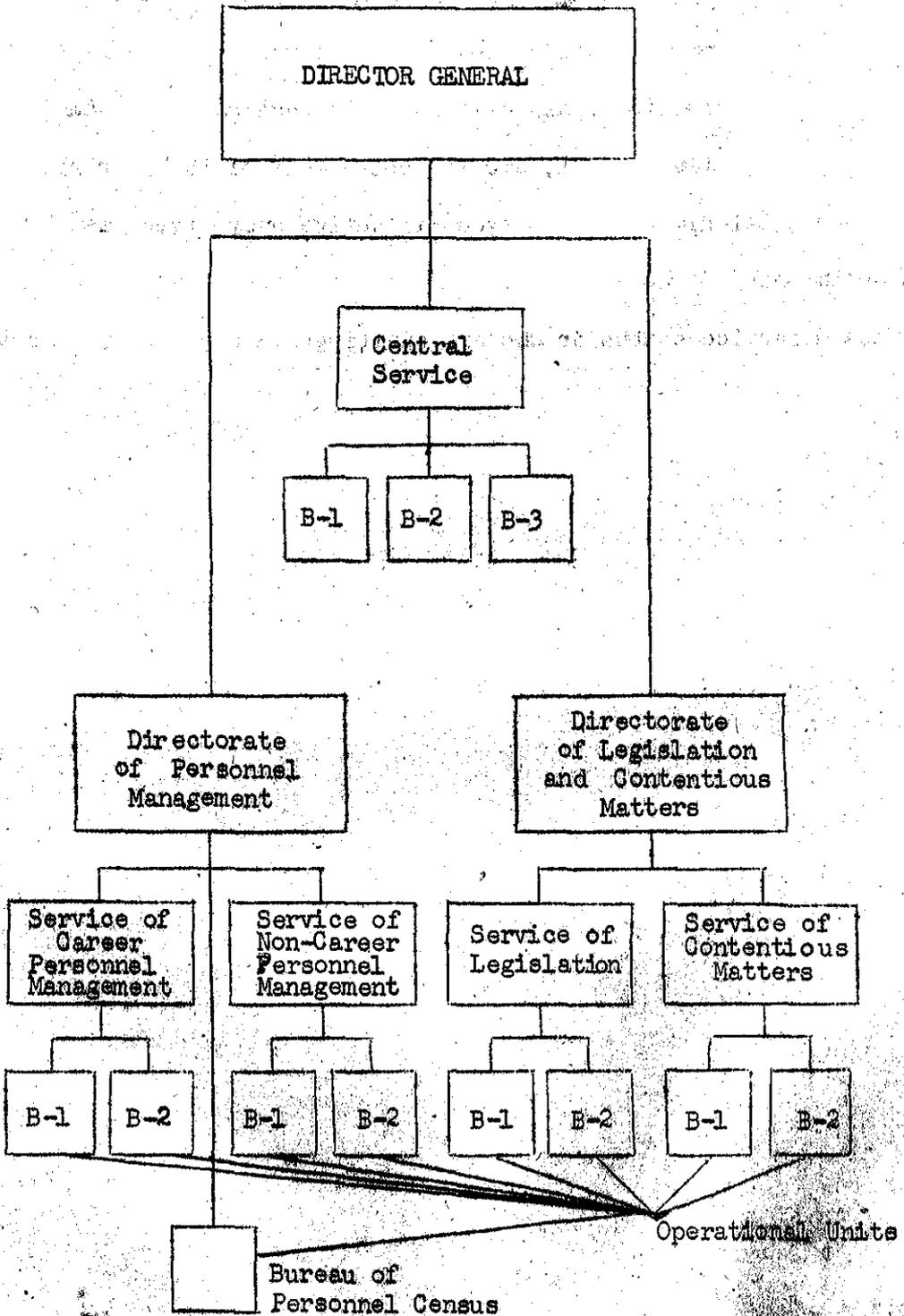
Service of Contentious Matters (and Organization and Methods) -- responsible for the operations of two bureaus. (one employee)

Bureau 1 (Contentious Matters) -- responsible for study and preparation of cases to be brought before the administrative courts and for documentation of precedents. (seven employees)

Bureau 2 (Organization and Methods) -- responsible for study of the organization and reorganization of government agencies; for relations with civil servants' professional associations; for publishing the administrative manual, and for operations of the library.

The total number of employees in active duty status is 130, with an additional 20 who are in military or extended leave, training or detached service status or who are awaiting final appointment action.

ORGANIZATION CHART.



Advisory Bodies

There are provisions for a number of advisory committees, councils and commissions to advise on various matters, some of which are not very active at the present time.

High Council of Civil Service

This Council consists of:

The President or his representative Chairman

The secretaries of state or their representatives Members

One representative of each of the staffs of concerned departments, selected by legally constituted employees' associations or if none by interested employees themselves Members

The Director General of Civil Service or his representative Reporting Officer (no vote)

The general statute prescribes that this Council shall be called upon to give its advice in all important questions which are submitted to it by the Directorate General of Civil Service, notably in that which concerns recruitment and compensation. 74

When a question of limited applicability is placed before the Council it may render its decision in restricted committee. The composition of a restricted committee shall consist of:

The President or his representative President

The interested secretary or secretaries of state or their representative (s) Member(s)

The representative(s) of the interested personnel Member(s)

Several years ago, this council made a limited survey of the personnel situation and some recommendations, but it has not even held a meeting in the past five or six years.

Council for Evaluating Academic Credentials

This council is organized under the Department of Education and consists of the following members:

The Secretary of State for Education as representative of the President	President
The Director General of Civil Service or his representative	Member
Rector, National Institute of Administration	Member
Rector, University of Saigon	Member
Director of Plan	Member
Secretary of state for the concerned department or his representative	Member - Reporter

This council has two subcommittees, one for French credentials and the other for credentials other than French. The council has established standards for evaluating various educational credentials. However, individuals who have received their training from schools whose degrees have not been assigned salary index numbers must submit their credentials to the council. The council evaluates both the credentials and the school.

Administrative Commission for Personnel

The general statute prescribes that an Administrative Commission for Personnel shall be organized in each of the departments whose compositions shall be as follows:

The secretary of state or his
representative President

The chief of service concerned Member

Two representatives of the personnel
concerned, designated by legally
constituted employee associations
or in the absence of such by the
interested personnel themselves Members

The Administrative Commission for Personnel shall exercise all powers bestowed upon it by the general statute, in particular in matters of promotion, discipline, change of status for disciplinary reasons, change of cadre etc. ⁷⁵ It shall meet upon the call of its president, and in case of a divided vote the president's vote shall determine the result.

Committee on Promotions

This committee is an augmentation of the Administrative Commission for Personnel. The departmental arrete recommending promotions prescribes the composition of the Committee on Promotions which is that of the Administrative Commission for Personnel plus a representative of the Directorate General of Civil Service.

This committee considers career employee promotions only, non-career employee promotions being considered by the National Committee for Contractual and Daily Worker Recruitment. ⁷⁶

No employee of a given grade may be designated as a member of the Administrative Commission for Personnel to consider the promotion of another employee of a higher grade or when he is in competition with colleagues in the same grade as his own.

Committee on Exceptional Promotions

A special committee is organized for considering exceptional promotions (discussed in the section on Promotions) whose composition is as follows: ⁷⁷

- | | |
|---|---------------------------|
| The Secretary of State at the Presidency
or his representative | Chairman |
| The Director General of Civil Service | Member |
| A representative of the department which
has jurisdiction over the cadre of
the person who requests such promotion
or the cadre into which the person
concerned requests admittance | Member |
| A representative of the department which
proposes the special admission, grade
to grade promotion, or cadre to cadre
promotion for the person concerned | Reporter
(non-voting) |
| An official of the department which has
proposed the special admission, cadre
to cadre promotion or grade to grade
promotion for the person concerned | Secretary
(non-voting) |

Disciplinary Council

The Disciplinary Council is constituted in the same manner as the Administrative Commission for Personnel to which is added a recording secretary without a voice in the deliberations. The reporting secretary is designated in each individual case by the secretary of state concerned. ⁷⁸ No one may serve on the Disciplinary Council who has prepared reports or complaints against the employee concerned or who bears any family relationship to such employee as close as the fourth degree. In such cases the regular

members of the council are replaced by the employees of as nearly equivalent grade as possible. ⁷⁹ The functions of this council have been temporarily suspended. ⁸⁰

National Committee on Contractual and Daily Worker Recruitment

This Committee is composed of:

A representative of the Director General of Civil Service	President
A representative of the Director General of Budget and Foreign Aid	Member
A representative of the concerned department	Member

This committee advises on the recruitment of a non-career employee who has previously had non-career employment with the government at a lower grade and on cases of promotions of non-career employees.

Commission of Medical Experts

The specific composition of this commission is not known. It is organized under the Department of Public Health and advises on extended long-term sick leaves, resumption of work, placement in unattached service status, or dismissal for reasons of health.

Department Personnel Offices

There is no uniform pattern of organization for personnel administration in the various agencies of the government. The head of the agency is, of course, responsible for personnel administration in his organization subject to the controls which have been outlined herein. In the larger departments personnel administration may be centralized or coordinated

in the secretariat general with personnel offices in each of the major subdivisions of the agency, e.g., directorates general. Frequently in directorates general there is a bureau of personnel and salary under a service of administration.

Central and Local Government Relationships

As has been mentioned above, with the abolition of the regional levels of government, regional government employees were incorporated into the national government civil service. Local government administration comes under the Department of Interior and the provincial and district administrative officials are employees of that department. In addition to national government civil servants at the provincial and district levels, there are local employees paid from provincial and district budgets who do not come under the national civil service system, except for canton officials in South Vietnam who do come under the national civil service. Also at the provincial and district levels are technical employees of the various departments who are assigned to the local governments for administrative purposes. The same situation prevails with respect to the autonomous municipalities, the top-level administrative officials are national civil servants but the municipalities, except for Saigon, have local employees who do not come under the national civil service system. None of the village officials or employees come under the national civil service system.

CONCLUSION

The Vietnamese Civil Service System is just over ten years old. Viewed in this light it might be considered to have made considerable progress in having fairly sophisticated employee classification, compensation and pension systems. However, some of the accepted principles of civil service administration have been in use in Vietnam for centuries. For example, competitive examination for civil service jobs have been used since the 11th century. More recently, while under French rule a complete civil service system was imported from abroad.

The initiation of the Vietnamese Civil Service System some ten years ago and its operations since then have been more a matter of redesignation and continuance of an existing system than they have been the establishment of a new one or the modernization of an old one. This is not to say that no improvements have been made in the system. Of note in this respect are the lifting of age restrictions on admittance to cadres for contractals and daily workers, centralized recruitment and examination for daily workers, giving daily workers indefinite appointments, improved employee evaluation techniques, some equalization of pay rates, establishment of proportional pensions and others. On the other side of the balance sheet, the employees have lost the right of review of their dossiers in disciplinary actions and the disciplinary councils have been suspended.

The Vietnamese Civil Service System is predominantly oriented to the benefit and security of the civil servants to an extent which leaves the government without adequate tools and techniques which it needs to

make its administration as efficient and effective as it could be with its staff. For example, it lacks adequate job standards, and consequently appropriate qualification requirement standards for filling jobs as well as standards by which to properly evaluate employee performance; also it lacks permissibility to promote employees to higher positions commensurate with the speed with which they demonstrate their capacities on jobs for filling higher positions. And last, but probably of as much or more importance, the system lacks sufficient incentives for encouraging the civil servants to exert the utmost efforts of which they are capable.

Having pointed out some of the shortcomings of the civil service system, it should be added that much of it is good and therefore provides a firm basis on which to build further improvements.

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A P P E N D I C E S

To

THE VIETNAMESE CIVIL SERVICE SYSTEM

EXTRACTS OF CADRE STATUTES

This appendix contains extracts of all cadre statutes divided into two groups: Part I, Administrative (interdepartmental) Cadres; and Part II, Technical Cadres by departments in alphabetical order following the Presidency.

Part I - ADMINISTRATIVE CADRES

(Interdepartmental)

Under the jurisdiction of the Directorate General of Civil Service

Decree No. 104-CV of 9 December 1950, as amended by Decree No. 49-MV of 1 June 1953.

Determining the specific statute of the national cadre of Administrator (Giam-Su).

940 Principal Administrator, Super Class)))
880 Principal Administrator, Class 1 (more than 3 years))))
830 Principal Administrator, Class 1 (less than 3 years))))
780 Principal Administrator, Class 2)))
730 Principal Administrator, Class 3)))
680 Administrator, Class 1 (more than 3 years))))
630 Administrator, Class 1 (less than 3 years))))
590 Administrator, Class 2)))
550 Administrator, Class 3)))

Director of a Directorate

Chief of Service

Appendix A
ADMINISTRATIVE CADRES
Administrator

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510 Assistant Administrator, Class 1	} Chief of Bureau
470 Assistant Administrator, Class 2	
430 Assistant Administrator, Class 3 (or Probationary)	

Qualification Requirements:

Assistant Administrator, Class 3, Probationary:

- non-civil servant graduate of the National Institute of Administration.
- holder of licence of law or equivalent diploma and direct entry examination.

Assistant Administrator, Class 3:

- civil servant graduate of the National Institute of Administration with present salary index of less than 430.
- Senior Clerk with salary index inferior to 430 and professional entry examination.

Assistant Administrator, Class 1, Probationary:

- holder of doctorate of law or equivalent diploma, and direct entry examination.

Assistant Administrator or Administrator at the class immediately higher than the present salary index of a:

- civil servant graduate of the National Institute of Administration.
- Senior Clerk having a salary index of more than 430 and professional entry examination.

Appendix A
ADMINISTRATIVE CADRES
Field Administrator

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Decree No. 103-CV of 9 December 1950 as amended by Decree No. 48-NV of 1 June 1953.

Determining the specific statute of the national cadre of Field Administrator (Doc-su).

1000 Principal Field Administrator, Super Class (more than 3 years)))))	Governor
940 Principal Field Administrator, Super Class (less than 3 years)))))	
890 Principal Field Administrator, Class 1))))	Mayor, Chief of Province, Class 1
840 Principal Field Administrator, Class 2))))	
790 Principal Field Administrator, Class 3))))	Chief of Province, Class 2
740 Field Administrator, Class 1 (more than 3 years)))))	
690 Field Administrator, Class 1 (less than 3 years)))))	
640 Field Administrator, Class 2))))	Chief of Province, Class 3
590 Field Administrator, Class 3))))	
550 Assistant Field Administrator, Class 1 (more than 3 years)))))	Deputy Chief of Province, Chief of District.
510 Assistant Field Administrator, Class 1 (less than 3 years)))))	
470 Assistant Field Administrator, Class 2))))	
430 Assistant Field Administrator, Class 3 (or Probationary)))))	

Qualification Requirements:

Assistant Field Administrator, Class 3, Probationary:

- non-civil servant graduate of the National Institute of Administration.
- holder of licence of law or equivalent diploma and direct entry examination.

Assistant Field Administrator, Class 3:

- civil servant graduate of the National Institute of Administration with present salary index of less than 430.
- Senior Clerk with salary index of less than 430 and professional entry examination.

Assistant Field Administrator, Class 1, Probationary:

- holder of doctorate of law or equivalent diploma and direct entry examination.

Assistant Field Administrator or Field Administrator at the class immediately higher than the present salary index of a:

- civil servant graduate of the National Institute of Administration.
- Senior Clerk having a salary index of more than 430 and professional entry examination.

Appendix A
ADMINISTRATIVE CADRES
Senior Clerk

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Arrete No. 417-Cab-FP of December 9, 1950

Determining the specific statute of the national cadre of Senior Clerk (Tham-su).

640 Principal Senior Clerk, Super Class

600 Principal Senior Clerk, Class 1

560 Principal Senior Clerk, Class 2

520 Principal Senior Clerk, Class 3

480 Principal Senior Clerk, Class 4

440 Senior Clerk, Class 1

410 Senior Clerk, Class 2

380 Senior Clerk, Class 3

350 Senior Clerk, Class 4 or Probationary

320 Senior Clerk, Class 5 or Probationary

Chief of Section in a
Bureau
(titularized members only)

Qualification Requirements:

Senior Clerk, Class 5, Probationary:

- holder of Baccalaureat II, or an equivalent diploma, and direct entry examination.
- Clerk with present salary index of less than 320 and professional entry examination.

Senior Clerk, Class 4, Probationary:

- holder of Baccalaureat II and 2 parts of Law Licence and direct entry examination.

Appendix A
ADMINISTRATIVE CADRES
Senior Clerk

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Senior Clerk, at the class immediately higher than the present

salary index of a:

- Clerk having a salary index of more than 320 and professional entry examination.

Appendix A
ADMINISTRATIVE CADRES
Clerk

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Arrete No. 418-Cab of 9 December 1950

Determining the specific statute of the national cadre of Clerk
(Thu-ky).

450 Principal Clerk, Super Class
420 Principal Clerk, Class 1
390 Principal Clerk, Class 2
360 Principal Clerk, Class 3
330 Principal Clerk, Class 4
300 Clerk, Class 1
280 Clerk, Class 2
260 Clerk, Class 3
240 Clerk, Class 4
220 Clerk, Class 5 or Probationary

Assist Senior Clerk or Administra-
tor (Principal Clerks may be
provisionally assigned to posi-
tions of Chief of Section).

Qualification Requirements:

Clerk, Class 5, Probationary:

- holder of Secondary First Cycle Diploma, or Baccalaureat I, or equivalent diploma, and direct entry examination.
- contractual or daily worker and 3-year experience and entry examination.
- holder of Baccalaureat II, or equivalent diploma, and direct entry examination.

Appendix A
ADMINISTRATIVE CADRES
Stenographer

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Arrete No. 778-TIP/CV of April 29, 1957

Establishing the specific statute of the National cadre of
Stenographer (Thu-ky Toc-ky).

450 Principal Stenographer, Super Class

420 Principal Stenographer, Class 1

390 Principal Stenographer, Class 2

360 Principal Stenographer, Class 3

330 Principal Stenographer, Class 4

300 Stenographer, Class 1

280 Stenographer, Class 2

260 Stenographer, Class 3

240 Stenographer, Class 4

220 Stenographer, Class 5, or Probationary

Qualification Requirements:

Stenographer, Class 5, Probationary:

- holder of shorthand certificate and Secondary First Cycle

Completion certificate and direct entry examination.

- contractual or daily worker presently in government services
and shorthand certificate.

Stenographer, Class 4, Probationary:

- holder of shorthand certificate and Primary diploma (sic.)

or having a speed over 100 wpm, and entry examination.

Appendix A
ADMINISTRATIVE CADRES
Typist

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Arrete No. 394-bis/Cab of November 28, 1950

Determining the specific statute of the national cadre of Typist
(Thu-ky Danh May).

430 Principal Typist, Super Class

400 Principal Typist, Class 1

370 Principal Typist, Class 2

340 Principal, Typist, Class 3

310 Principal Typist, Class 4

280 Typist, Class 1

260 Typist, Class 2

240 Typist, Class 3

220 Typist, Class 4

200 Probationary Typist

Qualification Requirements:

Probationary Typist:

- holder of Primary Certificate or an equivalent certificate and
direct entry examination ^{1/}

Typist, Class 4, Probationary (to be granted permanent status at
the next higher class):

- holder of Junior High School Diploma (Secondary 1st Cycle) or
an equivalent diploma, and direct entry examination ^{1/}

1/ If he has been in the service for 3 years, he shall be granted a
dispensation from the educational degree requirement.

Appendix A
ADMINISTRATIVE CADRES
Messenger

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Arrete No. 395-bis/Cab of November 28, 1950

Determining the specific statute of the national cadre of Messenger
(Tuy-phai).

240 Principal Messenger, Super Class

220 Principal Messenger, Class 1

200 Principal Messenger, Class 2

180 Principal Messenger, Class 3

160 Principal Messenger, Class 4

140 Messenger, Class 1

130 Messenger, Class 2

120, Messenger, Class 3

110, Messenger, Class 4

100 Probationary Messenger

Qualification Requirements:

Probationary Messenger:

- veteran and special entry examination.
- holder of Primary Certificate and entry examination.

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Part II - TECHNICAL CADRES

(Departmental)

PRESIDENCY

Commissariat General of Cooperatives and Agricultural Credit

Arrete No. 9-UB/NTC/ND of August 26, 1959

Creating the autonomous cadres of the Commissariat General of Cooperatives and Agricultural Credit.

I. Agricultural Credit and Cooperatives Inspectors

(Thanh Tra N.T. - H.T.)

1000 Principal Inspector, Super Class after 3 years

940 Principal Inspector, Super Class less than 3 years

890 Principal Inspector, Class 1

840 Principal Inspector, Class 2

790 Principal Inspector, Class 3

740 Inspector, Class 1 after 3 years

690 Inspector, Class 1 less than 3 years

640 Inspector, Class 2

590 Inspector, Class 3

550 Assistant Inspector, Class 1 after 3 years

510 Assistant Inspector, Class 1 less than 3 years

470 Assistant Inspector, Class 2

430 Assistant Inspector, Class 3 or Probationary

Appendix A
PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Inspector

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Job Description:

To supervise and control all Cooperatives and Agricultural Credit activities in the country.

Qualification Requirements:

Vietnamese, good behavior, full civil rights, age 18 to 30 with 5 years allowance for Inspectors and 10 years for civil servants applicants.

Assistant Inspector Class 3, Probationary:

- Engineer graduating from the National Agriculture-Forestry-Breeding School, or the former Indochina Agriculture-Forestry School.
- Engineer graduating from one of the French Agriculture Schools located at Grignon, Montpellier, Rennes, etc. or other foreign countries' schools equivalent to these:
 - Graduate of any French or foreign High School of Commerce;
 - Holder of the Licence en Droit degree, and entry examination.

Assistant Inspector, Class 2, Probationary:

- Engineer graduate of the French Institut National Agronomique or any other foreign school recognized equivalent to it.

Assistant Inspector Class 1, Probationary:

- Holder of the Doctorat en Droit degree, and entry examination.

Appendix A
PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Inspector

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Assistant Inspector or Inspector at a class having a salary index immediately higher than the present salary index of:

- Agricultural Credit and Cooperatives Controller (Technical Agent) of class 2 and above, and professional examination.

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PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Controller

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II. Agricultural Credit and Cooperatives Controller

(Technical Agent) (Kiêm-su N.T. - H.T.)

640 Principal Controller, Super Class

600 Principal Controller, Class 1

560 Principal Controller, Class 2

520 Principal Controller, Class 3

480 Principal Controller, Class 4

440 Controller, Class 1

410 Controller, Class 2

380 Controller, Class 3

350 Controller, Class 4

320 Controller, Class 5 or Probationary

Job Description:

To manage provincial Agricultural Credit and Cooperative Agencies or assume the positions of Section Chiefs, Bureau Chiefs, or Service Chiefs of central agencies.

Qualification Requirements:

Vietnamese, good behavior, full citizen's rights, age 18 to 30 with 5 years allowance for (Inspector), and 10 years for civil servant applicants.

Appendix A
PRESIDENCY

Commissariat General of Cooperatives
and Agricultural Credit
Controller

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Agricultural Credit and Cooperatives Controller Class 5,

Probationary:

- holder of the complete Baccalaureat degree having passed an entrance examination.
- graduate of the Saigon Commercial School set up by decree No. 2577-TTP/CV of October 17, 1956.

Agricultural Credit and Cooperatives Controller, Class 4,

Probationary:

- students, non-career or probationary civil servants, who have graduated from a one-year course of the Cooperative Research and Training Center.

Agricultural Credit and Cooperatives Controller or Principal Controller at a class having a salary index immediately higher than the present salary index of:

- Agricultural Credit and Cooperatives Accounting Clerk, or other civil servant, with salary index of 280 and above, and professional examination;
- civil servant graduate of the Cooperatives Research and Training Center.

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PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Accounting Clerk

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III. Agricultural Credit and Cooperatives Accounting Clerk

(Thu-ky Ke-toan Nong-tin)

- 450 Principal Agricultural Credit and Cooperatives Accounting Clerk,
Super Class
- 420 Principal Agricultural Credit and Cooperatives Accounting Clerk,
Class 1
- 390 Principal Agricultural Credit and Cooperatives Accounting Clerk,
Class 2
- 360 Principal Agricultural Credit and Cooperatives Accounting Clerk,
Class 3
- 330 Principal Agricultural Credit and Cooperatives Accounting Clerk,
Class 4
- 300 Agricultural Credit and Cooperatives Accounting Clerk, Class 1
- 280 Agricultural Credit and Cooperatives Accounting Clerk, Class 2
- 260 Agricultural Credit and Cooperatives Accounting Clerk, Class 3
- 240 Agricultural Credit and Cooperatives Accounting Clerk, Class 4
- 220 Agricultural Credit and Cooperatives Accounting Clerk, Class 5
or Probationary

- Assist Agricultural Credit and Cooperatives Controller in
every function, especially keeping accounting books.

Qualification Requirements:

Vietnamese, good behavior, full citizen's rights, age from 18 to
30 with allowance of 5 years for accountants and 10 years for civil
servant applicants.

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PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Accounting Clerk

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Agricultural Credit and Cooperatives Accounting Clerk, Class 5,

Probationary:

- holder of Secondary First Cycle Diploma, and entry examination.

Agricultural Credit and Cooperatives Accounting Clerk, Class 4,

Probationary:

- non-career employee or probationary civil servant, and graduation from a 6-month course of the Cooperative Research and Training Center.

Agricultural Credit and Cooperatives Accounting Clerk, Class 4:

- journalier employee, and 4 years of Seniority, and entry examination.

Agricultural Credit and Cooperatives Accounting Clerk or Principal

Accounting Clerk at a class having a salary index immediately higher than the present salary index of:

- civil servant graduate of a 6-month course of the Cooperative Research and Training Center.

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PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Typist

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IV. Agricultural Credit and Cooperatives Typist

- 430 Principal Agricultural Credit and Cooperatives Typist, Super Class
- 400 Principal Agricultural Credit and Cooperatives Typist, Class 1
- 370 Principal Agricultural Credit and Cooperatives Typist, Class 2
- 340 Principal Agricultural Credit and Cooperatives Typist, Class 3
- 310 Principal Agricultural Credit and Cooperatives Typist, Class 4
- 280 Agricultural Credit and Cooperatives Typist, Class 1
- 260 Agricultural Credit and Cooperatives Typist, Class 2
- 240 Agricultural Credit and Cooperatives Typist, Class 3
- 220 Agricultural Credit and Cooperatives Typist, Class 4
- 200 Agricultural Credit and Cooperatives Typist, Probationary

Qualification Requirements:

Vietnamese, good behavior, full citizen's rights, age from 18 to 30 with allowance of 5 years for typists and 10 years for civil servant applicants.

Agricultural Credit and Cooperatives Typist, Probationary:

- holder of Primary Certificate, or equivalent diploma, or Typist Certificate delivered by Chamber of Commerce (before November 8, 1958) or by Department of National Education, or 2 years of experience, and entry examination.

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PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Typist

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Agricultural Credit and Cooperatives Typist, Class 4, Probationary:

- holder of Secondary First Cycle Diploma, or equivalent diploma,
and entry examination.
- government typist with 4 years' experience, and entry examination.

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Commissariat General of Cooperatives
and Agricultural Credit
Controller

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Arrete No. 46-DTCC/ND of March 29, 1957 revised by Arrete No. 40-BDT/ND of January 29, 1958, by Arrete No. -BDT/ND of September 9, 1958
Creating the National Cadre of Cooperatives and Agricultural Credit Controller (Technical Agent) (Kiem Su Hop Tac Nong Tin).

640 Principal Cooperatives and Agricultural Credit Controller, Super Class
600 Principal Cooperatives and Agricultural Credit Controller, Class 1
560 Principal Cooperatives and Agricultural Credit Controller, Class 2
520 Principal Cooperatives and Agricultural Credit Controller, Class 3
480 Principal Cooperatives and Agricultural Credit Controller, Class 4
440 Cooperatives and Agricultural Credit Controller, Class 1
410 Cooperatives and Agricultural Credit Controller, Class 2
380 Cooperatives and Agricultural Credit Controller, Class 3
350 Cooperatives and Agricultural Credit Controller, Class 4
320 Cooperatives and Agricultural Credit Controller, Class 5, Probationary

Job Description:

To manage Provincial Agricultural Credit agencies of future agencies pertaining to Cooperatives and Agricultural Credit, or to assume the positions of Section Chief, Bureau Chief or Deputy Director of Central agencies pertaining to the same branch.

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PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Controller

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Qualification Requirements:

Cooperatives and Agricultural Credit Controller, Class 5, Probationary:

- holder of Baccalaureat II or equivalent diploma, or the Law Capacity Certificate plus the Secondary First Cycle Diploma, and entrance examination.
- graduate of the Saigon Commercial School created by decree No. 2577-TTP/CV.

Cooperatives and Agricultural Credit Controller or Principal

Cooperatives and Agricultural Credit Controller at a class having a salary index immediately higher than the present salary index of:

- Cooperatives and Agricultural Credit Clerk, or middle level civil servant of agricultural branch, and professional examination.

Appendix A
PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Clerk

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Arrete no. 47-DTOC/ND of March 29, 1957 revised by Arrete No. 41-BDT/ND of January 29, 1958 creating the National cadre of Cooperatives and Agricultural Credit Clerk (Thu-ky H.T.N.T.).

- 450 Principal Cooperatives and Agricultural Credit Clerk, Super Class
- 420 Principal Cooperatives and Agricultural Credit Clerk, Class 1
- 390 Principal Cooperatives and Agricultural Credit Clerk, Class 2
- 360 Principal Cooperatives and Agricultural Credit Clerk, Class 3
- 330 Principal Cooperatives and Agricultural Credit Clerk, Class 4
- 300 Cooperatives and Agricultural Credit Clerk, Class 1
- 280 Cooperatives and Agricultural Credit Clerk, Class 2
- 260 Cooperatives and Agricultural Credit Clerk, Class 3
- 240 Cooperatives and Agricultural Credit Clerk, Class 4
- 220 Cooperatives and Agricultural Credit Clerk, Class 5 or Probationary.

Job Description:

To assist Cooperatives and Agricultural Credit Controllers in every function, especially keeping accounting books for the commissariat General of Cooperatives and Agricultural Credit agencies or of any future agency related to the Cooperatives and National Credit Branch.

Qualification Requirements:

Cooperatives and Agricultural Credit Clerk, Class 5, Probationary:

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PRESIDENCY
Commissariat General of Cooperatives
and Agricultural Credit
Clerk

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- applicants passing an entrance examination and holding either of the following diplomas: Junior High School, Secondary First Cycle or equivalent diploma, or Baccalaureat I, or Law Capacity Certificate.

Cooperatives and Agricultural Credit Clerk, Class 4, Probationary:

- holder of Baccalaureat II, or equivalent diploma, entry examination.

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Arrete No. 141-QP/NV/DC/ND of May 30, 1957

Determining the specific status of the cadre of Geography Aid
(Phu-ta Dia-du).

260 Principal Geography Aid, Super Class

240 Principal Geography Aid, Class 1

220 Principal Geography Aid, Class 2

200 Principal Geography Aid, Class 3

180 Principal Geography Aid, Class 4

160 Geography Aid, Class 1

150 Geography Aid, Class 2

140 Geography Aid, Class 3

130 Geography Aid, Class 4

120 Geography Aid, Class 5 or Probationary

- Hold positions of Surveyor Aids and do tasks of specialised
workers in workshops of the Geographical Service.

Qualification Requirements:

Geography Aid, Class 5, Probationary:

- journalier employee of the Geographical Service, and 18 months
of stated experience, and Primary Certificate, and entry exami-
nation.
- journalier employee of the Geographical Service, and 3 years of
stated experience, and entry examination.

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PRESIDENCY
Defense Cabinet
Geography Technical Agents

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Arrete No. 1413-QP/NV/DC/ND of May 30, 1957

Determining the Specific Statute of the cadre of Geography

Technical Agent : (Can-su Dia-du).

670 Principal Geography Technical Agent, Super Class	} Chief of an } Administrative } or Technical } Bureau
630 Principal Geography Technical Agent, Class 1	
590 Principal Geography Technical Agent, Class 2	
550 Principal Geography Technical Agent, Class 3	
510 Principal Geography Technical Agent, Class 4	
470 Geography Technical Agent, Class 1	
440 Geography Technical Agent, Class 2	
410 Geography Technical Agent, Class 3	
380 Geography Technical Agent, Class 4	
350 Geography Technical Agent, Class 5 or Probationary	

- Assist Geography Engineers

Qualification Requirements:

Geography Technical Agent, Class 5, Probationary:

- graduate of Vietnam High School of Public Works, Technical Agent Section, or holder of equivalent diploma.
- graduate of Training Course for Charting Technical Agents or Special Assistants in Paris Geographical Institute.

Geography Technical Agent at a class having a salary index immediately higher than the present salary index of:

- Geography Technician having a salary index of at least 320.

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Arrete No. 1412-QP/NV/DC/ND of May 30, 1957

Determining the specific statute of the cadre of Geography Technician (Chuyen Nang Dia Du).

- 450 Principal Geography Technician, Super Class
- 420 Principal Geography Technician, Class 1
- 390 Principal Geography Technician, Class 2
- 360 Principal Geography Technician, Class 3
- 330 Principal Geography Technician, Class 4
- 300 Geography Technician, Class 1
- 280 Geography Technician, Class 2
- 260 Geography Technician, Class 3
- 240 Geography Technician, Class 4
- 220 Geography Technician, Class 5 or Probationary

- Assist Geography Engineers and Technical Agents in technical works, such as drawing, surveying, printing etc., in the service.

Qualification Requirements:

Geography Technician, Class 5, Probationary:

- holder of Junior High School Diploma, or equivalent diploma, and entry examination.

Geography Technician, Class 4, Probationary:

- holder of Baccalaureat II, or equivalent diploma, and entry examination.

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PRESIDENCY
Defense Cabinet
Geography Technician

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Geography Technician at a class having a salary index immediately higher than the present salary of:

- Geography Aid of Class 1 and above, and professional examination.

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Arrete No. 122-BTT/ND of July 4, 1957

Determining the specific statute of the cadre of Information Correspondent (Thong Tin Vian).

- Assist the personnel of the cadres of Information Specialist and Information Editor, and carry on routine works.

450 Principal Correspondent, Super Class

420 Principal Correspondent, Class 1

390 Principal Correspondent, Class 2

360 Principal Correspondent, Class 3

330 Principal Correspondent, Class 4

300 Correspondent, Class 1

280 Correspondent, Class 2

260 Correspondent, Class 3

240 Correspondent, Class 4 or Probationary

220 Correspondent, Class 5 or Probationary

Qualification Requirements:

Correspondent, Class 5, Probationary:

- holder of Secondary First Cycle Diploma, or Secondary Second Cycle Part I Diploma, or equivalent diploma, and entry examination.

