

(d.) A satisfactory testimonial from last employer (if any) as to ability and character, or satisfactory explanation why such testimonial is not procurable.

(e.) A certificate from the Area Officer of the District in which he resides that he has performed or is performing the military service for which he may be liable.

3. Every person who is permitted to enter the service of the Department with a view to becoming a permanent hand shall be deemed to be a probationer, and shall find such guarantee of fidelity as may be required. At the expiration of his probationary service he shall, if his service has been satisfactory to the General Manager, become a member, and shall thereupon join the Government Railways Superannuation Fund subject to the provisions of the Act and regulations appertaining thereto. During the period of probation there shall be deducted from the pay of the probationer the amount required to meet his contributions to the Superannuation Fund. Such amount shall be paid into the Superannuation Fund Suspense Account to the credit of the probationer, and on his becoming a "member" shall be transferred to the ordinary account. Should the probationer resign or be otherwise dispensed with the amount paid in by him shall be refunded, but without interest.

4. Persons may be temporarily employed in any branch of the Department in cases where the General Manager is satisfied that the exigencies of the Department so require.

5. No person who is over the age specified in Regulation No. 19 shall be eligible for employment as a regular casual or be eligible for appointment subsequently to the permanent staff.

6. Every regular casual shall be required to pass a medical examination in terms of Regulation No. 16 before commencing work.

7. The age-limit and medical examinations will not apply to term and emergency casuals.

8. Term casuals may, on the approval of the General Manager, be employed for any period up to six months at any one time, provided that the General Manager may authorize the re-engagement of any term casual for such further periods up to three months each as the circumstances necessitate.

9. No emergency casual shall be continuously employed for a period exceeding four weeks without the authority of the General Manager.

10. The name of any person who fails to present himself and take up the position offered within six days of the date he is notified that his services are required will be removed from the register, and such person will not again be considered until the then existing list of applicants has been exhausted and he has renewed his application for registration.

11. No person shall become a member if three or more persons belonging to his family are already members. "Family" shall be deemed to include father, mother, and their children, but shall not include the step-children of either father or mother.

12. No person shall become a member unless he possesses the educational qualification following, that is to say,—

(a.) In the case of a cadet (other than engineering or drafting), the proficiency certificate of the Government schools;

(b.) In the case of a civil or mechanical engineering or drafting cadet, the candidate must have (a) sat for and passed with credit the Junior Public Service Examination, or (b) passed the Matriculation Examination of the University of New Zealand;

(c.) In the case of a surfaceman, platelayer, or labourer in any branch except the Traffic, the Third Standard of the Government schools;

(d.) In every other case, the Fifth Standard of the Government schools.

13. For the purpose of determining the educational qualifications in respect to persons who have been educated in the Government schools the certificate of the Education Department shall be accepted:

Provided that in the absence of such certificate it shall be sufficient if the applicant furnishes a satisfactory certificate from a person duly authorized by the Education Department that he has passed an equivalent examination elsewhere than in a Government school.

14. Every application for employment shall be recorded in the office of the General Manager.

15. All applications will lapse after six months from the date they are made unless renewed before the expiration of that period, but if so renewed they shall continue to rank as on the date when they were first recorded.

16. No person shall become a probationary member of the service or be employed as a regular casual until and unless he passes a satisfactory medical examination by a medical

officer named by the Department. The fee for such examination shall be paid by the Department; provided, however, that in cases where the issue of a certificate is deferred for any reason, and the candidate is required to undergo a second examination, the fee for the second examination shall be paid by him. No person who has been deferred by the medical examiner shall be employed until he produces a clean certificate from the medical officer.

17. Every member who is authorized by the General Manager to engage casual workmen must select from the applicants those who, in his opinion, are best qualified to perform the duties and work required to be done, and shall forward to the General Manager at the end of each four-weekly period a statement showing the names of all persons engaged during the period, their ages, rates of pay, location, and work, and shall certify whether each person named is suitable and in all respects qualified for the position he is filling.

18. Sons of railway employees shall not be employed at stations, in workshops, offices, or other capacity under their fathers' immediate charge.

19. The age of the applicant at the time of his becoming a probationary member or being employed as a regular casual shall not be less than the minimum nor greater than the maximum following:—

In the First Division—	Age at Entry.
As a cadet	15 to 17 years last birthday.
In the Second Division—	
As an apprentice ..	15
As a rivet-boy ..	16 to 17
„ junior porter ..	18 to 21
„ „ surfaceman ..	18 to 21
„ „ striker ..	18 to 21
„ „ machinist ..	18 to 21
„ „ labourer ..	18 to 21
„ cleaner ..	17 to 18
„ surfaceman ..	22 to 34
„ labourer ..	22 to 34
„ tradesman ..	21 to 34

Provided that in the case of the Traffic Branch the maximum age of a labourer shall be twenty-eight years, unless the applicant has had previous training in the Traffic Branch of a railway.

20. Adults, labourers, surfacemen, &c., shall be classified below juniors who entered the service before them, but for the purposes of promotion they shall, after serving the full term of probation, be regarded as senior to any juniors who at the time the vacancy occurs are receiving less than the minimum rate of pay for an adult, and who have been receiving that rate for less than one year.

21. Persons who enter the service as juniors (porters, surfacemen, strikers, machinists, and labourers) will be classified according to length of service in each case, and seniority as between such junior persons shall in all cases be determined by length of service, the provisions of Regulation No. 61 notwithstanding: Provided that no junior shall be eligible for promotion until he has served at least one year at the minimum rate of pay prescribed for an adult porter, labourer, &c. Should no person who joined the service as a junior be able to comply with these requirements when a vacancy occurs, the person who has been standing longest at the next inferior rate of pay shall be appointed to fill such vacancy subject to the provisions of Regulation No. 61.

22. No person shall become a member without the approval of the Minister.

23. All appointments to Subdivision I, Classes 1 and 2, of the First Division shall be made by the Governor.

24. Except in the case of apprentices, every person who enters the service of the Department shall be deemed to be on probation, and will be forthwith dispensed with should he fail to give satisfaction in the discharge of his duties, or in any other way be found unsuitable for retention in the service of the Department. No probationer shall be eligible for promotion or for transfer from one branch of the service to another. In no case shall casual service count as part of the probationary period.

25. The probationary period shall be: For members of the First Division, three years; and for members of the Second Division, one year.

26. Every such person shall, during the period of probation, be deemed to be employed temporarily; and in no case shall a probationer become a member after the expiration of that period unless at such expiration the General Manager, or, in his absence, the member acting for the General Manager, certifies that he is suitable and required.

Such certificate shall not be given—

(a.) In the case of a cadet (other than engineering or drafting) unless he has passed an examination before a duly authorized officer, and obtained from him a certificate that he is qualified as a telegraph