

(f.) Shorthand.

(g.) Telegraphy.

NOTE A.—In order to receive a special certificate for optional subjects, the Candidate will have to obtain at least 50 per cent. in each subject on which he writes. (See Form F.)

NOTE B.—The Candidate may select one or more, or all of the above options, and his proficiency in any one or more shall be counted in his favor.

PROMOTION EXAMINATIONS.

23. The promotion examinations shall follow the qualifying examinations of Candidates for first entrance into the Civil Service.

24. Such examinations shall be open to any person employed in the Department in which the vacancy to be filled by promotion exists in either Division of the Service, who holds a position below that to which the promotion is to be made.

25. The examination shall be made in such subjects as, after consultation with the Deputy Head of the Department in which the promotion is to be made, may be decided upon by the Board as best adapted to test the fitness of the Candidates to the vacant office.

26. After consultation with the Deputy Head relative to the questions to be put under sub section f, the following shall be the subjects of examination for promotion:—

(a.) Penmanship.

(b.) Composition in English or French.

(c.) Arithmetic, based upon the nature of the work required by the Department.

(d.) Indexing and Précis Writing.

(e.) Constitution of Canada (British North American Act.)

(f.) Questions relating to the organization, practice and duties of the office in which the vacancy exists.

(g.) Efficiency, (ascertained from Report of the Deputy Head of the Department in which the Candidate is serving.)

NOTE.—A Candidate to pass must obtain 50 per cent. of the total value assigned to the questions, and at least 30 per cent. of the value in each subject. (See Form G.)

27. Immediately after the close of the examinations, or from time to time thereafter, as the examination papers are received at the Office of the Board in Ottawa, and valued, the Board shall make out a list of the Candidates who have been found qualified, shall certify the same, and transmit it to the Secretary of State; and the list so made out shall distinguish, as far as possible, what branch of the Service each Candidate is best fitted for.