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PRESIDENCY
Directorate General of
Information
Correspondent

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Correspondent, Class 4, Probationary:

- holder of Secondary Second Cycle Part II Diploma (Baccalaureat II), or equivalent diploma, and entry examination.

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Arrete No. 309 bis/ND/BTT of December 10, 1954

Determining the specific statute of the cadre of Information Editor (Bien Tap Vien Cua Nganh Thong Tin Viet Nam).

- Assist Information Administrators (Giam-su) and carry on routine works, especially the editing work at central and regional information agencies.

640 Principal Editor, Super Class

600 Principal Editor, Class 1

560 Principal Editor, Class 2

520 Principal Editor, Class 3

480 Principal Editor, Class 4

440 Editor, Class 1

410 Editor, Class 2

380 Editor, Class 3

350 Editor, Class 4

320 Editor, Class 5 or Probationary. Chief of Section in a bureau or province.

Qualification Requirements:

Editor, Class 5, Probationary:

- holder of Baccalaureat II, or equivalent diploma, and entry examination.

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PRESIDENCY
Directorate General of
Information
Editor

- 171 -

- writer or newsman, Junior High School diploma, four years in his job, approved works or achievements, and professional examination.

Editor, Class 4, Probationary:

- holder of Baccalaureat II and Law or Letter Licence Certificate II, and entry examination.

Editor or Principal Editor at a class having a salary index immediately higher than the present salary index of:

- Clerk (of any fields) at a class having an index of 300 and above, and professional examination.

Appendix A
PRESIDENCY
Directorate General of
Information
Specialist

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Decree No. 197-TT/TN of May 29, 1957

Determining the specific statute of the cadre of Information Specialist (Chuyen Vien Thong Tin).

- Direct central agencies of Department of Information as well as dependent agencies and provincial Information Service.

940 Principal Information Specialist, Super Class)))
880 Principal Information Specialist, Class 1 (more than three years)))	- General Director
830 Principal Information Specialist, Class 1 (less than three years)))	- General Secretary
780 Principal Information Specialist, Class 2))	- Director
730 Principal Information Specialist, Class 3)))
680 Information Specialist, Class 1 (more than three years))))
630 Information Specialist, Class 1 (less than three years)))	Chief of Service
590 Information Specialist, Class 2)))
550 Information Specialist, Class 3)))
570 Assistant Information Specialist, Class 1))	(status)
470 Assistant Information Specialist, Class 2))	Chief of Bureau
430 Assistant Information Specialist, Class 3 or Probationary)))

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PRESIDENCY
Directorate General of
Information
Specialist

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Qualification Requirements:

Assistant Information Specialist, Class 3, Probationary:

- holder of Licence en Droit, or Licence ès Lettres, or Licence ès Science, or Diploma of Engineer of Electricity or Radio, or equivalent diploma, and entry examination.

Assistant Information Specialist or Information Specialist at a class having a salary index immediately higher than the present salary index of:

- Information Editor of Class 1 (440) and above, and entry examination.

Appendix A
PRESIDENCY
Directorate General of
Reconstruction
Architecture Technical
Agents

- 174 -

Arrete No. 672-TTP/KTDT of December 30, 1959

Determining the specific statute of the cadre of Architecture Technical Agent: (Can Su Kien Truc).

670 Principal Architecture Technical Agent, Super Class

630 Principal Architecture Technical Agent, Class 1

590 Principal Architecture Technical Agent, Class 2

550 Principal Architecture Technical Agent, Class 3

510 Principal Architecture Technical Agent, Class 4 Chief Provincial
Service or Technical
Bureau (to top rank)

470 Architecture Technical Agent, Class 1

440 Architecture Technical Agent, Class 2

410 Architecture Technical Agent, Class 3

380 Architecture Technical Agent, Class 4

350 Architecture Technical Agent, Class 5 or Probationary. May assume
above functions, when employees
of above grade are missing.

Job Description:

To assist architects in organizing and supervising architectural
work.

Qualification Requirements:

Architecture Technical Agent, Class 5, Probationary:

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PRESIDENCY
Directorate General of
Reconstruction
Architecture Technical
Agents

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- graduate of Architecture College under the Education Department.
- Architecture Technical Agent, graduate of any foreign school
whose diploma is recognized equivalent to the National diploma.

Appendix A
PRESIDENCY
Directorate General of
Social Action
National Female Social
Assistant

- 176 -

Arrete No. 405-KH/ND

Determining the specific statute of the cadre of National Female Social Assistant (Phu Ta Xa Hoi).

430 Principal Female Social Assistant, Super Class
400 Principal Female Social Assistant, Class 1
370 Principal Female Social Assistant, Class 2
340 Principal Female Social Assistant, Class 3
310 Principal Female Social Assistant, Class 4
280 Female Social Assistant, Class 1
260 Female Social Assistant, Class 2
240 Female Social Assistant, Class 3
220 Female Social Assistant, Class 4
200 Female Social Assistant, Class 5 or Probationary

Job Description:

To perform any social work under the supervision of Female Social Technical Agents.

Qualification Requirements:

National Female Social Assistant, Class 5, Probationary:

- pending opening of pertinent school, graduate of Female Social Assistant Course opened November 20, 1952 by Decree No. 30-XL/ND, or of Social Assistant School under Saigon Red Cross Association.

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PRESIDENCY
Directorate General of
Social Action
National Female Social
Assistant

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National Female Social Assistant, Class 4, Probationary:

- graduate of above Female Social Assistant Course, or Red Cross
Social Assistant School, and Junior High School Diploma.

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PRESIDENCY
Directorate General of
Social Action
National Female Social
Technical Agent

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Arrete No. 404-XH/ND of July 31, 1956

Determining the specific statute of the cadre of National Female Social Technical Agent (Nu Can Su Xa Hoi).

640 Principal Social Technical Agent, Super Class
600 Principal Social Technical Agent, Class 1
560 Principal Social Technical Agent, Class 2
520 Principal Social Technical Agent, Class 3
480 Principal Social Technical Agent, Class 4
440 Social Technical Agent, Class 1
410 Social Technical Agent, Class 2
380 Social Technical Agent, Class 3
350 Social Technical Agent, Class 4
320 Social Technical Agent, Class 5 or Probationary

Job Description:

- a. Tasks related to disease prevention.
- b. Education and care to orphans, child delinquents.
- c. Care to mothers and babies, relief to families.
- d. Relief work in hospitals, schools, plants and workers' district.
- e. Investigation of social organizations by private people for improvement.

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PRESIDENCY
Directorate General of
Social Action
National Female Social
Technical Agent

- 179 -

Qualification Requirements:

National Female Social Technical Agent, Class 5, Probationary:

- graduate of Vietnamese Female Social Technical Agent Course opened on November 22, 1952 by Decree No. 754-Cab/SG, or the Female Social Workers School under the Saigon Red Cross Association.

National Female Social Technical Agent, Class 4, Probationary:

- the above graduate holding, in addition, either of the following diplomas: Vietnamese, French or Indochine midwife; French National Nurse (French or Indochinese category).

Appendix A
PRESIDENCY
Directorate General of
Youth and Sports
Junior Trainer

- 180 -

Arrete No. 148-TT-TN/ND of September 10, 1957

Determining the specific statute of the cadre of Junior Youth and Sports Trainer (Huan Luyen Vien Thanh Nien The Duc So Cap).

430 Principal Junior Youth and Sports Trainer, Super Class

400 Principal Junior Youth and Sports Trainer, Class 1

370 Principal Junior Youth and Sports Trainer, Class 2

340 Principal Junior Youth and Sports Trainer, Class 3

310 Principal Junior Youth and Sports Trainer, Class 4

280 Junior Youth and Sports Trainer, Class 1

260 Junior Youth and Sports Trainer, Class 2

240 Junior Youth and Sports Trainer, Class 3

220 Junior Youth and Sports Trainer, Class 4

200 Junior Youth and Sports Trainer, Probationary

- Assst Middle Youth and Sports Trainer in theoretical and practical training of youth and teaching physical education and sports in primary schools and sportsfields.
- Assume office tasks related to organization, research, documentation and preparation of materials on youth training, physical education, sports, etc.

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PRESIDENCY
Directorate General of
Youth and Sports
Junior Trainer

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Qualification Requirements:

Junior Youth and Sports Trainer, Probationary:

- graduate of Junior Youth and Sports Training Course (4-month program), and Primary Certificate and certificate of completion of Second Class of Secondary Education.

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PRESIDENCY
Directorate General of
Youth and Sports
Middle Trainer

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Arrete No. 147-TT-TN/DN of September 10, 1957

Determining the specific statute of the cadre of Middle Youth and Sports Trainer (Huan Luyen Vien Thanh Nien The Duc Trung Cap).

450 Principal Middle Youth and Sports Trainer, Super Class

420 Principal Middle Youth and Sports Trainer, Class 1

390 Principal Middle Youth and Sports Trainer, Class 2

360 Principal Middle Youth and Sports Trainer, Class 3

330 Principal Middle Youth and Sports Trainer, Class 4

300 Middle Youth and Sports Trainer, Class 1

280 Middle Youth and Sports Trainer, Class 2

260 Middle Youth and Sports Trainer, Class 3

240 Middle Youth and Sports Trainer, Class 4

220 Middle Youth and Sports Trainer, Probationary

- Assist Senior Youth and Sports Trainers in theoretical and practical youth training and in training physical education and sports in primary schools and sports fields.
- Assume office tasks related to organization, research, documentation and preparation of materials on youth training, physical education, sports, etc...
- Work for primary sports and youth schools.

Qualification Requirements:

Middle Youth and Sports Trainer, Probationary:

- graduate of Middle Youth and Sports Training Course (12-month program), and Primary Certificate and certificate of completion of Junior High School Education.

Middle Youth and Sports Trainer or Principal Middle Youth and Sports Trainer at a class having a salary index immediately higher than the present salary index of:

- Junior Youth and Sports Trainer, and professional examination.

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PRESIDENCY
Directorate General of
Youth and Sports
Senior Trainer

- 184 -

Arrete No. 146-TT/TN/ND of September 10, 1957

Determining the specific statute of the cadre of Senior Youth and Sports Trainer (Huan Luyen Thanh Nien The Duc Cao Cap).

640 Principal Senior Youth and Sports Trainer, Super Class	
600 Principal Senior Youth and Sports Trainer, Class 1	Director or Inspector in
560 Principal Senior Youth and Sports Trainer, Class 2	Middle and Sports Schools
520 Principal Senior Youth and Sports Trainer, Class 3	Chief of Bureau
480 Principal Senior Youth and Sports Trainer, Class 4	
440 Senior Youth and Sports Trainer, Class 1	- Chief of a Technical Section
410 Senior Youth and Sports Trainer, Class 2	- Chief of Provincial Youth and Sports Service
380 Senior Youth and Sports Trainer, Class 3	- Director or Inspector of Junior Youth and Sports Schools
350 Senior Youth and Sports Trainer, Class 4	- Trainer in Middle Youth and Sports Schools.
320 Senior Youth and Sports Trainer, Class 5 or Probationary	

- Assist Training Managers (Doc Huan Vien) in theoretical and practical youth training and in teaching physical education and sports in Secondary Schools and sports fields.
- Assume office tasks related to organization, research, documentation and preparation of materials on youth training, physical education, sports, etc.

Appendix A
PRESIDENCY
Directorate General of
Youth and Sports
Senior Trainer

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Qualification Requirements:

Senior Youth and Sports Trainer, Class 5, Probationary:

- graduate of Senior Youth and Sports Training Course (2-year program), and Junior High School Diploma.

Senior Youth and Sports Trainer, Class 4, Probationary:

- graduate of Senior Youth and Sports Training Course (2-year program), and Baccalaureat II.

Senior Youth and Sports Trainer or Principal Senior Youth and Sports Trainer at a class having a salary index immediately higher than the present salary index of:

- Middle Youth and Sports Trainer of Class 1 and above, and professional examination.

Appendix A
PRESIDENCY
National Institute of Administration
Professor, Assistant Professor
and Teaching Assistant

- 186 -

Arrete No. 484-a/PTT/TK of August 9, 1955 and amendment of May 18, 1956

Determining the specific statutes of the cadres of National Institute of Administration Professor, National Institute of Administration Assistant Professor, and National Institute of Administration Teaching Assistant.

1120 Professor, Class 1, after six years

1060 Professor, Class 1, after three years

1000 Professor, Class 1, before three years

940 Professor, Class 2

890 Professor, Class 3

840 Assistant Professor, Class 1 after six years

790 Assistant Professor, Class 1 after three years

740 Assistant Professor, Class 1 before three years

690 Assistant Professor, Class 2

640 Assistant Professor, Class 3

590 Teaching Assistant, Class 1 after three years

540 Teaching Assistant, Class 1 before three years

490 Teaching Assistant, Class 2

440 Teaching Assistant, Class 3

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PRESIDENCY
National Institute of Administration
Professor, Assistant Professor
and Teaching Assistant

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Qualification Requirements:

Professor:

Docteur en Droit degree, or equivalent, distinguished in university, or administrative, or economic, or financial circles, having accomplished three years in a civilian career.

Civil servant with Licence en Droit degree, or equivalent, having been nominated/a cadre through an examination, exercised an executive function (especially Inspector of Administrative and Financial Services, Department Secretary General, Director of Bureaus, Department or Zone Director General or Director, City Prefect, Province Chief, etc...) for five years.

Assistant Professor for five years, and proposed by the National Institute of Administration Education Committee.

Assistant Professor:

University graduate holding the Licence en Droit degree and a certificate of higher Law or Economic Study, having exercised two years in civilian career.

Civil servant holding a degree equivalent to the Licence en Droit and having exercised for two years any of the offices required of a Professor, or any of the following offices for five years: Deputy Province Chief, Administrative Delegate, District Chief, Bureau Chief in Department or Government Delegate's office.

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PRESIDENCY
National Institute of Administration
Professor, Assistant Professor
and Teaching Assistant

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Teaching Assistant for five years, and proposed by the
National Institute of Administration Education Committee.

Teaching Assistant:

Holder of Licence en Droit or equivalent, or National Institute
of Administration graduate having passed an examination deter-
mined by the National Institute of Administration Education
Committee.

Appendix A
 AGRICULTURE
 Directorate of Agriculture
 Agronomical Engineer

- 189 -

Decree No. 61-CN of April 21, 1956

Determining the specific statute of the cadre of Agronomical Engineer (Ky Su Canh Nong).

- Plan, organize and direct agricultural projects, nation or region-wide.

1000 Agronomical Engineer, Special Class))	
940 Principal Agronomical Engineer, Super Class (more than three years)))	- Director or
))	Chief of
))	Service of
890 Principal Agronomical Engineer, Super Class (less than three years)))	the Central
))	Offices of
))	the Department
840 Principal Agronomical Engineer, Class 1))	- Inspector
))	- Zone Director
790 Principal Agronomical Engineer, Class 2 (more than three years)))	- Chief of Service
))	of Administration
))	and Technical
740 Principal Agronomical Engineer, Class 2 (less than three years)))	Services in a
))	General Directo-
))	rate or Directo-
690 Principal Agronomical Engineer, Class 3))	rate.
640 Principal Agronomical Engineer, Class 4))	
590 Agronomical Engineer, Class 1 (more than three years)))	(status)
))	- Chief of Labora-
))	tory
550 Agronomical Engineer, Class 1 (less than three years)))	- Chief Technical
))	Bureau
510 Agronomical Engineer, Class 2))	- Chief of Provincial
))	Service
470 Agronomical Engineer, Class 3))	- Chief of Laboratory
))	Services Offices
430 Agronomical Engineer, Class 4 or Probationary))	

Qualification Requirements

Agronomical Engineer, Class 4, Probationary:

- holder of Agronomical Engineer Degree of National School of Agriculture, Water and Forest and Animal Husbandry, or Engineer Degree of equivalent French and foreign school of agriculture, or Engineer Degree of former J. Brévié Special School of Agriculture of Indo-China.

Agronomical Engineer, Class 3, Probationary:

- holder of Engineer Degree of French practical or professional Agronomic Schools, and Agronomical Engineer Degree of National School Agriculture, Water and Forest and Animal Husbandry or Engineer Degree of French or foreign school of agriculture or of former J. Brévié Special School of Agriculture of Indo-China.
- holder of Licence ès Science in National Science, or Chemical Engineer Degree recognized as equivalent to the former.

Agronomical Engineer, Class 2, Probationary:

- holder of Engineer Degree of National Institute of Agronomy of Paris, or Engineer Degree of equivalent foreign schools.

Agronomical Engineer, Class 1, (550)

- holder of Engineer Degree of National Institute of Agronomy of Paris, and experience as University Teaching Assistant or Engineer Degree of French practical or professional Agronomic Schools.

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Directorate of Agriculture
Agronomical Engineer

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- holder of Degree of Aggregation Science in Natural Science.
Agronomical Engineer or Principal Agronomical Engineer at a class having a salary index immediately higher than the present salary index of:
- Agricultural Technical Agent of Class 2 and above, and 6 years of in-cadre seniority, and professional examination.

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Arrete No. 118-BCN/ND of May 26, 1956

Determining the specific statute of the cadre of Agricultural
Technical Agent (Kiem Su Nong Chinh).

- Assist Agronomical Engineers.

670 Principal Agricultural Technical Agent, Super Class)	
630 Principal Agricultural Technical Agent, Class 1)	
590 Principal Agricultural Technical Agent, Class 2)	
550 Principal Agricultural Technical Agent, Class 3)	
510 Principal Agricultural Technical Agent, Class 4)	Chief of
470 Agricultural Technical Agent, Class 1)	Section in
440 Agricultural Technical Agent, Class 2)	a Provincial
410 Agricultural Technical Agent, Class 3)	Service or a
380 Agricultural Technical Agent, Class 4)	Technical
350 Agricultural Technical Agent, Class 5 or Probationary)	Bureau

Qualification Requirements

Agricultural Technical Agent, Class 5, Probationary:

- graduate of National School Agriculture, Water and Forest and
Animal Husbandry (Secondary Second Cycle level), or of an
equivalent foreign Agricultural School.

Appendix A
AGRICULTURE
Directorate of Agriculture
Agricultural Technical Agent

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Agricultural Technical Agent or Principal Agricultural Technical Agent at a class having a salary index immediately higher than the present salary index of:

- Agricultural Assistant of Class 2 and above, and professional examination.

Appendix A
AGRICULTURE
Directorate of Agriculture
Agricultural Assistant

- 194 -

Arrete No. 112-BCN/ND of May 26, 1956

Determining the specific statute of the cadre of Agricultural Assistant (Huan Su Nong Chinh).

- Assist civil servants of cadres of Agronomical Engineer and Agricultural Technical Agent.

450 Principal Agricultural Assistant, Super Class

420 Principal Agricultural Assistant, Class 1

390 Principal Agricultural Assistant, Class 2

360 Principal Agricultural Assistant, Class 3

330 Principal Agricultural Assistant, Class 4

300 Agricultural Assistant, Class 1

280 Agricultural Assistant, Class 2

260 Agricultural Assistant, Class 3

240 Agricultural Assistant, Class 4 or Probationary

220 Agricultural Assistant, Class 5 or Probationary

Qualification Requirements

Agricultural Assistant, Class 5, Probationary:

- graduate of National School of Agriculture, Water and Forest and Animal Husbandry (Secondary First Cycle level)

Agricultural Assistant, Class 4, Probationary:

- graduate of National School of Agriculture, Water and Forest and Animal Husbandry (Secondary First Cycle level) and Junior High School Diploma or equivalent diploma.

Appendix A
AGRICULTURE
Directorate of Agriculture
Agricultural Assistant

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Agricultural Assistant or Principal Agricultural Assistant
at a class having a salary index immediately higher than the
present salary index of:

- Principal Agricultural Aid of Class 4 and above, and
professional examination.

Appendix A
AGRICULTURE
Directorate of Agriculture and
Agricultural Aid

- 196 -

Arrete No. 115-BCN/ND of May 26, 1956

Determining the specific statute of the cadre of Agricultural Aid (Ta Su Nong Chinh).

- Assist members of cadres of Agronomical Engineer, Agricultural Technical Agent, and Agricultural Assistant.

260 Principal Agricultural Aid, Super Class

240 Principal Agricultural Aid, Class 1

220 Principal Agricultural Aid, Class 2

200 Principal Agricultural Aid, Class 3

180 Principal Agricultural Aid, Class 4

160 Agricultural Aid, Class 1

150 Agricultural Aid, Class 2

140 Agricultural Aid, Class 3

130 Agricultural Aid, Class 4

120 Agricultural Aid, Probationary

Qualification Requirements

Agricultural Aid, Probationary:

- holder of Primary Certificate, and entry examination, and training course.
- veteran, or disabled veteran, or widow of a veteran, or orphan of a veteran, and special entry examination, and training course.

Appendix A
 AGRICULTURE
 Directorate of Water and Forest
 Water and Forest Engineer

- 197 -

Decree No. 62-CN of April 21, 1956

Determining the specific statute of the cadre of Water and Forest Engineer (Ky Su Thuy Lam).

- Plan, organize and direct water and forest projects, national or regional level.

1000 Water and Forest Engineer, Special Class)	- Director or Chief
940 Principal Water and Forest Engineer, Super Class (more than three years))	of Service of the
890 Principal Water and Forest Engineer, Super Class (less than three years))	Central Offices of
840 Principal Water and Forest Engineer, Class 1)	the Department.
790 Principal Water and Forest Engineer, Class 2 (more than three years))	- Inspector
740 Principal Water and Forest Engineer, Class 2 (less than three years))	- Zone Director
690 Principal Water and Forest Engineer, Class 3)	- Chief of Service
640 Principal Water and Forest Engineer, Class 4)	of Administration
590 Water and Forest Engineer, Class 1 (more than three years))	or Technical
550 Water and Forest Engineer, Class 1 (less than three years))	Services in a
510 Water and Forest Engineer, Class 2)	General Directorate
470 Water and Forest Engineer, Class 3)	or Directorate.
430 Water and Forest Engineer, Class 4 or Probationary)	
)	(Status)
)	- Chief of Laboratory
)	- Chief of Technical
)	Bureau
)	- Chief of Water and
)	Forest Circumscription
)	
)	- Chief of Laboratory
)	Services Office

Qualification Requirements:

Water and Forest Engineer, Class 4, Probationary:

- holder of Water and Forest Engineer Degree of National School of Agriculture Water and Forest, and Animal Husbandry, or Water and Forest Engineer Degree of an equivalent foreign university of water and forest.

~~holder~~ of Agronomical Engineer Degree of National School of Agriculture Water and Forest, and Animal Husbandry, or Engineer Degree of equivalent French National School of Agriculture or an equivalent foreign school of agriculture.

Water and Forest Engineer, Class 3, Probationary:

- holder of Licence ès Science in Natural Science, or Chemical Engineer Degree judged as equivalent to Licence ès Science.

Water and Forest Engineer, Class 2, Probationary:

- holder of Engineer Degree of National Institute of Agronomy of Paris.

Water and Forest Engineer, Class 1:

- holder of Engineer Degree of (French) University of Water and Forestry of Nancy, or of Degree of Agrégation Science in Natural Science.

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AGRICULTURE
Directorate of Water and Forest
Water and Forest Engineer

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Water and Forest Engineer or Principal Water and Forest Engineer at a class having a salary index immediately higher than the present salary index of:

- Water and Forest Technical Agent of Class 2 and above, and 6 years of in-cadre seniority, and professional examination.

Appendix A
AGRICULTURE
Directorate of Water and Forest
Water and Forest Technical Agent

- 206 -

Arrete No. 119-BCN/ND of May 26, 1956

Determining the specific statute of the cadre of Water and Forest
Technical Agent (Kiem Su Thuy Lam).

- Assist Water and Forest Engineers.

670 Principal Water and Forest Technical Agent, Super Class)	
630 Principal Water and Forest Technical Agent, Class 1)	
590 Principal Water and Forest Technical Agent, Class 2)	
550 Principal Water and Forest Technical Agent, Class 3)	Chief of
510 Principal Water and Forest Technical Agent, Class 4)	Section
470 Water and Forest Technical Agent, Class 1)	in a
440 Water and Forest Technical Agent, Class 2)	Water &
410 Water and Forest Technical Agent, Class 3)	Forest
380 Water and Forest Technical Agent, Class 4)	Circums-
350 Water and Forest Technical Agent, Class 5 or Probationary)	cription
)	or a
)	Technical
)	Bureau

Qualification Requirements

Water and Forest Technical Agent, Class 5, Probationary:

- graduate of National School of Agriculture, Water and Forest and Animal Husbandry (Secondary Second Cycle level), or of an equivalent foreign Water and Forest School.

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AGRICULTURE
Directorate of Water and Forest
Water and Forest Technical Agent

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Water and Forest Technical Agent or Principal Water and Forest
Technial Agent at a class having a salary index immediately higher
than the present salary index of:

- Water and Forest Assistant of Class 2 and above, and
professional examination.

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AGRICULTURE
Directorate of Water and Forest
Water and Forest Assistant

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Arrets No. 113-BCN/ND of May 26, 1956.

Determining the specific statute of the cadre of Water and Forest Assistant (Huan Su Thuy Lam) - for man only.

- Assist civil servants of cadres of Water and Forest Engineer and Technical Agent.

450 Principal Water and Forest Assistant, Super Class

420 Principal Water and Forest Assistant, Class 1

390 Principal Water and Forest Assistant, Class 2

360 Principal Water and Forest Assistant, Class 3

330 Principal Water and Forest Assistant, Class 4

300 Water and Forest Assistant, Class 1

280 Water and Forest Assistant, Class 2

260 Water and Forest Assistant, Class 3

240 Water and Forest Assistant, Class 4 or Probationary

220 Water and Forest Assistant, Class 5 or Probationary

Qualification Requirements

Water and Forest Assistant, Class 5, Probationary:

- graduate of National School of Agriculture, Water and Forest and Animal Husbandry (Secondary First Cycle level).

Water and Forest Assistant, Class 4, Probationary:

- graduate of National School of Agriculture, Water and Forest, and Animal Husbandry (Secondary First Cycle level) and Junior High School Diploma, or equivalent diploma.

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AGRICULTURE
Directorate of Water and Forest
Water and Forest Assistant

- 203 -

Water and Forest Assistant or Principal Water and Forest Assistant at a class having a salary index immediately higher than the present salary index of:

- Principal Water and Forest Aid of Class 4 and above, and professional examination.

Appendix A
AGRICULTURE
Directorate of Water and Forest
Water and Forest Aid

- 206 -

Arrete No. 116-BCN/ND of May 26, 1956

Determining the specific statute of the cadre of Water and Forest Aid (Ta Su Thuy Lam) - for men only.

- Assist members of cadres of Water and Forest Engineer, Technical Agent and Assistant.

280 Principal Water and Forest Aid, Super Class

260 Principal Water and Forest Aid, Class 1

240 Principal Water and Forest Aid, Class 2

220 Principal Water and Forest Aid, Class 3

200 Principal Water and Forest Aid, Class 4

180 Water and Forest Aid, Class 1

170 Water and Forest Aid, Class 2

160 Water and Forest Aid, Class 3

150 Water and Forest Aid, Class 4

140 Water and Forest Aid, Class 5 or Probationary

Qualification Requirements

Water and Forest Aid, Class 5, Probationary:

- holder of Primary Certificate, and entry examination, and water and forest training course.
- veteran, or disabled veteran, or orphan of a veteran, and special entry examination, and water and forest training course.

Appendix A
 AGRICULTURE
 Directorate of Animal Husbandry
 Veterinarian

- 206 -

Decree No. 63-CN of April 21, 1956

Determining the specific statute of the cadre of Veterinarian

(Thu Y Si).

- Plan, organize and direct veterinary work on national or local
 sphere.

1000 Veterinarian, Special Class))
940 Principal Veterinarian, Super Class (more than three years))) - Director or Chief of Service of the Central Offices of the Depart- ment.
890 Principal Veterinarian, Super Class (less than three years))) - Inspector
840 Principal Veterinarian, Class 1)) - Zone Director
790 Principal Veterinarian, Class 2 (more than three years))) - Chief of Service of Administration or Technical services of a General Directorate of a Directorate.
740 Principal Veterinarian, Class 2 (less than three years)))
690 Principal Veterinarian, Class 3))
640 Principal Veterinarian, Class 4))
590 Veterinarian, Class 1 (more than three years))) - Chief of Laboratory
550 Veterinarian, Class 1 (less than three years))) - Chief of Technical Bureau
510 Veterinarian, Class 2)) - Chief of Provincial Service
470 Veterinarian, Class 3)) - Chief of Laboratory Services Office.
430 Veterinarian, Class 4 or Probationary))

Qualification Requirements

Veterinarian, Class 4, Probationary:

- holder of Degree of National School of Agriculture, Water and Forest and Animal Husbandry (University level), or Degree of the former University of Veterinary of Indo-China, or Degree of an equivalent foreign veterinary school.

Veterinarian, Class 2, Probationary:

- holder of Degree of French National School of Veterinary (Alfort, Lyon, Toulouse) - Veterinary Doctor.

Veterinarian, Class 1 (550), Probationary:

- Veterinary Doctor and Diploma of Tropical Animal Veterinary, or Specialized Diploma (microbiology, genetics, animal care, etc.)
- Veterinary Doctor and experience as University Teaching Assistant.

Principal Veterinarian, Class 4:

- holder of Diploma of Aggrégation Vétérinaire.

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Arrete No. 120-BCN/ND of May 26, 1959

Determining the specific statute of the cadre of Veterinary
Technical Agent (Kiem Su Thu Y).

- Assist civil servants of the cadre of Veterinarian.

670 Principal Veterinary Technical Agent, Super Class)	
630 Principal Veterinary Technical Agent, Class 1)	
590 Principal Veterinary Technical Agent, Class 2)	
550 Principal Veterinary Technical Agent, Class 3)	
510 Principal Veterinary Technical Agent, Class 4)	Chief of
470 Veterinary Technical Agent, Class 1)	Section in a
440 Veterinary Technical Agent, Class 2)	Service or a
410 Veterinary Technical Agent, Class 3)	Technical
380 Veterinary Technical Agent, Class 4)	Bureau
350 Veterinary Technical Agent, Class 5 or Probationary)	

Qualification Requirements

Veterinary Technical Agent, Class 5, Probationary:

- graduate of National School of Agriculture, Water and Forest and Animal Husbandry (Secondary Second Cycle level) or of an equivalent foreign Veterinary school.

Veterinary Technical Agent or Principal Veterinary Technical Agent at a class having a salary index immediately higher than the present salary index of:

- Veterinary Assistant of Class 2 and above, and professional examination.

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Arrete No. 117-BCN/ND of May 26, 1956

Determining the specific statute of the cadre of Veterinary Aid
(Ta Su Thu Y).

- Assist members of cadres of Veterinarian, Veterinary Technical Agent and Veterinary Assistant.

260 Principal Veterinary Aid, Super Class

240 Principal Veterinary Aid, Class 1

220 Principal Veterinary Aid, Class 2

200 Principal Veterinary Aid, Class 3

180 Principal Veterinary Aid, Class 4

160 Veterinary Aid, Class 1

150 Veterinary Aid, Class 2

140 Veterinary Aid, Class 3

140 Veterinary Aid, Class 4

120 Veterinary Aid, Probationary

Qualification Requirements

Veterinary Aid, Probationary:

- holder of Primary Certificate, and entry examination, and a training course.
- veteran, or disabled veteran, or widow of a veteran, or orphan of a veteran, and special entry examination, and a training course.

Appendix A
AGRICULTURE
Directorate of Animal Husbandry
Veterinary Assistant

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Arrete No. 114-BCN/ND of May 26, 1956

Determining the specific statute of the cadre of Veterinary Assistant (Huan Su Thu Y).

- Assist members of cadres of Veterinarian and Veterinary Technical agent.

440 Principal Veterinary Assistant, Super Class

410 Principal Veterinary Assistant, Class 1

380 Principal Veterinary Assistant, Class 2

350 Principal Veterinary Assistant, Class 3

320 Principal Veterinary Assistant, Class 4

290 Veterinary Assistant, Class 1

270 Veterinary Assistant, Class 2

250 Veterinary Assistant, Class 3

230 Veterinary Assistant, Class 4 or Probationary

210 Veterinary Assistant, Class 5 or Probationary

Qualification Requirements

Veterinary Assistant, Class 5, Probationary:

- graduate of two-year-termed School of Veterinary Assistant (for successful candidates holding a certificate of completion of Class 6 of a public Secondary School).

Veterinary Assistant, Class 4, Probationary:

- graduate of two-year-termed School of Veterinary Assistant and Junior High School Diploma, or equivalent diploma.

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Arrete No. 222/QP/NV/DC of September 27, 1956.

Determining the specific statute of the cadre of Defense Clerk
(Thu Ky Quoc Phong).

- Executive routine works.

450 Principal Defense Clerk, Super Class

420 Principal Defense Clerk, Class 1

390 Principal Defense Clerk, Class 2

360 Principal Defense Clerk, Class 3

330 Principal Defense Clerk, Class 4

300 Defense Clerk, Class 1

280 Defense Clerk, Class 2

260 Defense Clerk, Class 3

240 Defense Clerk, Class 4

220 Defense Clerk, Class 5 or Probationary

Qualification Requirements:

Defense Clerk, Class 5, Probationary:

- holder of Junior High School Diploma, or Baccalaureat I, or
equivalent diploma, and entry examination.

Defense Clerk, Class 4, Probationary:

- holder of Baccalaureat II, or equivalent diploma, and entry
examination.

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Defense Clerk, Class 4:-

- veteran holding one of the above diplomas, four years experience as journalier clerk, and two years of military seniority.

Decree No. 62-KT of March 21, 1957

Determining the specific statute of the cadre of Statistician
(Thong Ke Vien).

- Organize and supervise statistical investigations and surveys,
collection and analysis of statistics.

1080 Principal Statistician, Super Class

1020 Principal Statistician, Class 1

970 Principal Statistician, Class 2

920 Statistician, Class 1, Step 2 (more than two years)

870 Statistician, Class 1, Step 2 (less than two years)

820 Statistician, Class 1, Step 1

770 Statistician, Class 2, Step 2 (more than two years)

720 Statistician, Class 2, Step 2 (less than two years)

670 Statistician, Class 2, Step 1

630 Statistician, Class 3, Step 2 (more than three years)

590 Statistician, Class 3, Step 2 (less than three years)

550 Statistician, Class 3, Step 1

510 Statistician, Class 4 or Probationary

Qualification Requirements:

Statistician, Class 4, Probationary:

- holder of (at least) two University Certificates or an equivalent foreign diploma, and diploma of National Statistical Course (two years) or state recognized equivalent diploma from abroad.

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Statistician, Class 3, Step 1, Probationary:

- holder of Licence ès Science, or equivalent diploma, and diploma of National Statistical Course (two years) or state-recognized equivalent diploma from abroad.

Statistician or Principal Statistician at a class having a salary index immediately higher than the present salary index of:

- civil servant holder of two university certificates, or an equivalent foreign diploma, and diploma of National Statistical Course (two years) or state-recognized equivalent diploma from abroad.
- civil servant at a rank equivalent at least to that of an Administrative Senior Clerk, at least five years of experience in a position of Statistical Senior Clerk or in an equivalent job, and professional examination.

