

CUSTOMS AND EXCISE DEPARTMENT

Assistant Preventive Officers

IN THE WATERGUARD SERVICE

OPEN COMPETITION, FEBRUARY 1963

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I. INTRODUCTION

This competition is for men between 19 and 21 years of age (with age concessions for service in H.M. Forces or H.M. Overseas Civil Service, or as an established civil servant).

The competition consists of a written examination (from which candidates with certain educational qualifications will be exempted) and an interview. Details are given in Regulation 6 on pages 2 and 3.

There are about 60 posts to be filled from the competition, if enough candidates reach the required standard. Not less than one-tenth of the total vacancies will be reserved for certain candidates who have served on regular engagements in H.M. Forces and who reach the qualifying standard (see Regulation 6). Candidates will be expected to be available to take up duty within a reasonable time after being declared successful. Candidates serving in the Forces who are successful in the competition are warned that it will not be possible to keep vacancies open for them unless they will be available for employment not later than 30th June 1964.

If you wish to compete there are five things which you should note at once :—

1. You must, unless you qualify for an age concession (see Regulation 3), be at least 19 and under 21 years of age on 1st March 1963.
2. You may compete only twice for these posts.
3. The written examination will be held on 12th February 1963.
4. If you have certain educational qualifications you will be exempted from the written examination (see Regulation 6B). Exemption does not, however, guarantee inclusion among the candidates who will be invited to interview. If you are not selected for interview as an exempted candidate, you will be informed not later than 16th January 1963, and given the opportunity of taking the written examination if you wish to do so.
5. Completed application forms should be returned to the Civil Service Commission by 12th December 1962 for candidates wishing to take the written examination, and by 27th December 1962 for candidates claiming exemption from it.

You should read the whole of this document carefully, particularly the Regulations governing the competition, which are in Section II, and the information regarding Duties, Pay, Prospects and Conditions of Service given in Section IV.

II. REGULATIONS

1. Men only are eligible.
2. No candidate may compete more than twice for the post of Assistant Preventive Officer.
3. AGE

Candidates must be at least 19 and under 21 years of age on 1st March 1963.*

But—

- (a) a candidate who has served or is serving in H.M. Forces or who is or has been a member of H.M. Overseas Civil Service,† may deduct from his actual age the period of such service rendered before 1st March 1963;
- (b) a candidate who has served in any established post to which he was admitted with the Certificate of the Civil Service Commissioners may deduct from his actual age any time not exceeding two years which he has spent in such service before 1st March 1963.

4. NATIONALITY

To be eligible for appointment a candidate must be a British subject, a British protected person or a citizen of the Irish Republic and in addition satisfy one of the following conditions :—

- (a) if he was a British subject, a British protected person or a citizen of the Irish Republic at birth—
 - (i) at least one of his parents must be, or have been at death, a British subject, a British protected person or a citizen of the Irish Republic, or
 - (ii) the candidate must have resided in a country or territory within the Commonwealth or in the Irish Republic or been employed elsewhere in the service of the Crown or partly have so resided and partly been so employed for at least five years out of the last eight years preceding the date of his appointment :
- (b) if he was not a British subject, a British protected person or a citizen of the Irish Republic at birth, he must have resided in a country or territory within the Commonwealth or in the Irish Republic or been employed elsewhere in the service of the Crown or partly have so resided and partly been so employed for at least five years out of the last eight years preceding the date of his appointment :
- (c) if not qualified under sub-paragraph (a) or sub-paragraph (b) of this paragraph, he must satisfy the Commissioners that he is so closely connected with a country or territory within the Commonwealth either by ancestry, upbringing or residence, or by reason of national service, that an exception may properly be made in his favour.

5. EDUCATION

No precise educational qualifications are prescribed, but candidates will be expected to have attained the standard of education of persons who have had whole-time systematic education up to the age of at least 16 years.

