

the case of applicants who have special qualifications which would justify their recruitment in a higher grade.

Normally, the Civil Service Commission fills vacant positions in the Department by persons qualified by Civil Service examination. When this is not possible, however, employees may be recruited subject to their qualifying by competitive examination at the earliest opportunity.

Stenographers are recruited at the Grade 2A level and after training in the Department may be posted to a mission abroad in a higher grade.

Clerical employees may also serve abroad, although the number of clerical positions at missions abroad is limited.

All members of the Department while serving abroad receive allowances which vary with each employee's rank and the cost-of-living index of the country in which they are serving.

Permanent Appointment

The granting of permanent appointment to employees of the Department is governed by Civil Service regulations. During 1949, the Department has accelerated recommendations for permanent appointment of those employees eligible for such appointment under the present regulations. Although the percentage of permanent employees is still low, it is hoped to increase this percentage considerably during the coming year.

Promotion

Promotion for members of the Department is governed by the number of vacant positions at any given time. Personnel are selected for promotion on the basis of personal merit and length of service. As regards promotions of Foreign Service Officers and those of similar rank, the age factor is also taken into account.

Promotion for members of the administrative staff, in addition to the foregoing factors, depends on their suitability to fill positions which become vacant.

Training

Training in the Department of External Affairs is effected through a system of "Training on the Job". Newly-joined Foreign Service Officers, during their first year with the Department, are on probation and are generally transferred from one Division of the Department to another at three-monthly intervals. In this way, each probationary officer is introduced to the different aspects of the work of the Department. A similar system of training exists for clerical and stenographic staff.