

must be at least 21 years of age on 1st January, 1955. There is no upper age limit. In general, however, Government Departments require a reasonable period of service from persons newly appointed to the Civil Service and the Commissioners will give weight to this factor in considering candidates who are over 50 years of age.

## 2. Sex and Marriage.

(i) Both men and women may compete under these Regulations.

(ii) Married women who have formerly been established civil servants and have drawn marriage gratuity (other than those who resigned compulsorily on marriage and whose resignation took effect before 15th October, 1946, or who are widowed 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 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.

## 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 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 naturalised 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.

Provided that a candidate will not be eligible for an appointment under the War Office or Air Ministry unless he or she is a natural-born British subject and born within the United Kingdom or in one of the self-governing Dominions of parents also born within the United Kingdom or in one of the self-governing Dominions except when the circumstances are such as to justify a departure from the general rule, in which case, provided the candidate satisfies the conditions prescribed by the preceding paragraphs, he or she may be admitted to competition or appointment by special permission of the Secretary of State for War, or Secretary of State for Air, as the case may be.

## 4. Qualifications and Experience.

Every candidate must, at the time of application, either

(i) have obtained passes in English, Mathematics, and Geography in the General Certificate of Education at (0) level, or the Scottish Leaving Certificate on the lower grade, or the Senior Certificate of the Ministry of Education for Northern Ireland; or

(ii) have obtained the School Certificate with credits in English, Mathematics, and Geography; or

(iii) have obtained a Certificate regarded by the Commissioners as of equivalent or higher standard; or

(iv) produce a statement from the Scottish Education Department, or the Ministry of Education for Northern Ireland that the candidate has attained an equivalent standard;

except that

(a) for posts in the Ministry of Housing and Local Government candidates will satisfy this regulation if they have attained the standards specified in (i) to (iv) above in Geography and at least two of the following: English, Mathematics, Art, a Science subject; preference will be given to candidates who have passed in Geography at the Advanced level or its equivalent;

(b) for posts in the War Office candidates will satisfy this regulation if they have attained the standards specified in (i) to (iv) above in any three of the following: English, Mathematics, Geography, Art, a Science subject, a Modern Language.

NOTE.—Where English is specified it means the subject English Language in English Certificates and the subject English in the Scottish Certificate. In the Northern Ireland Certificates it means the subject English if the Certificate was obtained in 1951 or earlier and English Language if obtained in 1952 or later.

Where a Science subject is specified, a pass in a domestic science subject will not be accepted.

Candidates for Section I must be able and will be expected to demonstrate their aptitude for this class of draughtsmanship at a short informal test and may be required to produce specimens of work.

Candidates for Section II must have had, at the time of application, at least two years appropriate experience in a drawing office. In certain Departments, experience relevant to the special work of the Department may be required. A knowledge of, and some experience in Surveying would be an advantage for some posts, especially for surveying appointments in the Ordnance Survey.

Provided that exceptionally a candidate for Section III who does not possess the basic educational qualifications may be admitted to the competition if he or she has served satisfactorily for at least two years in a Government department and can obtain from his or her Department a Certificate of Competency.

## 5. Application.

A candidate may make one, and only one, application under these Regulations.

## 6. Health and Character.

Every successful candidate must satisfy the Commissioners as to his or her health and character.

## 7. Competition.

The Commissioners may summon to appear before a Selection Board all who are found to be *prima facie* eligible, or may, if they see fit, summon only those whose qualifications and experience are considered to be specially suitable for the posts for which they are being considered. Candidates so summoned may be asked to bring examples of their work to the Board. The Board will take into consideration the candidates' record of education and experience, any recommendation from persons named by the candidates as having direct knowledge of their work in the past, and the personal qualities of the candidates as shown at the interview; and on their estimation of all the above factors they will frame their recommendations. The decision of the Civil Service Commissioners shall be final.

## 8. Candidates trained as Teachers.

Persons upon whose training for the occupation of teacher 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.

Candidates will be required to state on their application forms for which Department or Departments they are competing. If a candidate is successful for more than one Department, the Commissioners will determine to which Department he shall be assigned, but his own wishes will be met as far as possible.

A candidate successful in Section I will not be assigned to a Department which can only take trained recruits.

## 10. Canvassing.

Any attempt on the part of candidates to enlist support for their applications through Members of Parliament or other influential persons, except as referees to be named by them in their application forms, 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 or other educational institution, in the Forces, or otherwise.

## 11. Certificate of Qualification.

Candidates appointed under Section I will be certificated as Cartographical Draughtsmen (Untrained); candidates appointed under Section II will be certificated as Cartographical Draughtsmen (Trained) and candidates appointed to the Ordnance Survey Office