

the amount of income tax deductions.

The main classes of positions that are exempt from civil service regulations regarding compensation are those which are paid at an hourly rate. Deputy heads of departments are also exempt as they are appointed by the governor-in-council.

EXAMINATIONS

When a vacancy occurs in any department or when the need of a new position arises, the department head sends in his requisition to the commission. If the position can be filled from within the department, a promotional examination is held. Otherwise the competition is open to all civil servants and to the public. Such competitions are advertised, and applications are received. An examination is then held in either English or French. Where possible, temporary as well as permanent civil service appointments are made by examination.

The examination system has been used in order to ensure that the best available person will be chosen for each job and that there can be no political influence in appointments. Oral examinations are sometimes held instead of or in addition to written ones.

Names of successful candidates are placed on eligible lists according to merit (with the exception of war veterans who are always placed at the top of the lists) and any not needed at the time of examination may subsequently be called.

In 1918 the examinations held, following the British system, were based on academic subjects and were designed to enable the commission to select promising persons who would obtain their experience in the service. It was found here to be not altogether satisfactory for obtaining employees in the lower grades or for specialized positions, and it has since been retained only for certain classes of positions. In general examinations in Canada are specialized.

In the case of the Department of External Affairs in pre-war days, the specialized examination took the form of a very stiff written test covering a wide variety of subjects connected with history, economics and current affairs throughout the world. This examination has been temporarily suspended during the war, and recruits are taken into the department on a probationary basis after a personal interview with civil service examiners.

In order to assist in the difficult job of setting and marking examinations, the commission has made a practice of calling on authorities across Canada in the subjects concerned. Each year between 100 and 200 university professors, technical and business experts, research and scientific specialists have voluntarily given their assistance in examining candidates by acting as advisory examiners.

APPOINTMENTS

Appointments to the civil service may be made in two ways: By the Civil Service Commission and by governor-in-council. Authority for payment of salary takes the form, respectively, of a civil service certificate or order-in-council.

Since the establishment of the new branches and departments of the government by the War Measures Act, use of the second method of appointment has been somewhat increased, especially in the case of their technical and professional personnel.

Appointments through the commission are made in three steps: Requests from any department for additional employees or change in status of present personnel are sent to the commission, the commission investigates them and passes on its