

*Civil Service Commission,
7th September 1954.*

The Civil Service Commissioners hereby give notice that the following Regulations are published with the approval of the Lords Commissioners of H.M. Treasury, viz.:—

**RECRUITMENT TO THE ADMINISTRATIVE CLASS OF THE
HOME CIVIL SERVICE**

1. There will be two methods of entry: Method I and Method II. Regulation 2 relates to Method I, and Regulations 3 and 4 to Method II; the remaining Regulations relate to both Methods. No candidate may compete more than twice, but if he competes under both Method I and Method II in the same year this will be treated as a single attempt.

METHOD I.

2. Examination.

(i) The examination consists of the following:—

(A) A written examination in

(a) three compulsory subjects, namely, Essay, English, and Present Day, to each of which a maximum of 100 marks is allotted;

(b) a selection from the optional subjects set out in the Appendix. Subject to the provisions in the Appendix candidates may take optional subjects up to a total of 700 marks (making 1000 marks in all for the written examination).

(B) Interview, comprising

(a) a preliminary interview by one or more interviewers, who will supply reports for the information of the Final Interview Board;

(b) an interview before the Final Interview Board, which will award a mark out of a maximum of 300 for the candidate's record, intelligence, and personal qualities.

(ii) The final order of merit will be determined by the total marks gained in the whole examination. In the event of a tie between two or more candidates the Commissioners will decide which to declare successful. The Commissioners may at their discretion require a candidate to attend a second time before the Final Interview Board if they consider it necessary to enable them to reach a decision.

METHOD II.

3. Examination.

(i) The examination consists of the following:—

(A) A written examination comprising two papers in English, two General Papers, and a test of General Intelligence, to each of which a maximum of 100 marks is allotted (making 500 marks in all).

(B) A series of tests and interviews at the Civil Service Selection Board.

(C) An interview before the Final Selection Board.

(ii) The Commissioners will select in the light of the results of the written examination under (i) (A) and of the candidates' records those who will be summoned to the Civil Service Selection Board under (i) (B).

(iii) The Commissioners will subsequently select in the light of the candidates' performances at the Civil Service Selection Board and of their records those who will be admitted to interview by the Final Selection Board.

(iv) The final order of merit will be determined by the mark awarded by the Final Selection Board out of a maximum of 300. This will take into account the candidate's record, intelligence, and personal qualities. In the event of a tie between two or more candidates, the Commissioners will decide which to declare successful. The Commissioners may at their discretion require a candidate to attend a second time before the Final Selection Board if they consider it necessary to enable them to reach a decision.

(v) The Commissioners may, at their discretion, exempt from the written examination under (i) (A) anyone who has previously been a candidate for the Administrative Class of the Home Civil Service and been awarded a mark of more than 200 by the Final Selection or Interview Board, provided he applies for such exemption on his application form.

(vi) The Commissioners may, at their discretion, exempt from (i) (B) anyone who has appeared at the Civil Service Selection Board before, provided he applies for such exemption on his application form.

4. Education.

(i) Candidates must either (a) have obtained at least second class honours in a full honours degree examination at a recognised university, or (b) be in the last year of a course for a full honours degree at a recognised university; in the latter case, they will not be appointed (if declared successful) unless they produce evidence, not later than 1st September of the year in which they compete, that they have obtained at least second class honours in their degree examination.

ii) A candidate who has served or is serving on a regular (including a regular short-service) engagement in H.M. Forces may be admitted to compete, notwithstanding that he fails to satisfy the requirements of sub-paragraph (i), if (a) he is in other respects eligible under these Regulations to compete, and (b) he is recommended to the Civil Service Commissioners by the appropriate Service Authority, as warranting consideration for appointment to the Administrative Class of the Home Civil Service by reason of his record, education, intelligence, and personal qualities.

METHODS I AND II.

5. Age.

Candidates must be at least 20½ years and under 24 years of age on the 1st August of the year in which the examination is held. But a candidate who has served or is serving in H.M. Forces may deduct from his actual age the period of such service rendered before the 1st August of the year in which the examination is held.

6. Sex.

Both men and women are eligible, but women will not ordinarily be appointed to posts in the Ministry of Defence, Admiralty, War Office, or Air Ministry.

7. Nationality.

Candidates must be British subjects. They must also satisfy one of the following conditions:—

(a) If natural-born British subjects, they must either

(i) have at least one parent who is or was at death a British subject, or

(ii) have resided in Her Majesty's Dominions and/or been employed elsewhere in the service of the Crown for at least five years out of the last eight years preceding the date of their appointment.

(b) If naturalised British subjects, they must have resided in Her Majesty's Dominions and/or been employed elsewhere in the service of the Crown for at least five years out of the last eight years preceding the date of their appointment.

(c) If not qualified under (a) or (b) of this paragraph they must satisfy the Commissioners that they are so closely connected with Her Majesty's Dominions either by ancestry, upbringing or residence, or by reason of national service, that an exception may properly be made in their favour.

8. Health and Character.

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

9. Vacancies.

The number of vacancies to be filled from the Competition as a whole, and the number to be filled by Method I and Method II respectively, will be determined by the Commissioners.

10. Candidates Trained as Teachers.

Candidates who have been trained as teachers and upon whose training public money has been spent cannot be appointed until the consent of the appropriate central education authority (e.g., the Ministry of Education, the Scottish Education Department, the Ministry of Education for Northern Ireland) has been notified to the Commissioners.

11. Assignment.

The Commissioners will decide to which Department each successful candidate is to be assigned. A candidate who declines to accept the post offered will have no claim to be assigned to another, but will be regarded as having declined appointment. Assignments will be made in accordance with the needs of the public service, but the wishes of candidates will, where possible, be taken into account.

12. Canvassing.

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.

13. Fees.

The total fee payable by all candidates is £4 for either Method separately and £6 for both Methods. Of this £2 must be paid on application.

APPENDIX

(see Regulation 2 (i) A).

1. The following are the optional subjects in the examination for Method I, and the maximum marks allotted to each:—

				Maximum Marks
	<i>History</i>			
4.	British History, Period I	200
5.	British History, Period II	200
6.	Scottish History	200