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Regulations Concerning the Examinations for the Civil Service, P. Q.

I.

APPLICATION FOR ADMISSION TO THE EXAMINATIONS.

1. The Candidate for the Civil Service is required to produce at the office of the Board an application for admission to the examination, in his own handwriting, mentioning his age, his place of birth and his present place of residence, the length of time he has been resident in the Province, and the nature of his previous occupation, declaring his desire to enter the Civil Service and indicating if he thinks proper, the branch of the Service for which he considers himself best adapted.

2. The application of the Candidate must be accompanied by satisfactory certificates as to age, health and character.

3. No Candidate under seventeen years of age shall be admitted to the examination.

4. Every Candidate in order to show that he is of the required age shall produce an extract from the registers of the parish in which he was baptised, and if, for reasons which he must explain to the satisfaction of the Board, it should be impossible for him to do so, he shall furnish the best proof possible by certificates from credible persons, to the satisfaction of the Board.

5. The certificate of health must be in the subjoined form A signed by a practising Physician, and bearing date within one month of the date of the application for admission to examination.

6. Notwithstanding the production of a certificate of good character, the Board may require such additional evidence as to the moral character of the Candidate as it may deem expedient, and may take action in accordance therewith.

7. Candidates previously employed in the Public Service must state the Department in which they were so employed and the length of time they served.

8. The Candidate must be recommended by at least two persons who must be householders, each of whom shall answer in writing and over his own signature, the questions submitted in form B, which answers shall be produced with application for admission. When the Candidate has been previously in the employment of private individuals, commercial houses or companies or in any office or department, such private individual, or some person on behalf of such house, company, office or department, must be one of those who sign the recommendation, and when this condition is not complied with the Candidate must explain the reason.

9. In the case of a Candidate who has left school or college or other educational establishment in the year preceding his application for admission, the principal or one of the professors or teachers of the school or institution he attended last, must sign the answers to the questions in form B, and if this condition is not complied with satisfactory reasons must be given by the Candidate.

10. The five preceding articles do not apply to the actual employés.

11. Forms may be obtained by application to the Secretary of the Board.

12. The Candidate must produce his application and certificates before the third Wednesday of the month when they will be examined, and the Secretary will notify him of any objection that may be made to them.

II.

EXAMINATIONS AND CERTIFICATES.

13. The examinations shall be conducted partly orally and partly in writing.

14. The time allowed for the answer to every written question shall be indicated underneath the same.

15. The Certificates shall be divided into two classes, those of the first class will render the holder eligible for any employment in the Civil Service with the exception of that of Book-keeper, if the Candidate has not passed a satisfactory examination on that subject: the Certificates of the second class only render the holder eligible for employment as copying clerk and also as Book-keeper, if the Candidate has undergone a satisfactory examination on this subject.

16. In order to obtain a second class Certificate the Candidate must:

1. Give proof of good handwriting;
2. Write correctly from dictation in French or in English;
3. Copy correctly in both languages;
4. Pass an examination in Arithmetic as for as the Rule of Three, inclusive. He may also if he desires it undergo an examination in Book-keeping.

17. For a first class Certificate, the Candidate must in addition to what is required for a second class Certificate:

1. Translate in writing from English into French, and from French into English;
2. Write from dictation in both languages;
3. Transcribe and make abstracts of documents in both languages;
4. Pass an examination on the following subjects: 1. Arithmetic in all its branches; 2. Geography; 3. History of England, the History of Canada and the Elements of General History; he may also if he desires it undergo an examination in Book-keeping.

18. The actual employés shall be exempt from examination in No. one of the preceding article and in Nos. two and three shall only be required to pass an examination in one or other language.

19. A Candidate for a first class diploma may, if he desires it, undergo a more extended examination: but in this case he must in his application for admission mention the other subjects upon which he wishes to be interrogated and the Board shall decide whether or not he may conveniently be examined upon such subjects, and he shall at the same time be notified of the decision of the Board on his certificates.

20. There shall be endorsed upon the Certificate of examination a list of all the subjects upon which the examination has been held, with number 1 or number 2 opposite each of them; the number 1 indicating that the result of the examination on that subject was excellent, number 2 indicating merely a satisfactory result. If number one has been obtained on two thirds of the subjects of examination it shall be stated in the body of the Certificate that the examination has been passed "*with distinction*," and in the first class Certificates if in addition to this, the Candidate has passed in a satisfactory manner an examination on one or more of the optional subjects, it shall be stated that the examination has been passed "*with great distinction*."

21. There shall be published every three months under the signature of the Secretary of the Province, in the *Official Gazette* the *Journal de l'Instruction Publique* and in *The Journal of Education*, a list of the Candidates who have obtained Certificates at the three last meetings, indicating exactly the classes and the nature of the Certificates.

(FORM A.)

I certify by these presents that I have this day examined Mr. _____ and that I find him free from defects and physical or mental maladies which would prevent him from