

*Instrs.*

Cl. "B.," *Kitchener Coll.*—Capt. J. Charnock, A.E.C., 19th Dec. 1936.

Cl. "C.," *S.A.Sch., Pachmarhi*—Capt. E. A. G. Wakefield, Rl. Deccan H., 16th Dec. 1936.

Capt. R. E. Dennys, Green Howards, 9th Dec. 1936.

*Civil Service Commission,*

*February 5, 1937.*

The Civil Service Commissioners hereby give notice that the following Regulations are published with the approval of the Lords Commissioners of His Majesty's Treasury, viz. :—

**REGULATIONS RESPECTING COMPETITIVE EXAMINATIONS FOR THE SITUATIONS OF SHORTHAND-TYPIST AND CLERK-SHORTHAND-TYPIST (FEMALE) IN DEPARTMENTS OF THE CIVIL SERVICE.**

1. No person will be eligible for admission to the examination unless she

*either* (a) has rendered at least three months' approved service as an Established Typist or Established Clerk-Typist in a British Government Department immediately prior to the first day of the examination.

*or* (b) commenced to serve as a Temporary Shorthand-Typist or Temporary Clerk-Shorthand-Typist in a British Government Department on or before 1st July, 1936, has continued to serve in a British Government Department up to the first day of the examination, and has rendered, prior to the first day of the examination and within three years of that day, a total of at least one full year's approved service, temporary or established and temporary combined, in a British Government Department in one or more of the following posts, viz. :—Temporary Shorthand-Typist; Temporary Clerk-Shorthand-Typist; Established Typist; Established Clerk-Typist.

Candidates appointed by the Civil Service Commissioners as Typists in the Trinity House, the Office of the Crown Agents for the Colonies, and the Metropolitan Police Office, on the result of a general competition for situations as Typist in the Civil Service, will be regarded as Established Typists for the purpose of this Clause although not serving under the certificate of the Civil Service Commissioners.

2. There will be no age limits in the case of candidates who are serving on the first day of the examination as Established Typists or Established Clerk-Typists; but candidates who have only temporary service or service in the Trinity House, Office of the Crown Agents for the Colonies, or the Metropolitan Police Office, or service of two or more of these kinds, must not have attained the age of 40 on the first day of the examination.

3. Candidates will be required to satisfy the Civil Service Commissioners—

- (a) that they are unmarried or widows;
- (b) that they are duly qualified in respect of health and character.

4. Every candidate must be a natural-born British subject, the child of a person who is or was at the time of death a British subject; provided that exception may be made in the case of a person serving in a civil situation to which she was admitted with the certificate of the Civil Service Commissioners.

Provided also that if the Civil Service Commissioners are satisfied in the case of any candidate who is a British subject but does not fulfil all the requirements of the rule as to nationality and descent, that the candidate is so closely connected by ancestry and upbringing with His Majesty's dominions that an exception may properly be made to that rule, they may accept such candidate as eligible provided that this discretion shall not be exercisable unless (a) the father or the paternal grandfather of the candidate was a natural-born British subject, and (b) neither the father nor the paternal grandfather had acquired any other nationality by naturalization or by any other voluntary and formal act.

5. The subjects of examination are the following :—

- (1) Shorthand.
- (2) English.

Candidates must pass to the satisfaction of the Civil Service Commissioners in Shorthand and in the aggregate of the two subjects.

6. It will rest with the Civil Service Commissioners to determine the Departments to which the successful candidates shall be assigned. In making the assignments the Commissioners will be guided by the requirements of the public service and will consult, as far as possible, the wishes of Departments for the assignment of particular candidates who have served under them. Subject to these conditions, the wishes of candidates will, where possible, be respected.

7. Persons upon whose training for the occupation of teacher public money has been spent cannot be appointed until the consent of the appropriate education authority has been notified to the Civil Service Commissioners.

8. Application for permission to attend an Examination must be made at such times and in such manner as may be fixed by the Civil Service Commissioners.

9. A fee of 12s. 6d. will be required from every candidate applying for admission to attend an examination.

The Civil Service Commissioners further give notice that a Competitive Examination will be held under the foregoing Regulations in Belfast, Birmingham, Bristol, Cardiff, Edinburgh, Glasgow, Leeds, Liverpool, London, Manchester, Newcastle-on-Tyne, Plymouth and Portsmouth, commencing on the 19th May, 1937.

No person will be admitted to Examination from whom the Secretary of the Civil Service Commission has not received on or before the 24th March, 1937, an application, in the handwriting of the candidate, on the prescribed form, which may be obtained from the Secretary at once.