

Department, who should consult in the matter with the Deputy Heads and the Head of the particular branch (should there be such) in which the promotion was to be made.

8. Promotion should be made solely on the grounds of merit and seniority.

9. Vacancies in the higher ranks of the Service should, if possible, be filled by promoting men already in the service. Persons from outside should be brought into the Service in those rare cases only where professional or scientific attainments are required, and where there is no person available either in the Department itself or in any other Department of the Service, possessing the necessary qualifications.

10. All unnecessary offices should be rigorously abolished and the staff of every Department reduced to the *minimum* required for the efficient discharge of business.

11. Assuming that those employed in the Service are fully engaged in their official labours, their remuneration, especially in the higher grades, should be more liberal than at present.

Respectfully submitted,

(Signed) E. A. MEREDITH,

*Chairman of the Civil Service Board.*

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REGULATIONS FOR THE GUIDANCE OF CANDIDATES FOR ADMISSION INTO THE CIVIL SERVICE OF CANADA.

*Framed under the provisions of the 31st Vic., cap. 34.*

1. Every candidate for admission into the Civil Service of Canada must make application in his own handwriting to the Civil Service Board, setting forth in such application his age, place of birth, place of residence, the length of time he has been in Canada, and the nature of his previous occupation, and stating also at which of the places, hereinafter mentioned for the purpose, he desires to be examined. Candidates who have previously been employed in the Public, or any other service, must state in their application the nature and particulars of such service, and why, and when they left it; and the Board, before admitting such candidates to examination, shall enquire into such particulars, and cause to be endorsed on the candidate's application any information thus obtained as to his qualification which may appear to them material.

2. Such application must be accompanied by the nomination in writing of some Head of a Department in favour of the candidate, together with such certificates as to the age, health and moral character of the candidate as hereinafter prescribed—subject to any alterations that may be hereafter made therein by the Civil Service Board.

3. The certificate of age should contain the best evidence of the date of the candidate's birth which he can conveniently supply.

4. The certificate of health must be in the subjoined form A, and must be signed by a duly licensed medical practitioner, and bear date within one month of the date of the application.

5. Every candidate must transmit with his application two certificates in the subjoined form B. The parties signing such certificates must be Justices of the Peace or householders.

6. No candidate shall be admitted to examination unless he shall have lodged with the Board at Ottawa, at least twenty days before the day of examination, his written application accompanied by the nomination and certificates hereinbefore prescribed; nor unless such certificates shall have been approved by the Board.

7. The certificates of candidates shall be examined by the Examining Committee hereafter appointed, and they shall forthwith notify each candidate whether his certificates have or have not been approved, and when the examination will be held.