

Commission may direct, and to make return report thereof to it. As many examinations shall be held as may be necessary to provide eligibles for each grade of the service, and to meet all requisitions, and to fill all positions held by temporary appointees. From the return and report of the examiners, or from the examinations made by the Commission, the Commission shall prepare a list of eligibles. Such persons shall take rank upon the list in the order of their relative excellence as determined by examination without reference to priority of time of examination. The Commission shall cancel such portion of any list as has been in force for more than two years.

The marking and examination papers of each candidate shall be open to his own inspection, and the markings and examination papers of all persons upon any list of eligibles shall be open to public inspection within ten days after an eligible list has been prepared. Notice of the time, place and general scope of every examination, and of the duties, pay and experience advantageous or requisite for all positions in the grade for which the examination is to be held shall be given by the Commission by publication at least once a week for two weeks preceding the examination in a newspaper of general circulation published in the county or municipality in which the examination is to be held.

Section 6. Reports to the Commission: Immediate report in writing shall be given to the Commission by the appointing authority, and by such other persons as may be designated by the Commission, of all appointments, reinstatements, vacancies, absences or other transactions affecting the status of positions, or the performance of duties of officers or employees classified and graded under the provisions of this Act, and all such notices shall be prepared in the manner and form prescribed by the Commission.

Section 7. Removals: No person holding an office or place classified and graded under the provisions of this Act, except Civil Service Commissioners, shall be removed or discharged except for cause upon written charges, and after an opportunity to be heard in his own defense. Such charges may be filed by any citizen or taxpayer, and shall, within thirty days after filing, be heard, investigated, and determined by the Commission, or by some officer or board appointed by the Commission to hear, investigate, and determine such charges. The finding and decision of the Commission, or of such officer or board, when approved by the Commission, shall be final, and not subject to review except by writ of mandamus on the question of whether the procedure provided for by this Act has in all essential respects been complied with, and shall be certified to the appointing authority, and shall be forthwith enforced by such authority. Where an officer has the constitutional power of removal he shall have power to approve or disapprove the finding of the Commission, or to reduce the penalty.

Section 8. Reports by the Commission: The Commission shall investigate and report annually to the appointing authority concerning the administrative needs of the service relating to personnel, including positions in the service, the compensation thereof, the examinations held by the Commission, the appointments made, efficiency ratings and removals in the civil service, the operation of the rules of the Commission and recommendations for promoting efficiency and economy in the service, with details of expenditure and progress of work. The appointing authority may require a report from said Commission at any time respecting any matter within the scope of its duties hereunder.

Section 9. Abuses and Frauds Prohibited: No person shall wilfully or corruptly make any false mark or report upon any examination. No public officer or employee shall solicit, orally, or by letter, or receive or be in any manner concerned in soliciting or receiving any money or valuable thing from