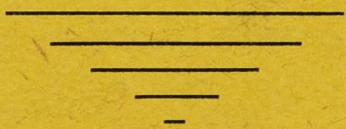


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Higher Appointments Open to Women in the Civil Service



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HIGHER APPOINTMENTS OPEN TO WOMEN IN THE CIVIL SERVICE.

I. INTRODUCTION.

The Civil Service is engaged in dealing with the constantly developing requirements of national government, with questions concerning the duties and rights of citizenship and with every kind of social problem.

Work of this character demands for its efficient performance the outlook and experience of both sexes and it is due to a growing realisation of this fact that the number and variety of posts open to women in the Civil Service has greatly increased during the last few years.

Equality of opportunity, so far as entrance to them is concerned, already exists in many of the higher branches of the Service and the main need now is that suitable women candidates should be forthcoming to enter for the various competitive examinations by which, as a general rule, admission to the higher grades is secured.

It is believed that the number, the importance and the interest of the careers in the Service, which are now open to women equally with men, are not sufficiently widely realised, and consequently this pamphlet has been prepared to give some information concerning higher appointments and to indicate the methods of admission thereto. The pamphlet makes no claim to be exhaustive, but it is hoped that it is comprehensive enough to be of value to university women and others with higher education when choosing their future work, and to those whose responsibility it is to advise them.

II. THE MAIN CIVIL SERVICE CLASSES.

The permanent established staff of the Civil Service is organised in three main groups, the Treasury, the Departmental, and the Professional, Scientific and Technical Classes.

The Treasury Classes are those common to all Government Departments and they are four in number, i.e., the Administrative, the Executive, the Clerical and the Writing Assistant.

The Departmental Classes are employed in particular Government Departments for specialised work in those Departments. Among these classes are the Factory Inspectorate of the Home Office, Inspectorate of the Insurance Department of the Ministry of Health, Staffs of Employment Exchanges under the Ministry of Labour, the Inspectorate of the Board of Education and the District Staffs of the Unemployment Assistance Board.

The Professional, Scientific and Technical Classes consist of officers, attached to various Government Departments, whose duties are strictly technical and specifically expert in character, e.g., doctors, lawyers, architects and scientists of various kinds.

Brief descriptions are given below of the methods of entry, duties required and salary scales in each of these categories.

III.

RECRUITMENT (GENERAL).

The normal method of entry to the Civil Service is by competitive examination. Notices of forthcoming examinations are published in the chief daily papers, notably in *The Times* on Thursdays, under "Public Appointments." Vacancies in the Professional, Scientific and Technical Classes are also advertised in the appropriate technical papers, e.g., the *British Medical Journal*, *Nature*, the *Journal of the Law Society* and the *Journal of Education*. In some instances notices of vacancies are also circulated to the professional bodies concerned.

A variation from the normal method of entry obtains in the case of some appointments to the Departmental and to the Professional, Scientific and Technical Classes, where the applicants must already possess specific qualifications appropriate to the vacancy. Such appointments are made as a result of competitive interviews by Selection Boards with a written qualifying examination as well, in some cases.

In addition, advertised vacancies are occasionally filled by promotion or transfer of existing Civil Servants from other grades or Departments.

Vacancies for new appointments arise ordinarily in the lowest grade of the various classes and at the minimum salary.

The entrance fees for Civil Service examinations admitting to higher posts, vary from £2 to £8.

This pamphlet does not attempt to give a detailed account of the varying conditions of admission, syllabuses, etc., of the many competitive examinations by which entry to the Service is secured. Full particulars of all forthcoming examinations and details concerning particular appointments can always be obtained from the Secretary, Civil Service Commission, Burlington Gardens, London, W.1. For information concerning posts not included in the Treasury or Departmental Classes, or not filled by open competition, enquiry should be made in the first instance from the Department to which the appointment belongs.

Specimens of papers that have been set at examinations for the main posts may be purchased from H.M. Stationery Office, London, W.C., or through any bookseller.

There are some general conditions governing appointments to all classes. All candidates must be British subjects by birth,

and their fathers also must be British subjects by birth or naturalisation, with certain exceptions in favour of candidates who are closely connected by ancestry and upbringing with His Majesty's Dominions. Successful candidates are subject to a medical test, and after appointment, officers serve a probationary period of from one to two years before being confirmed as permanent established Civil Servants.

Hours of attendance in the Civil Service are normally seven per day for the Treasury Classes in London and eight for the Departmental, with a half holiday on Saturday unless the state of business renders this impracticable.

The period of annual leave allowed in the higher grades varies according to grade and length of service from twenty-four to forty-eight working days per annum, in addition to the usual public holidays.

