



CIVIL SERVICE RULES.

IN the exercise of the power vested in the President by the Constitution, and by virtue of the 1753d section of the Revised Statutes, and of the civil service act approved January 16, 1883, the following rules for the regulation and improvement of the executive civil service are hereby amended and promulgated:

RULE I.

No person in said service shall use his official authority or influence either to coerce the political action of any person or body or to interfere with any election.

RULE II.

No person in the public service shall for that reason be under any obligation to contribute to any political fund, or to render any political service, and he will not be removed or otherwise prejudiced for refusing to do so.

RULE III.

It shall be the duty of collectors, postmasters, assistant treasurers, naval officers, surveyors, appraisers, and custodians of public buildings, at places where examinations are to be held, to allow and arrange for the reasonable use of suitable rooms in the public buildings in their charge, and for heating, lighting, and furnishing the same, for the purposes of such examinations; and all other executive officers shall in all legal and proper ways facilitate such examinations and the execution of these rules.

RULE IV.

1. All officials connected with any office where, or for which, any examination is to take place, will give the Civil Service Commission, and the chief examiner, such information as may be reasonably required to enable the Commission to select competent and trustworthy examiners; and the examinations by those selected as examiners, and the work incident thereto, will be regarded as a part of the public business to be performed at such office.

2. It shall be the duty of every executive officer promptly to inform the Commission, in writing, of the removal or discharge from the public service of any examiner in his office, or of the inability or refusal of any such examiner to act in that capacity.

RULE V.

There shall be three branches of the service, classified under the civil service act (not including laborers or workmen, or officers required to be confirmed by the Senate), as follows:

1. Those classified in the departments at Washington shall be designated "The Classified Departmental Service."

2. Those classified under any collector, naval officer, surveyor, or appraiser in any customs district, shall be designated "The Classified Customs Service."

3. Those classified under any postmaster at any post office, including that at Washington, shall be designated "The Classified Postal Service."

4. The Classified Customs Service shall embrace the several customs districts where the officials are as many as fifty, now the following: New York City, N. Y.; Boston, Mass.; Philadelphia, Pa.; San Francisco, Cal.; Baltimore, Md.; New Orleans, La.; Chicago, Ill.; Burlington, Vt.; Portland, Me.; Detroit, Mich.; Port Huron, Mich.

5. The Classified Postal Service shall embrace the several post offices where the officials are as many as fifty, now the following: Albany, N. Y.; Baltimore, Md.; Boston, Mass.; Brooklyn, N. Y.; Buffalo, N. Y.; Chicago, Ill.; Cincinnati, Ohio; Cleveland, Ohio; Detroit, Mich.; Indianapolis, Ind.; Kansas City, Mo.; Louisville, Ky.; Milwaukee, Wis.; Newark, N. J.; New Orleans, La.; New York City, N. Y.; Philadelphia, Pa.; Pittsburg, Pa.; Providence, R. I.; Rochester, N. Y.; St. Louis, Mo.; San Francisco, Cal.; Washington, D. C.

RULE VI.

1. There shall be open, competitive examinations for testing the fitness of applicants for admission to the service. Such examinations shall be practical in their character, and, so far as may be, shall relate to those matters which will fairly test the relative capacity and fitness of the persons examined to discharge the duties of the branch of the service which they seek to enter.

2. There shall, so far as they may be deemed useful, be competitive examinations of a suitable character to test the fitness of persons for promotion in the service.

RULE VII.

1. The general examinations under the first clause of Rule VI for admission to the service shall be limited to the following subjects: 1st. Orthography, penmanship, and copying. 2d. Arithmetic—fundamental rules, fractions, and percentage. 3d. Interest, discounts, and elements of book-keeping and of accounts. 4th. Elements of the English language, letter-writing, and the proper construction of sentences. 5th. Elements of the geography, history, and government of the United States.

2. Proficiency in each of these subjects shall be credited in grading the standing of the persons examined in proportion to the value of a knowledge of such subjects in the branch or part of the service which the applicant seeks to enter.

3. No one shall be entitled to be certified for appointment, whose standing upon a just grading in the general examination shall be less than sixty-five per centum of complete proficiency in the first three subjects mentioned in this rule, and the measure of proficiency shall be deemed adequate.

4. For places in which a lower degree of education will suffice, the Commission may limit the examinations to less than the five subjects above mentioned; but no person shall be certified for appointment, under this clause, whose grading shall be less than an average of sixty-five per centum on such of the first three subjects or parts thereof as the examination may embrace.

5. The Commission may also order examinations upon other subjects of a technical or special character, to test the capacity which may be needed in any part of the Classified Service which requires peculiar information or skill. Examinations hereunder may be competitive or non-competitive, and the maximum limitations of age contained in the twelfth Rule shall not apply to applicants for the same. The applica-

tion for, and notice of, these special examinations, the records thereof and the certification of those found competent shall be such as the Commission may provide for. After consulting the head of any Department or office, the Commission may from time to time designate, subject to the approval of the President, the positions therein for which applicants may be required to pass this special examination.