Arrete No. 234/BKT/WKT/ND of April 22, 1957

Determining the specific statute of the cadre of Statistical Senior Clerk (Tham Su Thong Ke).

- Assist Statisticians in inquiring into, surveying and collecting statistics, reviewing, analyzing and developing statistical materials, and other operations of the National Institute of Statistics.

670 Principal Statistical Senior Clerk, Super Clerk

630 Principal Statistical Senior Clerk, Class 1

590 Principal Statistical Senior Clerk, Class 2

550 Principal Statistical Senior Clerk, Class 3

510 Principal Statistical Senior Clerk, Class 4

470 Statistical Senior Clerk, Class 1

440 Statistical Senior Clerk, Class 2

410 Statistical Senior Clerk, Class 3

380 Statistical Senior Clerk, Class 4

350 Statistical Senior Clerk, Class 5 or Probationary

No higher than a
Chief of Service
(to top rank)

Qualification Requirements:

Statistical Senior Clerk, Class 5, Probationary:

- holder of Baccalaureat II, or equivalent diploma, and diploma of National Statistical Course (one year) or recognized foreign equivalent diploma.

Appendix A
ECONOMY
National Institute
of Statistics
Statistical Senior Clerk

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Statistical Senior Clerk, Class 4, Probationary:

- holder of Baccalaureat II, or equivalent diploma, possessing one Mathematics Licence Certificate or an equivalent diploma, and diploma of National Statistical Course (one year) or recognized foreign equivalent diploma.

Statistical Senior Clerk or Principal Statistical Senior Clerk at a class having a salary index immediately higher than the present salary index of:

- civil servant holder of Baccalaureat II, or equivalent diploma, and diploma of National Statistical Course (one year) or recognized foreign equivalent diploma.
- civil servant at a rank equivalent at least to that of an Administrative Clerk of Class 1 and:
 - five years of experience in a position of Statistical Clerk or in an equivalent job, and professional examination, or
 - three years of above-mentioned experience, if he possesses Baccalaureat II or equivalent diploma, and professional examination.

Arrete No. 235/BKT/VTK/ND of April 22, 1957

Determining the specific statute of the cadre of Statistical Clerk (Thu Ku Thong Ke).

- Assist Statisticians and Statistical Senior Clerks in operations of the National Institute of Statistics.

460 Principal Statistical Clerk, Super Class

430 Principal Statistical Clerk, Class 1

400 Principal Statistical Clerk, Class 2

370 Principal Statistical Clerk, Class 3

340 Principal Statistical Clerk, Class 4

310 Statistical Clerk, Class 1

290 Statistical Clerk, Class 2

270 Statistical Clerk, Class 3

250 Statistical Clerk, Class 4

230 Statistical Clerk, Probationary

Qualification Requirements:

Statistical Clerk, Probationary:

- holder of Secondary First Cycle Diploma, or equivalent diploma, and graduate of the three-month-minimum statistical training course of the National Institute of Statistics or holder of recognized equivalent statistical certificate.

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Statistical Clerk, Class 4, Probationary:

- holder of Baccalaureat II, or equivalent diploma, and graduate of the three-months-minimum statistical training course by the National Institute of Statistics or holder of recognized equivalent statistical certificate.

Statistical Clerk or Principal Statistical Clerk at a class having a salary index immediately higher than the present salary index of:

- civil servant holder of Secondary First Cycle Diploma, or Baccalaureat I or II, or equivalent diploma, and graduate of the three-months-minimum statistical training course by the National Institute of Statistics or holder of recognized equivalent certificate.

Arrete No. 199-KT/TTK/ND of March 9, 1956

Determining the specific statute of the cadre of Economic Controller
(Kiem Soat Vien Kinh Te).

- Execute and control the execution of Arretes and decisions on prices, and the regulations and instructions on price control.
- Prosecute, report on speculations, sales without quoted prices, illegal price increases, illegal transport of goods and food.
- Investigate and study all problems relating to the economy, as assigned, and make appropriate recommendations.

640 Principal Economic Controller, Super Class

600 Principal Economic Controller, Class 1

560 Principal Economic Controller, Class 2

520 Principal Economic Controller, Class 3

480 Principal Economic Controller, Class 4

440 Assistant Economic Controller, Class 1

410 Assistant Economic Controller, Class 2

380 Assistant Economic Controller, Class 3

350 Assistant Economic Controller, Class 4 or Probationary

320 Assistant Economic Controller, Class 5 or Probationary

Qualification Requirements:

Assistant Economic Controller, Class 5, Probationary:

- holder of Baccalaureat II, or Law Capacity Certificate II, or equivalent diploma and entry examination with lower standing.

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- non-civil servant male graduate of National School of Commerce, having studied in economic branch (internal and external trade.), being one of the 15 highest standing graduates, and approval of Secretary of State for Economy.

Assistant Economic Controller, Class 4, Probationary:

- holder of Baccalaureat II, or Law Capacity Certificate II, or equivalent diploma and entry examination with higher standing.

Assistant Economic Controller, Class 5:

- clerk of a medium level cadre, holding Junior High School Diploma, or equivalent diploma, present salary index of 300 and below 320, and professional examination.
- civil servant graduate of National School of Commerce, major in economics (internal and external trade.), being one of the 15 highest standing graduates, present salary index lower than 320, and approval of Secretary of State for Economy.

Assistant Economic Controller or Principal Economic Controller at a class having a salary index immediately higher than the present salary index of:

- clerk of a medium level cadre, present salary index equal to or higher than 320, holding Junior High School Diploma or equivalent diploma, and professional examination.

- civil servant graduate of National School of Commerce, major in economics (internal and external trades), being one of the 15 highest standing graduates, present salary index equal to or higher than 320 and approval of Secretary of State for Economy.

Arrete No. 198-KT/TTK/ND of March 9, 1956

Determining the specific statute of the cadre of Economic
Patrolman (Tuan Vien Kih Te).

- Assist civil servants of the cadre of Economic Controller in the control and the execution of Arretes and decisions on prices and of regulations and instructions on price control; in the prosecution and reporting on speculations, sales without quoted prices, illegal price increases, illegal transports of goods and food.

280 Principal Economic Patrolman, Super Class

260 Principal Economic Patrolman, Class 1

240 Principal Economic Patrolman, Class 2

220 Principal Economic Patrolman, Class 3

200 Principal Economic Patrolman, Class 4

180 Economic Patrolman, Class 1

170 Economic Patrolman, Class 2

160 Economic Patrolman, Class 3

150 Economic Patrolman, Class 4

140 Economic Patrolman, Probationary

Qualification Requirements:

Economic Patrolman, Probationary:

- holder of Primary Certificate and entry examination.
- veteran and special entry examination.

Appendix A
EDUCATION

Directorate of Special
Primary Education
Primary School Inspector

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Arrete No. 1316-GD/ND of September 16, 1957

Determining the specific statute of the cadre of Primary School
Inspector (Thanh Tra Tieu Hoc).

- Control the operation and teaching in Primary Schools and
popular Education Courses.

740 Principal Primary School Inspector, Special Class)	
690 Principal Primary School Inspector, Super Class)	- Headmaster of a large Pri- mary School.
650 Principal Primary School Inspector, Class 1)	- Provincial Primary School Inspector.
610 Principal Primary School Inspector, Class 2)	- Chief of Pro- vincial Pri- mary Education Service.
570 Principal Primary School Inspector, Class 3)	- Regional Pri- mary School Inspector.
530 Principal Primary School Inspector, Class 4)	- Chief Inspector of Central Primary Education.
490 Primary School Inspector, Class 1)	(status)
460 Primary School Inspector, Class 2)	
430 Primary School Inspector, Class 3)	
400 Primary School Inspector, Class 4)	
370 Primary School Inspector, Probationary)	

Qualification Requirements:

Probationary Primary School Inspector or Probationary Principal
Primary School Inspector at a class having a salary index immediately
higher than the present salary index of:

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EDUCATION
Directorate of
Primary Education
Primary School Inspector

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- Secondary First Cycle Professor of Class 2 and above, recommendation of Director of Primary Education.
- Principal Primary School Teacher of Class 4 and above and entry examination.

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Arrete No. 1230-GD/ND of August 4, 1958

Determining the specific statute of the cadre of Teacher of Preparatory Level (Giao Hoc Cap Bo Tuc).

- Teacher in Class II, Class I and continuing class of General Education Primary Schools, and in case of lack of professors, They may be assigned to teach in Class VII of Secondary First Cycle School.

640 Principal Preparatory Teacher, Super Class

600 Principal Preparatory Teacher, Class 1

560 Principal Preparatory Teacher, Class 2

520 Principal Preparatory Teacher, Class 3

480 Principal Preparatory Teacher, Class 4

440 Preparatory Teacher, Class 1

410 Preparatory Teacher, Class 2

380 Preparatory Teacher, Class 3

350 Preparatory Teacher, Class 4

320 Preparatory Teacher, Class 5 or Probationary

Qualification Requirements:

Preparatory Teacher, Class 5, Probationary:

- graduate of National School of Pedagogy (after a three-year training term).

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EDUCATION
Directorate of Primary Education
Primary School Teacher

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Arrete No. 34-GD/ND of November 14, 1955

Determining the specific statute of the cadre of Primary School Teacher (Giao Vien Tieu Hoc).

- In charge of teaching at Primary Schools of General Education.

480 Principal Primary School Teacher, Super Class

450 Principal Primary School Teacher, Class 1

420 Principal Primary School Teacher, Class 2

390 Principal Primary School Teacher, Class 3

360 Principal Primary School Teacher, Class 4

330 Primary School Teacher, Class 1

310 Primary School Teacher, Class 2

290 Primary School Teacher, Class 3

270 Primary School Teacher, Class 4

250 Primary School Teacher, Class 5 or Probationary

Qualification Requirements:

Primary School Teacher, Class 5, Probationary:

- graduate of Normal School (four years study)
- holder of Secondary First Cycle Diploma, or equivalent diploma, and graduate of:
 - a one-year-minimum Normal Course, or
 - a one-year-minimum Primary Community School Teacher Training Course, or

Appendix A
EDUCATION
Directorate of
Primary Education
Primary School Teacher

- 226 -

- a one-year-minimum Applied Agriculture Teacher Training Course.

- holder of Secondary First Cycle Diploma, or equivalent diploma, having finished one of the above-mentioned courses but failed at the graduate (at the end of a two-year probationary period, this person must hold the Normal Capacity Diploma to be granted permanent status).
- holder of Baccalaureat I, or Secondary First Cycle Diploma, or equivalent diploma; 18-month experience as substitute, contractual or journalier Primary School Teacher (must hold Normal Capacity Diploma to be granted permanent status at the end of two to three years probation).

Primary School Teacher or Principal Primary School Teacher at a class having a salary index immediately higher than the present salary index of:

- Junior Teacher of Class 3 and above, and Secondary First Cycle Diploma or equivalent diploma.

Primary School Teacher, Class 3:

- student of National School of Pedagogy, having finished the three-year term but failed at the graduation.

Arrete No. 33/GD/ND of November 14, 1955

Determining the specific statute of the cadre of Teacher of Junior Level (Giao Vien So Cap).

- Teach in Primary Schools, especially in elementary (junior) classes.

430 Principal Junior (Elementary) Teacher, Super Class

400 Principal Junior (Elementary) Teacher, Class 1

370 Principal Junior (Elementary) Teacher, Class 2

340 Principal Junior (Elementary) Teacher, Class 3

310 Principal Junior (Elementary) Teacher, Class 4

280 Junior (Elementary) Teacher, Class 1

260 Junior (Elementary) Teacher, Class 2

240 Junior (Elementary) Teacher, Class 3

220 Junior (Elementary) Teacher, Class 4

200 Junior (Elementary) Teacher, Class 5 or Probationary

Qualification Requirements:

This cadre was established for re-appointments of cadre members of the four former regional cadres of Elementary School Teachers. No entry for outsiders, therefore.

Appendix A
EDUCATION

From Directorate of
Primary Education
Professor of Secondary
Education Second Cycle

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Decree No. 28-GD of December 2, 1955

Determining the specific statute of the cadre of Professor of
Secondary Education Second Cycle (Giao Su Trung Hoc De II Cap).

- In charge of teaching at the level of Secondary Education
Second Cycle.

- 1000 Principal Secondary Second Cycle Professor, Super Class
(more than three years)
- 940 Principal Secondary Second Cycle Professor, Super Class
(less than three years)
- 890 Principal Secondary Second Cycle Professor, Class 1
(more than three years)
- 840 Principal Secondary Second Cycle Professor, Class 1
(less than three years)
- 790 Principal Secondary Second Cycle Professor, Class 2
- 740 Principal Secondary Second Cycle Professor, Class 3
- 690 Principal Secondary Second Cycle Professor, Class 4
- 640 Secondary Second Cycle Professor, Class 1 (more than three years)
- 590 Secondary Second Cycle Professor, Class 1 (less than three years)
- 550 Secondary Second Cycle Professor, Class 2
- 510 Secondary Second Cycle Professor, Class 3
- 470 Secondary Second Cycle Professor, Class 4
- 430 Secondary Second Cycle Professor, Class 5 or Probationary

Qualification Requirements:

Secondary Second Cycle Professor, Class 5, Probationary:

- holder of a non-education Licence, or equivalent diploma, and authorization by Supreme Council of Civil Service for teaching at Secondary Second Cycle level.

Secondary Second Cycle Professor, Class 4:

- graduate of High School of Pedagogy, senior level.
- holder of Vietnamese or French Education Licence, or equivalent diploma.

Secondary Second Cycle Professor or Principal Professor at a class having a salary index immediately higher than the present salary index of:

- Secondary First Cycle Professor of Class 4 and above, more than two years of in-cadre seniority, non-education Licence or equivalent and authorized diploma.

Secondary Second Cycle Professor or Principal Professor at a class higher than the class having a salary index immediately higher than the present salary index of:

- Secondary First Cycle Professor, more than two years of in-cadre seniority, Diploma of High School of Pedagogy, senior level, or Vietnamese or French Education Licence or equivalent diploma.

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EDUCATION
Directorate of Secondary Education
Professor Vocational Secondary
Education Second Cycle

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Decree No. 29-GD of December 2, 1955

Determining the specific statute of the cadre of Professor of Vocational Secondary Education Second Cycle (Giao Su Trung Hoc Chuyen Nghiep De II Cap).

- In charge of teaching at the level of Vocational Secondary Education Second Cycle.

- 1000 Principal Vocational Second Cycle Professor, Super Class (more than three years)
- 940 Principal Vocational Second Cycle Professor, Super Class (less than three years)
- 890 Principal Vocational Second Cycle Professor, Class 1 (more than three years)
- 840 Principal Vocational Second Cycle Professor, Class 1 (less than three years)
- 790 Principal Vocational Second Cycle Professor, Class 2
- 740 Principal Vocational Second Cycle Professor, Class 3
- 690 Principal Vocational Second Cycle Professor, Class 4
- 640 Vocational Second Cycle Professor, Class 1 (more than three years)
- 590 Vocational Second Cycle Professor, Class 1 (less than three years)
- 550 Vocational Second Cycle Professor, Class 2
- 510 Vocational Second Cycle Professor, Class 3
- 470 Vocational Second Cycle Professor, Class 4
- 430 Vocational Second Cycle Professor, Class 5 or Probationary

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EDUCATION
Directorate of Secondary Education
Professor, Vocational Secondary
Education Second Cycle

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Qualification Requirements:

Vocational Second Cycle Professor, Class 5, Probationary:

- holder of a diploma recognized by the Supreme Council of Civil Service as qualified for teaching at the level of Professional Secondary Education Second Level.

Vocational Second Cycle Professor, Class 5:

- Vocational First Cycle Professor, salary index below 430, more than two years of in-cadre seniority, and above mentioned diploma.

Vocational Second Cycle Professor, Class 4:

- graduate of High School of Technical Pedagogy of Vietnam or French Ecole Normal Supérieure de l'Enseignement Technique.

Vocational Second Cycle Professor or Principal Professor at a class having a salary index immediately higher than the present salary index of:

- Vocational First Cycle Professor, salary index 430 and above, more than two years of in-cadre seniority, and a diploma recognized by the Supreme Council of Civil Service as qualified for teaching at the level of Vocational Secondary Education Second Level.

Vocational Second Cycle Professor or Principal Professor at a class higher than the class having a salary index immediately higher than the present salary index of:

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EDUCATION
Directorate of Secondary Education
Professor, Vocational Secondary
Education Second Cycle

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- Vocational First Cycle Professor of Class 3 and above, more than two years of in-cadre seniority, and Diploma of High School of Technical Pedagogy of Vietnam or equivalent diploma.

Arrete No. 12-GD/ND of November 3, 1955

Determining the specific statute of the cadre of Professor of
Secondary Education First Cycle (Giao-Su-Trung Hoc De I Cap).

- In charge of teaching at the level of Secondary First Cycle.

- 790 Principal Secondary First Cycle Professor, Special Class, Step 2 (1)
- 740 Principal Secondary First Cycle Professor, Special Class, Step 1 (1)
- 690 Principal Secondary First Cycle Professor, Super Class
- 650 Principal Secondary First Cycle Professor, Class 1
- 610 Principal Secondary First Cycle Professor, Class 2
- 570 Principal Secondary First Cycle Professor, Class 3
- 530 Principal Secondary First Cycle Professor, Class 4
- 490 Secondary First Cycle Professor, Class 1
- 460 Secondary First Cycle Professor, Class 2
- 430 Secondary First Cycle Professor, Class 3
- 400 Secondary First Cycle Professor, Class 4
- 370 Secondary First Cycle Professor, Class 5
- 340 Secondary First Cycle Professor, Probationary

(1) These classes are reserved for professors who are graduates of
the former High School of Fine-Arts of Indo-China.

Qualification Requirements:

Secondary First Cycle Professor, Probationary:

- Primary School Teacher with salary index below 340, Baccalaureat II and Normal Capacity Diploma.

Secondary First Cycle Professor, Class 4:

- graduate of High School of Pedagogy, medium level.

Secondary First Cycle Professor at a class having a salary index immediately higher than the present salary index of:

- Primary School Teacher with salary index above 340, Baccalaureat II and Normal Capacity Diploma.

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EDUCATION
Directorate of Secondary Education
Professor of Vocational Secondary
Education First Cycle

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Arrete No. 52-GD/ND of November 19, 1955

Determining the specific statute of the cadre of Professor of Vocational Secondary Education First Cycle (Giao Su Trung Hoc Chuyen Nghiep De I Cap).

- In charge of teaching in Vocational or General Secondary First Cycle Classes:

- 720 Principal Vocational First Cycle Professor, Special Class (1)
- 680 Principal Vocational First Cycle Professor, Super Class
- 640 Principal Vocational First Cycle Professor, Class 1
- 600 Principal Vocational First Cycle Professor, Class 2
- 560 Principal Vocational First Cycle Professor, Class 3
- 520 Principal Vocational First Cycle Professor, Class 4
- 480 Vocational First Cycle Professor, Class 1
- 440 Vocational First Cycle Professor, Class 2
- 410 Vocational First Cycle Professor, Class 3
- 380 Vocational First Cycle Professor, Class 4
- 350 Vocational First Cycle Professor, Class 5 or Probationary
- 320 Vocational First Cycle Professor, Class 6 or Probationary

(1) This class is reserved professors who are graduates of the former High School of Fine-Arts of Indo-China.

Appendix A
EDUCATION
Directorate of Secondary Education
Professor of Vocational Secondary
Education First Cycle

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Qualification Requirements:

Vocational First Cycle Professor, Class 6, Probationary:

- holder of a technical diploma (Industry, Music, etc.) which is recognized by the Supreme Council of Civil Service as equivalent to National High School of Fine-Arts Diploma, and entry examination.

Vocational First Cycle Professor, Class 5, Probationary:

- graduate of the former High School of Fine-Arts of Indo-China.
- graduate of National High School of Fine-Arts, and Capacity Certificate of Painting Pedagogy.

Vocational First Cycle Professor or Principal Professor at a class having a salary index immediately higher than the present salary index of:

- Primary Vocational School Teacher, above-mentioned technical diploma, or Diploma of High School of Fine-Arts of Indo-China, or equivalent diploma, and approval of Secretary of State of National Education.

Appendix A
FINANCE

Finance Senior Clerk

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Arrete No. 1161-BTCKT/NV of June 28, 1955

Determining the specific statute of the cadre of Finance Senior Clerk (Tham-su).

- Assist supervisors directing operations under the jurisdiction of Department of Finance and dependent agencies.

640 Principal Finance Senior Clerk, Super Class

600 Principal Finance Senior Clerk, Class 1

560 Principal Finance Senior Clerk, Class 2

520 Principal Finance Senior Clerk, Class 3

480 Principal Finance Senior Clerk, Class 4

440 Finance Senior Clerk, Class 1

410 Finance Senior Clerk, Class 2

380 Finance Senior Clerk, Class 3

350 Finance Senior Clerk, Class 4

320 Finance Senior Clerk, Class 5 or Probationary Chief of Section
in a bureau (to
top rank)

Qualification Requirements:

Finance Senior Clerk, Class 5 Probationary:

- holder of Baccalaureat II, or equivalent diploma, or Law Capacity Certificate and Secondary First Cycle Diploma, and entry examination;

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FINANCE

Finance Senior Clerk

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- former National Institute of Administration student, major in finance unsuccessful at the graduation but recommended by National Institute of Administration Director;
- graduate of National School of Commerce, and approval of Secretary of State for Finance.

Finance Senior Clerk, Class 4, Probationary:

- holder of Law Licence Certificate II and entry examination.

Finance Senior Clerk or Principal Finance Senior Clerk at a class having a salary index immediately higher than the present salary index of:

- clerk at a class having a salary index of 300 and above and professional examination;
- clerk with a salary index below 300, Secondary First Cycle Diploma, six years of government service, working in Department of Finance or dependent Directorates, and professional examination;
- civil servant, former National Institute of Administration student, major in finance, unsuccessful at the graduation but recommended by National Institute of Administration Director;
- civil servant graduate of National School of Commerce, and approval of Secretary of State for Finance.

Arrete No. 1160-BTCKT of June 28, 1955

Determining the specific statute of the cadre of Finance Clerk
(Thu-Ky Tai-Chanh).

450 Finance Principal Clerk, Super Class
420 Finance Principal Clerk, Class 1
390 Finance Principal Clerk, Class 2
360 Finance Principal Clerk, Class 3
330 Finance Principal Clerk, Class 4
300 Finance Clerk, Class 1
280 Finance Clerk, Class 2
260 Finance Clerk, Class 3
240 Finance Clerk, Class 3
220 Finance Clerk, Class 5 or Probationary Assists Thom-Su
and Giam-Su
(to top rank)

Qualification Requirements:

Finance Clerk, Class 5, Probationary:

- holder of Junior High School Diploma, or Secondary First Cycle Diploma, or Baccalaureat I, or an equivalent diploma, and direct entry examination.
- contractual (sic.) or daily worker with two years of experience in Department of Finance services, and entry examination.

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FINANCE

Finance Clerk

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Finance Clerk, Class 4, Probationary:

- holder of Baccalaureat II, or an equivalent diploma, and
entry examination.

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FINANCE
Directorate General of Treasury
Treasury Administrator

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Decree No. 538-TC of December 24, 1957

Determining the specific statute of the cadre of Treasury Administrator (Giam Su Ngan Kho).

- Manage Provincial Treasury Offices or direct a service at the Central Office.

940 Principal Treasury Administrator, Super Class
880 Principal Treasury Administrator, Class 1 (more than three years)
830 Principal Treasury Administrator, Class 1 (less than three years)
780 Principal Treasury Administrator, Class 2
730 Principal Treasury Administrator, Class 3
680 Treasury Administrator, Class 1 (more than three years)
630 Treasury Administrator, Class 1 (less than three years)
590 Treasury Administrator, Class 2
550 Treasury Administrator, Class 3
510 Assistant Treasury Administrator, Class 1
470 Assistant Treasury Administrator, Class 2
430 Assistant Treasury Administrator, Class 3 or Probationary
Treasury Inspector,
Chief of Services,
Chief of Provincial
Treasury (to top rank)

Qualification Requirements:

Assistant Treasury Administrator, Class 3, Probationary:

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Directorate General of Treasury
Treasury Administrator

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- holder of Licence en Droit, or equivalent diploma, and entry examination.

Assistant Treasury Administrator, Class 1, Probationary:

- holder of Docteur en Droit, or equivalent diploma, and entry examination.

Assistant Treasury Administrator or Treasury Administrator at a class having a salary index immediately higher than the present salary index of:

- Treasury Senior Clerk of Class 2 and above; and professional examination.

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FINANCE
Directorate General of Treasury
Treasury Senior Clerk

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Arrete No. 1220-BTC/NV of July 12, 1956.

Determining the specific statute of the cadre of Treasury Senior Clerk (Tham Su Ngan Kho).

- Assist supervisors of various levels in the operations of the General Directorate of Treasury.

640 Principal Treasury Senior Clerk, Super Class
600 Principal Treasury Senior Clerk, Class 1
560 Principal Treasury Senior Clerk, Class 2
520 Principal Treasury Senior Clerk, Class 3
480 Principal Treasury Senior Clerk, Class 4
440 Treasury Senior Clerk, Class 1
410 Treasury Senior Clerk, Class 2
380 Treasury Senior Clerk, Class 3
350 Treasury Senior Clerk, Class 4
320 Treasury Senior Clerk, Class 5 or Probationary Chief of Bureau
(to top bureau)

Qualification Requirements:

Treasury Senior Clerk, Class 5, Probationary:

- holder of Baccalaureat II or equivalent diploma, or Law Capacity Certificate II, and entry examination.

Treasury Senior Clerk, Class 4, Probationary:

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FINANCE
Directorate General of Treasury
Treasury Senior Clerk

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- holder of Law Licence Certificate II, and entry examination.
Treasury Senior Clerk or Principal Senior Clerk at a class having
a salary index immediately higher than the present index of:
- Clerk (of any fields) at a class having a salary index of 300
and above and professional examination.

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FINANCE.
Directorate General of Treasury
Treasury Clerk

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- contractual (sic.) or daily worker with two years of experience in the Treasury services, and entry examinations

Treasury Clerk, Class 4, Probationary:

- holder of Baccalaureat II, or an equivalent diploma, and direct entry examination.

Treasury Clerk, Class 4:

- employee with four years of experience in the Treasury and entry examination.

Appendix A
FINANCE
Directorate General of Treasury
Treasury Cash Counter

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Arrete No. 122/BTC/NV of July 12, 1956

Determining the specific statute of the cadre of Treasury Cash Counter (Khan Quy Ngan Kho).

- Assist Cashiers in collecting and disbursing transactions in Central Office or in Provincial Treasury Offices,

260 Principal Cash Counter, Super Class

240 Principal Cash Counter, Class 1

220 Principal Cash Counter, Class 2

200 Principal Cash Counter, Class 3

180 Principal Cash Counter, Class 4

160 Cash Counter, Class 1

150 Cash Counter, Class 2

140 Cash Counter, Class 3

130 Cash Counter, Class 4

120 Cash Counter, Probationary

Qualification Requirements:

Cash Counter, Probationary:

- holder of Primary Certificate and entry examination.
- veteran and special entry examination.

Appendix A
FINANCE
Directorate General of Taxation
Tax Inspector

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Decree No. 537-TC of December 24, 1957

Determining the specific statute of the cadre of Tax Inspector
(Thanh Tra Thue Vu).

- Direct and inspect the services of the General Directorate of
Taxation.

- 1000 Principal Tax Inspector, Super Class (more than three years)
- 940 Principal Tax Inspector, Super Class (less than three years)
- 890 Principal Tax Inspector, Class 1 General Director (to top rank)
- 840 Principal Tax Inspector, Class 2
- 790 Principal Tax Inspector, Class 3 Deputy General Director
(to top rank)
- 740 Tax Inspector, Class 1 (more than three years)
- 690 Tax Inspector, Class 1 (less than three years)
- 640 Tax Inspector, Class 2
- 590 Tax Inspector, Class 3 Area Inspector, Chief of Service
(to top rank)
- 550 Assistant Tax Inspector, Class 1)
(more than three years)) (status) Chief of Bureau
in Central Offices, Chief
of Field Service
- 510 Assistant Tax Inspector, Class 1)
(less than three years))
- 470 Assistant Tax Inspector, Class 2)
- 430 Assistant Tax Inspector, Class 3 or Probationary

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FINANCE
Directorate General of Taxation
Tax Inspector

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Qualification Requirements:

Assistant Tax Inspector, Class 3, Probationary:

- holder of Licence en Droit, or Diploma of Higher Studies of Commerce, or equivalent diploma, and entry examination.

Assistant Tax Inspector, Class 1 (510), Probationary:

- holder of Docteur en Droit, or equivalent diploma, and entry examination.

Assistant Tax Inspector or Tax Inspector at a class having a salary index immediately higher than the present salary index of:

- Tax Collection Controller of Class 2 and above, and professional examination;
- Tax Collection Controller of Class 3 and below, transferee from an equivalent cadre, 6-month training in French National Schools of Taxation and Registration, and professional examination;
- Tax Collection Controller of Class 3 and below, transferee from Clerk cadres, 18-month training in French National Schools of Taxation and Registration, and professional examination.

Appendix A
FINANCE
Directorate General of Taxation
Tax Collection Controller

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Arrete No. 957-BTC/NV of July 18, 1958

Determining the specific statute of the cadre of Tax Collection Controller (Kiem-thu-vien Thue-vu).

- Control and collect various tax items of which the General Directorate of Taxation is in charge.

640 Principal Tax Collection Controller, Super Class

600 Principal Tax Collection Controller, Class 1) Status Tax Collection) Controllers may be) assigned to positions) of:) - Chief of Bureau at) Central Office or) Central Agencies) - Chief of Field) Bureau or Field) Service of Direct) Tax Collection,) Indirect-tax) Collection, "Regie") Tax, Registration) and Fees.
560 Principal Tax Collection Controller, Class 2	
520 Principal Tax Collection Controller, Class 3	
480 Principal Tax Collection Controller, Class 4	
440 Tax Collection Controller, Class 1	
410 Tax Collection Controller, Class 2	
380 Tax Collection Controller, Class 3	
350 Tax Collection Controller, Class 4	

320 Tax Collection Controller, Class 5 or Probationary

Qualification Requirements:

Tax Collection Controller, Class 5, Probationary:

- holder of Baccalaureat II, or equivalent diploma, or Law Capacity Certificate and Secondary First Cycle Diploma and entry examination.

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FINANCE
Directorate General of Taxation
Tax Collection Controller

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- non-civil servant National Institute of Administration student major in taxation-finance, unsuccessful at the graduation but recommended by National Institute of Administration Director;
- non-civil servant graduate of National School of Commerce, recommendation of National Schools of Commerce Director, and approval of General Directorate of Taxation.

Tax Collection Controller or Principal Tax Collection Controller at a class having a salary index immediately higher than the present salary index of:

- Clerk (of all fields) with salary index of 300 and above, and professional examination;
- Clerk with salary index below 300, Secondary First Cycle Diploma, six years of government service, and professional examination;
- civil servant National Institute of Administration student, major in Taxation-Finance, unsuccessful at the graduation but recommended by National Institute of Administration Director;
- civil servant graduate of National School of Commerce, recommendation of National School of Commerce Director, and approval of General Directorate of Taxation.

Appendix A
FINANCE
 Directorate General of Customs and Excise
 Customs and Excise Inspector

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Decree No. 39-TC of December 30, 1955

Determining the specific statute of the Cadre of Customs and Regie Inspector (Thanh Tra Quan Thue va Cong Quan).

- Direct, inspect, supervise and manage public agencies and offices of General Directorate of Customs and Regie.

- 1000 Principal Inspector, Super Class (more than three years) (General
- 940 Principal Inspector, Super Class (less than three years) (Director
- 890 Principal Inspector, Class 1)- Assistant to General Director
- 840 Principal Inspector, Class 2)- Inspector of Services (General
- 790 Principal Inspector, Class 3)- Regional Director
- 740 Inspector, Class 1 (more than three years) (- Commercial Port
- 690 Inspector, Class 1 (less than three years) (- Zone Chief Inspector
- 640 Inspector, Class 2 (- External Affairs
- 590 Inspector, Class 3 (- Inspector
- 550 Assistant Inspector, Class 1) (Status)
- 510 Assistant Inspector, Class 1) - Chief of Bureau (at Regional
- 470 Assistant Inspector, Class 2) - Chief of Bureau of Goods
- 430 Assistant Inspector, Class 3) - Verification
- or Probationary) - Special Verifier
- or Probationary) - Chief of Customs Bureau at
- or Probationary) a Commercial Port.

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FINANCE
Directorate General of Customs and Excise
Customs and Excise Inspector

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Qualification Requirements:

Assistant Inspector, Class 3, Probationary:

- holder of Licence en Droit, or Diploma of Higher Studies of Commerce, or equivalent diploma, and entry examination.

Assistant Inspector, Class 1 (510), Probationary:

- holder of Docteur en Droit, or equivalent diploma and entry examination.

Assistant Inspector or Inspector at a class having a salary index immediately higher than the present salary index of :

- Customs Controller of Class 2 and above, and professional examination;
- Customs Goods Verifier of Class 2 and above, and professional examination;
- Customs Officer at the rank of Lieutenant Class 3 and above, and professional examination.

Appendix A
FINANCE
Directorate General of Customs and Excise
Customs Goods Verifier

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Arrete No. 1991-BTKT/NV of October 20, 1955

Determining the specific statute of the cadre of Customs Verifier (Kiem Hoa Vien Thuong Chanh).

- Verify and examine all goods going out of and coming into National Customs areas in order to collect regie taxes for the National Budget, and in charge of the execution of the laws and regulations of other public agencies (Foreign Exchange Office, Sanitation Office ...).

640 Principal Goods Verifier, Super Class

- | | | |
|---|---|----------------------------------|
| 600 Principal Goods Verifier, Class 1 |) | Chief of Collection |
| |) | Service (Saigon - |
| 560 Principal Goods Verifier, Class 2 |) | Cholon - Hanoi) |
| 520 Principal Goods Verifier, Class 3 |) | Chief of Collection Service |
| |) | (besides Saigon-Cholon and |
| 480 Principal Goods Verifier, Class 4 |) | Hanoi) |
| 440 Goods Verifier, Class 1 |) | (status) - Deputy Chief of Goods |
| |) | Verification Bureau |
| 410 Goods Verifier, Class 2 |) | - Goods Verifier in sea, |
| |) | commercial or airports, |
| 380 Goods Verifier, Class 3 |) | in Frontier Customs |
| |) | Service |
| 350 Goods Verifier, Class 4 |) | - Chief of Section in a bureau. |
| 320 Goods Verifier, Class 5 or Probationary |) | |

Qualification Requirements:

Goods Verifier, Class 5, Probationary:

- holder of Baccalaureat II, or Law Capacity Certificate II, or equivalent diploma, and entry examination.