Women candidates must be unmarried or widows and women civil servants are required to resign their appointments on marriage, in which event, under certain conditions, a marriage gratuity is payable. An exception to the rule as to appointment or retirement may, however, be made where it is agreed by the Treasury and the Civil Service Commission or Head of the Department concerned that the employment or retention of a married woman is desirable because of her special experience or of the special requirements of the Department.

IV.

REMUNERATION (GENERAL).

Until recently the salary of a Civil Servant consisted of two elements, one, the basic salary and the other a "cost of living bonus," varying with the rise or fall of the "cost of living" index figure issued by the Ministry of Labour. A consolidated rate of salary has, however, been in payment since July, 1934, subject at the moment to a small "economy cut."

The salaries quoted in this pamphlet are the full consolidated scales.

Under the Superannuation Acts all Established Civil Servants are entitled to pension on completion of not less than ten years' service—

- (i) on retirement on reaching the age limit (usually 60 to 65) ;
- (ii) on retirement on grounds of ill health ;
- (iii) on retirement on abolition of office.

Civil Service pensions are non-contributory and payment of women's pensions under the Act of 1859 is made at the rate of 1-60th of salary for each year of service subject to a maximum of 40-60ths.

V.
THE TREASURY CLASSES.

- (a) ADMINISTRATIVE.
- (b) EXECUTIVE.
- (c) CLERICAL.

Generally speaking, the first of these Classes provides the kind of work and career most appropriate to University women, though women with University qualifications are to be found in all grades at present. The Writing Assistant Class is not dealt with in this pamphlet.

(a) THE ADMINISTRATIVE CLASS.

This Class, which has replaced the old "First Division," gives access to the highest appointments in the Civil Service and was first opened to women by the Sex Disqualification Removal Act of 1919. The first competitive examination open to men and women was held in 1925.

The work of the Administrative Class is concerned with the organisation and direction of the business of Government in its various fields, subject to the control of Ministers and Parliament. The actual work of the Class includes the study of problems of administration; the preparation and consideration of detailed proposals and reports on matters which may form the basis of new or amending legislation; the application of Acts of Parliament and Statutory Regulations, including the devising and revising of the administrative machinery that may be necessary for this purpose, and the interpretation of Statutes involving, frequently, decisions of a quasi-judicial nature. Consultation and correspondence with representatives of public bodies, national organisations, and other Government Departments, also form a large part of the work of the Administrative Class.

The efficient performance of administrative work demands a trained mental equipment of a high order, capable of the ready mastery of complex problems. The personal qualities most required are judgment, insight and a broad, detached outlook.

An open competitive examination for this grade is normally 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. The examination, which is written and viva voce, consists of compulsory and optional subjects. The general standard is that of a First Class or a good Second Class Honours Degree and the competition in this examination—which is also the examination for the Indian Civil Service, the Diplomatic, Colonial and Consular Services—is exceptionally keen. Successful candidates are allowed to signify preferences as between the Departments in which vacancies exist, but there is no guarantee that effect will be given to these preferences.

Women at present hold appointments in various grades of the Administrative Class in the following Government Departments:—Treasury, Ministries of Health, Labour, Pensions and Transport, Board of Education, Board of Trade, Home Office and Post Office. They are, however, at present excluded by statute from the Diplomatic and Consular Services, and in practice from the Indian, Colonial and Defence Departments.

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

Assistant Principals	..	£278—£516
Principals	£739—£905
Assistant Secretaries	..	£1,011—£1,161

The Assistant Principal is a training grade and members can normally expect promotion to the grade of Principal.

(b) THE EXECUTIVE CLASS.

The work of the Executive Class is concerned with the day to day organisation and direction of the business of government. The duties of the Class are mainly concerned with accounting and audit operations, with the contract and supply services, and also with the detailed application of laws and regulations. While the work of the Administrative Class is, broadly, the formulation of policy, that of the Executive Class is, broadly, the putting into execution of that policy.

The work of the Executive Grades may, perhaps, roughly be compared with that of departmental heads and chief accountants in commercial undertakings. It calls for the qualities of judgment, initiative and resource. Such qualities are required, for example, in the Inland Revenue Department for the administration of Tax Law, and in the Ministry of Health for the investigation of questions of insurability and enforcement of payment of contributions under the National Health Insurance Acts.

The Junior Executive Grade is a training grade, like that of Assistant Principal in the Administrative Class, and members of it pass by promotion to the Higher Executive Grade.

The age limit for entry to the Executive Class is 18 to 19 years, and contemplates the admission of persons who have completed a full secondary school course; the age limits, it will be seen, preclude university candidates. Owing to conditions arising out of the Great War, and the subsequent reorganisation of the Civil Service, promotion from the junior to the higher grade of the Executive Class is, in general, very slow at present, but the prospects for future entrants should be good.

