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John Lay

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ODS/ET

Ottawa, 15th January, 1936

Dear Mr. Lay,

The Prime Minister tells me that you are interested in the possibility of an opening in the Canadian External Affairs Service. I am very glad to know that, as I have very pleasant recollections of our meeting some years ago when you were about to take up your naval duties in England.

Entrance to the Canadian External Affairs Service has, with the exception of the initial year of the establishment of our Legations, always been effected through competitive examinations held by the Civil Service Commission. Successful candidates are appointed as vacancies occur to posts as Third Secretary; those so appointed are eligible as opportunity permits for promotion to the higher grades of Second Secretary, First Secretary and Counsellor. The ranking of candidates depends on their standing in three tests -

1. A written examination consisting of an Essay in English or French to test the candidate's command of his mother tongue, and papers on Current International Affairs and two or more options chosen as a rule from International Law, Economics, Political Science and Canadian Constitutional Law.
2. A grading of the candidate's education and any experience considered useful in the Service.

King, Rt. Hon. William Lyon Mackenzie (MG  
26 J 7 volume 19) Lay family -  
Correspondence 1934-1942

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