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PRICE SIXPENCE.

Higher Appointments Open to Women in the Civil Service.

*Issued by the Council of Women Civil Servants
(Higher Grades).*



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INTRODUCTION.

It is essential, if women are to take their proper place in the higher branches of the Civil Service, that an adequate supply of suitable candidates shall be forthcoming to enter for the various competitive examinations by which admission to these grades is secured. It is believed that the number and the importance of the careers in the Civil Service open to women are not fully recognised, and it is hoped, therefore, that the information concerning the higher appointments and the methods of admission thereto, which is contained in this leaflet, will be of value to those seeking or giving advice on the choice of a career.

The usual division of the Civil Service into Treasury, Departmental and Professional Classes has been adopted. The Treasury Classes, which were reorganised in 1920, are four in number, *i.e.*, an Administrative Class, an Executive Class, a Clerical Class, and a Writing Assistant Class, and form the basis of Civil Service organisation. In this leaflet the first three Treasury Classes are dealt with. The Departmental Classes consist of appointments which, owing to the specialised nature of the work and the duties entailed, are peculiar to certain Government Departments. The Professional Classes consist of appointments of a strictly technical and expert nature, *e.g.*, medical, legal, scientific, etc. In each of these categories brief statements are given of the duties, the salary scales, the methods of entry, and particulars of the permanent appointments held at present by women in various Government Departments.

The usual method of entry is by competitive examinations, notices of which are published in the London daily papers, usually on Thursdays (See under "Public Appointments," on page 3 of the *Times*). Successful candidates serve a probationary period of from one to two years before being confirmed in their appointments as permanent Civil Servants. Some appointments, however, in the Departmental and Professional Classes are made by a system of competitive interview by a Selection Board, with or without a written qualifying examination. Women candidates must be unmarried or widows, and will be required to resign their appointments on marriage. In the latter event a marriage gratuity

is allowed under certain conditions. All candidates, and their fathers also, must be British subjects by birth.

Particulars of all forthcoming open competitions, and forms of application, as well as further details concerning particular appointments, such as leave, hours, age limits, etc., can be obtained from the Secretary, Civil Service Commission, Burlington Gardens, London, W.1. For details of posts and vacancies not included in a Treasury or Departmental Class or filled by open competition, application should be made in the first instance to the Department to which the appointment belongs. Applications for such appointments are usually invited, when vacancies occur, by public advertisement issued by the Department concerned. [Specimens of papers that have been set at examinations for the principal posts may be purchased from H.M. Stationery Office through any bookseller.]

TREASURY CLASSES.

THE ADMINISTRATIVE CLASS.

This Treasury Class, which gives access to the highest appointments in the Civil Service, was first opened to women by the Sex Disqualification Removal Act of 1919, followed by the Report of the Civil Service National Whitley Council Reorganisation Committee of 1920. In 1923 the appointments of three temporary women, who held Administrative posts in a temporary capacity, were certificated after a qualifying examination. The first competitive examination open to men and women was held in 1925, as the result of which three women obtained appointments in the Administrative Class.

A. The duties appropriate to this class are those concerned with the formation of policy, with the co-ordination and improvement of Government machinery and with the general administration and control of the Departments of the Public Service.

B. The scales of salary for women in the Administrative Class are:

Cadets (Assistant Principal Officers)	£200—£400*.
Principal Officers	£600—£750.

There are prospects of promotion to posts of Assistant Secretary, carrying a scale of salary £850—£1,000, and possibly to even higher appointments.

* In every case in this leaflet the scale of salary given is *exclusive of bonus*, which varies with the rise or fall of the Cost of Living Index Figures issued by the Ministry of Labour. The bonus on a salary of £200 on January 1st, 1928 was £99.

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C. Vacancies are filled on the result of an Open Competitive Examination which is held every year. Candidates must have attained the age of 22 and must not have attained the age of 24 on the first day of August in the year in which the examination is held. Women candidates must be unmarried or widows and will be required to resign their appointments on marriage. The examination, which is written and *vivâ voce*, consists of compulsory and optional subjects. The general standard required is that of a First Class Honours Degree, but special preparation is desirable, as the competition in this examination (which is also the examination for the Indian Civil Service, the Diplomatic, Colonial and Consular Services*) is exceptionally keen. Candidates are allowed to signify preferences as between the particular Government Departments in which vacancies exist, but there is no guarantee that effect will be given to these preferences.

D. Appointments in the various grades of the Administrative Class are held at present by women in the following Government Departments:—

Board of Education, Ministry of Health, Ministry of Labour, Public Record Office, Board of Trade, Treasury.

THE EXECUTIVE CLASS.

A. The duties appropriate to this class, which covers a very large portion of the higher appointments in the Civil Service, are, generally speaking, the carrying out of the policies framed by the Administrative Class, the work of the Supply and Accounting Departments (including the critical examination of financial proposals), and of other specialised branches.

B. The scale of salary for women in the Lower Executive Grade is £100—£300
and in the Higher Executive Grade £300—£400
There are a few higher posts carrying scales of salary as follows:—£450—£550, £600—£700.

C. The Executive Class has been established as a result of the recommendations of the Civil Service National Whitley Council Reorganisation Committee, February, 1920. Hitherto, owing to the large number of men in this class awaiting absorption, vacancies have been filled by transfer or promotion. In October, 1928, however, the first Open Competitive Examination for posts in the Lower Executive Grade will be held. The age limit for candidates is 18—19.

