

Civil Service Commission, June 1, 1945.

The Civil Service Commissioners (hereinafter called "the Commissioners") with the approval of the Treasury have made the following Regulations, viz:—

TEMPORARY (RECONSTRUCTION) REGULATIONS FOR FILLING VACANCIES IN THE ADMINISTRATIVE CLASS OF THE HOME CIVIL SERVICE.

1. (1) Both men and women may compete under these Regulations, except that women will not ordinarily be eligible for appointment to posts in the Defence Departments.

(2) No person may compete in more than two examinations under these Regulations.

2. (1) Every candidate must have been born on or after the 2nd day of August, 1915, and have attained the age of 21 on the first day of January of the year in which he or she competes.

Provided that the following allowances shall be made in regard to certain classes of candidates who were born before the 2nd day of August, 1915:—

(a) any candidate who served in the Royal Navy, the Army or the Royal Air Force before the 3rd day of September, 1939, will be eligible if born on or after a date which precedes the 2nd day of August, 1915, by a period equal to the length of such service,

(b) any candidate who has served in any established civil situation to which he or she was admitted with a Certificate of the Commissioners on or before attaining the age of 24 will be eligible if born on or after a date which precedes the 2nd day of August, 1915, by a period equal to the length of such service or a period of two years, whichever is the shorter.

(2) Candidates shall be divided into two sections, namely Section I for candidates who have not attained the age of 24 on the first day of August in the year in which the first examination is held; and Section II for candidates whose age on that date is 24 or over.

3. Every candidate must be either

(a) a natural-born British subject

(i) having at least one parent who is or was at the time of death a British subject; or

(ii) of any other parentage, provided that he or she has resided in His Majesty's dominions and/or been employed elsewhere in the service of the Crown for at least five years out of the last eight years preceding the date of his or her appointment; or

(b) a naturalized British subject who has resided in His Majesty's dominions and/or been employed elsewhere in the service of the Crown for at least five years out of the last eight years preceding the date of his or her appointment; or

(c) a British subject who, although not fulfilling the requirements of sub-paragraph (a) or sub-paragraph (b), satisfies the Commissioners that he or she is so closely connected with His Majesty's dominions either by ancestry, upbringing or residence, or by reason of national service, that an exception may properly be made in his or her favour.

4. (1) Every candidate must either

(a) have obtained a university degree with first or second class honours or equivalent qualification; or

(b) have spent at least one academic year in whole-time study at a university and produce evidence satisfactory to the Commissioners that he or she might reasonably have expected or may reasonably expect to obtain a degree with first or second class honours or equivalent qualification; provided that the Commissioners may at their discretion admit under sub-para. (a) a candidate who having completed his or her university course has failed to reach second class honours standard, if

(i) they are satisfied that the circumstances were of exceptional difficulty for reasons peculiar to the individual candidate, and

(ii) the appropriate authority of the candidate's University or College certifies that the candidate appears to be exceptionally well fitted for appointment to the Administrative Class;

(2) (a) A person who has not spent at least one academic year in whole-time study at a university may submit a provisional application (thereby becoming a "provisional applicant") and may be accepted by the Commissioners as such if

(i) the Commissioners are satisfied that his or her education has been such as to justify the expectation that, if he or she were to complete a

university course, he or she would obtain a degree with at least second class honours; and

(ii) he or she intends to spend at least one academic year in whole-time study at a university as soon as practicable.

(b) A provisional applicant will not become eligible to compete until he or she is able to fulfil the requirements of paragraph (1).

(c) A provisional applicant will not be required to pay an application fee before completing the prescribed academic study.

(3) If, owing to circumstances beyond the applicant's control, the evidence required under this Regulation is indecisive, the Commissioners may nevertheless decide at their discretion to accept him or her as a candidate or provisional applicant as the case may be.

(4) For the purpose of this regulation

(a) "academic year" means

(i) in the case of universities where courses begin each term, any period of three consecutive terms, and

(ii) in the case of other universities, any period of three consecutive terms ending with the summer term;

provided that in either case the Commissioners may extend the definition to cover a shorter period if the appropriate academic authority reports that the applicant has nevertheless by the end of the period reached the standard normally exhibited by students of his or her faculty after three terms study;

(b) "university" means any institution of university rank recognized by the Commissioners for the purpose.

5. (1) Every candidate must satisfy the Commissioners as to his or her health and character.

(2) The Commissioners reserve the right to give such preference to disabled persons or to particular classes of disabled persons as may be necessary in order to give effect to any general policy regarding the employment of such persons which may be adopted by His Majesty's Government, provided that the disability is not of a nature to interfere with the discharge of ordinary administrative duties.

6. (1) Every woman candidate must be unmarried or a widow.

(2) Women are liable to be required to resign their appointments on marriage, but they may be retained with the permission of the Head of their Department after consultation with the Treasury.

7. No person who is undergoing a course of study with the aid of a grant from public funds shall be eligible to compete before the completion of the course, unless he or she has previously obtained permission to do so from the authority which administers the grant.

8. (1) Every candidate must apply on the appropriate form within the time and in the manner of which notice is given by the Commissioners.

(2) Every candidate shall pay an application fee of £1 for each examination to which he or she desires to be admitted. Subject to the provisions of Regulation 4 (2) (c) this fee must be paid when the Application Form is sent in.

9. (1) Those candidates who on their Application Forms and the resulting enquiries are found to be *prima facie* eligible will undergo a qualifying written examination consisting of papers in English and Arithmetic, a General Paper, and a test of General Intelligence.

(2) If a candidate who has qualified at the written examination, but has not been successful in the interview, applies to compete a second time, he or she need not undergo the written examination again.

10. (1) Each candidate shall be examined at such place either in the United Kingdom or abroad and at such time as the Commissioners may determine.

Provided that

(a) no Service candidate shall be obliged to take the examination until not less than three months after the completion of his or her service,

(b) the written examination of a candidate who at the time of the application is under the age of 21 but is otherwise eligible shall be fixed for a date when he or she is within the prescribed age limits.

(2) Service candidates must indicate on their Application Forms whether or not they will be prepared, subject to the approval of their Commanding Officer, to take the examination while still serving. If, on being notified of the date fixed for his or her