

ASSISTANT PREVENTIVE OFFICER

NOTICES

(i) The Civil Service Commissioners announce that special examinations will be held under the subjoined Regulations, commencing as soon as possible after the cessation of hostilities in Europe. It is expected that these examinations will continue to be held at intervals for at least three years, but the exact period will depend on the subsequent course of the war and on the rate at which release from the Forces proceeds.

(ii) The number of vacancies to be filled from these examinations will certainly be large. It is not yet possible to say exactly how many there will be, but the figure of 400 may be given as a provisional estimate.

(iii) Candidates must fill in the appropriate Application Form. Civilian candidates can obtain the forms from the Secretary, Civil Service Commission, Burlington Gardens, London, W.1, and should send the completed form to the same address. Candidates serving in His Majesty's Forces must obtain Application Forms in accordance with directions given in Service Orders, which will also state the address to which the forms should be sent when completed.

(iv) Candidates now serving in H.M. Forces must send in their Application Forms in time to reach the Commissioners not later than six months after the completion of their service. All other candidates must send them in by **December 1st, 1945**, but the Commissioners may at their discretion accept an application at a later date if they are satisfied that the delay was due to circumstances outside the candidate's control. For intending candidates who are less than 19 years old on the 1st June, 1945, the latest date for sending in the Form is the 1st January in the year following their 19th birthday. A further announcement will be made if the final date should be extended for particular classes of candidates. All candidates are, however, particularly asked to **send in their applications as soon as possible**, even if, owing to Service exigencies, they see no prospect of being able to compete until after their release from the Forces. This will assist the Commissioners in their task of spreading the vacancies over the whole series of examinations in such a way as to give a fair chance to all candidates, wherever and under whatever conditions they may be serving; if candidates delay sending in their Application Forms they may find that the Commissioners, through ignorance of the facts, have reserved less than the due proportion of vacancies for late-comers.

(v) The receipt of each Application Form will be acknowledged, and any candidate who has filled up and returned the Form but has not received an acknowledgment within a reasonable time should write to the Secretary, Civil Service Commission, Burlington Gardens, London, W.1.

(vi) Candidates will be summoned for examination at the discretion of the Commissioners. The whole series of examinations will be treated as a single competition, an appropriate number of vacancies being reserved for competitors in the later examinations. The intention is that no candidate shall be handicapped if, owing to Service requirements or other reasons, he competes in one of the later examinations.

CIVIL SERVICE COMMISSION,
June, 1945.

TEMPORARY (RECONSTRUCTION) REGULATIONS FOR FILLING VACANCIES IN THE SITUATION OF

MALE ASSISTANT PREVENTIVE OFFICER

IN THE WATERGUARD SERVICE OF THE CUSTOMS AND EXCISE DEPARTMENT.

The Civil Service Commissioners with the approval of the Treasury have made the following Regulations.

PART I

CANDIDATE'S QUALIFICATIONS

1. (1) Candidates shall be divided into two Sections, namely Section I for candidates of normal age during the war period and Section II for certain older candidates.

(2) No person may compete in more than two examinations under these Regulations.

(3) Separate examinations shall be held for candidates in each Section. A candidate who, being eligible under both Sections,* wishes to compete under both, may do so by competing once only under each Section.

* This will only be possible in the case of candidates whose true age brings them into Section II, but who are also eligible under Section I by virtue of the age allowance under either of the provisos to Regulation 2(1).

2. (1) In order to be eligible under Section I a candidate must have been born on or after the 2nd day of March 1919 and have attained the age of 19 on the first day of January of the year in which he competes.

Provided that the following allowances shall be made to certain classes of candidates who were born before the 2nd day of March 1919 :

- (a) any candidate who served in the Royal Navy, Army or Royal Air Force before the 3rd day of September 1939 will be eligible under Section I if born on or after a date which precedes the 2nd day of March 1919 by a period equal to the length of such service or a period of seven years, whichever is the shorter ;
- (b) any candidate who has served in any established civil situation to which he was admitted with a Certificate of the Commissioners on or before attaining the age of 21 will be eligible under Section I if born on or after a date which precedes the 2nd day of March 1919 by a period equal to the length of such service or a period of two years, whichever is the shorter.

(2) In order to be eligible under Section II, a candidate must have been born on or after the 2nd day of August 1915 and on or before the 1st day of March 1919.

(3) Established Civil Servants are not eligible under Section II.

