

that he possesses the necessary educational qualification as, in the opinion of the Permanent Head, is satisfactory.

11. All applications for employment in the Department which are in proper form shall be entered in the order of their receipt by the Permanent Head in a book to be called the "Register of Applications for Employment," which shall be kept in the office of the Permanent Head. New appointments shall be made from among those persons whose names are entered on the register, and shall in general be according to the order of entry on the register, subject, however, to the fitness of the applicant for the vacant position in each case: Provided that this regulation shall not be construed to prevent the appointment of any person to any position in the Department if, in the opinion of the Permanent Head, such person is the most suitable applicant for such position: Provided further that this regulation shall not operate to invalidate the appointment of any person in the Department or to give any person a right to be employed in the Department.

12. Each application for employment in the Department will be removed from the register at the expiration of six months from the date on which such application or the renewal thereof (as the case may be) was recorded therein, unless it shall have been renewed or further renewed before the due date for such removal in each case, and each application shall, while continued on the register by renewal as provided in this regulation, rank as on the date when it was first recorded.

13. No person shall be eligible for appointment as a probationer, or for employment as a regular casual, or (at the option of the Permanent Head) for employment in any other capacity in the Department unless and until he passes a medical examination by and obtains a certificate of fitness in a form approved by the Permanent Head from a registered medical practitioner nominated in that behalf by the Permanent Head. The practitioner's fee for the first medical examination of any candidate for employment shall be paid by the Department, but the expense of any further medical examination or examinations which may be necessary in consequence of a candidate's failure to obtain the necessary certificate of fitness on the first examination shall be borne by such candidate: Provided, however, that such last-mentioned expense may, if the Permanent Head thinks fit, be borne in the first place by the Department, and in such case the same may be deducted from any pay or other moneys which may be or become due by the Department to such candidate.

14. Every member who is authorized by the Permanent Head to engage casual workmen must, subject to any instructions in that behalf given to such member by his superior officer, select from among those available such workmen as are, in the opinion of such member, most suitable and best qualified to perform the work required to be done, and shall at the end of each departmental four-weekly period forward to his superior officer, for transmission to the Permanent Head, a statement showing the names of all persons so engaged, the nature and location of the work done, the capacity in which each such person was employed, and the total length of time during which each such person was employed in such period, and shall certify whether each person named in such statement who is in the employ of the Department at the close of such period is suitable and in all respects qualified for the position he is filling.

15. No person and his son or brother or son-in-law shall be employed in such circumstances that the one is under the immediate charge, direction, or control of the other.

16. No person shall be appointed as a probationer unless his age at the time of his appointment is not less than the minimum and not greater than the maximum following in each case, that is to say,—

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
„ junior porter	17 to 20
„ „ surfaceman	17 to 20
„ „ lifter	17 to 20
„ „ striker	17 to 20
„ „ holder-up	17 to 20
„ „ machinst	17 to 20
„ „ labourer	17 to 20
„ cleaner	17 to 26
„ traffic labourer	21 to 28
„ surfaceman	21 to 34
„ labourer	21 to 34
„ tradesman	20 to 34

Provided that in the case of the position of Traffic labourer the maximum age shall, if the candidate shall have had previous training in the Traffic Branch of a railway which is, in the opinion of the Permanent Head, satisfactory, be thirty-four years last birthday.

17. Adults in any occupation shall be classified below juniors in the same occupation who were last appointed in the Department before such adults: Provided, however, that no employee whose last employment in the Department was as a junior shall during the period of his juniority and for one year thereafter be eligible for promotion before any adult in the same occupation who was last appointed in the Department after such junior and whose period of probation has expired and who is otherwise eligible for promotion.

18. Juniors shall as between themselves be classified, other things being equal, on the basis of length of service since the date of last appointment in the Department in each case, the junior with longer service ranking above any junior with shorter service notwithstanding that the latter may be entitled to a higher rate of pay than the former.

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

20. All appointments to Classes 1 and 2 of Subdivision I and to the special grades of Subdivision II of Division I shall be made by the Governor-General.

21. Every person who enters the service of the Department shall be deemed to be on probation for such period as may be prescribed in that behalf, and shall find such guarantee of fidelity as may be required. His engagement in the service of the Department may, during the period of probation, be forthwith terminated by the Permanent Head should such person fail to discharge his duties satisfactorily, or if for any other reason he is, in the opinion of the Permanent Head, unsuitable for retention in the Department. At the expiration of his probationary service each probationer shall, subject to the provisions of regulations 19 and 23, become a member. No probationer shall be eligible for promotion or for transfer from one branch of the service to another. In no case shall any period of service as a casual employee be taken into account as part of the probationary period of any person who becomes a probationer.

22. The probationary period shall be—

- In the case of a probationer in Division I, three years from the date of his appointment as such;
- In the case of an apprentice, three months from the date of his commencing service in the Department in pursuance of his having been selected for trial with a view to his being indentured as an apprentice;
- In every other case, one year from the date of appointment as a probationer.

23. In no case shall a probationer become a member on or after the expiration of his period of probation unless and until the Permanent Head certifies that such probationer has satisfactorily served his period of probation, that he is suitable for retention in the service of the Department as a member, and that his services are required as such. Such certificate shall not be given—

- In the case of a cadet (other than an engineering or drafting cadet), unless he has passed an examination before an officer nominated by the Permanent Head and has obtained from such officer a certificate in a form approved by the Permanent Head that such cadet is qualified as a telegraph operator, that he has a sufficient knowledge of telegraph connections, and that he has passed such test of his efficiency in the work he has been performing as the Permanent Head may prescribe.
- In the case of an engineering or drafting cadet in the Maintenance Branch, unless he has—
 - Passed the Preliminary Examination of the Institution of Civil Engineers; or
 - Passed the Engineering Preliminary Examination and the Entrance Examination in Engineering of the University of New Zealand.
- In the case of an engineering or drafting cadet in the Signal Branch, unless he has passed the Engineering Preliminary Examination of the University of New Zealand.
- In the case of an engineering or drafting cadet in the Locomotive Branch, unless—
 - He has passed the Engineering Preliminary Examination and the Entrance Examination in Engineering of the University of New Zealand; or
 - He has, by reason of practical work in engineering performed in the service of the Department attained to such proficiency therein as, in the opinion of the Permanent Head, warrants his becoming a member:

Provided, however, that in any case where, on the report of the Permanent Head, the Minister is satisfied that any cadet has not had reasonable opportunity of qualifying for or passing any examination herein provided for, the period of probation of such cadet may be extended for such time, not exceeding twelve months, as the Minister may determine.

Cadets who are attached to telegraph classes and are occupied full time therein shall pass the examination in telegraph operating and connections within four months after