6. EXAMINATION

A. Written examination

The subjects of the examination will be as follows :—

	<i>Maximum marks</i>
(1) English	200
(2) Arithmetic	100
(3) General Paper 1	100
(4) General Paper 2	100

B. Exemption from the written examination

- (1) Candidates will be exempted from the written examination if, by 27th December 1962, they produce evidence of having obtained passes in five distinct‡ subjects at Ordinary or a higher level or grade in one or two of the following :

GENERAL CERTIFICATE OF EDUCATION of an examining board named in B(3) below ;
 GRAMMAR SCHOOL SENIOR CERTIFICATE of the Ministry of Education for Northern Ireland ;
 SCOTTISH CERTIFICATE OF EDUCATION of the Scottish Education Department ;
 SCOTTISH LEAVING CERTIFICATE of the Scottish Education Department ;
 SCOTTISH UNIVERSITIES PRELIMINARY EXAMINATION.

The passes must have been obtained in not more than two examinations§ and must include English Language (English in the case of Scottish candidates), a mathematical subject and three other distinct subjects accepted by the Commissioners.

ACCEPTABLE SUBJECTS : The subjects that will be accepted are those included under the following headings : English, classical and modern languages, history, politics, law, economics, geography, religious knowledge, mathematics, science, technical drawing, General Studies and the General Paper (subjects such as art, music, commerce and woodwork cannot be accepted).

*i.e. they must have been born on or after 2nd March 1942, and on or before 1st March 1944.

†i.e. a pensionable officer who has been enrolled, or is eligible to be enrolled, as a member of H.M. Overseas Civil Service, or who is designated under the Overseas Service Aid Scheme; or any such officer who continues to serve the same overseas Government on contract following retirement. An officer who, by the date of his application, has completed at least six years' contract service with the same overseas Government is also included if he is designated under the Overseas Service Aid Scheme or was recruited by or with the approval of the Colonial Office, the Department of Technical Co-operation, or the Crown Agent for Oversea Governments and Administrations.

‡ The same subject cannot be counted at both Ordinary and Advanced level (or on both the Lower or Ordinary grad and the Higher grade)

§ A candidate who has taken the examination on more than two occasions is eligible provided that the five passes with which he qualifies under Regulation 6B were obtained in not more than two sittings.

- (2) Candidates will also be exempted from the written examination if they possess any combination of the following which together, in the opinion of the Commissioners, are equivalent to the qualifications laid down in (1) above: School Certificate, Higher School Certificate, General Certificate of Education, Scottish Certificate of Education, Scottish Leaving Certificate, passes in the Scottish Universities Preliminary Examination, Grammar School Senior Certificate of Northern Ireland, Grammar (or Secondary) School Senior Certificate of Northern Ireland taken before 1952, the Forces Preliminary Examination Certificate (Part I and II), passes in subjects in an intermediate or higher examination of a British University.

Only School Certificate passes with credit will be accepted as the equivalent of passes at Ordinary level in the General Certificate of Education.

(3) NOTES

(a) *General Certificate of Education, School Certificate, Higher School Certificate*

- (i) The examinations which will be accepted are those of the University of Bristol, the University of Cambridge Local Examinations Syndicate (including the Oversea School Certificate at Credit or higher standard and the Oversea General Certificate of Education), the University of Durham School Examinations Board, the University of London School Examinations Council, the Joint Matriculation Board (Universities of Manchester, Liverpool, Leeds, Sheffield and Birmingham), the Oxford Delegacy of Local Examinations, the Oxford and Cambridge Schools Examination Board, the Southern Universities' Joint Board for School Examinations, the Welsh Joint Education Committee (or the former Central Welsh Board), and the Associated Examining Board.
- (ii) A pass in English at Advanced level in the General Certificate of Education examination of the Associated Examining Board will be accepted as the equivalent of passes at Ordinary level in the two subjects English Language and English Literature.

(b) *Grammar School Senior Certificate*

A candidate who has obtained the necessary passes but has not been awarded the full certificate must produce a certified statement from the Ministry of Education showing subjects passed and marks obtained; such a statement may be obtained on application to the Ministry of Education, Dundonald House, Upper Newtownards Road, Belfast 4.