3. Every candidate must be

either (a) a natural-born British subject

(i) having at least one parent who is or was at the time of death a British subject ; or

(ii) of any other parentage, provided that he has resided in His 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 his appointment ;

or (b) a naturalized British subject who has resided in His 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 his appointment ;

or (c) a British subject who, although not fulfilling the requirements of sub-paragraph (a) or sub-paragraph (b) satisfies the Commissioners that he is so closely connected with His Majesty's dominions either by ancestry, upbringing or residence, or by reason of national service, that an exception may properly be made in his favour.

4. Every candidate must have had whole-time continuous and systematic education until at least the age of 16, but the Commissioners will accept as eligible a candidate whose whole-time education ended before that age if either

(a) he has passed the School Certificate examination of one of the examining bodies recognized by the Ministry of Education or an examination accepted by the Commissioners as of equivalent or higher standard, or

(b) if educated in Scotland or Northern Ireland, he is able to obtain from the Scottish Education Department or the Ministry of Education for Northern Ireland, as the case may be, a statement* showing that he has attained a standard equivalent to that indicated in paragraph (a).

5. (1) Every candidate must satisfy the Commissioners as to his health and character.

(2) The Commissioners reserve the right to give such preference to disabled persons or to particular classes of disabled persons as may be necessary in order to give effect to any general policy regarding the employment of such persons which may be adopted by His Majesty's Government, provided that the disability is not of a nature to interfere with the discharge of the duties of an Assistant Preventive Officer, for which a high physical standard is required.

6. No person who is undergoing a course of study with the aid of a grant from public funds shall be eligible to compete under these Regulations before the completion of the course unless he has previously obtained permission to do so from the authority which administers the grant.

* See Note 1 at end.

PART II

APPLICATION AND EXAMINATION

7. (1) Every candidate must apply on the appropriate form within the time and in the manner of which notice is given by the Commissioners.*

(2) Every candidate shall pay an application fee of 5s. for each examination to which he desires to be admitted. This fee must be paid when the Application Form is sent in.

8. Those candidates who on their Application Forms and the resulting enquiries are found to be *prima facie* eligible will undergo a written examination consisting of papers in English and Arithmetic, a General Paper, and a test of General Intelligence.†

9. (1) Each candidate shall be examined at such place either in the United Kingdom or abroad and at such time as the Commissioners may determine, provided that

(i) no Service candidate shall be obliged to take the examination until not less than three months after the completion of his service ;

(ii) the written examination of a candidate who at the time of application is under the age of 19 years but is otherwise eligible shall be fixed for a date when he is within the prescribed age limits.

(2) Service candidates must indicate on their Application Forms whether or not they will be prepared, subject to the approval of their Commanding Officer, to take the examination while still serving. If, on being notified of the date fixed for his examination, a candidate wishes it to be postponed, he should apply as soon as possible to the Commissioners, who will consider whether, having regard to the public interest, they can give their consent. A civilian candidate who for any reason wishes to postpone his examination must apply in the same manner.

10. (1) A certain number, to be fixed by the Commissioners, of the candidates who obtain the highest marks in the written examination and who in the judgment of the Commissioners are of the required standard of ability will be summoned to an interview at which the Interviewing Board will award each candidate a mark‡ for his record and personal qualities, provided that the Commissioners may hold the interviews before or at about the same time as the written examination and may provisionally admit all the candidates to interview, reserving the right to disqualify any who fail to reach the above-mentioned standard in the written examination.

(2) The order of merit of the candidates shall be determined by combining the marks for written examination and interview.

PART III

APPOINTMENT

11. It is the intention that, of the total number of vacancies to be filled from the whole series of examinations, 20 per cent. shall be allotted to candidates under Section II, and that of the total number of vacancies allotted to candidates under each Section Service candidates shall receive not less than three-quarters.

Provided that a sufficient number of Service candidates reach the required standard.‡

12. For the purposes of these Regulations candidates shall be regarded as Service candidates if they have rendered whole-time service during any period after the 25th day of May 1939 in

(a) the Armed Forces of the Crown ; or

(b) the Mercantile Marine or the Merchant Navy.

13. The list of successful candidates at each examination shall be determined by the Commissioners having regard to the intention expressed in Regulation 11 and to the number and ability of the competitors.

14. Of the candidates next in order of merit to those declared successful in any examination a certain number at the discretion of the Commissioners may be classified as reserve candidates and considered for appointment in conjunction with the results of a later examination.

* See Notices (iii) and (iv) preceding these Regulations.

† See Note 2 at end.

‡ See Note 3 at end.

