

CIVIL SERVICE COMMISSION

Assistant Preventive Officers in the Waterguard Service

OF THE CUSTOMS AND EXCISE DEPARTMENT

OPEN COMPETITION, MARCH, 1955

INTRODUCTION

This competition is for **men** between 19 and 21 years of age (with certain extensions).

There are about 50 posts to be filled from it, 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 a regular engagement in H.M. Forces provided that a sufficient number reach the qualifying standard (see Regulation 7). Candidates will be expected to be available to take up duty within a reasonable time after being declared successful. Candidates who are serving in the Forces on Regular engagements are warned that, in the event of their success in the examination, it will not be possible to keep vacancies open for them unless they will be available for employment not later than 30th September, 1956.

Section I tells you how to apply, where the examination is expected to be held, and all about arrangements for it. Details about the examination itself are given in Regulation 7.

Section II gives some information about the work of Assistant Preventive Officers, the prospects of promotion, and about such things as salary, hours of work, holidays.

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

1. You must be at least 19 and under 21 years of age on 1st March, 1955; but you may deduct from your actual age any period of service in H.M. Forces, and any time up to two years spent as an established civil servant.
2. You may compete only twice for these posts.
3. The written examination will be held on 8th March, 1955.
4. **The closing date for the receipt of completed application forms is 13th January, 1955.** If your application is received after the closing date you cannot be admitted to the examination.

You should, however, read the whole of this document carefully, including the Regulations governing the competition, which are in Section III.

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I. GENERAL INFORMATION

A. HOW TO APPLY

- (1) You will find an application form enclosed. Your application cannot be accepted unless it is on this form. You must fill up the form in your own handwriting and send it to: The Secretary, Civil Service Commission, 6, Burlington Gardens, London, W.1. **It must reach him not later than 13th January, 1955.**
- (2) Before returning the form to this Office, please complete the accompanying index cards and attach them to the form with the tag provided.
- (3) You must send an application fee of 7s. 6d. (see Regulation 9) with the application form. For this you must buy Civil Service stamps. You will find how to do this in the Section headed "Application Fee" on page 3 of the application form.
- (4) An acknowledgment of your application form will be sent to you. If no acknowledgment reaches you within four days you should write at once to the Secretary, Civil Service Commission: otherwise you may find that your application has gone astray and as a result you have been excluded from the competition. No claim that an application form or letter has been lost or delayed in the post can be considered by the Commission unless a Post Office certificate of posting is produced.

B. THE EXAMINATION

- (5) The written examination will be held on 8th March, 1955.
- (6) 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	Edinburgh	Peterborough
Aberystwyth	Exeter	Plymouth
Ashford (Kent)	Glasgow	Portsmouth
Barnsley	Gloucester	Preston
Barnstaple	Grimsby	Reading
Bedford	Guildford	Salisbury
Belfast	Harrogate	Scarborough
Birmingham	Hull	Sheffield
Blackburn	Inverness	Shrewsbury
Blackpool	Ipswich	Southampton
Bolton	Leeds	Southport
Bournemouth	Leicester	Stockton-on-Tees
Brighton	Lincoln	Stoke-on-Trent
Bristol	Liverpool	Swansea
Cambridge	London	Swindon
Cardiff	Londonderry	Taunton
Carlisle	Luton	Truro
Chatham	Manchester	Tunbridge Wells
Chelmsford	Morecambe	Warrington
Chester	Newcastle-on-Tyne	Worcester
Colwyn Bay	Newport (Mon.)	Workington
Coventry	Norwich	York
Darlington	Nottingham	
Dundee	Oxford	
Dunfermline	Pembroke Dock	

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.

- (7) On the application form you are asked to say at which centre you wish to be examined. If you choose London you need only write "London". But if you nominate any other centre, you should give a second and a third choice in case it is not possible to hold the examination at the first or the second.
- (8) An Order for Admission to the written examination will be posted to you not later than 1st March, 1955. This will tell you where and when to attend the examination, and how the balance of the prescribed fee is to be paid. 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 220/55.
- (9) The syllabus of the written examination is on page 6. You can get pamphlets (price 6d., post free 7½d.) containing reprints of the question papers set at previous examinations either direct from H.M. Stationery Office or through any bookseller. There are branches of H.M. Stationery Office at:—York House, Kingsway, London, W.C.2; 13a Castle Street, Edinburgh, 2; 39-41 King Street, Manchester, 2; 1 St. Andrew's Crescent, Cardiff; 2 Edmund Street, Birmingham, 3; Tower Lane, Bristol, 1; 80 Chichester Street, Belfast.

