

VOL. 2

APRIL 8th, 1910

No. 25



# THE CIVILIAN

A fortnightly journal devoted to the interests  
of the Civil Service of Canada.

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## FEATURES :

Democracy and a Permanent Civil Service— By A. Lawrence Lowell.

The Call to the Second Convention of the Civil Service Federation.

How the Appointment of an Accountant is being made under the New System.

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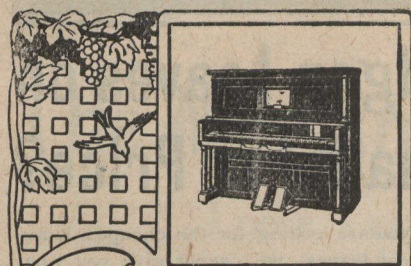
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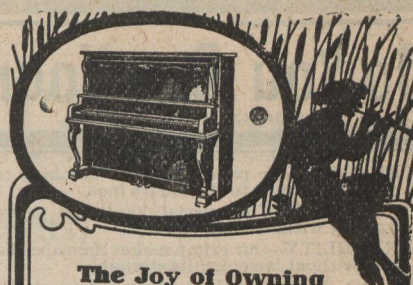
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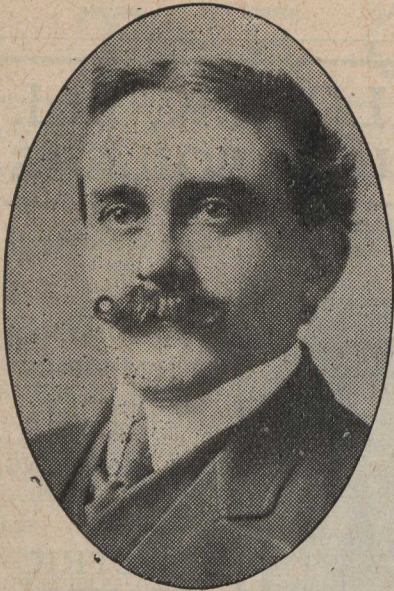
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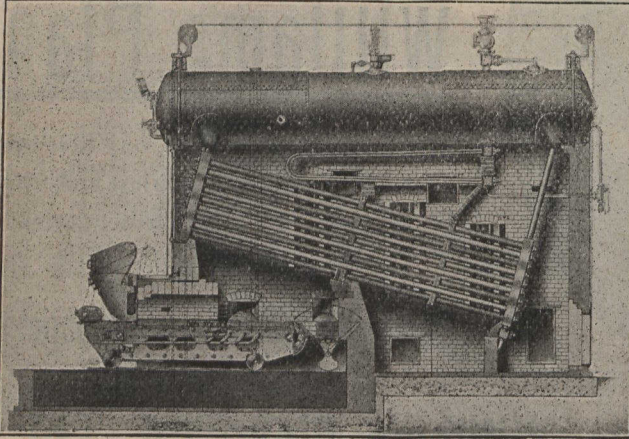
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# THE CIVILIAN

VOL. II.

APRIL 8th, 1910

No. 25

## Democracy and a Permanent Civil Service.\*

By *A. Lawrence Lowell*, President of Harvard University.

The most ancient democracy of which we have any full knowledge is that of Athens, and although the conditions of life there were very different from those in which we live, yet the political ideas of the Greeks were so simple and natural that we can readily understand them. They seem to do what we might have done under the same circumstances, and therefore we can learn much from their experience. Now while Athens was democratic, some of her rivals were aristocratic, or were ruled by a single monarch, and these other states had, in many ways, very different customs from those which she followed.

One of these customs related to the tenure of office, for almost all the public offices in Athens were held only for a year, and what is more, they were usually filled by lot. Such a state of things was regarded by the Greek writers themselves as essentially democratic — a point of view that has perplexed many students of Greek history in our own day. They have sometimes found it hard to understand why constant changes in office, and particularly selection by lot, had any necessary connection with democracy.

With the use of the lot we need not trouble ourselves here, but the short tenure concerns us nearly. The lack of any officers who held public positions long enough to acquire experience is often said to have been a source of weakness to Athens; but whether such a custom was an inherent weakness of ancient democracy or not, it was a very natural custom, for we find it in the early

stages of democracy in other places and at other times.

### Rotation in Office.

Our own forefathers in America, for example, as they became more democratic in spirit, set up the principle of rotation in office; and the same tendency was shown a few years ago, quite without any conscious imitation, by the students in Harvard College. Thinking that the management of class affairs had been too much in the hands of certain cliques, they decided that nobody should hold the office of class president for more than one year.

A striking instance of the connection in the ancient world between popular government and rotation in office is found in the history of Rome, where, so long as the republic lasted, the public officers were chosen for a single year and not usually re-elected.

Such a system worked well enough while the city was the capital of a small community, but as the Roman dominions grew rapidly in area and population it became hopelessly inadequate for the needs of the state.

Inefficiency and disorder spread, so that at last the people took refuge under the strong hand of emperors, who built up by degrees a civil service filled with professional officers holding by a permanent tenure; and it was this permanent civil service that enabled the Roman Empire to endure until western Europe had been stamped with traditions and laws that form the base of our modern civilization.

Such examples are enough to illustrate the tendency of a democracy

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toward rotation in public office and short terms of service. An absolute monarch naturally retains men in his employ so long as he is satisfied with them. He does not feel inclined to exchange officers who have served him faithfully, and whom he has learned to trust, for others who are inexperienced, and whom he does not know. A monarchy tends, therefore, to become a government by experts; and the same thing is true of an aristocracy. Members of the small ruling class enter public life young, are gradually promoted by their seniors, and make the public service a career.

But a democracy is apt to be haunted by a dread of suffering any ruling class to develop, even when its members are recruited from the ranks of the people. It fears that permanent officials, however selected, will grow out of touch with popular sentiment.

Nor is the apprehension wholly groundless. And yet it would seem that, as in the case of Rome, a great nation cannot be efficiently managed by amateurs in public office serving for short terms — a fact that goes far toward explaining why history has hitherto recorded no examples of democracies on a large scale that have long endured.

The administration of a state, like that of any great business enterprise, requires not only natural ability, but also long training and experience in the work to be done; and this is more true than ever at the present day, because the applications of modern science, the freedom of voluntary organization, and the growth in the sphere of action of the state, have made the task of administration much more complex.

#### **The Question of Permanent Officials.**

We are, therefore, faced by the same dilemma that confronted the democracies of the ancient world. If the administration is conducted without permanent officials in the important posts, the work will not be well done, and democracy will be liable eventually to be displaced by

a more efficient kind of government. The forms may, indeed, be preserved, as they were for a time at Rome, while real power passes out of the hands of the people.

If, on the other hand, the administration is committed entirely to permanent officials, then the government may be no longer popular in character. Clearly, the object to be attained is an administration by permanent officials who shall be really under the effective control of representatives of the public.

Among modern nations this problem has so far been most satisfactorily solved by England, no doubt because in her case a popular government has been superimposed upon an aristocratic one.

In England the only officers of state who change with changes of party are the ministers, about forty in number. They are truly representatives of the public, for they are responsible to the majority in the House of Commons, and through that majority to the opinion of the nation at large. It is not their business to do the actual work of administration, but to direct it, and to see that it is properly done by subordinates who fill all the rest of the offices. These last are permanent in the strictest sense; that is, government service is for them a career or profession for life, which they enter young, and in which they remain, rising, if capable, by successive steps until the age limit comes for retirement with a pension.

They are the trained experts who furnish the knowledge, the experience, and the continuity in the administration. It is they who keep it running; while they are held in touch with public needs and public opinion, and are restrained from an excessive regard for precedent, from falling into ruts, from arrogance and officialism, in short, from all the variegated sins of a bureaucracy, by the ministers to whose control they are in the last resort absolutely subject.

The minister can always override his permanent under-secretary in

case of necessity, but, in fact, is very deeply influenced by the opinion of the man who knows the subject thoroughly and possesses all the traditions of the office. The relation is, in fact, not unlike that which prevails here between the directors of a great business corporation and their highly trained officers.

In the United States the problem of the reform of the civil service has been vigorously attacked, although more from the point of view of checking the canker of spoils than of increasing efficiency by the use of experts. About two-thirds of the offices under the national govern-

ment are now in the classified service, and are filled almost wholly by competitive examinations. These, however, are nearly all clerical and inferior offices, a very minute part of them having a salary of two thousand dollars or more a year.

But if our people are to be well served, we must go further than this. No great enterprise can be successfully conducted at the present day without permanent experts of high grade, not only for technical, but also for administrative matters.

Suppose, for example, that in a railroad the president, the general passenger and freight-agents, and all

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"Good mornin', yir Riverinee. It's glad I am to see ye lookin' so fat and rosy. Ivry button doin' its duty. Sure it's wishin' I am I was like ye."

—[With apologies to Punch.]

other officers with any really executive duties, were replaced every few years by men who had no thorough knowledge of the subject. How well would that railroad be likely to be run, and how safe would travel upon it be? Yet government is also a great enterprise, and its conduct requires no less ability and experience.