15. Persons upon whose training for the occupation of teacher public money has been spent cannot be appointed until the consent of the appropriate central education authority (that is, the Ministry of Education, the Scottish Education Department, or the Ministry of Education for Northern Ireland, as the case may be) has been notified to the Commissioners.

16. Every candidate who is summoned for interview shall pay a further fee of 15s. before admission to interview; provided that this fee may be refunded to a candidate who, having been provisionally admitted to interview, fails to reach the required standard in the written examination.

17. 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. The Interviewing Board will disregard recommendations from persons who are not personally acquainted with the candidate's work, whether at school, in the Forces, or otherwise.

18. These Regulations will come into force immediately and will apply to examinations for the situation of Male Assistant Preventive Officer until further notice.

CIVIL SERVICE COMMISSION,
1st June, 1945.

NOTES

1. (*Regulation 4, proviso (b)*)

Application for the statement referred to in this proviso should be made to the Scottish Education Department, St. Andrew's House, Edinburgh 1, or the Ministry of Education for Northern Ireland, Stranmillis House, Stranmillis, Belfast, whichever is appropriate.

2. (*Regulations 8 and 10*)

- (A) (i) English will include composition, summarizing and other tests in the understanding and use of the language.
(ii) The questions in Arithmetic will be designed in the main to test intelligence and accuracy; tests in the addition of money may be included.
(iii) The General Paper will be on matters of interest and importance at the present day.
(iv) The test of General Intelligence will consist of a paper or papers specially designed for the purpose.
- (B) The maximum marks will be :—
(i) English, 200.
(ii) Arithmetic, 100.
(iii) General Paper, 100.
(iv) General Intelligence, 200.
(v) Interview, 300.

(C) Importance will be attached to legible handwriting.

A " Pamphlet containing Specimen Question Papers for the Reconstruction competitions for recruitment to situations as Male Assistant Preventive Officer in the Waterguard Service of the Customs and Excise Department " has been published by H.M. Stationery Office, and copies may be obtained through any bookseller, price 4d. each.

3. The standard required from candidates who enter for examinations under these Regulations will be that of a boy of average ability and industry who had attended a Secondary School until about the age of 16.

INFORMATION

about the conditions of service of Assistant Preventive Officers issued by the Civil Service Commissioners with the authority of the Board of Customs and Excise.

Nature of Employment

1. Assistant Preventive Officers are part of the Customs 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 air ports in connection with foreign-going aircraft which are subject to Customs control in the same way as ships.

2. Assistant Preventive Officers constitute a Training Grade. They work normally in boarding and rummage crews under the general supervision of Preventive Officers. Their early years of service are spent in acquiring general experience of all branches of the work and conditions at different places with a view to qualifying by a technical examination after a limited period of service for promotion to the more responsible post of Preventive Officer as vacancies arise. 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.

Hours of Employment

3. The hours of employment are uncertain ; they extend over Sundays and Public Holidays when required, and vary according to the nature of the duties, which frequently call for attendance by night as well as by day. The pay (see paragraphs 6-8) covers an attendance of 48 hours on the six weekdays. Overtime payment is allowed for all attendance (a) in excess of 48 hours on the six weekdays 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.

Place of Employment

4. Assistant Preventive Officers are subject to employment at any place in Great Britain and Northern Ireland, and are not, as a rule, appointed to serve at their native place, or at places where they have recently resided for any length of time. Whether married or not they are liable to be transferred from one place to another at any time particularly during their early years of service.

Probation

5. Candidates appointed on the results of these examinations will be subject to a strict probation for at least one year. Those whose probationary service is not regarded as satisfactory will not be retained in the public service.

Salary Scale

6. The salary of Assistant Preventive Officers applicable on the 1st March 1945 is £130 a year on entry, rising, subject to approved service, by annual increments of £10 to a maximum of £250 a year. Uniform clothing is provided free of cost.

7. At present these salaries are temporarily increased by the payment of a war bonus which varies from 13s. 6d. a week at age 19 to £60 a year at age 21 and over.

8. A new basic scale (exclusive of any war bonus payable) will come into operation before Reconstruction entrants are appointed and is as follows :—£150 a year on entry, rising by annual increments of £15 (subject to approved service) to a maximum of £250 a year.

