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RULES AND REGULATIONS

OF THE

BOARD OF CIVIL SERVICE EXAMINERS

APPROVED BY THE DEPUTY OF THE

GOVERNOR GENERAL IN COUNCIL

THE 20TH DAY OF SEPTEMBER,

1882.

AC 901
P3
no. 1741
P* * *

*Extract from THE CANADA GAZETTE, Saturday, 30th
September, 1882.*

ORDER IN COUNCIL.

PRIVY COUNCIL,

OTTAWA, 20th September, 1882.

The following Rules to be observed by the Board of Civil Service Examiners have been approved by the Honorable the Deputy of the Governor General in Council on the 20th day of September, 1882.

JOHN J. MCGEE,

Clerk Privy Council.



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RULES

TO BE OBSERVED BY THE BOARD OF CIVIL SERVICE EXAMINERS.

1. One of the members shall be chosen Chairman, and shall preside at all the meetings, at which he shall be present, and another shall act as Secretary.

2. In the event of the unavoidable absence of one of the members of the Board the other two shall be competent to transact business, and their decisions shall be as valid as if the three had been present.

3. The regular examinations shall be held semi annually at the several places mentioned in the Act, and in any others selected by the Governor General in Council, and shall commence on the second Tuesday of the months of June and December, and at such other times as the exigencies of the Public Service may demand, save as regards the present year (1882), when the first examinations shall be held at the earliest practicable day.

4. The Board shall assemble at their office in Ottawa on the 15th day of April and the 15th day of October in each year (unless these dates should happen to be Sundays, when they will meet on the following Mondays) for the purpose of making the necessary preparations for holding the semi-annual examinations, and shall continue to meet until their work is completed.

5. They shall leave Ottawa for the several places at which, upon their representation, the Governor in Council shall direct examinations to be held by them personally, in sufficient time to allow for possible delays in travel, and to have everything in readiness on the days fixed for holding them.

6. The examinations shall be held simultaneously, that is, on the same days and the same hours in the several places designated in the Act, and shall be conducted at every such place precisely in the same manner and by means of the same questions.

7. The examinations shall all be in writing and upon paper having the stamp of the Board.

8. In places where the examiners cannot personally attend, sub-examiners shall be appointed who will be authorized to superintend the examinations, and who will be governed by the printed regulations which will be supplied to them by the Board.

9. The sub-examiners shall be empowered to pronounce upon the preliminary examinations, and to decide who among the Candidates are eligible for proceeding to the qualifying examinations, and shall admit them thereto; but the written examination papers of Candidates aiming at lower grade offices only, such as Messengers, Lockers, Packers, Tide-Waiters, Letter-Carriers, Porters, &c., &c., shall be reserved for the decision of the Board at Ottawa.

10. At the close of each examination it shall be the duty of the sub-examiners to collect the papers of each Candidate—successful and unsuccessful—to seal them up and transmit the same, duly attested (Form H.) to the Secretary of the Board at Ottawa.

PRELIMINARY CONDITIONS OF EXAMINATIONS.

11. The Candidate for examination shall be required as preliminary conditions to satisfy the Board :—

- (a.) That at the time appointed for examination he is 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.
- (b.) That he is free from any physical defect or disease which would be likely to interfere with the proper discharge of his duties.
- (c.) That his character is such as to qualify him for employment in the Civil Service.

NOTE to (a.)—The proof of age shall be a properly certified extract from the Birth Registration, and should this not be practicable, then by such other evidence as may satisfy the Board. (Form C.)

NOTE to (b.)—The proof of health shall be by the certificate of a practising physician. (Form D.)

NOTE to (c.)—The proof of character shall be by the certificate of a Minister of religion, or by such other evidence as may satisfy the Board.

APPLICATIONS.

12. Applications for examination shall be made upon a form which will be supplied to the Candidates by the Board, (Form B.), and they will have to be addressed to the Secretary of the Board in sufficient time to be received, at least one month before the examination commences.

13. A fee of two dollars shall be required from every Candidate for examination, which he will transmit to the Secretary with the several forms (filled up) specified at clause eleven.

EXAMINATIONS.

14. The examinations shall be open to all persons who shall comply with the requirements of the Civil Service Act of 1882, as to proof of age, health and character, and all the examinations shall be held in the English or French languages, or both at the option of the Candidate.

