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The Start in Life Series

GUIDE TO THE
CIVIL SERVICE

JOHN GIBSON

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Start in Life Series

**GUIDE TO THE
CIVIL SERVICE**

THE START IN LIFE SERIES

Edited by J. E. HODDER WILLIAMS

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By JOHN GIBSON, M.A.

LONDON: HODDER AND STOUGHTON

27, PATERNOSTER ROW

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THE
CIVIL SERVICE

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I. INTRODUCTION

1. The Object and Scope of this Work

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THE object of the present volume is to give an interesting and yet a detailed and adequate account of the principal appointments in the various departments of the Home Civil Service, and to indicate how to obtain them. The term "Home Civil Service" is generally used in two different significations. In its more restricted sense it applies only to those situations which are actually taken up, and the duties attached to which are performed, within the limits of the United Kingdom. In its wider application it embraces all posts attached to the various British (not Foreign) Government Offices, whether the functions they involve are carried out at home or abroad, and in order to obtain which candidates must either pass a Qualifying or succeed in an Open or Limited Competitive Examination. It is with the former class of appointments that this book deals in the manner above described. But the principal appointments of the latter class also find a place and are dealt with in a perfunctory manner as they

appear in their proper relation to the Government Department to which they are annexed and under whose control they are. Thus, whilst Assistant Surveyorships of Taxes and Class 1 Clerkships are fully described, the India Police and Student Interpreterships (China, Japan, and Siam) are briefly and yet in a restricted sense adequately treated, and only in their proper places under the different headings of the "India Office" and the "Foreign Office." Nevertheless, to have entirely omitted all mention of these admirable appointments, which are now attracting so much attention, would have laid this work open to a charge of incompleteness, to which there could have been no complete answer.

Before giving details regarding limits of age, entrance fees, subjects of examination, and salaries of the numerous Civil Service appointments, some of the great careers open to a youth who has succeeded in obtaining a Civil Service appointment are fully described and explained, as will be at once seen by any one who merely scans through these pages. This course has been pursued because, within the limits of this volume, it was absolutely impossible to give full accounts of all Civil Service careers. Rather than make a contracted attempt of this kind, which must have inevitably involved failure, it was thought better to

give full accounts of a few great careers, together with an adequate description of the mode in which a candidate should set about attaining success, not merely in some special examination as a whole, but in each particular subject of it—a mode of treatment which has rendered it possible to describe the way in which a candidate should go about the work of preparation in nearly all the principal subjects included in an ordinary Civil Service Examination.

Following on these are given details of (1) Higher, (2) Lower and Technical Civil Service appointments under the headings of the various offices to which they belong, arranged alphabetically. Finally, to carry out fully the idea with which this volume has been written, and to round off the whole subject, typical examination papers and questions were needed. How this idea has been carried out readers will find described in the intermediate remarks to that section of this work.

2. The Civil Service as a Profession

Nowadays those grand old professions, the Church, the Law, the Army, the Navy, and Medicine, no longer stand alone. Every genteel calling at which a man can obtain a living without working with his hands, and the members of which are in the slightest degree

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organised, arrogates to itself the style and title of a profession. Among these there is the scholastic profession, the members of which are bound together by no other tie save that dubious one of ability (*sic*) to give sound instruction in one or more branches of human knowledge for a substantial consideration. Let us take this and compare it with the Civil Service. It is certainly one of the most honourable (when the professors are genuine), yet one of the worst paid, professions. The solidity of the consideration is, indeed, of a very transitory character, and a tutor or schoolmaster, without private means of his own, lives a very precarious life, although it may be very pleasant or the reverse.

As a matter of fact the idea underlying the old professions was this: that a man belonging to one of them did not rely on the emoluments or fees he obtained from them for a comfortable existence, but that he possessed sufficient private means of his own to live for years—until, indeed, he was able to attain a high position, carrying with it a large salary, or until the golden coin of the realm came rolling in in the shape of fees. In so far as private teaching is concerned it cannot be gainsaid that it would be well if this golden rule could, in all cases, be rigidly adhered to. The ranks of tutors and schoolmasters—to assume either of

which titles no particular qualifications and no registrations are necessary—are being yearly swelled by all sorts and conditions of men: scholars possessing a university degree of Great Britain (not of Chicago), certificated teachers, adventurers, charlatans, sharps and what not; so that against such a medley of opposition deserving persons are by no means sure of succeeding when catering for the patronage of an undiscerning public.

Now compare this harrowing state of a tutor's affairs with the happy position of a Civil Servant. In the first place the competition among would-be Civil Servants is of a genuine character. There is no rag-tag and bob-tail competition, as that above described. However young he may be, a young man—or young woman, for that matter—who desires to be admitted to a Civil Service Examination must show that he is in possession of a clean bill of health and character.

Health and strength sufficient to stand the strain of the special Civil Service work which he will, if successful, be called upon to perform is of vital importance to the candidate himself. Of no less importance to his prospective associates and the Civil Service at large is it that he should possess a stainless character. It is exceedingly difficult for a reputed knave or rough to enter the portals of

the Civil Service edifice at all; it is impossible for a convicted felon to do so. Thus at the very start everything favours the success of the most deserving.

Whatever Civil Service appointment a young man, without special influence, may aim at obtaining, he can gain his object in only one way, and that is through the examination gate.

The examination he may be called upon to succeed in may be only a Qualifying one, or it may be a Limited Competition (such as that for a House of Commons Clerkship), or it may be an Open Competition (such as a Second Division Clerkship); it matters not which of these it is—there is only one royal road to success in it, and that is *Hard Work*, supplemented by *Expert Tuition*. The struggle may be brief or it may be prolonged, but in any case it can extend over only a comparatively brief portion of a man's life, and not, as may be the case with men in the scholastic, legal, and medical professions, over the whole period of his life. A candidate may at one bound achieve something good, or at his first attempt he may obtain something small and work his way gradually up to the top of the Civil Service ladder by slow but sure steps; or he may have to hammer away at the Examination Gate until by sheer persistence he forces his way

through some weak spot. This then raises the question often put by anxious candidates, or still more anxious parents, who have to pay the entrance fees. Is it better to enter for a competition and fail than not to enter at all? The answer to this question obviously depends upon circumstances. If the candidate, in his ordinary work, is able to answer the questions in the papers set at previous examinations of candidates for the post he desires to obtain, although perhaps not in the allotted time, it will doubtless do him a world of good to enter for the examination, although he may be morally certain to fail. The experience he will acquire in practical examination work will be cheaply purchased at the price of the entrance fee. The next time he enters he will not feel nervous, unaccustomed to his surroundings, and like "a fish out of water." On the contrary, he will feel "quite at home," and will view with a grim smile the nervous contortions of first-time candidates—mere tyros. Then again, when the "Book of Marks" is published, he will be able to see how far down he is on the list of unsuccessful candidates, and to judge of his chances of success at the next competition for the same appointments far more accurately than had he not entered. He will note the number of marks he has obtained in each subject, and

be able to tell how far his own opinions and those of the examiners correspond with regard to his "strong" and "weak" subjects, and by thoughtful consideration he should be able to arrive at a most effective plan for the pursuit of his studies in such a manner as to achieve success at the next competition. If he has not been under an expert "Civil Service coach," he will probably decide that it is high time that he placed himself under one; rightly arguing that since on his first attempt he has been badly beaten by far inferior men, who have availed themselves of such experienced guidance and ably directed tuition in their work of preparation, it would be highly politic for him to follow their example.

On the other hand, if the candidate possesses no earthly chance whatsoever—if, say, he is unable to obtain in his ordinary work

**When not
to Enter** more than 30 per cent. of the maximum number of marks in any subject except handwriting, orthography, and elementary arithmetic, then it is far better not to enter.

For such a candidate at least twelve months' hard work, under a painstaking coach, is necessary before he can possess a reasonable chance of success. To pay the entrance fee would, therefore, be merely throwing money away to no good purpose.

Now suppose that the candidate has entered, been found duly qualified, been appointed and undergone his comparatively short period of probation in a satisfactory manner, what are the highly important consequences to himself?

**Results of
Success**

Let us enumerate and describe them briefly:—

1. He has obtained a permanent situation for life. His position is a secure one under Government, and not a hazardous one, such as all situations under private firms—which may become bankrupt—must of necessity be.

2. He is probably, at the outset, in receipt of a salary quite sufficient to maintain himself in his present position in life, without any pecuniary aid from his relatives, such as Army and Navy officers must necessarily obtain to keep up their social position.

3. His salary increases annually by larger increments as he rises naturally in the earlier grades in his first stages of progress, or is promoted for the display of conspicuous tact, energy and ability in the latter; until he is at length in receipt of an assured annual income which many a successful barrister, solicitor, doctor, chartered accountant, banker's manager or similarly situated persons might regard with envy; and when he has attained the topmost rung of the ladder he may reasonably expect

to be entrusted with still more onerous, responsible, and lucrative duties by the Government of the day, and may even stand a chance of being raised to the peerage, as actually happened in the case of Lord Welby.

Prospects 4. He cannot be dismissed the service at the caprice of an individual, as an ordinary clerk or assistant schoolmaster can, but only for fully-proved gross misconduct and outrageous or dishonest behaviour.

5. His daily hours of attendance are short: only seven (with an interval for lunch in the clerical branches), and averaging eight in the outdoor departments of the Government Service—the Customs and the Excise. Thus he has, compared with many overworked city clerks and assistant schoolmasters, a large amount of leisure time at his disposal, which he may devote to literary or scientific pursuits, to social gatherings and music, to athletics, or some other form of artistic or health-giving amusement.

6. As a permanent Government official he enjoys, however modest his salary may be, a sterling social position in that walk of life in which his means will permit him to move. A Class 1 Clerk can move in any society, even the highest in the land, provided he has tact and suitable manners.

7. He usually receives a half-holiday every Saturday, or every other Saturday in the very lowest stages of his career, of course **Further Advantages** the usual Bank Holidays, and from three to six weeks' annual holiday on full pay.

8. Should he fall seriously ill, he is, after a short period of service, granted full pay during the first six months of his sickness, and half-pay during the next six months. Female clerks are also provided with the services of a Government doctor free of charge.

9. At any time after a certain number of years' service he may retire on a pension based on the length of his period of service; when he attains the age of 65 he is bound to do so, unless specially exempted. The pension on which he retires is a substantial one, and is based on the salary of which he is in receipt at the time of retirement.

10. And the last, but by no means least, advantage of the Civil Service over other professions and businesses is that its members are, in their secure Government harbour, sheltered from those sudden financial storms of life which at one time or another attack most other persons; and being thus saved much wear and tear, they may confidently anticipate a "green old age."

3. The Selection of a suitable Examination and Appointment

When the parents or guardians of a youth between the ages of 15 and 21 decide upon obtaining for him an appointment in the Civil Service, the *first* question of importance that will arise is: *At what age will it be necessary or advisable for him to enter the Civil Service, supposing that an entrance can be effected?*

And the *second* question is: What are his abilities, and in what direction do they lie?

Suitable appointment Ordinary practical subjects, or Mathematics, or Modern Languages, or Natural Science, or Classics, or a judicious mixture of all? On the answer to this question depends a subsidiary one: What are his chances of success in respect of some particular Competition?

The *third* question is: What means have the parents or guardians at their disposal for the furtherance of the welfare of their sons or wards? How much money can be relied upon for this special purpose?

A *fourth*, and at times important, question is: What are the wishes of the youth himself? What particular class of appointment does he particularly desire to obtain—an outdoor one, such as an Assistant of Customs or Excise, or a Cadetship in the Royal Irish

Constabulary; or an indoor one, like a Customs Port Service or Second Division or Class 1 Clerkship? But the answer to this question will be controlled entirely by the categorical answers that can be furnished to the *first three*. It is useless for a youth to desire a particular appointment if he has not the ability to obtain it. It is also futile for him to hope to be able to compete, in the first instance, direct from College or Tutor for a Class 1 Clerkship if his parents are unable to support him at home and pay his tuition fees until he arrives at the age of 22. But on the other hand, if such a candidate elects to enter, in the first instance, as a Boy Clerk at 15 or 16, and generally work his way up in the manner hereinafter indicated, he may, despite the fact that his parents are exceedingly poor at the outset, and look to him to largely contribute to his own support, eventually attain his ambition with added triumph.

A particular instance will illustrate the mode in which the answers to these categorical questions may act. A youth coached
A case in point by a friend of the present writer passed three Civil Service Examinations within a few weeks of each other—viz., the Engineer Studentship, the Male Telegraph Learners', and the Boy Copyists' Examination. The result of the last was declared almost

simultaneously with that of the first. Of course there is no comparison between the ordinary prospects of an Engineer Student and a Boy Copyist, and yet, owing to lack of sufficient means to maintain their son fittingly during his six years' apprenticeship as an Engineer Student, the parents were only too glad to accept the comparatively humble post of Boy Copyist. It is, however, gratifying **Success attends Industry** to know that this Boy Copyist, after two years as such, obtained a Second Division Clerkship in an Open Competition, and may yet obtain by promotion a Class 1 Clerkship, and rise eventually to the position of Chief Clerk in his Department. He deserves to do so. Money, brains, inclination, and necessity, are the four things which must determine the selection of the *most suitable appointment* in the case of all candidates for the Civil Service.

II. THE HOME CIVIL SERVICE

I. Definition

THE "Home Civil Service" in its narrower sense embraces only those civil appointments the duties attached to which are carried out within the confines of the United Kingdom. In its broader sense it also includes all those appointments in India and the Colonies which are attached to some particular British Government Civil Service Departments, and in order to obtain which a candidate must succeed in a Qualifying or Competitive Examination conducted by the Civil Service Commissioners. In the present volume only the most important of the latter have been included. Formerly all candidates were required to be *nominated* for a particular post in a particular Office, and "the thing was done." For the Qualifying Examination held under the auspices of the Head of that Office was usually little more than a farce. But in 1870, by an Order in Council dated 4th June of that year, the principle of Open Competition, which had for many years been successfully tried as regards

the Indian Civil Service, was applied to a number of appointments in the Home Civil Service in about sixty British Government Departments.

These were included in what is known as Schedule A, while those appointments which were to be filled in several other ways were relegated to what is known as Schedule B. Schedule A has since undergone considerable modification, as has also Schedule B, and many Competitions are not now included in Schedule A.

2. Division of Appointments

The Civil Service may, for some purposes, be conveniently divided into Indoor and Outdoor Departments. Those belonging to the former are far more numerous than those belonging to the latter. Moreover, the duties attached to the former are universally of a clerical or technical nature, and usually performed entirely indoors, while those attached to the latter are mainly of an active, practical kind, and performed out of doors.

Indoor or
Outdoor

Typical examples of the former are : Class 1 Clerkships, Second Division Clerkships, Junior Appointments in the Supply and Accounting Departments of the Admiralty, Examinerships of Patents, Woman Clerkships, etc. ; prominent examples of the latter are Assistantships of

Excise and Customs and Royal Irish Constabulary Cadetships. This distinction is of importance, because the temperaments of many candidates recoil from a sedentary life, while those of others favour just as little an out-door, active life. There was also a cross-division between Higher and Lower appointments (*ab initio*), according as the Examination Scheme for them did or did not include "Higher Subjects,"—*e.g.*, Classics, Mathematics, Modern Languages, Natural Science, etc. This distinction is, however, now fast disappearing, and a **More and** **less difficult** distinction of the *more* difficult and **Tests** *less* difficult Examinations is being substituted in its place. Candidates who pass successfully in the former attain *at once* a position which it takes many years for candidates who succeed only in the latter to attain.

3. Classification

Appointments may be classified in the following manner: viz.—(1) *Open Competition Appointments*. Those which can be obtained by any ordinary person of good health and character who is able to succeed in an Open Competitive Examination—*e.g.*, Second Division Clerkships or Assistant Surveyorships of Taxes. (2) *Limited Competitive Appointments*. Those which are limited to a certain class of persons, *chiefly* those who are already in the Service—

e.g., Supplementary Clerkships in the Post Office. Where the "limitation" is something

Classes of outside the service—*e.g.*, Office of
Appoint- Woods Clerkships (for which the
ments candidate must have served three

years as a clerk in a solicitor's office)—this is not called a Limited, but an Open Competition.

(3) *Nomination Appointments.* Those for which no candidate can enter unless he has previously received a nomination from some specified quarter (usually the Head of the Department, as the First Lord of the Admiralty)—*e.g.*, British Museum Assistantships, House of Commons Clerkships, and Cadetships in the Royal Irish Constabulary, and yet has to succeed in a competition against other candidates similarly nominated. (4) *Nomination-qualifying Ap-*

pointments. Those for which Candidates are called up singly or in batches, but are merely required to qualify. These are annually growing fewer in number, the principle of competition having already wedged its way into some to which this rule formerly applied—*e.g.*, House of Lords and Commons and Foreign Office Clerkships. It still includes, however, a large number of minor appointments. (5)

Nomination Appointments, pure and simple. Those to which, when a candidate is nominated, he is at once appointed. These now include only some of the very highest and some of

the very lowest Civil Service appointments, although with the advance of education the latter are becoming annually fewer. (6) *Clause VII. Appointments.* Appointments are frequently made to certain posts of candidates who, although they may not have succeeded in obtaining the actual posts for which they have previously competed, have yet sufficiently qualified in certain subjects to justify their appointment to their present situations without the necessity of being called upon to pass any further Examination. The extension of the list of successful candidates from the next highest unsuccessful would probably come under this head, in the absence of any special regulation empowering such an extension.

It is not necessary to explicitly enumerate the Open Competitions, Limited Competitions, Nomination or Clause VII. appointments, since the letters O.C., L.C., N., Cl. VII., affixed to each, or a statement of their character in the actual text, affords, in this volume, all the desired information.

4. Duties

In the principal Articles, the "duties" to be performed by the officials have been **Official Duties** briefly described, but in the "Abstracts" this has not been thought necessary, since in the vast majority of cases

the very name and subjects of the Examination are quite sufficient to indicate the nature of the duties on which candidates will, if successful, be engaged, and form a vastly better index to their nature than a few words could possibly be. Thus an Inspector of Factories' duties naturally consist in inspecting factories. A full list of the *details* of the duties of inspection would fill a small volume, and those who desire to know more about them should consult some work on Factory Law. The case is much simpler as regards more technical posts, such as "Assistant Surveyor in the War Office." A general idea may be at once gathered from a perusal of the subjects of the Examination, since many are "practical," and explain by indication the nature of the duties required. Where "Experiences" of officials in any particular Department, such as the Excise or Customs, have been published, candidates should consult them for fuller information.

5. Rules for Pension

All Civil Servants may eventually retire on a pension. After an official has completed ten years' service, if he retires from the service, he will receive a pension amounting to ten-sixtieths of the salary of which he is in receipt; after fifteen years', fifteen-sixtieths, or one-fourth; after thirty years',

thirty-sixtieths, and so forth, *pro rata*, until, theoretically, when he has completed forty years' service, he retires on the *maximum retiring pension* of forty-sixtieths, equalling two-thirds of the salary of which he is in receipt at the time of retirement. This is the *Official Rule*, but it is not always adhered to in practice, since full pensions are often granted on the ground of exceptional services, and, in the same way, larger pensions than those to which the officials retiring after fewer years' service are entitled to, and on similar grounds. Nevertheless, so far as the great majority of Civil Service employees are concerned, this Rule is followed with strictness.



GUIDE TO THE CIVIL SERVICE

CLERKSHIPS COMMON TO ALL GOVERNMENT OFFICES

FROM BOY CLERK TO CHIEF CLERK AND PERMANENT
UNDER-SECRETARY OF STATE

BEFORE proceeding to give an account of the different situations that may be obtained through passing successfully a Civil Service Examination, it is of fundamental importance to treat first of all fully of those Clerkships which are common to all or nearly all the various Government Offices. These are:—

1. The outside post of Boy Clerk;
2. Assistant Clerkships (Abstractor Class);
3. Second Division Clerkships;
4. Class 1 Clerkships.

These, together with Boy Messengers, Porters, the Female Typist, and the absolute Chiefs of the Office, may be regarded as being a complete official *Civil Service Unit* by themselves, irrespective of the necessary intrusion of many other kinds of higher and lower officials in

obedience to the special needs of a particular office, varying with the class of business which it is engaged in transacting.

Moreover, the four classes of posts above mentioned, which will be dealt with in this section, cohere in a remarkable way. A youth who commences his career under Government, but invidiously outside the Civil Service "ring," at the age of 15, may with perseverance, energy, and tact (partly by working hard in his leisure hours and successfully competing, when necessary, at the Examinations that give the *entrée* to the higher posts, and partly by promotion to the higher "Natural Progress" grade), pass through the grades of Assistant Clerk at 19; of Second Division Clerk at 25; of Class 1 Clerk at 33; up to that of Chief Clerk while he is still under 50. In this progress the only competition he is called upon to succeed in is that for the post of Assistant Clerk, which is open only to Boy Clerks. But a Boy Clerk may move forward very much more rapidly on his way up the official ladder. By succeeding in the Open Competitive Examination for Second Division Clerkships at 17 years of age, he is at once placed in the original position of a Second Division Clerk. Then if, during his term in the latter capacity, he continues to plod on with his books, he may enter for and

successfully compete at the Class 1 Clerkship Competition at the age of 22; and if he is fortunate may attain the post of Chief Clerk while still under 40, and that of Permanent Under-Secretary of State of his Department while still under 45.

Thus it is to be seen that, although what may be called the "natural progress" of the Boy Clerk to the highest rung of the official ladder is substantial enough, it is far speedier when he takes advantage of those *official stilts* to quicken one's advance known as "Open Competitions." To begin with:—

I. Boy Clerks

Boy Clerks (New Class) now perform the same work as was formerly performed by Boy Clerks (Old Class), despite the fact that the latter were officially recognised as members of the Civil Service, whereas the former are not. The tenure of Boy Clerks was temporary, like that of Boy Copyists, but whereas about one-fourth of the number of vacancies were at each Second Division Clerkship Examination set apart for Boy Clerks to compete for among themselves, Boy Clerks now possess no such privilege. On the other hand, the fact that when Competitive Examinations are held for Abstractorships only Boy Clerks are permitted to compete, is undoubtedly a new

privilege. This is, however, as will be seen further on, only a very partial compensation—one, indeed, which is very much like “a white elephant.”

Examinations are held for these posts very frequently, sometimes no more than two months elapsing between two successive Examinations.

Frequent Examinations As a rule, four or five Competitions are held annually, the number of vacancies offered varying from 200 to 400 at each Examination. Again, nearly all candidates *who qualify* are appointed, and the standard of qualification has at length been fixed at 50 per cent. of the maximum total. At the Examination held in October 1900, 200 appointments were offered; 350 candidates competed, but only 214 qualified, the qualifying standard on this occasion being 50 per cent. of the maximum total. For a long time many more candidates qualified on the 40-per cent. standard than sufficed to fill the number of vacancies offered, even when the number was so large as 400; but they were all appointed—on one occasion more than 600. Then it was found that, even at this reduced standard, the number of eligible boys was exhausted, the number of boys competing not equalling the number of vacancies offered, and the number of candidates qualifying being wretchedly inadequate. No more than 200 vacancies should

be offered at each Competition if the quality of Boy Copyists is to be kept up: also for another reason, as will be seen further on. At the four Examinations held in 1899, 2,074 candidates entered, and 1,248 were selected for registration. In 1900 these figures were exceeded. In 1901 one Competition was held in January for 400 vacancies, and another was announced actually before the holding of that Examination to take place on March 19th for the same number of vacancies—making 800 in all for the first quarter of the year.

Previous to July 1899 the scheme of examination was very simple, so it is not worth while going back further than that year for statistics.

The New Regulations

Under these Regulations "Temporary Boy Copyists" (now termed Boy Clerks) were called into existence, and the first Examination under the New Scheme was held in July 1899. It was provided that a Register of Boy Copyists for temporary employment in the Public Departments should be kept by the Civil Service Commissioners. The conditions under which the names of Boy Copyists are entered on this Register are:—

1. That they are of good health and character ;
2. That they are not under 15 nor above 18

years of age on the first day of the necessary Competitive Examination at which they enter, and for which the *Entrance Fee* is 5s.;

**Conditions
of Entry**

3. That they attain at least the qualifying standard at this Examination (50 per cent.);

4. That they will be summoned for employment in any of the Public Departments only as they are wanted, and, when *not wanted*, will have no claim to employment;

5. Contumacious refusal to serve, when called upon, entails removal of their names from the Register;

6. Order of employment and general retention on the Register rests entirely with the Commissioners;

7. They must obey the orders of the Heads of their Departments, by whom they are liable to dismissal *without notice* for inefficiency or misconduct;

8. Assignment to service will be, as a general rule, according to order of merit in the Examination; but exceptions to this general rule may be made when proficiency in Shorthand-writing or Typewriting is required, and for other sufficient reasons (see after);

9. They will receive pay according to a fixed scale;

10. They are not required to travel, as a rule, nor to accept engagements at a distance from

their residence; but if ordered to travel must do so, and will receive travelling expenses.

The *Entrance Fee* is 5s.

The Subjects of Examination

with the maximum number of marks allotted to each are:

A. Obligatory.

1. Handwriting and Orthography (400);
2. Arithmetic (400);
3. English Composition (200).

B. Optional.

Any *two* (and two only) of the following:—

1. Copying Manuscript (400);
2. Geography (400);
3. English History (400);
4. *Either* Latin *or* French *or* German (400);
5. Euclid and Algebra (400);
6. Chemistry and Physics (400): Total 1,800.

All candidates should, in order to be certain to qualify, obtain at least half-marks in each of the obligatory subjects, and a varying all-round percentage of either 40 or 50. At the

October 1900 Examination, of the **Qualifying Marks** 200 candidates who secured the 200 appointments offered in the first place, the 1st obtained 1556 marks, or 86·44 per cent., and the 200th 842 marks. The distribution of the Optional Subjects among the competitors was thus:—Algebra and Euclid, 118; Copying

Manuscript, 100 ; Geography, 95 ; Foreign Language, 73 ; Chemistry and Physics, 34 ; English History, 14. History is by far the most unpopular of all the subjects, but Natural Science is gradually making headway.

Hints on Preparation

1. *Handwriting and Orthography.* Students must endeavour to attain the highest possible degree of perfection in this double-barrelled subject.

(a) *Handwriting.* They must aim at acquiring a thoroughly Civil Service style of Handwriting, by practising from one of the three lithographed specimens of handwriting published by the Civil Service Commissioners. This style may be briefly characterised thus :

Style of Handwriting a bold free round hand, wholly destitute of flourishes; the slope of the letters very slightly inclined to the upright; the loops of all letters in which they occur, such as "e," "o," "l," "h," "g," "y," kept as open as possible and never blocked; equal spaces between consecutive words, and equal intervals between lines, above and below; quite plain capitals, and very clear formation of figures. In this, and *most other* Civil Service Examinations, not only is the legibility and quality of a candidate's handwriting in all his subjects taken into account in determining the number of marks

that shall be assigned to him in respect of it, but a *Special Test Copying Exercise* is usually given (although it may be, and sometimes is, omitted) in the shape of a "Tabular Statement" relating to some commercial statistics, which is placed before him, and which he is required to copy in his best handwriting. It usually consists of the "Heading," in capitals; a sub-heading; about five or six rows and six or seven columns of figures, and about twelve lines of ordinary letterpress. A *Form* is supplied into which the statistics must be copied, and the *whole* exercise finished (if possible) in twenty minutes. This requires considerable speed. Accordingly, after a finished style of Civil Service handwriting has been carefully acquired by a candidate, the speed must be very gradually increased by constant practice.

(b) *Orthography*. Accuracy of spelling and punctuation is very important in this, and all

other Civil Service Examinations. A **Good Spelling** weak candidate should never give **important** up his spelling-book; but the best way to correct all errors is to have passages of about thirty lines dictated to him at any ordinary speed and take it down in writing. Then it should again be dictated, much faster, when errors that may have occurred should be rectified, and the whole properly punctuated. It does not signify whether any passage is

actually to be taken down from Dictation or not in any *particular* examination; the practice should always be kept up, as it is the only way a good speller has of finding out whether he is lapsing into errors of spelling inadvertently, or, in the case of a bad speller, whether he is improving or not. The former must, if he finds he is lapsing, be continually on his guard in writing his answers to all his *Test Examination Papers*; while the latter, if he finds he is improving, should be further encouraged, and even if he finds he is *not*, should not be discouraged, but double his practice. In this Examination there has been latterly a *Special Orthographical Test*, but the marks are awarded to the general accuracy of the spelling and punctuation in all the papers. The pitfalls are, therefore, very numerous, and great caution must be exercised in the Examination Hall by the candidate.

2. *Arithmetic*. In *this*, and a considerable number of *other* Civil Service Examinations (which will be, in due course, notified in this volume), two papers are set, viz:—

(a) An elementary paper of twenty-five questions.

(b) A more advanced paper of six problems **Arithmetic** of an intermediate character; but **Papers** there is also a paper on "Tots." An hour and a half is given the candidate to

thoroughly answer each of these. In the first paper, speed and accuracy are essential to success, which can only be acquired by constant practice in working *similar* papers of the same length in the prescribed time. The second paper requires *thought* rather than *speed*, but accuracy is quite as essential. Nevertheless, similar papers should be worked regularly by the candidate. There is also a paper on "Tots,"—6 long compound addition, and 12 cross addition sums to be done in half an hour.

3. *English Composition.* In the *first* portion of the paper the candidate is required to write an Essay or a Letter on some simple subject. *Practice* here again is essential. It is not to be expected that a boy can write a good essay on any subject, unless he has previously accustomed himself to writing essays on other similar subjects. Those set at former Boy Copyists' and Boy Clerks' Examinations might be selected for this purpose. In the

Essay and Summary *second* portion of the paper the candidate is required to make a short summary, in his own language, of about fifty lines of printed matter. A little practice is quite sufficient to render a competent student thoroughly expert at this. The Essay or Letter, and Short Summary, must both be accomplished in the two hours allotted.

4. *Geography.* In this subject *Gill's* "Im-

perial Geography" might be used with advantage. In working it up, constant reference to the *Maps* of the countries should be made. The student should also practise the *filling in* with chief towns and physical features of penny *Outline Maps* of the various countries of the world. "Sketch Maps" of the Coasts of Great Britain and Ireland, the Mediterranean Sea, Japan, and New Zealand, should be practised until they can be accurately drawn and filled in from memory.

5. *Latin, or French, or German.* After the grammar has been sufficiently mastered, good "Reading" books containing consecutive passages of *Latin* or *French* or *German* prose, in different styles, should be attacked with the aid of Cassell's *Latin, French, or German Languages* Dictionary, until the student's vocabulary of the selected language is sufficiently enlarged, and his knowledge of the system so often practically applied as to enable him to translate with ease any easy prose passage *at sight*.

6. *Mathematics.* *Hall & Knight's Algebra* (to the end of Simple Equations), and *Hall & Stevens' Euclid*, Books I. and II. (with worked "Riders"), if thoroughly mastered, should prove sufficient. Numerous simple *Problems* in Algebra, involving only one unknown quantity, and easy "Riders" on Books I. and II.

should be worked out. Examination Papers (containing questions on both Algebra and Euclid) set at previous Boy Copyists' and Boy Clerks' and similar Examinations should be done from time to time.

7. *Chemistry and Physics.* The student who masters any good elementary books on these subjects, rather more advanced than "Primers," should be able easily to account for this paper. Attendance on short courses of elementary lectures in Chemistry and Physics (in which practical experiments are made) might be calculated to increase marks.

8. *Copying Manuscript.* One of the many excellent "Copying MS." books published should be purchased, and the *first dozen* exercises in it worked carefully through, revised and again revised. A certain amount of imagination is necessary to success in this subject.

The majority of Boy Clerks are engaged and paid by the week of 39 hours—viz.,

Hours of	seven hours on Mondays, Tuesdays,
Attendance	Wednesdays, Thursdays and Fridays,
and Pay	and four hours on Saturdays. The

weekly pay is: first year, 14s. ; second year, 15s. ; third year, 16s. ; fourth year, 17s. ; fifth year, 18s. Boy Copyists engaged *by the hour* are paid, first year, 4d. per hour ; second and third years, 5d. ; fourth and fifth years, 6d.

Not more than twelve hours' overtime per week is allowed. Boy Clerks may also be paid by the *piece* at rates fixed by the Civil Service Commissioners. The second and third methods of pay are in disuse.

Boy Copyists (and Boy Clerks) are paid for public holidays as for a working day. They are, with the consent of the Department in which they are serving, allowed to take one day's holiday for every twenty-four days of approved service, but the total number of *holiday days* must not exceed twelve in any one year. If

Holidays a Boy Clerk (New Class), whose
and name has been borne on the *Register*
Sick-leave for one year or upwards, falls ill, and he is medically certified to be so, he receives *sick-leave pay* at the rate of three-fourths of the ordinary; but no Boy Clerk can receive in one year pay for more than 28 days for holidays and sick-leave taken together.

Boy Copyists of the New Class will not be retained as such after they have reached the age of 20.

Boy Clerks are employed, as has been said, in connection with the work of all or nearly all the Government Offices. Their duties consist chiefly in Copying work. But those who show at a further examination in *Shorthand* or *Typewriting* (for attending which opportunities are now offered them) proficiency

in either or both of these subjects, may be employed in the capacity of Shorthand Writers or Typists at an increased rate of pay.

2. Assistant Clerks (Abstractor Class)

Competitions for these posts are now held twice a year, on each occasion for about 100 or 120 vacancies, in the months of January or February and July or August. The examination is *strictly limited* to Boy Clerks, **Conditions** who must have served for two years as such if their service commenced before the age of $17\frac{1}{2}$ years, or for one year if it commenced after the age of $17\frac{1}{2}$ years.

The *limits of age* are 19 and 21, and candidates must be between these limits on the 1st January or 1st July in the year in which the examination takes place, according as they are examined in the first or second half of the year in which the examination is held.

The Entrance Examination Fee is 10s.

The *Subjects of Examination*, together with the maximum number of marks allotted to each, are:—

1. Handwriting (300);
2. Orthography (300);
3. Arithmetic (400);
4. English Composition (400);
5. Digesting Returns into Summaries (300);
6. Geography (300). Total, 2,000.

The subjects, it will be seen, correspond to some degree with those prescribed for the Boy Clerks' Examination, except that **Subjects** "Digesting Returns into Summaries" takes the place of "Copying Manuscript," this substitution clearly indicating the difference in the character of the practical work on which *Assistant Clerks* are engaged; while the higher subjects, viz., Mathematics, Foreign Languages, and Natural Science, are entirely omitted. The test is essentially a practical one. The papers in Arithmetic, Geography, and English Composition, are almost identical in character with those placed before *Boy Clerk* candidates, those in the two former subjects being not a whit more advanced; while the two hours allotted for English Composition are reserved entirely for the Essay, there being no "summary" of a written passage required. *Tots*—6 long compound addition and 18 cross addition sums—are again required, *half an hour* being the time allowed for them. Although there is, again, no special Dictation Exercise, yet a *Copying Exercise*, in the form of a "Tabular Statement," is always given. Accordingly in these subjects the Boy Copyist candidates must keep up their previous knowledge, and endeavour to become more expert in them (in the same way as explained in our remarks on the Boy Copyists' Examination),

as they are *now* competing amongst *themselves*—*i.e.*, against candidates who have already gone through the first examination ordeal with more or less success.