RULE VIII.

No question in any examination, or proceeding by, or under, the Commission or examiners, shall call for the expression or disclosure of any political or religious opinion or affiliation, and if such opinion or affiliation be known, no discrimination shall be made by reason thereof by the examiners, the Commission or the appointing power. The Commission and its examiners shall discountenance all disclosure, before either of them, of such opinion by or concerning any applicant for examination or by or concerning any one whose name is on any register awaiting appointment.

RULE IX.

All regular applications for the competitive examinations for admission to the classified service must be made on blanks in a form approved by the Commission. All requests for such blanks, and all applications for examination, must be addressed as follows: 1. If for the Classified Departmental Service, to the U. S. Civil Service Commission, Washington, D. C. 2. If for the Classified Postal Service, to the postmaster under whom service is sought. 3. If for the Classified Customs Service, to the head of either customs office in which service is sought. All officers receiving such applications will endorse thereon the date of the reception thereof and transmit the same to the proper examining board of the district or office where service is sought, or, if in Washington, to the Civil Service Commission.

RULE X.

Every examining board shall keep such records, and such papers on file, and make such reports as the Commission shall require; and any such paper or record in the charge of any examination board or any officer shall at all times be open to examination as the Commission shall direct, and upon its request shall be forwarded to the Commission for inspection and revision.

RULE XI.

Every application, in order to entitle the applicant to appear for examination or to be examined, must state, under oath, the facts on the following subjects: 1. Full name, residence, and post office address, 2. Citizenship. 3. Age. 4. Place of birth. 5. Health and physical capacity for the public service. 6. Right of preference by reason of military or naval service. 7. Previous employment in the public service. 8. Business or employment and residence for the previous five years. 9. Education. Such other information shall be furnished as the Commission may reasonably require touching the applicant's fitness for the public service. The applicant must also state the number of members of his family in the public service, and where employed, and must also assert that he is not disqualified under section 8 of the civil service act, which is as follows: "That no person habitually using intoxicating beverages to excess shall be appointed to or retained in any office, appointment, or employment to which the provisions of this act are applicable." No person under enlistment in the Army or Navy of the United States shall be examined under these Rules.

RULE XII.

1. Every regular application must be supported by proper certificates of good moral character, health, and physical and mental capacity for doing the public work, the certificates to be in such form and number as the regulations of the Commission shall provide; but no certificate will be received which is inconsistent with the tenth section of the civil service act.

2. No one shall be entitled to be examined for admission to the Classified Postal Service if under sixteen or over thirty-five years of age; or to the Classified Customs Service, or to the Classified Departmental Service, if under eighteen or over forty-five years of age; but no one shall be examined for appointment to any place in the Classified Customs Service except that of clerk or messenger who is under twenty-one

years of age; but these limitations of age shall not apply to persons honorably discharged from the military or naval service of the country, who are otherwise duly qualified.

RULE XIII.

1. The date of the reception of all regular applications for the Classified Departmental Service shall be entered of record by the Commission, and of all other regular applications by the proper examining boards of the district or office for which they are made; and applicants when in excess of the number that can be examined at a single examination shall, subject to the needs of apportionment, be notified to appear, in their order on the respective records. But any applicants in the several States and Territories for appointment in the Classified Departmental Service may be notified to appear for examination at any place at which an examination is to be held, whether in any State or Territory, or in Washington, which shall be deemed most convenient for them.

2. The Commission is authorized, in aid of the apportionment among the States and Territories, to hold examinations at places convenient for applicants from different States and Territories, or for those examination districts which it may designate and which the President shall approve.

RULE XIV.

Those examined shall be graded, and shall have their grade marked upon a register after those previously thereon, in the order of their excellence as shown by their examination papers, except that those from the same State or Territory may be entered upon the register together, in the order of relative excellence, to facilitate apportionment. Separate registers may be kept of those seeking to enter any part of the service in which special qualifications are required.

RULE XV.

The Commission may give a certificate to any person examined, stating the grade which such a person attained and the proficiency in the several subjects, shown by the markings.

RULE XVI.

1. Whenever any officer having the power of appointment or employment shall so request, there shall be certified to him, by the Commission or the proper examining board, four names for the vacancy specified, to be taken from those graded highest on the proper register of those in his branch of the service and remaining eligible, regard being had to the apportionment of appointments to States and Territories; and from the said four a selection shall be made for the vacancy.

2. These certifications for the service at Washington shall be made in such order as to apportion, as nearly as may be practicable, the original appointments thereto among the States and Territories and the District of Columbia, upon the basis of population as ascertained at the last preceding census.