15. Notice of every examination, to be held under the Act, shall be published in the English and French languages, in the *Canada Gazette*, one month before the date fixed for the examination, and shall state,—

- (a.) When and where the examination is to be held.
- (b.) The subjects to which the examination shall extend.

16. The examination shall be for first appointments,—

- (a.) To third-class clerkships in the First Division.
- (b.) To the offices of Messengers, Packers and Sorters in the First Division.
- (c.) To third-class clerkships and to the offices of Landing Waiters, Lockers, Tide-Waiters and Messengers, in the Second Division for Customs Service.
- (d.) To third-class clerkships and to the offices of Exciseman, Assistant Inspector of Weights and Measures or of Gas, and to the offices of Messengers in the Second Division for Inland Revenue Service.
- (e.) To third-class clerkships, to Railway and Marine Mail Clerkships, and to the offices of Letter-Carriers, Box Collectors, Porters and Messengers in the Second Division for the Post Office Service.
- (f.) To third-class clerkships and to the offices of Messengers, Packers and Sorters in all other branches of the Second Division, and to all such offices in the lower grades as may be determined by Order in Council.

17. All Candidates for employment shall be required to pass a preliminary examination in,—

- (a.) Penmanship.
- (b.) Orthography.
- (c.) First four rules of arithmetic.
- (d.) Reading print and handwriting.

18. The preliminary examinations shall be held on the first day of the sittings of the Board or of the sub-examiners, in each several city, as advertised in the *Canada Gazette*, and shall be continued until completed.

19. The preliminary examinations shall serve also as qualifying examinations for Messengers, Packers, Porters, Landing Waiters, Lockers, Tide-Waiters, Letter-Carriers, Box-Collectors and Porters, and for such other offices in the lower grades as may be created by Order in Council.

20. When a Candidate has passed the preliminary examination satisfactorily, he may proceed to the qualifying examination, but any Candidate failing to pass the preliminary examination shall not be permitted to present himself again until the next advertised examination.

QUALIFYING EXAMINATIONS.

21. The qualifying examinations shall be held immediately after the close of the preliminary examinations, and shall be in,—

- (a.) Penmanship.
- (b.) Orthography (by dictation).
- (c.) Arithmetic, inclusive of Interest, Vulgar and Decimal Fractions.
- (d.) Geography, especially of the Dominion of Canada.
- (e.) Outlines of British, French and Canadian History.
- (f.) English or French Grammar.
- (g.) English or French Composition.
- (h.) English transcription (copying).
- (i.) French do do

To entitle a Candidate to pass in both the preliminary and qualifying examinations, he must obtain 50 per cent. of the total value assigned to the questions, and at least 30 per cent. of the value of each subject.—(See Form F.)

OPTIONAL SUBJECTS.

22. Candidates for the qualifying examination may, if they desire, undergo examination in the following subjects :—

- (a.) Composition in the English language, by the Candidates who have taken Composition in French in the qualifying examination.
- (b.) Composition in the French language, by the Candidates who have taken Composition in English in the qualifying examination.
- (c.) Translations from English into French, or French into English.
- (d.) Indexing and Précis Writing.
- (e.) Book-keeping by Single and Double Entry.

(f.) Shorthand.

(g.) Telegraphy.

NOTE A.—In order to receive a special certificate for optional subjects, the Candidate will have to obtain at least 50 per cent. in each subject on which he writes. (See Form F.)

NOTE B.—The Candidate may select one or more, or all of the above options, and his proficiency in any one or more shall be counted in his favor.

PROMOTION EXAMINATIONS.

23. The promotion examinations shall follow the qualifying examinations of Candidates for first entrance into the Civil Service.

24. Such examinations shall be open to any person employed in the Department in which the vacancy to be filled by promotion exists in either Division of the Service, who holds a position below that to which the promotion is to be made.

25. The examination shall be made in such subjects as, after consultation with the Deputy Head of the Department in which the promotion is to be made, may be decided upon by the Board as best adapted to test the fitness of the Candidates to the vacant office.

26. After consultation with the Deputy Head relative to the questions to be put under sub section *f*, the following shall be the subjects of examination for promotion:—

(a.) Penmanship.

(b.) Composition in English or French.

(c.) Arithmetic, based upon the nature of the work required by the Department.

(d.) Indexing and Précis Writing.