(c) *Scottish Certificate of Education, Scottish Leaving Certificate and Scottish Universities Preliminary Examination.*

- (i) A pass on the Higher grade in either of the subjects English or Science will be accepted as the equivalent of a pass in two subjects on the Lower or Ordinary grade provided that the Scottish Education Department certifies that the appropriate standard was reached in both papers set in the subject.
- (ii) A pass in Commercial Subjects on the Higher or Lower grade of the Scottish Leaving Certificate, or in Commerce on the Higher grade of the Scottish Certificate of Education in 1962 will be accepted if the Scottish Education Department certifies that the candidate reached an acceptable standard in two subjects of the economics group. (A pass in Economic Organisation will also be accepted.) A pass on the Higher or Lower grade in Technical Subjects will be accepted if the Scottish Education Department certifies that the candidate reached an acceptable standard in the written papers. In appropriate cases a pass on the Higher grade in Technical Subjects may be counted as the equivalent of passes on the Ordinary grade in Applied Mathematics and Technical Drawing.
- (iii) Scottish candidates who do not fulfil the above requirements may, in appropriate circumstances, offer instead a certificate of equivalent qualification based on their results in the Scottish Certificate of Education, the Scottish Leaving Certificate, the Scottish Universities Preliminary Examination or in any two of these examinations. Applications for certificates, including those which relate to performance in the Scottish Universities Preliminary Examination, should be made to the Secretary, Scottish Education Department, Examinations Branch, Government Buildings, Broomhouse Drive, Saughton, Edinburgh, 11, and the reference number 220/63 should be quoted.

C. *Selection.* The Commissioners may invite to appear before the Selection Board all those who reach a satisfactory standard in the written examination, together with all those granted exemption from it, or they may invite only a certain number: these will be candidates who obtain high marks in the written examination, together with those who appear, on the basis of their academic attainments and of their records, to be best qualified among those exempted from the written examination. The Selection Board will recommend to the Commissioners those candidates who appear to them to be most suitable for appointment.

Of the vacancies to be filled, not less than one-tenth will be reserved for candidates who reach a standard satisfactory to the Commissioners and who—

- (i) have completed by 1st March 1963 a period of not less than three years' continuous full-time service in H.M. Forces of which not less than one year must have been whole-time voluntary service entered into for a fixed period (including in the case of officers a permanent commission); or
- (ii) have contracted to complete a fixed period of whole-time voluntary service (including in the case of officers a permanent commission) which would have qualified under (i) and have before completing that period been invalidated out or prematurely released from service on other grounds.

No candidate will be eligible for inclusion in this reservation if his whole-time service (including any terminal leave) ceased before 1st March 1961.

Even if there are unfilled vacancies, no candidate will be appointed who does not reach a standard which satisfies the Commissioners.

7. HEALTH AND CHARACTER

Successful candidates must satisfy the Civil Service Commissioners on health* and character.

8. CANVASSING

Any attempt on the part of candidates to enlist support for their applications through Members of Parliament or other influential persons, except as referees to be named by them in their application forms, will disqualify them for appointment.

9. The Commissioners' decision will be final in all matters concerning this competition.

The above regulations apply to the competition of February 1963, and are issued by the Civil Service Commissioners with the approval of the Treasury.

III. GENERAL INFORMATION

A. HOW TO APPLY

(1) You should fill up the enclosed application form and send it to the Secretary, Civil Service Commission, 6 Burlington Gardens, London, W.1, by 12th December 1962. The Commissioners will make arrangements for time-tables, examination centres, question papers, etc., for candidates sitting the written examination on the basis of applications received by this date. If your application to sit the written examination is received after this date, it will be accepted if it is possible to fit you into the arrangements already being made, but your choice of centre may have to be restricted.

If you wish to claim exemption from the written examination you should study Regulation 6B carefully to ensure that you possess the necessary educational qualifications. Your application should be sent to the Commissioners by 27th December 1962 (or earlier if possible) and must be accompanied by educational certificates in support of your claim for exemption; such claims cannot be considered unless the necessary certificates are forwarded with the application form. Any certificates you submit will be returned to you as soon as possible. Exemption from the written examination cannot be granted to any candidate unless his application form, with the educational certificates, is received in the Civil Service Commission by 27th December 1962.

(2) Before returning the application form to this office, please complete both parts of the accompanying index card (do not separate the two parts of the card) and write your name and full postal address on the acknowledgment post card supplied. Both cards should then be attached to the application form by the tag provided.

(3) The acknowledgment post card will be officially stamped at the Civil Service Commission and posted back to you. If you do not receive it within seven days, you should write to the Secretary, Civil Service Commission, in case your application has gone astray.

B. THE EXAMINATION

(4) The written examination will be held on 12th February 1963.