3. In case the request for any such certification or any law or regulation shall call for those of either sex, the four highest of that sex shall be certified, otherwise sex shall be disregarded in such certification.

4. No person upon any register shall be certified more than four times to the same officer in the customs or postal service, or more than twice to any department at Washington, unless upon request of the appointing officer; nor shall anyone remain eligible more than one year upon any register. No person while remaining eligible on any register shall be admitted to a new examination, and no person having failed upon any examination shall within six months thereafter be admitted to another examination without the consent of the Commission. But these restrictions shall not extend to examinations under clause 5 of Rule 7.

5. Any person appointed to or employed in any part of the classified service, after due certification for the same under these rules, who shall be dismissed or separated therefrom without fault or delinquency on his part, may be re-appointed or re-employed in the same part or grade of such service at the same office, within eight months next following such dismissal or separation, without further examination.

RULE XVII.

1. Every original appointment or employment in said classified

service shall be for the probationary period of six months, at the end of which time, if the conduct and capacity of the person appointed have been found satisfactory, the probationer shall be absolutely appointed or employed; but, otherwise, be deemed out of the service.

2. Every officer under whom any probationer shall serve during any part of the probation provided for by these rules shall carefully observe the quality and value of the service rendered by such probationer, and shall report to the proper appointing officer, in writing, the facts observed by him, showing the character and qualifications of such probationer, and of the service performed by him; and such reports shall be preserved on file.

3. Every false statement knowingly made by any person in his application for examination, and every connivance by him at any false statement made in any certificate which may accompany his application, shall be regarded as good cause for the removal or discharge of such person during his probation.

RULE XVIII.

Every head of a department or office shall notify the Commission of the name of every person appointed to, or employed in, the classified service under him (giving the date of the appointment and the designation of the office or place) from those examined under the Commission; and shall also inform the Commission of the date of any rejection or final appointment or employment of any probationer, and of the promotion, removal, discharge, resignation, transfer, or death of any such person after probation. Every head of any office in the postal or customs service shall give such information on these subjects to the Board of Examiners for his office as the regulations of the Commission may provide for.

RULE XIX.

There are excepted from examination the following: 1. The confidential clerk or secretary of any head of a department or office. 2. Cashiers of collectors. 3. Cashiers of postmasters. 4. Superintendents of money-order divisions in post-offices. 5. The direct custodians of money for whose fidelity another officer is under official bond; but these exceptions shall not extend to any official below the grade of assistant cashier or teller. 6. Persons employed exclusively in the secret service of the Government, or as translators, or interpreters, or stenographers. 7. Persons whose employment is exclusively professional. 8. Chief clerks, deputy collectors, and superintendents, or chiefs of divisions or bureaus. But no person so excepted shall be either transferred, appointed, or promoted, unless to some excepted place, without an examination under the Commission. Promotions may be made without examination in offices where examinations for promotion are not now held, until rules on the subject shall be promulgated.

RULE XX.

If the failure of competent persons to attend and be examined, or the prevalence of contagious disease or other sufficient cause, shall make it impracticable to supply in due season for any appointment the names of persons who have passed a competitive examination, the appointment may be made of a person who has passed a non-competitive examination, which examination the Commission may provide for; but its next report shall give the reason for such resort to non-competitive examination.

RULE XXI.

1. No person shall be promoted, without examination under these rules, from any position for which an examination is not required to any position for which an examination is required under the rules; nor shall any person who has passed only a limited examination under clause 4 of Rule 7, for the lower classes or grades in the departmental or customs service, be promoted within two years after appointment to any position giving a salary of \$1,000, or upwards, without first passing an examination under clause 1 of said rule, and such examination shall not be allowed within the first year after appointment.

2. But a person who has passed the examination under said clause 1, and has accepted a position giving a salary of \$300 or less, shall have the same right of promotion as if originally appointed to a position giving a salary of \$1,000 or more.

3. The Commission may at any time certify for a \$300 or any lower place in the classified service any person upon the register who has

passed the examination under clause 1 of Rule 7, if such person does not object before such certification is made.

RULE XXII.

The Civil Service Commission will make appropriate regulations for carrying these rules into effect.

RULE XXIII.

Every violation, by any officer in the executive civil service, of these rules, or of the 11th, 12th, 13th, or 14th section of the civil service act, relating to political assessments, shall be good cause for removal.

[Rules, 6, 7, 8, 11, 13, 16, 18, and 19 were amended and promulgated Nov. 7. Rule 12 was amended and promulgated Dec. 5, 1883. Rule 16 was amended and promulgated Jan. 18, 1884. Present Rule 21 was promulgated Jan. 18, 1884. Former Rule 21 is now 22; and 22 is Rule 23.]

REGULATIONS.

The United States Civil Service Commission, acting under the authority of the Civil Service Act of January 16, 1883, and the rules promulgated by the President, makes the following regulations:

CHIEF EXAMINER.

