

provide expert advice on organizational questions and on other matters relating to the classification of individual positions. The work of the Board with respect to Divisions in Ottawa has been completed. A study of missions abroad is at present under way.

Personnel Administration

During 1949 the establishment of the Personnel Division was modified to include some of the functions relating to personnel work earlier performed by other divisions of the Department. Steps were also taken to improve the administrative practices relating to personnel by a re-allocation of duties within the Division. A more comprehensive system of personnel documentation was introduced and personnel records were re-organized.

Recruitment

A competition for Foreign Service Officers Grades 1 and 2 was held in January 1949. The Civil Service Commission has announced that a further competition will be held in 1950. It is expected that these competitions will be held annually.

Candidates for appointment as Foreign Service Officers Grades 1 and 2 are requested to submit the usual application form to the Civil Service Commission. Generally, candidates must be between 23 and 31 for appointment as a Foreign Service Officer Grade 1 and between 31 and 35 for appointment as a Foreign Service Officer Grade 2. In addition, they must have resided in Canada for ten years, and hold a university degree, preferably in political science, geography, history, economics or law, from a university of recognized standing. Credit is given for postgraduate work and knowledge of a modern language in addition to French and English.

Applicants who meet the academic and other requirements are given written tests in essay writing; economic, political, geographical, historical and legal aspects of Canadian and international affairs; and précis writing. Those who are successful in this examination are called to appear before an oral board of the Civil Service Commission to be examined for general suitability. The Department of External Affairs is represented on the Board by senior officers.

The recruiting of Foreign Service Officers by competitive examination during the past year has been restricted to the junior grades and it is not anticipated that there will be any change in this policy.

The recruiting of clerical, stenographic and other administrative personnel is carried out by the Civil Service Commission on the basis of requisitions submitted by the Department. Normally, employees are brought in at the Grade 2 level, although exceptions are made in