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FINANCE

Directorate General of Customs and Excise
Customs Goods Verifier

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Goods Verifier or Principal Goods Verifier at a class having
a salary index immediately higher than the present salary index
of:

- Clerk (thu-ky) of Class 1 and above, employee of Directorate
of Customs and professional examination.

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FINANCE
Directorate General of Customs and Excise
Customs Officer

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Arrete No. 1992-BICTE/NV of October 20, 1955

Determining the specific statute of the cadre of Customs Officer
(Si Quan Thuong Chanh).

- Search, prosecute, watch and penalize against violations of
customs and regie laws.

640 Captain, Super Class)	Chief of Investigation Group
600 Captain, Class 1)	
560 Captain, Class 2)	
520 Captain, Class 3)	
480 Lieutenant, Class 1)	Chief of Section, Chief of Station, Precinct in commercial or seaports, Investigation Groups, Provincial Collection Services.
440 Lieutenant, Class 2)	
410 Lieutenant, Class 3)	
380 Second Lieutenant, Class 1)	
350 Second Lieutenant, Class 2)	
320 Second Lieutenant, Class 3) or Probationary	

Qualification Requirements:

Second Lieutenant, Class 3, Probationary:

- holder of Baccalaureat II, or Law Capacity Certificate II,
or equivalent diploma, and entry examination;

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FINANCE
Directorate General of Customs and Excise
Customs Officer

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- ex-Army officer or non-commissioned officer, possessing Baccalaureat I, or Junior High School Diploma, or Secondary First Cycle Diploma, or equivalent diploma, and entry examination.
Second Lieutenant or Lieutenant at a class having a salary index immediately higher than the present salary index of:
- (Customs) Sergeant of Class 1 and above, and professional examination.

Appendix A
FINANCE

Directorate General of Customs and Excise
Customs Non-commissioned Officer

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Arrete No. 1993-BTCKT/NV of October 10, 1955

Determining the specific statute of the cadre of Customs Non-commissioned Officer (Ha Si Quan Thuong Chanh).

- Assist Customs Officers in prosecuting smuggling cases, watching and penalizing violations of customs and regie laws.

450 Sergeant-Major, Super Class)	
420 Sergeant-Major, Class 1)	Squad Leader in a sea or commercial port, airport, in Investigation Groups, in Provincial Collection Services.
390 Sergeant-Major, Class 2)	
360 Sergeant-Major, Class 3)	
330 Sergeant-Major, Class 4)	
300 Sergeant, Class 1)	
280 Sergeant, Class 2)	(Status) Chief of Control Station, Surveillance (preposés) in companies, industrial plants under the control of the Customs.
260 Sergeant, Class 3)	
240 Sergeant, Class 4)	
220 Sergeant, Class 5 or Probationary)	

Qualification Requirements:

Sergeant, Class 5, Probationary:

- holder of Baccalaureat I, or Junior Pedagogy Diploma, or Secondary First Cycle Diploma, or Junior High School Diploma, or equivalent diploma, and entry examination;

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Directorate General of Customs and Excise
Customs Non-commissioned Officer

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- ex-Army non-commissioned Officer, or ex-private and individual
citation, or interpreter assimilated as Non-commissioned
Officer, and entry examination.

Sergeant or Sergeant-Major at a class having a salary index
immediately higher than the present salary index of:

- Customs Patrolman of Class 1 and above, and professional
examination.

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FINANCE
Directorate General of Customs and Excise
Customs Patrolman

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Arrete No. 1994-BTCKT/NV of October 20, 1955

Determining the specific statute of the cadre of Customs Patrolman
(Tuan Vien Thuong Chanh).

- Assist Customs Officers in prosecuting smuggling cases, patrol-
ling and penalizing violations of customs and regie laws.

280 Principal Customs Patrolman, Super Class

260 Principal Customs Patrolman, Class 1

240 Principal Customs Patrolman, Class 2

220 Principal Customs Patrolman, Class 3

200 Principal Customs Patrolman, Class 4

180 Customs Patrolman, Class 1

170 Customs Patrolman, Class 2

160 Customs Patrolman, Class 3

150 Customs Patrolman, Class 4

140 Customs Patrolman, Probationary

Qualification Requirements:

Customs Patrolman, Probationary:

- holder of Primary Certificate and entry examination.
- veteran and special entry examination.

Decree No. 39-NV of April 30, 1953

Determining the specific statute of the cadre of Foreign Affairs officials and consuls.

- Working in Central Office and agencies abroad of Department of Foreign Affairs.

1200 Ambassador		Ambassador
1000 Su Than, Super Class (more than three years)	}	Minister, Ambassador
940 Su Than, Super Class (less than three years)		
890 Su Than, Class 1		
840 Su Than, Class 2)General
)Consul
790 Su Than, Class 3)Director
) at
740 Advisor, Class 1 (more than three years)	}	Embassado-)Central
690 Advisor, Class 1 (less than three years))sor, Consul)
) Chief of
640 Advisor, Class 2) Service (C.O)
590 Advisor, Class 3	}	First Chargé d'Affaires (in Embassy) Assistant Consul, Chief of Bureau (C.O.)
550 Chargé d'Affaires, Class 1 (more than three years)		
510 Chargé d'Affaires, Class 1 (less than three years)		
470 Chargé d'Affaires, Class 2		
		Second Chargé d'Affaires. Vice Consul, Chief of Section.
430 Chargé d'Affaires, Class 3 or Probationary		Third Chargé d'Affaires, Chargé de Mission in Embassy or Legation.

Qualification Requirements:

Chargé d'Affaires, Class 3, Probationary:

- holder of University Licence, or equivalent diploma, and entry examination.

Chargé d'Affaires, Class 3:

- civil servant at a class having a salary index lower than 430, (holding a University Licence, or an equivalent diploma), and entry examination.

(Foreign Affairs Official at a class having a salary index immediately higher than the present salary index of:

- civil servant of category A cadre, having a salary index of 430 and above, and entry examination.)

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Arrete No. 69-NVBT of June 6, 1955

Determining the specific statute of the cadre of Foreign Affairs Senior Clerk (Than Su Ngoai Giao).

- Assist Foreign Affairs Officials and Consuls in carrying on administrative work.

640 Principal Foreign Affairs Senior Clerk, Super Class
600 Principal Foreign Affairs Senior Clerk, Class 1
560 Principal Foreign Affairs Senior Clerk, Class 2
520 Principal Foreign Affairs Senior Clerk, Class 3
480 Principal Foreign Affairs Senior Clerk, Class 4
440 Foreign Affairs Senior Clerk, Class 1
410 Foreign Affairs Senior Clerk, Class 2
380 Foreign Affairs Senior Clerk, Class 3
350 Foreign Affairs Senior Clerk, Class 4
320 Foreign Affairs Senior Clerk, Class 5 or Probationary

Qualification Requirements:

Foreign Affairs Senior Clerk, Class 5, Probationary:

- holder of Baccalaureat II or equivalent diploma and entry examination.

Foreign Affairs Senior Clerk or Principal Foreign Affairs Senior Clerk at a class having a salary index immediately higher than the present salary index of:

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FOREIGN AFFAIRS
Senior Clerk

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- Clerk of Administrative cadre at a class having a salary index of 300 and above, and professional examination.

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Arrete No. 1622-BNV/CV/PC/ND of October 18, 1955

Determining the specific statute of the cadre of Jail Attendant:

- In charge of the custody of prisoners or offenders in jails or re-education centers.

280 Principal Jail Attendant, Super Class

260 Principal Jail Attendant, Class 1

240 Principal Jail Attendant, Class 2

220 Principal Jail Attendant, Class 3

200 Principal Jail Attendant, Class 4 Head Jail Attendant
(to top rank)

180 Jail Attendant, Class 1

170 Jail Attendant, Class 2

160 Jail Attendant, Class 3

150 Jail Attendant, Class 4

140 Jail Attendant, Probationary

Qualification Requirements:

Jail Attendant, Probationary:

- holder of Primary Certificate and entry examination.
- veteran and special entry examination.

Appendix A
INTERIOR
Directorate General of Police
and Security
General Controller and Controller

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Decree No. 81-CA of November 29, 1951

Determining the specific statutes of the three cadres for the supervisory career personnel of the Vietnamese Services of Police and Security.

1. General Controller and Controller

1020 General Controller, Super Class - General Director (Functional index)

1000 General Controller, Super Class (more than three years)

940 General Controller, Super Class (less than three years)

890 General Controller, Class 1

840 General Controller, Class 2

790 General Controller, Class 3

750 Controller, Class 1 (more than three years)

710 Controller, Class 1 (less than three years)

670 Controller, Class 2

630 Controller, Class 3

Qualification Requirements:

Controller or General Controller at a class having a salary index immediately higher than the present salary index of:

- a Commissioner, Class 1 and above, permission to take professional examination.

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INTERIOR
Directorate General of Police
and Security
Principal Commissioner
and Commissioner

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2. Principal Commissioner and Commissioner

- 880 Principal Commissioner, Super Class
- 830 Principal Commissioner, Class 1
- 780 Principal Commissioner, Class 2
- 730 Principal Commissioner, Class 3
- 680 Principal Commissioner, Class 4
- 630 Commissioner, Class 1 (more than three years)
- 590 Commissioner, Class 1 (less than three years)
- 550 Commissioner, Class 2
- 510 Commissioner, Class 3
- 470 Commissioner, Class 4
- 430 Commissioner, Class 5 or Probationary

Qualification Requirements:

Commissioner, Class 5, Probationary:

- holder of Licence en Droit and entry examination.

Commissioner of Principal Commissioner at a class having a salary index immediately higher than the present salary index of:

- an Editor, Class 1 and above, or a Special or Urban Inspector of Class 1 and above, and professional examination.

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3. Personnel of Police Laboratories and Identification Service

- 880 Head of Police Laboratories, Class 1
- 830 Head of Police Laboratories, Class 2
- 780 Head of Police Laboratories, Class 3
- 730 Principal Identification Controller, Class 1
- 680 Principal Identification Controller, Class 2
- 630 Identification Controller, Class 1 (more than three years)
- 590 Identification Controller, Class 1 (less than three years)
- 550 Identification Controller, Class 2
- 510 Identification Controller, Class 3
- 470 Identification Controller, Class 4
- 430 Identification Controller, Class 5 or Probationary

Qualification Requirements:

- Head of Police Laboratories and Identification Service, Class 3:
- Identification Controller of Class 1 and above, holding Licence ès Science or Chemical Engineer Degree, permission to take professional examination.
- Identification Controller, Class 5, Probationary:
- holder of Licence ès Science or Chemical Engineer Degree, and entry examination.

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INTERIOR
Directorate General of Police
and Security
Head of Police Laboratories
and Identification Controller

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Identification Controller or Principal Identification Controller
at a class having a salary index immediately higher than the
present salary index of:

- an Editor of Class 1 and above, or a Special or Urban Inspector
of Class 1 and above, and professional examination.

Appendix A
INTERIOR
Directorate General of Police
and Security
Editor

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Arrete No. 58-Arr-Min-SP-Per of November 29, 1951

Determining the specific statutes of four cadres for the Junior and Medium career personnel of the Vietnamese Services of Police and Security.

1. Principal Editor and Editor

- 640 Principal Editor, Super Class
- 600 Principal Editor, Class 1
- 560 Principal Editor, Class 2
- 520 Principal Editor, Class 3
- 480 Principal Editor, Class 4
- 440 Editor, Class 1
- 410 Editor, Class 2
- 380 Editor, Class 3
- 350 Editor, Class 4
- 320 Editor, Class 5 or Probationary

Qualification Requirements:

Editor Class 5, Probationary:

- holder of a Baccalaureat II diploma, or an equivalent diploma, or a Law Capacity Certificate, and entry examination.

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INTERIOR
Directorate General of Police
and Security
Editor

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Editor at a Class having a salary index immediately higher than the present salary index of:

- Principal Special Inspector or Special Inspector Class 1 or Principal Urban Inspector or Urban Inspector Class 1, and professional examination.

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INTERIOR
Directorate General of Police
and Security
Principal Special Inspector
and Special Inspector

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2. Principal Special Inspector and Special Inspector

450 Principal Special Inspector, Super Class

420 Principal Special Inspector, Class 1

390 Principal Special Inspector, Class 2

360 Principal Special Inspector, Class 3

330 Principal Special Inspector, Class 4

300 Special Inspector, Class 1

280 Special Inspector, Class 2

260 Special Inspector, Class 3

240 Special Inspector, Class 4

220 Special Inspector, Class 5 or Probationary

Qualification Requirements:

Special Inspector, Class 5, Probationary:

- holder of Junior High School Diploma or an equivalent diploma, meeting all physical requirements in a military recruitment, and entry examination.
- veteran and entry examination.

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INTERIOR
Directorate General of Police
and Security
Principal Urban Inspector
and Urban Inspector

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3. Principal Urban Inspector and Urban Inspector

- 450 Principal Urban Inspector, Super Class
- 420 Principal Urban Inspector, Class 1
- 390 Principal Urban Inspector, Class 2
- 360 Principal Urban Inspector, Class 3
- 330 Principal Urban Inspector, Class 4
- 300 Urban Inspector, Class 1
- 280 Urban Inspector, Class 2
- 260 Urban Inspector, Class 3
- 240 Urban Inspector, Class 4
- 220 Urban Inspector, Class 5 or Probationary

Qualification Requirements:

Urban Inspector, Class 5, Probationary:

- holder of Junior High School Diploma or an equivalent diploma, meeting all physical requirements in a military recruitment, and entry examination.
- veteran and entry examination.
- Physical requirement: minimum height: 1.58 meter.

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INTERIOR
Directorate General of Police
and Security
Principal Assistant Inspector
and Assistant Inspector

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4. Principal Assistant Inspector and Assistant Inspector

320 Principal Assistant Inspector, Super Class

300 Principal Assistant Inspector, Class 1

280 Principal Assistant Inspector, Class 2

260 Principal Assistant Inspector, Class 3

240 Principal Assistant Inspector, Class 4

220 Assistant Inspector, Class 1

200 Assistant Inspector, Class 2

180 Assistant Inspector, Class 3

170 Assistant Inspector, Class 4

160 Assistant Inspector, Probationary

Qualification Requirements:

Assistant Inspector, Probationary:

- holder of Primary Certificate and entry examination.

- veteran and entry examination.

Appendix A
INTERIOR
Directorate of Police
and
Policewoman

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Arrete No. 587-ENV/TCSCA/NV of August 29, 1959

Determining the specific statute of Policewoman:

- Search, under order, women in the streets or in public places;
- Lead old-aged persons and children through busy intersections;
- Search and examine women offenders arrested at police stations;
- In charge of vice-control operationsⁱⁿ/so far as women are concerned
(assist vice-control agents in the prefecture);
- In charge of economic police work wherever saleswomen are concerned
(price control, speculation control, etc.).

270 Principal Policewoman, Super Class

250 Principal Policewoman, Class 1

230 Principal Policewoman, Class 2

210 Principal Policewoman, Class 3

190 Principal Policewoman, Class 4

170 Policewoman, Class 1

160 Policewoman, Class 2

150 Policewoman, Class 3

140 Policewoman, Class 4

130 Policewoman, Probationary.

Appendix A
INTERIOR
Directorate General of Police
and Security
Policewoman

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Qualification Requirements:

Policewoman, Probationary:

- holder of Primary Certificate and entry examination.
- wife of a died-on-duty policeman and special entry examination.

Saigon Prefecture
Auxiliary

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Arrete No. 909-NV of September 10, 1954

Determining the specific statute of the cadre of Phu-ta-vien
(auxiliaries) of the Saigon Prefecture.

- Collecting taxes and fees for Saigon prefectural budget.
- In charge of auxiliary services.

240 Principal Auxiliary, Super Class

220 Principal Auxiliary, Class 1

200 Principal Auxiliary, Class 2

180 Principal Auxiliary, Class 3

160 Principal Auxiliary, Class 4

140 Auxiliary, Class 1

130 Auxiliary, Class 2

120 Auxiliary, Class 3

110 Auxiliary, Class 4

100 Auxiliary, Probationary

Qualification Requirements:

Auxiliary, Probationary

- holder of Primary Certificate and entry examination.
- veteran and special entry examination.

Appendix A
INTERIOR
Saigon Fire Department
Officer

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Arrets No. 910-NV of September 10, 1954

Determining the specific statutes of five cadres of career personnel in the Fire Department of the Prefecture of Saigon:

1. Officer - Category B

640 Major

600 Captain, Class 1

560 Captain, Class 2

520 Lieutenant, Class 1

480 Lieutenant, Class 2

440 Second Lieutenant, Class 1

410 Second Lieutenant, Class 2

380 Aspirant, Class 1

350 Aspirant, Class 2

320 Aspirant, Class 3 or Probationary

Qualification Requirements:

Aspirant, Class 3 Probationary

- holder of Junior High School Diploma or an equivalent diploma, state-recognized Physical Training Certificate, minimum height: 1.60 meter, and entry examination.

Officer at a class having a salary index immediately higher than the present salary index of:

Appendix A
INTERIOR
Saigon Fire Department
Officer

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- sergeant of class 1 and above, and professional examination.

Officer at a class equivalent to:

- a terminated Army officer.

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INTERIOR

Saigon Fire Department
Non-Commissioned Officer

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2. Non-Commissioned Officer - Category B

410 Sergeant-Major, Special Class

380 Sergeant-Major, Class 1

350 Sergeant-Major, Class 2

320 Sergeant-Major, Class 3

290 Sergeant, Class 1

260 Sergeant, Class 2

240 Sergeant, Class 3

220 Corporal, Class 1

200 Corporal, Class 2

180 Corporal, Class 3

Qualification Requirements:

Non-Commissioned Officer at a class having a salary index immediately higher than the present salary index of:

- Fireman of Class 3 and above, and professional examination.

3. Mechanic - Category C

- 300 Principal Mechanic, Super Class
- 280 Principal Mechanic, Class 1
- 260 Principal Mechanic, Class 2
- 240 Principal Mechanic, Class 3
- 220 Principal Mechanic, Class 4
- 200 Mechanic, Class 1
- 190 Mechanic, Class 2
- 180 Mechanic, Class 3
- 170 Mechanic, Class 4
- 160 Mechanic, Probationary

Qualification Requirements:

Mechanic, Probationary:

- holder of Elementary Certificate and state-recognized Mechanics Certificate, minimum height: 1.56 meter, and entry examination.
- mechanic with three years experience in a workshop in Vietnam, holder of Elementary Certificate, minimum height: 1.56 meter, and entry examination.

Mechanic at a class having a salary index immediately higher than the present salary index of:

- status Fireman and professional examination.

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4. Driver

290 Principal Driver, Super Class

270 Principal Driver, Class 1

250 Principal Driver, Class 2

230 Principal Driver, Class 3

210 Principal Driver, Class 4

190 Driver, Class 1

180 Driver, Class 2

170 Driver, Class 3

160 Driver, Class 4

150 Driver, Probationary

Qualification Requirements:

Driver, Probationary:

- holder of Elementary Certificate, truck driver license,
minimum height: 1.56 meter and entry examination.

Driver at a class having a salary index immediately higher than
the present salary index of:

- status Fireman, experienced in driving, having a truck driver
license, and professional examination.

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INTERIOR
Saigon Fire Department
Fireman

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5. Fireman

270 Principal Fireman, Super Class

250 Principal Fireman, Class 1

230 Principal Fireman, Class 2

210 Principal Fireman, Class 3

190 Principal Fireman, Class 4

170 Fireman, Class 1

160 Fireman, Class 2

150 Fireman, Class 3

140 Fireman, Class 4

130 Fireman, Probationary

Qualification Requirements:

Fireman, Probationary:

- holder of Elementary Certificate, minimum height: 1.56 meter and entry examination.
- veteran, minimum height: 1.56 meter and special entry examination.

Appendix A
JUSTICE
Magistrate of Supreme Court
of Appeal

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Ordinance No. 28 of September 2, 1954

Determining the specific statute of the cadre of Magistrate of Supreme Court of Appeal (Tham Phan Toa Pha An).

- Act as judges over lawsuits on behalf of the People of Vietnam, and while carrying on their judicial functions they base solely on their conscience and are not to be transferred or dismissed except in statutorily determined cases.

1200 {
(Chief Justice
(Attorney General

1160 {
(Justice
(Deputy Attorney General

1120 Associate Justice

Qualification Requirements:

- holder of Doctorat en Droit or Licence en Droit, having held, or holding the position of:
 - Associate Justice at Mixed Cour de Cassation of Paris; or
 - Chief Judge or Attorney General of the Court of Appeals; or
 - Judge or Deputy Attorney General of the Court of Appeals of Class 1; or
 - Judge or Attorney of the Court of First Instance of Super Class; or

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- Director of a Directorate of the Department of Justice for at least three years and having held the position of Magistrate at the Court of Appeals; or
- Professor agrégé of the Faculty of Law; or
- Barrister at the Courts of Appeals in Vietnam of ten years' standing, and having been leader or member of the Barrister Council.

Appendix A
JUSTICE
Magistrate of Peace and
First Instance of Appeals

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Ordinance No. 3 of March 29, 1954

Determining the specific statute of the cadre of Magistrate of Peace and Magistrate of First Instance and of Appeals (Tham Phan Toa Hoa Giai va Tham Phan Toa So Tham va Thuong Tham).

- Magistrates act as judges over law-suits on behalf of the People of Vietnam, and while carrying on their judicial functions they base solely on their conscience and are not to be transferred or dismissed except in statutorily determined cases.

1. Magistrate of First Instance and of Appeals

- 1120 (Chief Judge and Attorney General of the Court of Appeals of
(Class 1
(
(Chief Judge and Attorney General of the Court of Appeals of
(Class 2

(Senior Judge and Deputy Attorney General of the Court of
(Appeals of Class 1
(
1060 (Senior Judge and Deputy Attorney General of the Court of
(Appeals of Class 2
(
(Judge and Attorney of the Court of First Instance of Super
(Class

1000 Judge and Attorney of the Court of First Instance of Class 1

940 Counsellor and Assistant Attorney General of the Court of Appeals
of Class 1

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Magistrate of Peace and
First Instance of Appeals

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- 890 (Counsellor and Assistant Attorney General of the Court of Appeals of Class 2
(Judge and Attorney of the Court of First Instance of Class 2
(Substitute Judge of the Court of First Instance of Super Class
(Judge and Attorney of the Court of First Instance of Class 3
840 (Substitute Judge of the Court of First Instance of Class 1
(Deputy Attorney and Judge of Instruction of the Court of First Instance of Super Class
(Judge of the Court of Peace of Extended Power of Class 1 (more than three years)
(Substitute Judge of the Court of First Instance of Class 2
790 (Deputy Attorney and Judge of Instruction of the Court of First Instance of Class 1
(Magistrate of the Court of First Instance of Super Class
740 Judge of the Court of Peace of Extended Power of Class 1 (less than three years)
690 Judge of the Court of Peace of Extended Power of Class 2 (more than three years)
(Judge of the Court of Peace of Extended Power of Class 2 (less than three years)
(Substitute Judge of the Court of First Instance of Class 3
640 (Deputy Attorney and Judge of Instruction of the Court of First Instance of Class 2
(Magistrate of the Court of First Instance of Class 1
(Deputy Attorney and Judge of Instruction of the Court of First Instance of Class 3
590 (Magistrate of the Court of First Instance of Class 2

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550 Judge of the Court of Peace of Extended Power of Class 3
(more than three years)

510 Judge of the Court of Peace of Extended Power of Class 1
(less than three years)

470 Substitute Magistrate

430 Attaché of the Office of the Attorney (Tuy Vien Cong To Vien)

Qualification Requirements: Age: 22 to 35

Attaché of the Office of the Attorney, index 430:

- holder of Licence en Droit, and entry examination.

Attaché of the Office of the Attorney, index 510:

- holder of Doctorat en Droit, and entry examination.

2. Magistrate of Peace

1000 Principal Magistrate of Peace, Super Class (more than three years)

940 Principal Magistrate of Peace, Super Class (less than three years)

890 Principal Magistrate of Peace, Class 1

840 Principal Magistrate of Peace, Class 2

790 Principal Magistrate of Peace, Class 3

740 Principal Magistrate of Peace, Class 4

690 Magistrate of Peace, Class 1 (more than three years)

640 Magistrate of Peace, Class 1 (less than three years)

590 Magistrate of Peace, Class 2

550 Magistrate of Peace, Class 3

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510 Magistrate of Peace, Class 4

470 Magistrate of Peace, Class 5

430 Magistrate of Peace, Class 6 or Probationary

Qualification Requirements: Age: 22 to 35

Magistrate of Peace, Class 6, Probationary:

- holder of Licence en Droit, or Indo-Chinese Law Diploma, or graduate of Hanoi School of Law (Truong Phap Chinh Hanoi) or High School of Indo-China, and entry examination.

Magistrate of Peace, Class 4, Probationary:

- holder of Doctorat en Droit, and entry examination.

Magistrate of Peace at a class having a salary index immediately higher than the present salary index of:

- Clerk at the Court of Class 2 and above,^{1/} and entry examination.

^{1/} If he was a transferred Secretary at the Court, he must have a seniority of at least six years in the cadre of greffier.

Ordinance No. 43 of November 29, 1954.

Determining the common statute for Notary (Chuong Khe).

- Establish all papers and contracts which the persons who appear before the Courts of Justice are obliged to make;
- Establish all papers and contracts which the said persons wish to have so that these documents will have the nature of state-issued papers;
- Fix the date on these documents;
- Maintain in custody of these documents;
- Issue large-type copies and true copies.

1000 Principal Notary, Super Class (more than three years)

940 Principal Notary, Super Class (less than three years)

890 Principal Notary, Class 1

840 Principal Notary, Class 2

790 Principal Notary, Class 3

740 Principal Notary, Class 4

690 Notary, Class 1 (more than three years)

640 Notary, Class 1 (less than three years)

590 Notary, Class 2

550 Notary, Class 3 (more than three years)

510 Notary, Class 3 (less than three years)

470 Notary, Class 4

430 Notary, Class 5 or Probationary

Qualification Requirements:

Vietnamese citizenship; age from 25 to 35, with up to 10 years of allowance for civil servants having so many years of seniority; no records of conviction; full citizen rights, civil rights and family rights; fulfillment of military draft duties.

Notary, Probationary:

- holder of Licence en Droit or Doctorat en Droit^{1/} and entry examination.
- graduate of a recognized school of notary, and entry examination.

^{1/} No discrimination ~~between~~ these two degrees, whatsoever.

Arrete No. 14-BTP/ND of January 9, 1952

Establishing the cadre of Clerk of Court (Luc Su cac Toa An).

640 Principal Clerk of Court, Super Class
600 Principal Clerk of Court, Class 1)
560 Principal Clerk of Court, Class 2)
520 Principal Clerk of Court, Class 3) Chief Clerk at the Court
480 Principal Clerk of Court, Class 4)
440 Clerk of Court, Class 1
410 Clerk of Court, Class 2
380 Clerk of Court, Class 3
350 Clerk of Court, Class 4
320 Clerk of Court, Class 5 or Probationary

Qualification Requirements:

Clerk of Court, Class 5, Probationary: *

- holder of Baccalaureat II, or equivalent diploma, and entry examination.

Clerk of Court, Class 4, Probationary:

- holder of Baccalaureat II and Law Licence Certificate II, and entry examination.

Clerk of Court or Principal Clerk of Court at a class having a salary index immediately higher than the present salary index of:

- Secretary at the Court of class 1 and above, and professional examination.

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Arrete No. 404-BTP/ND of August 11, 1954

Determining the Specific Statute of the cadre of Secretary at the Court (Thu Ky Toa An).

- Work in Department of Justice and in courts of Law all over the country.

450 Principal Secretary at the Court, Super Class

420 Principal Secretary at the Court, Class 1

390 Principal Secretary at the Court, Class 2

360 Principal Secretary at the Court, Class 3

330 Principal Secretary at the Court, Class 4

300 Secretary at the Court, Class 1

280 Secretary at the Court, Class 2

260 Secretary at the Court, Class 3

240 Secretary at the Court, Class 4

220 Secretary at the Court, Class 5 or Probationary

Qualification Requirements:

Secretary at the Court, Class 5, Probationary:

- holder of Baccalaureat I, or Secondary First Cycle Diploma, or Indochinese Junior High School Diploma, or equivalent diploma, and entry examination.

Secretary at the Court, Class 4, Probationary:

- holder of Baccalaureat II, or Secondary Second Cycle Diploma, or equivalent diploma, and entry examination.

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Ordinance No. 2 of January 5, 1950

Establishing the Administrative Court

Article 3. The Administrative Court is composed of:

- 1 Judge
- 1 Substitute Judge
- 1 Government Commissioner, selected from among Counsellors
- a number of Counsellors.

Pending the establishment of a cadre of Administrative Magistrate, the positions of Judge and Substitute Judge shall be filled by civil servants selected from among members of administrative or judicial cadres, who meet the following requirements:

- a) Possession of Licence en Droit, and
- b) Ten years of experience, or having held the position of Judge of Administrative Court. The seniority requirement shall be reduced to seven years for civil servants holding a Doctorat en Droit.

Counsellors of the Administrative Court shall be selected from among members of administrative or judicial cadres, who meet the following requirements:

- a) Possession of Licence en Droit, and
- b) Five years of experience.

The position of General Secretary of the Administrative Court shall be filled by a member of an administrative or judicial cadre appointed by the Minister of Justice.

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Article 4. The civil servants mentioned above shall be placed out of their original cadres throughout their holding of the said positions.

Article 5. The Administrative Court shall have in addition a number of alternate positions equal to the number of working positions.

Same qualification requirements.

Holders of these positions may continue to serve in their original agencies.

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Arrate No. 259-BTP/ND of May 26, 1954

Determining the statute of Auctioneer (Ho Gia Vien)

- In charge of the appraisal and auction of personal property and goods (used).

Qualification Requirements:

Vietnamese citizenship; exactly 25 years of age; good conduct; healthy enough to carry on auctioneer services.

Education, knowledge, experience:

- Interpreter of judicial services, or Secretary at the Court in Vietnam, and five years of experience, and professional examination;
- Secretary of a Bailiff, Auctioneer, Notary, or of a Lawyer, and five years of experience, and professional experience;
- Official of the national courts of law, and three years of experience;
- Collector, or high-ranking officer, of the Service of Registration;
- Lawyer, or Notary, or Bailiff, holding Licence en Droit, or Indo-Chinese Law Diploma or diploma of the former School of Law in Hanoi, and three years of experience;
- Chief Clerk of Court, and three years of experience;
- Commissioner-Clerk of Court, or Commissioner-Interpreter, or Clerk of Court, and five years of experience;
- Chief Secretary of an Auctioneer, and two years of experience.

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Article 10. Each Auctioneer may accept one Chief Secretary and one or several Secretaries to assist him. Chief Secretary may temporarily replace him, in case he is absent. (Thong Su va Thong Su Truong).

Qualification Requirements:

Secretary: person of the age of 18, and good conduct.

Chief Secretary: Vietnamese citizenship, exactly 24 years of age, agreement by an Auctioneer for contemplated employment, two years of experience as Secretary in the office of a Notary or Lawyer or Bailiff or Auctioneer, and professional examination.^{1/}

^{1/} Collector, or high ranking officer, of the Service of Registration, or Lawyer, or Notary, or Bailiff holding Licence en Droit or Indo-Chinese Law Diploma or diploma of the former School of Law in Hanoi is exempted from two-year-Secretary experience and professional examination requirements.

Arrete No. 11-BTP/ND of February 4, 1950

Determining the statute of Bailiff in Vietnam (Thuat Phat Lai).

- Assigned by law to prepare writs; carry on judicial and non-judicial servings of writs, the execution of Court decisions and of communiques, and internal affairs of the courts of law.

Qualification Requirements:

Age: exactly 25; Vietnamese citizenship; honesty; healthy enough to carry on bailiff services.

Education, knowledge, experience:

- Interpreter of French judicial services, or Secretary at the Court in Vietnam, and five years experience, and professional examination;
- Secretary of a Bailiff, or a Notary, or a Lawyer, and three years of experience, and professional examination;
- Magistrate in a French or Vietnamese court of law;
- Collector, or high-ranking officer, of a Service of Registration;
- Lawyer, or Notary, or holder of Licence en Droit or Indo-Chinese Law Diploma or diploma of the former School of Law in Hanoi;
- Chief Clerk of Court of French cadre; Commissioner-Clerk of Court of French cadre and three years of experience; Commissioner-Interpreter of judicial services and five years of experience; Clerk of Court of former Vietnamese Courts of Second Degree and five years of experience; and Chief Secretary of a Bailiff and one year of experience.

Each Bailiff may accept one Chief Secretary and one or several Secretaries to assist him. (Article 32) (Thu Ky Truong va Thu Ky) Chief Secretary may temporarily replace him, in case he is absent.

Qualification Requirements:

Secretary: person of the age of 17, and good conduct.

Chief Secretary: Vietnamese citizenship, 24 years of age, agreement of a Bailiff for probationary employment in such quality, and two years of probation in an office of a Bailiff or a Lawyer, and professional examination.^{1/}

^{1/} Interpreter of French judicial services, or Secretary at the Court of Vietnam, and 5 years of experience, or Secretary of a Bailiff, or of a Notary or a Lawyer, is exempt from the two-year-probation requirement.

Appendix A
 JUSTICE
 State Council
 Administrative Magistrate

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Ordinance No. 40 of November 15, 1954

Determining the specific statute of the cadre of Administrative Magistrate (Tham Phan Hanh Chanh).

1200 President of State Council))))
1160 Vice-President of State Council))))
1120 State Counsellor, Super Class (more than three years)))))
1060 State Counsellor, Super Class (less than three years)) - Counsellor)))
	(Hoi Tham)))
	Co Van))))
1000 State Counsellor, Class 1 (more than three years)) - Government)))
	Commissioner)))
	(Uy Vien)))
940 State Counsellor, Class 1 (less than three years)) Chinh Phu))))
))))
890 State Counsellor, Class 2))))
))))
840 State Counsellor, Class 3))))
))))
790 Associate Counsellor, Super Class (more than three years)))))
))))
740 Associate Counsellor, Super Class (less than three years)))))
))))
690 Associate Counsellor, Class 1) - Deputy Government)))
	Commissioner)))
	(Pho Uy Vien Chinh Phu))))
640 Associate Counsellor, Class 2) - Associate Counsellor)))
	(Tham Nghi))))
590 Associate Counsellor, Class 3))))
))))
550 Associate Counsellor, Class 4 (more than three years)))))
))))
510 Associate Counsellor, Class 4 (less than three years)))))
))))

Chief
 Judge
 (Chanh
 Tham)

Decree No. 60-XL of June 26, 1953

Determining the specific statute of the cadre of Labor and
Social Security Inspector (Thanh Tra Lao Dong Va An Ninh Xa Hoi).