1. The Chief Examiner shall, as far as practicable, except when otherwise directed by the Commission, attend the examinations held by the several boards of examiners. He shall take care to secure accuracy, uniformity, and justice in all their proceedings, which shall at all times be open to him; but leaving the duty of the examiners, in marking and grading those examined, unimpaired. The Commission will, in its discretion, designate one of its own members, or request the detail of a suitable person, to supervise examinations whenever deemed needful.

2. He shall prepare and submit to the approval of the Commission proper forms and questions. He shall take care that the rules and regulations are complied with, and bring every case of injustice and irregularity observed by him to the attention of the Commission. He shall take such part as the Commission shall assign him in the work at Washington. It shall be his duty to confer, from time to time, with the heads of the postal and customs offices which he officially visits concerning the regularity, sufficiency, and convenience of the examinations for the service under them.

SECRETARY.

3. The Secretary shall keep the minutes of the proceedings of the Commission and have charge of and be responsible for the safe keeping of the books, records, papers, and other property in its office. He shall make the proper certification of those eligible for the Departmental service. He shall generally conduct the correspondence of the Commission and perform such other appropriate duties as it may assign to him.

BOARDS OF EXAMINERS.

4. The general Board of Examiners for the Departmental service shall consist of two persons from the Treasury Department, two from the Post-Office Department, two from the Interior Department, and one from each of the other Departments. But any three members may be designated by the Commission to constitute the acting Examining Board for any examination.

The secretary of the Board of Examiners for the Departmental service shall keep a record of its proceedings and have charge of its papers.

5. In case of examinations to be held at other places than those having the classified service, the Commission will designate an Examining Board for that purpose.

6. For each post-office, the Board of Examiners shall consist of three persons.

7. The Examiners for each customs district shall consist of two persons selected from the office of the collector, and one from each of the other customs offices which are subject to the rules; but if there be no office subject thereto except that of the collector, the three shall be selected from his office.

8. The Examiners may serve as a Board for conducting any examination; and the Examiners for any customs district will determine which three shall hold any examination, taking care that, if an exam-

ination is wholly or mainly for any office, one or more of the examiners from that office shall be on the acting Board. In case of a failure or disagreement as to which three shall be the Board for any examination, the Commission or Chief Examiner shall designate the local examiners who shall serve. In case of the disability or necessary absence of one of the three examiners selected, the other two may conduct the examination.

9. Each Examining Board in the postal and customs service shall select one of its members to serve as secretary, and it shall be his duty to keep a complete record of the proceedings of the Board and of all examinations held. He shall also keep the Record of Applicants and Examinations, and the Register of Persons Eligible for Appointment. He shall have charge of all books and papers belonging to the Board and shall be responsible for their safe-keeping. On application of the proper appointing officer, he shall certify to such officer, in conformity to the rules, the names of the four persons of highest grade remaining on the register. He shall also answer all proper requests for application blanks, and send due notifications to applicants to be examined, and shall give all other notices required to be given by the Board.

10. No examiner or officer serving under the Commission must attempt to control or influence appointments, removals, or promotions.

11. Care must be taken by the examiners not to allow such visitors as they may admit, nor any conversation or other cause, to obstruct or distract those being examined.

12. Examiners must not disclose for public information, unless by consent, the names of those examined, nor more than the general results of examinations.

13. Complaints, which show injustice or unfairness on the part of any Examining Board, or any one acting under the Commission will be considered by the Commission, and if necessary it will revise the marking and grading on the papers, or order a new examination, or otherwise do justice in the premises.

14. The head of each post-office and of each customs office, to which the rules are applicable, should inform the local Board of Examiners of probable vacancies, that examinations for filling them may be held in due season, and should also inform such local Board of the name of every person appointed or employed in the classified service under him (giving the date of the employment or appointment and the designation of the office or place) from those examined under said Board.

15. The Board of Examiners for each office or district must promptly notify the Commission of the need of holding an examination in and for such office or district, and may appoint the time for the same, but subject to any change the Commission may find it necessary to make for the more convenient and effective discharge of its duty to see that the examinations are accurate, uniform, and just. The notice must state under which clause or clauses of Rule 7 the applicants are to be examined, and must, when practicable, be given at least twenty days before the time appointed therein for the examinations.

EXAMINATIONS.

16. Notices in writing should be mailed to applicants for examination in the postal and customs service at least eight days before the examination, except in cases of non-competitive and special examinations, and they shall clearly specify the place and the time, including the hour, of holding the same.

17. All competitive examinations for admission to the civil service shall be in writing, except that tests of physical qualities or expertness may be added as the Commission shall approve.

18. The examination sheets will be given out in the order of their numbers; each, after the first, being given only when the applicant shall return to the examiners the last sheet taken by him.