Appointments in the various grades of the Executive Class are held by a number of women in all the large Government

Departments, except in the Defence Departments, from which they are at present excluded.

The open competitive examination by which this general Treasury Class is recruited is also that by which admission is gained to the posts of Assistant Inspector on the outdoor staff of the Ministry of Health, Welsh Board of Health, and Department of Health for Scotland ; Assistant Auditor in the Exchequer and Audit Department ; Assistant Examiner in the Estate Duty Office of the Inland Revenue Department ; Actuarial Assistant in the Government Actuary's Department ; Audit Assistant in the Ministry of Health. In all except the first of these classes retention depends on officers obtaining after appointment the necessary professional qualifications, i.e., as Solicitor, Accountant, Actuary, appropriate to the duties required, and failure to do so involves transfer to a non-professional Executive post.

Some posts in the Executive Class are classified as Departmental and therefore may involve residence anywhere outside London.

The Scales of salary for women in the Executive Class are—

Executive Officer (Junior Grade)	£155—£397
Higher Executive Officer	£397—£516
Super Executive Officer	£575—£680

There are a few higher posts carrying scales of salary up to £954.

(c) THE CLERICAL CLASS.

There are two main grades in this Class, the Lower and the Higher. There is also a Departmental Clerical Class employed in a few Departments on the specialised work of those Departments—in the provinces as well as London—e.g., Ministry of Labour (Employment Exchanges), Home Office (Clerks to Inspectors of Factories), Inland Revenue (Tax Inspectorate).

The duties of the Lower grade of this Class comprise the drafting of replies of a simple or routine character to correspondence ; the scrutiny and checking of simple accounts ; the preparation of material for statistics, returns, etc. ; the collection of data on which judgments are to be formed by higher officers and the application of well-defined regulations, decisions and practice to particular cases. The supervision of the work of Writing Assistants is also part of the duties of this grade.

Higher Clerical Officers are employed mainly in the organisation and supervision of the work of the Lower grades or they may be employed on individual work similar to that of the Junior Executive Officer.

Vacancies in the Lower grade are filled on the results of an open competitive examination, normally held once a year, the

standard required being that reached at the end of the matriculation stage of a secondary school course. The age limits for entrants are 16—17 years. All successful candidates must be prepared to take up duty where directed and to accept an appointment in the Departmental Clerical Class if required.

Vacancies in the Higher grade are filled by promotion from the Lower grade.

Posts in this Class are held by large numbers of women in almost all Government Departments.

The scale of salary for women in the Lower grade of the general Clerical Class is £93, rising to £124 at the age of 18 ; thence by yearly increments to £253, with an efficiency bar at £196, beyond which officers may not proceed without a special certificate of their competence to discharge the higher duties of the Class.

The scale of the Higher grade of the Clerical Class is £278—£397. There are prospects of promotion to the grade of Staff Clerk, with salary of £397—£516, and thence to a few controlling posts with salaries rising from £516 to various maxima.

The salaries of officers of the Departmental Clerical Class are on a lower scale, as follows : £81 per annum, rising to £116 at 18 years, thence by annual increments to £215 per annum.

VI.

THE DEPARTMENTAL CLASSES.

As indicated in II above, the term " Departmental Classes " is used to describe categories of appointments peculiar in status and salary scale to particular Government Departments where work of a specialised nature is required. It was to these classes that the first women to hold higher posts in the Civil Service were recruited, and at the present time the majority of women holding higher appointments are to be found in these Classes.

This group, in addition to the District staff of the Unemployment Assistance Board, includes all the large Inspectorates, e.g., Education, Health, Insurance, Factory, Trade Boards. All inspection work, since it involves direct dealing with the public, demands for its successful performance powers of observation, tact and the capacity for handling people.

An important condition of service in the Departmental Classes is that officers may be required to serve anywhere in the United Kingdom and to transfer from one place to another according to the requirements of the Department.

The usual rules as to nationality, civil status, resignation of appointment on marriage which govern Treasury Classes apply.

The scales of salary are not identical with the scales in the Treasury Classes and vary in the different Departments. The age limits for entry also vary.

The principal Departmental Classes are as follows :—

MINISTRY OF AGRICULTURE & FISHERIES.—
Inspectorate.

Appointments in the Inspectorate of the Ministry's Education Division are open to women.

Vacancies are advertised and filled after interview by a Selection Board. A degree, or equivalent, in agriculture, or a particular branch of agriculture and practical experience of rural conditions, are the normal requirements. The age limit is ordinarily 22 to 40.