1000 Principal Inspector, Super Class
(more than three years)

940 Principal Inspector, Super Class
(less than three years)

890 Principal Inspector, Class 1
(more than three years)

840 Principal Inspector, Class 1
(less than three years)

790 Principal Inspector, Class 2

740 Principal Inspector, Class 3

690 Principal Inspector, Class 4

640 Inspector, Class 1 (more than three years)

590 Inspector, Class 1 (less than three years)

550 Inspector, Class 2

510 Inspector, Class 3 or Probationary

470 Inspector, Class 4

430 Inspector, Probationary

General Inspector
and Inspectors.

Qualification Requirements:

Inspector, Probationary:

- graduate of Dalat School of Administration, and entry examination.

Appendix A
LABOR
General Inspectorate of Labor
Labor and Social
Security Inspector

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- holder of Licence en Droit, or equivalent diploma, and entry examination.

Inspector, Class 3, Probationary:

- holder of Doctorat en Droit, or equivalent diploma, and entry examination.

Inspector or Principal Inspector at a class having a salary index immediately higher than the present salary index of:

- Labor and Social Security Controller of Class 1 and above, and professional examination.

Arrete No. 117-BLD/LD/ND of November 23, 1955

Determining the specific statute of the cadre of Labor and Social Security Controller (Kiem Tra Lao Dong Va An Minh Xa Hoi),

650 Principal Controller, Super Class

610 Principal Controller, Class 1

570 Principal Controller, Class 2

530 Principal Controller, Class 3

490 Principal Controller, Class 4

450 Controller, Class 1

420 Controller, Class 2

390 Controller, Class 3

360 Controller, Class 4

330 Controller, Class 5 or Probationary

Qualification Requirements:

Controller, Class 5, Probationary:

- graduate of three-months ~~minimum~~ Department of Labor Professional Training Course, and Baccalaureat II, or French Diploma of High School of Pedagogy, or equivalent diploma, or Secondary First Cycle Diploma and Law Capacity Certificate,

Controller, Class 4, Probationary:

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LABOR

General Inspectorate of Labor
Labor and Social
Security Controller

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- graduate of three-months-minimum Department of Labor Professional Training Course, and Baccalaureat II and Law Licence Certificate II.

Controller or Principal Controller at a class having a salary index immediately higher than the present salary index of:

- Assistant Labor and Social Security Controller of Class 1 and above, and professional examination.

Arrete No. 118/BLD/LD/ND of November 23, 1955

Determining the specific statute of the cadre of Assistant Labor and Social Security Controller (Pho Kiem Tra Lao Dong Va An Ninh Xa Hoi).

- Assist Labor and Social Security Controllers.

- 460 Principal Assistant Controller, Super Class
- 430 Principal Assistant Controller, Class 1
- 400 Principal Assistant Controller, Class 2
- 370 Principal Assistant Controller, Class 3
- 340 Principal Assistant Controller, Class 4
- 310 Assistant Controller, Class 1
- 290 Assistant Controller, Class 2
- 270 Assistant Controller, Class 3
- 250 Assistant Controller, Class 4
- 230 Assistant Controller, Class 5 or Probationary

Qualification Requirements:

Assistant Controller, Class 5, Probationary:

- graduate of three-months ~~minimum~~ Department of Labor Professional Training Course (for successful candidates, holders of Secondary Education Diploma, or Secondary First Cycle Diploma, or French Brevet Elementaire, Brevet d'Enseignement Primaire Supérieur).

Appendix A
 LAND REGISTRATION
 Directorate General of Cadastral
 and Geodesic Operations
 Chief Engineer and
 Principal Engineer

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Decree No. 225-DT/CCDD of July 3, 1957

Determining the specific statute of the cadre of Cadastral and Geodesic Chief Engineer and Principal Engineer.

- Over-all organization and supreme direction of Cadastral and Geodesic operations.

1200 Supreme Position Level ⁽¹⁾))	
1160 Chief Engineer, Class 1))	
1120 Chief Engineer, Class 2))	
1060 Principal Engineer, Class 1, Step 2 (more than two years)))	- General Director
))	- Deputy General Director
1000 Principal Engineer, Class 1, Step 2 (less than two years)))	- Director of a Directorate.
940 Principal Engineer, Class 1, Step 1))	
890 Principal Engineer, Class 2, Step 2 (more than two years)))	
840 Principal Engineer, Class 2, Step 2 (less than two years)))	
790 Principal Engineer, Class 2, Step 1))	
740 Principal Engineer, Class 3, Step 2 (more than two years)))	(Status)
))	- Director or Chief of Service of the Central Offices.
690 Principal Engineer, Class 3, Step 2 (less than two years)))	- Deputy Director of a Directorate.
640 Principal Engineer, Class 3, Step 1))	- Technical Zone Director.
))	- Chief of Administrative or Technical Service in a General Directorate or a Directorate.
590 Principal Engineer, Class 4 or Probationary)))	

Qualification Requirements:

Principal Engineer, Class 4, Probationary: 1/ - 2/

- holder of Geodesic Engineer Doctor Degree.

Principal Engineer, Class 3, Step 1, Probationary: 1/ - 2/

- Engineer graduate of Paris School of Polytechnics and one of the specific degrees of category 1.

Principal Engineer, Class 3, Step 1: 2/

- Engineer of the cadre of Cadastral and Geodesic Engineer and Assistant Engineer, and one of the specific degrees of category 1 with required standing.

- Engineer of the cadre of Cadastral and Geodesic Engineer and Assistant Engineer, and one of the specific degrees of category 4 with required standing.

Principal Engineer at a class having a salary index immediately higher than the present salary index of: 2/

- Assistant Cadastral and Geodesic Engineer of Class 1 and above, and professional examination.

(1) Functional salary index reserved for a position to be ultimately determined by a Decree.

1/ In case the applicant is a member of another Cadastral and Geodesic cadre, having at least three years of service, he shall be exempt from probationary period.

2/ In case an applicant holds a Licence en Droit in addition, he shall be assigned one class higher than the ordinarily assignable class.

Qualification Requirements:

Assistant Engineer, Class 4, Probationary: 2/

- holder of one of the specific degrees of category 3 without meeting required standing and stated conditions.

- successful candidate at direct entry examination (candidates must meet conditions to be determined afterwards).

Assistant Engineer, Class 3, Probationary: 1/ - 2/

- holder of one of the specific degrees of category 3 with required standing and stated conditions.

Assistant Engineer, Class 2, Probationary: 1/ - 2/

- holder of one of the specific degrees of category 2.

Assistant Engineer, Class 1 (550), Probationary: 1/ - 2/

- holder of one of the specific degrees of category 1.

Assistant Engineer or Engineer at a class having a salary index immediately higher than the present salary index of: 2/

- Cadastral Technical Agent and at least six years of government service, and professional examination.

1/ In case of a member of another Cadastral and Geodesic cadre having at least three years of service, he shall be exempt from probationary period.

2/ In case an applicant holds a Licence en Droit in addition, he shall be assigned one class higher than the ordinarily assignable class.

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LAND REGISTRATION
Directorate General of Cadastral
and Geodesic Operations
Cadastral Technical Agent

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Arrete No. 42-DTCC/ND of March 20, 1957

Determining the specific statute of the cadre of Cadastral
Technical Agent (Can Su Dia Chanh).

- Assist Cadastral Engineers.

670 Principal Cadastral Technical Agent, Super Class) Chief of Sec- tion in a pro- vincial Cadas- tral Service or in a Central Bureau
630 Principal Cadastral Technical Agent, Class 1	
590 Principal Cadastral Technical Agent, Class 2	
550 Principal Cadastral Technical Agent, Class 3	
510 Principal Cadastral Technical Agent, Class 4	
470 Cadastral Technical Agent, Class 1	
440 Cadastral Technical Agent, Class 2	
410 Cadastral Technical Agent, Class 3	
380 Cadastral Technical Agent, Class 4	
350 Cadastral Technical Agent, Class 5 or Probationary	

Qualification Requirements:

Cadastral Technical Agent, Class 5, Probationary:

- holder of Technical Agent Diploma of Vietnamese High School of Public Works, or equivalent diploma.
- holder of diploma of French or foreign technical school, the cadastral technical capacity of which is judged to be equivalent to medium level capacity of Vietnamese School of Public Works.

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Directorate General of Cadastral
and Geodesic Operations
Cadastral Technical Agent

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- former auditor of the medium level course of Vietnamese High School of Public Works, and 13/20 of general marks at graduation.

Cadastral Technical Agent at a class having a salary index immediately higher than the present salary index of:

- Draftsman or Land Surveyor of salary index 320 and above, and professional examination.

Arrete No. 77-DTCC/ND of July 23, 1956

Determining the specific statute of the cadre of Draftsman and Land Surveyor (Hoa Vien Va Trac Luong Vien).

- Carry on work projects, survey and mapping in cadastral agencies.

1. Draftsman

- 450 Principal Draftsman, Super Class
- 420 Principal Draftsman, Class 1
- 390 Principal Draftsman, Class 2
- 360 Principal Draftsman, Class 3
- 330 Principal Draftsman, Class 4
- 300 Draftsman, Class 1
- 280 Draftsman, Class 2
- 260 Draftsman, Class 3
- 240 Draftsman, Class 4
- 220 Draftsman, Class 5 or Probationary

Qualification Requirements:

Draftsman, Class 5, Probationary:

- graduate of Surveyor-Draftsman training course organized by Arrete No. 199-GD/ND of March 30, 1956.
- holder of Secondary First Cycle Diploma, or Baccalaureat I, or equivalent diploma, and entry examination.

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DEPARTMENT OF LAND REGISTRATION
Directorate General of Cadastral
and Geodesic Operations

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- graduate of professional or fine arts schools, and entry examination.

Draftsman, Class 4, Probationary:

- former student of High School of Public Works of Vietnam, major in Cadastral subject, unsuccessful at Cadastral Technical Agent graduation but got at least 8/20 of general marks.
- holder of Baccalaureat II, or equivalent diploma, and entry examination.

Draftsman, Class 3, Probationary:

- former student of High School of Public Works of Vietnam, major in Cadastral subject, unsuccessful at Cadastral Technical Agent graduation but got at least 8/20 of general marks, and Baccalaureat II, or equivalent diploma.

Draftsman or Principal Draftsman at a class having a salary index immediately higher than the present salary index of:

- Land Surveyor Aid of Class 2 and above, and professional examination.

2. Land Surveyor

Same salary index schedule, and same qualification requirements as for Draftsman.

Arrete No. 76-DTCC/ND of July 23, 1956

Determining the specific statute of the cadre of Land Surveyor Aid (Phu Trac Luong Vien).

- Carry on the survey and mapping in Cadastral agencies.

- 300 Principal Land Surveyor Aid, Super Class
- 280 Principal Land Surveyor Aid, Class 1
- 260 Principal Land Surveyor Aid, Class 2
- 240 Principal Land Surveyor Aid, Class 3
- 220 Principal Land Surveyor Aid, Class 4
- 200 Land Surveyor Aid, Class 1
- 190 Land Surveyor Aid, Class 2
- 180 Land Surveyor Aid, Class 3
- 170 Land Surveyor Aid, Class 4
- 160 Land Surveyor Aid, Class 5 or Probationary

Qualification Requirements:

Land Surveyor Aid, Class 5, Probationary

- holder of Primary Certificate, and entry examination.

Appendix A
LAND REGISTRATION
Directorate of Land Registration
and Property
Land Registration
Technical Agent

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Arrete No. 155-DTGS/ND of December 24, 1957

Determining the specific statute of the cadre of Land Registration
Technical Agent (Can Su Dien Tho).

- Assist Land Registrars in collecting declarations of land-owners
and land-holders, or grievances from complainants before esta-
blishment or revision of land registers.

640 Principal Land Registration Technical Agent Super Class))
600 Principal Land Registration Technical Agent Class 1))
560 Principal Land Registration Technical Agent Class 2)	Chief of Provincial Services of Land Conservation.
520 Principal Land Registration Technical Agent Class 3))
480 Principal Land Registration Technical Agent Class 4))
440 Land Registration Technical Agent, Class 1))
410 Land Registration Technical Agent, Class 2))
380 Land Registration Technical Agent, Class 3)	Chief of Bureau
350 Land Registration Technical Agent, Class 4 or Probationary))
320 Land Registration Technical Agent, Class 5 or Probationary))

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DEPARTMENT OF REVENUE
Directorate of Land Registration
and Property
Land Registration
Technical Agent

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Qualification Requirements:

Land Registration Technical Agent, Class 5, Probationary:

- holder of Baccalaureat II, or equivalent diploma, and entry examination.

Land Registration Technical Agent or Principal Land Registration Technical Agent at a class having a salary index immediately higher than the present salary index of:

- Land Registration Clerk of Class I and above, and professional examination.

Appendix A
LAND REGISTRATION
Directorate of Land Registration
and Property
Land Registration Clerk

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Arrete No. 156-DTCC/ND of December 24, 1957

Determining the specific statute of the cadre of Land Registration Clerk (Thu Ky Dien Tho).

- Assist Land Registration Technical Agent in collecting declarations of land-owners or land-holders, or grievances from complainants before establishment or revision of land registers.

450 Principal Land Registration Clerk, Super Class
420 Principal Land Registration Clerk, Class 1
390 Principal Land Registration Clerk, Class 2
360 Principal Land Registration Clerk, Class 3
330 Principal Land Registration Clerk, Class 4
300 Land Registration Clerk, Class 1
280 Land Registration Clerk, Class 2
260 Land Registration Clerk, Class 3
240 Land Registration Clerk, Class 4
220 Land Registration Clerk, Class 5 or Probationary

Qualification Requirements:

Land Registration Clerk, Class 5, Probationary:

- holder of Secondary First Cycle Diploma, or equivalent diploma, and entry examination.

Decree No. 3-CV of January 10, 1957

Determining the specific statute of the national cadre of
Physician.

1200 Principal Physician, Super Class)	
1130 Principal Physician, Class 1)	- General Director
1060 Principal Physician, Class 2)	- General Inspector
1000 Principal Physician, Class 3)	- Director of Central Office
940 Principal Physician, Class 4)	- Director of Regional Hospital (to top rank)
890 Physician, Class 1)	
840 Physician, Class 2)	- Chief of Central Service
790 Physician, Class 3)	- Deputy Director
740 Physician, Class 4)	- Regional Chief of Service
)	- Provincial Chief of Service
)	- Hospital Manager
690 Physician, Class 5 or Probationary)	

Qualification Requirements:

Physician, Class 5, Probationary

- holder of a Medical Doctor degree.

Physician, Class 5:

- Physician having two years of residence or a specialization
certificate

Physician, Class 4:

- Physician having at least two years of residence and a speciali-
zation certificate.

- B2D -

Arrete No. 1246-YT/HC/NV/CN of November 24, 1956

Determining the specific statute of the cadre of Public Health Agent (Can Su Y Te).

- Assist Physician in the direction or carrying on of health and sanitation operations throughout the country.

670 Principal Public Health Agent, Super Class

630 Principal Public Health Agent, Class 1

590 Principal Public Health Agent, Class 2

550 Principal Public Health Agent, Class 3

510 Principal Public Health Agent, Class 4

470 Public Health Agent, Class 1

440 Public Health Agent, Class 2

410 Public Health Agent, Class 3

380 Public Health Agent, Class 4

350 Public Health Agent, Class 5 or Probationary

Qualification Requirements:

Public Health Agent, Class 5, Probationary

- graduate of former School of Public Health and Social Agent, or of National School of Public Health Agent, or of an equivalent foreign school.

Appendix A
PUBLIC HEALTH
Directorate General of Health
and Hospitals
Nurse

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Arrete No. 99-YTHC/NVCN of February 13, 1959.

Determining the specific statute of the cadre of Nurse (Can Su Dieu Duong).

- Assist Physicians in hospitals or in charge of therapeutic works in Public Health agencies throughout the country.

Same salary index schedule and same qualification requirements as for Public Health Agent cadre.

Arrete No. 1094-YT/HC/NVCN of October 15, 1958

Determining the specific statute of the cadre of Assistant Nurse
(Ta Vien Dieu Duong).

- Assist members of cadres of Physician, Pharmacist, Dentist,
Nurse, Public Health Agent, Midwife, Medical Assistant in
Public Health Agencies all over the country.

300 Principal Assistant Nurse, Super Class
280 Principal Assistant Nurse, Class 1
260 Principal Assistant Nurse, Class 2
240 Principal Assistant Nurse, Class 3
220 Principal Assistant Nurse, Class 4
200 Assistant Nurse, Class 1
190 Assistant Nurse, Class 2
180 Assistant Nurse, Class 3
170 Assistant Nurse, Class 4
160 Assistant Nurse, Probationary

Qualification Requirements:

Assistant Nurse, Probationary:

- graduate of "Male and Female Assistant Nurse" Course.

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Arrete No. 1247-YT/HC/NVCN of November 24, 1956

Determining the specific statute of the cadre of (National)
Midwife (Nu Ho Sinh).

- Assist Medical Doctors and in charge of general obstetric operations.

640 Principal National Midwife, Super Class
600 Principal National Midwife, Class 1
560 Principal National Midwife, Class 2
520 Principal National Midwife, Class 3
480 Principal National Midwife, Class 4
440 National Midwife, Class 1
410 National Midwife, Class 2
380 National Midwife, Class 3
350 National Midwife, Class 4 or Probationary
320 National Miswife, Class 5 or Probationary

Qualification Requirements:

National Midwife, Class 5, Probationary:

- holder of Diploma of National Midwife, or an equivalent foreign diploma.

National Midwife, Class 4, Probationary:

- holder of Diploma of National Midwife, or equivalent diploma, and Secondary Second Cycle Diploma (Baccalaureat II) or equivalent diploma.

Arrete No. 1828-BYT/NVL/ND of June 17, 1959

Determining the specific statute of the cadre of Laboratory Assistant (Phu Ta Thi Nghiem).

- Assist Physician, Pharmacist and Natural Scientist in laboratories of Public Health Agencies throughout the country.

510 Principal Laboratory Assistant, Super Class
480 Principal Laboratory Assistant, Class 1
450 Principal Laboratory Assistant, Class 2
420 Principal Laboratory Assistant, Class 3
390 Principal Laboratory Assistant, Class 4
360 Laboratory Assistant, Class 1
340 Laboratory Assistant, Class 2
320 Laboratory Assistant, Class 3
300 Laboratory Assistant, Class 4
280 Laboratory Assistant, Class 5 or Probationary

Qualification Requirements:

Laboratory Assistant, Class 5, Probationary:

- graduate of "Medical Laboratory Technical Assistant" Course, or of an equivalent school abroad.

Arrete No. 1248-YT/HC/NVCN of November 24, 1956

Determining the specific statute of the cadre of Medical Assistant
(Y Duoc Ta).

- Assist Physicians, Pharmacists, Dentists in Public Health
Agencies throughout the country.

440 Principal Medical Assistant, Super Class
410 Principal Medical Assistant, Class 1
380 Principal Medical Assistant, Class 2
350 Principal Medical Assistant, Class 3
320 Principal Medical Assistant, Class 4
290 Medical Assistant, Class 1
270 Medical Assistant, Class 2
250 Medical Assistant, Class 3
230 Medical Assistant, Class 4 or Probationary
210 Medical Assistant, Probationary

Qualification Requirements:

Medical Assistant, Probationary:

- graduate of Vietnamese, Cambodian, or Laotian National School
of Medical Assistant and Primary Certificate;
- graduate of National School of Pharmaceutical Assistant.

Medical Assistant, Class 4, Probationary:

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- graduate of Vietnamese National School of Medical Assistant, or Vietnamese National School of Pharmaceutical Assistant, and Junior High School Diploma or Baccalaureat I, or equivalent diploma.
- holder of French Diploma of National Medical Assistant.

Appendix A
PUBLIC HEALTH
Directorate General of Health
and Hospitals
Ward Superintendent

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Arrete No. 1256-IT/HC/NV/CN of November 24, 1956

Determining the specific statute of the cadre of Male and Female
(Mental Asylum) Ward Superintendent (Mam Nu Giam Thi).

- Assist members of Public Health cadres and carry on routine works in the ward supervision in mental asylums throughout the country.

280 Principal Male and Female Superintendent, Super Class

260 Principal Male and Female Superintendent, Class 1

240 Principal Male and Female Superintendent, Class 2

220 Principal Male and Female Superintendent, Class 3

200 Principal Male and Female Superintendent, Class 4

180 Male and Female Superintendent, Class 1

170 Male and Female Superintendent, Class 2

160 Male and Female Superintendent, Class 3

150 Male and Female Superintendent, Class 4

140 Male and Female Superintendent, Probationary

Qualification Requirements:

Superintendent, Probationary:

- holder of Primary Certificate and entry examination.
- veteran and entry examination.

Decree No. 110-CC of October 14, 1954

Determining the specific statute of the cadre of Chief Engineer and Principal Engineer of Public Works, Telecommunication and Mines and Craft (3 cadres).

Public Works : Over-all organization and supreme direction of works for public interests and transport operations.

Telecommunications: Over-all organization and supreme direction of Post and Telecommunication Agencies as well as works relating to telegraphic, telephonic and radio networks.

Mines and Craft : Supervision of the application and rationalization of all administrative, technical, economical and financial procedures which relate to the operation and the development of mineral industries, manufactures and handicrafts.

Appendix A
PUBLIC WORKS
 Chief Engineer and
 Principal Engineer

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1200 Supreme Levelled Position	(1))	
1160 Chief Engineer, Class 1)	
1120 Chief Engineer, Class 2)	
1060 Principal Engineer, Class 1, Step 2 (more than two years))	General Director, Deputy General Director, Director of a Director- rate.
1000 Principal Engineer, Class 1, Step 2 (less than two years))	
940 Principal Engineer, Class 1, Step 1)	
890 Principal Engineer, Class 2, Step 2 (more than two years))	
840 Principal Engineer, Class 2, Step 2 (less than two years))	
790 Principal Engineer, Class 2, Step 1)	
740 Principal Engineer, Class 3, Step 2 (more than two years))	(status) - Director or Chief of Central Services of the Department.
690 Principal Engineer, Class 3, Step 2 (less than two years))	- Deputy Director of a Directorate.
640 Principal Engineer, Class 3, Step 1)	- Chief of Public Works Zone
590 Principal Engineer, Class 4 or Probationary.)	- Chief of Administrative or Technical Service in a General Directorate or Directorate,

(1) This class is reserved for Chief Engineer Class 1 of two cadres of Public Works and Telecommunications, who has at least two years of in-class seniority and is holding the position of General Director or an equivalent position.

Qualification Requirements:

Principal Engineer, Class 4, Probationary:

- holder of Public Works or Mines and Craft Engineering Doctorate (A-2 category)*, or Telecommunications or Electrical Engineering Doctorate (B-2 category).
- engineer graduate of Paris Polytechnics School and two years of experience in Telecommunications Industry (B-2 category).

Principal Engineer, Class 3, Step 1, Probationary:

- engineer graduate of Paris Polytechnics School and one of the specific Engineer degrees of category A-3, or of category B-3 (A-1 or B-1).

Principal Engineer, Class 3, Step 1:

- civil servant of the cadres of Engineer and Assistant Engineer of Public Works or Mines and Craft, at the rank of Engineer Class 4 and above, and one of the specific Engineer degrees of category A-3, or A-4 (A-3 or A-4).
- civil servant of the cadres of Engineer and Assistant Engineer of Post and Communications, at the rank of Engineer Class 4 and above, and one of the specific Engineer degrees of category B-3 (B-3).

Principal Engineer at a class to which holders of one of the specific Engineer degrees in a stated category are usually assigned:

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- civil servant of the cadres of Public Works, Post and Communications, or Mines and Craft, at least three years of service (up to the day he gets a required degree), a specific degree of any of the categories A-1, A-2, A-3, A-4, B-1, B-2, and B-3.

Principal Engineer at a class having a salary index immediately higher than the present salary index of:

- civil servant of the cadres of Public Works, Post and Communications, or Mines and Craft, at least three years of service (up to the day he gets a required degree), a specific degree of any of the stated categories, his present salary index being higher than that of the class to which a holder of a specific degree of the same category is usually assigned.

- civil servant of the cadres of Engineer and Assistant Engineer of Public Works, Post and Communications, or Mines and Craft, at the rank of Assistant Engineer Class 1 and above, and professional examination.

* Categories and parenthesized letters and numbers as used herein do not refer to personnel classifications but are references to the cadre statute.

Decree No. 111-CC of October 14, 1954

Determining the specific statute of the national cadre of Public Works Engineers and Assistant Engineers and Mining and Industrial Engineers and Assistant Engineers.

1000 Engineer, Super Class)	- Director or
)	Chief of
940 Engineer, Exceptional Class (more than three years))	Service,
)	Arrondissement
890 Engineer, Exceptional Class (less than three years))	Chief,
)	- Deputy Arron-
840 Engineer, Class 1)	dissément-
)	Chief,
790 Engineer, Class 2 (more than three years))	- Chief of
)	Administrative
740 Engineer, Class 2 (less than three years))	or Technical
)	Service of a
690 Engineer, Class 3)	General Direc-
)	torate.
640 Engineer, Class 4)	- Chief of
)	Technical
590 Assistant Engineer, Class 1 (more than three years))	Bureau
)	- Chief of
550 Assistant Engineer, Class 1 (less than three years))	Geographical
)	Subdivision
510 Assistant Engineer, Class 2)	
)	
470 Assistant Engineer, Class 3)	
)	
430 Assistant Engineer, Class 4 or Probationary)	

Qualification Requirements:

Assistant Engineer, Class 4, Probationary:

- holder of one of the specific degrees in category 3* (basing on school evaluation) with lower class-standing.

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- candidates satisfying minimum qualification requirements (to be determined by a subsequent Presidential Arrête) and direct competitive entry examination.

Assistant Engineer, Class 3, Probationary (to be granted permanent status at the next higher class):

- holder of one of the specific degrees in category 3 (basing on school evaluation) with required class-standing.

Assistant Engineer, Class 2, Probationary (to be granted permanent status at the next higher class):

- holder of one of the specific degrees in category 2 (basing on school evaluation).

Assistant Engineer, Class 1, Probationary (to be granted permanent status at the next higher class):

- holder of one of the specific degrees in category 1 (basing on school evaluation).

Assistant Engineer at the class immediately higher than the present salary index of a:

- Technical Agent having at least six years of seniority and competitive professional entry examination.

Assistant Engineer at the class to which holders of one of the specific degrees in a category are usually assigned:

- civil servant in Public Works or in Mines and Industrial Techniques, having at least three years of seniority and a specific degree at the required class-standing.

Assistant Engineer at the class immediately higher than the present salary index of a:

- civil servant in Public Works, or in Mines and Industrial Techniques, having at least three years of seniority, a specific degree at the required class-standing, and his present salary index higher than the class to which a holder of a specific degree of the same category is usually assigned.

Assistant Engineer at the class immediately higher than the present class of a:

- permanent civil servant recruited on the basis of his degree, who, during his administrative career, acquired one of the degrees in a higher category.

* Categories as used herein do not refer to personnel classifications but are references to the cadre statute.

Arrete No. 55/007/ND/CC of January 21, 1955

Determining the specific statute of the cadre of Public Works Senior Clerk (Tham Su Cong Chanh).

- Assist members of Public Works Engineer cadres and carry on routine works.

640 Principal Public Works Senior Clerk, Super Class

600 Principal Public Works Senior Clerk, Class 1

560 Principal Public Works Senior Clerk, Class 2

520 Principal Public Works Senior Clerk, Class 3

480 Principal Public Works Senior Clerk, Class 4

440 Public Works Senior Clerk, Class 1

410 Public Works Senior Clerk, Class 2

380 Public Works Senior Clerk, Class 3

350 Public Works Senior Clerk, Class 4

320 Public Works Senior Clerk, Class 5
or Probationary

Chief of Section in a
bureau (to top rank).

Qualification Requirements:

Public Works Senior Clerk, Class 5, Probationary:

- holder of Baccalaureat II, or equivalent diploma, and entry examination.

Public Works Senior Clerk, Class 4, Probationary:

- holder of Baccalaureat II and Law Licence Certificate II, and entry examination.

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Public Works Senior Clerk at a class having a salary index immediately higher than the present salary index of:

- Public Works Clerk of Class 1 (300) and above, and professional examination.

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Arrete No. 55/OLO/ND/CC of January 21, 1955

Determining the specific statute of the cadre of Public Works Clerk (Thu Ky Cong Chanh).

- Assist members of higher cadres and carry on routine work.

450 Principal Public Works Clerk, Super Class
420 Principal Public Works Clerk, Class 1
390 Principal Public Works Clerk, Class 2
360 Principal Public Works Clerk, Class 3
330 Principal Public Works Clerk, Class 4
300 Public Works Clerk, Class 1
280 Public Works Clerk, Class 2
260 Public Works Clerk, Class 3
240 Public Works Clerk, Class 4
220 Public Works Clerk, Class 5 or Probationary

Qualification Requirements:

Public Works Clerk, Class 5, Probationary:

- holder of Junior High School Diploma, or Secondary First Cycle Diploma, or Baccalaureat I, or equivalent diploma, and entry examination.

Public Work Clerk, Class 4, Probationary:

- holder of Baccalaureat II, or equivalent diploma, and entry examination.

Appendix A
PUBLIC WORKS
Public Works Clerk

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Mechanic or Principal Mechanic at a class having a salary index immediately higher than the present salary index of:

- Professional (Skilled) Worker of Class 4 (220) and above, and professional examination.

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Arrete No. 55/008/ND/CC of January 21, 1955

Determining the specific statute of the cadre of Chief Mechanic
(Truong May - Chef Mécanicien).

- Assist Engineers in operations relating to machines and
mechanics.

640 Principal Chief Mechanic, Super Class

600 Principal Chief Mechanic, Class 1

560 Principal Chief Mechanic, Class 2

520 Principal Chief Mechanic, Class 3

480 Principal Chief Mechanic, Class 4

440 Chief Mechanic, Class 1

410 Chief Mechanic, Class 2

380 Chief Mechanic, Class 3

350 Chief mechanic, Class 4

320 Chief Mechanic, Class 5 or Probationary Chief of Section in a
Mechanical Service.

Qualification Requirements:

Chief Mechanic, Class 5, Probationary:

- holder of complete Diploma of Officer Mechanic Class I or
Class II, and entry examination.
- holder of Diploma of the National School of Fine Arts of Hanoi,
or of the Vietnamese School of Technics (Technical Section)

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of the same level of Secondary Education Second Cycle, or other equivalent technical schools in the country and abroad, and entry examination.

Chief Mechanic or Principal Chief Mechanic at a class having a salary index immediately higher than the present salary index of:

- Mechanic of Class 2 and above and professional examination.

Arrete No. 55/009/ND/CC of January 21, 1955

Determining the specific statute of the cadre of Mechanic
(Tho May).

- In charge of the carrying on of mechanical operations of
the Department of Public Works and Communication.

470 Principal Mechanic, Super Class

440 Principal Mechanic, Class 1

410 Principal Mechanic, Class 2

380 Principal Mechanic, Class 3

350 Principal Mechanic, Class 4

320 Mechanic, Class 1

300 Mechanic, Class 2

280 Mechanic, Class 3

260 Mechanic, Class 4

240 Mechanic, Probationary.

Qualification Requirements:

Mechanic, Probationary:

- holder of Diploma of Industrial Education (Giao Khoa Ky Nghe)
of a Vietnamese School of Technics, or equivalent diploma, at
least one year of experience on the job, and entry examination.
- holder of Professional Aptitude Certificate (Kha Nang Nghe
Nghiep), or equivalent diploma, at least four years of experience
on the job, and entry examination.

Arrete No. 55/OL3/ND/CC of January 21, 1955

Determining the specific statute of the cadre of Skilled Worker.

(Tho Chuyen Mon).

- In charge of the operation of machines, assembly and repair of various types of machines in Technical Services of the Department of Public Works and Communication.

430 Principal Skilled Worker, Super Class

400 Principal Skilled Worker, Class 1

370 Principal Skilled Worker, Class 2

340 Principal Skilled Worker, Class 3

310 Principal Skilled Worker, Class 4

280 Skilled Worker, Class 1

260 Skilled Worker, Class 2

240 Skilled Worker, Class 3

220 Skilled Worker, Class 4

200 Skilled Worker, Probationary

Qualification Requirements:

Skilled Worker, Probationary:

- holder of Professional Aptitude Certificate of a technical school in Vietnam, or equivalent diploma, and entry examination.

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Arrete No. 55/104/ND/GC of September 10, 1955

Determining the specific statute of the cadre of Driver (Tai Xe).

- Care, maintenance and driving of public cars of government agencies.

280 Principal Driver, Super Class

260 Principal Driver, Class 1

240 Principal Driver, Class 2

220 Principal Driver, Class 3

200 Principal Driver, Class 4

180 Driver, Class 1

170 Driver, Class 2

160 Driver, Class 3

150 Driver, Class 4

140 Driver, Probationary

Qualification Requirements:

Driver, Probationary:

- holder of Primary Certificate, car driver license, and entry examination.

Driver, Class 4, Probationary:

- holder of Primary Certificate, truck driver or passenger-car driver license, and entry examination.

Arrete No. 55/006/ND/CC of January 21, 1955

Determining the specific statute of the cadre of Public Works
Technical Agent (Can Su Cong Chanh - Agent Technique des Travaux
Publiques).

- Assist Public Works Engineers.

670 Principal Public Works Technical Agent, Super Class)	
630 Principal Public Works Technical Agent, Class 1)	
590 Principal Public Works Technical Agent, Class 2)	
550 Principal Public Works Technical Agent, Class 3)	- Chief of
510 Principal Public Works Technical Agent, Class 4)	Section in
470 Public Works Technical Agent, Class 1)	a Provin-
440 Public Works Technical Agent, Class 2)	cial Ser-
410 Public Works Technical Agent, Class 3)	vice.
380 Public Works Technical Agent, Class 4)	- Chief of
350 Public Works Technical Agent, Class 5 or Probationary)	Section in
)	a Technical
)	Bureau.

Qualification Requirements:

Public Works Technical Agent, Class 5, Probationary:

- holder of Diploma of Public Works Technical Agent of Vietnamese High School of Public Works, or equivalent diploma.
- holder of a diploma of French Technical Schools, and recognition for equivalency on Public Works technical knowledge by Supreme Council of Civil Service.

- former auditor at the medium course of High School of Public Works with at least 13/20 of total marks at the graduation, and professional examination.

Public Works Technical Agent at a class having a salary index immediately higher than the present salary index of:

- Public Works Draftman, or Public Works Operator (Surveyor), or Public Works Shop Foreman, at a class having a salary index of 320 and above, and professional examination.

Arrete No. 55/011/ND/CC of January 21, 1955

Determining the specific statutes of the cadres of Public Works
Draftsman, Public Works Surveyor, Public Works Shop-Foreman.