19. Not more than ten questions shall be given in any subject of the examination; and, to facilitate the marking, the questions in the same subject shall, as far as practicable, be equal in difficulty. Care shall also be taken that the time allotted for the examination shall be reasonably sufficient for answering the questions.

20. In general no competitive examination should occupy more than five hours, and every Examiner will exercise all due diligence to secure fairness, and to prevent all collusion or fraud in the examinations.

21. The examination papers of each applicant shall be marked only with a number, and his name with his number shall be placed in a sealed envelope which shall not be opened till after his papers are marked.

22. The examination papers shall, so far as practicable, be reviewed by each Examiner separately, and in any case of disagreement the average of the markings, to be made on the papers by all, shall be the final marking on each question, subject to the regulation as to revision.

23. The views of the heads of post-offices and customs offices, as to whether applicants for the several parts of the service under them shall be examined in the five subjects under clause 1 of Rule 7, or only in a less number of subjects under clause 4 of that rule, will be accepted by the Commission so far as its duty to require uniformity, and adequate tests of capacity for doing the public work, will permit.

MARKING AND GRADING.

24. To whichever of the five subjects, or parts thereof, mentioned in Rule 7 a competitive examination may extend, the marking and grading of the applicant upon each is to be conducted in the same way.

25. To determine the Standing of the applicant in any subject, mark and credit each answer in proportion to its completeness and accuracy according to regulations prescribed for each subject; the perfect answer being credited 100. Divide the sum of the credits by the number of questions upon the subject; the quotient will be the applicant's Standing in that subject.

26. To determine whether any applicant has reached an Average Standing of 65 per centum in the first two or the first three subjects, add the figures marking the applicant's Standing in each; divide their sum by the number of the subjects and the quotient will be the Average Standing therein.

27. No applicant is entitled to go upon the Register of those eligible for appointment, whose Average Standing upon the first three subjects, or such parts thereof, as are covered by the examination is below 65 per centum; therefore, when the marking and grading have been carried so far as to show such Average Standing to be below 65 per centum, they need not be carried farther; and if the examination includes no part of the 4th or 5th subject, such Average Standing will be the General Average to be entered on the Register.

28. To whatever number of subjects the examination may extend, the General Average will be ascertained by dividing the sum of the marking showing the Standings in each of the subjects by the number of subjects.

29. Every example, though it be a case of dictation or copying, is regarded as a question under these regulations, and, although only a portion of the topics included in a subject under Rule 7, is embraced in the examination, it will, for the purpose of the marking, be treated as a subject.

The following example illustrates these directions:

[Sum of credits in each subject divided by number of questions gives credit in that subject.]

First subject.	Credit to each question.	Second subject.	Credit to each question.	Third subject.	Credit to each question.	Fourth subject.	Credit to each question.	Fifth subject.	Credit to each question.
Question 1.....	80	Question 1.....	40	Question 1..	70	Question 1..	60	Question 1..	60
Question 2.....	45	Question 2..	90	Question 2..	45	Question 2..	50	Question 2..	90
Question 3.....	71	Question 3..	74	Question 3..	90	Question 3..	35	Question 3..	80
Question 4.....	50	Question 4..	56	Question 4..	85	Question 4..	90
Question 5.....	65	Question 5..	100	Question 5..	100
	311		260		390		335		250
Divide credits by number of questions.....	5		4		5		5		3
	62.2		65		78		67		76.66

The grade at which the applicant will go upon the Register, is, therefore—

$$62.2 + 65 + 78 + 67 + 76.66 = 348.86 \div 5 = 69.77.$$

NON-COMPETITIVE EXAMINATIONS UNDER RULE 20.

In case the necessity shall exist at any office or Department for holding a non-competitive examination under Rule 20, the following conditions shall be observed :

30. The Commission shall be immediately notified of such necessity and of the grounds thereof, showing that it is impracticable to supply in due season for any appointment the names of persons who have passed a competitive examination by reason of the failure of competent persons to attend to be examined, or the prevalence of contagious disease, or other sufficient cause.

31. If the Commission shall not disapprove the holding of a non-competitive examination, the Secretary of the Commission in Washington, or of the Examining Board for any post-office or customs district, shall notify for such examinations any persons whose names may be on the record, as applicants for places analogous to those to be filled, and whom the exigency of time may allow to be notified, not less in number than the vacancies and places to be provided for, nor more than four for each of them.

32. If the number of applicants on the record be insufficient to furnish such supply, then the examining Board, or in its absence the Secretary, may notify other suitable persons, nominated by said Board or Secretary, upon consultation with the head of the office, who, taken together with said regular applicants notified, shall, if practicable, be not less in number than four to each place to be filled. The persons selected for appointment or employment shall be required to make oath to the proper application paper, before entering upon their official duties.