9. The salaries and conditions of service of Civil Servants are liable to review, and changes may be made hereafter.

Starting Pay

10. The existing and future salary scales are as shown above and entrants appointed under the Reconstruction Regulations will normally enter the Assistant Preventive Officer Grade at a salary determined by their age at the date of appointment, viz. :—

- (a) If they enter on or before their 21st birthday they will start at £150 with annual increments of £15 on the anniversary of their date of entry.
- (b) Entrants who reached the age of 21 before the operative date of the new scale will enter the scale at the point which they would have reached had they been appointed at the age of 21 and then proceeded by annual increments of £10 on the old scale up to the operative date (including increment accrued to that date). They will then be credited with a special increment of £15 (or placed on the £150 point, whichever is the more favourable) and will receive incremental credit of £15 annually thereafter.
- (c) Entrants who reached the age of 21 after the operative date of the new scale, but before appointment, will be regarded as having been appointed at £150 as from the date on which they attained the age of 21 and will receive incremental credit of £15 annually from that date.

11. In calculating age for this purpose the age of a candidate who competed in Section I and who was eligible for that Section by reason of an age allowance for service in the Navy, Army or Air Force before the 3rd September 1939 will be reduced by the amount of this allowance.

12. Persons already holding situations in the Civil Service, if successful in obtaining appointment under these regulations, will also enter at a salary appropriate to their age in accordance with the above rules ; they will not be allowed to carry with them the salary drawn by them in their previous situations, if this would be more favourable.

Seniority

13. The whole series of examinations for Assistant Preventive Officer held under these Regulations will be treated as one competition, and successful candidates will be graded for seniority according to age, except that, among candidates who are born in the same year, reckoned as any period of twelve months beginning with the 2nd August, seniority will be determined by the candidates' total marks in the competition.

Promotion Prospects

14. Promotion to grades above the Preventive Officer grade depends on merit and on the occurrence of vacancies, but no right of promotion to higher classes or grades is recognized. The scale of salary of the Preventive Officer grade, filled by promotion from the Assistant Preventive Officer grade, is at present £275 to £400 a year excluding war bonus. This maximum will be increased to £450 a year, excluding war bonus, under the proposed new scales. The scale of salary of the Chief Preventive Officer grade, filled by promotion from the Preventive Officer grade, is £450 to £600 per annum excluding war bonus. In addition there are grades above the Chief Preventive Officer grade which are filled by promotion from within the Waterguard Service.

PHYSICAL REQUIREMENTS

NOTES AS TO THE PHYSICAL REQUIREMENTS FOR THE SITUATION OF ASSISTANT PREVENTIVE OFFICER.

1. The standard height is fixed at 5 ft. 4 ins. without boots, and a standard chest measurement is prescribed corresponding to the candidate's height. The following are regarded as normal standards :—

For height	5 ft. 4 ins.	Mean chest girth to be	32 ins.
" "	5 ft. 5 ins.	" " " "	32½ ins.
" "	5 ft. 6 ins.	" " " "	33 ins.
" "	5 ft. 7 ins.	" " " "	33½ ins.
" "	5 ft. 8 ins.	" " " "	34 ins.
" "	5 ft. 9 ins.	" " " "	34½ ins.
" "	5 ft. 10 ins.	" " " "	35 ins.
	and upwards		

2. Candidates whose height or chest measurement falls below the standard are liable to rejection.

3. Candidates must possess full normal vision (*i.e.* 6/6, Snellen's test types being used) in each eye without the aid of glasses but in the case of candidates who have served in H.M. Forces a slight impairment would not necessarily be regarded as a disqualification. The loss of an eye, defective colour vision or any other defect of vision will be regarded as a disqualification.

4. Impaired hearing in one or both ears, defective speech, hernia, loss of a limb or any acquired defect or malformation hindering free use of the limbs or presence of varicose veins in any marked degree is a disqualification.

5. Candidates suffering from hydrocele or varicocele are liable to rejection unless the condition can be cured by surgical treatment.

Correction Notice

Amendment to C.S.C.10

Temporary (Reconstruction) Regulations for filling vacancies in the situation of
MALE ASSISTANT PREVENTIVE OFFICER
in the Waterguard Service of the Customs and Excise Department.

Regulation 4. Add fresh paragraph following sub-paragraph (b):-

"Provided that the Commissioners may also accept as eligible a candidate whose whole-time continuous and systematic education ceased shortly before he reached the age of 16, being a candidate who is not eligible under sub-paragraphs (a) and (b), but in no circumstances may they accept as eligible under this proviso a candidate whose whole-time continuous and systematic education ceased before he reached the age of 15 years and six months."

CIVIL SERVICE COMMISSION,

June 1946.