

21. No clerk or other employee shall receive any increase of salary authorized by this Act except upon the recommendation of the Deputy Head concurred in by the Head of the Department, stating that such clerk or employee is deserving of such increase ; and—

Conditions of increase of salary.

2. The said increase for the then current year may be suspended by the Head of the Department for neglect of duty or misconduct, and may be subsequently restored by such head, but without arrears.

Suspension of increase and restoration.

22. The increase of salary shall be payable from the first day of the official quarter next succeeding the date on which, from his length of service, any clerk or other employee for whom such increase is recommended, shall be eligible for such increase ;

From what time increase shall be payable.

2. In case of promotion, the increase of salary shall become payable from the day on which such promotion takes place.

And in case of promotion.

23. No salary shall be paid to any person purporting to be a member of the Civil Service, whose appointment or promotion, or whose increase of salary after the coming into force of this Act has not been made in the manner herein provided.

Condition of payment of any salary.

24. The number of clerks of each class, messengers, packers and sorters in each Department shall be, from time to time, determined by Order in Council ; and appointments thereto up to the number so determined, and all vacancies, however occurring, shall be made or filled in the manner herein provided.

Number of clerks and employees ; appointments and vacancies

25. Except as herein otherwise provided no appointment shall be made to either Division of the Civil Service unless the person appointed shall have passed a qualifying examination ; and every qualifying examination for any such appointment shall be preceded by a preliminary examination for the purpose of ascertaining whether the candidate possesses such knowledge of orthography and elementary arithmetic, and whether his handwriting is such as will justify his admission to the qualifying examination.

Previous qualifying examination, and preliminary one.

26. No person shall be admitted either to the preliminary or qualifying examination until he has satisfied the Board—

Requirements previous to examination.

(a.) That at the time appointed for such examination he will be of the full age of eighteen years, and if for the Inside Departmental Division, that his age will not then be more than thirty-five years ;

Age.

(b.) That he is free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties ;

Health.