There is no reason why the post-masters of great cities and the collectors of the ports should not be permanent officers. There is no reason why they should change with changes of administration, for their work involves no true question of party policy. No one has yet discovered the difference, or any proper difference, between Republican and Democratic methods of delivering letters or exacting customs duties.

There is no reason why the heads of bureaus in the same way, and indeed, all the officers in the departments at Washington — save the members of the Cabinet and their immediate under-secretaries—should not be permanent.

Now some one will say, "It is all very well to talk about a permanent civil service which shall recruit officials of high grade, but if these men are not good, there is no use in keeping them. If they are to be appointed to reward partizans, something may be gained by giving them a long experience; but, on the other hand, they are likely to be appointed with even less care than they are now, because once in a niche they will stay there, whether competent or not, while some one else does the work, and the service is liable to become a refuge for decrepit politicians. So that the key to the whole question of a permanent civil service lies in a satisfactory method of recruiting."

#### Recruiting for Public Life.

No doubt that is so. No doubt the stability of the whole edifice of the civil service rests upon the system of recruiting, and herein there is a marked difference between the Eng-

lish and American practise. With our habit of spoils, and our tradition of short service, we have felt it necessary to devise examinations that will test the immediate fitness of the candidate for the work he is to do; and if he is not expected to hold the office very long, that is the only sensible way to proceed. To select for an office a man of whatever natural ability, who is unfamiliar with the work to be done, and who will take two or three years to learn it, is obviously absurd if he is not likely to stay in the place more than four years.

Now the problem in England has been very different. There the habit of spoils, that is, the dismissal of office-holders, merely to make place for partizans, has never existed; and although at one time the use of patronage, or in other words, the appointment of men to vacancies as a reward for party service, was common, they were retained, when appointed, during good behaviour.

In England, therefore, the problem was to recruit young men for a lifelong career; and in that case, natural ability and good education are far more important than any immediate familiarity with the duties to be performed. Young men of capacity and sound mental training can be taught their duties in a short time.

The result is that the tendency in England has been more and more toward competitive examinations based on school and college studies, as compared with any attempt to test an acquaintance with the duties of the office in question.

Obviously a different grade of education is required for the upper, or discretionary, and the lower, or clerical, branches of the service; and while a large door is open for promotion, the lower offices are mainly recruited from boys who have had a good school education, the upper grades from young men trained at the universities.

Conditions differ so much in diff-

erent countries that foreign institutions can rarely be transplanted bodily, and the attempt to do so savors of academic, rather than practical, thought. Yet valuable ideas may be gained by studying foreign institutions, and sometimes parts of them can be adapted to native wants.

### Ideas Worth Borrowing.

We have now at Washington a service of scientific experts which is highly efficient, and as far as we can foresee is likely to be permanent; but the same principle is by no means applied in the general administrative service of the nation. Certainly if we need a corps of permanent officials we can devise an appropriate method of recruiting them; and that we must have such a corps cannot be doubted.

These questions are particularly burning in the government of our large cities, which are universally regarded among ourselves, no less than among our foreign critics, as the least creditable part of our public life. Ours are the only cities in the world which are not administered in the main through permanent expert officials.

Such officials are not, indeed, used in precisely the same way everywhere. In Germany the highest post in the town, that of burgomaster, correspondign to our mayor, is entrusted to a permanent administrator who devotes his life to municipal work as a regular profession. Under him are other officials of like character at the heads of the various departments, while associated with him are the elected members of the city council, chosen by the public to represent its views.

In England the form of organization is different, although the practical result is very similar. There the whole control of municipal affairs is vested in an elective town council, which manages them directly or through standing committees; but in fact each branch of the service is placed in the charge of a permanent

professional officer. He acts, of course, under the oversight and direction of the council and its committee, yet his actual influence over them is very great, and in most questions of current administration they defer to his judgment. The relation is like that between the minister and his permanent under-secretary.

In short, the permanent officials of an English city, although little seen by the outer world, are really the mainspring of the whole machinery. On their efficiency its excellence depends, to their integrity its honesty is largely due.

Here and there in American cities a department is occasionally found which has been admirably conducted by a permanent head, working usually under a board with members renewed from time to time. But this is exceptional. As a rule, the heads of departments are changed by the incoming mayor at each election, and the new men are politicians or prominent citizens, bad or good, but in any case unfamiliar with their duties; with the result that the city is constantly educating administrators, and never administered by men of experience.

Can one wonder that under such conditions our cities are not well governed? Have we any reason to believe that Americans acquire at a stroke, by the fact of appointment or election to high office, the familiarity with municipal problems which in other lands are the fruit of many patient years of work?

We must learn to distinguish between the permanent official, devoting his whole life to municipal service, who supplies the professional knowledge and experience; and the political chief, shifting with changes in popular sentiment, who keeps him in touch with public opinion. Such a distinction is as yet strange to us, but until we see it clearly, until we learn to put each of these two classes of public servants in their place and keep them there, we shall sigh in vain for durable improvement. We

may remodel our city charters as often as we please; we may seize greedily on each new device; but real reform will always elude our grasp. We have seen that in the past democracies on a large scale have proved shortlived. The lasting success of modern democracy will depend upon its capacity both to use and to control experts. This is the riddle that the Sphinx is proposing to America, and we must solve it at our peril.

### THE COMET.

The staff of the Dominion Observatory have completed their elaborate preparations for the photographing of Halley's comet, when it grows large enough in the sky next month to be seen in its glory.



One of the visits of this marvellous body happened to coincide with the Norman conquest of England, 1066. The official record of those days, on the pictorial side, was kept through the medium of the weaver's art — not the photographer's. (For that matter even the last time the comet was here—seventy-four years ago—antedated the use of the camera.) The accompanying illustration of the comet of 1066 is from the celebrated Bayeux tapestry. It may be regarded as a 1066 representation of the Dr. King of the day and his efficient staff, taking notes from their tower of observation.

### A MOVE IN THE RIGHT DIRECTION — THE POSTMASTER-GENERAL PROPOSES TO ASSIST CERTAIN OF HIS STAFF.

Hansard recently contained the following:

Hon. RODOLPH LEMIEUX (Postmaster General) moved that on Monday next the House go into Committee of the Whole to consider the following proposed resolution:

Resolved, that it is expedient to amend the Civil Service Act, chapter 16 of the Revised Statutes, 1906, by providing for the payment of salaries as follows:—

To post office inspectors on appointment, \$2,500, with an annual increase of \$100 to a maximum of \$3,500.

To assistant post office inspectors and superintendents of the railway mail service on appointment, \$1,600, with an annual increase of \$100 to a maximum of \$2,500.

To authorize the increase to the minimum of the salary of any such officers whose salary is at present less than the minimum.

To assistant postmasters, on appointment, a salary of not less than \$1,100 and not more than \$2,800.

Motion agreed to.

The necessity of a revision of the salary schedules in the Outside Division of the service thus receives the official recognition of the government though the relief is restricted to officials in the higher ranks of the Post Office only. It had been hoped that the presentation of the memorial of the Federation last year would result in a more general increase, and that the lower grades whose members are in great stress on account of the ever-increasing cost of the necessities of life would not be forgotten. This hope largely depended upon the return of prosperity and a buoyant revenue for the fiscal year just closed. The revenue has exceeded the most sanguine expectations,



and concurrent consideration for the needs of low salaried officials of the Outside Service was looked for in all good reason. It may not yet be too late. The Federation convenes in annual meeting in Ottawa on the 21st inst., when the whole question may advantageously be brought to the attention of the government.

---

**A CONUNDRUM — WHY ARE  
LETTER CARRIERS ALWAYS  
LEAN AND POLICEMEN  
ALWAYS FAT?**

—  
**The Providence, R.I., Journal Explains:**

—  
The testimony of any veteran letter carrier to the healthfulness of his employment is borne out by those scientists who address themselves to studying comparatively the physical effects of various pursuits. Whether or not letter carriers as a class live longer than workers at many other tasks may not be determined. But it seems to be established that, subject to the risk of encounter with such perils to existence as threaten human beings generally, theirs is an occupation which conserves rather than taxes a normal equipment of physical endurance. The observed benefits are in great measure accounted for by the circumstance that most of their business hours are passed in the open air and that they are always a-walking.

But another consideration is cited to account for the well-trimmed and wiry figure which the letter carrier usually illustrates, even though he be of advanced age. The science of physical training recognizes the importance of an objective in every task. For his practice of pedestrianism the carrier necessarily always has an objective, and at frequent stages of his route. The force of this is the more manifested if the policeman's lot be contrasted. Like the carrier, the policeman is requir-

ed to cover a prescribed beat; but unlike the carrier, he rarely has an incentive to arrive somewhere. Thus is indicated why it is that policemen numerous tend to obesity, while letter carriers, as a rule, are distinguished for the lean habit.

