

*Civil Service Commission,
September 30, 1938.*

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 FOR THE APPOINTMENT OF ASSISTANT STRUCTURAL ENGINEERS, GRADE II, IN H.M. OFFICE OF WORKS.

N.B.—Competitions under these regulations are open both to men and women. Competitions do not take place at fixed intervals, but are held as occasion arises on the occurrence of vacancies. The regulations are liable to alteration from time to time.

1. Candidates must have attained the age of 23 on a date to be fixed in respect of the competition in which they are to take part, but must not have attained 30 years of age on that date.

Candidates who have served or are serving in the Navy, Army or Air Force may deduct from their actual age for this purpose any time during which they have so served, but not exceeding five years.

2. 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 natural-born British subjects who have satisfactorily completed a period of not less than five years' service on full pay in His Majesty's Regular Forces.

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 naturalisation or by any other voluntary and formal act.

3. Persons holding situations in the Civil Service must obtain the permission of the authorities of their Department to apply for appointment.

No person actually serving in the Navy, Army or Air Force will be eligible for consideration unless he produces, when called upon to do so, the permission of his Commanding Officer to apply for appointment, dated before his appearance before the Selection Board, and given in accordance with such orders as may from time to time be issued.

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.

4. H.M. Office of Works will take such steps as they think most appropriate to make known the existence of any vacancies which they desire to fill, and the Civil Service Commissioners will satisfy themselves that the steps taken have been such as to secure all desirable publicity.

5. Applications shall be addressed in the first instance to the Secretary, H.M. Office of Works, and shall be made on a form to be obtained from the Establishment Officer of that Department. The form must be stamped by the applicant with a "Civil Service" stamp or stamps of the value of ros.; this fee is payable in respect of the application and will not be returned in any circumstances.

6. Candidates must either :—

(a) have passed sections A and B of the examination for Associate Membership of the Institution of Civil Engineers; or

(b) have passed the theoretical papers of the examination for Associate Membership of the Institution of Structural Engineers; or

(c) hold a University degree in Engineering recognised by the respective Institutions as granting exemption from either of the above.

Candidates should have had at least six years' experience in the design of structures in steel and reinforced concrete in a contractor's or consulting engineer's office, provided that whole-time study in a college or University in engineering subjects may be allowed to count towards this period up to a maximum of three years.

7. Applications will be scrutinized by the Office of Works in association with the Civil Service Commissioners, and the candidates who appear to be best qualified in both general and special attainments will be summoned to an interview before a Selection Board who will recommend for the vacancies existing those candidates who appear to them most suitable. The decision of the Selection Board will be final. The Board will be nominated by the Commissioners in consultation with the Office of Works who will be represented thereon.

8. The appointment of selected candidates will be subject to their satisfying the Civil Service Commissioners of their eligibility in respect of age, nationality, health and character, and will not be confirmed unless and until they have passed the prescribed period of probation to the satisfaction of the Commissioners of H.M. Works.

Women candidates must be unmarried or widows and will normally be required to resign their appointments on marriage; but exception to the rule requiring resignation on marriage may, in individual circumstances, be made where the employment of a married woman is considered advisable in the light of her special qualifications, or special experience in relation to the duties required of her, or of the special requirements of the Department.

9. Selected candidates will be required to pay a fee of £8, towards which the fee paid on application will count, before the issue of the certificate of qualification for appointment.

10. Any attempt on the part of candidates to enlist support for their applications through Members of Parliament or other influential persons will disqualify them for appointment. The Selection Board will disregard spontaneous recommendations from persons who are not personally acquainted with the candidate's work, whether at school, at the University, in industry or business, in the Forces, or otherwise.