

*Civil Service Commission, 6th November, 1956.*

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 SPECIAL DEPARTMENTAL CLASSES OF THE HOME CIVIL SERVICE:—**

(A) H.M. Inspectors of Taxes in the Inland Revenue Department.

(B) The Cadet Grade in the Ministry of Labour and National Service.

(C) Probationary Assistant Postal Controllers in the Post Office.

(D) Joint Intelligence Bureau Officers, Grade III, Ministry of Defence.

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 500 marks (the marks awarded on these optional subjects will be adjusted to a maximum of 700 marks, making 1,000 marks in all for the written examination).

(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.

**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, for 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) Candidates who in the written examination under (i) (A) reach a certain standard (to be determined by the Commissioners) will be invited to the Civil Service Selection Board. Of those who fail by a narrow margin to reach this mark, the Commissioners may select a further number for the Civil Service Selection Board, after considering their records.

(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 exempt from the written examination under (i) (A) a candidate who has previously obtained good marks for it, or for the compulsory papers in the Method I examination, and in the same competition has also been awarded a mark of more than 200 by the Final Board. The previous competition must have been a recent open competition for the Administrative Class of the Home Civil Service or for the Special Departmental Classes.

(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 a degree at a recognised university, or (b) be in the last year of a course for a 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 the degree.

(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 Special Departmental Classes 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, 1957. 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 1st August, 1957.

**6. Sex.**

Both men and women are eligible, except that posts of Probationary Assistant Postal Controller are open to men only.

**7. Nationality.**

(1) To be eligible for appointment (other than to a situation in the Ministry of Defence) a candidate must be a British subject, a British protected person or a citizen of the Irish Republic and in addition satisfy one of the following conditions:—

(a) if he was a British subject, a British protected person or a citizen of the Irish Republic at birth—

(i) at least one of his parents must be, or have been at death, a British subject, a British protected person or a citizen of the Irish Republic, or

(ii) the candidate must have resided in a country or territory within the Commonwealth or in the Irish Republic or been employed elsewhere in the service of the Crown or partly have so resided and partly been so employed for at least five years out of the last eight years preceding the date of his appointment:

(b) if he was not a British subject, a British protected person or a citizen of the Irish Republic at birth, he must have resided in a country or territory within the Commonwealth or in the Irish Republic or been employed elsewhere in the service of the Crown or partly have so resided and partly been so employed for at least five years out of the last eight years preceding the date of his appointment:

(c) if not qualified under sub-paragraph (a) or sub-paragraph (b) of this paragraph, he must satisfy the Commissioners that he is so closely connected with a country or territory within the Commonwealth either by ancestry, upbringing or residence, or by reason of national service, that an exception may properly be made in his favour.

(2) A candidate will not be eligible for appointment to a situation in the Ministry of Defence unless (i) at all times since his birth he has been either a British subject or a citizen of the Irish Republic and (ii) he was born in a country or territory which is (or then was) within the Commonwealth or in the Irish Republic and (iii) each of his parents was born in a country or territory which is (or then was) within the Commonwealth or in the Irish Republic and is or was at death a British subject or a citizen of the Irish Republic and has or had been one or the other at all times from birth:

Provided that, notwithstanding that the aforesaid conditions are not satisfied, he may, if the conditions specified in paragraph (1) of this Regulation are satisfied, be admitted to appointment by special permission of the Minister of Defence.

**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.