The distinctive subject of the Examination is, therefore, “*Digesting Returns into Summaries*,” which must be thoroughly mastered. Two hours are allowed for the paper in this subject. A **Digesting Returns** Summary of *Returns*, relating to some such subject as comparative acreage and population in some European or other countries in different years, is placed before the candidate. A long string of various essential facts, printed in a higgledy-piggledy fashion, is given. A specimen Form is supplied, a copy of which candidates are required to *rule for themselves*, making it as wide as the paper will allow. When this is done, they must *fill in* the various rows and columns set apart for the statistics (as indicated by the printed matter at the top and side of Form) accurately. Those details, which cannot be gathered directly from the data, and admit of numerical calculation, must be accurately calculated. A single mistake in the calculation of “percentages,” or “increase or decrease,” will vitiate the whole summary. Great care must, therefore, be taken, not only in the assignment of the straightforward data, but also in the necessary calculations.

The principal heading of the Form must be written in a large, bold hand; the small writing should be not merely legible, but as *neat* as possible, while the greatest pains must be taken in the formation of the figures. They should be neat, elegant, and distinct. There should be no possibility of confounding a "2" with a "3," or a "7" with a "9," or a "3" with an "8" or "5," or a "1" with a "6," and so forth. In *ruling the Form* all stops and initial capitals in the specimen Form must be exactly reproduced; in the columns "Increase" or "Decrease" (should they occur) the sign + is to be prefixed to an increase and the sign - to a decrease, and the percentages are to be calculated to at least the first place of decimals.

From this it will be seen that the "Summary of Returns" is a compound exercise in Handwriting and Arithmetic, and is *par excellence* a test in painstaking care, neatness, and minute accuracy. Many good books containing a dozen or more of such exercises set at former Civil Service Examinations have been published. One of these the candidate should procure, and work steadily through till he becomes expert.

Of course, the greatest care (when ruling the Form) must be taken in "spacing" the different columns, making such as nearly as possible of an exactly proportionate width in

conformity with that which appears on the Printed Specimen Form. This is a subject which *pays* in all Civil Service Examinations in which it is included, as after a fair amount of practice a candidate should be in a position to obtain nearly full marks. There is nothing at all mysterious about it, success depending entirely upon the display of an *extra amount* of care and neatness.

The salary of an Assistant Clerk commences at £55 per annum, and rises by annual increments of £2 10s. to £70, and thence by annual increments of £5 to £100 per annum. Whenever an Assistant Clerk reaches a salary of £100, a promotion is made, but not necessarily of that particular man, to a higher grade, with salary rising by annual increments of £5 to £150. But, in addition to this, an Assistant Clerk, who has completed *six years'* service as such, may, on the special recommendation of the Head of his Department for conspicuous zeal and ability, be promoted to the *Second Division*, and enjoy not only the salary, but all the other advantages, of Second Division Clerks. This is an inestimable boon, and by no means a dead letter, and during the past year a considerable number of Assistant Clerks have been thus promoted to be Second Division Clerks.

The competition among Boy Clerks for

these posts has hitherto not been very keen. At first, indeed, very few more qualified than the actual number of vacancies offered; but latterly the effective competition has approached *two* for each vacancy, and will, doubtless, become keener still when Boy Clerks are qualified to compete by the necessary length of service.

3. Second Division Clerkships

Second Division Clerks are now employed in nearly all the various Government Offices, to the number of upwards of three thousand, and therefore form a considerable proportion of the total number engaged therein. The "Lower Division" of the Civil Service was first constituted in 1876, with the appointment of "Men Clerks" and "Boy Clerks." The latter have now been abolished, their place being taken by *Boy Copyists* (New Class). The former are now known as "Second Division Clerks," for by an Order in Council, dated 21st March, 1900, the name "Lower Division" was changed to that of "Second Division" on purely sentimental grounds.

Originally created for the performance of mere "routine work," many of the Second Division Clerks (especially those be-

Duties longing to the higher grade) are now engaged on work of a more responsible nature.

The salary of Second Division Clerks commences at £70 per annum, and rises by annual increments of £5 to £100 per annum.

Progressive Salary Although *theoretically* special reports in confirmation of his competence and fitness from the Head of his Department are required before a Second Division Clerk is permitted to go beyond this stage, yet *practically* this is a mere matter of form, and the salary proceeds by further increments of £7 10s. to £190 per annum. On attaining the salary of £190 per annum a further report from the Head of his Department in confirmation of his fitness and ability is required before the salary of a Second Division Clerk is permitted to proceed in the next grade from £190 by annual increments of £10 to £250. It is not often, however, that a Clerk is unfavourably reported on, even at the £190 grade-limit. But at both the £100 and £190 grade-limit a Second Division Clerk has to "mark time"—a very annoying fact. By "marking time" is to be understood that while the salary for the *last* year of the lower grade is £100 or £190, as the case may be, that for the *first* year of the next higher grade is the same, so that the Second Division Clerk has *two* years at a salary of £100 and *two* years at that of £190 per annum, thus practically losing two years in his continuous progress from £100

to £250 per annum. Accordingly, a man who has been appointed a Second Division Clerk at the age of 19 will attain a salary of £100 in four years, *i.e.*, at the age of 23, and this salary will continue for *two* years, so that he will not attain a salary of £190 until the lapse of thirteen instead of twelve years from that time, *i.e.*, when he is 36 years of age. This salary will also continue for two years, so that it will take him another *seven* years to attain a salary of £250 per annum—*i.e.*, when he is 43 years of age. From this point an advance in salary no longer theoretically depends on *seniority*, but on *ability*. The rule is that a promotion will be made whenever a Clerk reaches the maximum salary of £250 in the lower grade, although it will not necessarily follow that the particular Clerk who has reached the maximum will be the one actually promoted. As a matter of fact the cases in which he has been passed over and a specially meritorious Clerk in receipt of a salary of less than £250 per annum promoted in his stead have been *extremely few*, and promotion has practically followed in the wake of seniority. Hence it may be laid down as a *general rule* that progress from £70 to £350 per annum is continuous, with the reservation already made. The Second Division Clerk accordingly has

one year at £250 per annum in the last year of his previous grade and one year at the same salary in his higher grade, and then advances by annual increments of £10 to £350 per annum, which will be attained when he is 54 years of age. This will be his salary for the next eleven years, *i.e.*, until he attains the age of 65, when he will be called upon to retire on a pension, in lieu of which, however, he may elect to accept a "lump sum," or superannuation allowance, as it is termed.

But there are still further advantages attached to a Second Division Clerkship. Firstly, Clerks of the higher grade in that Division have a certain number of *Staff Appointments* (in the Admiralty, Inland Revenue, Board of Trade, War Office, Local Government Board, and some other Offices) reserved for them, carrying salaries of £300 to £500 per annum. Secondly, after eight years' service Second Division Clerks may be promoted to the Higher Division (Class 1) on the ground of exceptional merit, under a Certificate granted exceptionally by the Civil Service Commissioners. Such promotions have been tolerably frequent latterly, but not so frequent as they were while Class 1 Competitions were suspended and their entire abolition regarded as probable. Clerks thus promoted take with them into the Higher Division the salary

of which they are in actual receipt, if it be higher than the minimum salary of the Higher Division Clerkship to which they are appointed. Thus some years ago a Clerk of the Second Division of twenty years' standing was promoted to a Home Office Class 1 Clerkship. His salary as a Second Division Clerk in his twentieth year would be £200 per annum. This happens to be exactly the salary which Junior (Class 1) Clerks at that Office commence with; so, as far as that is concerned, there would be no change. But he could proceed by annual increments of £20 (instead of £10) to £500 per annum, and finally attain a salary of £1,000 per annum.

The attendance required is seven hours daily. In most Offices there is a half-holiday every alternate Saturday; in some *every* Saturday; Christmas Day, Good Friday, the Sovereign's Birthday, and the four Bank Holidays; and, in addition, during the first five years a Second Division Clerk has a holiday of 14 working days, and after the first five years one of 21 working days. In the event of illness, properly certified to by a medical man, six months' sick leave on full pay is allowed, and six months' on half-pay, which, however, is subject to the discretion of the Head of the Department in which the Clerk is serving.

**Hours of
attendance,
Holidays,
and
Sick-leave**

The *Entrance Examination Fee* is £2, which is required of every candidate attending the Examination.

As a general rule all natural-born subjects of His Majesty between the ages of 17 and 20 are eligible to compete. They must be above 17 and under 20 years of age on the *first day* of the competitive examination. But persons who have served in the Army and Navy may deduct from their actual age the whole time they have served in either the one or the other, counting towards pension. Persons who have served for two full consecutive years (*a*) in any Civil situation to which they were admitted with the Certificate of the Civil Service Commissioners, (*b*) in the Royal Irish Constabulary, (*c*) as registered Copyists in connection with the Civil Service, may now deduct two years (instead of *five*, as before July 1st, 1901) from their actual age in reckoning their eligibility by age to compete for this Competition.

1. The following classes of persons are only eligible on the condition that they produce to the Civil Service Commissioners the *written permission* of the authorities of their Department to attend the examination, dated before the commencement of the Competition, viz. :—

(*a*) Persons holding situations in the Civil Service.

(b) Members of the Royal Irish Constabulary of more than five years' service.

(c) Apprentices in His Majesty's Dockyards.

2. Persons who have been trained in the Normal Schools at the Public Expense, *provided* they have received the consent of the Committee of the Council on Education, Great Britain, or of the Commissioners of National Education, Ireland, as the case may be, given in conformity with the rules sanctioned by the Lords of the Treasury, and that it has been duly notified to the Civil Service Commissioners.

Persons actually serving in the Army or Navy, and those who have served for less than

Persons ineligible five years in the Royal Irish Constabulary, are ineligible. Foreigners who have not been naturalised are also ineligible, unless they apply for and receive special permission to compete under very exceptional circumstances.

The *Subjects of Examination*, together with the maximum number of marks allotted to each, are as follows :—

<i>A. Obligatory.</i>	Marks.
1. Handwriting and Orthography, including Copying Manuscript .	600
2. Arithmetic	600
3. English Composition	600
	1,800

B. Optional.

Any <i>four</i> of the following :—	Marks.
4. Précis, including Indexing and Digesting Returns into Summaries	400
5. Book-keeping and Shorthand Writing	400
6. Geography and English History .	400
7. Latin <i>or</i> French <i>or</i> German (translation from or into the language chosen)	400
8. Elementary Mathematics, viz. :— Euclid, Books I.—IV., and Algebra up to and including the Binomial Theorem	400
9. Inorganic Chemistry, with Elements of Physics	400
Total	3,400

The first Examination under the New Scheme was held in September 1900, when there was a considerable falling off in the number of competitors (as will be seen further on), as might have been naturally expected. The published Examination Papers afford us an insight into the manner in which candidates should set about preparing for this Competition. We shall take the subjects in the above order in advising as to the methods to be adopted.

1. (a) *Handwriting.* A Tabular Statement exercise being set, candidates should follow our precise instructions given *re* Boy Copyists.

(b) *Orthography.* No Dictation Exercise was read out. The advice given to Boy Copyist candidates applies.

(c) *Copying Manuscript.* The more difficult exercises in the selected book should be worked through, since *three* exercises, graduated in point of difficulty, are to be legibly and accurately transcribed in forty-five minutes. The third contains puzzling interlineations. Great care must be taken in inserting these exactly in the right places.

2. *Arithmetic.* There are two tests. (a) A paper of twelve questions in Higher Arithmetic.

The whole of *Haugh's* Arithmetic should be mastered, and the theoretical proofs committed to memory in an intelligent manner, so that, should a candidate be required to prove similar theorems, he may be able to do so by the same methods. Advanced Fractions, Present Value, Annuities, Discount, Compound Interest, Alligation, Motion round a Circle, Cubic Measure, Scales of Notation, and Logarithms, call for special attention. All methods or solutions should be arithmetical, or, if algebra is used, it must be disguised under an arithmetical garb. For this paper *three hours* are allowed, which is none too long.

(b) Tots—*i.e.*, 6 long and 18 cross addition Sums to be *accurately* done in half an hour. Constant practice is necessary to enable even the most expert mathematician to accomplish this feat within the allotted time.

3. *English Composition.* Very advanced subjects are set; and candidates, in order to score high marks, must keep well abreast of the times, not only in Politics, but also in Social Science and Literature. The monthly magazines and quarterly reviews should be scanned through each month, and great pains should be taken to cultivate a lucid and strong style, and the habit of a logical arrangement of thought. *Bacon's Essays*, *Goldsmith's Essays*, *Addison's Spectator*, and *Burke's* writings are among the best books a student can use to lay the foundation of a sound style. Thought and style, be it understood, must go hand in hand. One essay a week, at least,

Essays should be written on some weighty subject, such as those which were set in October 1900. They were (a) Hero-Worship and Sycophancy; (b) The Difficulties of the "Concert of Europe"; (c) Shakespeare as reflecting his Age. Candidates were limited to *one* only of these subjects. The Essay was required to fill at least two pages. *Gibson's* "Specimen Essays" might be procured and utilised with considerable advantage.

Special attention should be paid to these three *obligatory* subjects. A candidate who obtains high marks in each of them is well on the road to ultimate success in the Competition.

4. (a) and (b). *Précis and Indexing*. These two subjects are practically one, since the same set of correspondence is given for both purposes. Skill in Indexing or Docketing and Précis is not a natural gift, but an acquired art. In "indexing" letters and enclosures the chronological order must be followed, but in making a *précis*, the logical order. Only the salient points of the correspondence should be set forth in each little index, and as briefly, as concisely, and yet as lucidly as possible. It should furnish all the necessary information regarding the character of the contents of the documents, and yet be a miniature essay in itself. The *précis* should be a connected narrative of the events contained in the documents submitted, the various items being linked together by a continuous chain of cause and effect in human action. It must contain all that is important in the correspondence, and must be as brief as possible, as far as is compatible with distinctness and clearness: it must not exceed three hundred words in length. *Hunter's* or *Johnstone's* "Indexing and Précis Writing" might be used.

(c) *Digesting Returns into Summaries.* See the instructions *re* Boy Copyists' Examination (*ante*).

5. (a) *Book-keeping.* The Examination is in Book-keeping by Double Entry. A good book on the lines of Civil Service Book-keeping and keeping such as *Hamilton & Ball's, Shorthand* must be carefully worked through under competent guidance, to acquire proficiency. The straightforward work should be thoroughly mastered before fanciful problems are attacked. Very high marks may be obtained in this subject by a candidate who is throughout proficient.

(b) *Shorthand.* Candidates are tested at the rates of 72, 88, and 100 words per minute. *Pitman's* or the *Oxford System* of Shorthand should be relied on.

6. (a) *Geography.* See remarks *re* Boy Copyists' Examination. Special attention should be given to Physical Geography. *McTurk's* is a useful book; also *Huxley's* Physiography.

(b) *History.* Students should thoroughly master *Taswell Langmead's* Constitutional History (last edition), as well as a good book in descriptive history. In order to obtain high marks the practice of answering questions set at previous examinations in one's own words is indispensable.

7. *Latin, or French, or German.* The passages

set for translation and re-translation in these languages are not difficult. Good up-to-date "Reading Books," containing passages, prose and verse, from the classical authors in each of these languages, should be used, and practice in making idiomatic translations from the selected language into English assiduously cultivated. Good Prose Composition books, such as *Wilkins'* in Latin, *Blouet's* in French, or *Ulrich's* in German, must also be called into requisition.

8. *Elementary Mathematics*. Not only "Euclid," but the modern methods of treatment of the subjects of Books I. and II., must be carefully studied, and when required (as was the case in October, 1900), practically applied. In *Algebra* a knowledge of the most advanced portions of each rule required to the end of the Binomial Theorem is insisted upon. Great care and hard work lies before a candidate who would obtain good marks in this subject.

9. (a) For *Inorganic Chemistry*, candidates might safely rely upon *Roscoe's* "Elementary Lessons in Chemistry." A course of experimental lectures should also be taken.

(b) For the "*Elements of Physics*," *Balfour Stewart's* "Elementary Lessons in Physics" might be used with advantage.

The paper set at the October 1900 Competition was a satisfactory one.

This concludes our advice as to the mode in which candidates should set about preparing in the various subjects of the examination.

At the first Competition held under the "New Scheme," in October 1900, 878 candidates competed for 100 vacancies; but since 180 appointments were actually made, the effective competition was less than five for each vacancy, which is not severe. At the Examination held in April 1899, under the "Old Scheme," for 150 vacancies, 1,217 candidates competed, or over eight for each vacancy. Nevertheless, the competition under the New Scheme will be quite as severe before long. Candidates should, therefore, compete at as early a date as possible. Two examinations will, it seems, be held each year in future, at each of which from 150 to 180 appointments will be made as the result of the Competition. No candidate should compete without special preparation; for if unsuccessful, as he assuredly would be in ninety-nine cases out of a hundred, he would learn nothing as regards his latent capabilities.

4. Class I Clerkships

Class 1 Clerks are now employed in the great majority of Government Offices, and form the backbone of the *Higher Establishment* of

the Civil Service. Some of these Clerks are promoted Second Division Clerks, but most of them have obtained their appointments by success in the Class 1 Clerkships Open Competitive Examination, which is held at the very beginning of August in each year, jointly with the India Civil Service and Eastern Cadets Competitions. Indeed, not only are identical papers set in all the subjects, but one *Consolidated Entrance Fee* of £6 admits a candidate to all three competitions, provided he is within the required limits of age (which range between 21 and 24) for each competition.

The *Limits of Age* between which candidates can compete for these posts are 22 and 24, and candidates must be over 22 and under 24 on the 1st August of the year in which the Examination is held.

Persons who have served continuously in the Civil Service for a period of two years or upwards, in a situation obtained under the Certificate of the Civil Service Commissioners, may add *at least* two years to the higher limit, in reckoning their eligibility by age for these posts. Thus Second Division Clerks, Port Service Clerks, Assistants of Excise and Customs, Abstractors, Boy Copyists, Male Telegraphists, Male Sorters and others, may enter for these posts as long as they are under 26 years of age on the

1st August of the year in which the Examination is held. Up to July 1st, 1901, such candidates could add the whole period of their service up to *five* years in the above way, but this has now been reduced to two.

The *Entrance Fee*, as above stated, is £6.

The *Subjects of Examination*, with the maximum number of marks allotted to each, are as follows:—

Subjects.	Marks.
English Composition	500
Sanskrit Language and Literature	500
Arabic " " "	500
English " " "	500
French " " "	500
German " " "	500
Latin " " "	750
Greek " " "	750
Mathematics (Pure and Applied)	900
" (Advanced)	900
Natural Science (<i>i.e.</i> any number not exceeding <i>three</i> of the following subjects, to each of which a maximum number of 600 marks is allotted): (1) Higher Chemistry; (2) Higher Physics; (3) Geology; (4) Botany; (5) Zoology; (6) Physiology	1,800
English History (including Constitutional)	500
Modern History (Special Period to be selected)	500

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Subjects.	Marks.
Roman History (Ancient, including Constitution)	400
Greek History (Ancient, including Constitution)	400
Logic and Mental Philosophy (Ancient and Modern)	400
Moral Philosophy (Ancient and Modern) .	400
Political Economy and Economic History	500
Political Science (including Analytic Jurisprudence, Early History of Institution, and Theory of Legislation)	500
Roman Law	500
<i>English Law</i> (not more than <i>four</i> of the following branches): (1) Law of Contract; (2) Law of Evidence; (3) Law of the Constitution; (4) Criminal Law; (5) Law of Real Property	500
Total	<u>12,700</u>

No subjects are obligatory, but a certain proportion of the marks (one-fifth, it is believed) is deducted from those first obtained by a candidate in each subject (except English Composition and Mathematics) before he is allowed to count any. This is done in order to discourage superficial knowledge of many subjects; while, in order to put a premium on increasing proficiency stage by stage in each particular subject, the following, or some

System of marking

similar transformation of candidates' marks on all fours with it, takes place before the Final Result of the Competition can be ascertained. After one-fifth of *the maximum* number of marks assigned to any subject has been deducted from those obtained by the candidate in that subject, the remainder is multiplied by five-fourths, and the product represents the candidates' marks as they appear in the published list. Thus, supposing there are three candidates, A, B, and C, taking *Latin* as one of their subjects. As their papers leave the hands of the Examiner, A's are marked at 600, B's at 400, and C's at 148. Now comes the turn of the Commissioners. One-fifth of 750 (the maximum total) is 150, and therefore C will obtain no marks at all, being two below;

B will obtain $\frac{5}{4} (400 - 150) = \frac{5 \times 250}{4} = 312$ marks;

A will obtain $\frac{5}{4} (600 - 150) = \frac{5 \times 450}{4} = 562$ marks.

Through this system of marking it will be at once seen that A (with his more thorough knowledge) has gained 50 marks on B since the Examiner's initial marking, while C will get no credit whatsoever for his **Superficiality discouraged** "mere smattering," represented by the untransformed 148. Moreover, by this system it is clear that a candidate who in the first instance obtains full marks

will in the last result actually have full marks recorded to his name, for $1\frac{1}{4} \times (1 - \frac{1}{5}) = \frac{5}{4} \times \frac{4}{5} = 1$. And the *greater* his percentage the *nearer* will his apparent marks approach his real marks. This explains the puzzling fact that in Modern History one or two candidates at each competition attain nearly full marks, despite the known deduction.

There is no doubt that a more or less thorough knowledge of Classics stands an ordinary competitor in better stead in this Competition than does a similar knowledge of Mathematics (unless it be of the very highest order), since Oxford University usually claims many more successful candidates than its sister University, Cambridge. These two Universities between them usually monopolise about three-fourths of the appointments (on the Class 1, India Civil Service, and the Eastern Cadets amalgamated List of Successful Candidates), the remaining fourth being divided between the other Universities of the British Empire. It is seldom that a candidate belonging to *no* University is successful; yet why this should be so is not very clear. For a

candidate may *entirely omit* from his
Subjects list the following subjects: Latin,
dispensable Greek, Sanskrit, Arabic, Ordinary
 and Advanced Mathematics, and all branches
 of Natural Science, and yet possess an excellent

chance of being successful in the Competition, provided he possesses a retentive memory, a comprehensive intellectual grasp, and undoubted powers of steady application, and has received a *sound fundamental English education*, such as can be obtained at a good Grammar School. For the *maximum total* of marks assigned to the above-mentioned subjects amounts to only 6,100, leaving 6,600 for the other subjects, all of which the candidate, acting in this manner, might take up. He has only to obtain one-third of this maximum total (*i.e.* 2,200) to be tolerably certain of success. A determined coach and a determined pupil, acting in concert, can accomplish feats which are generally believed to be impossible at Civil Service Competitions. The

Subjects to be excelled in subjects in which the candidate who omits the above-mentioned subjects is required to excel *now* are: Composition (500), English Literature (500), English History (500), Modern History (500), Roman History (400), Greek History (400), Logic, etc., (400), Moral Philosophy (400), Political Economy (500), Political Science (500), Roman Law (500), English Law (500), French (500), German (500). Even if the last two were omitted, a maximum total of 5,600 still remains, and by dint of steady application it should be a matter of little difficulty to obtain at least half-marks, or 2,800 marks, in such subjects.

How to Prepare for this Examination

It would be impossible to give within the limits of the present volume *full instruction* as to the mode of preparation to be followed in each of the subjects of examination for this Competition. Suffice it to say that the **High standard demanded** very *best tuition* should be obtained in Classics, Mathematics, Modern Languages, and Natural Science (including laboratory work), as *extraneous* aid must be had in these subjects in order to acquire in them that depth and accuracy of knowledge demanded by the Civil Service Commissioners. Some weeks' residence in France and Germany is advisable in the case of those candidates who select French and German. As regards Arabic and Sanskrit, it will only profit natives of India, who have been taught these languages from early childhood, to take them up, as the Examination Papers set in them are now very stiff, although not quite up to the high Honours standard reached by those set in the previously mentioned subjects. The papers in the other subjects are also well up to the University Honours standard, and the books prescribed in the B.A. Honours Examination of the *Royal University of Ireland* in Literature, Ancient and Modern History, Logic, Philosophy and Political Economy, and in the LL.B. of the same

University in Law and Jurisprudence, may be taken as a guide to those works, a knowledge of which is expected by the Civil Service Examination in the corresponding subjects. The special period in *English Literature* must, of course, be thoroughly mastered; annotated editions of the prescribed books being easily obtainable from the *Oxford or Cambridge University Press*, or some similar publishing firm. With regard to *Modern History*, the *first* of the four alternative periods appears to be the simplest; but probably high marks are more easily obtainable in one of the subsequent periods, in which a knowledge of Indian History is required. But this is a mere matter of choice, whereas no option is left to candidates as regards the *English Literature* period.

Political Science, Political Economy, Roman Law, English Law, Greek History, and Roman

History, overlap each other at various **Overlapping subjects** points in a marvellous manner, so that the work of preparation for any one may frequently be made to dovetail beautifully into that for another. If these six subjects are, for certain purposes, regarded in the light of a *single subject*, much valuable time will be saved, and an increased thoroughness of knowledge of each of them will be acquired. Of course each of these subjects

has its *special portion*, which does not fall within the sphere of any of the others, but must be worked up *specially*. Logic and Mental Philosophy (Ancient and Modern) is a stiff subject, but one which should find favour with an expert Greek scholar, as for that matter also should Moral Philosophy (Ancient and Modern). Roman Law and Roman History fit in very well with Latin; Political Science with both Latin and Greek, and Modern History with Modern Languages. The

Difficult Mathematics Mathematics is very hard, not a single easy question appearing, as a rule, in even the Ordinary Paper. Despite the fact that no marks are deducted in this case, candidates would be well advised to *leave it severely alone*, unless they are thoroughly expert in the more advanced portions of so-called Elementary Mathematics (Pure and Applied), and possess a considerable amount of mathematical talent as well.

In order to obtain high marks in Natural Science, attendance and good work in chemical, physical and physiological laboratories, or in zoological and geological museums, or at the Kew Botanical Gardens, is absolutely necessary.

In English History candidates who aim at obtaining very high marks must master the works of *Stubbs*, *Hallam*, and *Erskine May*, in so far as Constitutional History is concerned.

This is a difficult subject to score in. English Composition (from which no marks are deducted) should be thoroughly cultivated in the manner previously described in this section. *Over-work* must be studiously avoided, and perfect health maintained, more especially at the time of the Examination.

Some caution must be exercised by successful Class 1 Candidates regarding the Office they select; for, while in several the commencing salary is £200 per annum, in others it is only £150 per annum. As a rule the prospects in the former Offices are much more substantial and brilliant than in the latter, but this is not always the case. For instance, the War Office, in which the Class 1 Clerk's commencing salary is only £150, is yet among the best in so far as future prospects are concerned. The Colonial Office, the Home Office, the India Office, and the Admiralty, *all* offer splendid future prospects. When the commencing salary is £150 per annum, it usually rises by annual increments of £15 to £300, thence by annual increments of £20 to £500 or even £600 per annum. Then, on promotion to a higher grade, the salary commences at £600, and rises by annual increments to £700 or £800 per annum, and finally by annual increments of £50 to £900 or £1,000 per annum, with (in some Offices) chances of

promotion to the rank of Permanent Under-Secretary of State, with a salary of £1,500 to £2,000 per annum. When the salary commences at £200 per annum, it rises by annual increments of £20 to £500. Then, after promotion to £600, the salary rises by annual increments of £25 to £800 per annum; and after promotion to £800, it further rises by annual increments of £50 to £1,000 per annum. Thus a youth, successful at the age of 22, would, in an office in which this scale of salary prevails, attain to a salary of £500 at the age of 37, and if promoted at 38 would be in receipt of a salary of £800 by the time he is 46; and then, if immediately promoted at 47, would attain the salary of £1,000 per annum on reaching the age of 50. But more may be said regarding the prospects of Class 1 in connection with each Department when treated separately. On attaining the age of 65 Class 1 Clerks are required to resign on an adequate pension or a "lump sum" of money in lieu, known as a "superannuation allowance."

Between 1870 and 1898, 21 Class 1 Competitions were held for 323 Class 1 Clerkships.

Distribution of Class 1 Clerkships They were distributed between the following Offices in the manner indicated by the annexed figures enclosed in brackets: Admiralty (39), Civil Service Commission (9), Colonial Office (26), Customs (4),

Exchequer Audit Office (2), Home Office (7), India Office (18), Inland Revenue (9), Local Government Board—England (39), Local Government Board—Ireland (5), Lunacy Commission (2), Patent Office (7), Post Office—Secretary's Branch (60), Record Office—England (18), Record Office—Ireland, (16), Science and Art Department (6); Scottish Office (1), Board of Trade (1), Treasury (9), War Office (39). In 1898 there were 27 vacancies to Class 1 Clerkships, 19 of which were filled by open competition.

In addition to the ordinary holidays, Class 1 Clerks are granted about a month's leave annually. During serious illness they receive full pay for the first six months and half-pay for the next six months. The usual hours are between 10 a.m. and 5 p.m. As regards their duties, they are various, differing with the work of the various Departments; but from the very commencement the work is of a responsible character, and assumes more and more of a confidential nature as the Class 1 Clerk mounts up the official ladder.

The competition for Class 1 Clerkships is exceedingly keen: *all* the 300-odd candidates who now enter for the Amalgamated Class 1, India, Civil Service, and Eastern Cadets Examination, and are above 22 years of age enter also for the 16 or so Class 1 Clerkships

offered for competition, so that the competition is quite 13 or 14 for each vacancy—more especially since the better Class 1 Clerkships are, by the majority of joint candidates, preferred even to posts in the India Civil Service, and always, without hesitation, to Eastern Cadetships. Thus, when the result of the August 1899 Amalgamated Competition was made known, it was found that the 1st, 2nd, 3rd, 5th, 6th and 8th candidates—6 out of the first 10—chose Class 1 Clerkships. Many candidates much lower down in the list are appointed to Class 1 Clerkships some months after the result has been announced, additional vacancies during the ensuing six months having occurred: in this must lie the hope of those candidates who do not expect to come anywhere near the top of the list. A thorough preparation, pursued unintermit- tently for twelve or twenty-four months, is the only way by which success may be assured at this Examination.

The four successive grades of Boy Clerk, Assistant Clerk (Abstractor Class), Second Division Clerk, or Class 1 Clerk, have now been thoroughly discussed; the usual mode of transition from one to the other; the salaries, prospects, and subjects of Examination, and how the candidate should prepare for them

in each of the subjects, to some extent explained; so that it only remains to say a word about two much more humble classes of Civil Servants common to nearly all Offices—viz., (a) *Temporary Boy Messengers* registered for employment in Government Departments, and (b) *Female Typists* in Government Departments.

(a) Temporary Boy Messengers

The *limits of age* are 14 and 16. The *entrance fee* is 1s. The *subjects of examination* are (1) Reading; (2) Writing. But boys who can produce a certificate of having passed at least the Fifth Standard in a public elementary school need not pass any examination. Boys must present themselves at the Civil Service Commission at such times as the Civil Service Commissioners fix, and must be of good health and character.

The *pay* of Boy Messengers commences at 7s. 6d. per week, and rises by 1s. 6d. per week for each year of approved service. Boy Messengers on attaining the age of 20 are required to resign their posts as such.

(b) Female Typists

These are now employed in a great number of Offices, and are clearly necessary to complete its organisation as a "Civil Service unit."

The *limits of age* are 18 and 30. The *subjects of examination* are : (1) Writing ; (2) Spelling ; (3) Arithmetic—first four rules, simple and compound method, English Weights and Measures ; (4) Typewriting.

An official nomination is required for this situation, but the Civil Service Commission can give no information as to the persons from whom or the means by which such nominations may be obtained.

The usual salary in the various Offices is from 18s. to 30s. a week. These are excellent posts for young women under 30 who have taken the trouble to become expert in typewriting.

In order to render the natural transit from the state of Boy Clerk to that of Chief Clerk effective, one great reform is necessary, and that is, that the number of vacancies to Assistant Clerkships should reach at least one-half those made to Boy Copyistships annually. The only way to do this is to increase the number of *Abstractors* and reduce the number of Boy Copyists in each Office. The grievance of hundreds of Boy Clerks, that on attaining the age of 20 they are cast upon a merciless world, which does not and will not understand the reason of their dismissal from the Service, would thus be reduced to a minimum. Some hardship would still remain, but under the

**Final
Remarks**

modern conditions of life that could not be avoided. At all events, all boys of average intelligence combined with a little exceptional industry would have it in their power to proceed from the state of *Boy Clerk* to that of *Chief Clerk*.

HIGHER CIVIL SERVICE APPOINTMENTS

(ARRANGED ALPHABETICALLY IN ORDER ACCORDING
TO DEPARTMENTS)

I. Admiralty Appointments

I. Junior Appointments in the Supply and Accounting Departments

The *limits of age* are 18 and 20. The *entrance examination fee* is £6. The *subjects of examination* are:—*A. Class I. (Obligatory).* 1. Mathematics I. (including Arithmetic, Algebra, Euclid, Plane Trigonometry and Mensuration). 2. Latin (Translation from and into, Grammar and Roman History). 3. French or German (Translation from and into, Grammar and Dictation.) 4. English Composition (including Essay Writing and Précis.) 5. Geography (General). *B. Class II.* Any *two* only of the following:— 6. Mathematics II. (including more advanced Algebra, Trigonometry, Solid Geometry, Conic Sections, Statics and Dynamics). 7. German or French (alternative taken to that as obligatory). 8. Greek (similar to Latin). 9. English

History. 10. Chemistry and Heat (including only Inorganic and Practical). 11. Physics (including Sound, Light, Heat, Electricity and Magnetism, and Practical Tests.) The competition for these posts is exceedingly keen, the percentage of marks that it is necessary to obtain to ensure success being specially high, much higher than for the Army Entrance, or even for the India Police Service. The *salary* commences at £100 per annum, but rises at the end of two years to £120 if the work done during the probationary year has been of a satisfactory nature. Thence it rises by annual increments of £10 first to £200, and then of £15 to £350, and thence, on promotion to the next grade, to salaries of £350 to £500 per annum. Of the officers 80 receive £100—£350, and 45 from £350 to £500, while 23 are in receipt of salaries of £600—£900, together with an official residence or £75 per annum in lieu.

2. Assistant in the "Nautical Almanac" Office

Limits of age, 18 and 25. *Entrance fee*, £1. *Subjects of examination*:—A. *Obligatory*.
 1. Handwriting and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions).
 3. Algebra (including Quadratic Equations).
 4. Trigonometry (including the logarithmic solution of Plane and Spherical Triangles).
 5. Spherical and Practical Astronomy (including

astronomical computation). *B. Optional.* 6. French (Translation) or German (Translation). *Salary*, £100—£300, and on promotion to rank of Chief Assistant £320—£450, and to that of Superintendent, £500—£600.

