

part of New Zealand: Provided that no one shall be accepted as a candidate for appointment to the Professional Division unless he has obtained a pass in all the subjects hereinbefore mentioned as compulsory for entrance to such division.

EVIDENCE OF AGE, HEALTH, AND CHARACTER.

192. Every candidate, on receiving an offer of appointment, must produce—

- (a.) A Registrar's certificate of birth: Provided that in the case of a candidate for whom it is impossible to obtain a Registrar's certificate of birth, the Commissioner shall decide what other documentary evidence of age and identity may be accepted instead of such certificate.
- (b.) A medical certificate of fitness for the service, which certificate shall be in a form to be approved by the Commissioner.
- (c.) Testimonial as to character.
- (d.) Where subject to military training, a certificate from the area officer of the district in which he resides that he has performed or is performing the required military services.

193. The testimonial as to character should be from the head teacher of the school last attended within six months, or from the candidate's last employer, or from a clergyman, or other reputable person, and must be filled up and signed by the person giving it. It shall be in the following form:—

CERTIFICATE OF CHARACTER.

I beg to certify that I have known
the above-named candidate, for a period of _____, and that he is of good
moral character and of industrious habits.

Signature: _____
Occupation: _____
Address and date: _____

194. If the certificates required by these Regulations are not forwarded within the time specified, or are not considered satisfactory, the Commissioner may cancel the offer of appointment.

EMPLOYMENT OF MARRIED WOMEN.

195. On the marriage of a female officer she must resign her appointment. If in any special case it should be considered desirable to employ a married woman in the Service, such employment may be sanctioned upon the recommendation of the Permanent Head and the special certificate of the Commissioner.

EFFICIENCY TESTS.

196. The efficiency tests or examinations referred to in sections 20 and 21 of the said Act shall be held at such times and places as the Commissioner shall from time to time prescribe. They shall be mainly in the class of work performed in the Department or branch of Department in which the officer is employed, and shall be of such a nature as shall from time to time be prescribed by the Commissioner.

PROMOTION EXAMINATION.

197. Except in Departments in which special regulations apply no officer appointed to the Clerical Division after the 1st April, 1913, shall be promoted from Class VIII until he shall have passed a practical test in the following subjects:—

<p><i>Précis</i>-writing; Letter-writing; Elementary book-keeping; Indexing and Registration; Preparation of statistical summaries; Making fair copies of rough and abbreviated notes; and Handwriting.</p>	}	<p>To be of the nature of the work usually per- formed in the Depart- ment in which the officer is employed.</p>
---	---	--

198. Any officer desiring to be examined with a view to promotion, as provided by sections 23 and 49 of the said Act, shall give notice of such desire to the Commissioner, who, if the officer's conduct has been satisfactory, may then prescribe the nature of such examination and the time and place for holding it.

199. Any officer who is a graduate of a recognized university, or holds the diploma of the New Zealand University in commerce, or who has qualified as a barrister or solicitor, or has passed a satisfactory examination in accountancy or actuarial science, may be exempted from grade tests if the Commissioner is satisfied that such officer is fitted to perform duties of a higher grade.