The work generally includes the inspection of, and advisory work in connection with, all forms of agricultural education subsidised by the Ministry, such as that given at Agricultural Colleges, at Farm Institutes, and by the itinerant instruction provided by County Councils. Specialist work is also sometimes required in connection with such measures as the Seeds Act, the Fertilisers and Feeding Stuffs Act, and in relation to certification of produce for import and export.

The Salary Scales are :—

Inspector	£253—£421
General Inspector	£397—£516

BOARD OF CONTROL.

The duties of Inspectors in this Department are to inspect institutions, schools and occupation centres for the mentally defective and Public Assistance Institutions for the insane and mentally defective.

Appointment is by competitive interview by a Selection Board. Experience in the care and treatment of mental defect and disease is essential and university training, though not essential, is an advantage.

There are also posts as Commissioners and Senior Commissioners which are filled by nomination.

Salary Scales :—

Inspectors	£516—£797
Commissioners	£847—£1,161

BOARD OF EDUCATION.—Inspectorate.

Inspectors employed by the Board of Education are organised in two grades—full Inspectors (graded as His Majesty's Inspectors) and Assistant Inspectors. Vacancies in the grade of H.M. Inspector may be filled either by promotion or by direct appointment. There are certain higher posts of Staff, Divisional and Chief Inspector for promotion to which Inspectors are eligible.

Vacancies for these posts are advertised as they arise in the main educational journals, but application may be made at any time to the Secretary, Board of Education, Whitehall, London, S.W.1. Candidates for the post of H.M. Inspector should be preferably between the ages of 30 and 45. Appointments are made after interview by a Selection Board. There is a probationary period of two years.

In the selection of candidates for appointment, regard is had to character, general ability, educational qualifications (both academic and professional), experience in teaching and in the conduct or organisation of schools and to any other evidence of fitness for the work of inspecting.

Both Assistant and H.M. Inspectors may be employed for the work of inspection in any type of school or institution and they must be prepared to live in whatever district they may be placed from time to time by the Board.

The salaries are :—

Assistant Inspector	£397—£575
H.M. Inspector	£516—£905
Staff Inspector	£905—£1,011
Divisional Inspector	£1,011—£1,161
Chief Woman Inspector	£1,161

MINISTRY OF HEALTH.—(a) Insurance Department.

Admission to the Ministry of Health Inspectorate is by way of the competitive examination for the Executive Group (see p. 5), and by promotion from the Clerical Class.

The duties of the Inspectorate are the enforcement of payment of contributions under the Health Insurance, Unemployment Insurance, and Widows', Orphans' and Old Age (Contributory) Pensions Acts, and investigations under the said Acts.

The work of Assistant Inspectors is to visit employers with a view of securing compliance with the requirements of the Health and Unemployment Insurance Acts, to investigate questions of insurability, to make such inquiries as may be necessary with regard to pension claims under the Widows' and Orphans' and Old Age Contributory Pensions Acts.

Assistant Inspectors work under the direction of District Inspectors, who are in charge of definitely defined geographical districts and who are in turn responsible to the Divisional Inspector for the area.

Both Inspectors and Assistant Inspectors are required to take prosecutions in Courts of Summary Jurisdiction for the enforcement of the provisions of the Health and Unemployment Insurance Acts.

The work is varied and has great social interest. A good deal of travelling is involved and movements of staff are frequent.

There is at present one Divisional Woman Inspector, and one of the two posts of Deputy Chief Inspector is held by a woman.

The Salary Scales are as follows :—

Assistant Inspectors.. ..	£155—£397
	(with an Efficiency Bar at £253)
Inspectors	£516—£635
Divisional Inspector	£647—£797
Deputy Chief Inspector	£847—£954

(b) *District Audit Staff.*

Admission to this grade is by the examination for the Executive Group (see p. 5).

The duties of a District Auditor are to audit the accounts of the Local Authorities in his District, and to certify the claims made by Local Authorities for grants by the various Government Departments.

Audit Assistants serve a probationary period of two years, and before advancement to the grade of Junior Assistant Auditor must pass a qualifying technical examination on their work.

The salary scales are as follows :—

Audit Assistant	£155—£397
Junior Assistant Auditor	£302—£516

HOME OFFICE.—(a) *Factory Department.*

Entry to the Factory Inspectorate of the Home Office is by competitive selection, followed by a qualifying examination in Factory Law and Sanitary Science at or before the end of the two years' probationary period after appointment. Candidates must be over 23 and under 32 years of age. Vacancies are advertised by the Home Office, to whom applications, which may be made at any time, should in the first instance be addressed. Candidates should, in general, possess a university degree or other equivalent qualification in engineering, industry or science, but such a qualification may be dispensed with in the case of a candidate with special practical experience. Candidates recommended by the Home Office and accepted by the Civil Service Commissioners as suitable, are interviewed by a Selection Board whose decision is final. Candidates may have to pass a written examination, and those summoned to interview are required to pass an examination in English, including the writing of a report.