3. Draughtsman in the Hydrographical Department

Limits of age, 17 and 25. *Entrance fee*, £5. *Subjects of examination*: — *A. Obligatory.* 1. Handwriting and Orthography. 2. Arithmetic. 3. Practical Geometry. 4. Geography. 5. Map and Chart Projection. 6. Hydrographical Plan Drawing. *B. Optional.* 7. Translation from French, Spanish, or some other foreign language.

Candidates must satisfy the Commissioners that they possess the special technical qualifications for this office, a certain proficiency in Draughtsmanship being indispensable. The *salary* is £125—£500 per annum.

4. Assistant Civil Engineer (2nd Grade) in H.M. Establishments at Home and Abroad

Age, 23–28. *Entrance fee*, £6. *Subjects of examination*: — *Part I.* 1. Mathematics (including Geometry, Algebra, and Trigonometry). (2) Mechanical Philosophy (including Statics, Dynamics, Hydrostatics, Hydraulics, Pneumatics and Heat, regarded as a source of Power). 3. Experimental Science (including

Inorganic Chemistry, Heat, Electricity and Magnetism). Candidates must pass in *at least one* of the above. *Part II.* 4. Drawing and Design and Construction of Architectural and Engineering Works. 5. Quantities. 6. Estimates and Specifications. 7. Use and Properties of Materials. 8. Surveying and Levelling. 9. Sanitary Engineering. *Three years'* technical training must be proved. Candidates must pass in all the subjects of Part II. *Salary*, £300—£800 per annum.

5. Assistant Surveyor (2nd Grade) at the Head Office and the Outports

Age, 23–30. *Entrance fee*, £3. *Subjects of examination*:—1. Composition. 2. Drawing (Architectural and Engineering). 3. Quantities. 4. Use and Properties of Materials. 5. Surveying and Levelling. All obligatory. *Three years'* technical training essential. *Salary*, £125—£350 and upwards.

6. Second-Class Assistant in the Royal Observatory, Cape of Good Hope

Age, 21–30. *Preliminary Examination. Fee*, £1. *Subjects*:—1. Handwriting. 2. Orthography. 3. Arithmetic (Elementary). 4. Composition. *Competitive. Fee*, £3. *Subjects*:—*Group I.* French, German, Latin. *Group II.* Euclid, Solid Geometry, Geometrical Conic Sections, Algebra, Differential and Integral Calculus,

Dynamics, and Newton's *Principia*, I. II., III. *Group III.* Astronomy (Practical and Spherical), Optics. *Salary*, £200—£600 per annum.

7. Assistant Schoolmaster in a Naval Dockyard

Age, 20–35. *Entrance fee*, £2. *Subjects of examination*: — 1. Handwriting and Orthography. 2. English, including Composition and Grammar. 3. Physical and Political Geography of the World, especially of England and Europe. 4. English History. 5. Arithmetic, Mensuration, Euclid (Books I.–IV. and VI.), Algebra, Plane Trigonometry. 6. Differential and Integral Calculus and Plane Co-ordinate Geometry. 7. Statics, Dynamics, and Hydrostatics. 8. Chemistry and Physics. The first five subjects are obligatory. Evidence of ability to teach is necessary. *Salary*, £120—£350 per annum.

8. Assistant Clerkships in the Royal Navy (Nomination)

Age, 17–18. *Entrance fee*, £1. *Subjects of examination*: — Class I. (*Obligatory*): 1. Mathematics (including Arithmetic, Algebra to end of Quadratics of two unknowns, Euclid I.–III.). 2. English, viz., Handwriting, Spelling, Dictation, Composition, and Précis. 3. English History and Geography, especially that of the British Empire. 4. French (Translation from and into consecutive prose, grammar, dictation,

and conversation). 5. Latin (Translation from and into Latin prose, grammatical questions). Class II.: 6. Shorthand or Drawing, (a) Free-hand and Simple Rectangular Model, or (b) Geometrical; 7. *One* of the following: (i) Additional Mathematics (including Euclid VI. 1-12, and Elementary Trigonometry); (ii) German (similar to French); (iii) Natural Science, *i.e.* Mechanics, with either (a) Physics (Properties and Changes of Matter, Mass and Density, Heat and Temperature), or (b) Chemistry (Elements of Inorganic). A *nomination* must be obtained from the First Lord of the Admiralty. Successful candidates must pass an examination in *Swimming*. The *Salary* is £45 for first year, £73 for second year, and upwards of £90 on attaining the age of 21, whence it rises through the various grades of Assistant-Paymaster and Paymaster to £660 per annum.

Candidates who qualify in *Class I.* subjects may compete a *second* time (if still under 18) without receiving a fresh nomination.

9. Engineer Studentships

Age, 14½-16½ on the 1st May of year of entry. *Entrance fee*, £1. *Subjects of examination*:—Same as for Assistant Clerkships R.N., except that Natural Science and Latin change places and marks in Class I. and Class II. respectively. *Salary* at end of apprenticeship

commences £109 and rises to £638 per annum. No nomination is required. Usually about thirty vacancies. Candidates must be of pure European descent.

10. Navy Cadetships

Age, 14½–15½. *Nomination*. *Entrance fee*, £1. *Subjects of examination*:—Same as for Assistant Clerkships R.N., except that an extra 200 marks are allotted to Latin. The *salaries* of Naval Officers are on a higher scale than are those of either Engineers or Paymasters. *Nomination* from First Lord is necessary. All can compete.

II. Board of Agriculture

The following are the chief *higher* appointments under the Board of Agriculture, together with all necessary particulars.

1. Permanent Inspector

Age, 25–35. *Entrance fee*, £6. *Subjects*:—
1. Handwriting. 2. Spelling. 3. Arithmetic (elementary). 4. English Composition. 5. The Diseases of Animals Act, 1894, and any Act amending the same, and the Orders of the Board of Agriculture thereunder. *Salary*, £300–£600 per annum.

2. Assistant to the Head of the Intelligence Department

Age, 20–30. *Entrance fee*, £2. *Subjects*:—
1 English Composition and Précis Writing.

2. Agriculture. 3. German. 4. French. German is obligatory, and the paper in it and also in French demand a knowledge of the German and French equivalents of agricultural terms and expressions. *Salary*, £150—£350 per annum and upwards.

III. British Museum Assistantships (Nomination)

(a) The only *higher* officials employed in the *British Museum* are *Assistants* in the various Language, Manuscript, and Natural Science Departments, which are no fewer than ten in number. The *limits of age* are 20 and 25. A *nomination* must be obtained from one of the Principal Trustees before a candidate can compete. The *entrance examination fee* is £5. The *Subjects* common to the majority of the Departments are:—1. English Composition (including Précis). 2. Greek. 3. Latin. 4. German. 5. French. 6. English History. In the *Director's Office* Greek is omitted, but Geography and Book-keeping added. In the *Printed Books* Department the History of either French or English or German Literature is required as a *sixth* subject in place of English History; while in the *Manuscripts* Department the Elements of Greek or Latin Palæography and of English "Diplomatic" is added as a seventh subject. In the *Prints and Drawings*

Department, for English History is substituted "History of Renaissance and Modern Art," with questions on the Schools and Methods of Engraving, with practical tests. In the two *Oriental* Departments, Greek is alternative with Latin and German with French. In the *Classical Antiquities* Department "Greek and Roman Archæology" take the place of "History"; and in the Department of Coins and Medals the same is done by a prescribed branch of *Numismatics*. In the Department of *British and Mediæval Antiquities*, the sixth subject is the History of Mediæval Art or of Primitive Culture, and the seventh, Drawing. In the Departments of Zoology, Botany, Geology, and Mineralogy at the *Natural History Museum*, the *subjects of examination* are:—

1. Writing from Dictation. 2. Orthography.
3. Elementary Arithmetic. 4. Composition.
5. Geography and Physiography. 6. Translation from Latin *and* from French or German.
7. Special Science subject required by Department.

Salary, £150—£500, and thence by promotion to £800 per annum.

IV. Colonial Offices and Services

I. Class I Clerkships

Age, 22–24. *Salary*, £200—£1,000 per annum.
Subjects of examination: — see First Section relating to Class 1 Clerkships.

2. Jamaica Third-Class Clerkships

Age, 18–21. *Entrance fees* :—Preliminary, 5s.; Competitive, £1. The *subjects* of the Preliminary Examination are :—1. Handwriting. 2. Orthography. 3. Arithmetic. 4. English Composition. The subjects of the Competitive Examination held under the direction of the Civil Service Commissioners for half the appointments vacant each year are :—1, 2, 3, 4 (as above), and 5. Copying MS. (to test accuracy). 6. Geography. 7. Indexing. 8. Digests of Returns. 9. English History. 10. Book-keeping. 11. Latin (Translation, composition, sentences, grammar). 12. French (Translation from and into, grammar, conversation and dictation). 12. Mathematics (*a*) Algebra, to Binomial Theorem; (*b*) Euclid, I.–IV., VI., XI. (1–21). *Salary* (under consideration).

3. Eastern Cadetships—viz. Ceylon, Hong Kong, Straits Settlements, and Malay States Cadetships

Subjects same as for Class 1 Clerkships. *Salary*, £300—£3,000 per annum.

**V. House of Commons Clerkships
(Nomination)**

Department of the Clerk of the House

Age 19–25. *Entrance fee*, £6. *Subjects* :—*A. Obligatory* :—1. Arithmetic. 2. Composition. 3. English History (general). 4. Constitutional History (*Hallam, May, Dicey, and Anson*).

5. Latin (Translation from and into Latin prose and verse. A Grammar and Roman History paper may be taken in lieu of translation into Latin verse). *B. Optional (Two only of the following):*—6. Greek (similar to Latin). 7. French (Translation from and into, grammar, dictation and conversation). 8. German (similar to French). 9. Mathematics: (i) Algebra to Binomial Theorem; (ii) Euclid, I.–IV. and VI.; (iii) Trigonometry (including Solutions of Plane Triangles and Mensuration). A Nomination must be obtained from the Clerk of the House. *Salary, £100—£1,000 per annum, with extra allowances.*

VI. House of Lords Appointments (Nomination)

Department of the Clerk of Parliaments

(a) Clerk

Age, 19–25. Entrance fee, £6. Subjects: same as for House of Commons Clerkships, Italian being now abolished. Nomination necessary from Clerk of Parliaments. *Salary, £100—£1,200, with extra allowances varying from £25 to £150 for special duties.*

(b) Assistant Librarian

Age 20–30. Entrance fee, £5. Subjects of examination: same as for House of Commons Clerkships. Nomination is necessary. *Salary, £300—£500 per annum.*

VII. Ecclesiastical Commission

Junior Clerkships

Age 18–20. *Entrance fee*, £2. *Subjects of examination*:—1. Arithmetic. 2. Algebra; 3. Précis. 4. English Composition (including Handwriting and Orthography). 5. English History. 6. Geography. 7. Latin (Translation from and into). 8. French or German (Translation from and into). *Salary*, £70—£500 per annum.

**VIII. Education Department (England)
(Nomination)**

Sub-Inspectors, Second Class

Age, 25–35. *Entrance fee*, £1. *Subjects*:—*A. Obligatory*: 1. Composition. 2. Arithmetic. 3. English History. 4. Geography. *B. Optional* (any two of the following): 5. Latin. 6. Greek. 7. French. 8. German. 9. Elementary Mathematics. 10. Elementary Chemistry. 11. Elementary Physics. 12. Theory and Practice of Education. 13. Elementary Physiology. 14. Political Economy. In the case of Women Sub-Inspectors, Hygiene and Domestic Economy are added to the Optional list of subjects. *Salary*, £150—£500 per annum.

IX. Foreign Office (Nomination)

i. Clerk on the Establishment

Age, 19–25. *Entrance fee*, £6. *Subjects of examination*:—*A. Obligatory*: 1. Arithmetic. 2.

Handwriting and Orthography. 3. English Composition. 4. Précis Writing. 5. French (including an essay in French on some political or commercial question). 6. German (similar to French). 7. General Intelligence. 8. Geography. 9. History of Europe, 1789 to 1880, and that of Asia and America connected with it during the same period. *B. Optional*: 10 and 11. Any two of the following:—Latin (from and into), Italian, Spanish, Portuguese, Russian, Modern Greek, Arabic (similar in these languages to French). The Nomination is in the hands of the Secretary of State for Foreign Affairs. *Salary*, £200—£1,200 per annum.

2. Clerk in Chief Clerk's Department or in Treaty Department (Limited Competition)

Age, 18–24. *Entrance fee*, £6. *Subjects of examination*:—1. Handwriting and Orthography. 2. Arithmetic (Elementary and Principles of Exchange). 3. Geography. 4. Book-keeping by Double Entry. 5. French Translation. *Salary*, up to £750.

3. Attaché in the Diplomatic Service (Nomination)

Age, 19–25. *Entrance fee*, £6. *Subjects of examination*: same as for Foreign Office Clerkships. *Salary*, £150 per annum (after two years)—£1,000.

4. Student Interpreters (China, Japan, and Siam)

*Age, 18-24. Entrance fee, £4. Subjects of examination :—A. Obligatory : 1. Handwriting and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English Composition. B. Optional : 4. Précis. 5. Geography. 6. Euclid (Books I.-IV.) 7. Latin (Translation from and into). 8. French (Translation from and into). 9. German (Translation from and into). 10. (a) The Elements of Criminal Law ; (b) The Principles of British Mercantile and Commercial Law relating to (i) Shipping, (ii) Negotiable Instruments, Bills, of Exchange and Promissory Notes, (iii) Contracts for the Carriage of Goods, (iv) Contracts of Marine Insurance, Bottomry and Respondentia, (v) Contracts with Seamen, (vi) Doctrines of Stoppage *in transitu* and Lien. The *Salary* commences at £200, ten days before leaving England. At the end of the period of probation, and on becoming temporary Assistants, they receive a salary not exceeding £350 per annum, which at the end of five years becomes *permanent*, and may rise to £2,000 per annum.*

5. Student Interpreters for the Ottoman Dominions, Persia, Greece, and Morocco

Age, 18-24. Entrance fee, £4. Subjects :—1. Reading aloud, Handwriting and Orthography. 2. Elementary Arithmetic. 3. English Composition. 4. French (Translation from and into,

writing from dictation, writing a French letter on ordinary subjects, and conversation, paying particular attention to accents, genders, and tenses). 5. Latin (Translation from and into). *B. Optional.* 6. Ancient Greek. 7. Italian. 8. German. 9. Spanish. *Salary*, £200 per annum for two years' training at Oxford, and then £300—£1600 per annum.

6. Vice-Consul (Nomination)

Age, 25–31. *Subjects* :—1. English Composition and writing from dictation. 2. French (written and spoken). 3. The language of the port at which the candidate may be appointed to reside. 4. The Principles of British and Commercial Law. 5. Arithmetic (Elementary). *Salary*, £400—£900 per annum.

X. Home Office

1. Inspectorships of Factories (Nomination)

Age, Men, 21–30; Women, 21–40. *Entrance fee*: Men £3, Women £1. *Subjects of examination* :—1. English Composition. 2. Arithmetic. 3. Sanitary Science as applied to Workshops. 4. Law relating to Factories and Workshops. 5. Elementary Physics and Mechanics. 6. History of Industrial and Social Legislation in the United Kingdom. 7. Chemistry. 8. Mechanism. 1–5 *obligatory* on Men and 1–4 on Women. Only one more subject may be taken.

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Salary, £200—£1,200 per annum. Nomination must be obtained from Home Secretary.

2. Inspector of Metalliferous Mines and Assistant Inspector of Coal Mines

Age, 23–35. *Entrance fee*, £2. *Subjects of examination*:—1. Handwriting. 2. Orthography. 3. Elementary Arithmetic. 4. English Composition. 5. Theoretical and Practical Experience with Coal Mines and Mining. 6. A knowledge of Metalliferous Mines. Candidates must have been employed for two years during previous five years in mines underground. *Salary*, £300—£800 per annum.

XI. India Office

1. India Civil Service

Age, 21–23 on first day of the year in which the Competition is held. *Subjects*: the same as in the Examination for Class 1 Clerkships and Eastern Cadetships. India Civil Servants receive a pension of £1,000 a year after twenty-six years, provided they have actually served twenty-one years. Their widows receive £1,000 a year pension on their death at any time after admission. *Salary*, £400—£5,000 per annum.

2. India Police Service

Age, 19–21. *Entrance fee*, £2. *Subjects of examination* same as for Junior Appointments in the

Admiralty, Supply and Accounting Departments, with the addition of Geometrical Drawing and Freehand Drawing to the Class 1 subjects. *Salary*, £200—£2,000 per annum. Successful candidates proceed at once to India.

3. India Forest Service

Age, 17–20. *Entrance fee*, £2. *Subjects of examination* same as for India Police Service, except that German is obligatory, and Botany may be taken as an additional subject. Three years' course of study in Europe costs the successful candidate about £600 before proceeding to India. *Salary*, £200—£1,600 per annum.

XII. Inland Revenue Appointments

The following are the higher appointments in this Department :—

1. Assistant Surveyor of Taxes

Age, 19–22. *Entrance fee*, £6. *Salary*, £100—£1,000 per annum. *Subjects of examination* :—
 1. Arithmetic, Higher (600). 2. English Composition (800). 3. Geography (400). 4. Book-keeping by Double Entry (400). 5. Latin *or* French *or* German, Translation from and into (400). 6. Euclid, Books I.–IV. and VI. (400). 7. Algebra (400). 8. Political Economy (400). Total, 3,800. It is necessary to obtain about 70 per cent. of the total maximum to succeed in the Competition.

2. Clerk of the First Division in the Estates Duty Department

Limited to Solicitors or Articled Clerks of the requisite number of years' standing to qualify, who have passed the Final Examination of the Incorporated Law Society (England or Ireland), or an equivalent Law Examination in Scotland. *Age*, 21–27. *Entrance fee*, £2. *Subjects of examination*:—*A. Obligatory*: 1. Handwriting. 2. Orthography. 3. Arithmetic. 4. English Composition. 5. Law of Real and Personal Property (including Conveyancing). *B. Optional*: 6. History of England and the Constitution. 7 and 8. Any *two* of the following languages: Latin, French, German. The *salary* of Third-Class Clerks commences at £150, and rises by annual increments of £12 10s. to £300; thence it proceeds through the various grades to £1,200 per annum.

XIII. Irish Land Commission

Third-Class Clerk

Age, 18–25. *Entrance fee*, £4. *Subjects of examination*:—1. English Composition (including Spelling). 2. Arithmetic. 3. Geography (General). 4, 5, 6. Latin, French, German (any two). 7. English History. 8. Algebra. 9. Shorthand. 10 (For Third Class Engineer Chief's Office only). Plan and Mechanical Drawing. *Salary* £80 or £100 to £500 or £600 per annum.

XIV. Royal Irish Constabulary**Cadetships**

The only Higher Examination is that for *Cadetships*, particulars of which are as follows:—
Age, 21–26. *Entrance fee*, £2. *Subjects of examination*:—1. Arithmetic. 2. Tots. 3. Orthography. 4. Handwriting. 5. Digests of Returns. 6. Composition (including Epistolary Correspondence). 7. Précis. 8. Geography, especially that of the British Isles. 9. British History, including that of the Constitution. 10. Latin or French. 11. Elementary Principles of Law (viz. *Stephen's Commentaries*, 12th Edit., Vol. I. Introduction, Book I., Book II., Introductory Chapter; Vol. IV., Book VI.). *Salary*, £125 (with allowance of a horse) to £500 per annum.

XV. Metropolitan Police (London)**1. Clerk in Commissioner's Office (Nomination)**

Age, 18–25. *Entrance fee*, £5. *Subjects of examination*:—1. Handwriting and Orthography. 2. Composition. 3. Arithmetic (Elementary). 4. Précis. 5. English History. 6. English Geography. 7. French or German Translation. *Salary*, £90—£600 per annum.

2. Clerk in Receiver's Office (Nomination)

Age, 18–35. *Entrance fee*, £5. *Subjects* same as for 1, except that Book-keeping takes the place of French or German Translation. *Salary*, £90—£550 per annum.

3. Metropolitan Police Court Clerkships

Age, 18–25 (limited to candidates already in the Service). *Entrance fee*, £5. *Subjects of examination*:—1. Reading aloud. 2. Writing from Dictation, with special reference to the copying of depositions. 3. English Composition and Précis Writing. 4. (a) Proceedings before Magistrates; (b) Summary Jurisdiction Acts. 5. Law of Evidence. 6. *One* of the following: Latin or French or German. *Salary*, £100 and fees to £600 per annum.

XVI. Military Examinations

The *limits of age* for the *Sandhurst* Entrance are 17–19½, and into *Woolwich* 16–19. The *subjects of examination* are the same as for India Police Service, except that Mathematics II. is obligatory on *Woolwich* Entrance candidates, and Mathematics (advanced) is added to the list of Optional subjects.

XVII. National Education Office (Ireland)

Inspectors of Schools (Nomination)

Age, 23–34. *Entrance fee*, £5. *Salary*, £250—£600 per annum. *Subjects (Obligatory)*:—1. Composition. 2. History and Geography. 3. Elementary Mathematics (including Trigonometry and Mensuration). 4. Latin. 5. French or German. 6. Physics. *Optional*: Same as Class 1 Clerkships, omitting Sanskrit, Arabic, Political Science and Moral Philosophy.

XVIII. Naval Instructors

*Age, 20–35. Entrance fee, £1. Subjects (unless exempted):—*1. Arithmetic and Algebra. 2. Euclid I.–III. and XI. 3. Plane and Spherical Trigonometry. 4. Elementary Statics, Dynamics, and Hydrostatics. 5. Latin. 6. French. *Salary, £200 and upwards per annum.*

XIX. Patent Office**Assistant Examiner**

*Age, 20–25. Entrance fee, £5. Subjects:—*1. English Composition (including Spelling and Handwriting. 2. Geometry (Plane and Solid). 3. Mechanics and Mechanism. 4. Chemistry. 5. Electricity and Magnetism. 6. General Physics, Hydrostatics, Heat, Light, and Sound. 7. French or German. No subject is obligatory, but an aggregate of about half marks must be obtained. *Salary, £150—£450, and thence to £700 per annum.*

XX. Post Office Appointments (Nomination)

The higher appointments in the Post Office can, as a rule, only be obtained by success in *Departmental Examinations*, to which only Post Office employés are admitted, and then only after a nomination has been obtained. The best of these are:—

1. Postmasterships

in large towns, to which are attached salaries varying from £400—£1,000 per annum.

2. Clerkships in the following Offices : viz.—The Supplementary Establishment of the Post Office, the London Postal Service, the Returned Letter Office, the Postal Stores Department (Money Order Office, Central Office, etc.)

Open only to Post Office employés of at least two years' standing.

*Age, 19–26. Entrance fee, £1. Subjects:—*1. Handwriting and Orthography (including Copying MS. 2. Arithmetic. 3. English Composition. 4. Précis (including Indexing and Digests of Returns). 5. Geography and English History. 6. Book-keeping. 7. Principles of the Law of Real Property. 8. French *or* German *or* Latin. 9. Elementary Mathematics (Euclid I.–IV., Algebra to Binomial Theorem). 10. Shorthand. No subject is obligatory, but an aggregate of about half marks must be obtained. *Salary, £80 or £100 to £500 or £600 per annum.*

3. Clerkships in the Central Telegraph Office

Candidates must have been on the *Manipulating Staff*.

Age, 19–26. Entrance fee, £1. Subjects:— Same as for Supplementary Clerkships in the Post Office. *Salary, £80—£475 per annum.*

4. Technical Officer of the Chief Engineer's Staff

Age, 20–35. Entrance fee, £1.

5. Clerk in Chief Engineer's Office

Age, 19–26. Entrance fee, £1. Subjects same as for Supplementary Clerkships, with addition of Plane and Mechanical Drawing.

**6. Junior Examiner in the Department of the Controller
of Stores**

Age, 17–21. Entrance fee, £1. Subjects:—
1. Book-keeping by Double Entry. 2. Writing Reports. 3. Geography of the British Isles. 4. Arithmetic, Algebra (to Simple Equations), and use of Tables of Logarithms. *Salary, £100—£400 per annum.*

**7 & 8. Clerkships in the Confidential Enquiries Branch ;
Officers in Charge of Mails to India**

Age, 25–35. (See special section.)

XXI. Privy Council Clerkships

Third-Class Clerk in the Judicial Committee

Open only to Barristers or Solicitors, or Articled Clerks of three years' standing.

Age, 25–35. Entrance fee, £3. Subjects:—
1. Composition. 2. Chancery and Common Law Practice. 3. Practice of Judicial Committee of Privy Council. *Salary, £250—£600 per annum.*

XXII. Science and Art Department

The following are particulars of the principal higher Examinations in the Science and Art Department:—

**1. Junior Assistants (Art Branch) Victoria and Albert
Museum, South Kensington**

Age, 18–25. Entrance fee, £6. Subjects of examination:— A. Obligatory : 1. English Composition. 2. Drawing of Objects of Decorative Art. 3. Any two of the following

Languages (Translation from and into): (*a*) Latin; (*b*) Greek; (*c*) French; (*d*) German; (*e*) Italian. 5. English History from the Conquest. *B. Optional*: 6. One of the group (3) not taken as Obligatory. 7. Knowledge of Art Objects and History of one period of Art. *Salary*, £95—£600 per annum.

2. Junior Assistants (Science Branch) at South Kensington

Age, 18–25. *Entrance fee*, £6. *Subjects*:—*A. Obligatory*: 1. Geometrical Drawing. 2. English Composition. 3. Mathematics (viz. Arithmetic, Algebra to Binomial, Euclid I.–IV.) 3. One of the following: (*a*) Biology; (*b*) Chemistry; (*c*) Physics; (*d*) Geology; (*e*) Higher Mathematics; (*f*) Applied Mechanics and Machine Drawing. *B. Optional*: 4 and 5. Any *two* of the last group not taken as Obligatory. 6 and 7: Any *two* of the following languages (Translation from and into): (*a*) Latin; (*b*) Greek; (*c*) French; (*d*) German. *Salary*, £95—£600 per annum.

**3. Assistants in Dublin and Edinburgh Museums
(Science and Art Branches)**

(Scheme under consideration.) *Salary*, £80—£500.

XXIII. Supreme Court of Judicature (Ireland)

Junior Clerkships

Age, 19–25. *Entrance fee*, £3. *Subjects of examination* are:—1. Handwriting and Spelling (including Copying MS.). 2. English Composition

(including Précis). 3. English Language and Literature. 4. Geography (especially of the British Isles). 5. Elementary Principles of Law (*Brett's Commentaries*). 6. Latin. 7. Mathematics: (a) Advanced Arithmetic, Algebra to Simple Equations, Euclid I. and II.; (b) Algebra to end of Binomial, Euclid III., IV., and VI., Trigonometry to Solutions of Triangles. 8. English History (including that of the Constitution). 9. French. 10. German. 11. Shorthand. 12. Book-keeping. *Salary*, £100 or £150 to £450 or £600 per annum.

XXIV. Dublin Metropolitan Police Courts (Ireland)

Age, 17-25. *Entrance fee*, £2. *Subjects*:—*A. Obligatory*: 1. Reading aloud. 2. Handwriting. 3. Orthography. 4. Elementary Arithmetic. 5. Composition; 6. Proceedings before Magistrates (Acts 5 and 6 Vict. c. 24 and 12 and 13 Vict. c. 69). 7. Law of Evidence (*Stephen's Digest*). *B. Optional*: 8. Copying Imperfect Manuscripts. 9. Indexing or Docketing. 10. Digesting Returns into Summaries. 11. Book-keeping by *Single Entry*. 12. *One* of the following: Latin *or* French *or* German (Translation from only), *or* Geography and English History. *Salary*, £80, rising by annual increments of £5, £10, and £50 to £450 per annum.

XXV. Metropolitan Police Courts (England)
Limited to Persons already in the Service

*Age, 20–35. Entrance Fee, £3. Subjects:—*1. Reading aloud. 2. Writing from Dictation (with special reference to Depositions). 3. English Composition and Précis. 4. (a) Proceedings before Magistrates, (b) Summary Jurisdiction Acts. 5. Law of Evidence (*Digest of the Law of Evidence*, by Sir J. F. Stephen). 6. One of the following:—Latin (Translation from, and Grammar), French, German (Translation from and into, and Grammar).

XXVI. Office of Woods

Second-Class Clerkships

Age, 19–23. Three years' experience in a Solicitor's office is necessary to enable a candidate to enter. Entrance fee, £2. Subjects of examination:—A. Obligatory: 1. Handwriting, 2. Orthography. 3. Arithmetic (Elementary). 4. English Composition. 5. Précis. 6. Digest of Returns. 7. Law of Real Property, especially that of Landlord and Tenant. 8. Conveyancing. B. Optional: 9. Translation from Latin into English. 10. Geography of the British Isles. 11. History of England. Salary, £100 by £12 10s.—£250, then on promotion to the rank of Assistant Clerk £300 by £15 to £450 per annum.

LOWER AND TECHNICAL CIVIL SERVICE APPOINTMENTS

(ARRANGED ALPHABETICALLY ACCORDING TO DEPARTMENTS)

I. Admiralty Appointments

1. Messenger (Nomination)

Age, 21–40, but for seamen or marines, or persons who have been in the service of the Admiralty from the age of 40, the age of admission is 45. *Subjects of examination*:—
1. Reading. 2. Writing from Dictation. 3. Elementary Arithmetic. *Salary*, not fixed.

2. Pensioner Messenger (Nomination)

Age, 26–45. *Entrance fee*, 1s. *Subjects of examination*: 1. Reading. 2. Writing.

3. Mounted Coastguardsman (Nomination)

Age, 20–40. *Subjects*:—1. Reading. 2. Writing.

4. 5. 6. For “*Draughtsman in the Hydrographical Department*,” “*Assistant Civil Engineer in H.M. Naval Establishments*,” and “*Assistant Surveyor*,” see under HIGHER APPOINTMENTS.

7. Established Computer at Greenwich Observatory

Age, above 18. *Entrance fee*, £1. *Subjects of examination*:—A. *Obligatory*: 1. Handwriting

and Orthography. 2. Algebra to Quadratic Equations. 3. Numerical Multiplication, Division, Involution, Evolution, Solution of Right-angled Triangles (Plane and Spherical) by the use of *Bruhn's* Tables of Logarithms. 4, Professional Examination in the work of the branch of the Observatory in which the candidate has been employed. *B, Optional*; 5. French and German Translation from an Astronomical periodical. *Salary*, £80—£190, and then £200—£300 per annum.

8. Compass Examiner, Deptford Observatory

Age, 30–45. *Entrance fee*, 2s. 6d. *Subjects of examination*: 1. Handwriting and Spelling. 2. Arithmetic (First Four Rules, Simple and Compound). 3. Ability to take accurate bearings by a Compass. Candidates must be pensioners from the Navy or Royal Marines. *Salary*, £120 per annum.

9. Assistant Constructors

Entrance fee, £6. In addition to the two Engineer Students selected, each of whom successfully complete their five years' training at Devonport, become Probationary Assistant Constructors at the Royal Naval College and pass out as Assistant Constructors Third Class, any foreman of the yard whose age does not exceed 50 years, and who is specially recommended by his superior officers, may be admitted

to the Corps of Naval Constructors as a Second-Class Assistant Constructor, provided he passes a qualifying examination in the Elements of Ship Design and the calculations connected therewith. *Salary*, £160—£750 per annum. Moreover, candidates *under 25 years of age* may be admitted from outside the Service, provided they are under that age on 30th November preceding the Final Examination in the following June, and can produce satisfactory testimonials of good character, and a thorough training in practical shipbuilding, when they will be allowed to attend that Examination, and if they do satisfactorily in that Examination they will be offered appointments as Naval Constructors of the Third Class.

10. First-Class Writer in H.M. Naval Establishments

Limits of age, 24–30, with an extension to 38 in the case of Rigger Hired Writers, and up to 35 in the case of any person who may have served continuously in one of His Majesty's Dockyards or in the Naval Ordnance Store Department from a time when he was under 30 years of age. *Entrance fee*, 7s. 6d. *Subjects* :—
A. Obligatory : 1. Arithmetic (First Four Rules, Simple and Compound, including English Weights and Measures, Reduction, Vulgar Fractions and Decimals (excluding Recurring Decimals). 2. English Composition, including Handwriting and Orthography. 3. The technical

qualifications required in the Department in which the vacancy exists. *B. Optional:* 4. Shorthand (for candidates for the Staff Captain's Chief Constructors and Chief Engineer's Departments). 5. Elementary Book-keeping (for candidates for the other Departments). Only persons who have served as Hired Writers for either three years in the case of persons (*a*) who have served at trades in one of His Majesty's Dockyards, or (*b*) for one year in the case of persons who have served in some other capacity in the Ordnance Department, or for four years in the case of other persons. This is a Limited Competition among Hired Writers. The *salary* of First-Class Writers commences at 6*s.* and rises to 8*s.* a day. Then on promotion to the rank of Senior Writer it commences at 8*s.* and rises to 10*s.* a day; while Principal Writers receive from £200 to £300 per annum. Two Confidential Shorthand Writers receive from £150 to £250 per annum.

11. Pensioner Writer in Naval Establishments (Nomination)

Age, under 45. *Entrance fee*, 3*s.* 6*d.* *Subjects*:—1. Handwriting. 2. Orthography. 3. Copying MS. 4. Copying Figures and Tabular Statements. 5. Arithmetic (including Vulgar and Decimal Fractions). Limited Competition.

12. Established Messenger in Home Dockyards (Nomination)

Entrance fee, 2*s.* 6*d.* *Subjects*:—1. Writing from Dictation (including a moderate pro-

iciency in Spelling). 2. Arithmetic (First Four Rules, Simple and Compound).

13. Surgery Attendant in Dockyards—Assistant Surgery Attendant (Nomination)

Age, 18–25. Entrance fee, 2s. 6d. Subjects:—

1. Reading. 2. Writing. 3. Spelling. 4. Arithmetic (First Four Rules, Simple and Compound, with Tables of Avoirdupois and Apothecaries' Weights and Measures, including symbols).

14. Timekeeper, Assistant Timekeeper (Fee, 5s.), and Sergeant of Police (Fee, 2s. 6d.)—Sergeant of Police in H.M. Yards abroad

In each of these cases a nomination is required, and the limits of age are 21–35.

15. Dockyard Apprentice and Naval Shipwright

Limits of age, 13½—16 on the 1st day of November of the year in which the Examination is held.

Entrance fee, 2s. Subjects of examination:—

	Marks.
1. Arithmetic	350
2. English, including (a) Handwriting, (b) Spelling, (c) Composition, with special reference to grammatical accuracy	400
Candidates may in addition select:—	
3. Either (a) Geography or (b) Elementary Chemistry and Physics	150
4. Euclid, Books I.—III.	150
5. Algebra (up to and including Quadratic Equations)	150
	1,200

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The first two subjects are obligatory, and any candidate who fails to pass in them will be disqualified, no matter how many marks he may obtain in the other subjects. Dockyard Apprentices receive substantial and annually-increasing remuneration and exceedingly good pay, when fully qualified for the trade to which they have been trained. These are Open Competitions.