\* \* \*

**To Which the Lincoln (Nebraska)  
State Journal Adds:**

—  
Scientific gentlemen have of late been pondering over the problem presented by the traditional obesity of the policeman and the wiry healthfulness of the mail carrier. Both work in the open air, and both have a stunt of walking to perform every day. The suggestion is made that the letter carrier is comparatively long lived because in addition to his daily walking in the open air he has an incentive to get over ground that has an important bearing upon his health and his spirits. The policeman saunters, without knowing when or where active duty lies in wait for him. This circumstance, rather than his alleged habit of taking free lunches along the way, may account for his sluggishness and his rapid accumulation of flesh. The letter carrier has the thing most desired by physical directors, an objective to his task. The rural delivery man ought also to be a healthy man for his work is out of doors and has enough definiteness in it to supply a wholesome interest. It will some day be established whether constant riding in the open air tends to obesity or helps to keep a man in normal condition.

---

"I'm looking for a breezy march," said the bandmaster in a music store the other day.

"How about this one dedicated to the Aero Club?" the facetious clerk asked.

"I suppose it is written for wind instruments," the bandmaster countered.

"Well, the air is easy," the clerk shot back, and the interchange stopped.—Philadelphia Inquirer.

# THE CIVILIAN

Devoted to the interests of the Civil Service  
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THE EDITORS,  
THE CIVILIAN,  
P. O. Box 484, Ottawa

Communications on any subject of interest to the Civil Service are invited and will receive careful consideration.

Ottawa, April 8th, 1910

A COMPLIMENT TO THE OTTAWA C. S. ASSOCIATION.

The United States Senate is making extraordinary efforts to delve into the meaning of the present high level of prices. A select committee on Wages and the Prices of Commodities has been appointed, and has already begun to issue some of the fruits of its labours. Under date of February 24, a special bulletin on the cost of living in Canada was issued and presented by Senator Lodge to the Senate. The service will be interested to learn that two-thirds of the bulletin is made up of the 1907 memorial of the Ottawa Association on cost of living, which is republished in its entirety, including even some rather obvious errors of the printer — so authoritative is it regarded. The incident is of good omen with regard to certain other reforms that the Canadian civil service has no less at heart.

## GOVERNMENT INSURANCE.

For the third successive issue *The Civilian* is bringing to the attention of the service at large the important subject of insurance under the C. S. Insurance Act. Since the publicity campaign was begun, a month ago, there have been quite as satisfactory results as could be expected from a canvass of this nature. Thirty-five of *The Civilian* application forms were used, and a number of applications were received by the Insurance Department directly traceable to the information furnished by *The Civilian*. It is therefore safe to estimate that between \$50,000 and \$100,000 worth of new insurance will be taken out by civil servants, and probably there is more to come.

In the references made to this subject in the two preceding issues, an appeal has been made on behalf of those who, for various reasons, have something to gain by an increase in the number of policyholders and they were called upon to take an interest in the attainment of that end. It has not seemed necessary to preach very much to the eligible non-policyholder as to the desirability of taking something which is a good deal in the nature of a gift.

\* \* \*

A final word may now, however, be said to those who have not yet accepted the government's offer of a cheap insurance policy. The point to be taken up is quite apart from the sentimental one of protection to one's family and dependents, in which case preaching might well seem superfluous, but deals with the money-saving, materialistic feature of this insurance policy. A policy of insurance was issued within the past twelve months by the largest insurance company on this continent, the annual premium on which was \$36.70. The insured desired to make quarterly payments, and the sum of \$9.73 was announced as the figure which he must pay four

times a year. Four times \$9.73 equals \$38.92, or \$2.22 more than the annual premium, \$36.70. Now in the government policy, nearly all the payments are made monthly, and on the basis of the case stated above the additional charge would be more than \$2.22, as there are twelve annual payments instead of four. Instead of making this charge the government grants the accommodation absolutely free. This fact is, in some sense, an offset to the claim raised by a correspondent in a letter we publish to-day in regard to the medical examiner's fee of \$5.00. The department finds itself unable to dictate to the medical examiner what his fee shall be, but on the whole the prospective policyholder will find his policy so advantageous that there will be compensations to make up for this seemingly excessive charge.

\* \* \*

In this issue, for the third time also, we are printing the application form which will be found on page 709. In closing this series of articles, we venture to make a suggestion, which was hinted at a fortnight ago, as a means of carrying on this work to its more successful conclusion. We suggest that the C. S. Federation of Canada organize a special committee to be devoted entirely to the purpose of canvassing the service from end to end of the Dominion, and we believe that President J. A. Smith may confidently be relied upon to set the machinery in motion. A number of good purposes will be served by the success of such a propaganda:

(1) Many civil servants will have entered upon a good investment of both a provident and benevolent nature.

(2) This will pave the way for the necessary extension of the act to those who are under Superannuation Fund No. 1, as well as for a more generous application of the act as regards women.

(3) And perhaps not the least im-

portant, it will indicate to the government that the members of the service are a live body of men and women always ready and desirous to improve their positions by taking advantage of the opportunities at their disposal.

---

### DEATH OF MR. GEORGE LOWE.

The service lost one of its most esteemed officers in the death of Mr. George Lowe, Comptroller of the Currency in the Finance Department, which occurred on Sunday, March 26th. Mr. Lowe was in his office a few days before his death, and the sad event is especially poignant in view of the fact that he had only a few weeks previously been promoted to the high office of Comptroller of the Currency. His demise is keenly felt by the members of his department, and particularly of the Currency Branch, where he was justly held in high esteem.

Deceased was a native of Banff, Scotland, and was born there on Christmas Day, 1841. His family moved to Canada in 1858, his father the late George Lowe, residing in Carleton Place for many years.

Mr. Lowe was first engaged with the old Brockville and Ottawa Railway Company, of which he was secretary-treasurer for several years. He was a captain in the militia and served at the front during the Fenian raid. Thirty-five years ago he first entered the department of finance.

Mr. Lowe was a man of unimpeachable integrity, of a retiring disposition, kindly and charitable, and will be deeply mourned by numerous friends and acquaintances.

---

"This cigar tastes as if it was made of cabbage," growls the customer.

"Huh!" replies the clerk. "If you knew the wholesale price of cabbage this year you wouldn't insinuate that it could be put in a five-cent cigar."—Judge.

## At the Sign of the Wooden Leg.

In a recent talk I referred to the use to be made of quotations in preparing an article for the press, and thus gave away some trade secrets. I intend to risk the union's ire by telling you this week how statistics may be employed to fatten up lean calves for the journalistic market. It is folly of the extreme kind to invoke Clio, Euterpe et al. and forget "the hard-grained muses of the cube and square" when one has a clientele that wishes to be instructed as well as to be entertained. And nothing convinces one more that he is growing wise than to acquire a few "cold facts" or to be able to have a few "plain figures" at his hand. I will not discuss here the soundness of this conviction, but will try rather to show how the judicious use of the habit of systematizing one's observations may lead to the much-desired end of being considered an authority on some subjects.

Suppose a person is writing a brochure entitled, "Some observations on the ratio existing between the number of pedal extremities and the number of ocular organs of bipeds and quadrupeds." He might find it difficult to publish more than the title page if he did not use statistics, but with a proper use of tables he could go on for many pages without appearing to be too prolix. He has only to say: "Let us place our observations in tabular form," and lo! he steps with complete credentials into the noble company of savants. Any table will do. The lover of statistics takes joy in the figures themselves. He does not demand soul and atmosphere and tones as do the devotees of other arts. He is a dipsomaniac on facts, if one may be pardoned a paradox that suggests drinking things so dry. Well, here are a couple of tables that will serve as well as any others:—

TABLE I.—RE QUADRUPEDS.

Organism observed	No. of feet	No. of eyes	Ratio of feet to eyes
Horse .....	4	2	2 to 1
Cow .....	4	2	2 to 1
Dog, &c.....	4	2	2 to 1

TABLE II.—RE BIPEDS.

Organism observed	No. of feet	No. of eyes	Ratio of feet to eyes
Hen .....	2	2	1 to 1
Man .....	2	2	1 to 1
Goose, &c.....	2	2	1 to 1

These will form the basis of a theory that in quadrupeds the number of feet is to the number of eyes as two is to one, while in bipeds the ratio is as one to one. A novice at the business may have to quit at this point, but a real sure-enough statistician will only have just started. He will foresee the objections of those who have observed men with but one eye, not to overlook the Cyclops, or those who to overthrow the conclusion will publish photographs of dogs with three legs, of whole lines of storks standing securely on a single limb. He must gather more statistics to prove how small is the percentage of these to the whole universe of bipeds and quadrupeds. If he wish to depart a little from the main road he may even investigate certain cases he will be sure to encounter where the loss of one eye has seemingly affected the use of one leg, and dilate glowingly on the possibility of restoring failing eyesight by the use of asbestos insoles. I will not give you here the appropriate tables that should be prepared for these purposes, but tables he must and will have if his investigations are to make him known. I am a very modest statistician myself. I

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stand with hat in hand when I meet a true professor of the science, feeling as if I were in the presence of one who numbers the very hairs of my head.

