

*Commissions signed by the Lord Lieutenant of the County of Somerset.*

Captain (Honorary Major) The Right Honourable the Earl Waldegrave, T.D., of Chewton House, Chewton Mendip, Bath.

Colonel The Right Honourable the Lord Blackford, D.S.O., of Compton Castle, Compton Pauncefoot, Yeovil.

Rear-Admiral Richard James Rodney Scott, C.B., A.M., of Winyatts, Freshford, Near Bath.

Brigadier Alfred Geoffrey Neville, C.B.E., M.C., of Parrisees Hayne, Howley, Chard.

Colonel Robert Brindley Pitt, C.B.E., M.C., T.D., of Middle Twinhoe, Near Bath.

Colonel Geoffrey William Russell Bishop, O.B.E., T.D., of Bloomfield House, Shepton Mallet.

Lieutenant-Colonel Harold Samuel White, M.C., T.D., of Rossland, Hatch Beauchamp, Taunton.

To be Deputy Lieutenants.—Dated the 1st day of February, 1951.

(312)

*Civil Service Commission,*

6th February, 1951.

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.:—

RECRUITMENT TO THE FOLLOWING GRADES IN THE HOME CIVIL SERVICE IN LONDON AND THE GREATER LONDON AREA:—SHORTHAND TYPIST, TYPIST, TRAINEE SHORTHAND TYPIST, TRAINEE TYPIST, LEARNER TYPIST.

1. Recruitment under these Regulations is restricted to women and girls.

2. *Age.*

Candidates must be at least 15 years of age on the date of application and under 60 years of age on 1st September, 1951, except that those born before 1st September, 1906, will not be eligible for the Learner Typist grade.

3. *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 His 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 naturalised British subjects, they must have resided in His 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 His 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.

4. *Health and Character.*

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

5. *A. Examination of those born on or after 1st September, 1906.*

(a) *Written Examination.*

The examination will consist of tests in the use of words, and in spelling, punctuation, and the grammatical construction of sentences.

Candidates will be required to reach such a standard in these tests as to satisfy the Civil Service Commissioners.

(b) *Technical Qualifications.*

Candidates who are successful in the written examination will be appointed to a post in the Typing grades. As soon as possible after appointment, they will be tested in typewriting and/or shorthand by the Department to which they are assigned. As soon as their speeds have been ascertained, they will, subject to the existence of a suitable vacancy, be upgraded as appropriate to the grade of Typist, Trainee Typist, Shorthand Typist, or Trainee Shorthand Typist, but

(i) Candidates who apply for the grade of Shorthand Typist and who have, during or since the year 1950, passed an examination conducted by

the Royal Society of Arts in Shorthand and Typewriting in which speeds of 120 words per minute (shorthand) and 50 words per minute (typing) were required, and who are successful in the written examination, will not be required to take a further test in order to enter the grade of Shorthand Typist.

(ii) Candidates who apply for the grade of Typist and who have, during or since the year 1950, passed an examination conducted by the Royal Society of Arts, in which a typewriting speed of 50 words per minute was required, and who are successful in the written examination, will not be required to take a further test in order to enter the grade of Typist.

(iii) A candidate employed in a Government Department, who has passed the appropriate Departmental or Royal Society of Arts tests in shorthand and/or typewriting within one year before her application under these Regulations, and who is successful in the written examination, will not be required to take a Departmental shorthand and/or typewriting examination again.

(c) *Departmental Tests.*

Candidates who apply for the grades of Trainee Shorthand Typist, Trainee Typist, and Learner Typist, and candidates for the grades of Shorthand Typist and Typist who are not covered by (i), (ii) or (iii) of sub-paragraph (b) above will be required to take Departmental tests at speeds shown below:—

For Shorthand Typist	{ 100 words per minute Shorthand 40 words per minute Typing
For Typist	
For Trainee Shorthand Typist	{ 40 words per minute Typing 80 words per minute Shorthand 30 words per minute Typing
For Trainee Typist	
	{ 30 words per minute Typing

*B. Examination of those born on or before 31st August, 1906.*

(a) *Written Examination.*

The examination will consist of tests in the use of words, and in spelling, punctuation, and the grammatical construction of sentences.

Candidates will be required to reach such a standard in these tests as to satisfy the Civil Service Commissioners.

(b) *Technical qualifications.*

Candidates in this age group who are successful in the written examination will also be required to pass a test of technical skill, except that those candidates who have reached the standards described in paragraph 5A (b) (i) and (ii) during or since the year 1950, or have reached the standard described in paragraph 5A (b) (iii) within one year previous to their application under these Regulations will not be tested again.

(c) Candidates who are exempted from the test of technical skill by paragraph 5B (b) above and who are successful in the written examination (see (a) above) will be assigned to a Department, and employed in the grade to which their speeds entitle them.

(d) Candidates who are not exempted from the test of technical skill by 5B (b) above will be required to take a minimum speed test in type writing at 30 words per minute. *Failure to pass this test will constitute failure to pass the examination as a whole at that attempt.* Candidates who pass the written examination but fail the speed test will not be required to take the written examination again at subsequent attempts. All candidates in this age group who pass the written examination and the qualifying minimum speed test will be appointed to a post in the Typing grades, and those who are applicants for posts involving the use of shorthand or for posts involving a higher typing speed will have their further qualifications tested as soon as possible after appointment by the Department to which they are assigned. Candidates who are found to be not fully qualified for employment as Shorthand Typists will be employed as Typist, Trainee Shorthand Typist, or Trainee Typist as appropriate. (For speeds required for each of these grades, see Regulation 5A (c) above).

6. Candidates upon whose training for the occupation of teacher public money has been spent cannot