

Secretary of State for War, the Secretary of State for Air, or the Minister of Supply, as the case may be.

4. Qualifications.

All the posts call for a good standard of general education, a lively interest in current affairs, and a wide general knowledge. For posts in the basic and higher grades a good publicity sense and organising ability are essential. Some knowledge of Government organisation will be an advantage. In addition candidates are required to have experience, varying in degree according to the grading of the post, in one or more of the following fields:—

(a) General Publicity Work.

Candidates must have had experience in organising publicity campaigns and services, and in the distribution, and (for some posts) the preparation, of publicity material.

(b) Journalism and Book and Picture Editing.

The posts require a wide experience in journalism, an appreciation of news values, the capacity to assist in the planning and production of Press material of all kinds for use by the Press at home and overseas, and an understanding of the requirements of the appropriate audience. For some posts experience is also desirable in the publication of periodicals or books (on either the publicity or editorial side), and for others in the selection and treatment of photographs for use in the press.

(c) Exhibitions.

One post calls for experience in exhibition draughtsmanship with practical knowledge of the building trade and materials and of costing. The other requires experience in arranging for the setting up, management and winding-up of exhibitions.

(d) Documentary Films.

The posts require knowledge of, and interest in, the production of documentary films and their use as a medium of publicity.

(e) Social Research.

The Principal Information Officer post demands a thorough knowledge of all the technical phases of sample enquiry and evidence of original work in any field of social research. The two Information Officer posts require first hand experience in the analysis of information collected by interviewers. One post requires experience of the coding and classification of data and in the devising of codes; and the other experience of the use of machine tabulating processes and in the design of tabulation schemes. Each Assistant Information Officer requires experience in one of the following fields:—(a) design and planning of social surveys (b) training and supervision of interviewers (c) design of samples for surveys (d) primary analysis of information collected by interview or computation of statistical data derived from interviews.

(f) Preparation of Reference Material.

Candidates should have had an education of University standard and experience in research; they should have knowledge of source material and ability to present facts clearly and concisely. Each post requires a sound background in one or other of the following fields:—economic affairs of the United Kingdom and the Commonwealth; Commonwealth and Colonial affairs; foreign affairs.

(g) Illustration Research.

The post calls for experience in picture selection over a wide range of subjects, and demands a good visual sense, knowledge of sources of photographs and ability to write good, clear and accurate English.

(h) Advertising.

Candidates should have had experience in the planning and management of press and poster advertising campaigns.

(i) Art and Design.

One Senior Information Officer and one Information Officer post require experience in exhibition design.

Two Senior Information Officer posts require art editorial experience on books, periodicals, maps or posters, covering visualising, design and selection of illustrations, together with a sound working knowledge of typography and printing processes. The Assistant Information Officer post requires the ability to specify type and to lay out simple

productions. The remaining five Information Officer posts are for:—(a) a General Artist, capable of producing good finished work in line, wash, and colour; (b, c) two Retouching Artists with experience in retouching photographic prints for all reproduction processes; (d) a Lettering Artist; (e) a Typographer for printed publicity materials of all kinds.

(j) Tours.

The officer appointed will be required to assist in organising tours for officially sponsored visitors from overseas and to act as escorting officer.

Special knowledge or experience is desirable in certain Departments as follows:—

Admiralty.

Air Ministry.

War Office.

It will be an advantage for candidates to have some knowledge of the procedures and conditions in the Service concerned.

Colonial Office.

Commonwealth Relations Office.

Knowledge of, and interest in, Colonial or Commonwealth affairs, as the case may be, are desirable.

Department of Scientific and Industrial Research.

Candidates should be familiar with Government scientific organisation in this country and have a general knowledge of present day science and its application to industry.

Scottish Home Department.

Candidates should preferably have had experience with a Scottish newspaper and must have a knowledge of Scottish social and industrial affairs.

Ministry of Supply.

The candidate appointed will act as Editor and Advertising Manager of the Royal Aircraft Establishment News.

Board of Trade.

Candidates for the Senior Post should have a degree in economics and should have had some experience in industry or commerce.

Treasury.

Candidates must have a knowledge of economic and industrial affairs.

Ministry of Works.

A general interest in architecture and the modern building industry is desirable. For one post candidates must be able to show evidence of a knowledge of British history and archaeology.

5. Selection.

The candidates who appear from their applications to have the best qualifications and experience will be invited to interview before a Selection Board, which will recommend to the Civil Service Commissioners those considered most suitable for appointment. The Commissioners' decision will be final.

6. Health and Character.

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

7. Assignment.

Where a successful candidate is suitable for appointment to more than one Department the Commissioners will decide to which Department he is to be assigned. Assignment will be made in accordance with the needs of the public service, but the candidate's preference as stated on his application form will be taken into account as far as possible.

8. Candidates Trained as Teachers.

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

9. Refund of Marriage Gratuity.

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 widows or divorced, or who are separated from their husbands, or whose husbands suffer without hope of recovery