

be attached saying in which branch, the mail or the money-order and savings-bank, the officer examined was employed at the time of the examination, and how long he had been employed there immediately preceding the examination. The time need not be stated exactly: within a month will be near enough. Thus: "Mr. is employed in the branch, and was employed there for the months previous to the examination." An officer will be allowed to have passed the examination who obtains the marks required in each part of the paper, irrespective of his work in the office.

87. An officer who has failed in the sorting-test is not allowed to undergo the test again until a fortnight has elapsed.

88. The following three subjects are recommended to be taken for the Civil Service Senior Examination by candidates belonging to the Post and Telegraph Department: (1) French, (2) arithmetic and algebra, (3) magnetism and electricity. At least one of these three subjects is compulsory for such officers in addition to one of the compulsory subjects prescribed by the Civil Service Regulations for all candidates.

89. The series of Departmental examinations will be determined by the Public Service Commissioner.

LOANS.

90. Chief Postmasters and Officers in Charge who have on their staffs or under their control officers to whom loans have been made from the Post and Telegraph Fine Fund must, when making payment to those officers of any arrears of increment to salary, see that the amount is at once paid in towards reduction of the loan, if such payment of arrears is provided for in the form of agreement.

91. Every officer who is granted a loan must, with sureties, sign a bond for its repayment. This bond should be complete and accepted by the Department before the money is advanced.

92. The minimum salary for appointments in the Twelfth Class is £50 per annum. Junior officers should not be nominated for removal from their homes to positions, other than cadetships, at a salary of £50, except when arrangements can be made for suitable board and lodging at a cheap rate, or unless a guarantee is given by the parents that financial assistance will be given if necessary. Lads will not be appointed as telegraph message-boys away from home unless they satisfy the Department that they can obtain board and lodging with a friend or relative.

93. Chief Postmasters and Officers in Charge must take care that the appointment of every permanent officer is regularly and promptly announced on form P.O. 168, and that the form is fully filled up. The transfer of officers should be reported in the same way on form P.O. 209. When the permanent appointment as a message-boy of a lad who has previously been employed temporarily is recommended, and the service is continuous, form P.O. 168 must show the date of the permanent appointment in the ordinary way, and also the date from which the service is continuous.

94. Letter-carriers, telegraph message-boys, and others who have qualified for promotion to the Clerical Division, should be informed that application in proper form, supported by the requisite certificates, is necessary to their promotion. Any such application should be accompanied by a report from the local official head as to the capabilities of the applicant, especially as to his progress in telegraphy. For this purpose test examinations in sending and receiving on the Morse instrument are held quarterly, and the result, accompanied by the copy written by the officer examined, also a report from the examining officer, both