The immediate cause of my writing on statistics was the information I received the other day that in some departments a staff is employed making summaries of the attendance books. I do not know how far their examinations extend, whether there is a system of weighting whereby a ten minutes secured before nine is balanced against one minute's absence after nine-fifteen, but I saw in a flash what a revel of figures was here for the statisticians. Oh, that I could flash my maiden sword, or pen, upon these cohorts of raw facts, that I might be commissioned to draw and quarter them as my theories pleased! Give me plenty of paper, and ink, both black and red, (the red is very important) and I would show you a thing or two. Think of the glory of finding to five places of decimals the average number of minutes late per diem of the clerks in B1, or of establishing the ratio of the sick leave granted in the P. O. D. to the number of men with three initials signing in the Audit Office. To fill my cup to overflowing, I would like to be placed in charge of the attendance books in some department where they sign four times a day. "Mean time," "elapsed time," "average lunch-time"! Do you not see the possibilities? I should have sidereal clocks, sextants, comptometers and all sorts of aids to bring the calculations down to fractions of a second,—and I would be graded as a higher technical officer and not be required to sign the book myself.

There are a few incidentals about this work, quite apart from the matter in hand, that I would have attended to. I should have over each desk, for instance, a framed copy of the speech of Jacques in the Wood of Arden, with these words underlined:

"Then he drew a dial from his poke,

And looking on it with lack-lustre eye,

Says very wisely, 'It is ten o'clock, Thus may we see,' quoth he, 'how the world wags:

'Tis but an hour ago since it was nine.'"

Yes, I would have the last words doubly underlined, for the government may fade away and commissions vanish, the cobwebs may hang in grim festoons above the desks of the deputies, but the man who holds the destinies of the service in his hands is the man who can draw a dial from his poke and bring the time of the day into relation with that true hour of sunrise, nine a.m. "Morning's at seven, 'the hillside's dew-pearled,'" said Mr. Browning; but he was wrong. Morning's at nine and the hillside is glistening with the sweat drops of civil servants rushing in from Rockcliffe and the Glebe to catch the Book before Lachesis slits the thread of time with her abhorred shears.

SILAS WEGG.

#### CIVIL SERVICE SAVINGS AND LOAN SOCIETY.

##### Statement to 31st March, 1910.

###### Receipts—

Shares ... ..	\$ 6,162 00
Fees ... ..	55 70
Deposits ... ..	1,285 90
Repaid on loans ... ..	7,482 74
Interest paid on loans ... ..	326 99

###### Expenditure—

Shares withdrawn ... ..	280 50
Deposits withdrawn ... ..	275 00
Interests paid on deposits ... ..	20 64
Loans granted... ..	14,308 48
Expenses ... ..	172 58
Dividends on shares ... ..	29 96

###### Balance on 31st March, 1910—

Shares ... ..	5,881 50
Fees ... ..	55 70
Deposits ... ..	1,010 96
Amount on loan ... ..	6,915 74
Cash ... ..	136 17

Loans granted to date—245.

Average amount of loans—\$58.77.

## The Merit System in Operation—How an important post in the Labour Department is being filled.

Up to the present time the accounts of the Labour Department have been administered by the Accountant of the P. O. Dept. The office of Accountant has now been created within the Labour Dept. proper, at a salary of \$1,600, in Division 2 A. The Minister of Labour asked the Commission to obtain the best man possible for the position. The Commission thereupon ordered a competitive examination open to all. Besides the usual advertisement in the Canada Gazette, special notices were sent to the accountants' branches of the departments inviting applications. Members of the service have thus the opportunity to better their positions, and the event affords an opportunity to make a comparison between the new way and the old. In order to provide the service with all the materials for a perfect judgment and comparison in this connection, the examination papers given in this test are printed below. In addition a test in penmanship was required of the applicants. The papers follow:—

### BOOK-KEEPING, THEORETICAL.

(Paper No. 1.)

Tuesday, March 29th, 1910, from 9.30 a.m. to noon.

(Candidates are requested to observe the regulations strictly.)

1. Define:—Double entry book-keeping. Accounts receivable, Accounts payable, Fixed assets, Mortgage, Bill of Sale, Bond, Debenture, Coupon, Cheque, Draft, Note, Trade discount, Cash discount, Bill of exchange.
2. Write a cheque complete, also a draft and a note and state various forms in which a cheque may be made payable. What effect has the endorsement of a note by a third party?
3. (a) For what purpose is a bill protested?  
(b) When is it not necessary to protest a bill?  
(c) What parties to a bill are liable for the protest fees?  
(d) What is a holder in due course?  
(e) What is the effect if a party becomes the holder of a bill after maturity?
4. A block of debentures for \$10,000.00 paying interest at 4% semi-annually for 20 years is bought by an investment company at \$96.65 and accrued interest, thus yielding the purchasers  $4\frac{1}{4}\%$  on their investment. Interest accrued at time of purchase is \$100.00. Show by Journal entries the necessary record of this purchase, as well as entries when first interest payment is received by the company.  
If same debentures had been bought at \$103.50, yielding  $3\frac{3}{4}\%$ , with \$100.00 accrued interest, show corresponding entries.
5. (a) In the case of a loss by fire in a business owning its buildings, plant, furniture and stock, what disposition would you make, upon the books, of the insurance money received, and why?  
(b) By what method would you arrive at the approximate value of stock on hand, for the purpose of assisting in the adjustment of a loss by fire in the middle of a financial year?
6. (a) What are estimates of revenue and expenditure, and how are they prepared?  
(b) What are parliamentary appropriations and departmental appropriations?
7. If you had appropriations under ten headings, say, Salaries of deputy head, chief clerks, three classes of clerks, travelling expenses, contingencies, agents, &c., how would you keep ledger accounts showing the monthly expenditure and unexpended balances in each account? What books of original entry would be required, and how would they be used? Draw plans of the ruling of each book and illustrate the operation of the system by entries of your own, using one item under each heading to represent a number of items.
8. What is the nature of a voucher you would require to satisfy yourself and the auditor that the payments you have made are properly authorized and legally receipted?  
Draw up a sample form of such a voucher.
9. After what time is an ordinary debt un-tute of Limitations, also a promissory secured non-collectable under the Statute and a mortgage?  
What circumstance can renew a debt?
10. Make a statement of unearned fire insurance premiums as on December 31, 1909, on the following policies:—

Atlas, dated May 15, 1909, one year premium ... ..	\$ 72 50
Ætná, dated June 1, 1909, one year premium ... ..	86 45
Manchester, dated July 20, 1909, one year premium ... ..	138 60
L. L. & G., dated Aug. 4, 1909, one year premium ... ..	75 00
Phoenix, dated Sept. 18, 1909, one year premium ... ..	125 00
Hartford, dated Oct. 17, 1909, one year premium ... ..	67 50
Royal, dated Nov. 3, 1909, one year premium ... ..	87 00

BOOK-KEEPING, PRACTICAL.

(Paper No. 2.)

Tuesday, March 29th, 1910, from 1.30 p.m. to 5.30 p.m.

(Candidates are requested to observe the regulations strictly.)

1. A partnership printing business shows the following Statement of Assets and Liabilities on December 31st, 1908:—

Assets.

Plant ... ..	\$14,600 00
Land and Buildings ... ..	19,700 00
Office Furniture ... ..	500 00
Mdse. per inventory ... ..	12,900 00
Accounts Receivable ... ..	10,000 00
Bills Receivable... ..	2,000 00
Bank of Montreal, bal. ... ..	600 00
Cash on hand ... ..	100 00
	<hr/> \$60,400 00

Liabilities.

Bills Payable ... ..	\$ 2,000 00
Accounts Payable ... ..	6,980 00
Bank of Montreal loan. ... ..	5,600 00
Plant, reserve for depreciation ... ..	3,000 00
Bad debts reserve ... ..	1,000 00
Robertson, capital ac... ..	20,000 00
Thompson, " ... ..	20,000 00
	<hr/> 58,580 00
Surplus... ..	1,820 00
	<hr/> \$60,400 00

Make entries in Journal and Cash-book to cover the following changes in the accounts between the beginning and the end of the year:—

Purchased Plant from Accounts Payable... ..	\$ 139 19
Purchased Office Furniture from Accounts Payable ... ..	59 69
Received Cash from Bank of Montreal on loan ... ..	868 43
Deposited Cash in Bank of Montreal... ..	200 00
Received note (Bills Rec.) from Accts. Rec. ... ..	281 51
Accepted draft on Accts. Payable for ... ..	500 00

Purchased from Accounts Payable goods valued at ... ..	11,677 85
Sold to Accts. Rec. goods valued at	42,108 92
Received from Accounts Receivable, cash ... ..	41,778 09
Paid Accounts Payable for goods, cash ... ..	10,841 35
Paid in Cash accounts chargeable under the following headings:—	
Plant repairs ... ..	\$ 129 64
Light, Heat and Power ... ..	702 08
Cartage ... ..	22 10
Insurance... ..	546 30
Advertising ... ..	283 09
Office Salaries ... ..	933 00
Interest and exchange... ..	1,300 96
General expense ... ..	570 50
Office " ... ..	604 97
Travellers' expense..	1,223 77
" salaries..	1,683 30
" commission	2,339 25
Rent and taxes ... ..	1,301 07
Factory expense .....	814 64
" wages .....	16,114 30
Partners' salaries....	3,006 02
	<hr/> \$31,574 99

Allowed discounts to customers (Accounts Receivable)... .. 66 79

Earned discounts from creditors (Accounts Payable)... .. 66 79

Draft a Cash-book providing columns for Bank and Cash accounts, Discounts allowed, Discounts earned, Merchandise, Expense, Bills Receivable, Bills Payable and Sundries. Arrange for posting totals of columns and for balancing the cash by the addition of one column on each side of Open Reserve account for depreciation of Plant and Machinery, and allow 5 per cent.