The ordinary work of a Factory Inspector consists of visiting factories or workshops for the purpose of inspecting the safeguarding of dangerous machinery, the provision of efficient exhaust ventilation in trades where there is dangerous dust or fumes, the general standard of cleanliness, sanitation, ventilation and heating of the premises, the provision and maintenance of fire escapes and the First Aid measures for dealing with minor injuries.

The women Factory Inspectors also undertake responsibility for the enforcement of the Factory Acts in all types of premises ; in addition an increasing amount of advisory work is done by Inspectors in connection with the equipping of new factories or new departments of factories and with the setting up of Welfare Schemes and Safety First Committees.

Apart from routine visiting, visits are paid to investigate accidents, cases of industrial poisoning and complaints on such matters as breaches of the Safety Regulations and failure to observe the conditions for employment after hours. Inspectors also conduct prosecutions and attend inquests.

Women Factory Inspectors do the same work as men.

The Salary Scales are :—

Inspectors, Class II	£278—£450
„ Class IB	£456—£575
„ Class IA	£456—£680

There are also higher posts at salaries of £739—£847 and £1,000.

(b) *Children's Branch Inspectorate.*

The work of the Children's Branch Inspectorate involves the inspection of approved Schools, places of detention for young persons and grant-aided homes and hostels for short term probation cases. The primary function of the women Inspectors is the inspection of schools and other institutions for women and girls. Special experience in connection with neglected or delinquent children is required and the method of selection is not standardised but is determined *ad hoc*, when a vacancy arises.

The Salary Scales are :—

Inspectors, Class II	£337—£516
„ Class I	£516—£797

BOARD OF INLAND REVENUE.—(a) *Assistant Inspectors of Taxes.*

Assistant Inspectors of Taxes are appointed between the ages of 21 and 24 as a result of a competitive examination and are on probation for two years, during which, in addition to doing practical work in the district to which they are assigned, they attend lectures on elementary law and practice relating to Income Tax and Land Tax and on the general work of a Tax Inspector's Office. Establishment at the end of the probationary period is dependent on the passing of a preliminary examination after 15 months' service, and appointment as Inspector, after 5 years' service, is conditional on the passing of a second examination, in which knowledge of Accountancy, Income Tax Law, Determination of Income Tax Liability, and Office Management is required. This examination demands intensive study and a second entry is often necessary.

The duties of Tax Inspectors involve intricate and confidential inquiries in relation to the financial affairs of the public and demand therefore very special personal qualities.

The Salary Scales are :—

Assistant Inspectors.. ..	£228 (with yearly increments of £10 till qualified for Inspector, normally at the end of 5 years).
Inspector	£302—£516
" Higher Grade	£575—£680
Senior Inspectors	£739—£905

There are also higher controlling posts with higher maxima.

(b) *Estate Duty Office.*

Entry to the grade of Examiner in this office is by the examination to the Executive Group (see p. 5).

The work consists in charging the several death duties now in force and obtaining payment thereof. The ascertainment of duty chargeable involves familiar acquaintance with legal principles and it is a condition of service that officers shall in due course either obtain a University Degree in Law or be called to the Bar.

The Scales of Salary are as follows :—

Examiners and Assistant Examiners	£155—£516 (subject to fulfilment of required conditions).
Senior Examiners	£575—£680

MINISTRY OF LABOUR.—Third Class Officers.

Candidates for posts as Third Class Officers in the Ministry of Labour are recruited by the same competitive examination as Assistant Inspectors of Taxes, the age limits being 21—24 years. Successful candidates may be posted either to the Employment Exchange Service or to the Trade Boards Inspection Branch, the officers of which are interchangeable.

The work of the Trade Board Inspectors is similar in kind to that of the Health Insurance Inspectors and necessitates visits to factories, workshops and the homes of out-workers, for the purpose of ascertaining if the correct rates of wages are being paid in trades subject to the Trade Boards (Minimum Wages) Acts.

The work of an Employment Exchange Officer involves the administration of Unemployment Benefit and includes the placing in employment of adults and of juveniles in whose case also some responsibility for after care is undertaken. The

work is exacting under present-day conditions, but offers unrivalled opportunities of public service in close contact with social and industrial conditions.

There are higher posts of Second and First Class officer which are filled by promotion from the Third Class officer grade.

