

ENGAGING TEMPORARY WORKMEN OR TEMPORARY EMPLOYEES OTHER THAN CLERKS.

150. Temporary workmen or employees required in the following Departments or works shall be engaged and discharged by the officers undermentioned :—

- (a.) On public works or the maintenance of existing works, by the Engineer in charge of the work.
- (b.) In the Government Printing Office, by the Government Printer.
- (c.) In Government hospitals or institutions, by each Superintendent or Manager.
- (d.) In State coal-mines, by each Manager.
- (e.) In State coal depots, by each local Agent.
- (f.) On farms, by each Manager or Overseer.
- (g.) In the Construction Branch of the Post and Telegraph Department, by the Engineer in charge of the work.
- (h.) In any other branch of the Post and Telegraph Department, by such district officer as may be authorized by the Permanent Head.
- (i.) On workers' dwellings, by each Supervisor.
- (j.) In the Tourist Department, by each local Officer in Charge.
- (k.) In the Marine Department, by each Lighthouse-keeper.

151. Such workmen or employees shall be engaged solely on the merits of the applicant, and the officers engaging them must entirely disregard any references in favour of an applicant other than certificates of capability or good conduct by some person who is in a position to give them—such as, for example, the workman's last employer.

152. Whenever practicable every officer shall, before engaging temporary workmen or temporary employees, inform the Commissioner, by telegraph if necessary, of the number required and the nature of the work to be performed, in order that applicants whose names are recorded in the temporary employment register may be considered.

153. Every officer engaging temporary workmen or temporary employees other than clerks shall on the first day of each month send to the Permanent Head, for transmission to the Commissioner, a list of all persons so engaged during the preceding month, together with a certificate to the effect that each one has been selected solely on the ground of merit, and that no one is being retained who is incompetent or has seriously misconducted himself.

154. Any applicant who improperly attempts, either directly or indirectly, to influence the engaging officer's decision shall be disqualified from receiving the employment which he seeks.

PART VIII.—ADMISSION TO AND PROMOTION IN THE PUBLIC SERVICE.

ADMISSION TO THE SERVICE.

155. Subject to the provisions of section 40 of the said Act, no one shall be appointed to the Professional or Clerical Divisions of the Public Service unless he has passed an examination hereinafter called the "Entrance Examination," or to the General Division unless he has obtained the certificate of competency in Standard IV provided for by the regulations under the Education Act, 1908, or in either case some examination which in the opinion of the Commissioner is equivalent thereto.

156. Every person desirous of appointment to the General Division must be between the ages of sixteen and forty years, and must forward to the Commissioner an application in his own handwriting, stating his full name and address, the date and place of his birth, and the particular appointment or class of appointment he desires to obtain. He must also forward a certificate of good moral character and industrious habits from his previous employer, a clergyman, teacher, or other reputable person.

157. Persons subject to military training must also furnish a certificate from the area officer of the district in which they reside that they have performed or are performing the required military service.