

*Civil Service Commission,*  
27th August, 1948

The Civil Service Commissioners hereby give notice that the following Regulations are published with the approval of the Lords Commissioners of H M Treasury, viz —

**NORMAL RECRUITMENT FROM ESTABLISHED CLERICAL OFFICERS FOR THE EXECUTIVE CLASS (AND CORRESPONDING DEPARTMENTAL CLASSES) OF THE HOME CIVIL SERVICE AND FOR EXECUTIVE POSTS IN BRANCH B OF THE FOREIGN SERVICE**

**1 Age**

Candidates must be at least 21 and under 28 years of age on the 1st August, 1948.

**2 Sex.**

Both men and women are eligible, but women will not ordinarily be appointed to posts in the Admiralty, War Office or Air Ministry or to the Immigration Service of the Home Office

**3 Service**

Candidates must on the 1st August, 1948, be serving in an established situation in the General Clerical Class to which they were admitted with a certificate of the Civil Service Commissioners, or if they were rejected on medical grounds for established appointment, must be serving on that date on the established conditions of the General Clerical Class except for sick leave and pension.

**4 Number of Attempts**

No candidate may compete in more than three Limited Competitions under Normal Regulations.

**5. Health and Character.**

Successful candidates must satisfy the Civil Service Commissioners as to their health and character.

**6 Examination**

The candidate will undergo a written examination consisting of papers in English and Arithmetic, a General Paper and a test of General Intelligence

Of the candidates who obtain the highest marks in the written examination a certain number to be fixed by the Commissioners, will be summoned to an interview at which the Interviewing Board will award each candidate a mark for his or her record and personal qualities. The Department of each candidate summoned to interview will be asked to supply a confidential report and this will be taken into account by the Interviewing Board.

The final order of merit will be determined by combining the marks for written examination and interview.

**7 Assignment.**

The Commissioners will decide to which Department each successful candidate is to be assigned. A candidate who declines to accept the post offered will have no claim to be assigned to another, but will be regarded as having declined appointment. Assignments will be made in accordance with the needs of the public service, but regard will be paid, so far as vacancies permit, to the previous Departmental experience of the candidates and to the wishes of Departments for the assignment of particular candidates who have served under them, and the wishes of candidates will, where possible, be taken into account.

In order to be eligible for assignment to Branch B of the Foreign Service candidates will be required to satisfy the Foreign Office that they have the ability to learn languages

**8 Fee**

A fee of 5s is payable by all candidates. This must be sent with the application form, and is not returnable in any circumstances.

These Regulations apply to the examination in December, 1948. For subsequent examinations the regulations will be similar, except that the governing date for age in Regulation 1 and for service in Regulation 3 will be the 1st August in the year in which the examination is held

The Commissioners further give notice that a Competitive Examination will be held under the above Regulations commencing on the 21st December, 1948

The examination will be held at various centres. The provisional list of centres is—Aberdeen, Aberystwyth, Ashford (Kent), Barnsley, Barnstaple, Bedford, Belfast, Birmingham, Blackburn, Blackpool, Bolton, Bournemouth, Brighton, Bristol, Cambridge, Cardiff, Carlisle, Chatham, Chester, Colwyn Bay, Coventry, Darlington, Dundee, Dunfermline, Edinburgh, Exeter, Folkestone, Glasgow, Gloucester, Grimsby, Hull, Inverness, Ipswich, Leeds, Leicester,

Lincoln, Liverpool, London, Londonderry, Manchester, Newcastle-on-Tyne, Newport (Mon.), Norwich, Nottingham, Oxford, Pembroke Dock, Peterborough, Plymouth, Portsmouth, Preston, Reading, Salisbury, Sheffield, Shrewsbury, Southampton, Stockton-on-Tees, Stoke-on-Trent, Swansea, Swindon, Taunton, Truro, Worcester, Workington and York, but the final list will not be decided until it is known how many candidates wish to be examined at each centre

No person will be admitted to examination from whom the Secretary, Civil Service Commission, has not received, on or before the 23rd September, 1948, an application on the prescribed form, a copy of which may be obtained from the Secretary at once.

*Civil Service Commission,*  
27th August, 1948

The Civil Service Commissioners hereby give notice that the following Regulations are published with the approval of the Lords Commissioners of H.M. Treasury, viz —

**RECRUITMENT FROM CANDIDATES WITH REGULAR SERVICE IN H M. FORCES TO THE CLERICAL CLASSES ((GENERAL AND DEPARTMENTAL) OF THE HOME CIVIL SERVICE AND TO CLERICAL POSTS IN BRANCH B OF THE FOREIGN SERVICE**

**1 Age.**

Candidates must be under 50 years of age on the 1st November, 1948

**2 Sex**

Both men and women are eligible

**3. Nationality**

Candidates must be British subjects. They must also satisfy one of the following conditions—

(a) If natural-born British subjects, they must either

(i) have at least one parent who is or was at death a British subject, or

(ii) have 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 their appointment.

(b) If naturalized British subjects, they must have 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 their appointment.

(c) If not qualified under (a) or (b) of this paragraph they must satisfy the Commissioners that they are 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 their favour.

**4 Service.**

(i) All candidates must be serving, or have served, on a regular engagement (including a regular short service engagement) in the Royal Navy, Army or Royal Air Force, or corresponding women's services.

(ii) A candidate who is still serving must on the 1st November, 1948, be in the last year of an engagement involving at least five years' whole-time service, including any previous service under the National Service Acts

(iii) A candidate who is not still serving must on the 1st November, 1948, either (a) have rendered at least five years' whole-time service, including any service under the National Service Acts, or (b) have entered upon a regular engagement for a period of at least five years and have been invalided out before completing that term

(iv) No candidate will be eligible who completed his whole-time service more than two years before the 1st November, 1948

**5 Health and Character**

Successful candidates must satisfy the Civil Service Commissioners as to their health and character

**6 Examination**

The candidates will undergo a written examination consisting of papers in English and Arithmetic, a General Paper and a test of General Intelligence

The vacancies available will be allotted to candidates in the following six categories in proportion to the number of candidates competing in each category, viz —

(1) Candidates whose last period of service was in the Royal Navy (including the Royal Marines) and whose whole-time service amounted to

(a) 12 years or more

(b) Less than 12 years