- Carry out work projects, land survey, map drawing, and super-
vise work in the Department of Public Works and Communication,

1. Public Works Draftsman

450 Principal Public Works Draftsman, Super Class

420 Principal Public Works Draftsman, Class 1

390 Principal Public Works Draftsman, Class 2

360 Principal Public Works Draftsman, Class 3

330 Principal Public Works Draftsman, Class 4

300 Public Works Draftsman, Class 1

280 Public Works Draftsman, Class 2

260 Public Works Draftsman, Class 3

240 Public Works Draftsman, Class 4

220 Public Works Draftsman, Class 5 or Probationary.

Qualification Requirements:

Public Works Draftsman, Class 5, Probationary:

- graduate of Surveyor-Draftsman Training Course (Lop Huan Luyen
Trac Hoa Vien) - ND No. 199-GD of 3/30/1956.

- holder of Diploma of Professional Education (Giao Khoa Chuyen Nghiep) in required subject, or equivalent diploma, and entry examination.

Public Works Draftsman or Principal Public Works Draftsman at a class having a salary index immediately higher than the present salary index of:

- Skilled Worker at Probationary Class (200) and above, or Principal Foreman or Principal Highway Maintenance Foreman of Class 4 (200) and above, and professional examination.

2. Public Works Surveyor

Same salary index schedule, same qualification requirements.

3. Public Works Shop-Foreman

Same salary index schedule.

Qualification Requirements:

Public Works Shop-Foreman, Class 5, Probationary:

- former student, or auditor, of Vietnamese High School of Public Works who failed at the Public Works Technical Agent graduation, but got at least 8/20 of general marks.
- holder of Diploma of Professional Education in required subject, or equivalent diploma, and entry examination.

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PUBLIC WORKS
Directorate-General of
Public Works
Draftman - Surveyor
Shop-Foreman

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Public Works Shop-Foreman, Class 4, Probationary:

- former student, or auditor, of Vietnamese High School of Public Works who failed at the Public Works Technical Agent graduation, but got at least 8/20 of general marks, and Baccalaureat II,

Public Works Shop-Foreman or Principal Public Works Shop-Foreman at a class having a salary index immediately higher than the present salary index of:

- Skilled Worker at Probationary Class (200) and above, or Principal Foreman or Principal Highway Maintenance Foreman of Class 4 (200) and above, and professional examination.

Appendix A
PUBLIC WORKS
Directorate General of
Public Works
Foreman and
Highway Maintenance Foreman

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Arrete No. 55/015/ND/CC of January 21, 1955

Determining the specific statutes of the cadres of Foreman and Highway Maintenance Foreman (Kiem Cong Cong Chanh Va Khan Lo Truong - Chef d'Equipe et Chef Cantonnier).

- Permanent care and maintenance of highways, and auxiliary work related to bridges, highways and buildings in various agencies of the Department of Public Works and Communications.

1. Foreman

300 Principal Foreman, Super Class

280 Principal Foreman, Class 1

260 Principal Foreman, Class 2

240 Principal Foreman, Class 3

220 Principal Foreman, Class 4

200 Foreman, Class 1

190 Foreman, Class 2

180 Foreman, Class 3

170 Foreman, Class 4

160 Foreman, Probationary.

Qualification Requirements:

Foreman, Probationary:

• holder of Primary Certificate, at least three years of foreman experience, and entry examination.

Appendix A
PUBLIC WORKS
Directorate General of
Public Works
Foreman and

- 390 - Highway Maintenance Foreman

- student who has completed the third course of a technical school or an equivalent school, and entry examination.

2. Highway Maintenance Foreman

Same salary index schedule, same qualification requirements.

Arrete No. 55/G12/ND/CC of January 21, 1955

Determining the specific statute of the cadre of River Boat
Captain (Tai Cong).

- In charge of the operation of small ships of the Department of
Public Works and Communication.

430 Principal River Boat Captain, Super Class

400 Principal River Boat Captain, Class 1

370 Principal River Boat Captain, Class 2

340 Principal River Boat Captain, Class 3

310 Principal River Boat Captain, Class 4

280 River Boat Captain, Class 1

260 River Boat Captain, Class 2

240 River Boat Captain, Class 3

220 River Boat Captain, Class 4

200 River Boat Captain, Probationary

Qualification Requirements:

River Boat Captain, Probationary:

- holder of Local Diploma of River Boat Captain (Brevet Local de Patron) and entry examination.

River Boat Captain, Class 4, Probationary:

- holder of Diploma of Completed Boat Captain Studies (Brevet de Fin d'Etudes), two years of navigation, and entry examination.

River Boat Captain, Class 2, Probationary:

- holder of Superior Diploma of Boat Captain (Brevet Supérieur de Patron), and entry examination.

River Boat Captain or Principal River Boat Captain at a class having a salary index immediately higher than the present salary index of:

- member of cadre of Fireman, or Sailor, and professional examination.

Arrete No. 55/014/ND/CC of January 21, 1955

Determining the specific statutes of the cadres of Sailor and Fireman (Thuy Thu va Cai Chum Lua).

- Carry on the maintenance and operation of all kinds of small ships or whatever kinds of boats are propelled by oars, sails or motors of the Department of Public Works and Communication.

1. Sailor

- 270 Principal Sailor, Super Class
- 250 Principal Sailor, Class 1
- 230 Principal Sailor, Class 2
- 210 Principal Sailor, Class 3
- 190 Principal Sailor, Class 4
- 170 Sailor, Class 1
- 160 Sailor, Class 2
- 150 Sailor, Class 3
- 140 Sailor, Class 4
- 130 Sailor, Class 5 or Probationary

Qualification Requirements:

Sailor, Class 5, Probationary:

- holder of Primary Certificate, or equivalent diploma, two years of sailing experience, and entry examination.

2. Fireman

- 300 Principal Fireman, Super Class
- 280 Principal Fireman, Class 1
- 260 Principal Fireman, Class 2
- 240 Principal Fireman, Class 3
- 220 Principal Fireman, Class 4
- 200 Fireman, Class 1
- 190 Fireman, Class 2
- 180 Fireman, Class 3
- 170 Fireman, Class 4
- 160 Fireman, Class 5 or Probationary

Qualification Requirements:

Fireman, Class 5, Probationary:

- holder of Primary Certificate, or equivalent diploma, three years of fireman experience, and entry examination.

Arrete No. 26/BCC/VN/ND of January 16, 1958

Determining the specific statute of the cadre of Lighthouse Keeper (Quan Dang - Maitres et Gardiens de Phares).

- Operation and maintenance of lighthouse and beacons for nautical navigation.

430 Principal Lighthouse Keeper, Super Class

400 Principal Lighthouse Keeper, Class 1

370 Principal Lighthouse Keeper, Class 2

340 Principal Lighthouse Keeper, Class 3

310 Principal Lighthouse Keeper, Class 4

280 Lighthouse Keeper, Class 1

260 Lighthouse Keeper, Class 2

240 Lighthouse Keeper, Class 3

220 Lighthouse Keeper, Class 4

200 Lighthouse Keeper, Class 5 or Probationary

Qualification Requirements:

Lighthouse Keeper, Class 5, Probationary:

- holder of Primary Certificate and completion of third Class of Junior High School or fifth Class of Secondary Education, and entry examination.

Arrete No. 27-BCC/NV/ND of January 16, 1958

Determining the specific statute of the cadre of Signalman
(Tin Hieu Vien - Guetteur Sémaphorique).

- In charge of the care of or the work on nautical signals..

240 Principal Signalman, Super Class

220 Principal Signalman, Class 1

200 Principal Signalman, Class 2

180 Principal Signalman, Class 3

160 Principal Signalman, Class 4

140 Signalman, ~~Class 1~~,

130 Signalman, Class 2

120 Signalman, Class 3

110 Signalman, Class 4

100 Signalman, Class 5 or Probationary

Qualification Requirements:

Signalman, Class 5, Probationary:

- holder of Primary Certificate and entry examination.

Appendix A
PUBLIC WORKS
Directorate of Civil Air-Transport
Air Transport Operator

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Arrete No. 400-BCC/NV/ND of July 4, 1958

Determining the specific statute of the cadre of Air-Transport Operator (Khong Van Vien).

- In charge of works relating to air-security, airport development, Air-Traffic Control Centers, Air-Transport Supply Agencies, and the administrative operations of the Directorate of Civil Air-Transport.

470 Principal Air-Transport Operator, Super Class

440 Principal Air-Transport Operator, Class 1

410 Principal Air-Transport Operator, Class 2

380 Principal Air-Transport Operator, Class 3

350 Principal Air-Transport Operator, Class 4

320 Air-Transport Operator, Class 1

300 Air-Transport Operator, Class 2

280 Air-Transport Operator, Class 3

260 Air-Transport Operator, Class 4

240 Air-Transport Operator, Class 5 or Probationary.

Qualification Requirements:

Air-Transport Operator, Class 5, Probationary:

- holder of Secondary First Cycle Diploma, and graduate of Air-Transport Personnel Training School (training duration: one year), or of an equivalent technical school in Vietnam or abroad on a branch necessary for air-transport organization, and entry examination.

Appendix A
PUBLIC WORKS
Directorate of Civil Air-Transport
Airway Controller

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Arrete No. 286-BCC/NV/ND of May 14, 1958

Determining the specific statute of the cadre of Airway Controller
(Kiem Soat Vien Hang Khong).

- This cadre comprises of positions of:

Air-Transport Controller (Air-Traffic or Radio)

Airway Telecommunications Controller.

- Assist Airway Engineers.

640 Principal Airway Controller, Super Class)	Air-Transport Controller
600 Principal Airway Controller, Class 1)	(Air-Traffic)
560 Principal Airway Controller, Class 2)	- Controller or
520 Principal Airway Controller, Class 3)	Assistant Controller
480 Principal Airway Controller, Class 4)	of local airports.
440 Airway Controller, Class 1)	- Chief Group Controller
410 Airway Controller, Class 2)	Air-Transport Controller
380 Airway Controller, Class 3)	(Radio)
350 Airway Controller, Class 4)	- Controller or Deputy
320 Airway Controller, Class 5 or Probationary)	Controller of Radio
)	Development Center,
)	Radio Tower.
)	Airway Telecommunica-
)	tions Controller

Qualification Requirements:

Airway Controller, Class 5, Probationary:

- holder of Baccalaureat II and entry examination.

Appendix A
PUBLIC WORKS
Directorate of Civil Air-Transport
Airway Controller

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- holder of Baccalaureat I and Diploma of Airway Controller (Air-Traffic, Radio, or Airway Telecommunications) of the National School of Civil Air of Paris or of an equivalent school in Vietnam or abroad.

Airway Controller, Class 4, Probationary:

- holder of Baccalaureat II and diploma of Airway Controller of the National School of Civil Air of Paris.

of
Airway Controller or Principal Airway Controller/a class having the same salary index as, or a salary index immediately higher than the present salary index of:

- status Air-Transport Operator with salary index of 320 and above, and entry examination. If the present salary index is equal to one of the stated salary indexes, he shall be assigned to the class bearing that index. If no stated salary index is equivalent to the present salary index, he shall be assigned to the class which has a salary index immediately higher than the present index.

Arrete No. 283-BCC/NV/ND of May 14, 1958

Determining the specific statute of the cadre of Meteo Technical Agent (Can Su Khi Tuong).

- Under the supervision of Meteo Engineers and in charge of application works.

670 Principal Meteo Technical Agent, Super Class)	
630 Principal Meteo Technical Agent, Class 1)	
590 Principal Meteo Technical Agent, Class 2)	
550 Principal Meteo Technical Agent, Class 3)	
510 Principal Meteo Technical Agent, Class 4)	
470 Meteo Technical Agent, Class 1)	Chief of Meteo
440 Meteo Technical Agent, Class 2)	Station (Ty)
410 Meteo Technical Agent, Class 3)	(<u>Chef de Station</u>)
380 Meteo Technical Agent, Class 4)	
350 Meteo Technical Agent, Class 5 or Probationary)	

Qualification Requirements:

Meteo Technical Agent, Class 5, Probationary:

- holder of Baccalaureat II, or equivalent diploma, or Radio Technical Agent Diploma of Saigon Radio School, or equivalent diploma, and having passed admission examination and graduation of one-year-minimum meteo technical training course, medium level, in Vietnam.

Appendix A
PUBLIC WORKS
Directorate of Weather
Meteo Technical Agent

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Meteo Technical Agent or Principal Meteo Technical Agent at a class having the same salary index as, or a salary immediately higher than the present salary index of:

- Assistant Meteo Technical Agent having a salary index of 320 and above, and professional examination.

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Arrete No. 284-BCC/NV/ND of May 14, 1958

Determining the specific statute of the cadre of Assistant Meteo Technical Agent (Pho Can Su Khi Tuong).

- Assist Meteo Technical Agents and carry on routine technical work: drawing charts, teletyping, radio works, radio-observation, analytic calculation.

480 Principal Assistant Meteo Technical Agent, Super Class

450 Principal Assistant Meteo Technical Agent, Class 1

420 Principal Assistant Meteo Technical Agent, Class 2

390 Principal Assistant Meteo Technical Agent, Class 3

360 Principal Assistant Meteo Technical Agent, Class 4

330 Assistant Meteo Technical Agent, Class 1

310 Assistant Meteo Technical Agent, Class 2

290 Assistant Meteo Technical Agent, Class 3

270 Assistant Meteo Technical Agent, Class 4

250 Assistant Meteo Technical Agent, Class 5 or Probationary Chief of Section (to top rank)

Qualification Requirements:

Assistant Meteo Technical Agent, Class 5, Probationary:

- holder of Secondary First Cycle Diploma, or equivalent diploma, or Diploma of Industrial Education (Brevet d'Enseignement Industriel) of a technical or industrial school or of an

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equivalent school, and having passed admission examination and graduation of a one-year-~~minimum~~ meteo technical training course.

Assistant Meteo Technical Agent or Principal Assistant Meteo Technical Agent at a class having the same salary index as, or a salary index immediately higher than ~~the~~ present salary index of:

- status Meteo Observer of Class I (280) and above, and graduation of one-year-~~minimum~~ meteo technical training course, and recommendation of the Director of the agency and approval of Secretary of State of Public Works and Communication.

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Arrete No. 285-BCC/NV/ND of May 14, 1958

Determining the specific statute of the cadre of Meteo Observer
(Chiem Sat Vien Khi Tuong).

- Assist higher ranking Meteo cadre members and carry on routine works.

430 Principal Meteo Observer, Super Class

400 Principal Meteo Observer, Class 1

370 Principal Meteo Observer, Class 2

340 Principal Meteo Observer, Class 3

310 Principal Meteo Observer, Class 4

280 Meteo Observer, Class 1

260 Meteo Observer, Class 2

240 Meteo Observer, Class 3

220 Meteo Observer, Class 4

200 Meteo Observer, Class 5 or Probationary.

Qualification Requirements:

Meteo Observer, Class 5, Probationary:

- holder of Primary Certificate and certificate of completion of class IV of Junior High School or Class IV of Secondary Education and entry examination.

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- holder of Professional Aptitude Diploma, or equivalent diploma of a Technical or Industrial School, and entry examination.
- holder of Special Telegraphist Diploma, or Army or Navy Radio-Operator Diploma, and entry examination.

Meteo Observer, Class 14, Probationary:

- holder of Secondary First Cycle Diploma, or equivalent diploma, and entry examination.
- holder of Class II Telegraphist Diploma, and entry examination.

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Arrete No. 004-BCC/NV/ND of January 6, 1958

Determining the specific statute of the cadre of Meteo and Civil Air Mechanic (Tho Khi Tuong Va Hang Khong Dan Su).

- Carry on all mechanical works: assemble and repair meteo equipment, radio, teletypewriter ...
- In charge of wood, brass, iron works.

280 Principal Meteo Mechanic, Super Class

260 Principal Meteo Mechanic, Class 1

240 Principal Meteo Mechanic, Class 2

220 Principal Meteo Mechanic, Class 3

200 Principal Meteo Mechanic, Class 4

180 Meteo Mechanic, Class 1

170 Meteo Mechanic, Class 2

160 Meteo Mechanic, Class 3

150 Meteo Mechanic, Class 4

140 Meteo Mechanic, Class 5 or Probationary

Qualification Requirements:

Meteo Mechanic, Class 5, Probationary:

- holder of Primary Certificate and at least two years of experience as carpenter, joiner, meteo equipment assembler, moteur à combustion assembler, electrician blacksmith, turner,

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watch repairman, or radio assembler and repairman, and entry examination.

- holder of certificate of completion of course II of a technical or industrial school.

Arrete No. 101-BCC/NV/ND of February 10, 1958

Determining the specific statute of the cadre of Postal Operating Agent (Can Su Doanh Thac Bau Dien).

- In charge of all postal operations:

A. Field of Postal Administration, Telegraph and Telephone

- Operate First Class or important Special Post Offices.
- Control and direct the operations of one or several Sections of Saigon Principal Collecting and Accounting Office or Tourane Collecting and Accounting Office.

B. Field of Radio Communications

- Assist Chief of Central Telecommunication Service on radio operations.
- Direct: the Central Radio Communication Bureau, important Principal Radio Station, Coastal Radio Station, Radio Transmission Station, Radio Reception Station.

670 Principal Postal Operating Agent, Super Class) (Status)
630 Principal Postal Operating Agent, Class 1) - Postal Collector
590 Principal Postal Operating Agent, Class 2) - Chief of Bureau
550 Principal Postal Operating Agent, Class 3) or Deputy Chief.
510 Principal Postal Operating Agent, Class 4) - Chief Controller
) at Principal
) Collecting and
) Accounting Office
) in Saigon.

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470 Postal Operating Agent , Class 1)	- Controller of
440 Postal Operating Agent, Class 2)	Postal Adminis-
410 Postal Operating Agent, Class 3)	tration, Tele-
380 Postal Operating Agent, Class 4)	graph and Tele-
350 Postal Operating Agent, Class 5 or Probationary)	phone at Saigon
)	Principal Collect-
)	ing and Accounting
)	Office or Tourane
)	Collecting and
)	Accounting Office.
)	- Chief of Radio
)	Station.

Qualification Requirements:

Postal Operating Agent, Class 5, Probationary:

- holder of Baccalaureat II or First Class Radio Telegraphist II Diploma, and admission into and graduation from one-year-in-minimum Postal Operating Agent training course.

Postal Operating Agent or Principal Postal Operating Agent at a class having a salary index immediately higher than the present salary index of:

- Post Office civil servant of category B cadre, equivalent to the cadre of Clerk, having a salary index of 300 and above, and professional examination.

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Arrete No. 103-BCC/NV/ND of February 10, 1958

Determining the specific statute of the cadre of Assistant Postal Operating Agent (Phu Ta Can Su Doanh Thac Buu Dien).

- Operating medium-level and secondary post-offices, and principal and auxiliary radio stations.
- In charge of: office work, operations on postal administration, telegraph and telephone, radio development at Central and Local Radio Stations, transmission and reception of news by radio.

480 Principal Assistant Postal Operating Agent, Super Class

450 Principal Assistant Postal Operating Agent, Class 1

420 Principal Assistant Postal Operating Agent, Class 2

390 Principal Assistant Postal Operating Agent, Class 3

360 Principal Assistant Postal Operating Agent, Class 4

330 Assistant Postal Operating Agent, Class 1

310 Assistant Postal Operating Agent, Class 2

290 Assistant Postal Operating Agent, Class 3

270 Assistant Postal Operating Agent, Class 4

250 Assistant Postal Operating Agent, Class 5 or Probationary

Qualification Requirements:

Assistant Postal Operating Agent, Class 5, Probationary:

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- holder of Secondary First Cycle Diploma, or equivalent diploma,
or Class II Radio telegraphist, having passed admission
examination and graduation from one-year ~~Assistant~~ Assistant
Postal Operating Agent training course.

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Arrete No. 100-BCC/NV/ND of February 10, 1958

Determining the specific statute of the cadre of Postal Technical Agent (Can Su Ky Thuat Buu Dien).

- Control, repair and install telegraphic, telephonic and radio apparatuses.
- Assure the normal operation of telegraphic, telephonic and radio apparatus.
- Study and direct the operations for laying telegraphic and telephonic cables (underground and aboveground cables).
- Direct all other technical operations.
- Direct all internal affairs operations (building, repairing, maintaining houses, etc...)

670 Principal Postal Technical Agent, Super Class) (Status)
630 Principal Postal Technical Agent, Class 1) - Chief of Central
590 Principal Postal Technical Agent, Class 2) Service of Pos-
550 Principal Postal Technical Agent, Class 3) tal Workshop.
510 Principal Postal Technical Agent, Class 4) - Controller of
470 Postal Technical Agent, Class 1) Telegraphic, Tele-
440 Postal Technical Agent, Class 2) phonic and Radio
410 Postal Technical Agent, Class 3) Layout.
380 Postal Technical Agent, Class 4) - Chief of Bureau
350 Postal Technical Agent, Class 5 or Probationary)) in a Technical
) Service.
) - Networks Control-
) ler.
) - Chief of Labo-
) ratory.
) - Chief of Princi-
) pal Radio Station.
) - Chief of Trans-
) mission or Recep-
) tion Station.
) - Chief of Radio
) Workshop.

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Qualification Requirements:

Postal Technical Agent, Class 5, Probationary:

- holder of Baccalaureat II or Diploma of Radio Technical Agent of the Saigon School of Radio, and admission into and graduation from ~~one-year-minimum~~ Postal Technical Agent training course.

Postal Technical Agent or Principal Postal Technical Agent at a class having a salary index immediately higher than the present salary index of:

- Assistant Postal Technical Agent having a salary index of 300 and above, and professional examination.

Arrete No. 102-BCC/NV/ND of February 10, 1958

Determining the specific statute of the cadre of Assistant Postal
Technical Agent (Phu Ta Can Su Ky Thuat Bau Dien).

- In charge of all technical work on telegraph, telephone and
radio (installing, repairing and assembling).
- Supervise on technical aspects the operation of news trans-
mitting stations by telegraph, telephone and radio).
- Draw housing charts.
- Draw charts of telegraphic and telephonic networks.
- Draw models of telegraphic, telephonic and radio apparatuses.
- Draw models of postal stamps.

480 Principal Assistant Postal Technical Agent, Super Class

450 Principal Assistant Postal Technical Agent, Class 1

420 Principal Assistant Postal Technical Agent, Class 2

390 Principal Assistant Postal Technical Agent, Class 3

360 Principal Assistant Postal Technical Agent, Class 4

330 Assistant Postal Technical Agent, Class 1

310 Assistant Postal Technical Agent, Class 2

290 Assistant Postal Technical Agent, Class 3

270 Assistant Postal Technical Agent, Class 4

250 Assistant Postal Technical Agent, Class 5 or Probationary.

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Qualification Requirements:

Assistant Postal Technical Agent, Class 5, Probationary:

- holder of Diploma of Industrial Education, or equivalent Diploma, and admission into and graduation from one-year-in-minimum Assistant Postal Technical Agent training course.

Assistant Postal Technical Agent or Principal Assistant Postal Technical Agent at a class having a salary index immediately higher than the present salary index of:

- Principal Postal Technical Assistant of Class 4 (310) and above, and professional examination.

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Arrete No. 105-BCC/NV/ND of February 10, 1958

Determining the specific statute of the cadre of Postal Technical Assistant (Ta Su Ky Thuat Buu Dien).

- In charge of all technical work on postal administration, telegraph and telephone at Central Postal Workshop (repairing, assembling, making spare-parts, repairing or making wooden and iron equipment for the Post Office).
- Supervise the work of specialized workers at Central Postal Workshop.
- Lay telegraphic and telephonic cables (internal or interprovincial — underground and aboveground cables).
- Supervise the operations of laying of telegraphic and telephonic cables.
- In charge of reconstruction and building of public buildings of the Post Office (building, repairing, maintaining public buildings, etc...).
- In charge of all other technical jobs.

430 Principal Postal Technical Assistant, Super Class

400 Principal Postal Technical Assistant, Class 1

370 Principal Postal Technical Assistant, Class 2

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- 340 Principal Postal Technical Assistant, Class 3
- 310 Principal Postal Technical Assistant, Class 4
- 280 Postal Technical Assistant, Class 1
- 260 Postal Technical Assistant, Class 2
- 240 Postal Technical Assistant, Class 3
- 220 Postal Technical Assistant, Class 4
- 200 Postal Technical Assistant, Class 5 or Probationary

Qualification Requirements:

Postal Technical Assistant, Class 5, Probationary:

- holder of Primary Certificate and certificate of completion of Class III of Junior High School Education or Class V of Secondary Education, or holder of Diploma of Industrial Education or equivalent diploma, or holder of Professional Aptitude Diploma or equivalent diploma, and entry examination.

Postal Technical Assistant or Principal Postal Technical Assistant at a class having a salary index immediately higher than the present salary index of:

- Postal Worker and Postal Foreman having a salary index of 180 and above, and professional examination.

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Arrete No. 104-BCC/NV/ND of February 10, 1958

Determining the specific statute of the cadre of Postal Operator
(Doanh Thac Vien Buu Dien).

- Operate limited post-offices, secondary post-offices, auxiliary radio stations or ordinary class radio stations.
- In charge of operations relating to: Postal Administration, Telegraph, Telephone, radio development at Central Radio Station and Radio Stations.
- Transmit and receive news by radio.

430 Principal Postal Operator, Super Class
400 Principal Postal Operator, Class 1
370 Principal Postal Operator, Class 2
340 Principal Postal Operator, Class 3
310 Principal Postal Operator, Class 4
280 Postal Operator, Class 1
260 Postal Operator, Class 2
240 Postal Operator, Class 3
220 Postal Operator, Class 4
200 Postal Operator, Class 5 or Probationary.

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Qualification Requirements:

Postal Operator, Class 5, Probationary:

- holder of Primary Certificate and certificate of completion of Class III of Junior High School Education or Class V of Secondary Education, and entry examination.
- holder of special Telegraphist Diploma and entry examination.

Postal Operator, Class 4, Probationary:

- holder of Class II Radio Telegraphist Diploma, and entry examination
- holder of Secondary First Cycle Diploma, or equivalent diploma, and entry examination.

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Arrete No. 611-BCC/ND/NV of August 20, 1957

Determining the specific statute of the cadre of Telephone Operator (Dien Thoai Vien Buu Dien).

- In charge of telephonic operations at Post and Communication Directorates and Services - for women only.

430 Principal Telephone Operator, Super Class

400 Principal Telephone Operator, Class 1

370 Principal Telephone Operator, Class 2

340 Principal Telephone Operator, Class 3

310 Principal Telephone Operator, Class 4

280 Telephone Operator, Class 1

260 Telephone Operator, Class 2

240 Telephone Operator, Class 3

220 Telephone Operator, Class 4 or Probationary.

200 Telephone Operator, Class 5 or Probationary.

Qualification Requirements:

Telephone Operator, Class 5, Probationary:

- holder of Primary Certificate and certificate of completion of Class III of Junior High School Education or Class V of Secondary Education, and entry examination.

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Telephone Operator, Class 4, Probationary:

- holder of Secondary First Cycle Diploma, or equivalent diploma, and entry examination.

Arrete No. 612-BSC/BV/ND of August 20, 1957

Determining the specific statute of the cadre of Post Foreman
(Kiem Cong Bui Dien).

- Carry on telegraphic and telephonic cables laying work.
- Maintain telegraphic and telephonic cables.
- Supervise operations.
- In charge of jobs relating to the building of public offices
of the Post Office.

280 Principal Post Foreman, Super Class

260 Principal Post Foreman, Class 1

240 Principal Post Foreman, Class 2

220 Principal Post Foreman, Class 3

200 Principal Post Foreman, Class 4

180 Post Foreman, Class 1

170 Post Foreman, Class 2

160 Post Foreman, Class 3

150 Post Foreman, Class 4

140 Post Foreman, Class 5 or Probationary

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Qualification Requirements:

Post Foreman, Class 5, Probationary:

- holder of Primary Certificate, and at least two years of experience in communications field, and entry examination.
- holder of certificate of completion of Course II of a technical or industrial school, and entry examination.

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Arrete No. 614-BCC/ND/NV of August 20, 1957

Determining the specific statute of the cadre of Postal Worker
(Tho Bru Dien).

- Carry on all mechanical operations, assembling and repairing telegraphic, telephonic and radio equipment of the Post Services.
- In charge of wood, brass and iron works, etc...

280 Principal Postal Worker, Super Class

260 Principal Postal Worker, Class 1

240 Principal Postal Worker, Class 2

220 Principal Postal Worker, Class 3

200 Principal Postal Worker, Class 4

180 Postal Worker, Class 1

170 Postal Worker, Class 2

160 Postal Worker, Class 3

150 Postal Worker, Class 4

140 Postal Worker, Class 5 or Probationary

Qualification Requirements:

Postal Worker, Class 5, Probationary:

- holder of Primary Certificate and at least two years of experience as carpenter, joiner, mason, telephone, installer.

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frame maker, electrician, coil winder, blacksmith, turner,
solderer, painter, plumber ... or radio repairman and
assembler, and entry examination.

- holder of certificate of completion of Course II of a
technical or industrial school, and entry examination.

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Arrete No. 613-BCC/ND/NV of August 20, 1957

Determining the specific statute of the cadre of Postman
(Buu Ta Buu Dien).

- Carry sacks of mail and packages sent by train.
- Collect mail and stamps on mail.
- Sort and distribute in-coming and out-going mail at Post Offices.
- Deliver mail or telegrams (official and private) in town.
- Do messenger work at the General Directorate and Directorates
of Post and Communications.

270 Principal Postman, Super Class

250 Principal Postman, Class 1

230 Principal Postman, Class 2

210 Principal Postman, Class 3

190 Principal Postman, Class 4

170 Postman, Class 1

160 Postman, Class 2

150 Postman, Class 3

140 Postman, Class 4

130 Postman, Probationary

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Qualification Requirements:

Postman, Probationary:

- holder of Primary Certificate, and entry examination, and graduation of ~~six-month~~ professional training course.

CADRE STATUTE -- ADMINISTRATOR (GIAM-SU)

Decree No. 104-CV of 9 December 1950, establishing the specific statute for the national cadre of Giam-su, as amended by Decree No. 49-NV of 1 June 1953, substituting Articles 4, 6, 7, and 8.

HIS MAJESTY BAO-DAI, CHIEF OF STATE:

In view of Ordinance No. 1 of 1 July 1949 determining the organization and functions of the institutions of government,
In view of Ordinance No. 2 of 1 July 1949 regarding the organization of the statutes for the public administration,
In view of Ordinance No. 9 of 14 July 1950 establishing the general statute of the civil service,
In view of Decree No. 66-NV of 8 July 1952 defining the attributions of the Minister for Interior

DECREES:

Article 1 - There is (hereby) created a national cadre of Giam-su.

Personnel of this cadre shall be charged with the direction of administrative affairs in the departmental offices and regional administrations as well as in the provincial and municipal administrative services.

The cadre of Giam-su is reserved to (persons of) Vietnamese nationality.

Article 2 - All provisions of the general statute established by Ordinance No. 9 of 14 July 1950 shall be applicable to personnel of the Giam-su cadre, particularly in that which concerns the method of recruitment, regulations regarding salary, allowances, probation period, promotion, discipline, etc.

In addition, this cadre shall be governed by the specific provisions hereafter.

Article 3 - Functionaries of the Giam-su cadre shall be recruited, granted permanent status ("titularisé"), promoted, placed at the disposition of departmental offices and regional administrations, or in one of the special statuses defined in Article 62 of the general statute, by arrete of the President of the Government upon the proposal of Ministers, Secretaries of State and Regional Governors concerned, and with the agreement of the Secretary of State for Civil Service.

Article 4 - The classifications and the indexes of basic salaries in the Giam-su cadre are established as follows:

Classes	Category	Salary Index
Principal Giam-su, Super Class	A	940
Principal Giam-su, Class 1		
with more than 3 years' service in grade	A	880
with less than 3 years' service in grade	A	830
Principal Giam-su, Class 2	A	780
Principal Giam-su, Class 3	A	730
Giam-su, Class 1		
with more than 3 years' service in grade	A	680
with less than 3 years' service in grade	A	630
Giam-su, Class 2	A	590
Giam-su, Class 3	A	550
Pho Giam-su, Class 1	A	510
Pho Giam-su, Class 2	A	470
Pho Giam-su, Class 3 or probationary	A	430

Article 5 - In accordance with the needs of the service and in consideration of their grades and classes in the cadre:

- (The following) may be assigned the functions of Director of a Directorate -- Principal Giam-su, Class 3 and above;
- (The following) may be assigned the functions of Chief of Service -- Giam-su, of Class 3 and above;
- (The following) may be assigned the functions of Chief of Bureau -- Pho Giam-su with permanent status.

In case of lack of personnel meeting the requirements of grade and class specified for the positions enumerated above, Giam-su and Pho Giam-su of a lower grade may be provisionally assigned to the functions (ordinarily assignable only to one in) the next higher grade.

A subsequent decree shall establish in accordance with the needs of the service:

- 1 - The total permissible number ("l'effectif global") of personnel for the Giam-su cadre;
- 2 - The percentage of each of the different grades in relation to the total indicated above.

Article 6 (new) - Recruitment of personnel for the Giam-su cadre shall be exclusively from among graduates of the National School of Administration at Dalat and preferably among those of that group who shall have signed a declaration of option for the said cadre.

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However, until this school is prepared to furnish sufficient candidates, admission into the Giam-su cadre shall take place under the following conditions:

(The following) may be admitted into the cadre by means of examination:

- 1 - Candidates possessing a Doctorate or a Licence of Law or a diploma of superior education recognized as the equivalent (of such degrees) by the Superior Council of the Civil Service;
- 2 - Tham-su ("senior clerks") of National and regional cadres who have attained at least the grade of Tham-su, Class 2, and who must provide an additional justification, if they come from a cadre equivalent to one of the former cadres identified as "secondary", of six years of seniority in the cadre of Tham-su.

The conditions and program of the entrance examination shall be fixed subsequently by arrete of the President of the Government, on the proposal of the Minister of Interior, after agreement by the Regional Governors.

Article 7 - (new) - Graduates of the National School of Administration shall be appointed in consideration of the needs of the service and following their rank in order of merit:

- 1 - For non-functionaries, (as) Pho Giam-su, Probationary
- 2 - For functionaries:
 - a) Pho Giam-su or Giam-su at the salary index number immediately above that (which they had) acquired in their cadres of origin;

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- b) Pho Giam-su, Class 3, if their salary index number in their cadre of origin was below 430.

Candidates passing the entrance examination provided for in Article 6 shall be appointed:

- a) Probationary Pho Giam-su, if they possess the Licence of Law or an equivalent degree;
- b) Probationary Pho Giam-su and classed at the level of Pho Giam-su, Class 1, if they possess the Doctorate of Law or an equivalent degree;
- c) Pho Giam-su or Giam-su at the grade with the next higher salary index number (above the index of their former cadre), if they belong to the Tham-su ("clerk") cadre with a salary-index equal to or above 430.
- d) Pho Giam-su, Class 3, if they belong to the Tham-su cadre and have a salary index number lower than 430 (in that cadre).

