

CIVIL SERVICE COMMISSION

1st January 1965.

The Civil Service Commissioners hereby give notice that the following General Regulations will come into force on the 1st January 1965, viz:

GENERAL REGULATIONS DATED 1ST JANUARY 1965, MADE BY THE CIVIL SERVICE COMMISSIONERS UNDER THE CIVIL SERVICE ORDER IN COUNCIL, 1956, AS AMENDED BY THE CIVIL SERVICE (AMENDMENT) ORDER IN COUNCIL, 1964.

By virtue of the powers conferred on them by Article 5 of the Civil Service Order in Council, 1956, as amended by the Civil Service (Amendment) Order in Council, 1964, Her Majesty's Civil Service Commissioners (hereinafter called "the Commissioners"), with the approval of the Treasury and of Her Majesty's Secretary of State for Foreign Affairs and Her Majesty's Secretary of State for Commonwealth Relations, hereby make the following Regulations.

Preliminary

1 (1) These Regulations are General Regulations applicable to candidates of both sexes and to all appointments, transfers or promotions in respect of which, by virtue of the Civil Service Order in Council, 1956, as amended by the Civil Service (Amendment) Order in Council, 1964, a certificate of qualification is required to be issued by the Commissioners.

(2) In the application of these Regulations to the Diplomatic Service references to the Treasury shall be construed as references to Her Majesty's Secretary of State for Foreign Affairs or Her Majesty's Secretary of State for Commonwealth Relations, as may be deemed appropriate in each case.

(3) In these Regulations, unless the contrary intention appears,—

- (a) words importing the masculine gender shall include females, and
- (b) words in the singular shall include the plural and words in the plural shall include the singular, and
- (c) the expression "Civil Service" shall mean Her Majesty's Home Civil Service and Diplomatic Service, and
- (d) the expression "prescribed" shall mean prescribed by regulations made from time to time as occasion requires by the Commissioners with the approval of the Treasury for the situation or class of situations concerned, provided that, where the situation or class of situations is peculiar to one Department, the regulations shall also be agreed with the Head of that Department.

(4) References in these Regulations to any enactment shall, except in so far as the context otherwise requires, be taken as referring to that enactment as amended by or under any other enactment.

Age

2. (1) Every candidate shall satisfy the Commissioners that he is within the limits of age prescribed.

(2) If no limits of age are prescribed, the candidate shall satisfy the Commissioners that his age is suitable to the duties of the situation which he seeks.

3. (1) Except for an appointment made by open competition, the Commissioners may, upon the application of the Head of a Department and with the approval of the Treasury, extend for any candidate the prescribed upper limit of age if they are satisfied that there is due and sufficient cause.

(2) In the case of appointments made by open or limited competition the Commissioners may at their discretion extend the prescribed upper age limit (and, when necessary, modify any other prescribed condition of eligibility) for a candidate who, as a result of illness or other circumstances beyond his control, was prevented from attending a previous competition for similar posts and would not otherwise be eligible to compete again for such appointments.

Health and regularity of attendance

4 (1) Subject to the provisions of paragraphs (2) (3) and (4) of this Regulation every candidate shall satisfy the Commissioners that his health is such as to qualify him for the situation which he seeks and that he is likely to give regular and effective service up to the normal minimum age of retirement:

Provided that in the case of a candidate who is a person

- (a) already employed in a permanent capacity in the Civil Service, or
- (b) employed in a permanent capacity on functions which have been transferred to the Crown and who is being admitted for employment in the Civil Service in consequence of such transfer, or
- (c) employed in a permanent capacity in a situation the remuneration of which is paid out of a fund which, from its being administered by a public department, the Treasury has determined to be a public fund for the purposes of Section 4 of the Superannuation Act, 1892,

the Commissioners may, at their discretion, grant a certificate of qualification on being satisfied that he is qualified in respect of age, character, knowledge and ability, and nationality without requiring evidence as to health and regularity of attendance, provided that they are also satisfied that the situation to which it is proposed to appoint him does not require a higher standard of health than the situation which he already holds.

(2) (a) In the case of a candidate whose health has been impaired by reason of service in the armed forces of the Crown during the wars which commenced on the 4th August 1914 and the 3rd September 1939, or in the case of a candidate who has sustained a war service injury as defined in the Personal Injuries (Civilians) Scheme (S.R. & O. 1944, No. 369) while serving as a member of a Civil Defence Organisation as defined in that Scheme and in the Personal Injuries (Civilians) Scheme (Amendment) Order (S.R. & O. 1944, No. 1099), the Commissioners may issue a certificate of qualification (hereinafter called a "Modified (War) Certificate") in favour of such candidate if the prescribed conditions as to age, character, knowledge and ability, and nationality are satisfied and if the Commissioners are satisfied that he is fit to discharge the duties of the situation which he seeks or to which he is proposed for appointment and that he is likely to render regular and effective service for 15 years, or, in the case of a candidate already serving in a temporary capacity in a situation which leads in the normal course to permanent employment, for 10 years.

(b) A Modified (War) Certificate may also be issued at the Commissioners' discretion in favour of a candidate whose health has been impaired by reason of service in the armed forces of the Crown otherwise than during the wars which commenced on the 4th August 1914 and the 3rd September 1939, if the conditions specified in the preceding sub-paragraph of this Regulation are fulfilled and the Commissioners are satisfied that the impairment is due to such service in a country where in their opinion, for the purposes of this Regulation, war-like operations were in progress at the time of the impairment.

(c) Where the Commissioners are unable under paragraph (2) (a) or paragraph (2) (b) of this Regulation to decide whether such a candidate is or is not likely to render effective service for 15 or 10 years as the case may be, they may, if they think fit, issue in favour of such candidate a "Special Recommendation" under which he may be employed for such period to be specified in the Recommendation as the Commissioners may, subject to any regulations made by them, think fit. At the end of the period fixed by the Recommendation the Commissioners will reconsider the case and if they are satisfied that, reckoning the period of 15 or 10 years' effective service as from the beginning of service under the Recommendation, the conditions enabling them to grant a Modified (War) Certificate are fulfilled, they shall grant such a certificate, and if not so satisfied they may either extend the period of the Recommendation or terminate it.

(3) Every candidate whom it is proposed to appoint for a limited period of five years or more or in respect of whom it is proposed to renew an appointment for a limited period for such time as will make the total period of continuous service five years or more shall satisfy the Commissioners that he is likely to give regular and effective service for the period of years concerned, and the certificate of qualification (to be known as a "Limited Period Certificate") issued in his favour shall be valid only for the period specified in the certificate.

(4) In the case of a candidate who does not fully satisfy the Commissioners on grounds of health and regularity of attendance under paragraphs (1), (2) (a) or (2) (b) of this Regulation, they may at their discre-