16. Victualling Yard Apprentice

The *limits of age* are $13\frac{3}{4}$ and 15. The *entrance fee* is 1s. The *subjects of examination* are as follows:—

	Marks.
1. Arithmetic	350
2. Spelling	100
3. Handwriting.	100
Physical Qualifications:—	
Height, Weight, Girth of Chest, and Strength	200
	<u>750</u>

17. Assistant to Admiralty Chemist

Age, under 45. *Subjects of examination*:—

1. Chemistry. 2. Testing Government Stores chemically. 3. Electricity. *Nomination* appointment.

Other examinations in which the higher limit of age is *under 45* are for the Leading Men of Labourers (2s. 6d.); of Riggers (5s.); of

Spinners and Ropemakers (5s.); of Block Mills (7s. 6d.); of Painters (7s. 6d.); of Plumbers (7s. 6d.); of Sailmakers (5s.). In all these cases the examination is in the First Four Rules of Arithmetic, Simple and Compound (200), and in all except the case of the Labourers also in "Questions relating to the various works of their Departments." The same is the case with Inspectors of other trades, such as Joiners (10s.), Caulkers (7s. 6d.), etc., except that in Arithmetic the Rule of Three, Practice, and Duodecimals are sometimes added; while Inspectors of Shipwrights, Draughtsmen, etc., are examined in Practical Building or Ship-drawing, Laying-off, Calculation of Displacement in Machinery. The 1st and 2nd Class Storehousemen have also to pass a similar examination, to which, in the latter case, is added the Mensuration of Plane Surfaces.

The following is the scheme for the Leading Men of Storehouses (from 1st Class Storehousemen of 1 Yard):—*Age*, under 45. *Entrance fee*, 7s. 6d. *Subjects of examination*:—1. First Four Rules of Arithmetic (Simple and Compound), Rule of Three, Practice, Vulgar and Decimal Fractions, and Knowledge of Weights and Measures in common use, Mensuration of Plane Surfaces and Solids (150). 2. Handwriting (fair and legible). 3. Orthography (150). 4. Technical Knowledge of Store Subjects (300).

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Somewhat similar are the schemes for examinations filled by promotion in all Dockyards. In the examinations for promotion in the Victualling Yards, some knowledge of the conversion of timber and the gauging of caulk is required, as well as a knowledge of grains.

18. Dispenser in H.M. Naval Hospitals at Home and Abroad

*Limits of age, 20 and 25. Entrance fee, 10s. Subjects of examination:—*1. Pharmaceutical Chemistry. 2. Materia Medica (including the British Pharmacopœia and its Appendix, Poisons and their Antidotes). 3. Recognition of Chemicals and Drugs employed in Medicine. 4. Practical Pharmacy (reading of Prescriptions and detection of errors in prescribing). (The examination in Subjects 3 and 4 will be *vivâ voce*.)

In order to be eligible, a candidate must hold either (a) a Certificate that he possesses the major or minor qualifications of the Pharmaceutical Society of Great Britain, or (b) the Certificate of Competency granted by the Pharmaceutical Society for Ireland. Successful candidates must satisfy the Civil Service Commissioners as to their fitness to serve on Foreign Stations. Limited Competition.

19. Warder Clerk in Naval Prisons (Nomination)

*Age, 20–45. Entrance fee, 7s. 6d. Subjects:—*1. Handwriting. 2. Orthography. 3. Arithmetic

(including Vulgar and Decimal Fractions). 4. Copying MS. 5. English Composition. 6. Indexing and Docketing. 7. Book-keeping. 8. Digesting Returns into Summaries. The first three, and three at least of the remaining subjects, are obligatory.

20. Warder Schoolmaster in Naval Prisons

Age, 25–50. Entrance fee, 7s. 6d. Subjects:—

1. Handwriting and Orthography.
2. Reading.
3. Arithmetic (including Vulgar and Decimal Fractions).
4. Grammar and English Language).
5. Religious Knowledge (the Bible).

21. Assistant Warder

Age, 25–45 (also for Pensioner Messenger).

Entrance fee, 2s. 6d. Subjects of examination:—

1. Reading.
2. Writing.
3. Arithmetic (Simple Addition and Subtraction).

Second Division Clerks are also employed in this office. (See special article.)

II. Admiralty Court Registry (Ireland)

Clerk in Registry—Clerk in Marshal's Office (Nomination)

*Age, 17–35. Subjects:—*1. Exercises in Handwriting and Orthography. 2. Elementary Arithmetic. 3. Indexing. 4. Comparison of Copies with Originals. 5. English Composition.
Salaries: The Chief Clerk receives £400 and the Registrar £500 per annum.

III. Bankruptcy Court (Ireland)

Junior Clerk (Open Competition)

Age, 20–25. *Entrance fee*, 12s. 6d. *Subjects*:—1. Handwriting. 2. Orthography. 3. Arithmetic. 4. Copying MS. 5. Composition. 6. Indexing or Docketing. 7. Digesting Returns into Summaries. *Salary*, £100—£200 per annum.

IV. Bankruptcy (Scotland): Office of the Accountant

Clerk—Temporary Clerk

Age, 17–26. *Subjects of examination*:—1. Handwriting. 2. Orthography. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. English Composition. *Salaries* not officially fixed, but probably £100—£200 per annum.

V. Board of Agriculture

i. Permanent Inspector (Nomination)

Age, 25–35, with extension to 45 in the case of certain Inspectors, and the usual extension as regards members of the Naval and Military Services. *Entrance fee*, £6. In addition to Handwriting, Spelling, Elementary Arithmetic and Composition, candidates are also examined in:—5. The Diseases of Animals Act, 1894, and any Act amending the same. *Salary*, £300 to £400 per annum, rising to £500 on promotion, and thence to £600.

2. Building Assistant

*Age, 21–26. Entrance fee, £1. Subjects:—*1. English Composition, viz., Writing an Essay from rough notes on some subject connected with the profession. 2. Drawing. 3. Quantities. 4. Estimates and Specifications. 5. Use and Properties of Materials. 6. Sanitary Science as applied to Buildings (Oral Examination). *Salary, £100—£150 per annum.*

3. Second-Class Draughtsman in the Survey Branch

*Age, 18–25. Entrance fee, 5s. Subjects:—*1. Orthography and Handwriting. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English Composition. 4. Plan Drawing and the Elements of Simple Surveying. All these subjects are obligatory. *Salary, £70—£95 per annum, and on promotion £100—£150. Open Competition.*

**4. Establishment Assistant in the Ordnance Survey
(Nomination)**

Persons must have been for at least ten years in the Ordnance Survey. *Age, 30–45. Subjects:—*1. Handwriting. 2. Spelling. 3. Arithmetic (First Four Rules, Simple and Compound).

5. Boy Tracer

*Age, 14–16. Entrance fee, 1s. Subjects:—*1. Handwriting. 2. Orthography. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. Tracing part of a Plan (*a*) on tracing paper; (*b*) in ink.

6. Messenger

Age, 21–35. Entrance fee, 2s. 6d. Subjects :—
1. Reading. 2. Writing from Dictation. 3.
Arithmetic.

7. Porter

*Age, 21–38. Fee, 2s. 6d. Subjects :—*1. Reading.
2. Writing.

Nine Women Typists (16s. to 25s. a week), and One Superintendent Woman Typist (31s. to 35s. a week) are also employed in this office.

Second Division Clerks are also employed in this office. (See special article.)

VI. British Museum

1. Messenger (Nomination)

*Age, 18–40. Subjects :—*1. Writing from Dictation. 2. Arithmetic (First Two Rules, Simple and Compound). Salary £100—£120, and thence to £185 per annum.

2. Attendant

Age, 18–30. Entrance fee, 2s. 6d. Subjects :—
1. Writing from Dictation. 2. Copying. 3.
Arithmetic (the First Four Rules, Simple and Compound.) *Salary, £60—£100 and on promotion £105—£120 per annum.*

3. Second Division Clerks

(See special article.)

VII. Broadmoor Lunatic Asylum

I. First-Class Clerk—Steward (Nomination)

Age, 25–40. Entrance fee, 12s. 6d. Subjects :—
1. Handwriting and Orthography. 2. Arithmetic (including Vulgar Fractions). 3. Elementary Book-keeping. *Salary, £140—£190 per annum.*

2. Second-Class Clerk (Nomination)

Age, 17–40. Entrance fee, 7s. 6d. Subjects :—
1. Writing from Dictation. 2. Arithmetic (including Rule of Three and Practice and the Arithmetical Tables). *Salary, Old Scale, £80 to £130; New Scale, £70 to £150.*

3. Clerk of the Works (Nomination)

Age, 18–40. Subjects, the same as for Second-Class Clerks.

4. Bailiff and Gardener (Nomination)

Entrance fee, 10s. Subjects same as for Second-Class Clerk.

5. Matron (Nomination)

*Age, 25–40. Subjects :—*1. Writing and Orthography. 2. Reading. 3. Arithmetic (First Four Rules, Simple and Compound, and the Arithmetical Tables). 4. Elementary Grammar.

6. Chief Attendant—Principal Attendant

*Age, 20–40. Subjects :—*1. Reading. 2. Writing. 3. Arithmetic (Simple Addition and Subtraction).

VIII. Chancery Department (Scotland)

1. Temporary Clerk (Nomination)

Age, 20–30. *Entrance fee*, 2s. 6d. *Subjects* :—

1. Handwriting and Orthography.
2. Elementary Arithmetic.
3. Copying Manuscript.
4. Reading and Translating Latin documents.

Salary probably the same as Second Division Clerk—*i.e.* £70 to £250 per annum.

2. Second Division Clerks

(See special article.)

Since, like Second Division Clerks, Messengers, Porters, Office-keepers, Housekeepers, Attendants, and similar officials are employed in many offices, the limits of age varying from 19–40 or even 50, it will not be necessary, as a rule, to again specially notice these (more especially as the subjects are some or all of the following:—1. Reading; 2. Writing; 3. Spelling; 4. Elementary Arithmetic), as the space at our disposal does not admit of it, and in nearly all cases a nomination has to be first obtained. We shall therefore confine our attention to the more important posts from an Examination point of view.

Special Note N. will stand in future for Nomination Appointment; L.C. for Limited Competition; O.C. for Open Competition; and *Fee* for Entrance Fee.

**IX. Charitable Donations and Bequests
Office (Ireland)**

Clerk and Book-keepers. N.

*Age, 25–30. Fee, £2. Subjects:—*1. Hand-writing. 2. Orthography. 3. Arithmetic (to Vulgar and Decimal Fractions). 4. English Grammar and Composition. 5. Book-keeping by Double Entry. *Salary, £150 to £350 per annum.*

X. Chelsea Hospital

Organist. N. or L.C.

*Fee, 2s. 6d. Subjects:—*1. Reading. 2. Hand-writing (including moderate proficiency in spelling. 3. Arithmetic (First Four Rules, Simple and Compound). 4. Music and Singing (sufficient for the purpose of playing the Organ at Church Service, and of teaching and conducting a choir in simple Psalmody).

**XI. Chief Secretary's Office (Ireland)
(Veterinary Department)**

Travelling Inspector

*Age, 25–35. Fee, £1. Subjects:—*1. Hand-writing. 2. Spelling. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. English Composition. 5. The Diseases of Animals Acts, and the Orders of the Lord Lieutenant of Ireland in Council thereunder. *Salary, £250—£350 per annum. Personal Salary of £350 per annum allowed in one case.*

XII. House of Commons (Department of the Speaker)

1. Assistant or Clerk in the Vote Office. N.

Age, 19–25. *Fee*, £1. *Subjects*:—1. Handwriting and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English Composition. 4. Book-keeping by Single Entry. *Salary*, £100–£250, and thence on promotion, £300—£350 per annum.

2. (i) Messenger in the Library (*Fee* 2s. 6d.); (ii) Extra Messenger; (iii) Messenger in the Speaker's Secretary's Office (*Fee* 7s. 6d.)

Age, 18–35. *Subjects*:—1. Writing from Dictation. 2. Arithmetic (Addition and Subtraction, Simple and Compound).

3. Superintendent in the Members' Waiting-room. N.

Age, 25–40. *Fee*, 12s. 6d. *Subjects*:—1. Reading and Writing. 2. Arithmetic (Elementary). *Salary*, £200 per annum.

XIII. Constabulary (Royal Irish)

1. Constable for Promotion. L.C.

Fee, 2s. 6d. *Subjects of examination* conducted by the Civil Service Commissioners. *Part I.*: 1. Arithmetic (First Four Rules) and Addition. 2. Geography of the British Isles. 3. Composition. 4. Handwriting. 5. Orthography. 6. Reading aloud printed manuscript. *Part II.*: Police Duties (Examination not conducted by the Civil Service Commissioners).

2. Head Constables and Sergeants. L.C.

Fee, 2s. 6d. Examinations similar to the above are held each year to test the educational qualifications of certain men of the above ranks with a view to their becoming candidates for further promotion. *Salaries:* Constables receive £39—£70 10s. per annum; Sergeants and Acting-Sergeants from £72 16s. to £80 12s. per annum; Head Constables from £91 to £104 per annum; District Inspectors, £125—£300; County Inspectors, £350—£450; and one Town Inspector of Belfast, £600 per annum.

XIV. County Surveyors (Ireland)

(Including District Surveyor for the County of Dublin)

No limits of age. *Subjects:—Part I.:* 1. Mathematics, Pure and Applied. 2. Mechanical Philosophy. 3. Experimental Science. 4. Geology and Mineralogy. *Part II.:* Engineering and Architectural Subjects.

XV. Customs Department

(See special article on this Department.)

XVI. Dublin Metropolitan Police. N.

1. Constables for promotion to the grade of Sergeant (*fee 5s.*).

2. Sergeants for promotion to the grade of Station Sergeant (*fee 7s. 6d.*).

3. Station Sergeant for promotion to the grade of Inspector (*fee 10s.*).

4. Inspector for promotion to the rank of Superintendent (*fee* £1).

Subjects of examination for each of the above candidates are:—1. Arithmetic (First Four Rules, Simple and Compound, Proportion, Vulgar and Decimal Fractions, Compound Addition). 2. Geography of the British Isles. 3. Composition. 4. Handwriting. 5. Orthography. The examination in Police Duties and Drill is conducted by a Board of Officers. *Three-fourths* of the promotions are made under above scheme, and *one-fourth* under three separate schemes from grade to grade, the highest including Précis, Proceedings before Magistrates, and the Law of Evidence. The *salaries* are on a lower scale than those of Constables, etc., of the Royal Irish Constabulary.

5. Constables for promotion to Divisional Assistant Clerk. *Fee*, 2s. 6d. *Subjects* same as above.

XVII. Dublin Metropolitan Police Courts

Second-Class Clerk. O.C.

Age, 20–35. *Fee*, £2. *Subjects*:—A. *Obligatory*:
 1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. English Composition. 4. Proceedings before Magistrates (to be studied in the Acts 5 & 6 Vict. c. 24, and 12 & 13 Vict. c. 69). 5. Law of Evidence (Sir J. Stephen's *Digest of the*

Law of Evidence). *B. Optional*: 6. Copying Imperfect Manuscripts. 7. Indexing or Docketing. 8. Digesting Returns, etc., into Summaries. 9. Book-keeping by Single Entry. 10. Any one of the following: viz. (a) Latin (Translation from); (b) French (Translation from); (c) German (Translation from); (d) Geography and English History. *Salary*: Commences at £80 per annum and rises to £150, and thence on promotion to the 1st Class it commences at £180 and rises to £300, and one First Chief Clerk receives £360 to £450 per annum, and one Second Chief Clerk £300 to £350 per annum. Three Magistrates receive £1,000, and one £1,200, per annum.

XVIII. Dundrum Criminal Lunatic Asylum

1. Clerk and Storekeeper. N.

Age, 24–35. *Fee*, 12s. 6d.

2. Assistant Clerk and Storekeeper

Age, 20–25. *Subjects of examination* for both: —1. Writing from Dictation. 2. Arithmetic (First Four Rules and Vulgar and Decimal Fractions). 3. Account-keeping. *Salary*: the Clerk receives £150 to £200 per annum, with house allowance of £30, and the Assistant Clerk £80 to £150 per annum, with a house allowance of £15.

XIX. Ecclesiastical Commission

1. Keeper of Papers, Deeds, Maps, etc. N.

*Age, 18–21. Fee, 2s. 6d. Subjects:—*1. Handwriting. 2. Orthography. 3. Arithmetic (First Four Rules, Reduction and Proportion). 4. Copying Figures and Tabular Statements.

2. Superintendent of Writers

*Age, 30–40. Fee, 12s. 6d. Subjects:—*1. Handwriting. 2. Orthography. 3. Arithmetic (First Four Rules, Reduction and Proportion). 4. Copying MS.

XX. Education Commission (Ireland)

Clerk. N.

*Age, 20–30. Fee, £1. Subjects:—*1. Handwriting and Orthography. 2. Arithmetic to Vulgar and Decimal Fractions. 3. Copying MS. to test accuracy. 4. English Composition. 5. Indexing or Docketing. 6. Digesting Returns into Summaries. 7. Book-keeping. *Salary, £150—£300 per annum.*

XXI. Exchequer Office (Scotland)

1. Superintendent of the Court House Buildings. N.

Age, 21–45.

2. Housekeeper. N.

*Age, 21–35, with extension to 40 in certain cases. Fee, 1s. Subjects:—*1. Handwriting and Orthography. 2. Arithmetic (Elementary).

3. Doorkeeper

*Age, 21-35. Fee, 2s. 6d. Subjects:—*1. Reading. 2. Writing from Dictation. 3. Arithmetic (First Four Rules).

XXII. Fishery Board (Scotland)**Fishery Officers. L.C.**

*Fee, 12s. 6d. Subjects:—*1. Arithmetic (including Vulgar and Decimal Fractions, Simple Proportion, Simple and Compound Interest, Cask Mensuration and Addition). 2. Handwriting and Orthography. 3. Geography of the British Isles and of the Coasts of Counties bordering on the North Sea and the Baltic. 4. English Composition. 5. Practical Knowledge of the Fishing Industry (to be tested by the Fishery Board of Scotland). Candidates must qualify in all these subjects. *Salaries:* 22 Second-Class Fishery Officers receive £90—£190 per annum; 10 First-Class receive £200—£220 per annum; 1 Assistant Inspector of Fisheries £250—£280 per annum; 1 General Inspector £300—£350 per annum; 1 Scientific Superintendent £350 per annum; 1 Inspector of Salmon Fisheries £600 per annum.

XXIII. Friendly Societies' Registry**1. Assistant Paper Keeper. N.**

*Age, 18-25. Fee, 1s. Subjects:—*1. Handwriting. 2. Orthography. 3. Arithmetic (including

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Vulgar and Decimal Fractions). 4. English Composition. 5. Digesting Returns into Summaries. *Salary*, £80—£150 per annum.

2. Messenger. N.

Age, 21–25. *Fee*, 7s. 6d. *Subjects* :—1. Reading. 2. Writing and Orthography. 3. Elementary Arithmetic.

XXIV. Home Office

King's Messenger

Age, 20–40. *Fee*, 10s. *Subjects* :—1. Reading. 2. Writing. 3. Elementary Arithmetic.

XXV. India Audit Office

Second-Class Clerk

Vacancies are now offered to successful Second Division Clerks.

XXVI. Inland Revenue Department

(For full particulars see special chapters on it.)

XXVII. Irish Land Commission

1. Temporary Non-Legal Assistant Commissioner. N.

Entrance fee, £3. *Subjects* :—1. Agriculture. 2. Principles of Surveying. 3. Composition (including Précis). 4. Elementary Arithmetic. *Salary*, £800 per annum.

2. Attendant in Record Department

Age, 18–35. *Fee*, 7s. 6d. *Subjects* :—1. Handwriting. 2. Orthography. 3. Arithmetic (Elementary).

XXVIII. Irish Lights Office

Lower Grade Clerk. L.C.

*Age, 18–25. Fee, 12s. 6d. Subjects:—*1. Hand-writing. 2. Orthography. 3. Arithmetic. 4. Copying Manuscript. 5. English Composition. 6. Geography. 7. Indexing or Docketing. 8. Digesting Returns into Summaries. 9. English History. 10. Book-keeping. *Salary, £70—£250 per annum.*

XXIX. Justiciary, Court of (Scotland)

Assistant Clerk

*Age 25–35. Subjects:—*1. Reading. 2. Hand-writing. 3. Orthography. 4. Arithmetic (First Four Rules). 5. Geography of Scotland (especially of its legal divisions). 6. Scots Law, including:—
1. Elementary Principles of Criminal Law.
2. Knowledge of Law Terms and Phrases.
3. History and Practice of the Justiciary Court.

XXX. Land Registry Office

Clerks. N.

*Age 20–30. Fee, 12s. 6d. Subjects:—*Same as for Third-Class Clerkships in the Supreme Court of Judicature (England). The *salary* of Third-Class Clerks is from £100—£200 per annum; that of Second-Class Clerks £250—£400 per annum; and First-Class Clerks £500—£600 per annum.

XXXI. Local Government Board (Ireland)

Auditor of Union Accounts. N.

Age, 25–40. *Fee*, £6. *Subjects*:—1. Handwriting and Orthography. 2. Copying. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. English Composition. 5. Précis. 6. Geography of the British Isles. 7. Book-keeping by Double Entry. 8. Irish Poor Law. *Salary*, £400 to £600 per annum.

XXXII. London University

i. Office and Library Assistant

Age, 20–30 (with an extension to 40 in the case of persons already in the Public Service). *Fee*, 10s. *Subjects*:—1. Reading aloud from Print and Manuscript. 2. Orthography. 3. Handwriting. 4. Copying Manuscript. 5. Copying Figures and Tabular Statements. 6. Arithmetic (First Four Rules). *Salary*, £80—£150 per annum.

XXXIII. House of Lords

i. Department of the Lord Great Chamberlain :

(i) Clerk or Secretary. N.

Age, 25–45. *Fee*, 7s. 6d. *Salary*, £200 per annum.

(ii) Resident Superintendent. N.

Age, 25–45. *Fee*, £1. *Subjects of examination*:—1. Handwriting and Orthography. 2. Elementary Arithmetic. 3. English Composition. *Salary*, £300 per annum.

2. Department of the Clerk of Parliaments : Assistant Copyist

Age, 18–25. *Fee*, 10s. *Subjects*:—1. Handwriting. 2. Orthography. 3. Arithmetic (First Four Rules, Simple and Compound). 4. Comparison of Copies with Originals.

XXXIV. Metropolitan Police (London)

1. Commissioner's Office : Assistant Clerk. N.

Age, 18–25. *Fee*, 10s. *Subjects*:—1. Handwriting. 2. Orthography. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. English Composition. 5. Digesting Returns into Summaries. *Salary*, £80—£150 per annum.

2. Receiver's Office : (i) Assistant Clerk. N.

Age, 18–25. *Fee*, 2s. 6d. *Subjects*:—1. Handwriting and Orthography. 2. Arithmetic (including Vulgar and Decimal Fractions). 3. Book-keeping. *Salary*, £70—£190 per annum. One Senior Assistant, £70—£240 per annum.

(ii) Assistant Clerk of Works and Clerk of Works in Surveyor's Office

Age, 20–30. *Fee*, 12s. 6d. *Subjects*:—Handwriting, Orthography, Arithmetic, Theory of Construction, Knowledge of Materials, Designs and Specifications, Measuring, Estimating and Valuing Works, Drawing in Detail. *Salaries*: £150—£200, and £250—£300 per annum.

(iii) Assistant Storekeeper

Age, 25–35. *Salary*, £130—£160 per annum.

(iv) **Storekeeper**

Age, 30-45. *Salary*, £250—£300 per annum.
Subjects (for both):—Handwriting, Orthography, Arithmetic, Knowledge of the value and quality of Cloth and practical duties of a Tailor.

XXXV. Metropolitan Police Force (London)

Examinations for Promotion

Similar to those for the Dublin Police Force, together with certain special technical knowledge.

XXXVI. Mint

Foreman of the Operative and Die Departments. N.

Age, 25-45. *Subjects*:—1. Handwriting and Orthography. 2. Arithmetic. 3. English Composition. *Salary*, £175—£225 per annum.

XXXVII. National Gallery (England)

Clerk

Age, 18-25. *Fee*, 12s. 6d. *Subjects*:—1. Handwriting. 2. Arithmetic (sufficient for keeping ordinary accounts). 3. English Composition. *Salary*, £100—£200 and £250 per annum.

XXXVIII. National Gallery (Ireland)

Registrar

Age, 25-45. *Fee* 10s. *Subjects*:—1. Handwriting. 2. Arithmetic. 3. English Composition. *Salary*, £150 per annum.

XXXIX. National Portrait Gallery

Clerk

Age, 18–35. *Fee*, 12s. 6d. *Subjects*: (Scheme under consideration). *Salary*: £100—£200, with extra allowance of £100.

XL. Patent Office

Sorter of Designs

Age, 20–30. *Fee*, 12s. 6d. *Subjects*:—1. Reading and Spelling. 2. Writing. 3. Arithmetic. 4. Knowledge of Designs applied to articles of commerce. *Salary*, £100—£250 per annum.

XLI. Post Office

The chief Open Competitions by which entrance to the Post Office may be obtained are treated with a certain amount of fulness elsewhere, as also have been certain of the best limited posts. Post Office employees will have no difficulty in ascertaining from headquarters particulars regarding all other limited competitions open to them. The usual subjects for other Open Competitions are:—1. Handwriting. 2. Orthography. 3. Arithmetic. 4. English Composition. Navigating Officers and Engineer Officers on board cable-ships must be between 25 and 28 years of age, and possess respectively the Board of Trade Master's or the Board of Trade Engineer's certificates; while candidates for the posts of *Stewards on Cable Ships* and

Cable Hands on board Cable Ships must be respectively between 20 and 35 years of age, and pass specially in reading manuscripts. *Skilled Telegraphists* in London, Dublin and Edinburgh must be between 20 and 35 years of age; *Sorter Tracers* between 18 and 21, and *Provincial Learners* between 15 and 18 in the Open and 15 and 25 in the Limited Competition. The *fee* is 4s. for Males and 3s. for Females, who are examined in the competition in the same subjects as Male and Female Learners (London). Then there are the following special posts:—

1. Male Sorters in London. O.C.

Age, 18-21. *Fee*, 4s. *Subjects of examination*:—1. English Composition (including Writing and Spelling). 2. Arithmetic (including First Four Rules, Simple and Compound, English and Metrical Weights and Measures, Reduction, Vulgar and Decimal Fractions). 3. Geography (General). The *salary* commences at 18s. a week, but is raised to £52 per annum when the male sorter attains the age of 19, and rises by increments of £6 per annum to £112, and then to £160 per annum.

2. Postmaster (Provincial)

where whole time is occupied in the performance of official duties (including Postmistress and sub-Postmasters).

Age, 21-50. *Subjects*:—1. Writing from Dictation. 2. Handwriting. 3. Arithmetic (easy

sums in the First Four Rules). *Salary* varies from about £100 to £1000 per annum.

3. **Skilled Mechanic : Skilled Engineman** (*fee 7s. 6d.*)—
Skilled Lineman (*fee 2s. 6d.*)

Subjects:—1. Writing tolerably a few lines. 2. Reading Manuscript. 3. Addition (Simple and Compound). 4. The requisite technical knowledge.

It may be mentioned that in the Metropolitan District 307 Postmen receive from 18s. to 26s. a week; 1,899 from 18s. to 30s.; 3,921 from 18s. to 34s.; while 89 Head Postmen receive from 44s. to 60s. a week. Also 5,035 Sorters receive from 18s. a week to £160 a year; 495 Overseers from £160 to £190 per annum; 44 Inspectors from £200 to £290 per annum; 11 Assistant Superintendents from £300 to £400 per annum; 31 Clerks from £80 to £300; 10 Chief Clerks from £400 to £500; and 8 Postmasters from £600 to £700 per annum.

XLII. Prisons Department (England)

1. Clerk in Prisons. L.C.

Age, 18–22. *Entrance fee*, £1. *Subjects*: 1. Handwriting. 2. Orthography. 3. Arithmetic. 4. Book-keeping. 5. Composition. 6. Indexing. 7. Digesting Returns. The first four and any two of the remaining subjects are obligatory. Nineteen Second-Class Clerks receive £70 per annum, rising to £300 per annum. But thirteen

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of the present members of this Class rise to £370 per annum as a personal arrangement.

2. Discipline Officer. (By promotion)

*No fee. Subjects:—*1. Handwriting and Orthography. 2. Copying Manuscript (to test accuracy). 3. Arithmetic (Elementary).

3. (i) Prison Schoolmaster. N. or L.C.

Age, 25–40. Entrance fee, 10s.

(ii) Prison Schoolmistress. N. or L.C.

*Age, 25–40. Entrance fee, 2s. 6d. Subjects:—*1. Handwriting and Orthography. 2. Reading. 3. Arithmetic. 4. Grammar and English Language (Elementary in latter case). 5. Religious Knowledge (the Bible). 6. School Management. 7 and 8. *For Schoolmistresses:* Elementary Geography and Music (the ability to play an instrument such as the harmonium). *For Schoolmasters:* Two, at least, of the following at the option of the candidate: (a) English History; (b) Geography; (c) Elements of Geometry; (d) Latin Translation. 8. Music (as for Schoolmistresses).

N.B.—Certificated Schoolmasters and Schoolmistresses may be appointed without examination.

4. Deputy Lady Superintendent. N.

*Age, 25–40. Subjects:—*1. Handwriting and Orthography. 2. Reading. 3. Arithmetic (very Elementary). 4. Elementary Grammar.

5. Lady Scripture Reader. N.

Age, 25–40; and

Scripture Reader. N.

*Age, 24–40. Subjects:—*1. Handwriting and Orthography. 2. Reading. 3. Religious Knowledge (the Bible). 4. Intelligence in communicating Knowledge.

6. Clerk of Works

*Age, 24–40. Entrance fee, 15s. Subjects:—*1. Handwriting and Orthography. 2. Arithmetic (Elementary). *Salary, £225—£275 per annum.*

XLIII. Prisons Department (Scotland)

1. Draughtsman. N.

*Age, 20–45. Subjects:—*1. Handwriting and Orthography. 2. Arithmetic (to Vulgar Fractions). 3. Elementary and Constructive Architectural Drawing. 4. Elementary Knowledge of Building Construction.

2. Clerk of Works

Age, 24–40. Entrance fee, 10s. Generally held by Military Pensioners. Salary, £150—£175 per annum.

3. Clerk in Prisons

*Age, 18–40. Entrance fee, 10s. Subjects:—*1. Writing from Dictation. 2. Arithmetic (including the Rule of Three and Practice and Arithmetical Tables). *Salary, £70—£140 per annum.*

Same scheme for Assistant Steward.

4. Steward. N.

*Age, 25–40. Subjects:—*1. Handwriting and Orthography. 2. Arithmetic (including Vulgar Fractions). 3. Book-keeping (Elementary).

Male and Female Teachers attached to this Department must pass in the usual scholastic subjects, including School Management and the Bible. So also must the Scripture Reader, Messengers, and Male and Female Warders.

XLIV. Prisons Board (Ireland)

1. Clerk in Habitual Criminals Registry

*Age, 20–35. Subjects:—*1. Writing from Dictation. 2. Arithmetic (including Vulgar and Decimal Fractions).

2. Assistant Schoolmaster and Schoolmistress

*Age, 24–42. Entrance fee, 7s. 6d. Subjects:—*1. Arithmetic. 2. English Grammar. 3. Geography. 4. History. 5. School Management.

3. Steward and Accounting Clerk

*Age, 25–42. Entrance fee, 7s. 6d. Subjects:—*1. Handwriting and Orthography. 2. Arithmetic. 3. Elementary Book-keeping. *Salary, £350—£450 per annum.*

4. Clerk in Prisons and Temporary Clerk in Prisons

*Age, 20–30. Entrance fee, 2s. 6d. Subjects:—*1. Handwriting. 2. Orthography. 3. Arithmetic (including Vulgar and Decimal Fractions).

4. Copying MS. 5. Book-keeping by Single Entry.

Candidates for all minor posts must obtain a nomination and qualify in the three "R's."

XLV. Public Works Office (Ireland)

1. Land Improvement Inspectors

Scheme not yet fixed.

2. Assistant Engineer. O.C.

Age, 26–35. Entrance fee, £6. Subjects:— English, Mathematical and Technical (see Higher Appointments). *Salary, £400—£600, and on promotion to the grade of Engineer, £750—£900. All fourteen subjects obligatory.*

3. Assistant Surveyor of Buildings (2nd Class) in the Architectural Department. O.C.

Age, 24–30. Entrance fee, £3. Five years' previous experience must be shown. Subjects:— 1. Composition. 2. Drawing Designs and Details of Construction. 3. Quantities. 4. Estimates and Specifications. 5. Use and Properties of Materials. 6. Surveying and Levelling. 7. Sanitary Science as applied to Buildings. *Salary, £200—£300, and on promotion to the First Class, £310—£400. Surveyors receive £500—£600 and £600—£700 per annum.*

4. Draughtsman in Architect's Branch and Drawing Clerk in Law Branch. O.C.

Age, 18–30. Entrance fee, £1. Subjects:—A. Preliminary: 1. Handwriting. 2. Orthography.

3. Arithmetic. *B. Competitive*: 1. Geometrical Drawing and Rudimentary Perspective. 2. Elementary Geometry. 3. Construction as regards the several Building Trades. 4. Free-hand Drawing (Gothic). 5. Freehand Drawing, Shading and Colouring. *Salary*, £70—£250, and on promotion £250—£300 per annum.

5. Furniture Clerk. O.C.

Age, 25–35. *Subjects*:—*Part I. Preliminary*: 1. Handwriting. 2. Orthography. 3. Arithmetic (to Vulgar and Decimal Fractions). *Part II. Competitive*: 1. Knowledge of Furniture Fittings, etc. 2. Estimating. 3. Drawing. Sketches showing the Design and Construction of Furniture. Special training must be shown, and the amount of practical experience will count towards the result. *Salary*, £250—£400 per annum.

6. Assistant to Furniture Clerk. O.C.

Age, 20–24. *Entrance fee*, £1. *Subjects*:—*A. Obligatory*: 1. Handwriting. 2. Orthography. 3. Arithmetic (to Vulgar and Decimal Fractions). 4. English Composition. *B. Optional*: 5. A sufficient knowledge of Cabinet-making and Upholstery. Two years' experience must be shown. *Salary*, £70—£250 per annum.

7. Shorthand Clerk (Solicitor's Branch). O.C.

Age, 18–30. *Entrance fee*, 10s. *Subjects*:—1. Handwriting. 2. Orthography. 3. Arithmetic.

4. English Composition. 5. Shorthand Writing. Two years' experience as Clerk in a Solicitor's Office is a necessary qualification.

XLVI. Railway Commission

Clerk. N.