Functionaries appointed under the conditions indicated above shall lose the seniority which they acquired in their former cadre.

Article 8 (new) - Transitional provisions

For the initial development of the body of Giam-su:

- 1 - Reclassification of functionaries (into the new Giam-su cadre) belonging to the Indochinese local administrative cadre (editors and chiefs of bureaus) shall be processed in conformity with the following check-list.

Former Cadre	New Cadre
Chief of Bureau, Super Class	(Principal Giam-su, Super Class (Principal Giam-su, Class 1 with more than 3 years' service in grade
Chief of Bureau, Exceptional Class with more than 6 years' service	Principal Giam-su, Class 1 with less than 3 years' service in grade
Chief of Bureau, Exceptional Class with more than 3 years' service in grade	Principal Giam-su, Class 2
Chief of Bureau, Exceptional Class with less than 3 years' service in grade	Principal Giam-su, Class 3
Chief of Bureau, Class 1 with more than 3 years' service in grade	Giam-su, Class 1 with more than 3 years' service in grade
Chief of Bureau, Class 1 with less than 3 years' service in grade	Giam-su, Class 1 with less than 3 years' service in grade
Chief of Bureau, Class 2 with more than 3 years' service in grade	Giam-su, Class 2

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Former Cadre	New Cadre
Chief of Bureau, Class 2 with less than 3 years' service in grade	Giam-su, Class 2
Assistant Chief of Bureau, Class 1 with more than 3 years' service in grade	Giam-su, Class 3
Assistant Chief of Bureau, Class 1 with less than 3 years' service in grade	
Assistant Chief of Bureau, Class 2	Pho Giam-su, Class 1
Editor, Class 1	Pho Giam-su, Class 2
Editor, Class 2 or Probationary	Pho Giam-su, Class 3 or Probationary

In the cadre of Giam-su, the carry-over of seniority of grade or class acquired in the former cadre shall be effected as follows:

a) Retention of total seniority acquired:

- Editor, Class 2 or Probationary

b) Loss of two years of seniority:

- Chief of Bureau, Class 1 with less than 3 years of service in grade

- Assistant Chief of Bureau, Class 2

- Editor, Class 1

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- c) Loss of three years of seniority:
- Chief of Bureau, Exceptional Class with less than 3 years' service in grade
 - Assistant Chief of Bureau, Class 1 with less than 3 years' service in grade
- d) Loss of three years and six months of seniority:
- Chief of Bureau, Super Class
- e) Loss of four years of seniority:
- Chief of Bureau, Class 2 with more than 3 years' service in grade
 - with less than 3 years' service in grade
- f) Loss of four years and six months of seniority:
- Assistant Chief of Bureau, Class 1 with more than 3 years' service in grade
- g) Loss of five years and 6 months of seniority:
- Chief of Bureau, Class 1 with more than 3 years' service in grade
- h) Loss of six years and six months of seniority:
- Chief of Bureau, Exceptional Class with more than 3 years' service in grade
- i) Loss of nine years and six months of seniority:
- Chief of Bureau, Exceptional Class with more than 6 years' service in grade

2) Clerks ("commis") of South Vietnam belonging to the former cadre of Accountants may be reclassified, upon their application, into this group if they possess one of the following qualifications on the date of publication of the present decree.

- a) having at least the grade of Principal Clerk, Class 3
- b) possessing the Licence of Law or a diploma of Superior Education
- 3) functionaries belonging to cadres listed below:
 - Members of the cadre of Administrative and Judiciary Mandarins of the delta of North Vietnam commencing with the grade of probationary Tri-huyen;
 - Members of the cadre of the Mountainous Region ("Haute Region du Nord Vietnam") of North Vietnam who possess the Baccalaureate of Secondary School, who were admitted into this cadre by means of examination, and who have the additional justification of six years of seniority in this cadre;
 - Members of the cadre of Administrative Mandarins of Center Vietnam commencing with the grade of probationary Tri-huyen;
 - Members of the (Administrative) cadre of Huyen, Phu and Doc-phu-su of South Vietnam.
 - Members of the European cadres, for functionaries possessing at least the Baccalaureate of Secondary School, who were admitted into such cadres by means of examinations and who have the additional justification of six years of seniority in such cadres;

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- Members of the cadre of Clerks ("greffiers") of North and Central Vietnam who possess the licence of Law or the diploma of the School of Indochinese Advanced Studies.
- Members of the cadre of Civil Mandarins from services in Central Vietnam, commencing with the grade of 4-2 and of the North Vietnam cadre of Tri-chau.
- Cadre of Clerks and Interpreter-clerks ("commis") commencing with the grade of Principal, Class 3.
- Members of the North Vietnam cadre of Tribunal Clerks ("greffiers des tribunaux") of the second degree, commencing with the grade of Principal, Class 1.

(The following) upon their application, may be integrated into this body upon the recommendation ("apres avis") of the Special Commission provided for in Article 9 and subject to the following two conditions:

- 1) (That they) have occupied, for at least two years as of the date of publication of this decree (June 53), the functions of Director or Chief of Service
- 2) (That they) have been the object of a justificatory recommendation by the concerned Minister, Secretary of State or Regional Governor.

Applications for admission into the Giam-su cadre must be presented ("adressées") within one month from the date on which the Official Journal containing publication of this decree is received at the government headquarters of the provinces and municipalities (in which candidates reside?).

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Article 9 - A special Commission, established by arrete of the President of the Government shall be charged with reviewing the above applications for admission and proposing the appointment and the (appropriate) Giam-su classes for the individuals involved, in accordance with the provisions of Article 103 of the general statute (of the Civil Service).

Article 10 - Contractual and Journalier personnel possessing the License of Law, the Doctorate of Law or an equivalent diploma, presently on duty, if they desire to take the entrance examination provided in Article 6, shall receive a credit in points of $1/20$ of the maximum total of points (required to pass) for each year of service in the Vietnamese Government, but not exceeding $1/8$ of that total.

The above mentioned personnel who have accomplished up to 31 December 1950 two years of service may be appointed Probationary Giam-su without being obliged to take the entrance examination.

Article 11 - The President of the Government, Ministers, Secretaries of State and the Director of the Chief of State's Cabinet are charged, each as to that which concerns him, with the execution of the present decree.

Saigon, December 9, 1950

CADRE STATUTE -- CLERK (THU-KY)

Arrete No. 418-Cab of 9 December 1950, establishing the specific statute for the cadre of clerks (Thu-ky) in the central administrations, as amended by Arrete No. 367-Cab/MI of 6 June 1953, substituting Article 4, 7 and 8.

THE PRESIDENT OF THE GOVERNMENT,

In view of Ordinance No. 1 of 1 July 1949,
In view of Ordinance No. 2 of 1 July 1949,
In view of Ordinance No. 9 of 14 July 1950
Upon the proposal of the Minister for Interior,
The Council of Ministers concurring,

ARRETES:

Article 1 - There is (hereby) created a cadre of clerks in the central administrations of Ministries and dependent offices.

Personnel of this cadre has the duty of assisting personnel of Administration and Senior Clerk cadres and carrying out current affairs.

Article 2 - All provisions of the general statute established by Ordinance No. 9 of 14 July 1950 shall be applicable to personnel in the clerk cadre, particularly in that which concerns the method of recruitment, regulations regarding salary, allowances, probation period, promotion, discipline, etc.

In addition, this cadre shall be governed by the specific provisions hereafter.

Article 3 - Personnel of the clerk cadre shall be recruited, granted permanent status, promoted, placed at the disposition of ministries and central services or in one of the types of status as defined in Article

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62 of the general statute by arrete of the President of the Government upon the proposal of the Secretary of State for Civil Service and ministers concerned.

Article 4 - The classification and the indices of basic salary in the clerk cadre are fixed as follow:

Classes	Category	Salary Index
Principal Secretary, Super Class	B	450
Principal Secretary, Class 1	B	420
Principal Secretary, Class 2	B	390
Principal Secretary, Class 3	B	360
Principal Secretary, Class 4	B	330
Secretary, Class 1	B	300
Secretary, Class 2	B	280
Secretary, Class 3	B	260
Secretary, Class 4	B	240
Secretary, Class 5 or Probationary	B	220

Article 5 - Principal clerks may be assigned provisionally to functions of chief of section in a bureau.

Article 6 - In addition to conditions imposed by Article 22 of the general statute, candidates for this clerk cadre must possess either a Junior High School degree, or the First Part of the Baccalaureate or the Second Part of it, or an equivalent diploma, and pass the entrance examination (into the cadre).

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The conditions and program of this examination shall be fixed subsequently by arrêté of the President of the Government on the proposal of the Secretary of State for the Civil Service.

Article 7 - (New) Candidates (who have) passed the above examination shall be appointed:

- 1- Probationary Clerk with the salary index of 220, if they possess a Junior High School degree, or the First Part of the Baccalaureate, or an equivalent diploma;
- 2- Probationary Clerk with the salary index of 240, if they possess the Second Part of the Baccalaureate or an equivalent diploma.

Article 8 - Transitional provisions.

For the initial development of the body of clerks in central administrations:

- 1- Reclassification of functionaries (into the new clerk cadre) shall be automatic ("Il sera procédé") for those belonging to cadres of the former General Government:
 - Clerks of general and local services: High Commissariat Residences in Cambodia and in Laos, Records and Libraries, Financial Control, Finance, Woods, Immigration, Public Education; Inspection General of Mining and Industry, Public Works.

In conformity with the following table of concordance:

Former Cadre	New Cadre
Principal Clerk, Super Class	Principal Clerk, Super Class
Principal Clerk, Class 1	Principal Clerk, Class 1
Principal Clerk, Class 2	Principal Clerk, Class 2
Principal Clerk, Class 3	Principal Clerk, Class 3
Clerk, Class 1	Principal Clerk, Class 4
Clerk, Class 2	Clerk, Class 1
Clerk, Class 3	Clerk, Class 2
Clerk, Class 4	Clerk, Class 3
Clerk, Class 5	Clerk, Class 4
Clerk, Class 6	Probationary Clerk
Probationary Clerk	

The reclassified functionaries shall (ordinarily) retain all seniority acquired in their former grade or class as of the date of their integration (into the new cadre).

2- Functionaries belonging to cadres of:

- Clerks of Residencies in Tonkin and Annam,
- Clerks of local or regional services in South Vietnam on active duty in different central administrations or in different organizational units within the jurisdiction of the High Commissariat of France in Indochina may be integrated, upon their request,

into this clerk cadre under the same conditions (imposed upon) functionaries mentioned in the above paragraph.

3- Functionaries coming from the following cadres may be admitted into the clerk cadre upon their requests and after agreement of the Commission provided for in Article 9:

- Clerks and draftsmen of provincial services in South Vietnam.
- Typists with permanent status ("titulaires")

If they comply with the following conditions:

- 1- Being on active duty in one of the central administrations.
- 2- Possessing the Superior Primary Diploma ("D.E.P.S.I.") or an equivalent diploma.
- 3- Having effectively occupied for at least two years functions similar to those assigned to clerks.
- 4- Having been the object of a justificatory proposal by the ministry concerned.

Requests for admission into the clerk cadre must be presented ("adressées") within one month from the date on which the Official Journal containing publication of this arrêté is received at the government headquarters of the provinces and municipalities (in which candidates reside).

Article 9 - A special commission, established by arrêté of the President of the Government, shall be charged with reviewing the above requests for admission and proposing the appointment and classification in the clerk cadre for the individuals involved, in accordance with the provisions of Article 103 of the general statute.

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Article 10 - Present contractual or journalier clerks meeting all conditions and educational degree requirements who desire to take the entrance examination provided for in Article 6 shall receive a credit in points of $1/20$ of the maximum total of points (to pass) for each year of service in the Vietnamese Government, but not to exceed $1/8$ of that total.

Those who have been in service for 3 years shall be granted a dispensation from the educational degree requirement and be entitled to the above-mentioned point credit.

Article 11 - Ministers, Secretaries of State and the Secretary General at the Presidency are charged, each as to that which concerns him, with the execution of this arrêté.

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WORK-CONNECTED REGULAR ALLOWANCES

This Appendix contains a listing of all known work-connected allowances which are paid regularly, most of them monthly, together with rates if they are specified.

Schedule 1. Representation and Travel AllowancePer Month

Central Government Top Level Officials:

President	\$VN 18,000
Minister	12,000
Deputy Minister	9,000

Field Administrators:

Delegue	12,000
Political and Administrative Attache and Military Attache	9,000
Prefect of Saigon-Cholon Prefecture	4,000
First Class Province Chief	3,000
Mayors of Tourane and Dalat, Second Class	
Province Chief	2,500
District Chief	1,500
Deputy Prefect of Saigon-Cholon, Deputy Province Chief, Director of Poulo-Condore	1,200
Island and Jail Commissioner	500

Source: Decree No. 169-TC of 31 December 1954, Decree No. 170-TC of 31 December 1954, and Decree No. 175-NV of 23 May 1955.

Schedule 2. Functional Allowance

I. Central Government

	<u>Per Month</u>
- Director of Cabinet of the Prime Minister	\$VN 3,000
of the Deputy to the Prime Minister	2,800
of the Ministers	2,800
of the Secretaries of State	2,800
- Deputy Director of Cabinet: of the Prime Minister	2,500
- Chief of Cabinet: of the Prime Minister	1,800
of the Deputy to the Prime Minister	1,700
of the Ministers	1,700
of the Secretaries of State	1,700
of the Under-Secretaries of State	1,700
- Chargé de Mission: of the Prime Minister	1,500
of the Ministers	1,400
- Private Secretary or Attaché of Cabinet: of the Prime Minister	800
of the Deputy to the Prime Minister	800
of the Ministers	800
of the Secretaries of State	800
of the Under-Secretaries of State	800
- Aide-de-Camp of the Prime Minister	800
- General Inspector of Administrative and Financial Services	3,500
- Chief Administrative and Financial Inspector	2,500
- Administrative and Financial Inspector	2,000

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Schedule 2. Functional Allowance (Continued)

- General Secretary at the office of Prime Minister	\$VN 3,000
- General Director and General Inspector	2,800
- General Secretary at the Ministries	2,800
- Deputy General Director	2,400
- Director of Obligation Control	2,400
- Director of a directorate having many services	2,000
- Director of a directorate with lesser services	1,700
- Chief of Service at the Presidency	1,700
- Deputy Director of Obligation Control	1,700
- Deputy Director of a directorate with lesser services or Chiefs of Services	1,500
- Chief of Bureau or Chief of Secretariat	800

II. Regional Administration

- Director of Cabinet of the Regional Governor (Délégué)	2,800
- Director of Services	2,800
- Chief of Cabinet (civilian or military) of the Regional Governor	1,700
- Chargé de Mission of the Regional Governor	1,400
- Private Secretary or Attaché of Cabinet of the Regional Governor	800
- Director of a regional directorate having many services	2,000
- Director of a regional directorate with lesser services	1,700

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Schedule 2. Functional Allowance (continued)

- Deputy Director of a regional directorate with lesser services or Chief of a Regional Service	\$VN 1,500
- Labor Inspector	1,700
- Labor Deputy Inspector	1,500
- Chief of a Technical Area	1,200
- Chief of Bureau or Chief of Secretariat	800

III. Municipal or Provincial Government

- General Secretary: of the Prefecture of Saigon-Cholon	2,000
of the Office of the Mayor of Hanoi or Haiphong	1,500
of the Office of the Mayor of Tourane or Dalat	1,200
- Chief of Prefectural Service of Saigon-Cholon	1,000
- Chief of Municipal Service of Hanoi-Haiphong- Tourane-Dalat	900
- Chief of Prefectural Bureau of Saigon-Cholon	800
- Chief of Municipal Bureau of Hanoi-Haiphong- Tourane-Dalat	800
- Director of the Central Jail in Saigon (Chi Hoa)	1,000
- Director of Saigon Zoological Garden	800
- Chief of Rice Office	800
- Chief of a provincial Technical Service	900
- General Secretary of a mixed urban-center	800
- Chief of Provincial Bureau	600
- Chief of a technical section (in a province)	600

Schedule 2. Functional Allowance (continued)IV. Judicial Organization

A. Judicial Administration

a) Supreme-Court of Justice or Supreme-Court of Appeals

- President of and General Attorney at the Supreme Court of Justice	3,500
- Presiding Judge of and Deputy General Attorney at the Supreme-Court of Justice	2,500
- Counsellor at the Supreme Court of Justice	2,000

b) Courts of Appeals of First Instance

- General Attorney or First President of a Court of Appeals of class 1	4,000
- General Attorney or First President of a Court of Appeals of class 2	3,500
- Presiding Judge or Deputy General Attorney of a Court of Appeals of class 1	2,200
- President and Public Prosecutor at the courts of first instance of superior class	2,200
- Presiding Judge or Deputy General Attorney of a court of appeals of class 2	1,800
- President and Public Prosecutor at the courts of first instance of class 1	1,800
- Counsellor and Surrogate at the court of appeals	1,500
- President and Public Prosecutor at the courts of first instance of classes 2 and 3	1,600
- Justice of the Peace with Extended Jurisdiction	1,600
- Alternate President of the courts of first instance of superior class	1,400

Schedule 2. Functional Allowance (continued)

- Deputy Public Prosecutor and Examining Magistrate of the courts of first instance of superior class	\$VN 1,400
- Alternate President of the courts of first instance of class 1	1,100
- Deputy Public Prosecutor and Examining Magistrate of the courts of first instance of class 1	1,100
- Magistrate of the courts of first instance of superior class	1,100
- Alternate President of the courts of first instance of classes 2 and 3	900
- Deputy Public Prosecutor and Examining Magistrate of the courts of first instance of classes 2 and 3	900
- Examining Magistrate of the Peace with Extended Jurisdiction	900
c) <u>Courts-Martial</u>	
- President of Courts-Martial	2,000
- Alternate President	1,800
- Government Commissioner	1,500
- Deputy Government Commissioner or Assessor	1,100
- Principal Registrar	900
d) <u>Justice of the Peace</u>	
- Justice of the Peace in Saigon	1,000
- Justice of the Peace in other cities	800
B. Administrative Judge	
a) <u>State Council</u>	
- President of State Council	3,500

Schedule 2. Functional Allowance (continued)

- Vice-President of State Council	\$VN 2,500
- President of Administrative Section and Principal Counsellor of Legal Section of the State Council	2,200
- Superior Counsellor of the State Council	1,800
- Counsellor of Class 1	1,400
- Counsellor of Class 2	1,200
- Counsellor of Class 3	1,200
- Alternate Counsellor Superior Class	1,100
- Alternate Counsellor	900
b) <u>Administrative Court</u>	
- President of Administrative Court	2,200
- Government Commissioner at the Administrative Court	1,500
- Alternate President of the Administrative Court	1,500
- Judge of Appeals of the Administrative Court	1,200
C. Chief Registrar of Civil Courts and General Secretary of the Administrative Court	
a) <u>Civil Courts</u>	
- Chief Registrar of the courts of first instance superior class	1,500
- Chief Registrar at the Supreme Court of Appeals	1,1,200
- Chief Registrar at the Court of Appeals and the Court of first instance, class 1	1,200
- Chief Registrar of other Courts of first instance	900
- Chief Registrar of the Justice of the Peace with Extended Jurisdiction	900

Schedule 2. Functional Allowance (continued)

- Chief Registrar of the Justice of the Peace in Saigon	\$VN 900
- Chief Registrar of the Justice of the Peace in other places	500
b) <u>Administrative Courts</u>	
- General Secretary at the State Council	1,200
- General Secretary of the Administrative Courts	900
V. <u>Education</u>	
- Rector of the Academy	3,500
- Vice-Rector	2,800
- Dean of a faculty	2,000
- Chief of Laboratory of a faculty	800
- Chief of the Secretariat	600
- Director of a technical high-school	1,500
- Director of a technical secondary school	1,200
- Director of a secondary school of the second division	1,200
- Vice-Principal of a secondary school of the second division	800
- General Superintendent of a secondary school of the second division	500
- Director of a secondary school of the first division	800
- General Superintendent of a secondary school of the first division	300

Schedule 2. Functional Allowance (continued)

- Director of a normal school	\$VN 800
- Director of a normal class	300
- Inspector of Secondary Education	1,200
- Inspector of interprovincial Primary Education	1,000
- Inspector of provincial Primary Education	900
- Inspector of Elementary Education	500
- Head of a primary or vocational school of more than 10 classes	400
- Head of a primary or vocational school of 10 and less than 10 classes	300
- Head of Pedagogical Practice School at the Normal School	400
- Model master of the pedagogical practice schools	300
- Director of the Re-education Center of Hu-duc	400
- Director of the Tribal Education Center at Hon-qian	300
- Principal Manager of secondary schools	300

VI. Medical Assistancea) First class hospitals

- Chief Physician of a national hospital first class	1,200
- Resident Physician in a national hospital first class	1,000
- Physician in charge of a technical speciality in a national hospital first class	1,000
- Pharmacist in charge of a pharmacy in a national hospital first class	800

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Schedule 2. Functional Allowance (continued)

- Manager	\$VN 800
- Chief Medical Assistant assuming the position of general superintendent	500
b) <u>Second Class Hospitals</u>	
- Chief Physician of a national hospital class 2	1,000
- Resident Physician in a national hospital class 2	800
- Physician in charge of a technical speciality in a national hospital class 2	800
- Pharmacist in charge of a pharmacy in a national hospital class 2	600
- Manager	600
- Chief Medical Assistant assuming the position of general superintendent	300
c) <u>Third Class Hospitals</u>	
- Chief Physician of a national hospital class 3	900
d) <u>Other Medical Organizations</u>	
- Chief Physician of the prefectoral service of sanitation	1,000
- Chief Physician of the Service of Sanitation of the municipalities	900
- Physician in charge of health examination for civil servants or students of state-managed schools, besides his usual jobs	600
- Physician in charge of the sanitary control at the airports and sea-ports, besides his usual jobs	600

Schedule 2. Functional Allowance (continued)

- Physician in charge of death declaration and the suppression of venereal diseases, besides his usual jobs	\$VN 600
- Physician in charge of a sickward in a prefecture or a municipality	500
- Medical Assistant in charge of a provincial sickward	300
- Midwife in charge of a separate maternity in a province	300
e) <u>Pharmacy</u>	
- Pharmacist or chemist directing the laboratory at the Central Pharmacy	900

VII. Police and VBI

- Director of regional police and VBI	2,000
- Deputy Director of regional police, and VBI	1,500
- Director of the Prefectural Police of Saigon-Cholon	1,800
- Chief of Police Service in Hanoi	1,000
- Chief of Police Service in Haiphong, Hue, Tourane, Dalat	900
- Chief of a police precinct in the prefecture of Saigon-Cholon	900
- Chief of a police precinct in a municipality or a city	700
- Chief of Provincial Police	600
- Deputy Chief of Provincial Police	400
- Chief of Harbor Police of Saigon-Cholon	300
- VBI Representative at the coastal zone (North Vietnam)	300

Schedule 2. Functional Allowance (continued)

- Chief of Regional VBI Section (administrative and judicial)	\$VN	800
- Chief of Provincial VBI Service		900

VIII. Customs and Régies

- Regional Director of Customs and Régies		2,000
- General Inspector of Services		2,000
- Permanent Inspector		1,500
- Zone Inspector		1,500
- Mobile Inspector		1,500
- Chief of Bureau		800
- Yard Foreman of the Service of River Control		600
- Chief of Laboratory		800
- Chief of Service of River Control		600
- Chief of Service of Direct Collection		900
- Chief of Service of Indirect Collection		600

IX. Public Works and Communications

A. Public Works

- Engineer, Director of Regional Public Works		2,000
- Deputy Director of Regional Public Works		1,500
- Chief of a Public Works zone		1,200
- Chief of a separate Public Works zone in CVM		1,500
- Chief of Navigation Service		900
- Chief of Lighthouse and Buoy Service		900

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Schedule 2. Functional Allowance (continued)

B. Post Services

- Post Inspector	1,500
- Technical Inspector	1,500
- Telecommunications Inspector	1,500
- Chief of the Central Service of Telecommunications of Saigon	1,000
- Chief of the Central Bureau of Regional Telecommunications	800
- Chief of Principal Telecommunications Station	700
- Chief of Telecommunications Station at the coastal zone	700
- Chief of a supplementary telecommunications station class 1	600
- Chief of a supplementary telecommunications station class 2	400
- Chief of a telecommunications transmitting station	700
- Chief of a telecommunications receiving station	700
- Chief of the central service of the PTT or telecommunications workshops	700
- Chief of the section of telephone installations control	500
- Chief of control section of automatic telephone network	500
- Chief of section of telephone foremen	500

X. Ministry of Youth

- Director of Youth Cadres School	500
- General Superintendent	200

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Schedule 2. Functional Allowance (continued)XI. Treasury

- General Director	\$VN 2,800
- Regional Director	2,000
- First <u>Fondé de Pouvoir</u> at the General Treasury	2,400
- Second <u>Fondé de Pouvoir</u> at the General Treasury	2,000
- Inspector at the General Treasury	2,000
- Chief Accountant at the General Treasury	1,500
- First <u>Fondé de Pouvoir</u> at the Regional Treasury	1,500
- Second <u>Fondé de Pouvoir</u> at the Regional Treasury	1,200
- Chief Accountant at the Regional Treasury	1,000

XII. Service of Registration and Land Properties

- Inspector, Chief of Division	1,500
- Inspector	800

XIII. Special Commissariat of Civic Action

- Chief of Provincial Group	800
- Chief of Group or Chief of District Group	500

Source: Decree No. 175-NV of 23 May 1955 as amended, and Decision No. 319-CEV/NV/QD of 14 August 1958.

Schedule 3. Responsibility Allowance

Flat-sum Allowance:

A. Treasury

- Director General of the Treasury	2,800
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Schedule 3. Responsibility Allowances (continued)

- Director of Regional Treasury	\$VN 1,800
- Chief of Treasury Service, Super Class or Chief of Service serving 3 services at the same time	1,500
- Chief of Treasury Service, Class 1, or Chief of Service serving 2 services at the same time	1,200
- Chief of Service of Tax Collection	900
- Cashier of Central Fund of the General Treasury	2,000
- Cashier of Auxiliary Fund at the General Treasury	600
- Cashier of a Regional Fund	1,000
- Cashier of a Regional Auxiliary Fund	600
- Cashier at the Treasury Service, Super Class	500
B. Post Office	
Post Office of Superior Class A	
- Principal Collector Accountant at Saigon Post Office	2,000
Post Office of Superior Class B	
- Collector Accountant at Hanoi Post Office	1,000
Post Office of Superior Class C	
- Collector at Haiphong, Cholon or Tourane Office	900
Post Office of Class 1	
- Collector at Dalat, Hue, Nhatrang or Cantho Office	800
Post Office of Class 2	
- Collector at Vinh Long, Chau Doc, Vung Tau or Nam Dinh Office	700
- Collector or Controller at Long Xuyen, My Tho, Rach Gia, Soc Trang, Ban Me Thuot, Bac Lieu or Saigon Tan Dinh Office	600

Schedule 3. Responsibility Allowance (continued)

Other Post Offices		
- Collector or Controller of Principal Post Offices		\$VN 400
Post Offices of Category 1		250
Post Offices of Category 2		150
- Employees in charge of a counter at the post- offices are entitled for each hour of service		0.8
C. Service of Registration and Land Properties		
Bureau of Registration of Class 1		
- Saigon Company, Bureau of Registration and Inheritance of Saigon, Bureau of Registration and Land Proper- ties of Hanoi		1,000
Bureau of Registration of Class 2		
- Saigon Mortgage Registry, Bureau of Public Properties and Abandoned Properties Management of Saigon, Bureau of Registration of Cholon, Bureau of Registration and Land Properties of Haiphong, Bureau of Registration and Company of Haiphong, Bureau of Registration and Company of Hanoi, Tourane and Dalat		900
Bureau of Registration of Class 3		
- Bureau of Registration of Hue and Mytho, Bureau of Registration and Visa of Vinhlong, Bureau of Registration and Land Properties of Chaudoc, Bentre, Bureau of Registration of Cantho, Bureau of Registration and Land Properties of Rachgia, Baclieu, Soctrang and Faifo, separate Bureau of Visa or Land Properties of Saigon, Cholon, Mytho, Cantho		800
Allowance by Percentage:		
- 1% of the maximum amount in a fund that a managing accountant is authorized to keep, but not exceeding 6,000\$ a year.		

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Schedule 3. Responsibility Allowance (continued)

- 1% of the amount collected by an intermediary official of the Treasury in charge of the collection, but not exceeding 7,200\$ a year.
- 1% of the amount actually paid, if payments are made outside the Disbursing Office - this percentage will be reduced to .06% if the payments are made at the office - but not exceeding 6,000\$ a year.
- .05% of the total value of the materials kept in the warehouse as accounted for on December 31st, but not exceeding 6,000\$ a year.

Source: Decree No. 175-NV of 23 May 1955 as amended.

Schedule 4. Judicial Responsibility Allowance

	<u>Per Month</u>
- Magistrates and members of the Civil and Military Justice (including Head of Gendarmerie)	\$VN 3,000 to 2,000

Source: Decree No. 27-TTP of 9 February 1957

Schedule 5. Hazardous Duty Allowance

	<u>Per Month</u>
- Employees on active duties in Police and Security Services, Corps of Firefighters (this allowance may be paid in addition to functional allowances)	\$VN 200
- Permanently assigned employees in electric and radium operated laboratories, Radiology and Radium-Therapy Hospitals and Services:	
- Doctor	800
- Medical assistant	200
These allowances may be paid in addition to any other allowances: Further, they shall be paid for up to 30 days of leave for each 6-month period.	
- Corpse attendants in schools of anatomy and laborers working on corpses in Hospital Mortuaries	200

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Schedule 5. Hazardous Duty Allowance (continued)

- Incumbents of positions of jail warden	\$VN 200
- Executioner, for each execution	1,000
- Tribunal clerk, for each execution	200
- Civic action agent charged with carrying out a special dangerous assignment (per assignment)	200

Source: Decree No. 175-NV of 23 May 1955 as amended, Arrêtés No. 692 and 693-BTP/ND of 23 August 1956, Arrêté No. 4-TTP/CV of 5 January 1959 and Decision No. 319-CDV/NV/ND of 14 August 1958.

Schedule 6. Librarian Allowance

	<u>Per Month</u>
- Diplomatic incumbents of positions of librarian or archivist. These allowances may be granted in addition to functional allowances	300

Source: Decree No. 189-GD of 23 July 1959 amending Decree 175-NV of 23 May 1955.

Schedule 7. Tribal Language Allowance

	<u>Per Month</u>
- Single rate	300

Source: Arrêté No. 1583-TTP/CV of 25 August 1958

Schedule 8. English Language Allowance

	<u>Per Month</u>
- Daily worker translator of category B1	2,500
- Daily worker translator of category B2	2,000

Schedule 8. English Language Allowance (continued)

- Daily worker translator of category B3 \$VN 1,500

Source: Arrêté No. 771-TTP/CV of 29 April 1957.

Schedule 9. Bicycle AllowancePer Month

- Single rate 80

Source: Arrêté No. 16-CV of 11 January 1955

Schedule 10. Teaching AllowancePer Month

University Teaching Allowance

Yearly Time Allowance

- Government employee:
 - Full year time allowance \$VN 6,400
 - 6-month time allowance 3,200
- Private person
 - Full year time allowance 8,000
 - 6-month time allowance 4,000

Hourly Allowance

- Civil servant Assistant Professor and Professor 300
- Non-civil servant Assistant Professor and Professor 400

High School Teaching Allowance

Schedule 10. Teaching Allowance (continued)

Type of Professor	Philosophy Mathematics Experimental Science	Secondary 2nd Cycle	Secondary 1st Cycle
- Professor agrégé	180\$	150\$	120\$
- Professor licencié, profes- sor of second cycle techn- ical secondary school	150	120	100
- Teacher of preparatory level (Fr. cadre) Teacher of first cycle secondary school (Fr. cadre), Junior High School professor, painting professor, pro- fessor of first cycle tech- nical secondary school	120	100	80
- Instructor of: physical training, music, typing, shorthand, handicraft, house-keeping, tailoring, baby care, primary school teacher, technical tutor, assistant master (teaching)			60
- Assistant master (class superintendence, superin- tendant of boarding house		40	30
- Civil servant or private person holding degrees different from those re- quired for the integration into instructing cadres, or having no degree	1	100	80

N.B. Private persons who hold such diploma as required for admittance into instructing cadres are entitled to the total of the appropriate rates plus 30% of these rates.

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Schedule 10. Teaching Allowance (continued)

Source: Arrêté No. 70-Cab/SG of 8 February 1952, Arrêté No. 480-MI-Dirpers/I/Arrêté of 4 June 1953, Arrêté No. 91-GD of 2 March 1955, Arrêté No. 356 of 9 June 1955 and Arrêté No. 147-GD of 1 July 1954 as amended.

Schedule 11. Food Allowance

	<u>Per Month</u>
- Officer on Public Works sea boats	\$VN 75
- Sailor on Public Works sea boats	25
- Officer on Customs Patrol flotilla boats	56
- Non-officer personnel on Customs Patrol flotilla boats	25

Source: Decision No. 355-BCC/ND/NV of 12 April 1956 and Decision No. 898/NV of 28 June 1957.

Schedule 12. Uniform Maintenance Allowance

	<u>Per Year</u>
- Member of the Police Forces in Saigon Prefecture	
First allowance	\$VN 1,900 to 920
Subsequent allowance	900 to 700
- Municipal Police personnel	700
- Provincial Police personnel	600

Source: Arrêté No. 149-BNV/KT of 6 May 1957 and Arrêté No. 247-BNV/KT of 7 October 1958.

Schedule 13. Differential Allowance

There are no rates for differential allowance, the amount is equal to the difference between the employee's former salary abroad and his present salary with the government.

Source: Arrêté No. 527-a/Cab/ND of 13 October 1951 as amended and supplemented.