Open Reserve account for loss on Accounts Receivable, allowing 5 per cent.

Write off 10 per cent. for depreciation in value of Office Furniture.

Close the accounts and prepare a balance sheet, including a trading and profit and loss account, distributing the net profit equally between the partners.

2. How would you make an entry for three days' wages accrued at the end of the year but not paid, so that Factory Wages would be charged with the amount, and it would also appear as unpaid?

What entry would be made for the full week's wages when due.

3. What is the cost laid down of the following invoices of goods:—

- 4 doz. pans @ \$4.80; 5 doz. pails @ \$21.50; 7 doz. pans @ \$9.75; discount, 75%, 12½%, 10% and 5%; duty, 30% of invoice price; add freight, \$1.78. To the cost add 33¼% to find selling price.
- Also: 3 doz. Jap. pans @ \$1.30; 2½ doz. Jap. pans @ \$1.65; 7½ doz



Jap. pans @ \$2.40; discount, 50%, 12½% and 5%; duty, 30% of invoice price; add freight, \$1.06. To the cost add 50% to find selling price.

4. Give a sample of a ledger account in which you would keep a record of a loan secured by a mortgage, showing all information necessary as to amount, time, rate of interest, due dates, having principal and interest separated.
5. Draft a form of pay-roll which will provide columns for name, amount earned, net amount due, amount paid, deductions for goods and Accident Insurance, rate per day or week and time, arranged in their proper order. Fill in six names and amounts in their proper columns, and prove the correctness by vertical and cross additions.

COMMERCIAL ARITHMETIC.

Wednesday, March 30th, 1910, from 9.30 a.m. to noon.

Note.—The work of each question must be given.

1. R. D. Stewart, Ottawa, bought of Heintzman & Co. of Toronto, March 1st, 1910, on account 60 days, 5 per cent. 10 days: 5 pianos at \$150, 6 pianos at \$575, 4 pianos at \$250, less 40 per cent. from each list price; 10 organs at \$125, less 25 per cent. and 10 per cent.

Prepare in good form an invoice for the above, and properly receipt it in full on March 7th, 1910.

2. What is the face of a seventy-day note bearing interest at 6 per cent., which, when discounted on the day it is made, at 8 per cent., yields \$622.38?
3. An agent sold a consignment of 200 barrels of apples at \$3.50 a barrel on a commission of 3 per cent. He paid freight at 20 cents a barrel out of the proceeds. After deducting his commissions and reserving a sufficient sum to prepay freight at 12½ cents per cwt., he buys sugar at 6¼ cents a pound on a commission of 2 per cent. Find the number of pounds of sugar bought.
4. On a bill of \$380, a buyer is offered (1) four successive discounts of 10 per cent. each, or (2) 35 per cent. discount. How much does he gain by accepting the better offer?
5. A merchant orders from Liverpool sufficient Axminster carpet to cover a floor 27 feet long and 20 feet wide. The carpet is laid in the most economical direction; it is 27 inches wide, and it has a complete pattern every 7 feet. The price of the carpet is 6s. 10d. a yard. Find the cost of

the draft mailed to Liverpool to pay for the carpet, sterling exchange being at 9¾ per cent.

6. Given (1.07)<sup>9</sup> equals 1.83845, find what \$500 will amount to in 18 years at 7 per cent., compound interest.
7. Find the date when the balance of this account should be paid:

MACDONALD & Co.

1910.

Jan. 3.	Mdse. 10 days.....	450
Jan. 29.	Mdse. 1 month.....	220
Feb. 17.	Mdse. 45 days.....	475
Jan. 13.	Note 1 month.....	300
Feb. 20.	Cash... ..	200
Mar. 3.	Cash ... ..	250

8. A man has \$25,000 stock which pays a dividend of 8 per cent. When money is worth 7 per cent., he sells out and buys 12 per cent. stock at 205. Find the change in his income, after allowing ½ per cent. brokerage for each transaction.
9. A man lends \$4,800, part of it at 7 per cent. and the remainder at 8 per cent. His annual receipts from both investments are \$359. Find the sum lent at each rate.
10. Three merchants enter into partnership. The first, A, puts in \$660 for 6 months; the second, B, a certain sum for 12 months; and the third, C, \$640 for a certain time. When the accounts were settled, A received \$1,200 for his stock and profit, B \$2,400 for his, and C \$1,040 for his. What was B's stock and C's time?

ENGLISH COMPOSITION.

Wednesday, March 30th, 1910, from 1.30 p.m. to 4.30 p.m.

(Candidates are requested to observe the regulations strictly.)

1. Write an essay of about 400 words on one of the following subjects:—
  - (a) The Canadian Navy.
  - (b) The Rivalry between Britain and Germany.
  - (c) United South Africa.
  - (d) Aerial Navigation.
  - (e) The Reformed British House of Lords.
  - (f) The American Invasion of the Canadian West.
2. Fifty English teachers are soon to visit Canada, and they purpose spending two or three days in your city. The head of the party has written to you, the secretary of the local board of education, requesting information on the following:—the names and rates of a few local hotels; the places in and about the city of interest to tourists; the names of the chief educational institutions and of the leading educationists of the city.

Write the letter and give the required information. Promise that the visiting teachers will be taken charge of by a committee of local educationists.

3. Write a dignified reprimand to one of your subordinates who has for some time shown gross carelessness in his work, a lack of punctuality in his attendance, and a general indifference or negligence in the observance of his duties. Tell him that, unless a marked improvement takes place, he will be dismissed from the service.
4. Show by examples of their use or by precise definition that you are able to use the following pairs of words with discrimination:—

**anticipation and expectation;**  
**precedence and precedents;**  
**federation and confederation;**  
**attorney and barrister;**  
**pronunciation and articulation.**

5. Criticize the form of the following:—
- I like Canada as well if not better than England.
  - He don't care for those sort of apples.
  - Neither the first nor the second series are required.
  - Whom do men say that I am?
  - The equanimity of mind of that young widow woman was most admirable.

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### Spring.

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With Windflower now and Daffodil  
 That bird they call Cuckoo  
 Goes shouting now o'er vale and hill  
 His Allelu—  
 Alleluia!

He feasts him on the Cuckoo's-meat,  
 The Wood-sorrel so new;  
 And shouts his grace ere he doth eat—  
 His Allelu—  
 Alleluia!

Sith Christ hath left the wormy grave  
 The world's in green and blue;  
 This clerk sings piously his stave—  
 His Allelu—  
 Alleluia!

Up hearts! for Jesus Christ His sake,  
 Who by His dying slew  
 Both sin and death. Here's one awake  
 Calls Allelu—  
 Alleluia!

—Katherine Tynan in the *March Atlantic*.

## From a Woman's Standpoint

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A great deal of information regarding the employment of women in the British civil service can be gleaned from the "Civil Service Year Book and Official Calendar for 1909." In the general post office last year there were employed 2,288 woman clerks, of whom three held the position of superintendent, three were deputy superintendents, and twenty were assistant superintendents. The remaining number were classified as principal, first-class and second-class clerks. The salary of a woman clerk of the second class commences at £65, and rises by annual increments of £5 to £110. Such women are eligible for promotion to the higher offices until the positions of superintendent is reached, of which position the maximum salary is £500 per annum. The entrance of these clerkships has various restrictions: the limits of age are 18 and 20; candidates must write on competitive examinations, including as subjects: English composition, arithmetic, geography; any two languages, Latin, French, German; and any two of English history, mathematics and shorthand.

In 1897, a new class of female clerks was created, designated girl clerks. The age limits of these clerks are 16 and 18, and at the end of two years of service girl clerks who are certified by the Head of their department to be competent, may be promoted as vacancies occur to the class of women clerks. If this certificate of competency be not secured, such clerks are eligible for transfer to the class of female sorters. The salary of girl clerks commences at £42, and increases by £3 per annum to £48.

Both women and girl clerks are required to work for seven hours a day. They are granted a months' leave of absence each year besides bank holidays.

Another class of women civil ser-

vants is that designated as female learners, who occupy positions in the various cities and towns in the United Kingdom. Their service seems to be a probationary appointment until a requisite degree of proficiency has been attained when they are appointed to the established class of telegraphists. During probation, these learners are obliged to attend a telegraph school for four hours a day for a course of instruction in telegraphy. They work eight hours daily, and sometimes Sunday work has to be performed.

There are also women in the British service employed as sorters, their duties consisting in sorting and arranging official papers relating to postal business. For entrance to this class, competition has always been keen, as the scheme of examination is very simple.