*Age, 18-40. Subjects :—*1. Handwriting and Orthography. 2. Elementary Arithmetic. 3. English Composition. *Salary, £300 per annum.*

XLVII. Record Offices (England and Ireland)

Clerk. O.C.

Class I. Scheme. But candidates successful in that Competition must show proficiency in Translation from the Latin and French Languages. *Salary, £150—£500 per annum.*

XLVIII. Reformatories (England and Scotland)

Inspector's Assistant. N.

*Age, 22-35. Entrance fee, 15s. Subjects :—*1. Reading. 2. Handwriting and Orthography. 3. Arithmetic. 4. Composition. *Salaries, £250—£400, and thence £400 to £600 or £700 per annum.*

XLIX. Register House (Edinburgh)

Clerk. O.C.

*Age, 18-23. Entrance fee, £2. Subjects :—*Same as for Customs Outports Clerkships. *Salaries, £80—£250, and on promotion £300—£400 per annum.*

L. (a) Registrar-General's Office (England)

Index Compiler and Statistical Abstractor. O.C.

Age, 18-21. Entrance fee, 10s. Subjects :—

1. Handwriting.
2. Orthography.
3. Arithmetic.
4. English Composition.
5. Digesting Returns into Summaries.
6. Geography.

(b) Registrar-General's Office (Scotland)

Clerk on the Permanent Clerical Staff. O.C.

*Age, 18-25. Fee, 10s. Subjects :—*1. Hand-

- writing.
 2. Orthography.
 3. Arithmetic (including Vulgar and Decimal Fractions).
 4. English Composition.
 5. Digesting Returns into Summaries.
- All subjects are obligatory.

(c) Registrar-General's Office (Ireland)

Temporary Census Clerks (1901)

Age, for Males, 18-35; Females, 16-30. Fee, 10s.

- Subjects :—*1. Handwriting. 2. Orthography. 3. Copying Manuscript. 4. Copying Figures and Tabular Statements. 5. Arithmetic (including Vulgar and Decimal Fractions, and Averages and Percentages.

LI. Royal Parks and Gardens

Assistant in the Royal Gardens, Kew, and in the Royal Botanic Gardens and Arboretum, Edinburgh. L.C.

*Age, 18-30. Fee, 15s. Subjects :—*1. Hand-

- writing.
2. Orthography.
3. Arithmetic (including Vulgar and Decimal Fractions).
4. English Composition.
5. Elements of Systematic

and Structural Botany. 6. The Naming of Flowers and Plants (limited to British) by the aid of a Flora, and at the option of the Office of Works. 7. Book-keeping by Single Entry.

LII. Stationery Office

1. Clerk (with Knowledge of Printing). O.C.

Age, 21–25. *Fee*, £2. *Subjects*:—1. Handwriting. 2. Orthography. 3. Arithmetic (to Vulgar and Decimal Fractions). 4. English Composition. 5. Knowledge of Printing: (a) Executive, (b) Estimating, etc.

Candidates must have had technical education and practical experience.

2. Assistant Examiner of Paper

Age, 25–35. *Subjects*:—1. Handwriting and Orthography. 2. Arithmetic. 3. English Composition. 4. Knowledge of Paper and Chemistry as applied to the manufacture of Paper.

3. Extra Assistant Examiner of Binding

Age, 25–35. *Fee*, 30s. *Subjects*:—1. English Composition (including Handwriting and Orthography). 2. Arithmetic. 3. Knowledge of Binding. 4. Estimating. 1 and 2 are obligatory.

Technical education and practical training necessary.

LIII. Supreme Court of Judicature (England)

Third-Class Clerk

*Age, 20–30. Entrance fee, £6 in Probate Office ; 12s. 6d. in other Offices. Subjects:—*1. Handwriting. 2. Orthography. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. Copying MS. (to test accuracy). 5. English Composition. 6. Indexing and Docketing. 7. Digesting Returns into Summaries. *Salary, £100—£200.*

Second-Class Clerk

*Age, 20–40. Fee, £3. Subjects:—*1. Handwriting. 2. Orthography. 3. Arithmetic (including Vulgar and Decimal Fractions). 4. English Composition. 5. Legal Procedure, with special reference to the business on which the Clerk is engaged. *Salary, £250—£400 per annum. Usually filled by promotion of Third-Class Clerks.*

LIV. Supreme Court of Judicature (Ireland)

*Age, 20–25. Entrance fee, £3. Subjects:—*1. Handwriting and Spelling, including Copying MS. (500). 2. English Composition, including Précis (500). 3. Elementary Mathematics (250). 4. English History, including that of the Constitution (500). 5. English Language and Literature (500). 6. Geography, especially that of the British Isles (300). 7. Elementary Principles of Law (*Brett*) (750). 8. Latin (500).

9. Book-keeping (300). 10. Mathematics (200); more advanced (500). 11. French (300). 12. German (300). 13. Shorthand (300). *Salary*, £100 and £150—£300 per annum.

LV. Board of Trade

Clerk or Superintendent Mercantile Marine Offices

Age, under 30. *Fee*, 2s. 6d. *Subjects* :—1. Hand-writing. 2. Arithmetic. 3. Orthography. 4. Copying MS. (to test accuracy). 5. English Composition. 6. Geography. 7. Indexing. 8. Digesting Returns into Summaries.

5. Clerk on the Survey Staff

Age, under 30. *Fee*, 10s. *Subjects* :—Same as above, omitting Copying MS. and Indexing.

6. Boy Clerk

Age, 14–18. *Fee*, 1s. *Subjects* :—1. Hand-writing. 2. Arithmetic. 3. Orthography. 4. Copying MS. 5. Composition. 6. Geography. First three *Obligatory*.

LVI. Treasury

Office of Parliamentary Counsel: Clerk. N.

Age, 18–30. *Fee*, £1. *Subjects* :—1. Hand-writing. 2. Orthography. 3. Arithmetic. 4. Copying MS. 5. Comparison of Copies with Originals. 6. Composition. 7. Indexing. 8. Shorthand. *Salary*, £300—£400.

LVII. Trinity House

1. Lower Grade Clerk. L.C.

*Age, 18–25. Fee, 12s. 6d. Subjects:—*1. Hand-writing. 2. Orthography. 3. Arithmetic. 4. Copying MS. 5. English Composition. 6. Geography. 7. Indexing. 8. Digesting Returns. 9. History. 10. Book-keeping.

2. Boy Clerk L.C.

Age, 15–17. Fee, 1s. Subjects, same as for Boy Copyists.

LVIII. Valuation Office (Ireland)

Valuer and Surveyor (Second Section). O.C.

*Age, 21–28. Fee, £3. Subjects:—*1. Hand-writing. 2. Orthography. 3. Arithmetic. 4. Composition. 5. Land Surveying. 6. Architectural Surveying and Valuing. 7. Practical Farming, including the elements of Geography and Chemistry as applied to Agriculture. *Salary, £120—£300, and on promotion to First Section, £360—£460, and thence to £500—£600 per annum as Chief Clerk.*

LIX. War Office

Assistant Surveyor. O.C.

*Age, 21—30. Fee, £5. Subjects:—**A. Obligatory:* 1. Composition. 2. Drawing (Technical). 3. Quantities. 4. Estimates. 5. Use and Properties of Materials. 6. Surveying and Levelling. 7. Sanitary Engineering. *B. Optional:* 8. Euclid.

9. Algebra (to Quadratic Equations). 10. Sanitary Engineering. Three years' experience in the office of an Architect, Builder, Civil Engineer or Surveyor necessary. *Salary*, £180—£200, rising in due course to £1,000 per annum.

**Draughtsman and Temporary Mechanical Engineering
Draughtsman**

Age, 25–30. *Subjects* :—1. Mensuration. 2. Plane Geometry. 3. Machine Drawing. 4. Estimates of Cost of Production in Engineering Works. *Salary*, 3rd Class, £100—£200 ; 2nd Class, £240—£300. 1st Class, £320—£400 per annum.

Temporary Architectural Draughtsman

Age, 21–30. The Examination is in purely technical subjects.

**LX. Woods, Office of
Draughtsman**

Age, 20–25. *Fee*, 10s. *Subjects* :—1. Handwriting. 2. Orthography. 3. Arithmetic; 4. Copying and Drawing Plans. 5. Computing Areas by Scale in Plans.

LXI. Works, Office of

1. Assistant Examiner. O.C.

Age, 23–30. *Fee*, £3. *Subjects* :—1. Composition. 2. Drawing. 3. Quantities. 4. Use and Properties of Materials. All obligatory. *Salary*, £150—£400. Special training under Architect, Builder, or Surveyor, necessary.

2. Second-Class Assistant Surveyor

Age, 23–30. Fee, £3. Subjects :—A. Obligatory :
 1. English Composition. 2. Drawing and Design of Architectural Works and Details of Construction. 3. Quantities. 4. Estimates. 5. Specifications. 6. Use and Properties of Materials. 7. Surveying and Levelling. 8. Sanitary Engineering. *B, Optional :* 9. History of Architecture. 10. Principles and Practice of Valuation, Laws of Arbitration, Fixtures, Easements, Light and Air. 11. *Either* French *or* German. The usual special training must be shown to have been undergone. *Salary, £150–£300, and thence to £700 by promotion.*

3. Clerk of Works

*Age, 25–40. Subjects :—*1. Composition. 2. Drawing. 3. Quantities. 4. Estimates. 5. Materials. 6. Sanitary Science. *Salary, £150—£300 per annum.*

4. Assistant in Furniture Branch

*Age, 23–25. Fees, 10s. for Preliminary Examination in Handwriting, Orthography, and Arithmetic, and 10s. for Competitive Examination in :—*1. Knowledge of Furniture and Fittings. 2. Estimating prices of supplies and repairs. 3. Drawing sketches showing design and construction of Furniture. Special practical experience must be shown. *Salary, £130—£190, and thence by promotion to £200—£300 per annum.*

A CAREER IN THE POST OFFICE

FROM MALE LEARNER TO PRINCIPAL CLERK

THE Post Office is a branch of the Civil Service that contains endless ramifications, but it is quite possible for a youth entering as Male Learner to rise to the position of Principal Clerk. The successive steps that he must take are as follows:—

I. Male Learners

If it is incumbent on him to commence public life at an early age, in a position whence he may rise by successive steps in a special Department to a post carrying with it a considerable amount of responsibility, and a very respectable salary, he cannot do better than enter for the Male Learners' Examination in London, rather than in the Provinces, and do his best to gradually work his way upwards by those helps afforded to him by the special regulations

of the Department. He may obtain this position either by (i) Limited, or (ii) Open Competition.

(i) In the former case he will be nominated from the ranks of Telegraph and Indoor Boy Messengers in London who have served continuously from a time when they were **Limited and** under 16 years of age, and may **Open** deduct from their actual age any **Competition** time, not exceeding two years, which they may have so served. They must also pass successfully in this Limited Competition, which is by no means severe. The limits of age are 15 and 18, subject to the above proviso.

(ii) In the Open Competitive Examination in London, all Candidates must be between the ages of 15 and 18. The *entrance fee* is 4s. They must be at least 5 feet in height, and no officer will be retained in the Service unless he has attained the height of 5 feet 4 inches before completing his 19th year of age. They must be duly qualified in respect of health and character. The regulations regarding deduction of age are undergoing alterations, but not even Boy Copyists will, in future, be able to deduct more than *two* years from their actual age from the *higher* limit in calculating their

eligibility from that point for this competition. The *Subjects of Examination*, with the maximum number of marks allotted to each, are:—

	Marks.
1. English Composition (including Handwriting and Orthography)	800
(a) Handwriting (letters, etc.)	
(b) Orthography.	
(c) English Composition.	
2. <i>Arithmetic</i> (including First Four Rules, Simple and Compound, English and Metrical Weights and Measures, Reduction, Vulgar and Decimal Fractions, including Recurring Decimals)	600
(As a matter of fact, however, in the actual Examination two papers are set, the <i>first</i> only corresponding to the above description, for which $1\frac{1}{2}$ hours are allowed, the other being a more difficult paper of four questions, for which only 1 hour is allowed. These are, usually, a complex fraction, followed by three problems of an intermediate nature.)	

	Marks.
3. <i>Geography</i> (General)	500

1½ hours are allowed for this paper, but Candidates are only given about six questions to answer, the first of which is usually in Physical Geography, and the remainder, for the most part, on Great Britain, or places connected with the British Empire.

1,900

At a recent Examination of Male Learners in London, for 60 vacancies, the 1st successful candidate obtained 1604 marks out of the above maximum total, or 84·5 per cent., and the 60th, 956, or 53 per cent. As a rule, the marks obtained at the numerous provincial Examinations that are held for these posts are considerably fewer than these.

Successful candidates are now required to qualify in both Sorting and Telegraph duties, and that is the reason why the name has been changed from that of Male *Telegraph* Learner to that of Male Learner. They are required, in the first place, to attend the Telegraph School for eight hours daily in London for about a year, four hours being devoted to Telegraphy and four hours to distributing telegrams, etc., at the Central Telegraph

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Office. During this period they receive 8s. a week, but are instructed *gratis*. If, after the lapse of one month, it appears they have no aptitude whatever for this vocation, they may be dismissed. It is only *after* appointment that they have to qualify in Sorting work.

On appointment to the established Class the pay is raised: their *salary* commences at 12s. a week, at which it remains for the first three months. Then it rises to 14s. a week, provided a satisfactory degree of proficiency is attained, and then after another three months to 16s. a week, at which it remains for the following twelve months. It then rises in the usual course to 18s. a week, and on a Male Learner attaining the age of 19 it commences on the regular annual scale of £52 per annum, rising by annual increments of £6 to £112 per annum, and thence again, in the case of an officer who obtains a certificate of conduct and ability, by annual increments of £6 to £160 per annum. But long before this latter maximum has been reached, a Male Learner, who has devoted his extra time to self-preparation in the higher subjects, may obtain a nomination to compete for one of the Higher Departmental Posts in the Post Office.

2. Higher Departmental Appointments

the Competition for which is limited to persons already in the service of the Post Office. The principal appointments to which Male Learners are admitted in the General Post Office in the first instance are the following:—

The Amalgamated Examination for Clerkships in the following Offices: viz. (i) the Supplementary Establishment of the Secretary's Office; (ii) the London Postal Service; (iii) the Returned Letter Office; (iv) the Postal Stores Department. The *entrance examination fee* for each of these, as stated elsewhere, is £1. The Male Learner must pay special attention to the acquisition of: (i) The Writing of Reports; (ii) the Lines of Postal Communication at home and abroad in so far as Geography is concerned; (iii) the Translation from French *or* German, according to the language he elects to take up; (iv) Higher Arithmetic; (v) Algebra; (vi) English History; (vii) French or German or Latin (more advanced). The limits of age being 19 and 26, and the fact that no person is eligible for an appointment who has not been an established servant of the Post Office for at least *two* full consecutive years, shows that no Male Learner can possibly compete before he reaches 19 years of age, while he may compete until he

is 26. But by that time he cannot possibly have attained a salary of more than £94 a year as a Male Learner; so that his success will be a distinct advantage, not only as regards future prospects, but also in the majority of cases as regards present salary. For in the *Supplementary Establishment of the Secretary's Office* the Third-Class Clerks commence at a salary of £100 per annum, and rise through the various grades to £650 per annum; in the *London Postal Service* they commence at £160, and rise to the rank of Principal Clerk, with a maximum salary of £500 per annum, and may even attain to that of Controller, with a maximum salary of £1,000 per annum. Again, in the *Returned Letter Office*, while the minimum salary is £80 to £200 per annum, they may yet rise to the position of Principal Clerk, with a maximum salary of £540 per annum, and even to that of Controller, with a maximum salary of £700 per annum. In the *Postal Stores Department* also, although the Junior Clerks receive but £80—£200 per annum, they may eventually rise to a maximum salary as Controller of £800 per annum. But in these two latter cases it is well known that when it happens that the promoted Telegraph or Sorting Clerk's salary is *higher* than £80 per annum, he actually carries the salary of which he is in receipt with him into

his higher post, and thence proceeds by the usual annual increments and the ordinary promotions in the higher grade as above mentioned. In several of the *other* Higher Departments of the Post Office (see section on "Higher Civil Service Appointments") the same rule holds, so that it is quite clear that a Male Learner may eventually rise to the highest posts in the various departments of this Office. Of course he will have Second Division Clerks, Male Sorters, and others pitted against him; but by the exercise of zeal, tact and ability he is bound to succeed in the long run in attaining to a high position.

THE INLAND REVENUE DEPARTMENT

PARTICULARS are given in subsequent sections of the chief appointments in this Department, but there are three that call for more detailed treatment. They are:—(i) The Assistant Surveyorship of Taxes; (ii) Legacy Duty Office Clerkships; and (iii) Assistantships of Excise.

(i) Assistant Surveyorships of Taxes

The *limits of age* between which candidates can compete for these posts are 19 and 22. The *entrance fee*, £6, is so heavy that only candidates who imagine that they possess a good chance of success are likely to enter. The competition is, therefore, within certain limits very keen. Thus, in January 1897, 115 candidates competed, and 22 were declared successful. In January 1898 140 candidates competed, and 34 were declared successful. At a second competition, held in November of the same year, out of 89 candidates who competed 30 were declared successful. As a rule, many more appointments are made to these posts than are originally announced.

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The *subjects of examination*, together with the maximum number of marks allotted to each, are as follows:—

	Marks.
1. Arithmetic	600
2. English Composition (including Hand-writing and Orthography)	800
3. Geography	400
4. Book-keeping	400
5. Any <i>one</i> of the following: Latin, French, or German	400
6. Euclid	400
7. Algebra	400
8. Political Economy	400
Total	3800

1. Proficiency in Higher Mathematics is of the greatest importance in this competition.

How to Prepare for this Examination The paper set is similar in character to that set at the Second Division Clerkships Examination, candidates being required to do twelve sums (the majority of which are difficult) in three hours. Logarithmic calculations are a special feature of this paper, so that candidates should make themselves familiar with the use of *Chambers' Logarithmic "Tables,"* as well as thoroughly *au fait* with *Haugh's "Higher Arithmetic."* They should also attempt to solve within the allotted

time as many examination papers set at former competitions as possible.

2. Great proficiency in English Composition (including Handwriting and Orthography) will carry a candidate a long way on the road to success. A *Copying Exercise* in the form of a "Tabular Statement" is set, but there is no special Dictation Exercise. The character of the "Essays" required may be judged from the following, set at a recent competition:—

(a) Is public opinion in the main formed or only reflected by the Press? *or*

(b) "Different nations can never understand one another."

It will be seen that fairly wide reading and considerable powers of thought are necessary to attack these subjects in an adequate manner.

3. The paper set in *Geography* usually includes an Outline Map of a country, such as the United States, to be filled up in accordance with instructions, and a Sketch Map of a country such as South Africa.

The other questions are of a general character, but clearly require wide reading; for although nine questions in all are given, candidates are restricted to answering seven in the allotted time—three hours. The following is one of the questions set at a recent examination: "Paraguay has been well named the 'Mesopotamia

**Analysis of
Subjects**

of South America.' Explain the meaning of this statement and discuss it."

4. The paper in "Book-keeping" is similar to that set at the Second Division Clerkships' Competition, and a similar process of preparation should be followed.

5. In selecting his foreign language a candidate will, of course, be guided by the respective amount of proficiency he has attained in it compared with the others. French is the most popular and perhaps the safest to select, although a candidate thoroughly well up in Latin should do very well in that subject. Latin "Prose" must be mastered in the manner before explained.

6 and 7. The papers in "Euclid" and "Algebra" vary greatly in point of difficulty. As regards the former, a candidate must be well up in "stock" Riders and able to solve new ones; whilst in the latter he should thoroughly master "Surds" and theoretical proofs, as before explained.

8. The paper in "Political Economy" has for some years past been the *bête noire* of candidates at this Competition. But those who thoroughly master Marshall's and Walker's books on the subject, together with Price's "Short History of Political Economy in England," should do fairly well in it. Mill's, Jevon's and Sidgwick's works might also be studied, if time permits.

As above indicated, the competition for these posts is fairly keen. At the Competitive Examination held in November, 1898, the candidate who headed the list obtained 2,824 marks out of a maximum of 3,800, whilst the candidate who secured the last (*i.e.* the thirtieth) appointment obtained 2,362 marks. The first candidate owed his high place, without doubt, chiefly to his proficiency in Arithmetic, in which he obtained 90 per cent. of the maximum; while, had it not been for his proficiency in English Composition, in which he obtained 83 per cent. of the maximum, the thirtieth candidate would undoubtedly have failed altogether. Although these are the two principal subjects, a high standard of proficiency in the others must also be aimed at and obtained, if success is to be ensured. An all-round 70 per cent. of the maximum total would, as a rule, suffice.

The salary of an Assistant Surveyor of Taxes commences at £100 per annum, and rises by annual increments of £10 to £180.

The Salary This would, in the ordinary course, take eight years to attain; but, as a matter of fact, an Assistant Surveyor is usually promoted to the rank of Surveyor of the lowest grade at the end of about four years. His salary then commences at £200 per annum and rises by annual increments of £12 to £250.

Thence by promotion he may rise to the highest grade of all, at which the salary commences at £500 and rises by annual increments of £20 to £600 per annum.

The duties consist in seeing to the proper Assessment of Taxes in the various districts, which may be considerably increased in the United Kingdom shortly.

(ii) **Clerkships of the First Division in the Estate Duty Department**

These were formerly known as Legacy Duty Office Clerkships. The *limits of age* for these posts are now 21 and 27. The *entrance examination fee* is £2. The *subjects of examination*, with the maximum number of marks allotted to each, are as follows:—

A. <i>Obligatory</i> :—	Marks.
1. Arithmetic	200
2. Handwriting	100
3. Orthography	100
4. English Composition	200
5. Law of Real and Personal Property (including Conveyancing)	900
 B. <i>Optional</i> :—	
6. History of England and of the Constitution	200
7 and 8. Any <i>two</i> of the following: Latin, French, German (each 200)	400
	<hr style="width: 100%; border: 0.5px solid black;"/> 2,100 <hr style="width: 100%; border: 0.5px solid black;"/>

In order to be eligible, a candidate must have (a) passed the Final Examination of the Incorporated Law Society of England, **Conditions of eligibility** or (b) passed the Final Examination of the Incorporated Law Society of Ireland, or (c) qualified as a member of the Society of Writers to the Signet, or (d) passed the Final Examination before the Board of Examiners of Law Agents in Scotland.

In addition to this, the candidate will not be eligible unless he produces a certificate from the Solicitors, or Writers to the Signet, under whom he has served his articles of apprenticeship, to the effect that he has actually been employed in Conveyancing and either in Chancery business or in business corresponding to the Administration of Estates in Chancery. The general period of service is five years, but this is reduced to four in the case of certain undergraduates, and to *three* in the case of Graduates of a University in Great Britain or Ireland.

The Arithmetic Papers set at this Competition are about on the same level of difficulty as those set at a Male Sorters' Competition, and the same methods of preparation should be followed. Similar methods should also be pursued as regards Orthography and Handwriting. Abbreviations in spelling should be carefully avoided in the answers to the *Law Papers*, as the tendency has been, in revising

them for Orthography, to regard them as *mistakes*; as otherwise it is impossible to understand how presumably well-educated men like the Solicitors, Qualified Articled Clerks, etc., to whom alone this Competition is open, could have been "plucked" in that subject in so wholesale a manner as they were in the early days of this Competition. Special knowledge of the Estate Duty Act is sometimes required in treating one of the three alternative Essay subjects given. The most important subject is, of course, the Law of Real and Personal Property and Conveyancing. In this subject three Papers are usually set: viz., one in Real Property, one in Personal Property, and one in Conveyancing. The papers are nearly, if not quite, as difficult as those set at the *Final Law Honours Examination* of the Incorporated Law Society, and the subject must be thoroughly revised by all candidates. *Williams'* books on the Law of Real and Personal Property, and *Elphinstone's* "Principles of Conveyancing" must be thoroughly mastered, and a good book on Conveyancing Precedents used. Owing to the comparatively large number of marks assigned to this subject, to do well in it is of the highest importance. Moreover, a person who has an aptitude for Law should also be able to do well in the

Composition and History papers. The History of England and the Constitution is a very paying subject to study thoroughly. The latest editions of "the Student's Hume" and Taswell Langmead's "Constitutional History" might be used. Formerly it was hardly necessary to obtain marks in the two selected Foreign Languages, but nowadays every candidate who desires to make certain of success should be prepared to do fairly well in both. Thus, at the Competition held in July, 1899, the first successful candidate obtained 161 and 148 marks respectively in *French* and *Latin*, while the fourteenth obtained 115 and 110 marks respectively in the same subjects.

That the effective competition for these posts has steadily grown is proved by the fact that
 whereas at the first Open Competition,
The in July, 1893, for 15 appointments,
Competition only 11 candidates succeeded in attaining the requisite standard of proficiency, at that held in July, 1899, as many as 21 out of the 26 competitors succeeded in effecting the same object. The actual number of candidates has, however, rather decreased than increased. At the July 1899 Competition, above referred to, the candidate who gained the first place on the list obtained a total of 1,692 marks, or about 80·5 per cent. of the maximum, while the fourteenth (last qualified)

candidate obtained only 1,047 marks, or just under 50 per cent. The marks obtained in Law by these candidates were 776 and 496 respectively.

The salary of Junior Clerks now commences at £150, and rises by annual increments of £12 10s. to £300 per annum; but **The Salary** there are two minor Staff Posts with salaries of £250—£350 per annum, and three with £300—£400 per annum, which are reserved for those Junior Clerks who pass high on the list at the Competitive Examination, and are given them before they pass in the ordinary way to the higher grade. The chances of promotion may be gathered from the fact that while 57 Third-Class (Junior) Clerks receive from £150 to £300 per annum, 38 Second-Class Clerks receive from £320 to £450 per annum, 22 First-Class Clerks (Lower Section) from £500 to £550 per annum, 7 First-Class Clerks (Upper Section) £580 per annum, 11 Principal Clerks £600—£700 per annum, and 5 Chief Clerks £825—£900 per annum. Presumably the Legal Adviser, with his £1,000 per annum, is appointed from outside the Service; but the position of Secretary to the Estate Duty Office, with his £1,400 per annum (including a personal allowance of £200) should be obtainable (by promotion) by one of the Chief Clerks.

(iii) **The Assistantship of Excise**

The post of Assistant of Excise is one of the best, in its way, in the Outdoor Department of the Civil Service. The commencing salary is exceedingly good, while the future prospects are substantial, and, indeed, in one particular direction, somewhat brilliant. To this reference will be made later on in this subsection.

The ordinary limits of age are 19—22, but the ordinary exceptions are made as to extension. Boy Copyists will, in future, only be able to deduct one year from their actual age, when competing for these posts. The *Entrance Examination Fee* is £1. The *subjects of examination*, together with the maximum number of marks allotted to each, are as follows:—

	Marks.
1. Handwriting	400
2. English Composition (including Orthography)	200
3. Arithmetic (to Vulgar and Decimal Fractions)	600
4. Higher Arithmetic (including Mensu- ration, Square and Cube Root, etc.).	600
5. Geography (General)	400
Total	<u>2,200</u>

There is a curious regulation to the effect that no person who has been previously successful

at an Excise Examination and passed into actual employment in that capacity, will be eligible to compete. Moreover, candidates must **Eligibility to compete** be unmarried and without family, and should also be of satisfactory health and character.

It should first be understood that no subjects are obligatory, but also that no candidate will be regarded as fully qualified who fails to obtain such an aggregate of marks as may indicate, in the judgment of the Civil Service Commissioners, a competent amount of general proficiency. An all-round total of half marks is generally regarded to be this "competent amount."

1. *Handwriting*.—In this subject candidates should become expert at the "Copying Exercise," and also cultivate a free, round, bold style of handwriting.

2. *English Composition* (including Orthography).—There are two papers on this subject, for each of which two hours are allowed: viz., (a) An Essay on some subject of political, social, or legal importance; (b) A Précis or Memorandum of a number of letters and other documents placed before the candidate. Skill in both should be acquired in the manner already herein explained.

3. The paper in "Elementary Arithmetic" is a "twenty-fiver" of the nature already

described. Candidates are also required to work a paper of "Tots" of the usual character.

4. The paper in "Advanced Arithmetic and Mensuration" usually contains twelve questions, of which four or five are general mensuration questions. It should, therefore, be got up very carefully. Since symbols and formulæ are permitted in this part of the paper, *Kiely's* "Mensuration" will be found to be as useful a book as any, while the inevitable *Haugh's* "Higher Arithmetic" should be used for the arithmetical portion, and recent former papers set at this Examination should be carefully worked.

5. In "General Geography" Sketch Map Drawing is at a great premium. At a recent Examination not only were two sketch maps explicitly required to be drawn, but it was distinctly stated that "Credit will be given for neatly drawn sketch maps, serving to give precision to answers." The paper is usually divided into two portions of four questions. Any three out of the first four questions are to be answered, and any two of 5, 6, 7; whilst 8, "the filling in of an Outline Map," is obligatory on all candidates. The three following questions set at a recent competition are types: "(a) Give some account of the Dutch Colonies and their resources, stating how and when they passed into the possession of Holland; (b) What are

the prevailing kinds of weather in the great Southern Ocean? Show how they affect navigation; (c) Give some account of the chief goldfields of the world. State approximately when each was discovered." It will be noted that to answer each of these adequately requires not only wide reading, but also attention to minor details.

As soon as possible after the result of a Competition is made known, the successful candidate **Training,** in an Excise Competition is required **Salary,** to undergo a period of "about six **Prospects** weeks'" training and instruction, first in a brewery and afterwards at a distillery, under the direct superintendence of an experienced Excise Officer, in order to become fully acquainted with the duties he will be required to subsequently perform—*i.e.* testing all excisable articles and seeing that all places where they are manufactured pay adequate duties.

The *standing salary* of an Assistant of Excise is £50 per annum, which rises, by annual increments of £5 to £80 per annum. But he also receives, when actively employed, an officiating allowance of 2s. a day (Sundays included), which brings his actual commencing salary up to about £85 per annum, and his final actual salary as an *Assistant* up to about £115 per annum. His officiating allowance then ceases, and he is

promoted (without further examination) to the grade of Second-Class Officer, with a commencing salary of £115 per annum, rising, by annual increments of £7 10s., to £160 per annum. Should he require a horse, he in addition receives £40 per annum for its keep. If he does *not*, he is paid a "subsistence allowance" of about 7s. 6d. a week and travelling expenses by rail when away from home. Provided he has in this grade performed his duties satisfactorily, he is further promoted, in order of seniority, to the rank of First-Class Officer, as vacancies occur. The salary of a First-Class Officer commences at £180 per annum, and rises by annual increments of £10 to £250 per annum. He may have to wait a certain time before such a promotion is made, since, although there are 1,461 First-Class Officers to 1,514 Second-Class Officers and Assistants of Excise, yet the officers in the higher grades only number 523 in all. A First-Class Officer receives, in addition to his pay, an allowance of £40 per annum for the keep of a horse. Excise Officers also receive an additional allowance of 3s. a day when performing *double duty* at large stations, and 4s. a day at small stations.

Above First-Class Officers are 50 Assistant Supervisors, who receive £250 per annum and allowances of £40 at the Chief Office, and of £50 when officiating as Supervisors. Above the 50

Assistant Supervisors there are 234 Second-Class Supervisors, who receive from £280 to £320 per annum; 167 First-Class Supervisors, who receive from £340 to £400 per annum; 49 Second-Class Collectors, who are in receipt of salaries of £500 to £650 per annum, and 16 First-Class Collectors of Inland Revenue, who receive from £700 to £800 per annum. It is needless to state that, on account of the numbers of the staff as above enumerated, there is, in the ordinary course, bound to occur some amount of congestion at the point of transition from Second-Class to First-Class Officer. In order to mitigate this it is now provided that all Officers not suffering from any censure will receive £160 per annum during the fifteenth year of service, and that such officers as have completed their fifteenth year of service and have not been promoted to first-class stations will, if found duly qualified and ready to proceed to First-Class Stations, receive £167 10s. in the sixteenth year of service, and proceed by annual increments of £7 10s. until actually promoted, on the happening of which event they will receive an immediate increase of £12 10s. If, however, such an officer eventually declines, when called upon, to proceed to a first-class station, his salary will be reduced to £160 per annum, and he will be required to refund the total sum he has received in excess of that

salary during his period of "waiting." After two years' service as such, a First-Class Officer may petition the Board for promotion to the rank of Assistant Supervisor, and, if successful, will have to pass a *special* examination on the duties he will have to undertake. A further examination in special duties has to be passed by Supervisors before they can be appointed Inspectors. The annual increments of Second-Class Supervisors are £10, and of First-Class Supervisors £15, per annum.

At one time there were persons called "Collectors' Clerks," but this designation has now been abolished and the Excise clerical staff established on a new basis by an Order of the Board of Inland Revenue issued in November, 1894. On promotion from the rank of Assistant these Clerks (of whom there are 188) receive £100 per annum, rising by annual increments of £7 10s. to £190, and thence by annual increments of £10 to £250 per annum. Above these again there are 101 Second-Class Principal Clerks who receive £280—£320 per annum, and the annual increments still £10; and above these yet again 25 First-Class Principal Clerks, who rise by annual increments.

Assistants of Excise who have petitioned the Board to be allowed to receive a Chemical education may each year compete among themselves for six Studentships in connection with

the Government Laboratory at Clement's Inn, Strand. They must attend South Kensington for two years, in order to receive the necessary scientific instruction. They must have served for at least six months, but must not be of higher rank than that of Assistant of Excise. In addition to their ordinary salary, successful candidates receive, during their period of studentship, a special grant of £10 per annum for wear-and-tear of books. The *subjects of examination* in the competition for these Studentships are as follows:—1. Advanced Inorganic and Elementary Organic Chemistry. 2. Natural Philosophy (as in *Ganot's* "Natural Philosophy"). 3. Algebra (up to and including Quadratic Equations). 4. Euclid (Books I. and II., with "Riders"). The papers set in these subjects are by no means difficult, so that it is clearly necessary that a high percentage of marks in each should be obtained in order to ensure success. *Roscoe's* "Elementary Lessons in Chemistry," *Ganot's* "Natural Philosophy," *Hall & Knight's* Algebra, and *Hall & Stevens'* Euclid should be used as text-books.

At the end of their period of training as Students and Temporary Assistants in the Government Laboratory, these officers become Second-Class Analysts, with salaries of £160 per annum, rising by annual increments of £15 to

£350; then, on promotion, First-Class Analysts, with a salary of £400 per annum, rising by annual increments of £20 a year to £550 per annum. Two Superintendent Analysts receive from £600 to £650 per annum, one Deputy Principal from £700 to £800 per annum, and one Principal Chemist from £1,200—£1,500 per annum.

