

and seventeenth November one thousand eight hundred and eighty-eight, and to re-enact, with amendments, such of their provisions as are now in force ;

And whereas it appears desirable to make certain further regulations applicable to all persons in the established Civil Service of the State ;

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

#### PART I.—SECOND DIVISION.

1. On and after the date of this Order the said Orders in Council of twelfth February one thousand eight hundred and seventy-six and seventeenth November one thousand eight hundred and eighty-eight shall be and the same are hereby repealed, and this Order shall be substituted for them.

2. The Second Division of the Civil Service constituted by the said Order in Council of twelfth February one thousand eight hundred and seventy-six, as amended by the said Order in Council of twenty-first March one thousand eight hundred and ninety, shall continue and shall consist of Clerks engaged to serve in any department of the Civil Service to which they may from time to time be appointed or transferred.

3. No department of the Civil Service shall be permanently increased or regulated afresh without provision being made that such of its duties as are of a suitable character shall be performed by Members of the Second Division or other officers of a rank below that Division.

4. No vacancies shall be filled nor any new appointments made in any department, except by appointing Clerks of the Second Division, or other officers of a rank below that Division, until the Commissioners of the Treasury have been satisfied that the number of officers serving in such department with salaries higher than those of the Second Division will not be excessive.

5. The Civil Service Commissioners shall at fixed intervals, or whenever they may, with the previous approval of the Treasury, decide it to be necessary; hold competitive examinations for Clerkships of the Second Division in such subjects, and under such regulations as to limits of age and otherwise, as the Civil Service Commissioners, with the approval of the Treasury, may from time to time prescribe.

6. A list of the successful competitors shall be made out, in the order of merit, up to the prescribed number, if so many are found by the Civil Service Commissioners to be qualified for appointments in the Second Division.

7. From the list made out as aforesaid, the Civil Service Commissioners, on the application of departments having vacancies, may assign, on probation, the requisite Clerks, whether for permanent or temporary duty. Assignments shall, as a general rule, be made by the Civil Service Commissioners according to the order of the names on the list; but they may assign any successful competitor who has shown special qualifications in any particular subject included in the scheme of examination, if special application for a Clerk so qualified be made by any department; provided that if a successful competitor has at the date of the competition served as a Boy Copyist, Boy Clerk, or Abstractor, for not less than six full months in a department, he may, on the application of the head of that department, be specially assigned to it.

8. Under conditions to be settled by the Civil Service Commissioners and the Treasury, successful competitors will be allowed, within reasonable

limits and when convenient, to select the departments in which they may wish to serve; but the requirements of the public service will take precedence of all other considerations, and any successful competitor refusing to serve in the department to which he is assigned will be finally removed from the list.

9. On a successful competitor being assigned to a situation in a public office, his name shall be removed from the list.

10. A Clerk shall be regarded as accepted by a department if he has served twelve months in it, and a record has been made by the head of the department that his service has been approved.

A Clerk shall not, except for grave misconduct, be rejected on probation till he has served for at least three months in the department to which he has been assigned.

If a Clerk is rejected on probation by the department to which he has been assigned, the department shall report to the Civil Service Commissioners the reasons for his rejection; and the Commissioners shall thereupon assign another Clerk in his room, and shall decide whether the rejected Clerk shall be discharged as unfit for the service generally, or whether he shall be re-assigned for duty in another department.

In the event of a rejected Clerk being re-assigned as aforesaid, the Civil Service Commissioners shall decide whether his previous service should be reckoned towards increment of salary. If they decide that his service should not be so reckoned, the fact shall be notified by the Commissioners to the Comptroller and Auditor General.

11. No person appointed to the Second Division on the ground that it was desirable in the interest of the public service to retain him in any particular department shall be made redundant without the consent of the Civil Service Commissioners and the approval of the Treasury. The same consent and approval shall be necessary, except in the case of redundancy, before any person who has become a Clerk of the Second Division after competitive examination or by promotion may be transferred to another department.

Except as aforesaid all redundant clerks may be transferred without reference to their age or the amount of salary due to them.

12. A Clerk shall not be promoted from the Second to the Higher Division of the Service, or to posts, not classified as Higher Division, but carrying a maximum salary exceeding five hundred pounds a year, or leading in the ordinary course of promotion to posts of which the maximum salary exceeds five hundred pounds a year, without a special certificate from the Civil Service Commissioners, to be granted exceptionally, after not less than eight years' service, upon a special recommendation from the head of the department, and with the assent of the Treasury; and every such promotion, including such recommendation, certificate, and assent, shall be published in the London Gazette, and shall take effect from and after the date of such publication.

Clause 12 of the said Order in Council of the twenty-first March one thousand eight hundred and ninety is hereby repealed.

13. Boy Clerks already serving shall not be retained as such in any department after completing their twentieth year. No Boy Clerks shall be in future appointed.

Boy Clerks now serving may, after one year of good service, certified in writing by the Heads of their Departments to the Civil Service Commissioners, compete among themselves, at any examination for Clerkships of the Second Division