

In reckoning age for competition the following allowances will be made, viz. :—

(a) Candidates who have served or are serving in the Army, Navy, or Air Force may deduct from their actual age any time during which they have so served.

(b) Candidates who have served in any established civil situation to which they were admitted with the Certificate of the Civil Service Commissioners may deduct from their actual age any time not exceeding two years which they may have spent in such service.

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 naturalization or by any other voluntary and formal act.

3. No person actually serving in the Army, Navy, 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 holding situations in the Civil Service must obtain the permission of the authorities of their Department to apply for appointment.

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. The Trustees of the National Library of Scotland will take such steps as they think most appropriate to make known the existence of any vacancy or vacancies which they desire to fill on any one occasion, and the Civil Service Commissioners will satisfy themselves that the steps taken have been such as to secure all desirable publicity.

5. Application shall be addressed in the first instance to the Librarian of the National Library of Scotland and shall be made on the appropriate form. After the last day for application has been reached the authorities of the Department shall scrutinize all the applications received and recommend to the Commissioners such candidates as appear to them qualified for the duties of the posts in question.

They shall then forward to the Civil Service Commissioners all the application forms received, who may then, if dissatisfied with the candidates presenting themselves, take such steps, in consultation with the authorities of the Library, as they may think fit to obtain other candidates. The list of qualified candidates shall then be settled by agreement between the Civil Service Commissioners and the authorities of the National Library of Scotland.

6. Candidates must satisfy the Civil Service Commissioners that they have received such systematic education, general or technical, or general and technical together, as in their opinion fits them for the post. In general, candidates should possess a University degree or other equivalent qualifications. The Commissioners may, if in doubt, submit any or all of the candidates to a qualifying examination to test such education, or any part of it.

7. Candidates must satisfy the Civil Service Commissioners as to their health and character.

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.

8. Candidates who are recommended by the authorities of the Department and are accepted by the Civil Service Commissioners as possessing the requisite qualifications will be summoned to an interview before a Selection Board, who will recommend for the vacancies existing those candidates who appear to them to possess the highest qualifications, and their decision will be final. The Selection Board shall be constituted by the authorities of the Department in consultation with the Commissioners who shall be represented on the Selection Board. The Selection Board will take into consideration the candidate's record of experience and education, any recommendation that they may receive from persons named by any candidates as having direct knowledge of their work in the past, and the personal qualities of the candidate as shown at the interview; and on their estimation of all the above evidence they will frame their decisions.

9. 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 the Forces, or otherwise.

10. If a qualifying examination is held, each candidate subjected thereto will be required to pay a fee of £2. A selected candidate will be required to pay a fee of £4 5s. towards which the fee paid at the qualifying examination (if any) will count, before the issue of a certificate of qualification for appointment.