

*Civil Service Commission,*

September 15, 1916.

The Civil Service Commissioners hereby give notice that the following Regulations have been approved by the Lords Commissioners of His Majesty's Treasury, viz. :—

**REGULATIONS** respecting Boy Clerks registered for Temporary Employment in Public Departments.

1. Two Registers of Boy Clerks for temporary employment in Public Departments will be kept by the Civil Service Commissioners.

2. These Registers will contain the names of boys who, being either natural-born or naturalised British subjects, are certified by the Civil Service Commissioners to be of good health and character, and duly qualified under the following Regulations (3 and 4). One Register will contain the names of boys for service in London, Edinburgh, and provincial towns of England, Scotland, and Wales. The other will contain the names of boys for service in Dublin and provincial towns in Ireland.

3. The limits of age are 15 to 16. If an examination begins in one of the first three months of any year, candidates must be of the prescribed age on the first of January in that year. If an examination begins in April or May of any year, candidates must be of the prescribed age on the first of April in that year. If an examination begins in June, July, or August of any year, candidates must be of the prescribed age on the first of June in that year. If an examination begins in one of the last four months of any year, candidates must be of the prescribed age on the first of September in that year.

4. The subjects for Examination are :—

1. Handwriting and Orthography.
2. Arithmetic (including Vulgar and Decimal Fractions).
3. English Composition.
4. Copying Manuscript.

*And any three of the following, except that not more than two languages may be taken :—*

5. Geography.
6. English History.
7. Latin.
8. French.
9. German.
10. Mathematics.
11. Elementary Science.

No Candidate will be regarded as qualified who fails to obtain such an aggregate number of marks as may indicate, in the judgment of the Civil Service Commissioners, a competent amount of general proficiency.

5. Open Competitive Examinations for the purpose of testing the qualifications of candidates in the above-mentioned subjects will be held by the Civil Service Commissioners from time to time as may be necessary, and a certain number, regulated by the probable demand from the Public Departments, of those who show sufficient proficiency will be placed upon the Registers kept by the Commissioners, and will be available for employment as their services are required. The competitions for the Irish service will, as a rule, be held at the same time as the competitions for service in Great Britain, and the list of successful candidates for Ireland will be separate from that of the success-

ful candidates for service in Great Britain. Candidates can enter for both competitions, when they are held simultaneously, paying only one fee. If successful in both they will be entered on the Register for Great Britain only, or on that for Ireland only, or on both Registers according to their choice.

6. The fee payable for attending an examination will be 5s.

7. Boy Clerks placed on these Registers will be summoned for employment in any of the Public Departments as they are wanted. When not wanted, they will have no claim to employment. Refusing to serve when called upon, except for reasons satisfactory to the Civil Service Commissioners, they will be removed from the Registers. The order in which they may be employed, the Departments to which they may be assigned, and their retention generally on the Registers, will be determined by the Civil Service Commissioners; but they will be subject to the orders of the Departments in which they are serving during the time of their actual employment, and will be liable to dismissal from them by the authorities thereof, without notice, for inefficiency or misconduct.

Boy Clerks resigning, or procuring their own discharges from Departments, except for sufficient reasons proved to the satisfaction of the Civil Service Commissioners, will be removed from the Registers.

Their assignment for service will, as a general rule, be according to their order of merit in the examination; but exceptions to this general rule may be made when the engagement offered is very short, or for other sufficient reasons.

8. Boy Clerks will usually be engaged and paid by the week of 39 hours, viz., 7 hours a day on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays, and 4 hours on Saturdays; and they will be paid 15s. per week during the first year of their service. After a year of approved service, an increase of pay to 16s. a week may be allowed.

In any case of absence without pay a Boy Clerk's increment shall be postponed one day for every day of such absence—absence without pay equally with the interval between two successive engagements not being reckoned as service for any purpose contemplated by the Regulations.

Boy Clerks may also be engaged and paid by the hour at the rate of 4½d. per hour during their first year of service; and at the rate of 5d. per hour thereafter. Any who may be engaged by the week, and who may be required to attend for more than 7½ hours on Monday, Tuesday, Wednesday, Thursday, or Friday, or more than 4½ hours on Saturday, will be paid at the hourly rate for the overtime attendance in excess of the normal attendance for such day. But in no case must overtime attendance exceed 6 hours in any one week. They may also be paid by the piece at such rates as may be fixed by the Civil Service Commissioners, with the approval of the Lords Commissioners of the Treasury.

9. No service in the capacity of Boy Clerk will confer any claim to superannuation or compensation allowance; and Boy Clerks will not be retained, as such, after they shall have reached the age of 18; subject to the following provisos :—(1) Boy Clerks who have had no opportunity of entering a Competition for Assistant Clerkships after reaching the age of 17½ may be retained until the next Competition takes place, and, pro-