The Salary Scales are :—

Third Class Officers	£278—£397
Second Class Officers	£397—£563
First Class Officers	£605—£680
Deputy Divisional Controller	£680—£797

NATIONAL SAVINGS COMMITTEE.

Vacancies as Assistant Commissioners and Commissioners in this Department are infrequent and candidates are selected by interview. The women now serving were appointed during the War.

The Salary Scales are :—

Assistant Commissioner	£278—£516
Local Commissioner	£635—£847

DEPARTMENT OF OVERSEAS TRADE.—Intelligence Officer.

This grade is open to both men and women. Entry is by interview and the competitive examination for the Consular Service, although this particular Service is reserved to men. The examination is the same as that for the Administrative Class except that French and Economics are compulsory subjects. Candidates are interviewed at any time after attaining the age of 19. The age limits for the examination are 21—24.

Admission is to the Cadet grade, with transfer to the Main grade after approved service, usually of three years.

Higher Grades are filled by promotion.

Salary Scale :—

Cadet Grade	£215—£301
Main Grade	£301—£516
Senior Grade.. ..	Not yet fixed for women.

PUBLIC TRUSTEE OFFICE.—Lady Visitor.

There is one post in this Department, but as no vacancy has occurred since this office was constituted a Government Department, no conditions of entry have been laid down. The duties involve investigation in regard to the education and well-being of minors concerned in the trusts administered by the Department.

Salary Scale	£337—£456
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UNEMPLOYMENT ASSISTANCE BOARD.

Posts in this Department are open to both men and women.

Officers are engaged in the administration of Part II of the Unemployment Insurance Act, 1934, but the Department is so newly created that no details of the work or methods of entry can yet be given.

The following are the grades to which women have already been appointed :—

Assistance Officer	£240—£302
Area Officer	£278—£397
Assistant District Officer ..	£516—£605
District Officer	£605—£797

VII.

PROFESSIONAL, SCIENTIFIC AND TECHNICAL CLASSES.

The work of Government involves the consideration of numerous technical problems and for this purpose members of almost all the professions are employed in the Civil Service—e.g., doctors, lawyers, architects, engineers, accountants. In addition, many officers with scientific qualifications are needed for carrying on the work of the various Government Research Stations and for the staffing of the National Museums.

On account of the degree of specialisation required the competition for these posts is not nearly as keen as in the case of the Treasury Classes, but this advantage is offset by the fact that posts in Departments such as the National Museums and Galleries fall vacant at long intervals and that promotion is comparatively slow because the specialised nature of the work automatically prevents transfer from one type of work to another.

Information regarding the conditions governing appointments to these posts and in some cases copies of previous examination papers, can be obtained on application to the Civil Service Commission. For the professional appointments, the usual professional qualifications are required. For the scientific posts, specialized training of university standard is necessary.

Some of the posts are filled as a result of interview ; for others an examination of a technical or scientific nature, or a qualifying examination in general knowledge, English prose composition and elementary mathematics, is required.

Some instances of these Professional, Scientific and Technical posts are given below.

Legal Posts.

Barristers and solicitors are found in a number of Departments. They are employed to advise upon the legal matters

arising out of the general work of the Statutes and Regulations administered by the Department to which they are attached.

The only woman lawyer at present employed as such in the Civil Service is a Junior Legal Assistant in H.M. Land Registry—salary £314—£516.

In addition to the main Government Departments, there are the purely legal departments, such as the Royal Courts of Justice, the Lord Chancellor's Office, the Office of the Director of Public Prosecutions. Women are eligible for all legal posts in these Departments, but so far have not been appointed.

Appointments to these posts are usually made by Selection Board and candidates should as a rule be under 35 years of age.

Medical Posts.

Fully qualified medical officers are employed mainly in the Ministry of Pensions, the Ministry of Health and the Prison Commission. A few posts are also held in the Board of Education, Board of Control, Home Office and Post Office. It is unlikely, however, that any further appointments will be made in the Ministry of Pensions.

There is no written examination in connection with the medical appointments in the Civil Service available for women—vacancies are advertised in the Press and in Medical Journals. The appointment of medical women is confined to certain posts, and applications from women are only considered where these are expressly invited. Written application with testimonials is required, while great importance is attached to the interview to which selected candidates are summoned. While high qualifications (and the possession of a diploma in Public Health for some appointments) are specially valued, individual posts demand post-graduate work according to the peculiar requirements of the work to be undertaken.

The duties attaching to medical appointments in the Civil Service are so widely different as to make difficult a short comprehensive description. It must be realised, however, that as a rule there will not be the contact between physician and patient which is the essence of the work of the general practitioner. Administrative work and the preparation of official reports fall to the lot of the Civil Service doctor. There are, however, opportunities of working with experts and of probing a vast amount, of material with all the help that the resources of medical science and literature can give.