(10) If on the result of the written examination you qualify to appear before the Interviewing Board (see Regulation 7) you will probably be interviewed in May, 1955. The interviews will be held in London and may also be held in Bristol, Cardiff, Edinburgh, Leeds, Liverpool, Newcastle-on-Tyne, and perhaps one or two other centres.

(11) The result of the competition will be announced in June, 1955.

C. OTHER INFORMATION

TRAVELLING EXPENSES

(12) You must pay your own travelling expenses within the United Kingdom in connection with the written examination and any interview and any medical examination up to £1 5s.; but if you have to spend more than £1 5s. on travel by bus or third class rail from where you normally live (or from the place of landing in the United Kingdom if you come from overseas), to the places where you are required to go, the amount over £1 5s. will be refunded. The Commissioners reserve the right to restrict payment to amounts calculated on the basis of the cost of travel by bus or third class rail to the nearest examination or interview centres.

Neither expenses for travel to this country from abroad nor subsistence allowance can be paid by the Commission.

If you are serving in H.M. Forces you should consult the appropriate Service authority about leave of absence to attend the examination and if serving overseas about travelling expenses to the place of landing in the United Kingdom.

(13) 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

(14) Candidates for Civil Service appointments are reminded that 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 believed to be either

- (1) a member of the Communist Party or of a Fascist organisation; or
- (2) associated with either the Communist Party or a Fascist organisation in such a way as to raise legitimate doubts about his reliability.

The Commissioners are not, as such, concerned with security enquiries, which are the responsibility of the Minister in charge of the Department concerned, and they cannot enter into correspondence with candidates on this matter or answer any questions. But they 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.

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

(The information in this Section has been supplied by the Customs and Excise Department.)

DUTIES

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

STARTING SALARY, ETC.

1. (a) The scale of salary in London is £370 rising subject to approved service, by annual increments of £25 to a maximum of £570. An additional increment is payable on successful completion of probation.
- (b) The London scale given in sub-paragraph (a) above is subject to a deduction for officers who are serving outside London. The deduction varies from £10 to £30 according to salary and town.
2. (a) If you are already a civil servant your starting salary will be at the minimum of the scale (£370) whatever your existing salary may be.
- (b) Overtime payment is allowed to cover extra attendance (see under "Hours" below). It is not possible to give a normal figure as the amount of extra attendance depends on several variable factors.
- (c) Uniform is provided free of cost.

PROSPECTS

Assistant Preventive Officers constitute a training grade for the more responsible post of Preventive Officer for which the salary scale is £570 rising by annual increments of £25 to £770 and by £30 to a maximum of £800 (London rates). In their earlier years of service they 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 sphere of the Preventive Officer grade. To qualify for promotion to Preventive Officer when vacancies occur in that grade Assistant Preventive Officers must pass a technical examination normally taken after about 7 years' service. There are further opportunities later on of promotion to the next grade of Chief Preventive Officer—salary scale £800 by annual increments of £35 to a maximum of £1,020 (London rates). In addition there are higher posts.

CONDITIONS OF SERVICE

PROBATION

New entrants are on probation for at least one year after entry, 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 are liable to be reverted if their trial period is unsatisfactory.

TRAINING

During their probationary service new entrants attend a course at the Training Centre, London. After leaving the Training Centre, training continues at the Port to which the Assistant Preventive Officer is assigned.

HOURS

The nature of the duties is such that the staffing arrangements are required to cover attendance by night as well as by day and on Sundays and Public Holidays. The work is normally arranged in 8-hour watches on a rotation system. In the larger ports arrangements are also made, where practicable, for periodical changes in the type of work in which staff is employed. The pay covers an attendance of 88 hours during the 12 weekdays within each fortnight. A weekday off duty each fortnight, or a half day each week, is allowed. Overtime payment is allowed for all attendance (a) in excess of 88 hours on the 12 weekdays in each fortnightly period and (b) 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 30 working days. Sick leave on full pay less any National Insurance benefit received is allowed up to a maximum of six months in any period of twelve months, and thereafter for a further period on reduced pay, subject to a deduction of National Insurance benefit in certain cases.

SUPERANNUATION

All candidates appointed from this competition are eligible for superannuation benefits under the Superannuation Acts, which normally provide a pension and lump sum gratuity calculated on the number of years' service and the average salary over the three years before retirement. No contributions are required to secure these benefits, but there is also a contributory pension scheme for widows and children.