(e.) Constitution of Canada (British North American Act.)

(f.) Questions relating to the organization, practice and duties of the office in which the vacancy exists.

(g.) Efficiency, (ascertained from Report of the Deputy Head of the Department in which the Candidate is serving.)

NOTE.—A Candidate to pass must obtain 50 per cent. of the total value assigned to the questions, and at least 30 per cent. of the value in each subject. (See Form G.)

27. Immediately after the close of the examinations, or from time to time thereafter, as the examination papers are received at the Office of the Board in Ottawa, and valued, the Board shall make out a list of the Candidates who have been found qualified, shall certify the same, and transmit it to the Secretary of State; and the list so made out shall distinguish, as far as possible, what branch of the Service each Candidate is best fitted for.

SPECIAL EXAMINATIONS.

28. The Board shall also report to the Secretary of State the result of the examination of any person proposed to be appointed under Section 34 of the Civil Service Act, who shall have been sent to them for examination.

CERTIFICATES.

29. Each Candidate who passes a successful examination for first entrance, in the prescribed subjects, shall receive a certificate (Form I.) of qualification, and the Candidate who has chosen to be examined in one or more of the optional subjects and has passed the test successfully will be entitled to a certificate (Form J.) showing the subjects of the optional class in which he has passed.

30. A Candidate for promotion who has satisfactorily passed the examination shall receive a certificate to that effect. (Form K.)

TIME TABLE.

31. The Board shall prepare a Schedule or Time Table showing the order in which each subject in the examination shall be taken up, and the time allotted thereto, and this Time Table shall be strictly observed in all cases.

FORMS.

32. The necessary Forms for giving effect to the foregoing Rules shall be kept at the Office of the Board at Ottawa, and shall be forwarded by the Secretary as they may be required to the sub-examiners and the intending Candidates.

REPORT.

33. Not later than the thirty-first day of January in each year, the Board shall make a report of their proceedings during the year ended the thirty-first day of December preceding, to the Secretary of State, which report shall include a copy of the examination papers, a statement of all the examinations held, the number of Candidates at each, and the names of the successful Candidates.

 REGULATIONS.

FOR CONDUCTING THE EXAMINATIONS.

1. The Board of Examiners shall prepare and cause to be printed (confidentially) the papers to be used in the preliminary, qualifying and promotion examinations.

2. Each subject for examination shall have a separate paper, and the paper shall be so arranged as to allow sufficient time to the Candidate to give it full attention and intelligent treatment.

3. The examinations shall commence each day at 9.30 a.m., continue until noon, recommence at 1.30 p.m., and continue until 4 o'clock p.m., day by day until they are finished.

4. Each Candidate shall be designated by a number which he must place conspicuously at the head of each sheet of paper delivered to him, which number will correspond with that appearing opposite to his name in the list of Candidates in the hands of the examiner in charge.

5. The questions will be numbered, and the full number of marks assigned to each question will also be shown in the margin of the printed examination paper.

6. The date and hour for the issue of each examination paper, and the full time allowed for answering the whole set of questions, will be plainly stated at the head of each paper.

7. The examiners, whether members of the Board or sub-examiners, shall exercise the greatest possible care that no information relative to the questions shall become known before the hour fixed for passing the papers to the Candidates.

8. Should the Board at any time have reason to suppose that any Candidates have copied from each other, or have obtained information relative to the subjects for examination from improper sources, the results of the examinations, in respect to such Candidates, shall be held in suspense until the Board shall have made a thorough investigation of the circumstances, and if the sub-examiners should have cause to suspect irregularities of the kind, they will at once report them to the Board.

9. A set of examination papers on each subject shall be provided, and all the papers on such subject shall be enclosed in one envelope, bearing an endorsement specifying the subject and the number of papers contained therein, and said envelope shall only be opened when the time has arrived for the examination on that subject, and in the presence of the Candidates.

10. The stationery necessary for carrying out the examination shall be supplied by the Board, and each sheet of paper used by the Candidates shall be written on one side only.

11. No other person than the examiner in charge and the Candidates shall be admitted into the examination rooms.

12. The examiners shall refrain from communicating to any person the apparent or presumed results of the examinations until the same have been officially announced.