Salary Scales.—The salaries of men and women doctors are, with some exceptions, the same. The salary scale is lowest in the Post Office and highest in the Ministry of Health. With the exception of the Post Office the minimum rate on appointment is £516 per annum, while a maximum of £1,058 per annum is rarely exceeded except in the Ministry of Health.

Scientific Posts.

MINISTRY OF AGRICULTURE AND FISHERIES.—

Royal Botanic Gardens, Kew.

Botanists at Kew, who are engaged usually upon research work, must hold an Honours degree in Botany, and must have had at least two years' experience of systematic work or research in some branch of the subject. Candidates should be between the ages of 25 and 32 years. Entry is by application to the Department in the first instance, followed by interview by a Selection Board.

The work of the Assistant Curators is more practical in character, connected with the management of the Gardens, and for this a pass degree in Horticulture or a diploma are suitable qualifications. The age limit is generally 24—35.

The Salary Scales are :—

Botanists	£278—£575
Assistant Curators	£178—£278 (with house)

GOVERNMENT CHEMIST'S DEPARTMENT.

Chemical Assistants and Chemists are employed in this Department, and the latter should have an Honours Degree in Chemistry or the Associateship of the Institute of Chemistry, with at least one year's post-graduate experience and a working knowledge of French and German. Applicants should be between the ages of 23 and 36.

Salary Scales :—

Chemical Assistant	£203—£253
Chemists	£259—£444

DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH.

Appointments as Officers on the scientific staff of this Department are open to women possessing the necessary qualifications. Vacancies are usually advertised in "The Times" and appropriate technical journals. The normal qualification is a good Honours Degree or its equivalent together with research experience in the direction required by the particular appointment.

There is also a subordinate class of Assistants open to women, the educational standard being that of the London Intermediate Science examination, initial salary £132.

These appointments are not pensionable under the Civil Service Superannuation Acts but provision is made under the Federated Superannuation System for Universities.

The Salary Scales are :—

Junior Scientific Officer	£228—£278
Scientific Officer II	£296—£367
Scientific Officer I	£367—£516
Senior Scientific Officer	£516—£605

Miscellaneous.

BOARD OF TRADE.—(a) Companies Winding-Up Department.

Examiners in this Department are recruited as Assistants between the ages of 20—24 by open competitive examination. A knowledge of Commercial Law, Book-keeping and Accounts is required.

Salary Scales are :—

Assistant Examiner	£178—£278
Second Class Examiner	£240—£337

(b) Patent Office.

There are posts of various grades of Examiners in the Patent Office. The lowest of these and at present the only one in which there is a woman is that of Assistant Examiner.

For this post a knowledge of mathematics, pure and applied science, and engineering is required. Appointment is by competitive examination, subject to the usual Civil Service conditions, and candidates must be between the ages of 20 and 25 years.

The Salary Scales are :—

Assistant Examiner	£215—£397
Examiner	£302—£647
Senior Examiner	£647—£797

NATIONAL MUSEUMS AND GALLERIES.

There are posts of Assistant Keeper, First Class and Second Class, in the following Museums and Galleries :—

British Museum, Bloomsbury.	} South Kensington.
Natural History Museum	
Science Museum	
Victoria and Albert (Art) Museum	
National Gallery.	

Candidates for the post of Second Class Assistant Keeper in the British Museum or the Victoria and Albert Museum must hold a First or Second Class Honours degree in Arts, and be between the ages of 22 and 26 years. Entry is by competitive interview, and, where necessary, by qualifying examination.

The same terms of appointment hold good for Assistant Keepers in the Natural History and Science Museums. In this case, candidates must hold an Honours degree in Science.

Holders of these posts are called upon to specialize in some branch of learning connected with the institution to which they belong.

The post of Guide-Lecturer at the National History and other Museums falls vacant from time to time. The holder must take up work between the ages of 27 and 45 years. A Pass Degree and lecturing experience are essential.

Posts similar in character are found in the Royal Scottish Museum, National Library of Scotland, and the National Gallery, London. In the Art Museums, a knowledge of the History of the Fine Arts in addition to an Arts Degree is desirable.

The initial salary of an Assistant Keeper, Second Class, is £314, rising to various maxima, viz., £504 in the British Museum and Victoria and Albert Museum, and £444 in the Science Museum. There are higher posts with varying maxima in all the Museums.

PUBLIC RECORD OFFICE.—Assistant Keeper.

Admission to this post is by competitive interview and qualifying examination where necessary. The duties are the keeping and examination of documents and records relating to the Central Government, dating from the 13th Century onwards, preserved in the Public Record Office. An Honours degree in History, Classics or Law, and a working knowledge of French is desirable for this work.

