

20. After the close of every examination, the Examining Committee shall report to the Board the result of such examination, and shall at the same time submit the application and certificates of the candidates, and the Board shall determine as to the candidates to whom certificates of qualification shall be granted, and shall forthwith notify such candidate of the result of his examination, and shall also notify each Head of a Department of the result of the examination of any candidate or candidates by him nominated.

Certificates.

21. The certificates of qualification shall be in the following form, and shall be signed by the Chairman of the Board for the time being, and countersigned by the Secretary:—

“The Civil Service Board, established under the provisions of the ‘Civil Service Act of 1868,’ hereby certify that on the _____ day of _____ at the city of _____ Mr. _____ was duly examined by the Board, and that his examination as to fitness and capacity for employment as _____ and his testimonials as to moral character were found satisfactory.”

Should the candidate present himself for examination in any of the optional subjects and be found “proficient” or “highly proficient” in any one or more of them, the fact shall be noted on the certificate in the following terms:—

“Mr. _____ was also examined, at his own request, in the following subjects, viz.: _____ and was found _____”

Marks.

22. To regulate the decisions of the Board upon the granting of certificates to candidates, each of the compulsory subjects shall be valued at 100, and the examiners shall report the numerical value of the answers of each candidate. No certificate shall be granted to any candidate who has not obtained an average of 60 marks in the compulsory subjects, or who has obtained less than 30 marks in any one of the said subjects.

Provided, however, that in cases of candidates for the situation of Messenger or other inferior employment, the Board may, though the prescribed number of marks has not been obtained, grant a special certificate of the candidate’s sufficiency for such situation or employment.

23. Each of the optional subjects shall be valued at 100, and the examiners shall decide the numerical value of the answers of each candidate.

24. Any candidate who shall obtain 80 marks or upwards in any of the optional subjects, shall be deemed “*highly proficient*” therein. If he shall obtain 60 marks, but less than 80, he shall be deemed “*proficient*.” No candidate obtaining less than 60 marks, for any optional subject, shall receive a special certificate for such subject.

25. When any optional subject is made compulsory for a Department, the Head of that Department shall prescribe the minimum number of marks which shall entitle the candidate to pass in such branch.

26. When any Department has organized, or shall hereafter organize, a special examination, under the supervision of the Department, for candidates for appointment in the outside service of such Department, the Board may, by resolution, order that such special examination, subject to such rules as they may prescribe, shall be held to be an examination by the Board for the purposes of “the Civil Service Act.” Provided, always, that candidates for such outside service must in all respects comply with the preceding rules and regulations so far as relates to their applications for admission into the Civil Service, and to all matters other than the examination.