D. Appointments in the various grades of the Executive Class are held by women in all the large Government Departments.**

* Women are excluded from these services, as they are not allowed to serve abroad.

** See footnote page 7.

THE CLERICAL CLASS.

- A. The duties of this class comprise the drafting of replies to correspondence of a simple or routine character; the scrutiny and checking of simple accounts, the preparation of material for returns, statistics, etc.; the collection of data on which judgments are to be formed; the supervision of the work of writing assistants.
- B. The scale of salary for women in the lower grade of the Clerical Class is:—£60, rising to £80 (at the age of 18)—£5—£120—£7 10s.—£180, with an efficiency bar at £135; and in the Higher Grade of the Clerical Class:—£230—£300.
- C. Vacancies in the Lower Grade of the Clerical Class are filled on the results of Open Competitive Examinations which are held from time to time, the standard required being the standard reached at the end of the intermediate stage of a secondary school course. The present age limit for entrants is 16—17. Vacancies in the Higher Grade of the Clerical Class are filled by promotion from the Lower Grade.
- D. Posts in both grades of the Clerical Class are held by women in almost all Government Departments.

DEPARTMENTAL CLASSES.

- A. "Departmental Classes" is a term which has been adopted to describe categories of appointments peculiar in status and salary scale to particular Government Departments where work of a specialised nature is required. Departmental Classes are to be found in many of the large Government Departments, *e.g.*, Home Office (Inspectors of Factories), Ministry of Health (Health Insurance Inspectors), Ministry of Labour (Employment and Insurance Department and Trade Boards Division)*, Board of Education (Inspectorate); and it was to these classes that the first women Civil Servants to hold higher appointments were recruited. Even now the majority of women holding higher appointments in the Civil Service are to be found in the Departmental Classes.

* During 1928 a Competitive Examination, open to both men and women, for entry to the Departmental Class of the Ministry of Labour at 3rd Class Officer Rank will be held. Candidates must be between the ages of 21 and 24. Appointees will serve a probationary period of two years on a fixed salary of £150, after which, subject to a satisfactory special report, women officers will be put on a scale of £200—£10—£300.

- B. The various scales of salary for women in the Departmental Classes are not identical with the scales of salary of the Treasury Classes, but may reach a maximum of £700 or £850. The following are the scales of salary for Women Inspectors of Factories in the Home Office:—

Inspectors	£200—£350
District Inspectors	£350—£450
Deputy Superintending Inspectors	£350—£550
Superintending Inspectors	£550—£700
Deputy Chief Inspector	£750—£850

- C. An important condition of service in the Departmental Classes is that officers may be required to serve anywhere in the United Kingdom. Vacancies are sometimes filled on the result of an Open Competitive Examination held specially for the particular Department, followed, in some cases, by a two years' probation. But there are a number of Departmental appointments which are filled by nomination (with or without a competitive or qualifying examination). In general, candidates for these appointments should possess a University Degree or some other equivalent qualification.

The age limits for these appointments vary.

For particulars of these appointments* application should be made to the Department concerned and the official publication "Civil Service Examinations" (H.M. Stationery Office: 3s.) should be consulted.

- D. Appointments in the Departmental Classes of the Civil Service are held at present by women in the following Government Departments:—
Ministry of Agriculture, Board of Agriculture for Scotland, Board of Education, Ministry of Education (Northern

* An important grade of appointments, the status of which is not inferior to that of the Executive Class, and for which women are competing with success, is the Taxes Inspectorate of the Board of Inland Revenue. Competitive examinations open to men and women between 21 and 24 years old are held for the post of Assistant Inspector of Taxes, and vacancies for Junior Assistant Auditors in the Ministry of Health are filled from the same list. The initial salary is £160, and there are very good prospects of promotion. The scheme of examination is advanced and competition is keen. At the examination held in July, 1927, 15 women candidates obtained the qualifying aggregate of marks and 4 women were on the successful list.

Ireland), Ministry of Health, Scottish Board of Health, Welsh Board of Health, Home Office, House of Lords, Ministry of Labour.

PROFESSIONAL CLASSES.

- A. Many Government Departments employ specially qualified professional officers. Women hold appointments as doctors, librarians, research workers, museum assistants, etc.
- B. The scales of salary for women in these classes frequently reach a very high maximum. In some cases the scales of salary of the Treasury Classes (Administrative and Executive Grades) are adhered to.
- C. Vacancies are filled, sometimes on the result of an Open Competitive Examination, sometimes by Nomination, with or without a qualifying examination, followed by a two years' probation, and sometimes merely by interview before a Selection Board. In general, candidates should possess a University Degree or some other equivalent qualification in Medicine, Science, Art, Law*, etc.
- D. Appointments in the Professional Classes of the Civil Service are held at present by women in the following Government Departments:—

Ministry of Agriculture, Civil Service Commission, Board of Control, Board of Education (Victoria and Albert Museum), Scottish Education Department, Foreign Office, Ministry of Health, Scottish Board of Health, Welsh Board of Health, Home Office, Department of Scientific and Industrial Research (National Physical Laboratory).

* Attention is drawn to the fact that the appointment of Professional Legal Clerk (Salary £200—£400: age limit 32) is open to women, who must be barristers or admitted solicitors.