13. The Candidates shall, if possible, be placed five feet apart during the examinations.

14. No books, maps or diagrams bearing on the subjects of the examinations shall be allowed in the examination rooms.

15. The Candidates should all be seated five minutes before the commencement of the examinations, and no Candidate shall be allowed to enter the examination room later than fifteen minutes after the time prescribed for the commencement of a subject. Nor shall any Candidate be permitted to leave the room during his own treatment of a subject, but so soon as he has finished his paper he may hand it to the examiner, after which he will have liberty to retire; but he will not be allowed to re-enter until the time fixed for the commencement of the next subject.

16. Perfect silence shall be observed during the time devoted to the examinations.

17. Punctually at the expiration of the time allowed for the treatment of any subject, the examiner in charge shall notify the fact to the Candidates, and all the papers must at once be collected.

18. On receiving back the examination papers on any subject, the examiner in charge shall enclose them in a sealed envelope, initialing the same, and docketing it with the subject and the number of papers it contains.

19. At the conclusion of the examinations the examiners in charge shall fill up Form H, certifying that the regulations for conducting the examinations have been strictly complied with, and shall transmit the examination papers under separate envelopes, to the Board at Ottawa.

F.

SUBJECTS FOR THE PRELIMINARY AND QUALIFYING EXAMINATIONS.

Preliminary.

	Marks.
(a.) Penmanship	60
(b.) Orthography	60
(c.) First four Rules of Arithmetic	60
(d.) Reading print and handwriting.....	60

Qualifying.

(a.) 1. Penmanship.....	100
(b.) 2. Orthography (by dictation)	100
(c.) 3. Arithmetic, inclusive of Interest, Vulgar and Decimal Fractions.....	100
(d.) 4. Geography, especially of the Dominion of Canada	100

	Marks.
(e.) 5. Outlines of British, French and Canadian History.....	100
(f.) 6. English or French Grammar	100
(g.) 7. English or French Composition	100
(h.) 8. English Transcription (copying).....	100
(i.) 9. French " "	100

NOTE.—The standard is uniform throughout the Dominion, and to pass both in the Preliminary and Qualifying examinations, each Candidate must obtain 50 per cent. of the total value assigned to the questions, and at least 30 per cent. of the value of each subject.

OPTIONAL SUBJECTS WHICH THE CANDIDATES FOR THE QUALIFYING
EXAMINATION MAY TAKE.

	Marks.
(a.) 1. Composition in English by Candidates who have taken Composition in French in the qualifying examination	100
(b.) 2. Composition in French by Candidates who have taken Composition in English in the qualifying examination	100
(c.) 3. Translation from English into French or French into English	100
(d.) 4. Indexing and Précis Writing ..	100
(e.) 5. Book-keeping by Single and Double Entry..	100
(f.) 6. Shorthand.....	100
(g.) 7. Telegraphy	100

NOTE (a).—The Candidate may select one or more or all of the above options, and his proficiency in any one of them will be counted in his favor.

NOTE (b).—No Candidate will be considered qualified to pass in the Optional Subjects unless he obtains at least 50 per cent. in each of the subjects on which he writes.

G.

SUBJECTS FOR THE PROMOTION EXAMINATIONS.

	Marks.
(a.) Penmanship	100
(b.) Composition in English or French	100
(c.) Arithmetic (based upon the nature of the work required by the Department)	100
(d.) Indexing and Précis Writing	100
(e.) Constitution of Canada, <i>B. N. A. Act</i>	60
(f.) Questions relating to the organization, practice and duties of the Department or office in which the vacancy exists	100
(g.) Efficiency, ascertained from report of the Deputy Head of the Department in which the Candidate is serving	300

The Board will hold examinations for entrance and promotion, commencing on Tuesday, the 7th November, at the following places :—

Halifax, N.S.,
 St. John, N.B.,
 Charlottetown, P.E.I.,
 Quebec,
 Montreal,
 Ottawa,
 Kingston,
 Toronto,
 London and
 Winnipeg,

and at Victoria, B.C., on Tuesday, the 21st of the same month.

Candidates for entrance will require to notify the Secretary of their intention, and will please state the place at which they intend to present themselves. On receipt of their letters a blank form of application, together with certain certificates, will be forwarded to them to be filled up and returned without delay to the Secretary of the Board at Ottawa.

Candidates for promotion will also require to notify the Secretary and will forthwith be supplied with the necessary forms.

P. LESUEUR,
Secretary.