Before entering these positions, there are certain regulations which must be observed, and some interesting restrictions, for instance, "candidates must be at least 5 ft. in height (without boots)."

Under appointments filled by nomination, is that of female typist, which class of clerk was in 1894 placed upon the permanent establishment of the civil service. Many appointments have been made since then, so that typists are employed in a long list of departments. A new condition which enters into their appointment, differing from that of other women clerks, is that before competing for appointment, candidates must be nominated by the head of the office in which they wish to serve. This restriction was imposed by the commissioners in order to avoid a large number of women competing, at considerable expense to themselves, when only a few could be appointed. Such positions as inspector on the Board of Education, and inspector of factories, are also sometimes held by women, and for these positions a higher standard of education is required — preference being given to candidates holding a

University degree in Honours, or some similar distinction.

A glance over examination papers for woman and girl clerks in the Post Office is indeed edifying, before one closes this interesting volume. They seem to be such as could be taken with ease by students in the third form of the Ontario High Schools, and present no special features to show them especially adapted to the female mind. Yet one must make an exception in this regard upon reading the subjects for English composition (September, 1907). "Why are appointments in the civil service so much sought after?" Or, "The importance of Paris to the world of fashion." Or, "Some people earn more wages than others. Should they be prevented from so doing?" Upon such subjects as these, surely the least of us could have sufficient matter to fill the required two foolscap pages.

FREA CANNAIAD.

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### Correspondence.

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We do not hold ourselves responsible for opinions expressed under this heading.

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#### "Outside" Disabilities.

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To the Editors of *The Civilian*:

Enclosed please find my cheque for two dollars — subscriptions to your magazine.

The Outside service generally feel grateful for your advocacy of our cause. The position of the Outside service in the West is peculiarly painful, especially as regards the lower grade men, whose salaries are inadequate to the cost of living. The result of the low salaries paid them is seen in the constant resignation of our best men, simply because they cannot exist on the pittance given them. Last month a bright young man in our Calgary office resigned because a commercial firm doubled his salary. Every civil servant in

Canada should be a subscriber to your magazine, which is worthy of every encouragement.

Yours sincerely,  
JNO. K. BARRETT.

Winnipeg, March 24th, 1910.

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### Insurance Fees.

To the Editors of *The Civilian*:

Mr. Editor, pardon me for again butting in; but I notice in your latest article regarding C. S. Insurance that the Departments seem not to have control over the examination fees. In this city where a doctor's sign hangs out at nearly every prominent corner, I have no doubt that there are many who would be only too glad to get a few applicants to examine at \$2.00 per head, the same as the Ottawa examiner charges. I have talked with a number of civil service men about this insurance, and all agree that \$5.00, nearly three days' pay, is too much to pay out for examination.

I might add that when I can get examined for \$2.00, I will present my application, which I have had for more than a year.

Thanking you again, and for taking notice of my last letter.

I am, yours truly,

W. T. G. CORMAN.

St. John, N.B., Mar. 30, 1910.

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### Some Good Suggestions.

To the Editors of *The Civilian*:

Although a subscriber to your paper for the past year, I have been until recently but a desultory reader of its pages.

The last two or three issues, however, have interested me greatly, and I trust that you will permit me to place before you (and your readers) a few thoughts which have occurred to me respecting the magazine and its contents.

There is no question in my mind

but that the logical and intelligent articles on the salary question, increased cost of living, etc., have had much to do with the very welcome increment in the salaries of the inside service which was recently granted by the government. This alone would have furnished a 'raison d'être',—if one were needed,—for the existence of your valued paper. But, as is generally known, we in Canada are simply following the lead of the older countries of Great Britain and the United States, in publishing a magazine devoted entirely to the interests of the civil service of the Dominion. Naturally, we must begin in a small way and gradually work up to greater results. When one compares the last two issues of *The Civilian* with the first copy, which appeared not two years ago, the advance has been truly remarkable.

It is indeed surprising that every member of the civil service of Canada, both inside and outside, is not a subscriber to your paper. In course of time I feel confident that such will be the case.



One of the best services which you have rendered to the members of our service is the series of articles which you have lately started on the subject of cheap government life insurance. Strange as it may seem, very little knowledge of the benefits of this form of insurance obtains throughout the service, and the best evidence of this is the fact that so many, all over the Dominion, are now applying to obtain the advantages accruing therefrom.

But while, as I have observed, the inside service has received a substantial betterment of condition, there still remains the outside service for the consideration of the "powers that be," and here, too, your paper has done signal work in advancing the claims of our less fortunate brethren. It is to be hoped that the time is not far distant when this increase will also be forthcoming.

**NEWEST  
STYLES**  
in  
**Baby  
Carriages**

Mothers who are looking for something novel, uncommon and out-of-the-ordinary in Baby Carriages will be delighted with our spring stock of Baby Cabs, Carriages and Collapsible Go Carts. They possess so many new and important features that it is impossible to describe them within a limited space, but inspection will prove that they are charming and an expert attendant will demonstrate all their new points.

We expect to do the Baby Carriage business of the city this season with this splendid stock.

 **CASH OR CREDIT.** 

**S. A. LUKE**  
Housefurnisher      'The Metropolitan'  
SOLE AGENT FOR WHITE SEWING MACHINE  
**59-61 RIDEAU STREET**

But while your columns have contained many articles of interest on the above (the more serious) questions which concern the body politic of the service, will you permit me to suggest one or two items of a lighter vein which, I think, might well be included in your pages. There are many organizations, clubs, etc., connected with the service, which are not generally known to all our members. Could you not devote a page or two towards giving in a categorical list the names of these, with the members composing each? This might be made a standing article, in the successive issues of *The Civilian*. Then, again, you might have a couple of pages devoted to a resume of the events in high-class sport which have occurred throughout Canada during the interval between issues. There are many old countrymen in our service (I am not one) who would read with interest of the sporting events "at home," and I am sure would take a keener interest in your magazine.

Trusting that my letter has not been too long or didactic for insertion in your pages.

I am,

Yours truly,

"SIMPLEX."

Ottawa, April 4th, 1910.

After many useful years devoted to showing the farmers of the country how to raise better and bigger crops and more satisfactory animals for meat, the United States Agricultural Department has now stepped into the kitchens and the pantries, so to speak, to teach the housewives the best and most economical ways of using those crops and that meat.

These instructions are contained in a government pamphlet which might be called the Federal Cook Book, but which is modestly labelled Farmers' Bulletin 391. The writers are Dr. C. F. Langworthy and Caroline L. Hunt, experts in nutrition in the department office of experiment stations.

The New York Evening Post in devoting a three column review to the Bulletin, says:

"It will repay anybody with a poor appetite to open the book, in spite of its depressingly solemn government cover, skim through the scientific things in the introduction, and get to the scores of recipes for tempting dishes."

## Openings in the Civil Service.

The C. S. Commissioners have published notices of the following vacancies:

### General.

A general competitive examination, under the direction of the Civil Service Commission of Canada, will be held on Tuesday, the 10th day of May, and following days, at Halifax, Yarmouth, Sydney, Charlottetown, St. John, Fredericton, Moncton, Quebec, Montreal, Ottawa, Kingston, Hamilton, Toronto, London, Sault St. Marie, Port Arthur, Winnipeg, Brandon, Regina, Saskatoon, Calgary, Edmonton, Nelson, Vancouver and Victoria. Such examination shall have reference to the following positions to be filled during the period from July 1st to December 31st, 1910, in the inside division of the Civil Service of Canada, viz.:

20 clerkships (for men) in subdivision B of the Third Division. Initial salary of five of these clerkships, \$700, initial salary of the other fifteen clerkships, \$500.

5 clerkships (for women) in Subdivision B of the Third Division. Initial salary, \$500.

15 positions as stenographer and typewriter (for men) in Subdivision B of the Third Division. Initial salary, \$500.

15 positions as stenographer and typewriter (for women) in Subdivision B of the Third Division. Initial salary, \$500.

40 clerkships (for men) in Subdivision B of the Second Division. Initial salary, \$800. In the case of two of these clerkships the persons to be appointed must, in addition to being successful in the regular examination, possess a knowledge of stenography and typewriting, and in the case of three others a knowledge of bookkeeping will be necessary in addition to the regularly prescribed subjects.

A general examination for positions as messenger, porter, packer or sorter will be held at the same time and places. Success at this examination does not assure candidates of an appointment, but in cases where the Commission is asked to fill any position in the Lower Grade offices, selections will be made, in order of merit, from the list of successful candidates at this examination.

Persons desiring to present themselves for any of the above examinations may obtain all necessary information, copies of the rules and regulations, and forms of application from the Secretary of the Commission either on personal application or by writing.

Applications from intending candidates must be filed on or before the 15th day of April next. No exception can or will be made to this rule.

### Special Positions.

1. Two clerks in the Naval Stores Branch of the Department of Marine and Fisheries,

one in Subdivision B of the First Division, (Officer in charge), initial salary \$2,100, the other in Subdivision A of the Second Division (Assistant officer), initial salary \$1,600. In addition to a good general education and training candidates must have special experience in the purchase and management of Naval supplies.