33. The non-competitive examination shall conform as nearly as practicable, in subjects, questions, and marking, to the competitive examinations of the same grade; but no person shall be appointed under such non-competitive examination whose average standing upon the first three subjects, clause 1, Rule 7, or such parts thereof as may be used, is less than 65 per centum; *Provided*, There are those who pass at or above that grade from whom the place can be filled.

34. The names of all the persons passing the examination shall be certified to the proper officer, and the existing vacancies shall be filled therefrom; but no person by reason of such non-competitive examination shall be appointed at any other time than during such exigency or to any other vacancy or place.

35. A record shall be kept by the local Examining Board, and by the Secretary of the Commission at Washington, of the persons thus notified, examined and appointed, or employed, and copies of notices and the examination papers shall be preserved; and said Board shall after each such examination and appointment make full report to the Civil Service Commission of all the facts.

36. In case a majority of the Commission may not be present, when an examination hereunder may need to be held at Washington, the same may be conducted under the charge of the chief examiner and any two members of the Board of Examiners.

SPECIAL EXAMINATIONS.

37. Special Boards of Examiners will, when deemed necessary, be designated by the Commission for the examinations in special and technical subjects under clause 5, Rule 7, and one or more members of each such Board will be selected from the office or bureau for which the Board is to serve. These special Boards shall be subject to the regulations prescribed by the Commission for the general Examining Boards as far as they are applicable, except as herein otherwise provided.

38. Applications for any special examination must be made in the form prescribed by the Commission, and must be accompanied by certificates as required in the case of ordinary applications. The minimum limitations of age shall be the same as those prescribed by Rule 12 for the several branches of the service, but no maximum limitations shall be required except such as the Commission may from time to time prescribe.


39. Whenever a special examination is to be held, notice in writing, specifying the time and place of the examination, shall be sent to a suitable number of the applicants, in the order of their application for the same, in time to allow their attendance.

40. Each special examination shall embrace the subjects approved by the Commission therefor, after consultation with the head of the office concerned or the special Examining Board for such office; and shall, as far as appropriate, be conducted under the same general regulations, as to the marking of the examination papers and the grading of the persons examined, as those for ordinary examinations.

41. A special record of applicants and a special register of eligibles shall be kept for each part of the service or office requiring special examinations; and when the Commission, or the proper Examining Board, shall be notified by the appointing officer of a vacancy in such part of the service, certification shall be made to him of the names of the four persons graded highest on the special list of eligibles for the same, or of a less number, if four names do not remain thereon.

42. In case that competent special applicants do not apply, or do not appear for a competitive examination, after suitable notice, a non-competitive examination may be held in as near conformity as may be to the regulations provided for non-competitive examinations for admission to the service. For such examination, applicants on the general Record, and persons on the general Register of Eligibles whose application papers claim the special knowledge required, may be notified, and if they appear shall be examined, as if special applicants; but no person so examined shall forfeit his right to the general examinations, or lose his place on any register of eligibles by reason of his special examination.

Adopted, December 10, 1883.



*Instruction to Ladies desirous of entering the
Civil Service.*

THE APPLICATION FOR EXAMINATION.

To every person requesting to enter the classified service, a blank application paper is sent. The filing of this paper is the first step in the applicants' examination. In the proper blanks she gives her name, age, residence and occupation, for each of the past five years, and such other facts in regard to herself and her experience, education, and qualifications as are important to be known. All these statements are made under oath, and are required to be confirmed by the vouchers of not less than three, or more than five persons, who state, in blank certificates on the same sheet, their knowledge of the applicant, and their belief in the truth of her statements, and vouch for her character, capacity, and good reputation. No recommendation outside of these vouchers are allowed to be received or considered by the Commission, the examiners, or the appointing officers.

The application thus filed is returned to the Commission, or to the proper Examining Board, and if its statements show that the applicant is regularly vouched for, and that she is entitled by age, health, and citizenship, to be examined for the service she seeks, her name is entered upon the proper record, with the date of her application, and her paper is placed on file. When the examination is held, at a point which is deemed convenient for her, she is notified to be present. If the applications on file, at any office, are in excess of the number that can be examined at one time, the earlier applicants, by Rule 13, are summoned first; except that at Washington, the duty of apportionment may require those to be first examined who are from states whose qualified applications are in deficient numbers. This excludes all preference of applicants through favor or patronage, and is the spirit of the act, section 5, which makes all willful and corrupt obstruction of the right of examination a criminal offense. The applicants who are in excess of the number that can be examined at one time stand first upon the record to be notified for the next examination. Examinations are held as frequently as the needs of the service require. Thus for all applicants (except some from the District of Columbia, where the number is excessive, and in one or two similar cases outside), have been notified to attend the first examinations held after their applications were received.

