

be considered within the first year of service in order to permit integration of previous superannuable service with civil service. Candidates recommended under this provision may be required to appear before a final Selection Board set up by the Civil Service Commissioners.

9. Appointment to the established staff is conditional on the issue by the Civil Service Commissioners of a certificate of qualification; a fee of 10s., being the balance of the prescribed fee of 15s., is payable before the certificate of qualification can be issued.

*Civil Service Commission,
21st November 1952.*

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. :—

REGULATIONS FOR RECRUITMENT AMONG MEMBERS OF THE MINOR AND MANIPULATIVE GRADES OF THE CIVIL SERVICE TO THE CLERICAL CLASSES (GENERAL AND DEPARTMENTAL) OF THE HOME CIVIL SERVICE AND TO GRADE 6 POSTS IN BRANCH B OF THE FOREIGN SERVICE.

1. Age.

Candidates must be under 30 years of age on 1st March 1953; provided that the Commissioners may at their discretion admit to this competition a candidate aged 30 or over on that date if

(a) the candidate has since 1st July 1950 been recalled from the Reserve for a period of service or training with H.M. Forces, and such period ended on or after his 27th birthday;

(b) during the period of such service or training he missed one or more Limited Competitions among members of the Minor and Manipulative grades for the Clerical Classes and Branch B (Grade 6) of the Foreign Service for which he was in all respects eligible at the time;

(c) he has applied to compete in the second and every subsequent Limited Competition among members of the Minor and Manipulative grades for the Clerical Classes and Branch B (Grade 6) of the Foreign Service for which he was eligible and for which the closing date for applications fell after his return from service or training with H.M. Forces, irrespective of whether or not he applied to compete in the first such competition; and

(d) he has not already been permitted to apply exceptionally under this proviso for admission to competitions up to the number of opportunities lost through service or training with H.M. Forces.

2. Grades Eligible.

Candidates must at the time of the examination be either

(a) Members of the established Minor and Manipulative grades of the Civil Service within the scope of the National Whitley Council, that is to say, non-industrial grades, other than the General and Departmental Clerical Classes, on scales of salary rising to not more than the maxima, for men and women respectively, of the salary scales of those classes as they were on 1st November 1952, any retrospective adjustments of scales which may be made after that date being disregarded; or

(b) members of an unestablished grade corresponding to an established grade covered by (a); or

(c) serving in the Office of the Receiver for the Metropolitan Police District, the Office of the Crown Agents for the Colonies, or Trinity House in a grade corresponding to a Civil Service grade covered by (a) or (b) above.

Clerical Assistants and members of the typing grades will not be eligible to compete. In the case of an officer who on 1st November 1952 is substantively an established member of one of the Minor and Manipulative Grades of the Civil Service within the scope of the National Whitley Council, but who has received acting promotion, it is the substantive grade on 1st November 1952 which determines eligibility under this Regulation.

3. Length of Service.

Candidates must be at least 25 years of age and must have had not less than three years' full-time service on duties proper to an adult class; provided that

(a) Candidates whose full-time adult service began on or before 31st May 1946 are exempted from the lower age limit of 25;

(b) Candidates who entered the Post Office as Boy Messengers or Girl Probationers before 2nd April 1945 (whatever the date on which their full-time adult service began) are exempted from the lower age limit of 25 and also, provided they have reached the age of 22, from the requirement of three years' full-time service on duties proper to an adult class.

In all cases the conditions must be satisfied by the first day of the examination, and the service must have been continuous.

4. Sex and Marriage.

(i) Both men and women are eligible.

(ii) Married women are not eligible for appointment to Branch B of the Foreign Service; a woman member of Branch B must resign her appointment on marriage.

(iii) Married women who have formerly been established civil servants and have drawn marriage gratuity (other than those who retired compulsorily on marriage and whose resignation took effect before 15th October 1946, or who are widows or divorced, or who are separated from their husbands, or whose husbands suffer without hope of recovery from total physical or mental incapacity) will not be eligible for appointment to the Home Civil Service unless they undertake to refund on appointment the marriage gratuity paid. Provided that this undertaking will not be required if the break between the first period of service (including any period of unestablished service immediately following the period in respect of which the gratuity was paid) and the date of re-establishment is more than seven years.

(iv) The approval of the Secretary of State for Foreign Affairs is required before a successful male candidate who is married takes up appointment in Branch B of the Foreign Service.

5. 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 Her 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 Her 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 Her 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.

For the Foreign Service every candidate must be a natural born British subject, and have been born within the United Kingdom or one of the self governing Dominions, of parents both of whom were also born within the United Kingdom or one of the self governing Dominions.

No departure from this rule will be made without the special permission of the Secretary of State for Foreign Affairs, and then only in exceptional cases, and in favour of candidates who satisfy the conditions laid down above for the Home Civil Service.

6. Health and Character.

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

7. Examination.

The examination will be in the following subjects:—

1. English.
2. Arithmetic.
3. General Knowledge.
4. One of the following:—

Mathematics, French, German, History, Geography, Economics.

Candidates who include Branch B of the Foreign Service among their preferences for appointment, if successful, must take either French or German as subject 4. Successful candidates will not be considered for appointment to Branch B of the Foreign Service unless they reach in the examination a satisfactory standard in either French or German and subsequently establish, in an interview at the Foreign Office, that they are in other respects suitable for appointment to the Foreign Service.

Candidates will be arranged in order of merit according to their total marks in the examination as a whole. Even if there are unfilled vacancies, no candidate will be appointed who does not reach a standard that satisfies the Civil Service Commissioners. Not more than one-third of the vacancies to be filled from the examination will be available for persons serving as Postal and Telegraph Officers in the Post Office.

8. Candidates Trained as Teachers.

Candidates who have been trained as teachers and upon whose training public money has been spent, cannot be appointed until the consent of the appropriate central education authority (e.g., the Ministry of Education, the Scottish Education Department, the Ministry of Education for Northern Ireland) has been notified to the Commissioners.

9. 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 the wishes of candidates will, where possible, be taken into account.