2. One clerk, Subdivision B of the Second Division, in the Naval Branch of the Department of Marine and Fisheries, initial salary \$1,300. Candidates must have a thorough knowledge of naval routine work, including gunnery.

3. One draughtsman, Subdivision B of the Second Division in the Department of Marine and Fisheries, initial salary \$1,200. Candidates must have a knowledge of mathematics, including plane trigonometry; mensuration; physics, including graphic statics; principles of design, including strength of material; and some knowledge of applied mechanics is also desirable. They must, further, have a knowledge of land surveying, including the use of the transit theodolite, level and sextant; a knowledge of current practice in the erection of buildings and minor engineering works especially in reinforced concrete; a knowledge of draughting, including ability to design various architectural, mechanical and civil engineering works, and to prepare working drawings of the parts; capacity to make neat and accurate drawings; and a knowledge of the principles of the various projections commonly used.

4. Two clerks, Subdivision B of the Second Division, in the Hydrographic Survey Branch of the Department of Marine and Fisheries, initial salary \$900. Candidates must be graduates in the scientific department of some recognized university, and must have good eyesight. Special subjects of examination,—draughting and plotting surveys from field-notes, mathematics including the solution of plane and spherical triangles.

5. Accountant, Naval Branch, Department of Marine and Fisheries, Subdivision B of the First Division, initial salary \$2,100. Candidates, in addition to a good general education, must be experienced accountants and have some considerable knowledge of naval accounts.

6. Two accountants in the Accountants' Branch of the Department of Marine and Fisheries, Subdivision A of the Second Division, initial salary \$1,600. Candidates, in addition to a good general education, must be experienced accountants.

7. Six clerks, Subdivision B of the Second Division, in the Topographical Surveys Branch of the Department of the Interior, initial salary \$1,000. Candidates must be graduates in the scientific department of

some recognized university, or must have passed the prescribed examinations for Dominion Land Surveyors.

In their applications for any of the foregoing positions, candidates must state their age, whether they are natural-born or naturalized British subjects, and, if not born in Canada, how long they have been residents of the country; they must also give particulars as to their education and their special qualifications and experience in connection with the requirements of the position for which they apply. References should also be furnished to persons whose knowledge of the candidate and of the duties to be performed may enable them to give reliable information as to the fitness of the candidate to fill the position applied for.

The examination for the positions specified in paragraphs 3, 4 and 7 will be held on Tuesday, the 10th May, and following days, at such centres throughout the Dominion as may be found necessary to meet the convenience of intending candidates.

#### The Department of Mines Needs the Following:

1. A Geologist in the Department of Mines, Geological Survey Branch, Subdivision B of the First Division, initial salary \$2,100 per annum.—He must have a thorough and practical knowledge of the geology of coal, with some knowledge of the palæontology of the Palæozoic and Cretaceous Mesozoic. In addition to scholarship he must have the faculty of applying scientific knowledge to practical questions, and be able to impart information to the public.

2. A Palæontologist in the Department of Mines, Geological Survey Branch, Subdivision B of the First Division, initial salary \$2,100 per annum.—The person to be appointed must be a thoroughly trained man who is not only expert in determining fossils and in Museum work, but who is also a good field palæontologist and stratigraphical geologist.

3. A Mining Engineer in the Department of Mines, Mines Branch, Subdivision B of the First Division, initial salary \$2,100 per annum. He must have a thorough and practical knowledge of the general principles of mining engineering and of the science of ore deposits and must be competent to investigate non-metallic mineral deposits and to report on processes and methods of operation. Candidates should have at least five years' experience in practical work.

4. A Mining Engineer in the Department of Mines, Mines Branch, Subdivision A of the Second Division, initial salary \$1,600 per annum. He must have a thorough and practical knowledge of the general principles of mining engineering and of the science of ore deposits, and must be competent to carry out investigations of mining properties. Candidates should have at least five years' experience in similar work.

5. A Mining Engineer in the Department of Mines, Mines Branch, Subdivision A of the Second Division, initial salary \$1,600 per annum. He must have some practical knowledge of the mining industries and a knowledge of the general geology of Canada. Eventually, he will be required to undertake work in connection with the investigation of mining and metallurgical conditions, and to report upon the same.

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#### CIVIL SERVICE FEDERATION CONVENTION, 1910.

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The following is the text of the call to the Civil Service Federation Convention, to be held at Ottawa, April 21 and 22, issued during the past week:

Sir,—

The second annual convention of the Civil Service Federation of Canada will be held at Ottawa on Thursday and Friday, April 21 and 22.

Will you kindly take action accordingly, and inform the undersigned at as early a date as practicable as to the delegate or delegates your organization will send to the Convention.

The constitution of the Federation allows local, provincial, district or class organizations to send one delegate for the first 100 members and under, and one for each additional 200 or majority fraction thereof up to 1,000, and one for each additional 1,000 or majority fraction thereof; organizations whose aggregate membership does not exceed 300 may unite to send one delegate.

The business to be brought before the meeting will in part be as follows:—

1. The ratification of a detailed statement for the whole of Canada showing, by means of comprehensive and scientifically prepared statistics, the increase in cost of living during the past ten years. These statistics have already been collected, and every effort should be made to present and analyze them in the most telling manner, and to base thereon an irrefutable argument for an immediate and general increase in salaries.

2. A pronouncement should be made for each class as to the manner in which the principles of civil service reform should be extended. The Executive hopes to submit for discussion at the Convention a definite and detailed plan of the legislation required to meet the views of the Federation. In this connection it is thought that while the general statement contained in the memorial of the Federation to the Government already submitted was suitable for the purposes of a preliminary petition, the effect of a carefully thought-out plan would be to compel the attention of the Government and

enlist the interest of the press and general public.

3. The final action to be taken by the Federation in the matter of the imposition of income tax will also be decided upon.

4. Certain matters relating to the policy of the Federation, more especially in the direction of the promotion of organization, will require to be discussed. A statement with reference to the progress made during the past year will be submitted.

5. The Executive have several suggestions to make on various questions of importance, such as the obtaining of an official organ, functions of the Executive, the interviewing of the Government by the Federation and by representatives of the various classes, &c., of which more than mention is not possible in this communication.

It is hoped that every organization of civil servants throughout Canada will be represented at this Convention, which will be the first ever held by the Federation for the purposes of general business as apart from organization, which necessarily occupied a good deal of the attention of the first meeting. As many arrangements are depending on the number of delegates attending, a reply at your earliest convenience is solicited.

J. A. SMITH, R. H. COATS,  
President. Secretary.

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#### LIST OF CIVIL SERVICE ORGANIZATIONS\*

##### Civil Service Federation of Canada.

Pres., J. A. Smith; Vice-Pres., W. J. Gaborry; Sec.-Treas., R. H. Coats.

##### Canadian Postmasters' Association.

Pres., M. Lawrie; Vice-Pres., W. Brosseau; Gen. Sec., Ira Stratton; Treas., Robt. Paxton.

##### Canada Customs Mutual Benefit Association of Ontario.

Pres., W. C. Bushell; Sec., F. T. Pattison; Treas., Robert Colvin.

##### Halifax P. O. Staff's Mutual Benefit Association.

Pres., P. J. Mulcahy; Vice-Pres., J. N. Meagher; Secy., A. W. Gibson; Treas., J. W. Dyer.

##### Civil Service Association of Prince Edward Island.

Pres., Hon. J. F. Whear; Secy., J. H. Hughes; Treas., L. W. Watson.

##### Civil Service Association of New Brunswick.

Pres., Hon. A. T. Dunne; 1st Vice-Pres., Dr. N. R. Colter; 2nd Vice-Pres., L. C. Ross; Secy., T. H. Belyea; Treas., T. Burke.

\*The Civilian would be obliged for information as to membership changes in officers, title, etc., of organizations in this list.

##### Civil Service Association of Quebec.

Pres., J. J. Battle; Vice-Pres., J. E. Carrier; Sec.-Treas., T. J. Aubin.

##### Customs Association of Quebec, Que.

Pres., A. Gaumond; Vice-Pres., J. Timmons; Secy., P. Hamel; Treas., J. A. Bel-leau.

##### Civil Service Association of Three Rivers, Que.

Pres., C. D. Hébert; Vice-Pres., Alex. Houleston; Secy., A. Réal Shehyn; Treas., C. Z. Duplessis.

##### Excise Association of Sherbrooke, Que.

Pres., A. F. Simpson; Secy., F. C. Bowen.

##### Postal Clerks Association of Montreal.

Pres., A. E. Morin; Secy., H. Chandler.

##### Excise Association of Montreal.

Pres., J. A. Toupin; Vice-Pres., J. D. Fox; Secys., T. M. Lane, Geo. Normandin; Treas., Geo. Thurber.

##### Montreal Customs Association.

Pres., H. McLaughlin; Secy., M. P. McGoldrick.

##### Civil Service Association of Ottawa.

Pres., Dr. J. A. Rutherford; Vice-Pres., A. E. Caron; Secy., R. H. Coats; Treas., W. N. Ostrom.