The application paper is itself a sort of preliminary examination, it asks the same questions that any wise and experienced business man or appointing officer would desire to ask concerning the circumstances, health, character, and experience of the applicant, and it frequently deters from the examinations unworthy or incompetent persons, who find themselves unable to answer satisfactorily the inquiries proposed, or unwilling to give the information asked for. Of the best of place-seekers, many may be weeded out by the necessity of making this sworn statement of their career, while to genuine and worthy applicants it opens the way for the proper statement of their qualifications.

WHO MAY COMPETE.

A competition theoretically perfect would be one in which every person, from any part of the country, could compete for every vacancy. But the needs of the public business, as well as the provisions of the act that the examination shall be practical, and shall fairly test capacity and fitness needed for discharging the duties of the place sought, require limitations. The qualifications needed for carriers or for weighers, for example, are quite different from those needed for copyists, or for

some grades of clerks. Questions appropriate for ordinary clerkships would be unfit tests for telegraphers, or pension-office examiners. Provisions is therefore made under which the application paper designates the grade or description of places sought; and it follows that the real competition is between all those who seek the same grade or places.

Further than this, the act, requiring the appointments to the service at Washington to be appointed among the States, Territories, and the District of Columbia, practically makes the competition between those from the same State or Territory, rather than an inter-State competition. In some cases, perhaps, this state competition may put into the service a person inferior to the one whom the broader competition would have supplied. But it gives to each State and Territory, what it has not yet had, a proportion of the appointments numerically due to the population, and it will unquestionably stimulate education in the states as well as increase the local interest in all matters affecting the administration of the Federal Government.

SUBJECTS FOR EXAMINATION.

The branches embraced in the general examination for ordinary clerkships and other places of the same grade, are given in Rule 7. In none of these branches do the questions go further than is covered by the ordinary instruction in the common schools of the country. If limited examination is provided under Clause 4 of Rule 7, for copyists, messengers, carriers, night inspectors, and other employees of similar grades, including only a part of the branches above named, the subjects and questions being varied in number and grade to meet the requirements of the different parts of the service. This allows persons of only limited attainments to secure the positions for which they are competent. The common school education must have been exceedingly defective which does not enable one to pass this examination.

It will be noticed that, even in the general or higher grade of examination under Clause 1, Rule 1, proficiency in the first three subjects secures eligibility for appointment. Therefore failure in the last two will exclude no one from the service, though a good standing therein raises the grade of the applicant and gives her the better chance for an appointment.

If any shall notice, with regret, that only common-school education is exacted for entering the public service at the higher grade, and that thus only small direct reward is offered to academic and college learning, it may be remembered, on the other hand, that both by rewarding excellence in the common schools and by barring out corrupt influence from public office, learning of every grade, and good character and effort in every position are stimulated and strengthened. The common schools are the gates to the academies, and the academies are the gates to the colleges.

SPECIAL AND TECHNICAL EXAMINATIONS.

While only the common-school education is required of the applicant for the ordinary clerkship and subordinate places in the classified service, there are other places, comparatively few in number, for which higher qualifications are requisite. Among these are clerkships in the State Department, which demand some knowledge of modern languages, and of other special subjects; assistant examiners, draughtsmen, and other places requiring technical knowledge or skill, in the Patent office; pension examiners and other clerkships in several Departments requiring some knowledge of law; draughtsmen and other employees in the Super-

vising, Architect's office, and Engineer Department, and employees in other technical or scientific Bureaus or divisions of the service. Rule 7, Clause 5, provides for the special examinations for such places. Special Boards of Examiners have already been designated in the State Department, the Patent Office, and the Pension Bureau. Special examinations have been held of a telegrapher for the Department of Justice, and a telegraphic draughtsman for the Engineer Department.

QUESTIONS AND EXAMINATIONS.

In order to secure uniformity and justice, the questions for the examinations are almost invariably prepared by the Commission; those for any Examining Board outside Washington being forwarded for its use just before any examination is to be held. They are printed upon sheets with adequate space below each question for writing or solution. The applicant gets her first knowledge of the question as the sheets are given her, one after the other as her work advances, at her examination table. The examinations are open to such spectators as can be accommodated without interfering with the quiet due to those being examined, but the answers are not exhibited without the consent of the person who wrote them. The question sheets, with answers thereon, are preserved as a part of the permanent records of the Commission, so that the fairness of the marking and grading can be tested as well a year as a week after they are made. It is hardly necessary to add that, except in the very few examinations needed for places requiring technical or scientific knowledge, no very difficult questions have been used. The examples in arithmetic do not go beyond the needs of the public business. Every question in geography, history, or government is confined to that of the United States. Not a word of a foreign language, nor a technical term of art or science, nor any example in algebra, geometry, or trigonometry has been employed in any one of the general or limited examinations, and these examinations alone are used for at least ninety-five out of every hundred places within the classified service.

CERTIFYING FOR APPOINTMENT.