(5) The written examination will be held at a number of centres. The final list of centres cannot be decided until the Commission know how many candidates choose each centre, but the provisional list is as follows:—

Aberdeen	Darlington	Norwich
Aberystwyth	Dundee	Nottingham
Ashford (Kent)	Dunfermline	Oxford
Barnsley	Edinburgh	Peterborough
Barnstaple	Exeter	Plymouth
Bedford	Glasgow	Portsmouth
Belfast	Grimsby	Preston
Birmingham	Guildford	Reading
Blackburn	Harrogate	Salisbury
Blackpool	Haverfordwest	Sheffield
Bolton	Hull	Shrewsbury
Bournemouth	Inverness	Southampton
Brighton	Ipswich	Stockton-on-Tees
Bristol	Leeds	Stoke-on-Trent
Cambridge	Leicester	Swansea
Cardiff	Lincoln	Taunton
Carlisle	Liverpool	Truro
Chatham	London	Tunbridge Wells
Chelmsford	Londonderry	Warrington
Cheltenham	Luton	Worcester
Chester	Manchester	Workington
Colwyn Bay	Newcastle upon Tyne	York
Coventry	Newport (Mon.)	

To meet the convenience of candidates serving in the Forces overseas who will not be able to return to the United Kingdom by the date of the examination, the Commissioners, with the co-operation of the Service authorities, will endeavour to arrange examination centres where required at any of the main Service centres overseas. Candidates wishing to take advantage of these facilities should make application, if possible well in advance of the closing date, after consulting their Commanding Officers. Such candidates are reminded that, if they qualify in the written part of the examination, they must be prepared to travel to the United Kingdom for interview within the period of the competition. Interviews of qualified candidates are normally held about two months after the written examination, and posts cannot be held over for candidates who are unable to attend for interview.

* See Section VI. The fee for medical examination will be paid by the Commissioners.

(6) On the application form you are asked to say at which centre you wish to be examined, and you are expected to choose the centre nearest to your normal place of residence, so as to keep travel costs to a minimum (see paragraph 11 below). If you choose London you need write only "London". But if you name any other centre, you should give a second and a third choice in case it is not possible to examine you at the first or the second centre.

(7) Unless you are exempted from the written examination, an Order for Admission to the examination will be posted to you not later than 5th February 1963. This will tell you where and when to attend the examination. To avoid any risk of delay in receiving the Order for Admission you should **notify the Secretary of the Civil Service Commission at once of any change of address**, quoting the reference number 220/63.

(8) The syllabus of the written examination is on page 7. You can get pamphlets containing reprints of the question papers set at previous examinations either direct from H.M. Stationery Office or through any bookseller. Full details are given on page 8 of these Regulations.

(9) The interviews (see Regulation 6C), will take place during April and May 1963. They will be held in London and may also be held in Bristol, Cardiff, Edinburgh, Leeds, Liverpool, Newcastle upon Tyne, and perhaps one or two other centres.

(10) The result of the competition will be announced early in June 1963. The Commissioners will then make the usual enquiries about the age, nationality, health and character of the successful candidates, a process which normally takes at least 4 weeks. When these enquiries have been satisfactorily completed the date of taking up appointment will be arranged by the Customs and Excise Department. Any candidate already in employment will be able to give reasonable notice to his employer.

C. OTHER INFORMATION

(11) TRAVELLING EXPENSES

Candidates from within the United Kingdom

The Civil Service Commission will pay travelling expenses after the first 7s. 6d. If you have to spend more than this on your bus or second class railway fare from where you normally live to the places of examination and interview, the amount over 7s. 6d. will be refunded. *For written examinations such refund will normally be based on the cost of your bus or second class railway fare to the nearest centre.*

You will normally be expected to travel to your places of examination and interview and back on the same day if this is possible, but if you are obliged to pay for accommodation (or for a sleeping berth on a train or ship), the Commission will refund reasonable expenses on evening meal, bed and breakfast up to a maximum of 30s. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

Candidates from outside the United Kingdom

Expenses incurred in travel to this country from abroad cannot be paid by the Commission. If you are serving in H.M. Forces you may wish to consult the appropriate Service authority about whether travelling expenses to the United Kingdom can be paid, and if you are already a civil servant you may wish to consult your Establishment Officer to see if you are eligible to be regarded as travelling on duty.