##### Dominion Association of Railway Mail Clerks.

Pres., W. G. Jessop.

##### Excise Association of Hamilton, Ont.

Pres., W. F. Miller; Vice-Pres., James O'Brien; Secy., D. M. Cameron; Treas., W. A. D. Baby.

##### Excise Association of Stratford, Ont., District.

Pres., Geo. Rennie; Vice-Pres., W. H. Hicks; Secy.-Treas., A. J. Jeffrey.

##### Civil Service Association of London, Ont.

Secy., Geo. Tyler.

##### Civil Service Association of Sarnia, Ont., District.

Pres., Chas. Ellis; Vice-Pres., W. Nesbit; Secy.-Treas., W. W. MacVicar.

##### Dominion Civil Service Association of Western Canada.

Pres., Dr. J. K. Barrett; Vice-Pres., H. M. Sutherland, P. C. McIntyre; Secy.-Treas., E. W. Browne.

##### Dominion Civil Service Association of British Columbia.

Secy., W. F. Trant.

##### Civil Service Association of Vancouver, B.C.

Secy., W. F. Trant.

##### Civil Service Association of New Westminster, B. C.

##### Civil Service Association of Victoria, B.C.

Pres., Wm. Henderson; Vice-Pres., W. P. Winsby; Secy.-Treas., C. W. Finlaison.

##### Dominion Civil Service Association in Europe — London, Eng.

Pres., J. Obed Smith; Vice-Pres., A. W. Grindley; Secy.-Treas., A. N. O'Kelly.



## Personals.

### Appointments.

K. G. Strathy has received a temporary appointment as draughtsman in the Railways and Canals Dept. in connection with the reconstruction of the Quebec bridge.

Miss Z. J. Flanagan has been granted a further leave of absence.

Mr. A. R. Morisset has been appointed Accountant of Immigration, a new office recently instituted.

E. Boulay has been appointed a temporary clerk in the Railway and Canals Dept. under Section 23 of the Amended C. S. Act.

J. H. A. Lemieux has been appointed permanently to his position in the Quebec district Ry. Mail Service.

Pierre Jos. Savard to the Quebec P. O.

M. Hodgins to the Toronto P. O.

W. L. Wilson, Miss E. Cleary and Miss Minnie Lennan have been appointed temporary clerks in the Interior Dept.

Miss Louise Shaw has received a temporary appointment in the Agriculture Dept.

A. G. McBean has been appointed Chief Inspector of Grain and Hay for the Eastern Division.

J. B. Racette, L. J. W. Gauthier, J. W. Malette, J. A. Rousseau, were recently appointed to 3rd Division, Sub-Div. B.

### Promotions.

Post Office—J. E. Knott, Edmonton, to Jun. 3rd; F. W. Pheasant, St. John, to 4th Class; John Ward, London, to Sen. 2nd Class; R. Sturtridge and B. F. Ramsden, Toronto P.P., to Sen. 2nd Class.

Trade and Commerce—F. E. Bowden to Div. 2 B.

### Resignations.

Audit Office—Miss Margaret Macdonald, Ottawa, from March 1st.

Agriculture Dept.—Miss May A. Cole, Ottawa, from March 1st.

Interior Dept.—J. F. Prudhomme, Dominion Lands Office, Winnipeg, from May 1st; Miss Annie Marie B. Bradley, Ottawa, from June 1st.

P. O. Dept.—Miss M. Madigan, Ottawa, from June 1st; W. H. Chapman, Winnipeg, from April 1st; C. S. Foster, Vancouver, from March 1st; and R. J. Allen, Kingston, N. Corbeil, Montreal, G. Gilbert, Regina, from March 10th.

Railways and Canals Dept.—Miss Wilhelmina A. Toole, from June 1st.

Justice Dept.—Honourable Mr. Justice Osler, of the Court of Appeal for Ontario.

### Transfers.

Customs Dept.—A. Campeau from the Outside Division, Ottawa, to the Inside Service; Geo. A. McHaffie from Inside Service to Customs Service, Toronto.

### Deaths.

Miss Sadie Rolph, of the Interior Dept., died on March 10th.

Mr. John McCormick, sub-collector of Customs at Cardigan, P.E.I., died March 19th, 1910.

### General.

Mr. Jos Pope is leaving shortly for England on business in connection with the Dept. of External Affairs.

Mr. E. L. Brittain, of the Accountant of Contingencies, who has been suffering from the effects of a "body-check" received while curling, has returned to duty.

Mr. Geo. Bourrett, of the Patent Office, Dept. of Agriculture, has been ill in St. Luke's Hospital for the past week.

Mr. Morley Wilson, of the Geological Survey, who has been working at Chicago University since last autumn, has returned to the Department.

Mr. F. H. Maclaren, Geological Survey, who was operated on at St. Luke's Hospital two weeks ago, is convalescent, and will be able to return to his duties next week.

Mr. P. E. S. Brodeur, of the Inland Revenue Dept., has been confined to his home for some time owing to a badly sprained ankle.

Mr. J. F. Champagne, Secretary of State Dept., is confined to his home owing to a severe attack of bronchitis.

It is reported that Mr. L. F. Jackson, of the Customs Dept., has had quite a substantial offer for his property some few miles north of Elk Lake. Mr. Jackson spent his holidays last year prospecting in that country. His experiences in the silver country may turn out profitably.

Last week at a banquet held at the Y.M.C.A., Mr. C. B. Patten, of the Department of Customs, was presented with a travelling case containing silver-mounted brushes, comb, etc. The presentation was made on behalf of the Junior Business Mens' Class in recognition of his services in supplementing the gymnasium work of Mr. Lee, the Physical Director.

Mr. C. W. White, of the Marine Dept., has just returned to duty, after being laid up with a severe illness.

Mr. Alf. Roy, of the Marine Dept., has recently returned from Sorel, where he went on official business for the Dept.

Miss M. E. Eckstein, of the P.O.D., who has been absent from duty through illness for some time, returned to duty on the 1st of April.

Miss Lindsay and Miss MacIntyre, of the P.O.D., are spending some holidays in New York.

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Rye Whisky caters to the "Civilian"  
Taste for Good Things. It is the  
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Birks' "Fairfax" Watch Movement, in a 14-karat gold-filled,  
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Let us show you the various styles  
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Sparks Street, Ottawa

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A button off the front of your negligée shirt — not another in the house that will match the others — no time to sew one on anyway.

What an annoyance!

Why not patronize a Laundry that sews on lost buttons, fixes up bursted button-holes and keeps your linen in perfect repair at all times. Ours is such a Laundry.

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(Application Form.)

..... 19

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FINANCE DEPARTMENT,  
OTTAWA.

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Please send to my address as below an application form for Insurance under the Civil Service Insurance Act.

My name appears in the last Civil Service List.

I contribute to Superannuation Fund No. 1.

I contribute to Superannuation Fund No. 2.

I contribute to Retirement Fund.

NAME .....

HOUSE ADDRESS .....

DEPARTMENTAL ADDRESS .....

Note.—Draw a line through the two funds to which you are not a contributor.

If the applicant has joined the Service since the last Civil Service List was compiled, he should get a certificate from his Deputy Head to the effect that he is on the permanent list.

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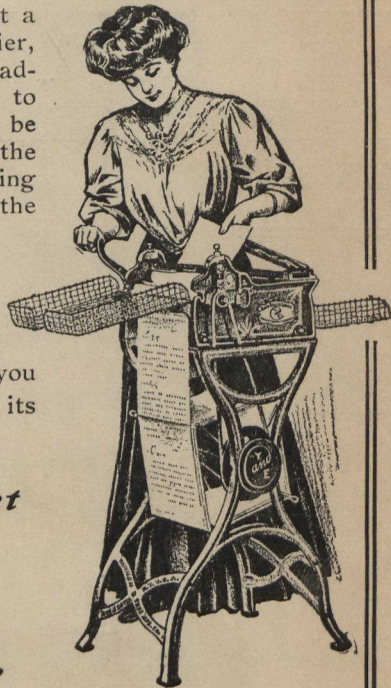
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Reserve - \$5,700,000

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**GENTS**

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Complete key board and absolute  
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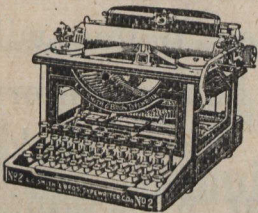
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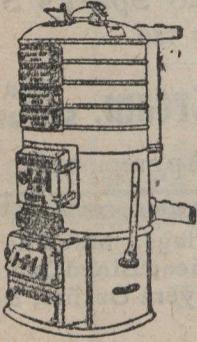
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Hot Water  
Boiler**

Made by the

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**COMPANY,  
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**GUELPH  
CANADA**

**T**AKE the heating problem into consideration and provide for a "Sovereign" Hot Water Boiler and Radiators. The first cost will be more than for a hot air furnace but it will give more comfort and burn less coal—and it will assist the sale of your house, and get you a better price for it if you should decide to "put it on the market" at any future time.

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