

CIVIL SERVICE COMMISSION,  
May 22, 1876.

The Civil Service Commissioners hereby give notice that the following Regulations have been approved by the Lords Commissioners of Her Majesty's Treasury:—

REGULATIONS respecting Competitive Examinations, held under the Order in Council of 12th February 1876, for Men Clerkships in the Lower Division of the Civil Service.

1. Competitive examinations of candidates for Clerkships in the Lower Division of the Civil Service will be held from time to time at such places as may be deemed expedient.

2. These examinations are open, with such exceptions and under such conditions as may be laid down, to all natural-born subjects of Her Majesty, being of the prescribed age, and of good health and character. The undermentioned exceptions and conditions are at present in force:

(i.) The following classes of persons are ineligible, viz.:

(a.) Persons actually serving in the Army and Navy.

(b.) Persons who have commuted, under the Act 32 and 33 Vict., c. 32, or the Act 34 and 35 Vict., c. 36 (the Pensions Commutations Acts, 1869 and 1871), any pension other than Naval Retired Pay, either alone or in conjunction with a Pension for Wounds, or a Pension for Military Service.

(c.) Persons who have previously succeeded at an examination for the same situation or class of situations.

(ii.) The following classes of persons will not be eligible unless they shall have produced to the Civil Service Commissioners, at least one week before the date of the competition, the written permission of the authorities of their department to attend the examination, viz.: (a) Persons holding situations in the Civil Service, (b) Members of the Royal Irish Constabulary, of less than 12 years' service, (c) Engineer students in Her Majesty's Dockyards.

(iii.) Persons who have been trained in Normal Schools at the public expense will not be qualified to receive appointments until the consent of the Committee of Council on Education, England, or the Commissioners of National Education, Ireland, as the case may be, given in conformity with rules sanctioned by the Lords of the Treasury, has been notified to the Civil Service Commissioners.

(iv.) In reckoning age for competition the following allowances will continue to be made as heretofore, viz.: (1) members of the Military and Naval Services (whether commissioned or non-commissioned) may deduct from their actual age any time during which they have served; (2) persons who have served for two full consecutive years (a) in any Civil situation to which they were admitted with the certificate of the Civil Service Commissioners, (b) in the Royal Irish Constabulary, or (c) as Registered Copyists in connection with the Civil Service, may deduct from

their actual age any time not exceeding five years which they may have spent in such service.

3. A fee of 15s. will be required from every candidate attending a Preliminary Examination, and a further fee of 5s. from every candidate admitted to the Competitive Examination.

4. Candidates must be over 17 and under 20 years of age on the first day of the Competitive Examination.

5. The subjects of examination will be as follows:—

1. Handwriting.
2. Orthography.
3. Arithmetic.
4. Copying MS. (to test accuracy).
5. English Composition.
6. Geography.
7. Indexing or Docketing.
8. Digesting Returns into Summaries.
9. English History.
10. Bookkeeping.

No candidate can be admitted to the competition who has not previously satisfied the Civil Service Commissioners that he possesses the requisite amount of proficiency in Handwriting, Orthography, and Arithmetic (including Vulgar and Decimal Fractions). With this view, Preliminary Examinations in these subjects will be held at such times and places as the Commissioners may appoint. Application for permission to attend one of these Preliminary Examinations must be made in the writing of the candidate at such times and in such manner as may be fixed by the Commissioners.

6. The number of persons to be selected at each examination will be published as part of the notice of every such examination. A list of the competitors will be made out, in the order of merit, up to this published number, if so many are found by the examination to be qualified for appointments in the Civil Service.

7. Each competitor named in a list will remain thereon until he attains the age of 25 years, unless in the meantime he has been appointed to a situation in some public office.

Candidates on completing their 25th year, or on receiving appointments, will be removed from the list.

8. From these lists the Civil Service Commissioners, on the application of Departments having vacancies, will supply, on probation, the requisite Clerks, whether for permanent or temporary duty. Selections will, as a general rule, be made by the Civil Service Commissioners, according to the order of the names on the lists; but the Civil Service Commissioners may select any Clerk who, in his examination, has shown special qualifications in any particular subject, if special application for such Clerk be made by any Department.

9. No Clerk will remain more than one year in any Department unless at the end of that time the Head of the Department shall signify in writing to the Civil Service Commissioners that the Clerk is accepted by the Department. If he is not accepted, the Department will report to the said Commissioners the reasons for not accepting him; and such Commissioners will thereon supply another Clerk in his room, and will decide whether the name of the rejected Clerk shall be struck off the lists, as unfit for the Service generally, or whether he shall be allowed a trial in another Department.