Those who have attained a grade showing fitness for appointment at Washington are placed upon the proper register kept by the Commission, for the service there; and at other places by the Examining Board at each place. (See Rules 13, 14 and 16, and Regulations 4 to 10.) These registers are permanent books of record, showing the age, grade, residence, date of entry thereon as eligible for appointment for all parts and grades of the service. When a vacancy occurs at Washington, the Commission, and when at a Post Office or Customs Office the Examining Board of the same, certifies from the proper register four persons who are graded highest among those entered thereon for the grade or part of the service in which the vacancy exists. In the latter offices, where no appointment is required, the four graded highest must in every case be certified. At Washington, the Commission takes the four names from the list of those from one or more States (having names upon the register), which have the strongest claim on the basis of the appointment. But the highest in the grade, from the State or States which have such claim, must be taken; and the whole action in that regard appears on record. The grade is won by the applicant herself. The order of selection is fixed by the law and the rules. This excludes both favor and patronage.

WOMEN IN THE SERVICE.

Nowhere, on the part of the Commission or its subordinates, is there any favor or disadvantage allowed by reason of sex. Only under free, open, competitive examinations have the worthiest women the opportunities, and the government the protection, which arise from allowing character and capacity to win the precedence, and the places their due. The need for political influence, or for importunate solicitations, especially disagreeable to women, for securing appointments in the classified service exists no longer. Rule 16, Clause 3, control the certification of women for appointment so completely that the Commission has no discretion on the subject. The law in force before the passage of the Civil Service act gave the heads of Departments authority to decide when women are required or can be accepted. Both the Civil Service act and the rules have that authority unimpaired.

In order to prevent disappointment we ought to add that, perhaps, because the examinations naturally appeal to the hopes and the ambition of women, a greater number of them, in proportion to the places treated by the Departments as open to their sex, have been examined and

hence the number of women waiting to be certified is large in a like ratio.

REMOVALS.

The power of removal and its exercise, for just reasons, are essential both to discipline and the efficiency of the public service. A life tenure would be indefensible.

The Civil Service act and rules have the authority and duty of removal undisturbed, with this exception, that the second rule forbids a removal for refusing to perform a political service, or to pay a political assessment, and the last rule adds every violation of either rule, or of the provisions of the act against assessments to the good causes for removal which existed before. The act and rules have greatly diminished the pressure upon appointing officers for removals, and have taken from them the temptation to make removals of their own notion for the mere purpose of making a vacancy for a favorite. Many removals, and those the most indefensible in former years, were unquestionably made not because the person removed was not a useful public servant, but because some powerful influence was to be conciliated. Some friend was to be gratified, or some dangerous enemy was to be placated by putting a particular person in the vacancy.

Nevertheless, save in the particulars mentioned, the power to remove for even the most partisan and selfish reasons remains unchanged. The changes are only in the opportunity of filling the vacancy with favorites and henchmen, and in the greater peril from a frowning, hostile public opinion.

PROMOTIONS AND OTHER EXCEPTIONS FROM THE RULES.

Rule 19, recognizing needs in the public service familiar to those acquainted with the conditions of good administration, allows the applicant for certain places to be appointed without examination. The confidential or fiduciary relations sustained by those who fill some of these places, the occasional need of employing persons of professional standing or of peculiar capacity in others, and the lack of temptation for disregarding the public interests in filling others, are the reasons for all but one of these exceptions.

The entire exceptions (outside from that relating to promotions), cover but few places—not exceeding 135 in all the Departments at Washington; and in the postal and customs service the ratio of excepted places is smaller still.

PROBATION.

The rules provide for a probationary service of six months before any absolute appointment can be made. At the end of this time the appointee goes out of the service, unless then re-appointed. During the probation, the character of the service rendered by the probationer and her fidelity, are carefully observed, as the question of a permanent appointment depends upon them.

The probation is a practical scrutiny continued through six months in the very work which the applicant is to do. In this part of the system and oft-repeated objections based on the assumption that no merely literary examination can show all the qualities required in a good officer. Nobody pretends that an examination in any branch of learning is an adequate test of business capacity. Congress clearly recognized its inadequacy, and therefore provided that in all cases there shall be a period of probation before any absolute appointment or employment. Instead of this practical test being foreign to the competitive system, it is original with that system, and is everywhere an important part of it.

It has been shown moreover, upon each of the several trials of competitive examinations, that in a large majority of instances the superior men in the competitions are also the superior men in the public work. The proportion, among the bright minds, of those who have good business capacity, is at least as great as the proportion of those having that capacity among men of very dull minds. Between these extremes, they who excel in the schools do so by reason of the fidelity, patient labor, and good habits—qualities which also fit them for the public service.

The first person to enter the public service anywhere under the present rules—a young man at the post-office at St. Louis—was the first in the competition, and he was the first to be promoted for merit at the end of his probation. The first person appointed under the rules to a department at Washington, was a lady who stood first on the competitive list of her sex. Her practical capacity has proved to be as excellent as her attainments.