Examinations for Assistantships of Excise are held twice a year, in the months of November and May, for 30 to 100 vacancies. **Competition for Assistantship of Excise** The number of competitors varies from 800 to 1,000. At an Examination held recently for 55 appointments, 848 candidates entered. The candidate who headed the list obtained 1,753 marks out of a total maximum of 2,200, or very nearly 82 per cent.; while the 55th (the last successful candidate) obtained 1,615 marks, or between 73 and 74 per cent. As a general rule, it may be laid down that for a candidate to stand a thoroughly good chance of success in this competition he should be able to obtain an all-round percentage of at least 75 per cent. Arithmetic is the most important subject, but is closely followed by English Composition. High marks in Handwriting and Geography are also useful in promoting success. At the last Examination held in the nineteenth century—viz., that in November, 1900—862 candidates competed for 80 vacancies,

but as only 738 qualified, the effective competition was 9·2 for each vacancy. The increase in the number of appointments made to Assistantships of Excise is a gratifying feature of this Competition.

In addition to the above-mentioned officials, Class 1 Clerks and Second Division Clerks are extensively employed in the Inland Revenue Department. There are 28 **Other Inland Revenue Officials** of the latter class in the Office of Controller of Stamps and Stores, with salaries of £70—£250 per annum, and 3 (Higher Grade), with salaries of £250—£350 per annum; 80 in the Secretary's Office, with salaries of £70—£250, and 12 (Higher Grade), with salaries of £250—£350 per annum; while in the Accountant Comptroller-General's Office there are 79 with salaries of £70—£250, and 9 with salaries of £250—£350; and proportionately in the other sub-departments. The salary of all Class 1 Clerks in this Department commences at £150 per annum, and rises by annual increments of £12 10s. to £300 per annum, and thence in the various Offices which constitute this Department to salaries varying from £700 to £900 per annum. There are also numerous Minor Staff posts carrying with them salaries of £150—£400 per annum.

Assistant Clerks (Abstractor Class) are also extensively employed. Furthermore there is a

limited competition for the post of *Female Assistant in the Office of the Controller of Stamps and Stores*. The *limits of age* are 18–30. The *entrance fee* is 1s. The *subjects of examination* are:—1. Writing. 2. Spelling. 3. Arithmetic (First Four Rules, Simple and Compound, including English Weights and Measures and Reduction). 4. English Composition.

In order to enter the *Stamping Department, London*, candidates must pass the Examination for *Stamper*. A nomination must be obtained, and candidates must be between 17 and 25, unless they have served in the Inland Revenue Department from a time when they were under 25, when they receive an extension of age. The *entrance fee* is 1s. The *subjects of examination* are:—1. Writing. 2. Spelling. 3. Arithmetic (up to and including Vulgar and Decimal Fractions). 54 Stampers receive £40—£95 a year each, and 25 Principal Stampers £100—£145 per per annum; 13 Third-Class Superintendents £150—£200; 3 Second-Class Superintendents £100—£250; 4 First-Class Superintendents £260—£350; 2 Chief Superintendents £360—£400; 1 Assistant Inspector of Stamping £450—£575, and 1 Inspector of Stamping £650—£750 per annum. There are also in this Department some minor posts, notice of which is taken elsewhere.

THE CUSTOMS DEPARTMENT

THE Customs Department, as it is one of the most extensive, is at the same time one of the most important in the Civil Service. It consists of (1) an Indoor and (2) an Out-door Establishment.

I. The Indoor Establishment

In the Indoor Department (i) Class 1 Clerks, (ii) Second Division Clerks, (iii) Clerks in the Solicitor's Office, (iv) Tabulators in the Statistical Office, and (v) Second-Class Clerks for Port Service are employed, as well as minor officials. The requisite details regarding (i) and (ii) have already been given.

(iii) *Clerks in the Solicitor's Office.*—The limits of age and scheme of examination for these posts are now under consideration. The salary formerly was £350—£450 per annum.

(iv) *Tabulators in the Statistical Department.*—The scheme of examination is the same as for *Assistant Clerks* (Abstractor Class), previously fully discussed. The *entrance examination fee* is

10s. This is a limited competition. As regards *salary*, 37 Tabulators receive from £55 to £150 per annum.

(v) *Port Service Clerkships* (Second Class). The *limits of age* for these excellent posts are 17 and 20. The *entrance examination fee* is £1. The *subjects of examination*, together with the maximum number of marks allotted to each, are the same as for Second Division Clerkships under the New Scheme.

The Examination for these two Services is held simultaneously, and an amalgamated fee of £3 admits to both competitions.

The competition for these posts is exceedingly keen, although perhaps not so keen as formerly.

At a recent Examination, however, no fewer than 231 candidates entered for 40 vacancies. The first successful candidate obtained 2,817 marks, or 74·4 per cent. of the maximum total, while the 40th obtained 2,140 marks, or nearly 72 per cent. Since all candidates must qualify in the three obligatory subjects (to which 1200 marks are allotted, as against 2000 for the *four* optional), candidates should take care to make themselves thoroughly safe in these. Of the optional subjects Composition, Geography and English History are clearly the most important, to which 1,200 marks are allotted, as against 2,000 for the *four* optional.

The salary of Second-Class Clerks in the Port Service commences at £70, and rises by annual increments of £10 to £100 per annum, thence by annual increments of £10 to £200 per annum, and thence again, on promotion to the Upper Section of the Second Class, by annual increments of £10 to £300 per annum. On the New Establishment of the Customs Port Service there are altogether 171 Second-Class Clerks, 52 of whom belong to the Upper Section. Promotion to the grade of First-Class Clerks—of whom there are 49—depends on merit. Their salary commences at £320, and rises by annual increments of £15 to £400 per annum. No fewer than 16 Principal Clerks receive from £420, rising by annual increments of £20 to £500 per annum. There is an excellent chance of all who commence as Port Office Clerks rising thus far, while several Port Office Clerks who have displayed exceptional tact and ability have been promoted to the ranks of Collectors, with salaries of £600—£1,200 per annum.

II. The Out-door Establishment

This Establishment consists of two branches, each of which is again divided into several grades: viz., *A.* Landing and Warehousing Staff: *B.* Waterguard and Preventive Staff.

A. The Landing and Warehousing Staff

This consists of (i) Assistants of Customs; (ii) Examining Officers; (iii) Surveyors; (iv) Inspectors; (v) Surveyors-General.

(i) *Assistants of Customs.* The limits of age are for these posts 18–21, and candidates must be within these limits on the first day of the month in which the Examination is held. The *Entrance Examination Fee* is £1. There is six months' probation before any appointment is confirmed, and an Assistant cannot compete for any other Civil Service appointment until the expiry of two years. The *subjects of examination*, together with the maximum number of marks allotted to each (in brackets), are as follows:—1. Arithmetic (800). 2. Handwriting (400). 3. English Composition (including Orthography (800). 4. Geography (400). 5. Digesting Returns into Summaries (400). 6. Copying Manuscript (400). Total 3,200.

1. *Arithmetic.* One paper only is now set in this subject. It is of an advanced character, though not nearly so difficult as that set at the Second Division Clerkships or Assistants of Excise Examination. It usually contains twelve questions. Both the Theory and Practice of Vulgar and Decimal Fractions (including recurring Decimals) should be thoroughly mastered, while special

**Mode of
preparation**

attention should also be paid to the following:—
 (i) The Theory of Numbers. (ii) Mixtures and Alligation. (iii) Percentages. (iv) Compound Interest. (v) Cubic Measure and Cubic Contents. (vi) The restoration of figures in sums (simple and compound) in which the majority of the figures have been deleted. A thorough general mastery of *Haugh's Arithmetic* is quite sufficient. The Second Division Clerkships', Excise and other very difficult Examination Papers contained in that excellent book need not be worked.

2. *Handwriting.* Follow directions already given *re* Assistants of Excise Examination.

3. *English Composition.* Advice given *re* Assistants of Excise Examination as regards both Essay Writing and Précis applies here with equal-force.

4. *Geography.* The paper set is similar in character, although hardly so difficult, as that set at the Excise Examination, the questions set being of a much more straightforward nature. The mode of preparation should, however, be the same.

5. and 6. *Digesting Returns and Copying Manuscript.* Carry out mode of preparation advised under Second Division Clerkships Examination in these subjects.

This is one of the out-door Civil Service appointments in which candidates are required

to fulfil certain physical requirements in order to be eligible. They must be at least

Physical conditions 5 feet 4 inches in height, and 32 inches round the chest; or 34 inches if 5 feet 10 inches in height; and so on in proportion, according to height.

Open Competitive Examinations for these posts have again become fairly regular, and are now being held twice a year, each time for about 50 vacancies. Candidates must obtain an all-round standard of half marks in order to qualify. At a recent Competition 695 candidates entered for 50 vacancies, but since of these only 442 qualified, the effective competition was reduced to less than nine for each vacancy. At

The Competition the same Competition the 1st candidate obtained an aggregate of 2,623 marks, or 82 per cent., and the 50th (the last successful candidate) an aggregate of 2,339 marks, or 73·1 per cent. Special proficiency in Digesting Returns into Summaries and Copying Manuscript appears to come opportunely to the aid of many candidates who would otherwise stand very little chance of success. Thus the 50th (last successful) candidate obtained 725 out of 800 marks in these subjects, or upwards of 90 per cent.

The salary of an Assistant of Customs commences at £70 per annum, and rises by annual increments of £5 to £105 per annum,

when he becomes eligible to be promoted to the grade of Second-Class Examining Officer, and thence through the various other grades herein mentioned to the highest—viz., that of Surveyor-General.

Salary and Prospects

The duties of Assistants of Customs are not so exacting as those of the former Out-door Officers, whose place they now take, the rougher portion of the work of the latter having been relegated to Customs Boatmen. They must hold themselves available for any of the following duties: viz., Assisting (under supervision) (i) on Warehousing Accounts; (ii) in Surveyors' and Registrars' Offices, and in compilation of Returns; (iii) assisting Examining Officers on

Duties

Import, Export and Baggage duty; (iv) in Clerical duties in the Long Room, as occasion demands. Or they may be called upon to act as (v) Waterguard officers, or (vi) as officers in temporary charge of small outposts and creeks. Or they may be called upon (vii) to perform any subordinate duty, ashore or afloat, which the Collector, Surveyor, or other superior officer, may see occasion to appoint, and (viii) generally to assist in any branch of work as occasion arises.

Assistants of Customs are required to personally attend about eight hours a day; but these hours vary greatly according to the nature

of the work on which they are engaged. In warehousing duty the hours are between 8 a.m. and 5 p.m. But in **Hours of Attendance** Waterguard, Shipping or Landing Duties, it may extend throughout the night, but extra pay is given for extra time in excess of 48 hours per week.

(ii) *Examining Officer.* There are two grades, viz., (a) Second Class; (b) First Class. The ranks of Second-Class Examining Officers are filled by promotion of Assistants of Customs who have attained the maximum salary of that grade; but promotion is made according to seniority, provided the report from the superior officer is of a satisfactory nature.

The salary of a Second-Class Examining Officer commences at £110, and rises by annual increments of £7 10s. to £220 per annum. If promotion was made immediately on completion of his final year in the Customs Department, a Second-Class Officer will be in receipt of this salary in the twenty-third year of his service, *i.e.*, when he is between 41 and 44 years of age. The next step—viz., promotion to the post of First-Class Examining Officer—cannot be obtained so easily, for a test Examination in Departmental Business bars the way. This extends over two days. On the first day papers are set in (i) Landing and Shipping; (ii) Gauging. On the second day there are (iii)

Oral Examination on Marine and other matters ; (iv) Paper in Waterguard ; (v) Paper in Warehousing. First-Class Examining Officers commence with a salary of £230 per annum, which rises by annual increments of £10 to £340, and this should be the salary of the Customs Officer in the thirty-fourth year of his service —*i.e.* when he is between 52 and 55 years of age,

Salary and Prospects

unless promotion has been made with exceptional rapidity, and out of the order of seniority. But 12 of these Examining Officers receive £20 a year each in addition for special duties. The *Duties* of Examining Officers consist of :—(i) Boarding and rummaging ; (ii) Examining and clearing free goods out of charge ; (iii) Quarantine work ; (iv) Weighing and testing all goods liable to import duty ; (v) Assessing duties on certain warehoused goods ; (vi) Examining and certifying the shipment of all dutiable goods for exportation ; (vii) Attending to the examination of all passengers' baggage arriving from foreign ports. There are about 845 Second-Class and about 243 First-Class Examining Officers in the Service.

(iii) *Surveyors of Customs.* These officials are selected from the most able and energetic Examining Officers. They are employed in the charge of river stations, docks, warehouses and vaults. They are divided into three classes.

Of these 41 Third-Class Surveyors receive £350—£420 per annum; 32 Second-Class receive £430—£480 per annum; and 16 First-Class receive £490—£550 per annum, while there are additional allowances amounting to £315 to 10 of these. One Laboratory Surveyor receives £600, rising by annual increments of £20 to £650 per annum.

(iv) *Inspectors of Customs.* Six Inspectors receive salaries of £600 to £650 each, though *one* has an additional allowance of £50 per annum. They are attached to the Port of London, but they may be promoted from any port. They are employed in and held responsible for the proper working of groups of stations entrusted to their charge.

(v) *Surveyors-General* complete the apex of the Landing and Warehousing Department of the Customs. They are engaged in the general work of inquiry, supervision, inspection of accounts, etc., of all ports. Their salaries may probably reach £1000 per annum.

Thus it will be seen that Assistants of Excise, of whom there are 475 (including a few Out-door Officers) may rise without much hindrance to a salary of £340 per annum; but the higher posts are prizes which can fall to the lot of only the few who are the most able, energetic, and tactful.

B. The Waterguard and Preventive Department

The lowest and highest grades are those of Boatmen and Inspector. 1,000 Boatmen receive salaries of £55, rising by annual increments of £1 10s. to £62, and thence by annual increments of £2 10s. to £85 per annum. One Inspector receives £600, rising by annual increments of £20 to £650 per annum.' Between these two extreme grades there are 2 Assistant Inspectors (£450—£550); 4 Preventive Surveyors (£350—£420); 15 Chief Preventive Officers (£225—£400); 42 Preventive Officers, Upper Section (£160—£200); and 309 Preventive Officers, Lower Section (£90—£150 per annum). The annual increment of the last mentioned is £5, and of the higher grades £7 10s. to £15. There is no serious obstacle in the way of a person entering this Department as a Boatman, with a salary of £55 per annum, from rising to that of Inspector with a salary of £650 per annum. But it may be asked, "How is it possible to become a *Customs Boatman*?" The answer to this question is that the candidate must fulfil the following conditions:—(i) He must be between 20 and 25 years of age, unless granted an extension under established rules; (ii) He must be at least 5 ft. 4 in. in height, and 34 inches round the chest, or if 5 ft. 10 in. or upwards in height he must be at least

35 inches round the chest; (iii) He must obtain a *nomination*, through the influence (usually) of a local Member of Parliament, to enable him to obtain a post as Customs Boatman in or near his own district; (iv) He must, before appointment, pass a qualifying examination in the following subjects:—1. Reading (print and manuscript). 2. The first four rules of Arithmetic, with the various weights and measures. 3. Writing from Dictation. He must pay an entrance fee of 2s. 6d. before being admitted to this examination. All these things being satisfactory, or satisfactorily performed, he becomes a Customs Boatman and may become a Customs Inspector.

Some Minor Miscellaneous Posts attached to the Customs Department

Persons between 25 and 45 years of age, who can obtain a nomination, are eligible for the posts of *Customs Office-Keeper* (entrance fee 10s.); *Housekeeper* (Dublin, 7s. 6d., Liverpool, 10s.) There is no examination.

Persons between 20 and 35 years of age, who can obtain a nomination, pay an entrance examination fee of 2s. 6d., and pass a qualifying examination in:—1. Reading. 2. Writing. 3. Arithmetic (the first four rules), may obtain a post as *Customs Messenger*.

Persons who can obtain a nomination and pay the entrance fees annexed to each (in brackets) may obtain a post as *Customs Constable*; *Customs Watchman* (2s. 6d.); *Customs House Porter* (London, 5s., Dublin, 1s.)

The post of *Pensioner Boatman* (for which a nomination is required) is recruited from the ranks of Naval Pensioners. Limits of age are 35–45, and entrance fee 1s. The post of *Customs Boy Messenger* may be obtained by boys between 14 and 15 years of age who can obtain a nomination and pass a qualifying examination in:—1. Reading. 2. Writing.

This concludes the list of appointments in the Customs Departments.

FEMALE APPOINTMENTS IN THE CIVIL SERVICE

THE General Post Office, under the late Professor Fawcett's *régime*, was the first of the Government Departments to throw posts open to public competition among girls and young women, and is still far ahead of all other Departments in this respect. Indeed, it is said that, including all the Provincial Women Telegraphists and Sorters, and Postmistresses, there are now upwards of 32,000 women in the employ of the Post Office. It is, therefore, advisable to treat first of

Post Office Appointments

The best of all appointments in this Department are, without doubt, *Female Clerkships*. These are now divided into (a) Women Clerkships, and (b) Girl Clerkships. The schemes of examination for these posts are in reality the same, and competitions are held simultaneously. But whereas the limits of age for (a) Women Clerkships are 18-20, those for (b) Girl Clerk-

ships are 16–18. It is, therefore, impossible in ordinary cases for the same person to enter both competitions. But a Female Sorter or Female Learner might conceivably do so (if permitted) by claiming extension of age for the Girl Clerkships, and competing as an ordinary candidate for the Women Clerkships Competition.

The *Entrance Examination Fee* for either of these examinations is 7s. 6d.

Candidates must be either unmarried or widows, and are required to resign their appointments on marriage. In reckoning age for these Competitions (as above given) persons who have served for two full consecutive years in any situation to which they were admitted under the certificate of the Civil Service Commissioners may deduct from their actual age any time not exceeding five years which they have spent in such service. Moreover, by a new regulation which came into force in 1900, candidates for either posts must be at least five feet in height.

The *subjects of examination* now are:—1. English Composition, including Writing and Spelling (800). 2. Arithmetic (600). 3. Geography (400). 4 and 5. French, German, Latin, any *two* (800). 6 and 7. English History, Algebra, Shorthand, any *two* (1,000). Total, 3,600.

Mode of Preparation

1. *Handwriting.* A Tabular Statement exercise is set. Refer to Boy Copyists' Examination instructions.

2. *Orthography.* Refer to previous advice. There is no dictation exercise.

3. *Arithmetic.* The paper is similar in character to that set at the Assistants of Customs examination, but not so difficult. Follow advice given in the mode of preparation in that subsection. A paper in "Tots" is also set. Candidates must learn to work six long compound and eighteen cross addition sums accurately in half an hour.

4. *English Composition.* Follow previous hints given as to the mode of preparation in this subject.

The alternative subjects, requiring considerable powers of thought or fancy or style, should be carefully cultivated by constant practice. The nature of subjects usually set may be gathered from the three following, set at a recent competition:—(i) *Affectation*: its causes and consequences, or (ii) *The powers of painters and sculptors to perpetuate the memories of great men*, or (iii) *Write a short correspondence between two friends, one of whom advocates the practice of telling fairy tales to children, and the other condemns.*

5. *Geography.* The paper is of a mixed charac-

ter and fairly advanced. Follow advice given to Excise candidates.

6. *English History*. The paper is generally divided into two parts, the first of which consists of eight questions on General History, and the second, eight questions on Constitutional History. Candidates are only required to answer four questions in each part. *Ransome's English History* (5s.) is ample for the first part, and his *Constitutional History* (5s.) quite sufficient for the second.

7. *French*. The paper set is not difficult. Two passages are given for translation from French into English, and one for translation from English into French. One of *Hachette's French Reading Books* (advanced) should be used for the former, while the first part of *Blouet's French Composition* is quite sufficient for the latter. Great care should be taken to get up this subject, as proficiency in it is a very important factor in ultimate success.

The competition for Female Clerkships up till now, particularly for Girl Clerkships, has been extremely keen—far keener than for
The Competition Second Division Clerkships. Until the year 1901 the number of Women Clerkships offered for competition always considerably exceeded the number of vacancies offered for Girl Clerkships, but in that year the numbers, for the first time since the creation

of the latter in 1897, were equalised, and the tables have since been turned as to the relative keenness of the competition for these posts. Although the first Girl Clerk has nearly always beaten her elder sister, the Woman Clerk, yet a far larger proportion of Girl Clerks than of Women Clerks have failed to qualify. The candidate who heads the list in either competition usually obtains 76 per cent. of the maximum total, while no candidate can be sure of success who obtains fewer than 68 per cent. in either competition when there are not more than 40 vacancies. The number of candidates that competed for 70 Women Clerkships on a recent occasion was 451, while still more recently as many as 337 candidates competed for 15 Girl Clerkships.

Girl Clerkships are really a stepping-stone to Women Clerkships. Girl Clerks were created for the express purpose of doing the less onerous work of the Savings Bank Department of the Post Office, thus leaving Women Clerks for the more intricate work of the Accountant-General's Department, or for employment in some other Government Department, such as the Education Office. Their salary commences at £35 per annum, and rises by annual increments of £2 10s. to £37 10s. in the first year and to £40 per annum in the second. They are then promoted

**Salary and
Prospects**

to the position of Woman Clerk, if they have given satisfaction in the performance of their duties. If not, they are afforded the opportunity of becoming Female Sorters or retiring from Government employ. In either case no further examination has to be passed. The salary of a Woman Clerk commences at £55 per annum, rises by annual increments of £2 10s. to £70, and thence by annual increments of £5 to £100 per annum. At this point it remains stationary until she is promoted to the First Class, when it commences at £105 per annum and rises by annual increments of £5 to £130. On further promotion to the rank of Principal Clerk, the salary commences at £140, and rises by annual increments of £10 to £190 per annum. Assistant Superintendents start with £200, and rise by annual increments of £10 to £240 per annum. There are *three* classes of Superintendents, whose salaries vary with their Departments: one class receiving £250, rising by annual increments of £15 to £400 per annum; a second class whose salaries commence at £320, and rise by annual increments of £20 to £450; and still another class, the most hard-worked and responsible of all, whose salaries commence at £320 and rise by annual increments of £20 to £500 per annum.

There are now about 1,605 Female Clerks of all kinds (including Girl Clerks) employed in the General Post Office, London.

The hours that Female Clerks are required to devote to the public service are seven each week-day, with shorter time, when occasion permits, on Sunday. Their duties are purely clerical in nature, although at times they may involve a considerable amount of brain-work and care in making calculations. Sick leave is granted on full pay during the first six months, and on half-pay during another six months' sickness, if the seriousness of the illness be properly attested by a medical man. Moreover, medical attention is given free of charge. Female Clerks receive the usual Bank Holidays, and in addition one month's holiday in each year. Those who marry and consequently resign receive a dowry from the Post Office of a substantial kind; while those who spend the best years of their life in the service of the Post Office receive a pension on retirement based on length of service and the salary they are in receipt of at the time of retirement.

EXAMINATION QUESTIONS

In English History. No. 1

(Study the Reign of George I. in Bright's (Vol. III.) or some other good history, down to the Triple Alliance.)

1. By what title did George I. ascend to the throne? Trace his descent from James I. What other persons living at the time had, on the hereditary principle, a prior claim to the throne, and on what grounds? Why were they excluded?

2. Name (with dates of accession) the contemporary European Sovereigns in France, Germany, Spain, Prussia, Russia, Denmark, and Sweden; also the Popes of Rome.

3. Give a list (with dates) of (i) First Lords of the Treasury; (ii) Chancellors of the Exchequer; (iii) Secretaries of State in George I.'s reign.

4. Give some account of the mutual relations of Whig and Tory parties at the death of Anne, and their attitudes towards the Elector of Hanover (George I.) and the Jacobites.

5. How was it that the impeachment of Oxford after the flight of Bolingbroke and Ormonde fell through?

6. Describe fully the insurrection of 1715–16, with detailed accounts of (i) the surrender of Foster's army; (ii) the battle of Preston; (iii) the flight of the Pretender; (iv) the execution of some of the chief conspirators.

7. Under what circumstances was the Septennial Act passed? Why was it unconstitutional? Adduce reasons for its justification (i) as a temporary, (ii) as a permanent measure.

8. How was it that, despite the prohibitive clause in the Act of Settlement, George I. was able to visit Hanover in 1716? In what way did this lead to the breaking up of the Cabinet?

9. Narrate the events which led to the *Triple Alliance* of 1717. Who were the parties to it?

10. What three clauses of the Treaty of Utrecht were guaranteed by this alliance? What were its immediate consequences?

English History. No. 2

(George I.—From *Triple Alliance* to 1726.)

1. Narrate the events which led to the Quadruple Alliance of 1717 in some detail. Who were the parties to it?

2. Give particulars regarding the following: (i) The Barrier Treaty; (ii) the Treaty of Passowitz; (iii) Görtz, Gyllenberg, and Alberoni; (iv) the immediate consequences of the Alliance.

3. Estimate the results of the home and

foreign policy of Stanhope, and describe the conduct of Walpole at this time.

4. Give the gist of the Schism and the Occasional Conformity Acts. When were they passed, and when, why, and by whom repealed?

5. What were the terms of the Peerage Bill of 1719? With what object and by whom was it brought forward? How was it that the Ministry did not resign on its rejection?

6. What was the state of the National Debt at this time, as regards (i) amount, (ii) rates of interest paid, (iii) redeemable securities? Describe the attempts made by Harley by forming the South Sea Company in 1711 and by Walpole in 1717 to reduce the two former, and to convert the latter into irredeemable securities.

7. Write a detailed account of the South Sea Scheme. Inquire into its soundness from a financial point of view. Why did it end in sudden failure? What steps were taken on behalf of the shareholders, and by whom?

8. Write a detailed account of Bishop Atterbury's plot. Why did it fail? What measures were taken in consequence of it?

9. What was the origin of the quarrel between Carteret and Walpole? How did it end? Describe the state of Ireland when the former was appointed to the Lord-Lieutenancy, with special reference to Wood's halfpence and Napier's letters.

10. Give particulars of the following: (i) the disturbances in Scotland in 1725; (ii) the events which led to the Treaty of Vienna in 1725, and its clauses, public and private; (iii) the Preliminaries of Peace, 1727; (iv) the death and character of George I.

English History. No. 3

(Study George II.'s reign, 1727-1745, in *Bright's* or some other good history.)

1. Give a list (with dates) of the principal contemporary Sovereigns and British Ministers during this reign.

2. Describe the character of Walpole's Ministry and of the Opposition at the commencement of this reign.

3. Give particulars of the following (with dates): Congress at Soissons; Treaty of Seville; Second Treaty of Vienna, and Definitive Peace of Vienna; the Pension Bill.

4. Characterise Walpole's (i) Home Government as it affected the law courts and prisons; (ii) Financial Measures; (iii) Foreign Policy.

5. Summarise the charges brought by Wyndham against Walpole in the House of Commons, and the latter's reply. What became of Bolingbroke on Walpole being returned to power with a considerable majority?

6. Sketch the history of English politics between 1735 and 1742, when Walpole resigned,

with special reference to the quarrel between George II. and the Prince of Wales.

7. Sketch the events on the Continent which led to the battle of Dettingen (1743), and give a description of that battle.

8. What were the effects of this victory? Describe the negotiations for peace in July, 1743.

9. By what signatories was the Treaty of Worms signed? What were its terms?

10. State the date, parties to, and stipulations of the League of Frankfort.

11. Narrate the events which led to the battle of Fontenoy, and give a description of the battle, with special reference to the Irish Brigade.

12. Give some account of Charles Stuart's projected invasion of England in 1744. What caused its failure? What was its effect?

English History. No. 4

(Study George II.'s reign from 1745-1760.)

1. Write a detailed account of Charles Stuart's expedition against England, from the time of his leaving France to the battle of Prestonpans, and describe that battle.

2. Continue the narrative down to Charles's escape to France, describing: (i) the siege of Stirling; (ii) the battle of Falkirk; (iii) the battle of Culloden.

3. Give an account of the Ministerial crisis of February, 1746.

4. Estimate the effects of the rebellion on the Continental war. What was Lord Chesterfield's policy as Secretary of State?

5. Sketch the history of the war from 1746 to October, 1748. What were the terms of the Treaty of Aix-la-Chapelle, and the results of the war?

6. Give particulars of: (i) the increase of trade and wealth in this reign and the improvements effected in metal works and agriculture; (ii) the Reform of the Calendar (1751); (iii) Lord Hardwicke's Marriage Act; (iv) the rise of the Wesleyans (1730-40); (v) the growth of the political power and independence of the people.

7. Summarise the history of India from the foundation of the East India Company, 1600, to the final overthrow of the French power at the battle of Wandewash, 1761, with special account of (i) the Black Hole of Calcutta; (ii) the battle of Plassey; (iii) the battle of Wandewash. (See *Bright's History*, Vol. III., pp. 1113-20.)

8. Describe Pitt's attitude regarding the subsidiary contracts entered into by George II. and Newcastle with Continental princes against Prussia.

9. Sketch the course of the Seven Years' War, from its commencement to its termination; (1763),

with special reference to the battles of Crevel, Miden, and Torgau.

10. Give a detailed account of Pitt's Foreign administration from 1757 to 1761, and describe the capture of Quebec.

English History. No. 5

(Study George III.'s reign, 1760-1776.)

1. Describe Bute's influence over George III. What were the political ideas promulgated in Bolingbroke's "Patriot-King"? and what influence had they on the King's conduct?

2. What events led to Pitt's resignation and Bute's (i) accession to power, and (ii) resignation in 1763?

3. State what you know of the following: (i) The Triumvirate Ministry (1763); (ii) The trial of Wilkes (1763) and general warrants; (iii) Wilkes' expulsion from the House of Commons; (iv) The Regency Bill (1765).

4. Give some account of Rockingham's administration. How did he attempt to deal with the American Stamp Act? Summarise Pitt's views regarding it in a speech delivered in the House of Commons.

5. Give some account of Lord Chatham's plans (Pitt's) of 1766. What false step was taken by his Chancellor of the Exchequer relative to America during his absence in 1767?

6. Give some details of (i) the wholesale bribery at the election of 1768; (ii) Wilkes's election for Middlesex, his apprehension, and the riots it led to. Sketch subsequent events connected with this election.

7. With what difficulties had Grafton's Ministry to contend? What brought about its resignation? State what you know of the "Letters of Junius."

8. What was the origin of Lord North's Administration? Describe (i) his personal appearance; (ii) his character. What was his (or, rather, the King's) general policy?

9. Give some account of the following:— Grenville's reform of election petitions (1770); the affair of the Falkland Islands; the liberty of reporting Parliamentary debates; Royal Marriage Laws (1772); Partition of Poland.

10. Sketch the events which led up to the Declaration of American Independence, July 4th, 1776.

English History. No. 6

(Study George III.'s reign, 1776–1784.)

1. Sketch the War of Independence from the battle of Brooklyn (August 27th, 1776) to the surrender of Lord Cornwallis at Yorktown (Oct. 18th, 1781), with short descriptions of (i) The battle of Germanstown; (ii) The surrender of Saratoga; (iii) Battle of Guildford

Courthouse; (iv) Battle of Hobkirk's Hill; (v) Battle of Eutaw; (vi) Surrender of Cornwallis.

2. What do you know of the following:—
 (i) Lord North's Conciliation Bill; (ii) Death of Chatham; (iii) Repeal of Laws against Roman Catholics; (iv) Henry Grattan; (v) Gordon Riots; (vi) Battle of Cape St. Vincent?

3. How was the Alliance between France and America brought about? What was its effect?

4. What events led to Lord North's resignation? What was the composition of the new Ministry, and with what three great questions had it immediately to deal?

5. How was the legislative independence of Ireland brought about, and by the repeal of what Statute?

6. Describe the economical reforms undertaken by the Ministry.

7. What difficulties delayed the conclusion of the American War of Independence? How were they surmounted?

8. Describe the naval battle fought between the English and French fleets on April 10th, 1782, near Martinique. What new manœuvre was for the first time introduced by Rodney into naval warfare? Describe it.

9. How long had the siege of Gibraltar lasted, and how was it raised on Sept. 13th, 1782?

10. What were the terms of the Treaty of Peace signed Jan. 20th, 1783?

11. Give some account of the following:—
(i) The Shelburne Ministry (1783); (ii) Duke of Portland's Coalition Ministry (1783); Fox's India Bill (1783); Pitt's India and Reform Bills (1784), and his policy in Ireland?

TYPICAL EXAMINATION PAPERS AND QUESTIONS

(SET AT RECENT CIVIL SERVICE EXAMINATIONS)

Introductory Remarks

It would have been impossible to have given within the fixed limits of this work full sets of Examination Papers set to candidates at each class of situation treated of in it. Such a proceeding would have monopolised the entire space allotted to the whole work. Nor, moreover, would it in any way have carried out the dominant purpose of this volume. An immense undigested mass of Examination Papers is of little use to a candidate for the Civil Service who is in the throes of doubt as to which Examination, or rather Examinations, he shall enter for. Classified Examination Papers, and Examination Papers occupying much less space, are of much greater utility.

The implied grouping together which such a process involves is of itself a great boon to the hesitating candidate, clearing away from his line of vision all confusing excrescences, and

pointing out to him, as it does, the course he must steer if it is his intention to make his work of preparation most effective from both a pecuniary and a prospective point of view.

It will be noted that we have given special prominence to the papers in Arithmetic, because not only is the variety of typical papers set in that subject greater than in any other, but it is also the most important of all subjects, although in this respect it is closely followed by English Composition. For full advice and representative subjects we refer candidates to *Gibson's Specimen Essays*, which may be ordered direct from Messrs. Gibson & Loly, 24, Chancery Lane, W.C.

Readers will find Typical Papers in Elementary and Advanced French and Latin, Elementary, Intermediate and Advanced Mathematics, Elementary and Advanced Physics and Chemistry, Law, Handwriting, Orthography, Précis, History, Geography, and, at the end, a number of Typical Questions set at recent examinations in the less frequent Higher Subjects. In some cases, such as Advanced Latin and French, it has not been deemed necessary to reproduce the actual passages of translation set, but only the grammatical and general questions.

A student who intelligently studies the Typical Papers here given, in connection with and by reference to the foregoing text, will

find the knowledge he thus acquires of Civil Service Examinations is all that is necessary.

Specimen Dictation Exercise. $\frac{1}{2}$ hour.

(Set at a Male Sorters Examination.)

Society arises out of the wants of man. His first want is food; his second a house; his third a coat. The sense of these needs, and the possibility of satisfying them by exchange, draw men together on the same spot; and this is the beginning of a State, which we take upon us to invent, although necessity is the real inventor. There must be a husbandman; secondly, a builder; thirdly, a weaver; to which may be added a cobbler. Four or five citizens at least are needed to make a city. Now, men have different natures, and one man will do one thing better than many; and business waits for no man. Hence there must be a division of labour into different kinds: into wholesale and retail; into workers and makers of workmen's tools; into shepherds and husbandmen. A city which has all these will have far exceeded the limit of four or five, and yet not be very large. But then, again, imports will be required; and imports imply exports, and this implies a variety of produce in order to attract the taste of purchasers; also merchants and ships. In the city, too, we must have a market, and money, and retail trades;

otherwise buyers and sellers will never meet, and the valuable time of the producers will be wasted in vain efforts at exchange. Add servants, and the state will be complete.

Typical Elementary Geography Paper. 1½ hour.

