

ployment in Public Departments will be kept by the Civil Service Commissioners.

2. This register will contain the names—

(a.) Of Candidates who, after the ordinary competitions, have been placed on the list of successful competitors for Clerkships of the Lower Division, or for situations of Assistants of Excise, but have not yet received appointments, *provided they signify their wish to the Civil Service Commissioners to be provisionally registered as Copyists.*

Men Clerks can only be registered as Men Copyists and Boy Clerks as Boy Copyists.

The appointment to permanent situations of Candidates thus provisionally placed on the Register of Copyists will, in the case of Clerks of the Lower Division, continue to take effect according to Clause 9 of the Order in Council of 12 February, 1876.

While they remain upon the Register they will be subject to whatever regulations apply to other Registered Copyists.

(b.) Of Candidates who, not having competed for Clerkships of the Lower Division, or for situations of Assistants of Excise, or not being placed on the lists of successful Competitors, have satisfied the Civil Service Commissioners that they are of good health and character, and that they are duly qualified under the following regulations (3 and 4).

3. The limits of age in the case of Candidates not belonging to class (a) are:—

For Men Copyists,—over 18.

For Boy Copyists,—14 to 18.

4. The subjects of examination for Candidates in Class 2 (b), are:—

#### **MEN COPYISTS:**

##### **OBLIGATORY.\***

1. Handwriting.
2. Orthography.
3. Copying Manuscript.
4. Copying Figures and Tabular Statements.

##### **OPTIONAL.**

5. Arithmetic.

#### **BOY COPYISTS:**

1. Handwriting.
2. Orthography,
3. Elementary Arithmetic.

5. Examinations, for the purpose of testing the qualifications of Candidates in the above-mentioned subjects, will be held by the Civil Service Commissioners from time to time as may be necessary, and a certain number, regulated by the probable demand from the Public Departments, of those who display the requisite amount of proficiency, will be placed upon the Register kept by the Commissioners.

6. The fee payable by persons attending these examinations will be 5s. for men, and 2s. 6d. for boys.

7. Registered Copyists will be summoned for employment in any of the Public Departments as they are wanted. When not wanted, they will have no claim to employment. Refusing to serve when called upon, except for reasons satisfactory to the Civil Service Commissioners, they will be

\* Candidates should fully understand that only those who show themselves proficient in the obligatory subjects can be placed upon the Register, and that those who do not pass in arithmetic will be excluded from employment where Copyists are required for arithmetical work.

removed from the Register. The order in which they may be employed, the Departments to which they may be assigned, and their retention generally on the Register, will be determined by the Civil Service Commissioners; but they will be subject to the orders of the Departments in which they are serving during the time of their actual employment, and will be liable to dismissal from them by the authorities thereof, without notice, for inefficiency or misconduct.

8. Copyists may be engaged by the hour, day, or week, or by the piece. The engagement of all Copyists, not engaged for a shorter period, will be by the week. Copyists engaged for a day or upwards will ordinarily be employed for the number of hours constituting the official day in the Department to which they are attached, but if they are required to give their services after official hours, they must do so, and they will be paid at the same rate, whether by the hour or by the piece, as in the official hours. A Copyist refusing to work after official hours on these terms without an excuse satisfactory to the authorities of the Department will be liable to dismissal by them without notice.

9. Men Copyists will be paid either at the rate of 10d. per hour, or at the rate of 1½d. for every 100 words well and correctly copied, as the authorities of the Department for which they are required may determine. Other rates for special kinds of work may be determined by the Civil Service Commissioners, with the previous approval of the Commissioners of the Treasury; but Copyists, as a rule, are not meant to be employed upon any work except mere copying, or routine work, under the direct supervision of established officers.

10. No service, however much it may happen to be prolonged, will confer any claim to superannuation or compensation allowance.

11. The pay of Boy Copyists will commence at the rate of 4d. per hour; an addition of ½d. per hour may be allowed by the Civil Service Commissioners at the end of each year of approved service. Should any Boy Copyists be engaged by the piece they will be paid at such rates as may be fixed by the Civil Service Commissioners, with the approval of the Lords Commissioners of the Treasury. Boy Copyists will not be retained, as such, after they shall have reached the age of 19.

12. If a public holiday, on which the office is closed, fall within the period of a Copyist's engagement, he may be paid in respect of it as for a working day. Copyists may, with the consent of the Department in which they are serving, or, if not at the time serving, with the consent of the Civil Service Commissioners, be allowed holidays, with pay, at the rate for the official day, in the proportion of one day for every 24 full days of actual and approved service previously rendered by them as registered Copyist. No Copyist shall be allowed to take more than twelve days' leave under these conditions, between the 1st day of January and the 31st day of December, both days inclusive, in any one year. In calculating the leave to be allowed in any given year, no service shall be counted before the 1st day of January of the preceding year.

13. Copyists who may fall ill while serving in any Department, and whose illness may be attested by medical certificate to the satisfaction of the authorities of such Department, may be allowed sick-leave, receiving three-fourths of the rate of pay for the official day; provided such Copyists have been borne on the Register one year or upwards, and provided that no Copyist shall be paid for holidays and sick-leave, taken together,