

they may happen for the time being to be attached, the same description of labour ;

And whereas it is expedient to place at the service of every Department where Temporary Writers are for the time being needed, persons whose wages and conditions of employment are the same ;

Now therefore, Her Majesty, by and with the advice of Her Privy Council, doth order, and it is hereby ordered as follows, viz. :—

I. That no Temporary Writers be attached henceforth to any Establishment of Her Majesty's Civil Service except in conformity with the annexed Regulations, or with such further Regulations as the said Civil Service Commissioners may, with the concurrence of the Lords Commissioners of the Treasury, issue in execution of their powers in that behalf.

II. That a week's notice, which may, at the discretion of the Chief of the Department, be extended to a month's notice, be given to all acting writers (except such as fall within the terms of Clause III. of this present Order) who are not willing to continue their service upon the terms of the Regulations hereto appended.

III. That temporary writers heretofore certificated by the Civil Service Commissioners for service in any particular Department, and temporary writers now borne upon the Register of the Civil Service Commissioners, who have been respectively serving in the same Department continuously from a date preceding 4th June, 1870, be excepted from Clause II and be retained, but only so long as their services are required in the same Department, at the salary or wages, and on the other terms, which they were actually receiving, and were actually subject to, on 4th June, 1870, without any addition thereto, or alteration therein, on account of service following that date.

IV. That Departments connected immediately with Courts of Justice, or with the Registration of legal titles or instruments, be excepted from this Order so long as the Chiefs of such Departments shall not have signified their consent to be bound by it.

*Edmund Harrison.*

SCHEDULE referred to in the preceding Order in Council.

*Regulations respecting Temporary Writers in Public Departments.*

(To take effect from and after the first day of June, one thousand eight hundred and seventy-one, until otherwise ordered.)

1. A Register of Writers will be kept by the Civil Service Commissioners. Such Writers will be employed in the Public Departments when wanted. When not wanted, they will have no claim to employment: refusing to serve when called upon, they will be removed from the Register.

2. Writers will be subject to the orders of the Departments in which they are serving during the time of their actual employment, but they will be under the Civil Service Commissioners, and paid by them, from week to week, or day to day, as circumstances may require.\*

\* For the present, Writers engaged for more than a week at a time in one Department will be paid by that Department, and not by the Civil Service Commissioners.

3. Writers must satisfy the Civil Service Commissioners that they are of good health and character, and that they are duly qualified under the following regulations (4 and 5).

4. The limits of age will be :—

- (a) For Men Writers,—over 18.
- (b) For Boy Writers,—14 to 18.

5. The subjects in which Candidates will be tested are :—

MEN-WRITERS :

OBLIGATORY.

- 1. Handwriting
- 2. Orthography.
- 3. Copying Manuscript.
- 4. Copying Figures and Tabular Statements.

OPTIONAL.

- 5. Arithmetic.

BOY-WRITERS :

- 1. Handwriting.
- 2. Orthography.

6. 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 display the requisite amount of proficiency, will be placed upon the Register kept by the Commissioners.

7. The fee payable by persons attending these examinations will be 5s. for each person in class (a) and 2s. 6d. for each person in class (b).

8. Writers placed upon the Register will be eligible for employment in any Department. They will be summoned for employment when and for such time as their services may be needed; the order in which they may be employed, and the Departments to which they may be assigned, being determined on each occasion by the Civil Service Commissioners.

9. The engagement of all Writers, not engaged for a shorter period, will be by the week. Writers may also be engaged by the day, or the hour, as may be found advisable. Boy-Writers will not be retained as such, after they shall have reached the age of 19.

10. The pay of Men-Writers, engaged by time, will be at the rate of 10d. per hour. No greater number of hours than those constituting an official day in each Department may be charged for without previous authority from the chiefs of the Department. Those engaged by the piece will be paid at the rate of 1½d. for every 100 words well and correctly copied, or at such other rates for special kinds of work as may be determined by the Civil Service Commissioners with the approval of the Commissioners of the Treasury.

11. No service, however much it may happen to be prolonged, will confer any claim to superannuation or compensation allowance.

12. The remuneration of Boy-Writers engaged by time will be at the rate of 4d. per hour; an addition of ½d. per hour being allowable by the Civil Service Commissioners at the end of each year of approved service. Should any Boy-Writers be engaged by the piece they will be paid at such rates as may be fixed by the Civil Service Commissioners with the approval of the Lords Commissioners of the Treasury.

13. When a writer has a week's pay to receive he shall lose no part of it for days on which the