Whilst in this country candidates from abroad may receive from the Commission travelling expenses and subsistence on a similar basis to those living in the United Kingdom; but the travelling expenses will be calculated as from the place of landing in the United Kingdom, and the subsistence payments will cover only those nights necessarily spent at the place of examination or interview or travelling in a sleeping berth. They will not cover, for example, nights which may have to be spent at the port of arrival or departure (or elsewhere) because sailing times do not match examination or interview dates or because departures are delayed.

(12) If you are serving in H.M. Forces you are warned that the Commissioners cannot interfere with Service postings in order to let candidates complete their candidature, or defer any part of their examination.

SECURITY

(13) The Government have decided that no one may be employed in the Civil Service in connection with work the nature of which is vital to the security of the State if he is or has recently been a member of the British Communist Party or of a Fascist organisation; or if, in such a way as to raise legitimate doubts about his reliability, he is or has recently been sympathetic to Communism or Fascism, or associated with Communists or Fascists or their sympathisers, or is susceptible to Communist or Fascist pressure.

The Commissioners consider it advisable to warn all candidates that certain Departments and certain posts in other Departments will not be open to persons who are thought to fall within the above categories.

In order to ensure the reliability of persons to be employed in exceptionally secret work, Departments make special enquiries known as positive vetting. These entail the completion by the person of a security questionnaire, and certain background enquiries by special investigating officers. These enquiries are concerned not only with political sympathies or associations of the kind mentioned above but also with revealing any character defects which might be a potential risk to security.

The Commissioners cannot enter into correspondence with candidates about any security enquiries; these are the responsibility of the Minister in charge of the Department concerned.

IV. DUTIES, PAY, PROSPECTS, AND CONDITIONS OF SERVICE

DUTIES*

Assistant Preventive Officers are part of the Customs and Excise Waterguard Service which is primarily a Revenue force with the duty of detecting and preventing smuggling. The Waterguard meet and board

* A fuller description of work in the Waterguard Service is given in a booklet entitled "The Civil Service, General, Scientific, and Technical Posts" (Choice of Careers No. 32), published for the Central Youth Employment Executive by H.M. Stationery Office and obtainable either direct from H.M. Stationery Office, or through any bookseller, price 1s. 3d., post free 1s. 7d.

vessels arriving from foreign ports, and secure and take account of the dutiable stores of such vessels ; they examine the personal effects and baggage of crews and passengers, and assess and collect the duty chargeable. They rummage vessels in harbour, watch shipping generally, and supervise the loading and unloading of non-dutiable bulk cargo. They also perform non-Revenue duties in connection with Public Health, Alien Immigration and other matters concerning shipping. The Waterguard also perform similar duties at Customs airports and on the Irish Land Boundary. For the successful performance of the work a considerable degree of personal insight, firmness and tact in dealing with all types of seamen and passengers is needed, as well as resource and detective ability. The work is essentially practical and such as would appeal to a candidate of good education with a preference for active outdoor employment. Assistant Preventive Officers may be required to drive official motor cars in the course of their duties ; facilities for driving instruction are provided if necessary.

PAY

1. (a) The national salary scale is £577 rising by eight annual increments to a maximum of £874; this is an interim scale and is subject to review. An additional increment, of £37 10s., subject to the maximum of the scale, is granted on the satisfactory completion of the period of probation or trial.
- (b) The national salary scale applies to all areas except London. Officers employed in Inner London receive, according to age and salary, from £45 to £55 a year more than the national scale, while the additions for those employed in Outer London range from £20 to £40 a year.
2. (a) Entry will be at the minimum of the salary scale, and this will also apply to a successful candidate who is already a civil servant, whatever his existing pay may be.
- (b) Additional payments are made for extra weekday attendance and for Sunday duty. The amount varies locally and seasonally, but usually amounts over the year to about one-fifth of salary.
- (c) Uniform is provided free of cost.

PROSPECTS

The grade of Assistant Preventive Officer (about 920 posts) is a training grade for the more responsible post of Preventive Officer. In their earlier years of service, Assistant Preventive Officers work under the general supervision of Preventive Officers and acquire experience of the different branches of the work; they are also given opportunities of undertaking work within the scope of the Preventive Officer grade. To qualify for promotion to Preventive Officer when vacancies occur in that grade, Assistant Preventive Officers must pass a Departmental examination; it is estimated that Assistant Preventive Officers appointed during 1963 will not be called for this examination until they have served about 12 years. There are opportunities of further promotion to the grade of Chief Preventive Officer and above.

