

for temporary employment in Public Departments will be kept by the Civil Service Commissioners.

2. This Register will contain the names of boys who have satisfied the Civil Service Commissioners that they are of good health and character, and that they are duly qualified under the following regulations (3 and 4).

3. The limits of age are 15 to 18.

4. The subjects for Examination are :—

1. Handwriting.

2. Orthography.

3. Arithmetic (including Vulgar and Decimal Fractions).

4. English Composition.

5. Copying Manuscript.

6. Geography.

5. Open Competitive Examinations for the purpose of testing the qualifications of Candidates in the above-mentioned subjects will be held by the Civil Service Commissioners from time to time as may be necessary, and a certain number, regulated by the probable demand from the Public Departments, of those who show sufficient proficiency will be placed upon the Register kept by the Commissioners, and will be available for employment as their services are required. As a preference in assigning these Copyists for employment can sometimes be given to those among them who are proficient in Typewriting or in Shorthand Writing, opportunity will be afforded to any who may desire it to show, at a further Examination, their proficiency in these respects.

6. The fee payable for attending the Open Competitive Examinations will be 2s. 6d.

7. Boy Copyists placed on this Register will be summoned for employment in any of the Public Departments as they are wanted. When not wanted, they will have no claim to employment. Refusing to serve when called upon, except for reasons satisfactory to the Civil Service Commissioners, they will be removed from the Register. The order in which they may be employed, the Departments to which they may be assigned, and their retention generally on the Register, will be determined by the Civil Service Commissioners; but they will be subject to the orders of the Departments in which they are serving during the time of their actual employment, and will be liable to dismissal from them by the authorities thereof, without notice, for inefficiency or misconduct.

Their assignment for service will, as a general rule, be according to their order of merit in the examination; but exceptions to this general rule may be made when proficiency in Shorthand Writing, or Typewriting is required, or when the engagement offered is very short, or for other sufficient reasons.

8. These Boy Copyists will usually be engaged and paid by the week of 39 hours, viz. :—7 hours a day on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays, and 4 hours on Saturdays; and they will be paid 14s. per week during the first year of their service. After a year of approved service, an increase of pay to 15s. a week may be allowed by the Civil Service Commissioners; after a second year, an increase of pay to 16s. a week; after a third year, an increase to 17s.; after a fourth year, an increase to 18s.

They may also be engaged and paid by the hour at the rate of 4d. per hour during their first year of service; at the rate of 5d. per hour during the second or third year of service; and afterwards at the rate of 6d. per hour; and any who may be required to attend for more than 7½

hours on Monday, Tuesday, Wednesday, Thursday, or Friday, or more than 4½ hours on Saturday, will be paid at the hourly rate for such overtime attendance. But in no case must overtime attendance exceed 12 hours in any one week. They may also be paid by the piece at such rates as may be fixed by the Civil Service Commissioners, with the approval of the Lords Commissioners of the Treasury.

9. No service, however much it may happen to be prolonged, will confer any claim to superannuation or compensation allowance; and Boy Copyists of the new Class will not be retained, as such, after they shall have reached the age of 20.

10. If a public holiday, on which the office is closed, fall within the period of a Copyist's engagement, he may be paid in respect of it as for a working day. Boy Copyists (New Class) may, with the consent of the Department in which they are serving, or if not at the time serving, with the consent of the Civil Service Commissioners, be allowed holidays,* with pay at the rate for the official day in the proportion of one day for every 24 full days of actual and approved service previously rendered by them as Boy Copyists (New Class). But no Copyist shall be allowed to take more than 12 days' leave under these conditions, between the 1st day of January and the 31st day of December, both days inclusive, in any one year, and in calculating the leave to be allowed in any given year, no service rendered before the 1st day of January of the preceding year shall be counted.

11. Boy Copyists (New Class) who may fall ill while serving in any Department, and whose illness may be attested by medical certificate to the satisfaction of the authorities of such Department, may be allowed sick-leave, receiving three-fourths of the rate of pay for the official day; provided such Copyists have been borne on the Register one year or upwards, and provided that no Copyist shall be paid for holidays and sick-leave, taken together, for more than 28 days within any one year, exclusive of public holidays.

12. Except in conformity with Regulations 10, 11, 15, and 16, Boy Copyists (New Class) will only receive pay for the hours, or parts of hours, during which they actually attend.

13. No person who has been trained, either wholly or partially, at the public expense, for the occupation of a teacher in schools in connexion with the Committee of Council for Education, or the Board of National Education, Ireland, is eligible for employment as a Boy Copyist (New Class), until the consent of those Departments, given in conformity with rules sanctioned by the Lords of the Treasury, has been notified to the Civil Service Commissioners. Persons employed in any branch of the Public Service, whether Civil, Naval, or Military, will not be admitted to Examination unless 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 said Examination.

14. Boy Copyists (New Class) are not intended to travel during an engagement, nor will they, as a rule, be required to accept engagements at a distance from their residence; but any Copyist who may be ordered to travel will be allowed such reasonable and customary expenses as the Lords of the Treasury may in each case approve.

* It must be clearly understood that holiday pay can only be allowed for holidays actually taken, not for days on which the Copyist is drawing pay in respect of employment in any capacity in the Public Service.