(Set at an Assistant Clerks [Abstractor Class] Examination)

[Credit will be given for neatly drawn Maps, but only so far as they are accurate.]

1. On the map supplied mark Cheviot, Merri-
rick, and Snaefell. Draw and name the chief
rivers crossed by and insert the railway lines
from Liverpool to Glasgow and from York to
Edinburgh, and mark and name those places
and eight other towns, four on each of the
two routes.

2. Describe and account for the climate of
Ireland. Point out how far the climate deter-
mines the nature of the crops in that island.

3. Describe the distribution of high and low
land in Africa, and point out how it has
affected the opening up of the continent.

4. Draw a map of the East Coast of Australia,
mark and name the principal rivers, insert the
chief ports, indicate the boundary between and
name the different colonies, and draw with a
dotted line the tropic of Capricorn.

5. What are the two most important com-
modities we import from each of the following:—

(a) Lagos; (b) Jamaica; (c) The Baltic Ports of Russia? In the case of three products, one from each region, note the natural conditions that favour its production in that region.

6. Describe and give precise reasons for the importance of any five of the following:— Antwerp, the Brenner Pass, the Cassiquiare, Greytown, the Iron Gates, Samoa, the Shat el Arab, Yunnan, the Witwatersrand.

Typical Advanced Geography Paper. 2 hours.

(Set at a Port Service Clerkship Examination.)

[Only six questions to be attempted, of which the first must be one.]

1. On the Map of Europe supplied insert the two great axes of elevation, naming their constituent mountain chains. Insert and name the six largest rivers, and one important town on each.

2. How can the length of a degree of longitude along the Equator be determined? What is approximately the length of a degree of longitude in latitude 0° , 60° , and 90° respectively? How, and why, does the length of a degree of latitude slightly vary in passing from the Equator to the Pole?

3. Name and give the position of the principal coalfields of the British Isles, and state where, and why, the coal is worked for home

consumption and export respectively. Name the ports engaged in the export trade.

4. Write a short account of the geographical position, physical features, products, people and government of any two of the following:— Newfoundland, Chili, Java, Roumania, and Tasmania.

5. Draw a sketch-map of the Ganges Valley, indicating the main river, with its chief tributaries and the mountain ranges which form its watershed. What are the more important natural products of this region, and what are the causes of its great fertility?

6. A steamer leaves London and calls at the following ports: Las Palmas, Balize, Buenos Ayres, Valparaiso, Honolulu, Nagasaki, Bangkok, Singapore, Colombo, St. Vincent. Describe as precisely as you can the position of the above places, and note any points of importance connected with each.

7. Sketch and describe the currents of the Atlantic. How do they originate, and what effect have they upon the climates of the adjoining lands?

8. Make a sketch-map of South Africa, inserting the Orange, Vaal and Limpopo rivers, Drakensberg range, Delagoa Bay, Algoa Bay, Table Bay and Cape Agulhas. Indicate the position of Cape Colony, Orange Free State, Transvaal, Natal, Bechuanaland, Zululand,

Portuguese East Africa, together with Durban, Cape Town, Kimberley, Bloemfontein, East London, and Pretoria.

I. Typical Examination Arithmetic Paper

1½ hours.

(Set at a Junior Clerkships in the Office of Woods Examination.)

1. Multiply 3 lb. 10 oz. 14 dwts. by 91.
2. Divide £4330 16s. 6¾d. by 39.
3. Reduce 23 hrs. 9 min. 51 sec. to seconds.
4. In 182,558 inches how many miles, furlongs, etc., are there?
5. Find the G.C.M. of 2478 and 546.
6. Find the L.C.M. of 51, 54 and 34.
7. Reduce $\frac{1^0 2^3 3^3}{14^8 8^5}$ to its lowest terms.
8. Express as a mixed number the sum of $10\frac{9}{56}$ and $65\frac{37}{42}$.
9. Subtract $2\frac{23}{45}$ from $19\frac{1}{30}$.
10. Multiply $21\frac{8}{27}$ by $\frac{36}{115}$.
11. Divide $5\frac{5}{9}$ by $15\frac{5}{8}$.
12. Add together .00473, 473·01, 4·7300152 and 15·910502.
13. Subtract 1·085997 from 100·0842371.
14. Multiply 47300 by 8·072.
15. Divide .19277 by .037.
16. Reduce $\frac{111}{320}$ to a decimal.
17. Reduce 12 lb. 6 oz. to the fraction of 1 qr. 17 lb. 6 oz.

18. Find the value of $\cdot 0128$ of 7 lb. 10 oz. Troy.

19. Find the cost of 399 articles at 17s. $5\frac{3}{4}d.$ each.

20. Find the weight of 580 yds. 1 ft. 9 in. of wire at 1 lb. 14 oz. per yard.

21. What is the worth of gold plate weighing 2 lb. 8 oz. 10 dwts. at the rate of 14s. $6d.$ for 10 dwts. 20 gr.

22. If the cost for provisioning a yacht for 9 persons for $9\frac{1}{2}$ weeks be £114, what will be the cost of provisioning the yacht for 6 persons for $37\frac{1}{2}$ weeks?

23. How many pounds is $9\frac{3}{8}$ per cent. of 4 tons 7 cwts. 2 qrs.

24. How much per cent. is $4\frac{1}{2}d.$ in the shilling?

25. Find the Contents in cubic feet and cubic inches of a box of which the length, breadth, and depth, are respectively 4 ft. 8 in., 1 ft. 10 in. and 11 in.

Typical Intermediate Arithmetic Paper. 1 hour.

(Set at Learners [Male and Female] Examination.)

1. Reduce to its simplest form :—

$$\frac{0\cdot 2 \times \frac{2}{9} \div (\frac{35}{99} - 0\cdot 35)}{\frac{1 + 3\frac{1}{2}}{0\cdot 4} - \frac{1}{20}}$$

2. A tank, when full, contains 4 tons of water, and 1,000 oz. of the water occupy a

cubic foot. The tank is rectangular, and rests on a square base, each side of which measures 5 ft. 4 in. What is the depth of the tank?

3. A man passes a milestone at 2 o'clock, riding at the rate of 13·2 ft. per second, and at the end of each quarter of a mile after passing it he increases his speed one mile an hour. How many yards from the milestone will he be when the time is 2 hrs. 3 min. 25 sec.?

4. If a number be divided by 16, the remainder obtained is always the same as when its last four digits are divided by 16. Verify the statement in the case of 123456789. Prove that the statement is true of every number which has more than four digits, and name four odd examples of which the same is true.

Typical Intermediate Arithmetic Paper

1½ hours.

(Set at an Office of Woods Examination.)

[Arithmetical methods are required. All working must be clearly shown.]

1. Simplify :—

$$(i) \quad \frac{\cdot34 \text{ cub. ft. } \frac{3}{4} \text{ cub. in.}}{4\cdot08 \text{ sq. ft. } \frac{3}{4} \text{ sq. in.}}$$

$$(ii) \quad \frac{1}{1 + \frac{\cdot1}{\cdot0764285714}} = \frac{1}{\cdot356}$$

2. At what time between 12 o'clock and 1 o'clock is the minute hand of a watch ten minutes behind the hour hand?

3. A mine is flooded, and water continues to pour in at a uniform rate. It can be pumped dry by 104 men in 9 days, or by 48 men in 27 days. Find how many men must be employed to pump it dry in 4 days.

4. Six hundred paving stones, of equal size, just cover 16,641 square feet. The length of each is to the breadth in the ratio of 3 : 2. Find the length and breadth of each stone.

5. A can run a dead heat with B over a quarter-mile course, by giving him a start of 32 yards, and on the same course C can run a dead heat with B by giving him a start of 15 yards. A can beat C over the course by $2\frac{1}{5}$ secs. How long does it take C to run a quarter of a mile?

6. A farmer calculates that for every quarter of wheat he sells at 22s. he loses $\frac{1}{12}$ th of the cost of growing it, and that for every quarter of barley he sells at 30s. 6d. he not only recovers the loss on the quarter of wheat, but makes a net profit of 5 per cent. on the cost of growing the two quarters. How much did it cost him to grow a quarter of barley?

Typical Higher Arithmetic Paper

(Set at an Assistant Surveyor of Taxes Examination.)

1. Simplify :—

$$\left[0.08 \text{ of } 1\frac{1}{3} + \cdot 200 \div 20\frac{5}{8} - \frac{3}{7} \text{ of } 5\frac{1}{5} \text{ of } \frac{21\frac{1}{9} + 31\frac{7}{8} \div \frac{763}{23}}{10\frac{5}{12} - 6\frac{6}{7}} \right] \text{ of } \frac{5\frac{10}{11}}{13\frac{2}{4}}$$

2. The true discount on a sum of money due 219 days hence, at 5 per cent. per annum, differs from the interest on the same for the same time, and at the same rate, by 1s. 6d. Find that sum.

3. The questions in an examination paper are divided into three sections, A, B, C, containing respectively, 6, 5, and 4 questions. The total marks obtainable in section B exceed those obtainable in section A by 25 per cent. of the latter, while the ratio of the totals in B and C is 5 to 6. Compare the number of marks assigned to the first eight and last seven questions.

4. An investor calculates that by selling out his 3 per cent. stock at 92, and investing in the $3\frac{3}{4}$ Debentures at 95, he will increase his income by £36. The price actually obtained for his 3 per cent stock was $92\frac{1}{2}$. What was the change in his income, and how much 3 per cent. stock did he hold?

5. The surface of a reservoir with a uniform depth of 6 feet freezes, so that a layer of ice 3 inches thick is formed. Find the distance

from the bottom of the reservoir to the top of the ice, if 10 cubic feet of water become 11 cubic feet of ice.

6. A road contractor finds that if he reduces his price per cubic yard by 4s. 2d., he will be allowed to contract for and to carry out 23 per cent. more work, and in consequence his total receipts will be $10\frac{1}{2}$ per cent. more. What is his present charge per cubic yard?

7. Transform 44625 from the scale of 8 to the scale of 7, and give its prime factors in the latter scale. In any given scale of notation, what kinds of vulgar fractions are convertible into terminating radix fractions? Give your reasons.

8. By the aid of the logarithmic tables provided calculate to four significant figures the value of :—

$$\left(\frac{4 - \frac{2}{3} \times (0.091)^{\frac{1}{3}}}{\left(\frac{6}{7}\right)^3 \times (0.00175)^{\frac{1}{16}}} \right)^{\frac{4}{5}}$$

If the logarithm of 2000 to a certain base is 5.4752, what is the logarithm of 66604 to the same base?

9. Find how many positive integers there are whose logarithms to the base 17 have 4 for their characteristic.

10. The banker's discount on two bills is to the nearest penny £26. The first bill is for £2568, and is fully due in 38 days; the second is for £1095, and is fully due in 83 days. Find

the rates of discount if they are both integral, and if the rate of the first bill is half again as great as that of the second bill.

11. If the cube of 7 be divided by 9 or 19, show that the remainder in each case is unity. What will be the remainder if 7^{100} be divided by 9×19 ?

12. Two convoys leave a port at the same time on a voyage of 2550 miles, and proceed at the rate of 20 and 16 miles per hour respectively. After a certain time the first convoy, in consequence of an accident, was compelled to reduce its speed to 16 miles per hour, and at the same time despatched a vessel at its former rate of speed to convey the information to the second convoy, whose speed on receipt of the news was immediately raised to 20 miles per hour. If both convoys entered their common port of destination together, what time did the voyage occupy ?

Elementary Latin Paper. 2 hours.

(Typical Paper of Translation from Latin into English set at a Boy Copyists Examination.)

Translate into English :—

I.

1. Hic Meno amicus illi genere est proximus.
2. Lupus observavit dum domitaret canis.
3. Vetus verbum hoc quidem est, communia esse amicorum inter se omnia.

4. Ad quintum fere lapidem coorti Germani, incautum agmen adgredientium.

5. Ibi circa iacens Galli corpus contracto certamine pugna atrox concitatur.

6. Ad te igitur jam convertenda tota oratio est.

7. Saepe honestas rerum causas, ni iudicium adhibeas, perniciosi exitus consequentur.

8. Nonne verendum est igitur, si est ita ut dicis, ne philosophiam falsa gloria exornes ?

9. Additum etiam utrumque ignominiae est, ne in oppidis hibernarent neve hiberna propius ullam urbem decem millibus passuum aedificarent.

II.

A passage from *Cæsar* of same length as the following from *Livy*.

III.

Iterum tumultus inde major quam vis prohibere poterat. Dum applicant, dum raptim exponunt scalas militesque dum qua cuique proximum est in terram evadere properant, ipsa festinatione et certamine alii alios impediunt. Inter hæc repleverat iam Poenus armatis muros, et vis magna ex ingenti copia congesta telorum suppeditabat; sed neque viri nec tela nec quicquam aliud aequè quam moenia ipsa alas defendebant. Raræ enim scalæ altitudini acquari poterant, et quo altiores, etiam infirmiores erant. Itaque quum summus quisque evadere

non posset, subirent tamen alii, onere ipso frangebantur. Quidam, stantibus scalis, quum altitudo caliginem oculis offudisset ad terram delati sunt. Et quum passim homines scalaeque ruerent, et ipso successu audacia atque alacritas hostium cresceret, signum receptui datum est.

Intermediate Latin Paper. 3 hours.

(Set at a Second Division Clerkship Examination.)

Translate into English :—

I.

Cum contra expectationem omnium Caesar Uxellodunum venisset oppidum quod operibus clausum animadverteret neque ab oppugnatione recedi videret ulla condicione posse, magna autem copia frumenti abundare oppidanos ex perfugis cognosset, aqua prohibere hostem temptare coepit. Flumen infimam vallem dividebat, quae totum paene montem cingebat, in quo positum erat praeruptum undique oppidum Uxellodunum. Hoc flumen averti loci natura prohibebat: in infimis enim sic radicibus montis ferebatur, ut nullam in partem depressis fossis derivari posset. Erat autem oppidanis difficilis et praeruptus eo descensus, ut prohibentibus nostris sine vulneribus ac periculo vitae neque adire flumen neque arduose recipere possent ascensu. Qua difficultate eorum cognita Caesar sagittariis funditoribusque

dispositis, tormentis etiam quibusdam locis contra fluminis vim prohibebat oppidanos.

II.

Daedalus interea Creten longumque perosus Exsilium, tactusque loci natalis amore, clausus erat pelago. "Terras licet," inquit, "et undas obstruat, at caelum certe patet. Ibimus illuc. Omnia possideat, non possidet äera Minos." Dixit; et ignotas animum dimittit in artes, Naturamque novat. Nam ponit in ordine pennas, a minima coeptas, longam brevior sequenti, Ut clivo crevisse putes. Sic rustica quondam Fistula disparibus paulatim surgit avenis. Tum lino medias et ceris alligat imas, Atque ita compositas parvo curvamine flectit, Ut veras imitetur aves. Puer Icarus una Stabat, et, ignarus sua se tractare pericla, Ore renidenti modo quas vaga moverat aura, Captabat plumas, flavam modo pollice ceram Mollibat, lusuque suo mirabile patris Impediebat opus. Postquam manus ultima coeptis Imposita est, geminas opifex librabat in alas Ipse suum corpus, natoque pependit in aura. Instruit et natum, "Medio" que ut limite curras Icare ait "moneo, ne, si demissior ibis, Unda gravet pennas, si celsior, ignis adurat, Inter utrumque vola."

III.

When it was day, the maid rode in solemn procession through the city, clad in complete

armour, and mounted on a white horse. Dunois was by her side, and all the bravest knights of her army and of the garrison followed in her train. The whole population thronged round her; men, women and children strove to touch her garments, or her banner, or her charger. They poured forth blessings on her, whom they already considered their deliverer. In the words used by two of them afterwards before the tribunal which reversed the sentence, but could not restore the life, of the Virgin-Martyr of France, "the people of Orleans (Aurelia), when they first saw her in their city, thought that it was an angel from heaven that had come down to save them." Joan spoke gently in reply to their acclamations and addresses. She told them to fear God and trust in Him for safety from the fury of their enemies.

Advanced Latin. 3 hours.

(Typical Questions set at a Class 1 Competition.)

A.—LATIN COMPOSITION (ORIGINAL).

Theme for a Latin Essay or Letter: *Judiciorum militarium pericula.*

B.—LANGUAGE AND LITERATURE.

1. Define an infinitive. What developments in the category and form were made in Latin?

2. What Indo-European sounds passed into Latin *b* and *g* respectively? State the conditions under which they did so, and write notes on the

history of the following words: bibo, gradior, infumus, palumbus, singuli, vinculum.

3. Correct or defend the following passages; (a) Postea vero quam Tyrannis miti libruo disposuit, mensa additur videtur meis aedilibus; (b) Purumque reliquit Aetherium sensum atque auræ simplicis ignem.

4. Translate the following passages into English: (a) Tr. Nqui, Neptunus ita solet: quamvis fastidiosus Aedilis est: siquæ improbae sunt merces iactat omnis (Plautus); (c) Bellum acquis manibus nox intempesta diremit (Ennius); (d) Quae omnia huc tendunt ut audias Isæum, vel ideo tantum ut audiaris (Pliny).

5. Trace the development of the plot in any one play of Plautus, and consider how far it contributes towards setting forth the characters of the *dramatis personæ*.

6. What criticism of contemporary poets is to be found in Horace's writings? Illustrate from them the course of his relations with Mecænas.

7. How do the following appear in Latin poetry? Phormio, Vinia, Lygdamus, Cyrene, Epeus, Arruns, Alpius, Cinara, Cornutus.

8. Assign the following passages to their authors, and explain them by reference to the context:—

(a) At bene non poterat sine puro pectore jungi.

(b) O ventum horribilem atque pestilentem.

(c) "Juranti," inquit, "tibi non crediderunt." Initio vero, inquam, "xxv. judices crediderunt," xxi., quonam nummos ante acceperunt, tibi nihil crediderunt.

(d) Quae lucis miseris tam dira cupido.

(e) Suis et ipsa Roma viribus suis.

(i) Lucanum potes imputare terris.

(k) Nemo dabit regum quanti subsellia constant.

(N.B.—A three-hours' paper of six passages—three prose and three verse—were given to be translated into English; also a three-hours' paper of translation into Latin of two passages, viz.: (a) difficult prose; (b) verse—elegiac or hexameter—or in lieu a language and literature paper of sixteen questions, eight only (as above) to be answered.

Typical Elementary French Paper. 2 hours.

(Translation from French into English—set at a Boy Copyists Examination.)

Translate into English:—

I.

La Récréation d'un Quart d'Heure.

Après avoir rapporté nos cahiers à la salle d'étude, nous eûmes une récréation d'un quart d'heure, et je me retrouvai dans la cour des petits. En général on trouva le temps trop court pour organiser les jeux, et l'on se contentait de causer ensemble.

J'errais assez mélancoliquement d'un groupe à l'autre, quand j'aperçus Jacques Baudauin, qui semblait aussi embarrassé que moi, ou même un peu plus, à cause de sa blouse bleue. L'instinct amical qui m'entraînait vers lui, aussi bien que notre isolement réciproque, me poussèrent à lui adresser la parole.

“Veux-tu jouer aux billes?” lui demandai-je. La figure sérieuse de Jacques s'éclaira d'un sourire. “Très volontiers!” dit-il. En tirant aussitôt de sa poche cinq à six billes de grès de l'espèce la plus ordinaire, il les aligna sur le sol après avoir tracé la figure classique.

J'exhibai à mon tour, non sans une vanité secrète, un sac de cuir qui contenait, avec quelque billes grises, des billes de marbre blanc et de verre colorié, qui en sont la monnaie d'or et d'argent, et nous nous mîmes à l'ouvrage.

II.

Un Duel sous Louis XV.

(This was a slightly longer, but not more difficult passage than the above.)

Typical Intermediate French Paper. 2 hours.

(Set at a Woman Clerkship Examination.)

I.

Translate into English:—

Un des plus riches propriétaires de France, descendant d'un magistrat fameux de notre his-

toire, était attaqué de la même infirmité que Harpagon. Obligé d'habiter un de ses châteaux en province, il se désolait des dépenses forcées ce qui entraînait un train de maison réduit à sa plus simple expression, mais encore trop lourd pour son avarice. Aussi tachait-il d'y arriver par une surveillance domestique de chaque instant. Tous les jours il visitait l'écurie afin qu'on ne favorisât point, par trop de paille ou de foin, la gourmandise de ses deux chevaux ; il parcourait les chambres-à-coucher pour vérifier si l'on n'avait point frotté les meubles trop fort et enlevé trop rigoureusement la poussière qu'il appelait plaisamment la monnaie de son mobilier. Car notre homme était spirituel, beau parleur et lettré autant qu'homme de France. Il aimait beaucoup la lecture qu'il définissait, *le seul plaisir qui ne coûte rien.*

II.

Les Douanes Chinoises.

PÉKIN, 25 Mars, 1874.

Il fut convenu que l'on formerait sans M. Lay, d'abord, puis sans M. Hart cet admirable "service des douanes" où les employés européens admettant tout contrôle des autorités chinoises et agissant de pair avec elles, présentent chaque année des comptes en règle au gouvernement impérial et versent au trésor, au lieu de quelques centaines de dollars une moyenne de soixante-dix à quatre vingts millions de francs.

Des tarifs fixes, une honnêteté à toute épreuve une activité européenne, sources vivifiantes de découler des idées fécondes et civilisatrices, ont remplacé sur l'heure les dilapidations et la routine arrièrè des mandarins. Du reste, si la cour de Pékin est pleine de reconnaissance pour ses nouveaux fonctionnaires, qui prennent si chaudement ses intérêts et qui sont pour ainsi dire naturalisés chinois, vous pensez combien les négociants Européens s'applaudissent d'avoir à régler leurs comptes, non plus avec des despotes lents et tracassiers, mais avec des hommes de la même langue, et surtout formant comme les rayons multiples d'un payer moderne destiné à réchauffer à faire pondre cette vieille Chine engourdie et figée.

III.

Translate into French:—

A light shone from the window of a hut, and swiftly they advanced towards it. Passing through the wall of mud and stone, they found a cheerful company assembled round a glowing fire. An old, old man and woman, with their children and their children's children, and another generation beyond that, all decked out gaily in their holiday attire. The old man, in a voice that seldom rose above the howling of the wind upon the barren waste, was singing them a song—it had been a very old song when he was a

boy—and from time to time they all joined in the chorus. So surely as they raised their voices the old man got blithe and loud; so surely as they stopped, his vigour sank again.

(N.B.—In some Intermediate French Papers (3 hours) grammatical questions are also given, and a few simple questions on later French History and Literature. An easy Dictation Exercise is also read out, and candidates may be called upon to carry on a simple conversation in French.)

Advanced French. 3 hours.

(Typical Questions set at a Class 1 Clerkships Examination.)

French (i)

Candidates were required to translate one long verse and two prose passages into English and to translate one mixed verse and prose and two prose English passages into French.

French (ii)

A.—LANGUAGE.

The following are some of the typical questions set:—

1. Give a full account of the influence on the development of the French language of (a) The settlement of Germanic tribes in Gaul; (b) The revival of classical studies in the sixteenth century.

2. Sketch and illustrate, by examples, the history of the Latin *a* and *c* in French.

5. Explain (*a*) The *x* in the plural termination of certain classes of French nouns; (*b*) Any apparent irregularities in the formation of adverbs from adjectives; (*c*) The terminations of the imperfect indicative.

10. (*a*) Discuss the rationality of the rules of modern versification concerning (i) The treatment of *e* mute; (ii) The avoidance of hiatus.

(*b*) Give some account of the use made by old and modern French poets of the line of ten syllables.

B.—LITERATURE.

1. Sketch the history of the medieval drama. Describe its different kinds, and instance typical examples of each.

3. Describe and criticise the work of Clement Marot. What was his relation to medieval Literature and the Classics? Trace his influence on contemporary and subsequent literature.

7. Give some account of Jean-Jacques Rousseau's political and educational theories, and describe his influence on French thought and literature.

10. Mention the chief representatives of scepticism in French Literature, and point out the peculiar characteristics of each of them.

(N.B.—Ten questions were given in Language, of which only four were to be answered; and

twelve in Literature, of which only four were to be answered.)

Typical Elementary History Paper

(Set at a Boy Copyists Examination.)

[Not more than Eight questions to be answered.]

1. Write a short life of Alfred the Great.
2. Give an account of the Conquest of England by the Normans.
3. What do you know of (a) The Constitutions of Clarendon; (b) The Lollards; (c) The Star Chamber?
4. Give an account of the Conquest of Scotland by Edward I.
5. State briefly what you know of the following persons: (a) Anselm; (b) Perkin Warbeck; (c) Archbishop Cranmer.
6. Give the chief causes of the great power exercised by the Tudors.
7. Write a life of Thomas Wentworth, Earl of Strafford.
8. What do you know about (a) The Instrument of Government; (b) The Clarendon Code; (c) The Toleration Act of 1689?
9. Give the names and dates of the chief battles of the War of the Spanish Succession.
10. Write an account of the conquest of Canada.
11. Explain how George III. attempted to

revive the influence of the Crown. How far was he successful?

12. What do you know of (a) The National Debt; (b) The Gordon Riots; (c) The Reform Bill of 1832?

Typical Intermediate English History Paper
2 hours.

(Set at a Woman Clerks Examination.)

[Not more than Eight questions to be attempted, of which four must be in Section I. and four in Section II.]

I.

1. Specify the services of Alfred, political and literary, to the English nation.
2. Compare the rival claims of Harold and William to the Crown of England.
3. Describe in detail the breach between Henry II. and Archbishop Thomas à Becket.
4. What led to the intervention of Edward I. in the affairs of Scotland? Give a short account of his Scottish wars.
5. Contrast the possessions of the English King on the Continent at the beginning and at the end of the Hundred Years' War.
6. Give a brief account of the consolidation of the monarchy under the Tudors.
7. What do you know about tenants-in-chief, knights of the shire, and mitred abbots?
8. What events do you associate with the

following places : Stamford Bridge, Wallingford, Sluys, Ravenspur, Shrewsbury, and Zutphen ?

II.

9. What is meant by (i) Territorial or Proprietary royalty ; (ii) Divine right royalty ; and (iii) Official or Constitutional royalty ? What is the fundamental idea, which in each case has suggested the name ?

10. Show that in the " first three years of his reign " Charles I. had put every branch of the nation—the Lords, the Commons, and the Church—in an attitude of hostility.

11. Explain the scope and purpose of Wentworth's principle of " Thorough," and specify the several cases in which he carried it out when Lord Deputy of Ireland.

12. Characterise Cromwell's policy, and state distinctly its results in each individual case in which he was forced to act.

13. Discuss the negotiations for uniting England and Scotland in one kingdom, and give the terms of the Union.

14. What is meant by the " Old Style " and " New Style " with reference to the Gregorian Calendar ?

15. What were the causes, direct and indirect, which led to the Crimean War ? Give the main incidents of the struggle.

16. What do you know of the " Five Articles of Perth," the " Clarendon Code," the " Triers "

and the "Ejectors"; the "Riot Act," and the "Instrument of Government."

Typical Advanced English History Paper

(Set at a Class 1 Clerkships Examination.)

1. "The military organisation was the weakest part of the Anglo-Saxon political system; it became one of the firmest bases of the Norman." Explain this statement.

2. Discuss the true importance of: (i) William I.'s separation of the lay and ecclesiastical courts; (ii) the Assize of Clarendon; (iii) the Act of 1430 fixing a qualification for the county franchise.

3. Explain the constitutional importance of Edward III.'s reign.

4. "This court (*camera stellata*), the right institution and ancient orders thereof being observed, doth keep all England quiet." Comment on this statement made by Coke.

5. "William III.'s reign was a period of transition between personal and territorial government." Explain and illustrate.

6. What reforms were effected in English municipalities by the Act of 1835?

Typical Paper in Book-keeping by Double Entry. 3 hours.

(Set at a Port Service Clerkships Examination.)

On 1st October, 1898, my books showed balances as follows: Capital account, £1,683 10s.;

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stock of whiskey in warehouse, 1,000 gallons at 13s. 6d. per gallon—£675; stock of brandy in warehouse, 300 gallons at 15s. per gallon—£225; whiskey in bond, 320 gallons at 2s. 6d. per gallon—£40. Debtors: A. Allan, £465 10s.; J. Ferguson, £16 10s.; H. Bush, £10. Creditors: J. Smith, £36 10s.; bill receivable, H. Bush, due 29th November, £27 10s.; loan from Bank, £1,000; whiskey consigned to Jones & Co., of Singapore, £49 10s.; cash at Bank, £1,211.

N.B.—All moneys received paid into the Bank same day, all payments made by cheque unless otherwise stated, all cheques pass through the Bank same day.

1898.	£ s. d.	£ s. d.
Oct. 1. Drew from Bank for petty cash		10 0 0
„ „ Accepted J. Smith's bill at two months	25 0 0	
„ „ Paid him cheque for . . .	11 10 0	<u> </u>
		36 10 0
„ 2. Took out of bond into stock 100 gallons of whiskey at 2s. 6d.	12 10 0	
„ „ Paid duty in taking same out	55 0 0	<u> </u>
		67 10 0
„ 4. Bought from J. Smith :		
750 gallons of whiskey in bond at 2s. 6d. per gallon .		93 15 0
100 gallons brandy in bond at 4s. per gallon		20 0 0
Consigned the whole of the whiskey bought from J. Smith to-day and half the brandy bought from him to Mumford & Co., paying		
Freight.	3 15 0	
Insurance	2 17 6	

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	£	s.	d.	£	s.	d.
Oct. 5.	Consigned the other half of the brandy bought from J. Smith to Lockhart & Co., of Natal, per s.s. <i>Aster</i> , paying					
			Freight	1	2	0
			Insurance	0	18	9
				<hr/>		
„ 6.	Received on account from A. Allan				100	0 0
„ „	Bought 30 gallons brandy in bond at 4s. per gallon .			6	0	0
„ „	Paid duty to get it out of bond.			16	10	0
				<hr/>		
„ 7.	H. Bush becomes bankrupt to-day ; in addition to his balance of £10 1s. hold his bill for £27 10s.					
„ 8.	Bought from J. Smith 10 gallons rum at 7s. 6d. .				3	15 0
„ „	Sold to A. Allan :					
			Whiskey from stock, 100 gallons, at 15s.	75	0	0
			Rum from stock, 10 gallons at 10s.	5	0	0
„ 9	Received notice that s.s. <i>Aster</i> is totally lost, with all cargo.					
„ 15.	Received from trustee of H. Bush first and final dividend of 3s. 6d. in the £ on the total amount of his debt (£37 11s.).				80	0 0
„ „	Paid for stationery from petty cash				2	16 6
„ „	My claim against the Insurance Company for brandy lost in the <i>Aster</i> being agreed at £9 10s., I received to-day a cheque for that amount.					
„ „	Received from Mr. Allan further				100	0 0
„ 23.	Received from Jones & Co. account sales, showing the net proceeds of consignment were £46 14s. 6d.					

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		£	s.	d.	£	s.	d.
	for which banker's draft is enclosed				46	14	6
Oct. 24.	Received from Mumford & Co. account showing that the consignment realised in all	661	15	0			
	Less duty paid, commission, insurance, etc.	489	11	9			
		<hr/>					
	Banker's draft enclosed for balance				172	3	3
„ 31.	Paid off Bank loan				1000	0	0
„ „	„ interest on Bank Loan				0	4	3

Stock of whiskey on hand to be taken at 2s. 6d. per gallon.

Stock of whiskey on hand to be taken at 13s. 6d. per gallon.

Stock of brandy in bond to be taken at 15s. per gallon.

Duty payable on taking whiskey or brandy out of bond into stock is everywhere taken at 11s. per gallon.

£10 is to be allowed for possible bad debts, and is to be taken to a Reserve Account.

Having opened the books by means of the proper Journal entries,

1. Write up the Cash Book and Petty Cash.
2. All the entries that do not pass through the Cash Book are to be passed through the Journal. Narrations are not required.
3. Post up the Ledger from the Cash Book and Journal.
4. Take out the Trial Balance.
5. Close the Books by means of the proper Journal entries, and make out a Profit and Loss Account and Balance Sheet, taking into the former all profits and losses, and writing off the balance of the Bank's account as a loan.
6. What is the net profit or loss for a month ?

Typical Paper in Elementary Mathematics
2 hours.

(Set at a Boy Copyists Examination.)

1. If $a = 1, b = 2, c = 3$, and $\frac{x = a}{b + c}, y = \frac{b}{c + a}, \frac{z - d}{a + b}$, find the value of $xy + yz + zx + 2xyz$.

2. Resolve into factors:—

(i) $x^4 - \frac{81}{16}$.

(ii) $(a - 1)(a - 2) - 42$.

3. Explain, as carefully as you can, the distinction between the highest common factor in Algebra and the greatest common measure in Arithmetic.

4. Solve the equations:—

(i) $\frac{x + 1}{1} + \frac{x + 2}{2} + \frac{x + 3}{3} = \frac{x + 3}{4} + \frac{x + 5}{5}$.

(ii) $x + 1 + a(x - 1) + b(x + 1) = 0$.

5. If the equation $x - \frac{1}{3}(x + a) + \frac{1}{9}(x + 2a) = 0$ is to have as a solution $x = 1$, what must a have?

6. If a gallons of water be added to b gallons of another liquid, and the mixture is worth c shillings a gallon of this second liquid, in what proportion have the water and the first liquid been mixed?

7. Prove that any two sides of a triangle are together greater than a third. Having two points A and B, and a straight line CD, find a point P on CD, produced if necessary, such that the sum of AP and PB is as small as possible (i) when A and B are on the

opposite sides of CD, and (ii) when they are on the same side.

8. In a plane five-sided figure, how many straight lines (other than the sides) may be drawn joining the vertices of the figure? In a figure of n sides, ascertain how many such lines may be drawn?

9. A straight line is divided into two parts, and also (internally or externally) into two unequal parts. Write down the enunciations of all the theorems of the second book which deal with the relations between these parts.

10. Describe a square that shall be equal to a given rectilinear figure. Also describe a rectangle of which one side is double the other, and which is equal in area to a given rectilinear figure.

Typical Paper in Intermediate Algebra. 3 hours.

(Set at an Assistant Surveyor of Taxes Examination.)

1. Divide $x^6 + 6ax^5 + 12a^2x^4 + 7a^3x^3 - 3a^2b^2x - 3ab^4x - b^6$ by $x^2 + ax - b^2$.

2. Resolve the following expressions into the simplest possible factors :—

(i) $x^5 - 2x^4 + x^2 - 2x$.

(ii) $a^4 + b^4 + c^4 - 2(a^2b^2 + b^2c^2 + c^2a^2)$.

3. Find the highest common factor of—
 $6a^3 + a^2 - 47a - 30$ and $8a^3 - 4a^2 - 58a + 5$.

4. Prove that the sums of the squares of

any three unequal numbers must exceed the sum of their products taken two and two together.