		<i>National salary scales</i>	
Preventive Officer (approximately 1,465 posts)	£874 to £1,154	} Interim scales subject to review.
Chief Preventive Officer (approximately 145 posts)	£1,342 to £1,466	
Assistant Inspector, etc. (approximately 30 posts)	£1,539 to £1,903	
Inspector, etc. (approximately 25 posts)	£2,055 to £2,380	

In addition there are a few higher posts.

CONDITIONS OF SERVICE

PROBATION

New entrants are on probation for at least one year after entry (although the conditions of service set out below apply in full from the start), and will not be retained if their probationary service is not satisfactory. Successful candidates who are already established civil servants will be on trial for the same period and will revert to their previous grade if their service during the trial period is unsatisfactory.

TRAINING

During their probationary service new entrants attend a course at the Training Centre, London. The training course is normally held in the autumn or winter and lasts two months. No hostel accommodation is provided, but lists of lodgings are available. After leaving the Training Centre, training continues at the port to which the Assistant Preventive Officer is assigned, and in the larger ports arrangements are made, where practicable, for periodical changes in the type of work.

HOURS

The nature of the duties is such that Waterguard Officers are required to work by night as well as by day and on Sundays and Public Holidays. They are liable to be called upon to work hours in excess of their standard hours in order to meet Service requirements, which are particularly heavy at weekends during the summer tourist season. The standard hours of employment of Assistant Preventive Officers are 88 during weekdays within each fortnight, usually rendered in 8-hour watches on a rotation system; in the London Pay Area, the standard hours are 84 a fortnight. A weekday off duty each fortnight, or a half-day each week, is allowed. Overtime is paid for (a) extra hours required to be worked on weekdays in excess of 84 hours a fortnight in the London Pay Area and 88 hours a fortnight elsewhere, and (b) attendance on Sundays and Public Holidays. Attendance between the hours of 8 p.m. and 6 a.m. is reckoned at the rate of six hours counting as seven.

LEAVE AND SICK LEAVE

The annual leave allowed to Assistant Preventive Officers is 3 weeks and 3 days ; after 10 years' total service, 4 weeks and 2 days ; after 20 years' total service, 5 weeks ; after 30 years' total service, 6 weeks.

Sick leave may be allowed on full pay, less any National Insurance benefit received, up to a maximum of six months in any period of twelve months, and thereafter on reduced pay for a further period, subject to a deduction of National Insurance benefit in certain cases.

SUPERANNUATION

Superannuation benefits are provided under the Superannuation Acts. No contributions are required, and an established civil servant normally receives on retirement both a pension and a gratuity. There is also a contributory scheme for widows' and children's pensions.

PLACE OF EMPLOYMENT

Assistant Preventive Officers are liable to serve at any place in Great Britain or Northern Ireland, but subject to the over-riding requirements of the Service their preferences for employment in any particular locality are consulted as far as possible.

Civil Servants posted away from home are, until they reach 21 years of age, eligible for three assisted journeys home each year. Officers must themselves pay the first 7s. 6d. for each journey; the balance will be paid by the Department. This arrangement applies only to visits home.

If your first appointment involves a removal you will have to pay the removal expenses yourself (except that if you are already serving in the Home Civil Service the normal transfer rules will apply), but the expenses of any subsequent removal required by the interest of the service will be paid by the Department in accordance with the removal regulations.

V. SYLLABUS

A. WRITTEN EXAMINATION

In all subjects importance will be attached to the writing of good English and to legible handwriting.

- (i) English will include the writing of an essay, the summarising of a passage, and other tests in the understanding and use of the language.
- (ii) The paper in Arithmetic will be designed in the main to test intelligence and accuracy. The questions set may involve a knowledge of the metric system and of the mensuration of plane and solid bodies, including the circle and the circular cylinder. The use of logarithm tables will not be allowed.
- (iii) General Paper 1 will include questions on general knowledge and matters of interest and importance at the present day.
- (iv) General Paper 2 will consist of a question designed to test powers of reasoning about passages of argument, and a question involving the interpretation of statistics or graphs.

