

If there is no person eligible for reinstatement, and no person's name appears upon such list of eligibles, the Commission may, in its discretion, certify to the appointing authority the name and address of a person for temporary appointment, with or without examination, and the appointing authority shall forthwith appoint said person from day to day, not to exceed sixty days, pending examination. The Commission shall forthwith proceed to hold an examination as herein provided, whenever any such temporary appointment is made. If, after an examination is held, no eligible list shall result, the Commission shall forthwith proceed to hold another examination for the grade in which such office or place is classified, and may then authorize the continuance of said temporary appointment, but not otherwise.

Whenever requisition is so made, or whenever a position is held by a temporary appointee and a re-instatement list or eligible list for the grade in which such position is classified and graded, exists, the Commission shall forthwith certify the name and address of the person eligible for appointment, to the appointing authority, and said appointing authority shall forthwith appoint the person so certified to said position. No person so certified shall be laid off, suspended, given leave of absence from duty, transferred, or reduced in pay or grade except for reasons which will promote the good of the service, specified in writing and after an opportunity to be heard by the Commission, and then only with its consent and approval.

No person shall be eligible for appointment to positions in any grade which this Act provides shall be classified and graded unless and except he shall have attained, upon examination for appointment within the grade, such minimum mark as may be fixed by the Commission for any subject or part of the examination and a general average upon all subjects or parts of such examination of not less than the minimum fixed by the rules of the Commission. All original entrance examinations shall be public, competitive, and free to all persons who may be lawfully appointed to any position within the grade for which such examination is held, with limitations, specified in the rules of the Commission, as to residence age, sex, health, habits, moral character and prerequisite qualifications to perform the duties of such positions. Promotion examinations shall be public, competitive and free only to all persons holding positions for a period to be fixed by the rules of the Commission in a grade previously declared by the Commission to involve the performance of duties which tend to fit the incumbent for the performance of duty in the grade for which the promotion examination is held. In promotion examinations, efficiency and seniority in service shall form part of such examination, but combined shall not carry a total number of marks to exceed one-fourth of the maximum marks attainable in such examination. If fewer than two persons submit themselves for a promotion examination, or if, after such examination is held, all applicants fail to attain a general average of not less than the minimum standing fixed by the rules of the Commission, the Commission shall forthwith hold an original entrance examination, and may at any time within six months certify from the eligible list resulting therefrom. All examinations shall be practical in their character, and shall consist only of tests which will fairly determine the relative capacity of the persons examined to perform the duties of the position to which appointment is to be made, and may include tests of physical fitness or of manual skill. No question in any examination shall relate to political or religious opinions or affiliations. No questions which are misleading or unfair, or in the nature of catch questions shall be asked. The Commission shall control all examinations, and may designate special examiners to conduct and hold such examinations as the