Schedule 14. Allowances in Kind

<u>Positions</u>	<u>Allowances</u>
President of and Attorney General at the Supreme Court of Justice; President of the State Council; Inspector General of Administrative and Financial Affairs.	Furnished government house, unlimited utilities and laundry, 3 servants (Janitor, gardener, laborer) or 3,600\$ per month, 1 car and driver or 2,500\$ (for gas, driver and maintenance) or 3,000\$ (in lieu of car and driver)
Rector and Assistant Rector of University; Director of Cabinet and Secretary General at the Presidency; Director of Cabinet of a Department; Deputy Director of Cabinet at the Presidency; First President of and Attorney General at the Court of Appeals; Director General and Inspector General; Secretary General of a Department; Prefect of Saigon; Mayors of Dalat and Banang; Chief of Province.	Furnished government house or 800\$ per month, budget-limited utilities, 2 servants (gardener, laborer) or 2,400\$ per month, 1 car and driver or 2,500\$ (for gas, driver and maintenance) or 3,000\$ (in lieu of car and driver)
Dean of a Faculty; Chief Administrative and Financial Inspector.	Furnished government house or 600\$ per month, 200\$ per month for utilities, 2 servants (gardener, laborer) or 2,400\$ per month, 1 car and driver or 2,500\$ (for gas, driver and maintenance) or 3,000\$ (in lieu of car and driver)

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Schedule 14. Allowance in Kind (continued)

<u>Positions</u>	<u>Allowance</u>
<p>Presiding Judge and Deputy Attorney General of the Supreme Court of Justice and Court of Appeals; Vice President of the State Council; President of Administrative Section and Principal Counsellor of Legal Section of the State Council; Superior Counsellor of the State Council; President and Public Prosecutor of the Courts of First Instance; President of the Courts of the Peace with Extended Jurisdiction; President and Commissioner of Administrative Courts; Chiefs of Cabinet at the Presidency and of Departments; Director of Obligation Control; Director of a large Directorate; Inspector of Administrative and Financial Affairs; Secretary General of Saigon Prefecture; Deputy Prefect of Saigon; Deputy Chief of Province; District Chief.</p>	<p>Furnished government house or 500\$ per month, 200\$ per month for utilities, 1 servant or 1,200\$ per month.</p>
<p>Director of a small Directorate; Regional Labor Inspector; Obligation Controller; other judiciary and administrative magistrates; Secretary General of a Mayoralty; Director of Secondary School; Chargé de Mission; Assistant Obligation Controller; Deputy Director of a Directorate.</p>	<p>Unfurnished government house or 500\$ per month, 200\$ for utilities.</p>
<p>Director of the Treasury; Collector (of Registration fees and others) when responsible for a cash fund; Commissioner of Mortgage and Real Estate Transactions; Treasury Paymaster or Clerk who is chief of</p>	<p>Unfurnished lodging in the same building where the cash fund is located.</p>

Schedule 14. Allowances in Kind (continued)

<u>Positions</u>	<u>Allowances</u>
his local office; Customs Collectors; Postmasters; Telegraph and Railroad Station Agents; Collectors and Agents of Customs and Tax Offices responsible for receiving cash; Post and Telegraph Collector having charge of an office; Treasurers of schools and hospitals when they are responsible for the supplies as well as for cash funds.	
Director of the Weather Station; Director of the Oceanographic Institute; Headmasters and Directors of Boarding-Schools; Assistant Headmasters and General Superintendents of Second Cycle Secondary Schools and of large First Cycle Secondary Schools; Dormitory Monitors at Boarding Schools; Stationmaster; Depot Chiefs and Sub-Chiefs; Director of Archives and Libraries; Hospital Director, Doctor of Insane Asylums; Hospital Manager; Warehouse Guard; Prison Chief Guard and Guard; Lighthouse Keeper; House Porters of the homes of high officials and of government office buildings; Chief of a T.S.F. (Radio) station; Personnel of the Police and Security Services; Personnel of the Civil Guard; Harbormaster; Firefighter.	Unfurnished lodging in the same as the establishment which they direct or to which they are assigned.

Source: Decree No. 175-NV of 23 May 1955 as amended.

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Schedule 15. Allowances for Diplomatic Personnel

Foreign affairs personnel on duty overseas are entitled to the following allowances:

- | | |
|-----------------------------|--------------------------------|
| 1. Overseas Allowance | 7/10 of base salary
monthly |
| 2. Cost-of-living Allowance | |
| - Region 1 | \$VN 5,000 monthly |
| - Region 2 | 4,000 |
| - Region 3 | 2,000 |

Personnel holding positions at the level lower than that of a typist are entitled to only 1/3 of the said rates and daily worker employees are entitled to 75% of whatever rates are appropriate.

- | | |
|--------------------------|-------------------------------------|
| 3. Family Allowance | |
| - Wife | 30% of the cost-of-living allowance |
| - Each child (dependant) | 15% of the cost-of-living allowance |

Personnel holding positions at the level lower than that of a typist are entitled to only 1/3 of the said rates and daily worker employees are entitled to 75% of whatever rates are appropriate.

- | | |
|--|--------------------|
| 4. Housing and Facilities Allowance | |
| - Counsellor of Minister who is not
the head of the mission | \$VN 5,000 monthly |
| - Chargé | 3,000 |
| - Foreign Affairs Senior Clerk | 1,500 |

This allowance is granted only in case government housing is not provided.

Schedule 15. Allowances for Diplomatic Personnel (continued)

5. Representation Allowance

- Minister who is not head of the mission	\$VN 8,000 monthly
- Counsellor	7,000
- First Charge	5,000
- Second Charge	4,000
- Third Charge	3,000

Representation Allowances for heads of mission fall within the following limits:

- Ambassador or Minister who is head of mission	\$VN 20,000 to 40,000
- Consul General or Consul	10,000 to 20,000

Source: Decree No. 233-NG of 3 July 1957.

WORK-CONNECTED PAY SUPPLEMENTS

This Appendix contains a listing of all known work-connected pay supplements which are not paid regularly but on the basis of a particular occurrence. The rates for these supplements are included where available.

Schedule 1. Per Diem Rates

	<u>Married</u>	<u>Single</u>
More than 7 hours of travel, one meal: Groups I and II personnel	\$VN 70	\$VN 50
Groups III and IV personnel	50	40
More than 7 hours of travel by night (leave before mid-night and return or arrive at destination after mid-night), lodging: Groups I and II personnel	50	50
Groups III and IV personnel	30	30
More than 12 hours of travel, two meals: Groups I and II personnel	140	100
Groups III and IV personnel	100	80
More than 12 hours of travel over-night (leave before mid-night and return or arrive at destination after mid- night), lodging and one meal: Groups I and II personnel	120	100
Groups III and IV personnel	80	70
More than 18 hours of travel, complete per diem: Groups I and II personnel	190	150
Groups III and IV personnel	130	110

- N.B.- Group I includes civil servants having salary index 590 or above.
 - Group II includes civil servants having salary index from 430 to 590.
 - Group III includes civil servants having salary index from 260 to 430 or under 260 of Category B.
 - Group IV includes civil servants having salary index 240 or below.

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Schedule 1. Per Diem Rates (continued)

These daily rates shall be reduced by one-half after the first 15 days of travel; and no per diem is granted beyond 30 days.

Source: Arrêté No. 3029-TTP/CV of 31 December 1956.

Schedule 2. Special Per Diem Rates

	No Gov't Lodging	Gov't Lodging
Secretary of State	\$VN 250	\$VN 200
Director, Deputy Director, Chief and Deputy Chief of-Cabinet	160	120
Cabinet Counsellor of Private Secretary, Director or Chief of Service accompanying high officials	160	120

Source: Decree No. 41-TC of 28 September 1949.

Schedule 3. Overseas Per Diem Rates

Category A civil servant or private person appointed in such capacity	\$US 20
Category B or category C civil servant or private person appointed in such capacity	18

These rates are increased by 20% when personnel engaged in international negotiations.

N.B. The head of mission and officials of the rank of a Secretary of State shall receive an additional 1/4 of the rate for category A employee. Private persons, in addition to their appropriate per diem, shall be granted a special allowance of 300\$ per day (for category A), 200\$ (for category B), or 100\$ (for category C).

Source: Decree No. 5-NG of 31 January 1951 as amended.

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Schedule 4. Change of Residence Allowance

	Additional Allowance					
	Principal Allowance		Rates for Ex- tended Trips of over 50Km		Rates for Ex- tended Trips of over 150Km or for Trips by Sea	
	Cat. A and B	Cat. C	Cat. A and B	Cat. C	Cat. A and B	Cat. C
Head of family living together with family	200\$	150\$	120\$	80\$	250\$	170\$
Single or head of family living alone	120\$	80\$	70\$	50\$	150\$	120\$

Additional amount for each accompanying dependent child:
of Categories A and B personnel
of Category C personnel

\$VN 70
50

Source: Arrêté No. 3029-TTP/CV of 31 December 1956.

Schedule 5. Appointment or Resettlement Bonus

Single person	\$VN 10,000
Married without children	15,000
Each dependent child, plus	1,000

Source: Instruction No. 3-CV of 11 January 1955

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Schedule 6. Examination Allowance

1. Full Session Allowances

Personnel of Instructing Cadres	Baccalaureat or equivalent examinations (above 50 candidates)	Secondary First Cycle (above 100 candidates)
President of the Examination Commission	\$VN 240	\$VN 200
Vice-President of the Examination Commission	120	100
Secretary	120	100

2. Per Test Paper and Per Oral Test Allowance

Type of Examination	Written test (per paper of each student)	Oral test (per subject + per student)
Baccalaureat or its equivalence	\$VN 5.00	\$VN 5.00
Junior High School Diploma	3.00	3.00

N.B. Examiners not in instructing cadres and non-civil servants are entitled to ~~double~~ the prescribed rates.

Source: Arrêté No. 478-VP/TTK of 19 September 1951 and Arrêté No. 87-VP/TTK of 15 February 1951.

Schedule 7. Stenographer Allowance

Requisitioned private person, per hour	\$VN 300
Government employee, incumbent of a position than that of stenographer, per hour	150

Source: Arrêté No. 91-CV of 25 February 1955.

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Schedule 8. Land Survey Allowance

Operations within 4 km from office	90% of ordinary per diem rates
Operations farther than 4 km from office	120% of ordinary per diem rates
Special survey (secondary triangulation, general triangulations, etc.)	140% of ordinary per diem rates

Source: Arrêté No. 45-DTCC/ND of 27 March 1957.

In addition, a flat-sum allowance is paid to surveyors for specified amount of survey work completed.

Schedule 9. Operational Cost Allowance (overtime, ~~overnight assignment~~)

Group member or Chief of Group	\$ VN 40 per day (not to exceed 800 a month)
Chief of District Group or Chief of Provincial Group	\$ VN 60 per day (not to exceed 1500 a month)

Source: Decision No. 319-GDV/NV/QD of 14 August 1958.

Schedule 10. Rewards - Agents

Letter of commendation by a Chief of Provincial Group	
Letter of commendation by the President, a Secretary of State, or by the Special Commissioner for Civic Action) + 100\$	
Commendation (by the President, a Secretary of State, or by the Special Commissioner for Civic Action) + 200\$	
Citation (by the President, a Secretary of State, or by the Special Commissioner for Civic Action) + 300\$	
Honorarium (by the President, a Secretary of State, or by the Special Commissioner for Civic Action) + 500\$	

Schedule 11. Termination Allowance

Career Employees	- 1 month's base salary and family allowances for each year of service, not to exceed 12 months' pay.
Retired career employees who fail to meet conditions for pension benefits	- 1 month's pay for each year of service, not to exceed 6 months' pay.
Non-career employees	- 7 days' pay for less than 6 months' service. - 14 days' pay for more than 6 months but less than 1 year's service. - 1 month's pay for each year of service, (not to exceed 3 months' pay).

N.B. Pay as used here includes base salary plus family allowances.

Source: Article 98 of Ordinance No. 9 of 14 July 1950; Instruction No. 143-TTP/CV of 3 November 1958; and Instruction No. 3-MI/Dirpers/2/Cir. of 4 February 1953.

Schedule 12. Death-in-Service Compensation.

Legal heirs of a deceased-in-service employee	- 2 months' pay excluding functional, representation and hazardous duty allowances
---	--

Source: Decree No. 6-NV of 31 January 1951 as amended.

Schedule 13. Death-in-Extraordinary Service Compensation

Legal heirs of a deceased-in-extraordinary service employee	- 12 months' pay (base salary and allowances)
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Source: Decree No. 7-CV of 30 January 1951 as amended.

HIGH LEVEL POSITION SALARIES AND FUNCTIONAL SALARY INDEX NUMBERS

This appendix contains the list of high level positions to which base salaries or salary index numbers have been assigned.

Schedule 1. Base Salaries

<u>Title</u>	<u>Salary</u>
President	30,000\$
Vice-President	22,500\$
Secretary of State	21,000\$
Under-Secretary of State	18,000\$

Source: Decree No. 169-TC of 31 December 1954.

Schedule 2. Functional Salary Index Numbers

<u>Title</u>	<u>Category</u>	<u>Index Number</u>
<u>A.- Central Government</u>		
- Director of Cabinet:		
of the Prime Minister	A	860
of the Deputy to the Prime Minister	A	840
of the Ministers	A	840
- Deputy Director of Cabinet	A	700
- Chief of Cabinet:		
of the Prime Minister	A	650
of the Deputy to the Prime Minister	A	630
of the Ministers	A	630
of the Secretaries of State (in case there is a Director of Cabinet)	A	630
- Chief of Cabinet:		
of the Deputy to the Prime Minister	A	700
of the Ministers	A	700
of the Secretaries of State (in case there is no Director of Cabinet)	A	700

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Schedule 2. Salary Index Numbers (continued)

<u>Title</u>	<u>Category</u>	<u>Index Number</u>
- Chief of Cabinet and Under-Secretaries of State	A	630
- Chargé de Mission of the office of Prime Minister and the Ministries	A	460
- Private Secretary or Attaché of Cabinet:		
of the Prime Minister	B	440
of the Deputy to the Prime Minister	B	440
of the Ministers	B	440
of the Secretaries of State	B	440
of the Under-Secretaries of State	B	440
- Secretary General at the office of the Prime Minister	A	860
- Director General or Inspector General	A	840
- Secretary General at the Ministry	A	840
<u>B. Regional Government</u>		
- Director of Cabinet at the office of the Delegré	A	840
- Chief of Cabinet (Civilian or Military) at the office of the Delegré	A	630
- Private Secretary or Attaché of Cabinet at the office of the Delegré	B	440
- Prefect of Saigon-Cholon	A	950
- Mayors of Hanoi and Haiphong	A	810
- Mayor of Danang	A	740
- Mayor of Dalat	A	720
- Chief of Province:		
Province of Class 1	A	760
Province of Class 2	A	670

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Schedule 2. Salary Index Numbers (continued)

<u>Title</u>	<u>Category</u>	<u>Index Number</u>
- Deputy Chief of Province	A	470
- Chief of District	B	440
- Commissioner (Bang-Tá)	B	340

Source: Decree No. 175-NV of 23 May 1953

Republic of Vietnam

Appendix G

Directorate General of
Civil Service
(under the Presidency)

CONTRACT FORM

No. _____

The Secretary of State for the Presidency
on one side

and

Mr.
on the other side,

have agreed on the following provisions:

Article 1 -

Mr. agrees to work for the Directorate General
of Civil Service on a temporary basis as
starting from ,

Regardless of whatever position Mr. may
assume he may not use this contract as a basis for claiming the capacity
of a civil servant in order to request an appointment into any of the
regular and permanent cadres.

Throughout the term of this contract, the Government may assign
Mr. to work at any place in the territory
of Vietnam. Mr. is entitled to no previous notice
concerning his assignment, nor compensation allowance for the resulting
transfer except for the transportation cost and the travel allowance.

Throughout the term of this contract, the Government considering
the service needs may assign Mr. to any position which
conforms with the specialization of his abilities.

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Article 2 - Duration of Contract

The term of the contract of Mr..... is determined for starting from the date mentioned in Article 1.

Article 3 - Renewal of Contract

This contract may not be renewed automatically. According to the proposal of the Government or to the request of the contractor concerned, this contract may be extended by one-year terms by endorsement of this contract.

Article 4 -Article 5 - Leave

During the term of this contract, Mr..... is entitled to 7 days of leave for a 6-month period of service and 15 days for a one-year period of service.

The period of leave for one year may not be credited to the next year.

Article 6 - Medical Care -- Hospitalization -- Convalescent Leave --
Death-and-Injury-on-Duty

1/ Medical Care -- Hospitalization

Mr..... and the dependent members of his family are entitled to free medical care and hospitalization as provided by regulations for cadre members with whom he is classified as equivalent by salary index.

2/ Convalescent Leave

In case of sickness, being examined and having certification for such by a government physician, Mr.....shall have the right to request 15 days' sick leave with full pay and for an additional 15 days' sick leave with half pay for each year of service.

If his sickness arises out of and in the course of duty, and if it is so recommended by the Commission on Medical Expert Evaluation, Mr..... shall be granted an additional one and a half month's leave with half pay.

If he is injured in the course of duty, Mr..... is entitled to his full pay throughout the duration of the convalescent leave as recommended by a government physician and approved by the Department of Public Health.

After these periods of leave, if the Commission on Medical Expert Evaluation certifies that Mr..... cannot continue his job, this contract shall be automatically cancelled without advance notice.

In this case:

- a) If Mr..... has not yet completed one year's service he is entitled to compensation equal to one month's pay.
- b) If Mr..... has worked more than one year, for each year's service including the final partial year, if any, he is entitled to one month's pay, but this compensation may not exceed 6 full months' pay.

3/ Death-and-Injury-on-Duty

If Mr..... suffers a disability or death in the course of duty, he or his legal heirs, as the case may be, shall be entitled to compensation in compliance with the proportional disabled compensation rates determined by current laws for non-career employees.

In addition, if Mr..... dies while in active duty or leave with pay status, or if he is killed in the course of duty, or sacrifices his life in rescuing a person from perilous danger, or disappears in the course of duty, etc., his legal heirs shall be granted compensation determined for contractual employees for such cases by current laws.

Article 7 - Transportation

While on official travel, Mr..... is entitled to enjoy the same privileges as to transportation, travel and lodging allowances as those granted to career employees having the same salary index.

Article 8 - Cancellation of Contract

1/ Automatic Cancellation without Advance Notice ~~and~~
or Termination Compensation

If Mr..... does not work satisfactorily, commits a grave fault, is professionally lacking in ability, is incompetent, refuses to accept his assignment, works for a third party, or is convicted of a crime during the term of this contract, it shall be cancelled without advance notice and ~~no~~ termination compensation.

2/ Cancellation with Advance Notice and Without
Termination Compensation

If Mr..... wants to leave his job he must file a notice with the government 2 months in advance. The contract shall be cancelled without termination compensation.

3/ Cancellation with Advance Notice and Termination
Compensation

If it is judged that the position of Mr..... is no longer needed the government shall issue to Mr..... a 2-month's advance notice and pay him compensation of one month's pay.

4/. Cancellation without Advance Notice and with
Termination Compensation

If this contract is cancelled as a result of ill-health, Mr. shall be entitled to the benefits mentioned in Article 6 above.

Article 9 - Non-extension

In case this contract is not extended, Mr..... is entitled to termination compensation equal to one month's pay.

Article 10 - In case of litigation between the contracting parties, the case shall be handled by the Administrative Court.

Article 11 - Should this contract be cancelled because Mr..... has committed a violation of disciplinary regulations, he shall not be employed by any other government agency.

Article 12 - This contract shall be prepared in two copies, each of which is to be kept by a contracting party.

(place and) date

The Secretary of State for the Presidency

Employee's signature

Republic of Vietnam

Appendix H

Department _____

Directorate _____

Year of 19__

Cadre _____

(Promotion for the year of 19__)

PERFORMANCE RATING FORM

Full name Employment number

Date and place of birth

Father's name Mother's name

Family Status:

- Nationality, full name of the spouse

- Number and ages of the employee's children (including those no longer eligible for family allowance).....

Interruption of service and extended leave without pay

Punishment

Diploma

Decoration

Foreign language

- Recruited as (in the present cadre) From (date)

- Appointment thru exam or direct appointment

- Job assignment prior to admittance into present cadre (Specify date, length of service and agency) (.....)

- Present cadre and rank (Specify date and promotion Arrete No. (.....)

- Date of promotion to present rank (Specify number of years of seniority remaining, if any) (.....)

IN-GRADE SENIORITY AT THE PRESENT TIME, AS OF 31 Dec. 196__

- In grade seniorityYear.....Month.....Day

- Remaining military seniority grantYear.....Month.....Day

- Seniority increase resulting from dangerous duty area assignment or from completion of night course at NIA (1) (.....Year.....Month.....Day

Total:Year.....Month.....Day

Requests:

(1) Certificate of dangerous duty area assignment with specification as to place and time and/or certificate of NIA night course completion, to

Comments and Recommendations of Immediate Supervisor:

(Full name and title

I. OBSERVATIONS

1)- Health

- (1. Poor or good?
-
- (2. Sick leave or leave for personal cause, how many days during the last year?.....
-
-

2)- Behaviour

- (1. Toward his superior (s)?.....
-
- (2. Toward his colleagues?.....
-
- (3. Toward the public?.....
-
- (4. On question of integrity, anything notable?....
-
- (5. Behaviour in private life (if known).....
-

3)- Political Attitude

- (1. Does he have a firm nationalist viewpoint?.....
-
- (2. Does he believe in the Republican regime?.....
-
- (3. How is his anti-communist spirit?.....
-

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4)- Educational
Background

1. General educational level
2. Professional educational background.....
3. General knowledge
4. Has he taken any supplementary cultural courses
5. Has he taken any in-service training courses ..
6. Is he self-educated
7. What is his attitude toward learning at the agency
8. Has he made any survey? Or is he the author of any work.....

5)- Functions

1. What are his regular functions
2. Is he charged with any special assignments
3. Does he have any special achievements
4. Does he have any awards

- (- Is he diligent
- (.....)
- (- Is his performance in keeping with instructions given
- (.....)
- (- Is he thorough in his work
- (.....)
- (- Is he attentive in his work (forgetful)
- (.....)
- 1. Execution (- How are his capacity and quality in the preparation of correspondence
- (.....)
- (- Is he quick or slow (in his work) ...
- (.....)
- (- Has he displayed any initiative (in his work)
- (.....)

6)- Abilities

- (- Has he a thorough understanding at the actual situation of his agency ..
- (.....)
- (- Does he know how to organize the units under his direction
- (.....)
- 2. Organization (- Does he have any initiative
- (.....)
- (- Does he have any (notable) achievement pertaining to organization (and method)
- (.....)

- (- Are his men in their right place
- (.....)
- (- Is his work distribution rational ...
- (.....)
- (- Does he make use of the abilities of his men to the fullest
- (.....)
- 3. Management (- Does he have any follow-up measure for the work and activities of his subordinates
- (.....)
- (- Does he do much work by himself
- (.....)

6)- Abilities
(cont'd)

3. Management
(cont'd)

- Does he provide his men with opportunities to understand the government policy
- Does he provide his man with encouragement and incentives
- Has he succeeded in building up prestige and sympathy
- Does he have any initiative
- What is his attitude toward responsibilities? (Is he afraid of [sic] resp.)
- Is he quick in handling his affairs
- Are the instructions given by him clear-cut and understandable
- Does he follow up and expedite the execution (of these instructions)

II. AVERAGE MARK FOR EACH ITEM (1):

- 1)- Health
 - 2)- Behaviour
 - 3)- Political Attitude
 - 4)- Educational Background
 - 5)- Functions
 - 6)- Abilities
-
- Total :
- Average:

(1) Guide to rating:

Bad	: from 1 to 5	Good	: 15, 16, 17
Poor	: 6, 7, 8	Excellent	: 18, 19
Mediocre	: 9, 10, 11	Exceptional	: 20
Satisfactory	: 12, 13, 14		

III. GENERAL COMMENTS:

Recommendation:

Comments and Recommendations of Mr.

(Full name and title)

Comments and Recommendations of the Secretary of State of

(for category A cadre members only, Article 40 of Ordinance No. 9 of
14 July 1950)

Republic of Vietnam

Appendix I

Department _____

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Year of 19__

Directorate _____

**

Daily Worker or
Contractual

PROMOTION RECOMMENDATION FORM
FOR NON-CAREER EMPLOYEES

(Established in 2 copies)

-0-

Full name

Date and place of birth

Names of parents

Family status

Diploma or professional certificate

Decoration

Foreign language

Punishment

Present job

Effective date of job assignment

Present rank

a) No. and date of the report of the)
Committee on Contractual and Daily)
Worker Recruitment)

b) Grade

c) Class

d) Monthly Salary

e) Effective date

Seniority as of 31 December 19__

a) Length of service prior to assignment into present position

b) Seniority from the day of assignment into present position

c) Seniority in present class

- In class seniority.....Year.....Month.....Day

- Military seniority granted (1).....Year.....Month.....Day

- Seniority increase resulting)

from dangerous duty area assign-).....Year.....Month.....Day

ment or from completion of)

NIA night courses (1))

TotalYear.....Month.....Day

(1) Certification to be attached.

COMMENTS AND RECOMMENDATIONS OF IMMEDIATE SUPERVISOR

(Full name and title

I. OBSERVATION

- 1)- Behavior
 - (1. Toward his supervisor (s)
 - (2. Toward his colleagues
 - (3. Toward the public
 - (4. On question of integrity, anything notable
 - (5. Behavior in private life (if known)

- 2)- Political Attitude
 - (1. Does he have a firm nationalistic viewpoint
 - (2. Does he believe in the Republic regime
 - (3. How is his anti-communist spirit

II. ITEM RATING (1)

- 1. Health
- 2. Behavior
- 3. Political attitude
- 4. Educational background
- 5. Functions
- 6. Abilities

Total

Average

(1) Guide to rating:

- Bad : from 1 to 5
- Poor : 6, 7, 8
- Mediocre : 9, 10, 11
- Satisfactory : 12, 13, 14
- Good : 15, 16, 17
- Excellent : 18, 19
- Exceptional : 20

III. GENERAL COMMENTS

Recommendations:

Saigon, day ____ month ____ year ____

Comments and recommendations of Mr.....

(Full name and title).....

Saigon, day ____ month ____ year ____

Comments and recommendations of the Secretary of State of
(For category A employees only)

Saigon, day ____ month ____ year ____

CLASSIFICATIONS FOR DAILY WORKERS

Category B1

- | | |
|---|---|
| <ul style="list-style-type: none">- Clerks holding Baccalaureat II or equivalent diploma- Chief Accountants- Deputy Chiefs of Bureau- Chiefs of Sections | <ul style="list-style-type: none">- Graduate technical teachers in industrial schools- Public Works Technical Agents- Wireless School graduates- National midwives |
|---|---|

In short, all employees holding Baccalaureat II or an equivalent diploma are classified in Category B1.

Category B2

- | | |
|---|---|
| <ul style="list-style-type: none">- Clerks holding Junior High School Diploma or equivalent diploma- Translators and interpreters- Graduate librarian-archivists- Typists and stenographers holding a diploma issued by a public school or the Chamber of Commerce- Graduate teachers- Graduate teachers in technical schools- Graduate chiefs -- dredger groups- Graduate Public Works chiefs -- groups | <ul style="list-style-type: none">- Graduate land surveyors or draftsmen- Artisans graduated from industrial schools or holders of equivalent diploma- Graduate painters- Graduate agricultural technical agents or superintendents- Mechanics holding diploma or certificate from technical schools- Graduate landscapers (levelers)- Graduate Chiefs -- river-boat captains |
|---|---|

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Category B2 (continued)

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|---|---|
| <ul style="list-style-type: none"> - Graduate gang leaders - Graduate midwives - Graduate workshop foremen | <ul style="list-style-type: none"> - Graduate laboratory aids and assistants - Graduate boarding-school superintendents - Graduate medical assistants - Graduate chiefs — workshops |
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In short, all employees holding one of the following diplomas are classified in Category B2:

- Junior High School Diploma or equivalent diploma
- Professional diploma

Category B3

- | | |
|---|---|
| <ul style="list-style-type: none"> - Clerk having no Junior High School Diploma - Non-graduate typists and stenographers - Non-graduate translators or interpreters - Non-graduate accountants - Auxiliary personnel at the court - Non-graduate draftsmen and land surveyors | <ul style="list-style-type: none"> - Proofreaders - Mechanics-instructors in technical schools - Warehousekeepers - Market - or slaughterhouse managers - Public Works superintendents holding Primary Diploma - Non-graduate team chiefs - Non-graduate foremen |
|---|---|

Category B3 (continued)

- Laboratory aids holding Primary Diploma and having taken Secondary First Cycle courses
- Non-graduate laboratory assistants
- Photographers and cameramen
- Telephone operators in charge of telephone networks in important agencies
- Non-graduate librarian-archivists
- Copyists holding Primary Diploma
- Non-graduate auxiliary teachers and teachers
- Machine operators in radium-operated laboratories
- Non-graduate calculators
- Agricultural Technical Agents and seed-selectors graduated from agricultural schools
- Certified professional cooks
- Non-graduate chiefs -- workshop
- Non-graduate observers
- Certified professional artisans (blacksmith, assembler, pot-welder, solderer, pourer, turner, radio-repairer...)
- Skilled workers not graduated from industrial schools
- Operators of movie-projectors
- Electrical machine assemblers
- Women teachers of embroidery, holding Primary Diploma
- Women cooking teachers
- Non-graduate chief surveyors
- Automatic phone repairmen
- Librarians
- Certified professional lodge-keepers
- Graduate river-boat captains
- Certified professional mechanics
- Electricians

In short, all employees meeting one of the following requirements are classified in Category B3:

Category B3 (continued)

- having no Primary Certificate but enough experience to be considered as professional in a particular field.
- being non-professional but having Primary Certificates and having attended preparatory courses for examinations for such diplomas as required for Category B2 classifications

Category C1

- | | |
|---|--|
| <ul style="list-style-type: none"> - Telephone operators and Chief Messengers holding Primary Diploma - Telephone operators in charge of telephone networks in less important agencies - Veterinary aids holding Primary Diploma - Laboratory aids holding Primary Diploma - Drivers -- all types - Chief Highway workers - Book-binders - Probationary turners - Police and VBI men holding Primary Diploma | <ul style="list-style-type: none"> - Stablemen - Non-graduate, but certified professional, river-boat captains - Boatswains - Firemen - Lighthouse keepers - Farriers - Steersmen - Instructors -- embroidery - Laundrymen - Engravers - Tinsmiths, zincsmiths, carpenters - Type-setters - Convoyers |
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Category D1 (continued)

- Postal workers
- Assistant levelers
- Dredgers
- Mansion managers
- Rubber-Extractor chiefs -- gang
- Labor team chiefs and horsemen
of the veterinary services
- Chief market-fee collectors
- Mechanics -- water-plants
- Steam-roller mechanics
- Probationary moulders
- Type-setters -- Public Works
- Head cooks
- Water and Forest aids
- Assistant store-keepers holding
Primary Certificate
- Chief -- road maintenancemen
- Gang foremen holding Primary
Certificate
- Chiefs -- thoroughbred horsemen
- Public Works road maintenancemen
holding a certificate issued by
a technical industrial school
- Joiners, masons, blacksmiths
- Painters, masons, turners
- Moulders, spinners
- Copyists having no Primary
Certificate
- Messengers holding Primary
Certificate
- Telephone operators holding
Primary Certificate
- Assistant agents
- Non-certified veterinary aids
- Municipal office collectors
- Gang foremen having no Primary
Certificate
- Ferry or market controllers
and collectors
- Sanitation employees holding
Primary Certificate
- Policemen and VBI men having
no Primary Certificate
- Women friskers
- Type-setter aids
- Jail wardens

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Category C1 (continued)

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| <ul style="list-style-type: none"> - Public Works superintendents
 having no Primary Certificate - Heads of Public Works camps - Land surveyors - Foremen -- tracing bureaus - Fitters - Printers -- photo - Carvers - Chief laborers - Packer aids - Markers - Professional packers - Timekeepers - Paymasters - Invoice dispatchers - Sketchers - Divers - Firemen - Skilled carpenters and masons - Picket (land survey) reconnoit-
 erers - Surveyor aids | <ul style="list-style-type: none"> - Mental asylum wardens - Cattle control employees - Cooking utensil maker - Greasers - Tailors - Saddle makers - Horsemen (thoroughbreds) - Milkers - Arms maker - Book-binders - Public Works chiefs -- road
 workers - Ordinary river-boat captains - Certified professional laundry-
 men - Maintenance aids -- cadastral
 service - Chainmen holding Primary
 Certificate - Straw padders - Mattress makers - Saddlemakers |
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Category C1 (continued)

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| <ul style="list-style-type: none"> - Hospital aids holding Primary Certificate - Laboratory aids and assistants holding Primary Certificate | <ul style="list-style-type: none"> - Mathematical aid - Farriers - Construction worker - Sawyers - Concrete mixers |
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In short, all employees meeting one of the following requirements are classified in Category C1:

- having a particular occupation
- having no occupation but holding Primary Certificate
- recruited on an introductory basis for jobs which require certain skills.

Category C2

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|---|---|
| <ul style="list-style-type: none"> - Messengers having no Primary Certificate - Telephone operators having no Primary Certificate - Driver aids - Surgical operation aids having no Primary Certificate - Assistant cooks - Barbers | <ul style="list-style-type: none"> - Assistant machine assemblers, fitters - Porter -- luggage - Ticket agents - Chief gardeners - Gardeners - Nightwatchmen, goods custodians, warehousemen, gardeners - General services workers |
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Category C2 (continued)

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| <ul style="list-style-type: none"> - Barbers - Assistant electricians - Assistant blacksmith, hodmen, etc. - Spinners and weavers - Laboratory aids and assistants
having no Primary Certificate - Agricultural extension employees - Local statistical employees - Pastry cooks - Ironers - Cement workers - Weighers - Gatemen - Agricultural control employees - Milk distribution controllers - Jockeys - Cart puller - Assistant carpenters - Horsekeepers of the veterinary
service - Garagemen - Drain cleaners | <ul style="list-style-type: none"> - Fountainmen -- Public Works - Cotton spinners - Nurserymen - Grafters (Nursery) - Assistant mechanics - Non-professional workers - Household workers - Tree tenders - Assistant laundrymen - Assistant cooks - Chairmen having no Primary
Certificate - Refuse collectors - Coachmen - Cow herders |
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Category C2 (continued)

- Signalmen (warning lights)
- Countryside patrolmen
- Street sweepers
- Electric pole planters
- Auxiliary employees of the Public
Works
- Slaughterers
- Doorkeepers
- Grasscutters.

LIST OF SCHOOLS FOR TRAINING CIVIL SERVANTS

Presidency

Administration: National Institute of Administration

Department of Interior

Police: Police and Security Training Center

Department of Education

Technical: High School of Public Works
High School of Electricity
National School of Arts and Crafts
Vietnamese School of Navigation
Technical Secondary School at Hue
Cao-Thang Technical Secondary School
National School of Commerce
Phu-Tho Polytechnic School

Fine Arts: National High School of Fine Arts of Saigon
National School of Music
Fine Arts Practical School at Giadinh, Bien-hoa,
Binh-duong

Education: National School of Pedagogy
Provincial Courses of Pedagogy
Ban Me Thuot School of Pedagogy
Collective Primary Teachers Training School
Faculty of Pedagogy in Saigon
Faculty of Pedagogy in Hue

Department of Public Health

School of Public Health Agent and Medical Attendant
in Saigon
School of Public Health Agent and Medical Attendant
in Hue
School of Midwifery in Saigon
School of Midwifery in Hue
National School of Pharmaceutical Preparer
Medical Art Course in Saigon
Medical Art Course in Hue
Laboratory Technical Assistant Course

Department of Agriculture

National School of Agriculture, Forestry and
Animal Husbandry at Bao-Loc
School of Practical Agriculture in Can-Tho
School of Practical Agriculture in Hue