B. INTERVIEW

The purpose of the interview is to assess the candidate's suitability for appointment.

The Selection Board will usually consist of three or more interviewers, who will question each candidate, mainly on subjects connected with his own experience and interests. The Board's object is to bring out the candidate's personal qualities, and to take account of his experience, the use he has made of his opportunities, the range and depth of his interests, and the quality of his thought and expression. Thus the ground covered in the interview will be different for each candidate, and a definite syllabus cannot be laid down as for the written examination. Candidates will, however, be expected to have some knowledge of everyday affairs.

The Board will take into account the candidate's previous record as well as his performance at the interview.

(OVER)

VI. NOTES ON PHYSICAL REQUIREMENTS

In view of the nature of the duties a high standard of health and physique will be expected. Defects such as impaired hearing in one or both ears, stammer, rupture, or lameness will render a candidate liable to disqualification.

Vision in each eye must be normal except that candidates whose sight is corrected to normal with glasses or contact lenses and whose eyes are otherwise sound and healthy may be accepted so far as the sight requirement is concerned if they can easily read the larger standard test-types (at least 6/36 Snellen for distant vision) in each eye without artificial aid. Thus a candidate who could not, unaided, read 6/36 easily in each eye separately would be disqualified. No exception can be made on any grounds to the precise requirements as to sight, and candidates who are in any doubt whether they possess the requisite standard of vision are strongly advised to have their sight tested so that they may avoid the disappointment that arises when an otherwise successful candidate is rejected solely on grounds of visual acuity.

VII. FUTURE COMPETITIONS

For future competitions the regulations, though liable to alteration from time to time, are expected to be similar to those for February 1963, except for the governing dates in Regulations 3 and 6. For a competition held in the first six months of any year the governing dates in Regulations 3 and 6C(i) will be the 1st March in that year; for a competition held in the last six months of any year they will be the 1st September in that year. For all competitions the governing date in Regulation 6B will be two weeks after the date by which applications to take the written examination should reach the Civil Service Commission, and the date mentioned in the penultimate sentence of Regulation 6C will be two years earlier than that in Regulation 6C(i).

The next competition after that of February 1963 is expected to be held in February 1964, and intending candidates should apply (preferably by postcard) to the Secretary, Civil Service Commission, 6 Burlington Gardens, London, W.1, for the appropriate application form and regulations about the middle of November 1963, quoting No. 220/64.

VIII. PAMPHLETS OF QUESTION PAPERS

Pamphlets containing reprints of the papers set at previous examinations can be obtained either direct from H.M. Stationery Office or through any bookseller. There are branches of the Stationery Office at York House, Kingsway, London, W.C.2; 13a Castle Street, Edinburgh 2; 39-41 King Street, Manchester 2; 109 St. Mary Street, Cardiff; 35 Smallbrook, Ringway, Birmingham 5; 50 Fairfax Street, Bristol 1; 80 Chichester Street, Belfast. Ask for pamphlet series APO. Each pamphlet in this series contains reprints of question papers for one examination, but pamphlets for more than one examination are often available. Unless you ask otherwise, you will be supplied with the most recent pamphlet in stock. The price of the pamphlet most recently published is 9d., post free 11½d. Earlier pamphlets in the series cost 6d. (post free 8½d.), for 1961 and 9d. (post free 11½d.), for 1960.

To meet the convenience of candidates who may wish to order pamphlets by post an order slip is provided below. This slip should be completed and sent with the appropriate remittance to H.M. Stationery Office at one of the addresses listed above. You should not send it to the Civil Service Commission. The prices quoted below include postage.

CIVIL SERVICE COMMISSION

October 1962.

[183] 8038/108 15000 9/62 M&C Ltd. 390

Cut along this line

Send to the Government Bookshop, H.M. Stationery Office, at the appropriate Stationery Office address shown above.

Previous examination papers for the open competition for appointment as Assistant Preventive Officer.

Please send me pamphlet(s) in series APO.

*Insert number required. Most recent pamphlet available.....*copies (price 11½d. each)

Earlier pamphlets if still in stock * copies (price 8½d. for 1961, 11½d. for 1960)

†Delete as appropriate. I enclose †Postal Order No. for.....s.....d. †Cheque

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