5. Simplify the following expressions, giving the first two as simple fractions in their lowest terms :—

$$(i) \frac{x^2 + x - 12}{9x^2 - 16} + \frac{x^2 - 7x + 12}{3x^2 + 13x + 12}$$

$$(ii) \frac{1}{a^2 - 3b^2 + 2ab} + \frac{1}{b^2 - 3a^2 + 2ab} - \frac{1}{3a^2 + 10ab + 3b^2}$$

$$(iii) \frac{\sqrt{2}}{\sqrt{2} + \sqrt{3} + \sqrt{5}} + \frac{\sqrt{2}}{\sqrt{2} - \sqrt{3} - \sqrt{5}}$$

6. Distinguish between an “equation” and an “identity,” and show that a single equation cannot be satisfied by more than one value of the unknown quantity.

Solve the equations :—

$$(i) \frac{1}{x - 2} + \frac{26}{2x - 3} + \frac{6}{3x - 4}$$

$$(ii) \sqrt{x + 2\sqrt{ax} + a} + \sqrt{x - 2\sqrt{ax} + 3a} \\ = \sqrt{x + 4a + 3\sqrt{x^2 + 4a\sqrt{ax} + 3a^2}}$$

7. A man is paid by the year, a boy by the calendar month, and a woman by the day. The man receives in a year as many sovereigns as the boy receives shillings in a month, or as the woman receives halfpence in a day. In leap-year the woman, working every day, receives £13 more than the boy. What does each receive in an ordinary year?

8. If L, B , be the roots of the quadratic equation $x^2 - 2px + y^2 = 0$, form an equation whose roots shall be $ML + B$, and $MB + \frac{d}{m}$. Test your result by solving both equations.

9. Solve the equations:—

(i) $2xy = x + y$; $3yz = y + z$; $3xz = z + x$.

(ii) $\frac{x-1}{x-2} + \frac{x-5}{2(x-1)} = \frac{7}{3}$.

(iii) $x^2 - 10x + 5 = \sqrt{x^2 - 10 + 25}$.

10. The height, breadth and length of a room are respectively proportionate to the numbers 2, 3, 4; and if each of the dimensions were increased by 2 ft. the quantity of paper required to cover the four walls would be increased in the ratio of 7 to 10. What are the dimensions of the room?

Paper in Intermediate Trigonometry. 3 hours.

(Set at an Admiralty Junior Appointment Competition.)

1. Prove that the angle subtended at the centre of a circle by an arc which is equal in length to the radius is an invariable angle, and explain what is meant by the circular measure of an angle.

A circular wire of 3 in. radius is cut, and then bent so as to lie along the circumference of a hoop whose radius is 4 ft. Find the angle which it subtends at the centre of the hoop.

2. Define the cotangent and cosecant of an

angle, and show that $\cot^2 A + 1 = \operatorname{cosec}^2 A$. Which is the greater, the acute angle whose cotangent is $\frac{4}{5}$, or the acute angle whose cosecant is $\frac{5}{4}$?

3. Obtain an expression for all the angles which have a given tangent. Find all the angles which have a given tangent. Find all the angles lying between -360° and $+360^\circ$ which satisfy the equation

$$\tan^2 x - \frac{2}{\sqrt{3}} \tan x - 1 = 0.$$

4. Prove geometrically, for the case in which A and B are two positive angles whose sum is less than a right angle, that—

$$\sin(A+B) = \sin A \cos B + \cos A \sin B.$$

Express $\frac{\sin 3A}{\sin 2A - \sin A}$ in terms of $\cos A$.

5. Prove the formulæ—

$$\begin{aligned} (1 + \cos A) \tan^2 \frac{1}{2}A &= 1 - \cos A. \\ (\sin A + 2 \sin A) (\cos nA - 2 \cos 2A) \\ &= 2 \cos 2A \cdot \cot 2A. \end{aligned}$$

6. In any triangle ABC show that:—

$$\sin \frac{1}{2}A = \sqrt{\frac{(s-b)(s-c)}{bc}}.$$

7. Define the logarithm of a number, and point out the use of logarithms in arithmetical calculations.

$$\begin{aligned} \text{From } \log 2 &= 0.3010300 \\ \log 3 &= 0.4771213 \\ \log 11 &= 1.0413927 \end{aligned}$$

find the values of 792 , $\log 0.001089$, and $\log \sqrt{\frac{11}{12}}$.

8. If $A B C$ be a triangle, and θ such an angle that $\sin \theta = \frac{2\sqrt{ab}}{ab} \cos \frac{1}{2} C$, find C in terms of a , b , and θ .

If $a = 11, b = 25, c = 106^\circ 15' 37''$, find C , having given $L \cos 53^\circ 7' 98'' \cdot 5 = 9 \cdot 7781509$.

$L \sin 33^\circ 33' = 9 \cdot 7424616$. Tab. diff. 1904.

$L \cos 33^\circ 33' = 9 \cdot 9208555$. Tab. diff. 838.

(For other Logarithms see Question 7.)

9. If tangents be drawn to the inscribed circle of a triangle parallel to the sides of a triangle, show that the areas of the triangles cut off by these tangents are inversely proportional to the areas of the corresponding inscribed circles.

10. Prove that—

$$\log(x+1) - \log x = 2,$$

$$\left\{ \frac{1}{2x+1} + \frac{1}{3(2x+1)^3} + \frac{1}{5(2x+1)^5} + \frac{1}{7(2x+1)^7} \right\}$$

and deduce that

$$\log 13 = 2 \log 2, 2 + \log 3 + \cdot 0800127.$$

Typical Paper in Applied Mathematics. 3 hours.

(Set at an Admiralty Junior Appointment Examination.)

[Full marks may be obtained by answering about three-fourths of this paper. Great importance is attached to accuracy. Granator's acceleration may be taken equal to 30 ft. per second.]

1. Obtain the components of a given force parallel and perpendicular to a given line. A

body which weighs 12 lb. is kept at rest by means of two cords, one being horizontal and the other inclined to the horizontal at an angle whose tangent is $\frac{3}{4}$. Find their tensions.

2. On two smooth fixed rods, AB and AC (see diagram), equally inclined to the vertical, slide two small rings each of weight 2 oz. Another weight of 10 oz. is knotted at E to the light threads DEF, and the ends D and F are tied to the rings. Find, graphically, the directions of the two parts of the thread and the position in which it hangs between the rods.

3. Define the moment of a force about a point, explaining the rule of signs. Prove that the sum of the moments of two parallel forces acting on a rigid body about any point in a plane is equal to the moments of their resultant about the same point.

4. Define the centre of mass of a body. A uniform lever, of weight 6 lb. and length 18 in., has weights of 11 lb. and 7 lb. attached to its ends. Find the centre of mass of the system.

5. State the conditions of equilibrium of a system of forces acting in one plane on a rigid body. A rigid uniform bar of weight 10 lb. rests with its lower end in contact with a horizontal rough plane, and makes an angle of 30° with the horizontal, being kept in position by a horizontal thread attached to its upper end. Find the tension of the thread

and the magnitude and direction of the force exerted at the lower end.

6. A body of given weight 12 lb. rests on a smooth plane of inclination, and to the horizontal under a force acting up the plane. Find the magnitude of the force and the pressure exerted by the plane on the body. If the body is a uniform centre, with four of its edges horizontal and one face in contact with the plane, and if the force supplied to support it acts in a line of greater slope in that face, find the least inclination of the plane for which the cube will turn about its lower edge.

7. A pistol shot is fired from a railway carriage travelling with velocity u so as to strike an object seen (at the instant of firing) in a line at right angles to the direction of motion of the carriage. Assuming that the charge of powder in the cartridge can impart a velocity v to the shot, find the direction in which the pistol must be aimed.

8. Define the acceleration of a point moving in a straight line. Prove that if the point moves with uniform acceleration its average velocity in any interval of time is half the sum of its velocities at the beginning and end of the interval. Two particles move from the same point (A) along the same line (AB), one of them having a uniform velocity u , and

the other a uniform acceleration f , and no velocity. Find the time that elapses before the second overtakes the first.

9. A body weighing 11 lb. is carried up in a lift which moves with an acceleration of 4 ft. per second. State the direction of the force exerted upon it by the floor of the lift, and the weight of a body which this force could support at rest. How would the result be modified if the lift ascended with uniform velocity?

10. A body weighing 11 lb. is acted upon by a force which could support a weight of 11 lb. at rest. In what time will it acquire a velocity of v feet per second? A body is suspended by a cord from the roof of a railway carriage forming part of a starting train, and it is shown that the cord is inclined to the vertical at an angle whose tangent is $\frac{1}{3}$. In what time will the train acquire a velocity of thirty miles an hour?

11. Determine the magnitude and direction of the acceleration of a point describing a circle of radius a with uniform speed v . A wheel of radius r is rolling uniformly with velocity v along a level road. State the magnitude and direction of the velocity and acceleration (a) of the point instantaneously highest, (b) of the point instantaneously lowest.

12. A shot is fired from the edge of a vertical

cliff, of height b , to strike an object a distance a from the foot of the cliff. Prove that, if the velocity of projection is that due to falling through a height h , the angle of elevation l is given by the equation

$$a^2 \tan d - 4h d \tan d + d^2 - 41b = 0,$$

and hence find the condition that the object may be within range. The resistance of the air is to be neglected.

Typical Paper in Advanced Mathematics (Pure)
3 hours.

(Set at an Admiralty Junior Appointment Examination.)

[Full marks may be obtained by answering about three-fourths of this paper.]

1. Solve the simultaneous quadratics:—

$$(i) \quad \begin{cases} x^2 + xy = 10. \\ 2xy - y^2 = 3. \end{cases}$$

$$(ii) \quad \begin{cases} x^2 + y^2 = 13. \\ 2x - xy + 2y = 4. \end{cases}$$

Give the general rule for solving when the unknown quantities occur symmetrical in the equations, as in (ii.).

2. Give the m^{th} term in the expansion of $(1 - x)^{\frac{1}{n}}$

by the binomial theorem. Prove that

$$\frac{1}{2} \sqrt[5]{28} = \left(1 - \frac{1}{8}\right)^{\frac{1}{5}} = 1 - \sum_{m=2}^{m=8} \frac{1.4.2 \dots (5m-6)}{m} \left(\frac{1}{40}\right).$$

3. Prove the identity:—

$$\sec 2A = 1 + \tan A \cdot \tan 2A.$$

Solve the equation:—

$$\sin (a + x) + \sin (B + x) = 0.$$

4. Find the area of a regular quindecagon inscribed in a circle of 1 ft. radius, making use of the Table of Natural Science.

5. Inscribe an equilateral and equiangular pentagon in a given circle. In the isosceles triangle ABC , whose base is BC , each base is double of the third angle. In AB take a point D such that CD bisects the angle ACB . Prove that BC is equal to the side of a regular pentagon inscribed in the circle ADC .

6. Prove that if a straight line be drawn parallel to one of the sides of a triangle, it cuts the other sides or those produced proportionately. In the side BC of a triangle ABC take a point D and draw DE , DF parallel to CA and BA respectively, to meet AB in E and AC in F . Find the locus of the middle point of EF .

7. Show that if a solid angle be contained by three plane angles, any two of them are greater than the third.

8. Prove that similar polygons inscribed in circles are to one another as the squares on the diameters of the circles.

9. Define the latus rectum of a conic section, and show that the tangents to the curve at its extremities intersect in the directrix. Prove that the focal distance of a point on a conic is equal to the length of the ordinate produced to meet the tangent at the end of the latus rectum.

10. In a conic SP is the focal distance of any point P , and PG is the normal. Prove that the ratio SG and SP is constant. Prove that if normals be drawn at the end of a focal chord, a line through their intersection parallel to the transverse will bisect the chord.

11. P is any point on a conic, and T any point in the tangent at P . If TM be drawn perpendicular to the focal distance, SP and TN perpendicular to the directrix, show that SM is to TN in a constant ratio. PQ is any chord of a conic, subject to the condition that it subtends a constant angle at the focus and the tangents P and Q intersect at T . Show that the locus of T is a conic with the same focus and directrix.

12. If the straight line joining two points P and P^1 of a conic meet a directrix in F , and F^1 be joined to the corresponding focus S , prove that FS will bisect one of the angles between PS and P^1S^1 .

Typical Paper in Elementary Geometry

(Set at an Assistant Surveyor of Taxes Examination.)

(Euclid I.-IV. and VI.)

[*N.B.*—The ordinary abbreviations may be used, but the methods of proof must be geometrical. Proofs other than Euclid's must not violate Euclid's sequence of propositions. In the absence of special directions any of the propositions within the limits prescribed for the examination may be used in the solution of problems and riders.]

1. Two right-angled triangles have their hypotenuses equal, and one side equal to one side. Prove without using Euc. I. 47 that the remaining sides and angles of the triangles are equal. ABC is a right-angled isosceles triangle, right angle at B . From E a point in BC , EF is drawn perpendicular to AE on the side remote from B and equal to AE . Prove that ACF is a right angle.

2. Having given the lengths of the two median lines of a triangle and the angle between them, construct the triangle.

3. AB is bisected at C and produced to D so that the square on BD is twice the square on BC . Prove that the rectangle AD, DB is equal to the rectangle AB, CD .

4. Make a square equal to a given rectilineal figure. Show that if in a triangle ABC , AD is

perpendicular to BC , and the square on AD is less than the rectangle BD, DC , then the angle A is obtuse.

5. From the external point O , a tangent OT and a secant OPQ are drawn to a circle PQT . If R be the middle point of PQ , show that OT is greater than OP , but less than OR .

6. Show that angles in the same segment of a circle are equal. Two circles have a common chord AD . Straight lines AE and DE are drawn to a point E on either circle, and their lines, produced if necessary, cut the other circle in B and C . Prove that BC is parallel to the tangent at E .

7. A circle is inscribed in a right-angled triangle, and a second circle is described to touch the hypotenuses and the two other sides produced. Prove that the difference of the radius of the circles is equal to the hypotenuse.

8. Show that if four straight lines be proportional, the rectangle contained by the extremes is equal to the rectangle contained by the means. Prove that the distance between the centres of the circumscribed and inscribed circles of any triangle is a mean proportional between the radius of the circumscribed circle and the difference between the radius and diameter of the inscribed circle.

9. Define mean proportional, and duplicate ratio. Prove that similar triangles are to one another in the duplicate ratio of their homologous sides.

10. If P, Q, R, S, are any four points occurring in the order named on the circumference of the circle, show that the rectangle PR, QS is equal to the sum of the rectangles PQ, RS and QR, PS.

Inorganic Chemistry with Elements of Physics

(Set at a Second Division Clerkships Examination.)

[Atomic weights required are H = 1, O = 16,
Na = 23, K = 39.]

1. How would you prepare Chlorine from common salt? How would you collect the dry gas in jars? Describe four experiments which illustrate its most striking characteristics.

2. Nitric acid is said to be a most powerful oxidising agent. Explain what is meant by this statement, and describe some experiments which justify it. What percentage of oxygen does nitric acid contain? How much of this may be regarded as available for oxidation under favourable conditions? How much nitric acid can be obtained from one kilogram each of potassium and sodium nitrates?

3. Describe briefly (giving equations) the action of heat on any *six* of the following compounds:—Ammonium nitrate, ammonium chloride, iron pyrites, potassium chlorate, sodium hydrogen chlorate, ferrous sulphate, phosphorous acid, manganese dioxide, silver carbonate.

4. Magnesium and zinc are placed in the same family of elements. What reasons are given in favour of this arrangement? State any facts which may be urged against it. Describe the preparation of *either* of these metals, and give a short description of its physical and chemical properties.

5. Give the names and formulae of four minerals which contain calcium. How is lime made? What are its chief uses in chemical manufactures and in the arts?

6. State the law of Dulong and Petit. Berzelius found that 17.2925 grains of cupric oxide, when reduced by hydrogen, left 13.8032 grains of metallic copper; the specific heat of metallic copper is 0.095: from these data calculate (to the second decimal) the atomic weight of copper.

7. By what characteristics are the various metals separated into groups for the purpose of quantitative analysis? Having obtained a precipitate in the ammonium sulphide group, how would you proceed to determine its nature?

8. State and explain the principle of the conservation of energy.

9. Define the terms "specific gravity" and "density." How would you determine the specific gravity of (a) lead; (b) common salt; (c) carbon disulphide?

10. Describe Bunsen's Calorimeter and the method of using it. Calculate the specific heat of common salt from the following data:—10 grains of common salt at 95° C. were added to 125 grains of oil of turpentine at 17° C., when the temperature of the mixture became 20° C.; The specific heat of the oil of turpentine was 0.428.

11. Define the term "refractive index." How would you determine the refractive index of either a solid or liquid?

12. State Faraday's laws of Electrolysis and describe an electrolytic method of determining the chemical equivalent of silver.

Organic Chemistry

(Questions set at a Laboratory Entrance Examination.)

1. How is ethyl ether prepared? What is the experimental evidence that its molecule contains two proportions of the radical ethyl?

2. By what characters (chemical and physical) may methyl alcohol be distinguished from ethyl alcohol?

3. Calculate the percentage composition of chloroform (Cl. = 35.5).

4. Describe the method that you would employ to determine the elementary composition of sugar.

Typical Questions in Law

(Set at a Legacy Duty Office Clerkships Examination.)

[The following questions are taken from the three papers set in *Conveyancing, Law of Real Property, and Law of Personal Property.*]

1. What is the effect in a conveyance by way of settlement of the expression that the person conveys as a settlor?

2. In drawing a release to trustees on the winding up of an estate, what are the essential points to attend to?

3. Define "tenant for life" for the purpose of the Settled Land Act, 1882. Where the settlement contains an immediate direction for sale to be exercised by trustees, how are the powers of sale as between the tenant for life and the trustees to be adjusted?

4. What does personal estate in the largest sense of the word comprise? How did the word "personal" come to be employed in this sense? In what narrower sense has the word "personal" come to be employed in this sense? In what narrower sense is the word "personal" applied to property?

5. What was the origin of the "Bills of Sale" Acts? To what extent were such objects (and why imperfectly) attained by the law prior to the Acts?

6. In the specification of the invention of a patent, what is the criterion as to the sufficiency of the description of the mode of carrying out the invention?

7. What steps must be taken by a judgment creditor in order to obtain payment by sale of the debtor's land—(a) where the debtor has complete legal title; (b) where he has a mere equity of redemption?

8. What are the conditions of an effective disentailing assurance? What is meant by the protector of a settlement, and what is the effect of a disentailing deed made without his consent?

Typical Questions in Law

(The following questions in Mercantile, Criminal and Constitutional Law are taken from papers set at the *Student Interpreters, Class I. Clerkships, and Royal Irish Constabulary Examinations.*)

1. What is meant by the consideration of a contract? Must the consideration be expressed in order to make a written contract binding? Is a moral consideration a sufficient consideration? When is a consideration said to be executed, and when executory?

2. What kinds of damage are indicated by the following expressions: "acts of God," "perils of the sea," "barratry," "takings at sea," and "jettison"?

3. Under what circumstances will a seaman quitting his ship not be guilty of desertion?
4. What are the functions of a grand jury?
5. What is an indictment? Write down the form of an indictment for murder and manslaughter.

Typical Précis and Indexing Paper

(Set at Office of Woods Examination.)

[Letters and Enclosures extracted from a Parliamentary Paper containing some correspondence relating to affairs in Matabeleland, Mashonaland, and Bechuanaland Protectorate, occupying about twelve pages, were supplied to Candidates.]

Having read the correspondence,

1. Make a short Abstract, Schedule, or Docket of the several letters and other papers, with the exception of the two already indexed.

(The object of the Abstract is to serve as an Index. It should contain the date of each letter; the names of the persons by whom and to whom it is written, and, in as few words as possible, the subject of it. The merits of such an abstract are: (a) To give the really important point or points of each letter, omitting everything else; (b) To do this briefly, (c) distinctly, and (d) in such a form as readily to catch the eye.)

2. Draw up a Memorandum or Précis, *i.e.* a brief and clear statement of what passed, not letter by letter, but in the form of a narrative.

(N.B.—Full marks cannot be obtained unless both the Abstract and Précis are attempted.)

Specimen of Abstract

No. of Letter, etc.	Date.	From	To	Subject-matter.
1	Oct. 24, 1893	British South Africa Company	Colonial Office	Desiring Lord Ripon to make clear the attitude of the Government to the Company in regard to Matabeleland, and calling his attention to the recent declaration of Sir Henry Loch on the subject.
2	Oct. 26, 1893	Colonial Office	British South African Company	Replying that Sir H. Loch's declarations involved no infringement of the Company's Charter or interference with the present military operations, but were simply intended to place beyond doubt the claim of the Government to supreme control of the final settlement at the end of the war.

The object of the Memorandum or Précis (which should proceed, *not letter by letter*, but in the form of a narrative), is that any one who had not time to read the original letters might,

by reading the Précis, be put in possession of all the leading features of what passed. The merits of such a Précis are: (a) to contain all that is important in the correspondence, and nothing that is unimportant; (b) to present this in a consecutive and readable shape, expressed as distinctly as possible, and as briefly as is compatible with completeness and distinctiveness.

Typical Questions in Higher Subjects

(Contained in Examination Papers set at recent Civil Service Examinations.)

Political Economy

1. State the theory of Population enunciated by Malthus. To what extent was it suggested by the peculiar circumstances of his own time, and in what respects have subsequent experience and investigation tended to confirm or weaken his reasons. [A. S. T.—*i.e.* Assistant Surveyor of Taxes.]

2. Examine into the main arguments, (i) Theoretical, and (ii) Practical, which may be urged for and against a Customs Union of the British Empire. [A. S. T.]

3. Distinguish carefully between the following: (i) The law of increasing and the law of diminishing returns; (ii) Depreciation and debasement of money; (iii) Normal and market value; (iv) Exchanges at a premium and

exchanges at a discount; (5) Proportional progressive taxation. [A. S. T.]

4. Write a brief account of the history of Trade Unions in England down to 1842. [Class 1 Clerkship.]

5. Sketch the general characteristics of the mediæval town system as it existed in England in the fifteenth century. [Class 1.]

6. Give a brief sketch of Adam Smith's treatment of the Mercantile System. [Class 1.]

7. What do you understand by the "quantity theory" of the value of money? By what theory or theories do you consider it to be opposed? State the theory in its most qualified form, and discuss its validity. [Class 1.]

Moral Philosophy

1. Sketch the history of the conception of Duty. Examine and compare the meaning in Kant and the Utilitarian respectively. [Class 1.]

2. Explain and estimate the validity of Kant's kind of argument for the being of God.

3. What is conscientiousness? Does it always involve moral goodness?

4. Do the "ethics of Evolution" point to a different view of the Summum Bonum from the Utilitarian ethics?

Logic and Mental Philosophy

1. The use of symbolic illustrations in Logic is apt to make argument and proof appear to be

much easier and simpler matters than they really are. Explain and discuss. [Class 1.]

2. How do you distinguish a fallacy in argument from an error of fact? What is the function of special knowledge in detecting fallacies? [Class 1.]

3. What do you take to be the general distinction between thought and imagination? Apply your view to the case of poetic imagination. [Class 1.]

4. Describe a case of voluntary attention. How is it possible to attend to one rather than another of sounds which are heard at once. [Class 1.]

5. Under what conditions is it possible for groups of ideas within a mind, such as have been called apperceptive systems, to conflict? (Class 1.)

Political Science

1. Does history afford justification of the belief that the instinct of political sect Governments grows with the progress of Civilisation? [Class 1.]

2. How would you account for the vitality of the institution of kingship? [Class 1.]

3. Upon what principles should the Legislature decide what agreements should be enforced contracts? [Class 1.]

English Literature and Language

1. Compare Chaucer and Shelley, as (a) Satirists; (2) Poets of Nature. [Class 1.]

2. To what extent is the "Faerie Queene" influenced (i) by the classical, (ii) by the Italian poets? In what qualities do you consider Spenser's poetic originality to lie? [Class 1.]

3. Estimate the genius of De Foe—(i) as journalist; (ii) as a novelist. Illustrate your answer from any one of his political histories and any two of his novels. [Class 1.]

4. State the connection between four of the following names and the most famous men of letters in the first half of the nineteenth century: Gillman, Cottle, Woolstonecraft, Hewson Clarke, Godwin, Lewis, Trelawny, Hodgson, Heber. [Class 1.]

Specimen Tabular Statement Exercise

20 minutes.

(Set at an Office of Woods Examination.)

[Copy on the form supplied, in your best handwriting, as much as you can of the following in the prescribed time. It is desirable to copy the whole of the passage on the one page, but you may, if necessary, use the other side. Importance is attached to the clear formation of figures.]

PALERMO.

*Report on the Trade and Commerce of Sicily for
the Year 1890.*

TABLE showing the Total Value of all Articles
Exported from Palermo to, and Imported
to Palermo from Foreign Countries during
the Years 1889-90.

Country.	Export.		Import.	
	1890.	1889.	1890.	1889.
	£	£	£	£
Great Britain ...	362,831	372,124	372,271	327,208
France	144,278	159,774	116,672	74,686
Germany	24,768	22,035	111,006	62,467
United States ...	697,856	581,637	123,589	48,948
Austria	29,195	50,143	81,611	55,158
Holland	32,835	97,926	13,598	6,141
Other countries...	76,734	59,252	138,269	147,559
Total ...	1,368,497	1,342,891	957,016	732,167

The returns for Palermo, and indeed for all Sicily, have fully borne out the favourable anticipations which I ventured to make in my last report, and further show that the lowest period of depression of trade was in 1888, and that since then the commerce of the island has been gradually recovering.

There has been a considerable rise in the imports both in quantity and value, while the exports show a slight increase over 1889.

In Palermo itself the total value of exports and imports amounts this year to £2,325,513,

against £2,075,058 of 1889, or an increase of £250,455.

The imports increased in 1890 by upwards of £200,000, which more than makes up for the falling-off of last year.

The import of cotton goods was more than doubled in value, rising from £51,180 to £106,369. The importation of silk goods has multiplied sevenfold, rising from £8,672 to £55,811.

Specimen Digesting Returns into Summaries 2 hours.

(Set at Office of Woods Examination.)

[N.B.—(a) In assigning marks, great importance will be attached to accuracy and neatness. No additional credit will be given for completing a paper in less than the time allowed.

(b) The paper put before you must not be mutilated in any way. Mistakes should be corrected, but no erasure is to be made. Calculations may be made on waste-paper, which will be provided for that purpose, but no rough copy of any part of the Form is to be made.]

Rule a Form (which may be as wide as your paper will allow) like the subjoined specimen, and fill up the several columns from the particulars given on page 258, observing carefully the following instructions.

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1. The letters in col. 1 on page 258 are to be read thus:—N. = National; Ch. = Church of England; W. = Wesleyan; U. = Undenominational; B. = British; R. = Roman Catholic.
2. The “National” and the “Church of England” Schools are to be entered under the head of “Church of England,” the “British” and the “Undenominational” under that of “Undenominational,” the other two classes under their respective headings.
3. The calculations of income per scholar are to be made in the total columns only (including “Subscriptions”), and are to be carried out to the nearest farthing. In some cases you will find that the addition of the items of income per scholar differs by a farthing from the total income per scholar, owing to a difference caused by the sum of the remainders of the separate calculations. Where you find this to be the case, place a * against the total income per scholar, which must be calculated correctly.
4. All stops and capitals given in the Specimen of Form are to be exactly reproduced.

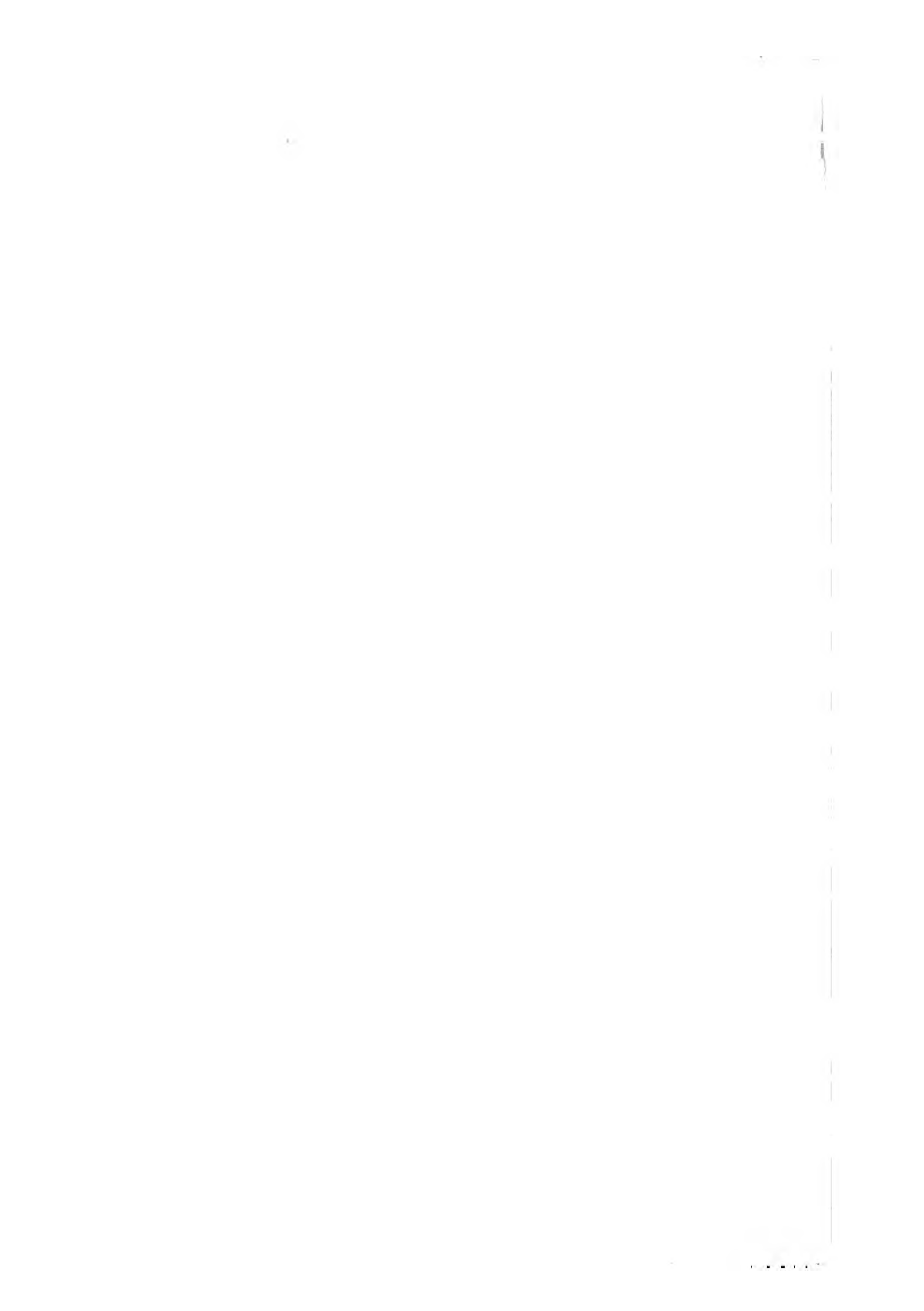
Return of Income of some Elementary Schools

Denomi- nation.	No. of Scholars.	Annual Grant.	Fee Grant.	Endowment.	School Fees.	Science and Art Grant.	Books Sold.	Subscrip- tions.	Other Sources.
		£	£	£	£	£	£	£	£
W.	681	640	301	—	204	19	43	43	—
N.	379	371	189	—	109	9	—	38	—
W.	694	841	381	—	466	35	111	—	11
N.	648	620	331	—	117	17	1	—	—
U.	606	562	264	—	67	15	51	187	—
B.	574	784	331	—	—	25	11	—	—
W.	829	1061	445	—	211	44	—	—	13
N.		102	43	24	—	—	—	15	4
N.	410	391	205	—	125	10	2	32	4
N.	302	281	101	—	77	8	—	10	—
Ch.	69	56	30	—	—	—	1	119	—
U.	96	57	41	—	—	—	—	20	—
N.	781	776	408	—	176	22	53	—	25
N.	307	267	159	12	61	7	17	26	12
R.	734	659	340	13	—	22	21	346	—
R.	298	277	136	—	32	6	—	107	—
B.	653	699	327	—	193	20	60	83	4
W.	217	168	82	—	—	—	—	2	2

[SPECIMEN OF FORM.]

Summary of Income of some Elementary Schools

	Number of Scholars.	Government Grants.				Payments by Scholars.			Subscriptions.	Miscellaneous.			Total Income.
		Annual.	Fee.	Science and Art.	Total.	Fees.	Books.	Total.		Endow- ment.	Other Sources.	Total.	
Church of England													
Total per Scholar...													
Wesleyan													
Total per Scholar...													
Roman Catholic ...													
Total per Scholar...													
Undenominational													
Total per Scholar...													
Grand Total per Scholar													



APPENDIX

See page 78

Naval Cadets (for Sub-Lieutenants in the Royal Navy)

Age, 12-13. Nomination required. First examination held July, 1903, for all candidates for former Navy Cadetships, Engineer Studentships, and Royal Marines, and every year subsequently until further notice in March, July, and November in each year. Nominations will be made six weeks before the commencement of each examination. Candidates must be in good health and of good moral character, and must be between the above limits of age on 15th May, 15th September, and 15th January following the examinations in March, July, and November respectively. A *qualifying* examination, for nominated candidates only, will be held in the following subjects:—Part I.: 1. English (Dictation, Composition, and reproduction of the gist of a short passage once read aloud to candidates). 2. (a) History (simple questions in British History and the growth of the British Empire); (b) Geography (simple questions with special reference to the

British Empire). 3. French or German (importance will be attached to the oral examination). 4. (a) Arithmetic (Elementary, including Vulgar and Decimal Fractions); (b) Algebra to Simple Equations, and problems on them. 5. Geometry (First Book of Euclid or its equivalent in Experimental Geometry and Mensuration.) The use of mathematical instruments will be allowed. Part II. (only *one* may be taken): 1. Latin (Translation from and into, and grammar). 2. A second modern language, or an advanced examination in the language taken in Part I. 3. Experimental Science (easy questions with the object of testing practical knowledge and powers of observation).

At the usual times, examinations for Engineer Scholarships and Royal Marines will also be held under the *Old Regulations* until November, 1905.

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4th and 6th ; H. Horne, SEVENTH.

Legacy Duty, June, 1901.—E. T. Dixon, FIRST (First
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(First Trial) ; also 8th, 11th, and 12th places at same
examination. **June, 1899.**—J. B. Birch, FIFTH ; C. W.
Tytheridge, 14th (both at First Trial). **October,
1902.**—E. T. Hopkins, SECOND (with record marks in
Law) ; G. D. Crowther, SIXTH (both at First Trial) ;
also 8th and 9th places at same examination.

Supreme Court of Judicature.—S. Geary (First Trial).

Assistant Surveyor of Taxes.—J. E. Long (Ninth
Place) ; T. Hayes (13th Place) ; W. Coman (Correspondence
Pupil) ; and R. Brierley (First Trial).

Second Division.—A. W. Gaze, W. W. Nops (First Trial).

Admiralty, Supply, and Accountancy.—J. T.
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Naval Cadetship.—H. Ireland.

West Indies Vice-Consulate.—H. A. Ramsden (First
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