

*Civil Service Commission.*

April 6, 1923.

The Civil Service Commissioners hereby give notice that the following regulations have been approved by the Lords Commissioners of His Majesty's Treasury, and will come into force on the 1st May 1923, viz. :—

GENERAL REGULATIONS RESPECTING APPOINTMENT TO HIS MAJESTY'S CIVIL ESTABLISHMENTS UNDER THE ORDER IN COUNCIL OF 22ND JULY 1920.

N.B.—*These Regulations are liable to alteration at any time.*

Whereas by Order in Council (hereinafter referred to as a "Principal Order") dated 22nd July 1920, it is provided that (subject to the exception therein mentioned) the qualifications of all persons proposed to be appointed whether permanently or temporarily to any situation or employment in any of His Majesty's Civil Establishments, shall before they are appointed be approved by the Civil Service Commissioners, and no person shall be so appointed until a certificate of his qualification has been issued by the Commissioners;

And whereas it is provided by Clause 4 of the Principal Order that the Commissioners may, subject to the approval of the Treasury, make regulations prescribing the manner in which persons are to be admitted to His Majesty's Civil Establishments or to any situation or class of situations therein, and the conditions on which the Commissioners may issue certificates of qualification for the purposes of the Principal Order;

And whereas it is provided by Clause 8 of the Principal Order that Articles 2 and 10 of the Consolidated Order in Council, dated 10th January 1910, shall be repealed as from the date on which the Principal Order came into operation, and that the other provisions of the Orders recited in the Principal Order should be repealed as from the date on which regulations are made under the Principal Order repealing or re-enacting with or without modifications those provisions;

Now, therefore, the Civil Service Commissioners with the approval of the Treasury, make the following regulations.

These regulations prescribe the conditions on which the Commissioners may issue certificates of qualification for admission to any situation or employment in His Majesty's Civil Establishments. These regulations are General Regulations applicable to both sexes and all situations. Words importing the masculine gender or the male sex in these Regulations denote either sex unless exception be made in the context.

*Age.*

1. Every candidate shall satisfy the Commissioners that he is within the limits of age (if any) already prescribed or hereafter in due form prescribed for the situation or employment to which he desires to be admitted. From the actual age of the candidate such deduction shall be made on account of military service, civil service, or otherwise, as is laid down in regulations for the situation or class or group of situations to which he desires to be admitted.

2. If no limit of age is prescribed by Regulations for the situation or class or group of situations concerned, the candidate shall satisfy the

Commissioners that his age is suitable to the duties of the post which he seeks; but no person not already holding an established post shall be appointed to an established situation at an age exceeding 50 without the consent of the Treasury.

3. On the application of the Head of a Department and with the approval of the Treasury, the Commissioners may, if they are satisfied that there is due and sufficient cause, extend the upper prescribed limit of age for any candidate, except in an open competition.

*Health.*

4. Subject to the provisos appended to this clause every candidate shall satisfy the Commissioners that he is free from any physical defect or disease that would be likely to interfere with the proper discharge of his duties.

Provided that where an officer holding a pensionable situation in any of His Majesty's Civil Establishments is nominated by the Head of a Department for the issue of a certificate of qualification in respect of his promotion in the same Department, or of his transfer to another Department, the Commissioners may, at their discretion, if they see fit, grant their certificate of qualification on being satisfied that he is fully qualified in respect of age, character, knowledge and ability, without requiring evidence as to freedom from physical defect or disease, provided they are satisfied that the situation to which he is promoted or transferred does not require a higher degree of physical capacity than the situation which he already holds.

Provided also that in the case of persons whose health has been impaired by reason of service in His Majesty's Forces during the Great War, the Commissioners may on the conditions and in the manner prescribed by the Order in Council of 22nd March 1918, issue modified (War) Certificates and Special Recommendations which shall have effect as laid down in that Order and as if that Order had been part of the Regulations now made under the Order of 22nd July 1920.

*Character.*

5. Every candidate shall satisfy the Commissioners that his character is such as to qualify him for the situation or employment which he seeks.

*Knowledge and Ability.*

6. Every candidate shall satisfy the Commissioners that he is qualified in respect of knowledge and ability to discharge the duties of the situation which he seeks.

7. The tests shall be such as are prescribed by the regulations (if any) for the situation or group of situations to which the candidate desires to be admitted.

The normal method of entry will be by means of competitive examinations, according to regulations framed or to be from time to time framed by the Civil Service Commissioners, and approved by the Treasury, open to all persons of the requisite age, health, character, and other qualifications prescribed in the said regulations who may be desirous of attending the same upon application made at the time and in the manner prescribed and subject to the payment of the fees from time to time prescribed. Such examinations shall be held at such periods, and for such situations or groups of situations, as the