

3. NATIONALITY.

Candidates must be either natural born or naturalised British subjects and must satisfy the Commissioners that they are ordinarily resident in the United Kingdom.

NOTE.—Candidates will be regarded as ordinarily resident in the United Kingdom if they can satisfy the Commissioners that they are domiciled therein or that since the 3rd September, 1939, their normal place of residence has been within the United Kingdom. A period of absence from the United Kingdom on National Service will not in itself prevent a candidate from being regarded as normally resident in the United Kingdom for this purpose.

4. HEALTH AND CHARACTER.

Successful candidates must satisfy the Commissioners as to their health and character.

NOTE.—All persons before being appointed to an established situation in the Civil Service of Northern Ireland are required to undergo a strict medical examination supplemented, when necessary, by an examination by a specialist. The object of the examination is to ascertain whether candidates are physically fit to perform the duties of the post and are likely to render continuous effective service until they attain the normal age for retiring on pension. Each case is considered on its merits and the Commissioners are not prepared to give prospective decisions on individual cases or to afford further information on the subject other than to point out that constitutional delicacy, poor physique, diseases of the heart and lungs, defective vision and hearing and persistent albuminuria may be causes for the rejection of a candidate. The Commissioners are empowered under certain conditions to modify the usual standard of physical fitness in favour of persons whose health has been impaired by service in H.M. Forces during war, or who have sustained a war service injury. Where a successful candidate fails on ground of health to satisfy the Commissioners that she is suitable for appointment to an established situation, the Commissioners may, if they consider that she is capable of performing the duties of the post satisfactorily for a reasonable period, offer her the option of an appointment on the conditions applicable to established officers, save in respect of sick leave and superannuation. Candidates appointed on these terms may later secure full establishment if their health record proves satisfactory. Further particulars may be obtained on application to the Commissioners.

5. EXAMINATION.

The competition consists of:—

Part I—Compulsory Subjects which all candidates must take

	Marks
1. English I (Essay)	100
2. English II (Language)	150
3. Arithmetic	150

Part II—Optional Subjects of which candidates for the post of

- (a) Clerical Assistant must take Three
- (b) Typist must take Two
- (c) Calculating Machine Operator must take Two
- (d) Shorthand Typist must take One

4. Latin	100
5. French	100
6. German	100
7. Spanish	100
8. Elementary Mathematics	100
9. Book-keeping	100
10. Commerce	100
11. History	100
12. Geography	100

NOTE.—Mistakes in grammar and spelling and bad handwriting in any papers of the examination will entail loss of marks.

Part III—Technical Tests of which candidates for the post of

- (a) Typist must take the test in Typing
- (b) Calculating Machine Operator must take the test in Calculating Machine Work
- (c) Shorthand Typist must take the tests in Shorthand and Typing

	Marks
13. Typing	100
14. Shorthand	100
15. Calculating Machine Work	100

Candidates will be required to obtain a certain

qualifying mark in these tests. This mark will be determined by the Commissioners.

NOTE.—A candidate for appointment as Shorthand Typist, Typist or Calculating Machine Operator may also compete for a post of Clerical Assistant but to do so she must take Three subjects in Part II. The subject or Subjects in Part II in which she obtains the highest marks will be used to determine her placing for appointment as Shorthand Typist, Typist or Calculating Machine Operator.

Part IV—Interview 200

Those candidates who, from the statements in their application forms appear to be eligible will be invited to undergo the written examination.

Of the candidates who obtain the highest total marks in the written examination a certain number to be determined by the Commissioners, will be summoned to the interview which is intended to test the candidate's alertness, intelligence and general outlook, as well as other personal qualities of value for situations in the Civil Service.

After each examination separate lists will be prepared of candidates competing for appointments as Shorthand Typists, Typists, Clerical Assistants and Calculating Machine Operators respectively, and the order of merit of the candidates in each of the four lists will be determined by the total marks they have obtained in the written examination and interview.

The number of appointments to be made will be decided by the Commissioners and the Ministry of Finance.

Each candidate will be examined at such time and place as the Commissioners may determine.

6. CANDIDATES TRAINED AS TEACHERS.

Candidates upon whose training for the occupation of teacher public money has been spent, cannot be appointed until the consent of the Ministry of Finance has been notified to the Commissioners.

7. ASSIGNMENT.

The Commissioners will decide to which Department each successful candidate is to be assigned. Assignments will be made in accordance with the needs of the public service, but the wishes of the candidates will, where possible, be taken into account. Candidates may be required to serve in any part of Northern Ireland.

8. FEES.

A fee of 5/- is payable by each candidate. This must be sent with the application form and is not returnable.

9. TRAVELLING EXPENSES.

Where the cost of travel at the lowest rate from any part of the United Kingdom to the examination centre exceeds £1, the amount of the excess will be refunded to the candidate.

10. GENERAL.

No person who is undergoing a course of study with the aid of a grant from public funds shall be eligible to compete before the completion of the course, unless she has previously obtained permission to do so from the authority which administers the grant.

Candidates must apply on the appropriate form within the time and in the manner of which notice is given by the Commissioners.

A candidate may apply to compete for more than one post at the same examination. Every candidate must state on her application form for which post or posts she desires to compete, and if she is competing for more than one must express her preference between them.

In offering an appointment to a candidate who is successful in the competition for two or more situations, the Commissioners will be guided by the candidate's order of preference as expressed in her application form; but such a candidate once appointed to a particular situation in accordance with this Regulation, will have no claim to any other, nor will a candidate who declines to accept an appointment offered to her have any claim to further consideration.

Any attempt on the part of candidates to enlist support for their applications through Members of Parliament or other influential persons, except as referees to be named by them in their application forms, will disqualify them for appointment.

The Commissioners further give notice of a Competition to be held in Belfast during August, 1949, under the foregoing Regulations.

No person will be admitted to the competition from whom the Secretary of the Civil Service Commission has not received, on or before the 30th June, 1949,