

	Marks.
(e.) 5. Outlines of British, French and Canadian History.....	100
(f.) 6. English or French Grammar	100
(g.) 7. English or French Composition	100
(h.) 8. English Transcription (copying).....	100
(i.) 9. French " "	100

NOTE.—The standard is uniform throughout the Dominion, and to pass both in the Preliminary and Qualifying examinations, each Candidate must obtain 50 per cent. of the total value assigned to the questions, and at least 30 per cent. of the value of each subject.

OPTIONAL SUBJECTS WHICH THE CANDIDATES FOR THE QUALIFYING EXAMINATION MAY TAKE.

	Marks.
(a.) 1. Composition in English by Candidates who have taken Composition in French in the qualifying examination	100
(b.) 2. Composition in French by Candidates who have taken Composition in English in the qualifying examination	100
(c.) 3. Translation from English into French or French into English	100
(d.) 4. Indexing and Précis Writing ..	100
(e.) 5. Book-keeping by Single and Double Entry..	100
(f.) 6. Shorthand.....	100
(g.) 7. Telegraphy	100

NOTE (a).—The Candidate may select one or more or all of the above options, and his proficiency in any one of them will be counted in his favor.

NOTE (b).—No Candidate will be considered qualified to pass in the Optional Subjects unless he obtains at least 50 per cent. in each of the subjects on which he writes.

G.

SUBJECTS FOR THE PROMOTION EXAMINATIONS.

	Marks.
(a.) Penmanship	100
(b.) Composition in English or French	100
(c.) Arithmetic (based upon the nature of the work required by the Department)	100
(d.) Indexing and Précis Writing	100
(e.) Constitution of Canada, <i>B. N. A. Act</i>	60
(f.) Questions relating to the organization, practice and duties of the Department or office in which the vacancy exists	100
(g.) Efficiency, ascertained from report of the Deputy Head of the Department in which the Candidate is serving	300