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.

Recruits posted away from home may, until they reach 20 years of age, obtain cheap tickets twice a year for visits home. These tickets cost 7s. 6d. and may be used only for visits home.

III. REGULATIONS

1. No candidate may compete more than twice for the post of Assistant Preventive Officer.

2. AGE

Candidates must be at least 19 and under 21 years of age on 1st March, 1955.*

But—

(a) a candidate who has served or is serving in H.M. Forces may deduct from his actual age the period of such service rendered before 1st March, 1955;

(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, 1955.

3. SEX

Men only are eligible.

4. NATIONALITY

Candidates must be British subjects. They must also satisfy one of the following conditions:—

(a) If natural-born British subjects, they must either

(i) have at least one parent who is or was at death a British subject; or

(ii) have resided in Her Majesty's dominions and/or been employed elsewhere in the service of the Crown for at least five years out of the last eight years preceding the date of their appointment.

* i.e., they must have been born on or after 2nd March, 1934, and on or before 1st March, 1936.

- (b) If naturalised British subjects, they must have resided in Her Majesty's dominions and/or been employed elsewhere in the service of the Crown for at least five years out of the last eight years preceding the date of their appointment.
- (c) If not qualified under (a) or (b) of this paragraph they must satisfy the Commissioners that they are so closely connected with Her Majesty's dominions either by ancestry, upbringing or residence, or by reason of national service, that an exception may properly be made in their 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. HEALTH AND CHARACTER

Successful candidates must satisfy the Civil Service Commissioners as to their health* and character.

7. EXAMINATION

(a) Written examination	Maximum marks
(1) English	200
(2) Arithmetic	100
(3) General Paper 1	100
(4) General Paper 2	100
(b) Interview	250

(i) The interview will be held after the written examination. Of the candidates who obtain the highest aggregate marks in the written examination a certain number, to be determined by the Civil Service Commissioners, will be summoned to interview. The final order of merit will be determined by the total of the marks obtained in the written examination and in the interview. Candidates must obtain such a total of marks in the examination as a whole as to satisfy the Civil Service Commissioners.

(ii) 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

- (a) have completed, by 1st March, 1955, 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
- (b) 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 (a) and been invalidated before completing that period.

No candidate will be eligible for inclusion in this reservation if his whole-time service ceased more than two years before 1st March, 1955.

8. CANDIDATES TRAINED AS TEACHERS

Candidates who have been trained as teachers and upon whose training public money has been spent cannot be appointed until the consent of the appropriate central education authority (e.g., the Ministry of Education, the Scottish Education Department, the Ministry of Education for Northern Ireland) has been notified to the Commissioners.

9. FEE

An application fee of 7s. 6d. is payable by all candidates. This must be sent with the application form and is not returnable in any circumstances. A further fee of 12s. 6d., being the balance of the prescribed fee of £1, must be paid by each candidate on admission to the examination.

CIVIL SERVICE COMMISSION,
23rd November, 1954.

The above regulations apply to the competition of March, 1955, and are issued by the Civil Service Commissioners with the approval of the Treasury.

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

FUTURE EXAMINATIONS

For future examinations, which are expected to take place once a year, the regulations, though liable to alteration from time to time, are expected to be similar, except that the dates in Regulations 2 and 7 will be the 1st March in the year in which the examination is held.

The next examination after that of March, 1955, is expected to be held in March, 1956, and intending candidates should apply to the Secretary, Civil Service Commission, 6, Burlington Gardens, London, W.1, for the relative application form and regulations about the middle of December, 1955, quoting No. 220/56.

IV. SYLLABUS

A. WRITTEN EXAMINATION

- (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 questions designed to test powers of deduction and logical argument. A question involving the interpretation of graphs or statistics may be included.

In all subjects importance will be attached to legible handwriting and clarity of expression.

B. INTERVIEW

The purpose of the interview is to assess the candidate's suitability for appointment, and to test those qualities which cannot be tested by written examination.

The Interview 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.

V. NOTES AS TO PHYSICAL REQUIREMENTS

In view of the nature of the duties a high standard of physique will be expected. Vision in each eye must be normal except that candidates whose sight is corrected to normal with glasses may be accepted if they read the larger Snellen test-types (at least 6/36) in each eye without glasses. Defects such as deafness, stammer, rupture, or lameness will render a candidate liable to disqualification.