Salary Scale £278—£516

INLAND REVENUE.—Third Class Valuers.

Candidates for the post of Third Class Valuer must apply to the Board of Inland Revenue. They must be between the ages of 25 and 30, must have passed the final examination of the Surveyor's Institute, or have had four years of professional experience. Time spent in obtaining an Agricultural degree or Diploma counts as two years' experience, since the duties include the valuation of agricultural land. Appointment is made by a Selection Board after interview.

The Salary Scale is £278—£397

OFFICE OF WORKS.—Assistant Architects.

These posts are filled by open competition and interview, and candidates should have spent 6 years in the study and practice of the subject and be between the ages of 23 and 30.

Salary Scales :—

Grade II £240—£302
 „ I £302—£397

VIII.

THE CIVIL SERVICE IN SCOTLAND.

Scotland has its own Departments of Agriculture, Education, Health, Prison Commission, Board of Control, National Library and General Register House.

DEPARTMENT OF AGRICULTURE FOR SCOTLAND.—Inspector for Poultry.

Duties include inspection and supervision of the Department's Poultry Schemes, Co-operation with the three Agricultural Colleges in Poultry Research work and Supervision of the Poultry Instructresses working under the Agricultural Colleges. Recruitment is by competitive selection of women holding diplomas in Poultry Keeping and Dairying.

The Salary Scale is £278—£397
 Surveyor.

Appointment is by competitive selection. Age 22 to 30 years. Qualification, B.Sc. in Engineering or have passed the Associate membership examination of the Institute of Civil Engineers, or the Final examination of the Royal Institute of British Architects, or the Final examination of the Chartered Surveyors' Institution or the Professional Examination, Second Division, of the Faculty of Surveyors of Scotland.

The Salary Scale is £228—£373

SCOTTISH EDUCATION DEPARTMENT.

Vacancies for the Inspectorate of this Department are advertised in the public press and educational journals. There are two grades of Inspectors, Sub-Inspector and H.M. Inspector ; vacancies in the latter grade may be filled either by promotion or by direct appointment. The age limit for appointment is 25 to 45. Appointments are made after interview by a Selection Board. Weight is given to University and similar distinctions, and also to the record of work in some branch of the teaching profession.

The duties include the general inspection of primary and other schools and the inspection in secondary schools of some special branch of the curriculum.

The Salary Scales are :—

Sub-Inspectors £397—£575
 H.M. Inspector £516—£905
 „ „ (Higher Scale) £847—£1,011
 „ Chief Inspector £1,115

DEPARTMENT OF HEALTH FOR SCOTLAND.

Admission to the Inspectorate (Insurance Section) is by way of competitive examination for the Executive Group (see page 5). The duties and salary scales are the same as in the Ministry of

Health (see page 10), except that there are no Divisional Inspectors and the Salary Scale of the Deputy Chief Inspector is £647 to £797.

NATIONAL LIBRARY OF SCOTLAND.

The post of Assistant in this Department is open to women. Appointment is made by competitive selection from applications followed by interview by a Selection Board. Candidates should possess a University degree or other equivalent qualifications.

The Salary Scale is £253—£397

GENERAL REGISTER HOUSE, EDINBURGH.

Posts as Second Class Clerks in this Department are open to women. The normal age limits are 21 to 30 (40 in exceptional cases). Candidates must have served for at least five years after attaining the age of 16 in the office of a Conveyancer practising in Scotland, but this rule may be relaxed in the case of any candidate who has qualified by examinations for a university degree in law. Candidates who show special qualifications for historical research are also qualified for selection. Appointment is made by competitive selection from applications followed by interview by a Selection Board.

Salary Scale £147—£358

Candidates with special experience *may* enter at an initial salary of £184.

Application should be made to the Department concerned.

The Post Office, the Ministry of Labour, the Boards of Custom and Excise and Inland Revenue, and the Factory Inspectorate of the Home Office, are centralised Departments, and their staffs in Scotland are recruited by the same means and under the same conditions as those serving in England and Wales and are liable to serve anywhere in all three countries.

IX.

NORTHERN IRELAND.

The Post Office and Inland Revenue are "reserved" services, and have not been handed over to the Government of Northern Ireland. Except for certain Minor Grades not dealt with in this pamphlet, the staffs of these two Departments are appointed in England under the usual conditions.

The control and staffing of other Departments is vested in the Government of Northern Ireland. From time to time, however, the Civil Service Commissioners are requested to recruit male officers for the Administrative Class by means of the English examination.

Only 13 women are at present employed in higher posts—mainly executive—in Northern Ireland.

