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# PROFESSIONAL HANDBOOK

## PART IV

FOR

CIVIL SERVICE  
CLERKS, STENOGRAPHERS, TYPISTS  
AND ACCOUNTANTS  
COMMERCIAL TRAVELLERS

ISSUED BY THE  
OVERSEA SETTLEMENT DEPARTMENT  
(DOMINIONS OFFICE)  
CAXTON HOUSE, TOTHILL STREET, LONDON, S.W.1.

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## CIVIL SERVICE.

### CANADA.

The new Civil Service Act was passed in 1918. It made material changes in grading, salaries, and subject-matter of examinations in connection with the Civil Service of Canada. The entire personnel of the Federal Service, not including the employees in the National Railway System and the Merchant Marine, numbered in 1921, 41,500 officers, besides 13,000 rural postmasters, with an annual pay-roll of \$58,000,000. This entire body was, in 1918, brought under the jurisdiction and control of the Civil Service Commission, and the heavy task of reclassifying the positions and assigning the existing staff thereto has in the five years which have since elapsed been practically completed.

The Dominion Civil Service is divided into, first, those employees at the departmental Headquarters at Ottawa—about 20 per cent. of the whole—and, second, those employees in the Post Offices, Customs and Excise Offices, Land, Forest and Agricultural Offices, &c., scattered across the Dominion. Appointments to positions therein are made, with few exceptions, after competitive examination. Examinations for lower-grade routine positions, or what might be termed entrance examinations, are generally held twice a year—in the Spring and Fall. An examination fee (\$2.00) is exacted, and the tests include arithmetic, letter writing, book-keeping, typewriting and shorthand, together with questions on practical office duties. Candidates are also required to satisfy the examiners as to their primary educational qualifications and previous experience, these latter being rated from a sworn questionnaire filed by each candidate. No person is admitted to such examination unless he be a natural born or naturalized British subject, a resident in Canada for at least three years, and able to produce satisfactory certificates of health, character and habits. While there is no hard-and-fast age limit, in 95 per cent. of appointments the candidates must be between the ages of 18 and 35. Application to be admitted to examination must be made to the Secretary of the Civil Service Commission at Ottawa. All candidates who have secured on examination at least 60 per cent. on all subjects, and 70 per cent. on the total, are listed in order of merit, and appointments are made in that order. An important modification to the above regulations is the preference given by law to all candidates who served overseas during the late war in the forces of His Majesty or of the Allies. While the examination and mark-

ing is the same, every successful ex-service candidate is placed ahead of the civilians, and a further preference among the ex-service men is given to those who are suffering from war disability and have not been re-established. Not only is the preference given in the order on the eligible list, but the age limit is waived, no examination fees are exacted, and the strict requirements as to health are modified so long as a candidate may be reasonably expected to be physically able to perform the duties required of him.

#### *Salaries.*

The salary range starts at \$440 for office boys, \$720 for junior clerical officers, running to a maximum of \$1,260. For the higher clerical positions the salaries advance to approximately \$3,600. Technical and professional positions demand rates approximate to those obtainable in the outside market, and higher administrative positions advance to those of deputy head, which range from \$6,000 to \$10,000.

Positions above the entrance grades are, wherever possible, filled by promotion after competition, for which all clerks in the grade below the one in which the vacancy occurs are eligible to compete.

#### *Post Office.*

In the city post offices the compensation for Postmaster depends mainly upon the business transacted, and ranges from a maximum of \$5,700 in Montreal and Toronto down to \$2,000 in towns of five or six thousand population. Below that the compensation fluctuates according to the revenue, and is paid upon a percentage basis.

#### *Superannuation.*

The Civil Service Superannuation Act of 1924 provides for superannuation based on the rate of one-fiftieth of the average salary received by the contributor during the last ten years of his service (or during the last five years in the case of those already in the service prior to the passing of the Act), multiplied by his years of service, not however exceeding thirty-five years.

The employee's contribution is five per cent. of his salary. Contribution is compulsory except in the case of occupants of purely temporary positions who are not eligible, or for those in the Service prior to the passing of the Act who are given the right of election. After thirty-five years of service, no further contributions are required. Superannuation may be granted to civil servants who have served for ten years

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or upwards, and have attained the age of sixty-five years, or who have become disabled or otherwise incapable of performing their duties, or whose positions have been abolished as no longer necessary.

If an employee voluntarily retires before completing ten years of service he receives nothing under this Act, if after ten years he may receive a withdrawal allowance equal to the total amount of his contributions without interest. Employees retired with less than ten years of service may receive one month's pay for every year of service.

Retirement is compulsory at the age of seventy years except in special circumstances where the limit may be extended on the recommendation of the deputy head of the department to seventy-five years.

The Act does not affect the right of the Governor in Council to dismiss or remove any contributor from the civil service; on such a dismissal the contributor may be paid the whole of any part of his contributions as may be deemed expedient.

The widow of a contributor who dies while in the service or while in receipt of superannuation receives one-half of the contributor's allowance plus additional allowance of ten per cent. for each dependent child, the total allowance not to exceed three-fourths of the contributor's full allowance.

If a contributor dies with less than ten years of service his widow or dependent children may be granted a gratuity of one month's pay for every year of his service.

#### *Provincial.*

The Civil Services of the various provinces are governed by local statutes. In the three maritime provinces—Nova Scotia, New Brunswick and Prince Edward Island—the Public Service is under political management, there being no Civil Service Act or controlling factor other than the Lieutenant-Governor in Council. In Quebec a similar condition exists, there being no Commissioner nor any Examiner for the positions in the Provincial Service. In Ontario a Civil Service Act was passed in 1918, under which a Commissioner has been appointed. He conducts examinations of applicants, and no person can be appointed to any office until the Examiner has certified in writing that such appointment is necessary; that the salary is fair and reasonable, and that the applicant has duly qualified. Subject to the foregoing functions of the Commissioner, appointments are made by the nomination of the Lieutenant-

Governor in Council. The merit system is therefore only partially operating in this province. In Manitoba the Service was classified in 1919 and annually revised since. Appointments are made by competitive examinations conducted by a Public Service Commissioner, and, as far as practicable, selections are made in order of merit, but this does not entirely apply to the higher positions, where the Lieutenant-Governor in Council still has power to appoint technical officers and officers of the first class without competitive examinations, upon the recommendation of the Minister. Promotions are also made along similar lines. In Saskatchewan original appointments are made as a result of competitive examination, while in Alberta, where the Service is divided into six classes, the four lower grades are recruited from those approved by the Public Service Commissioner, but there is no provision for a competitive or other system of establishing the qualifications of applicants. The two higher grades are entirely under the control of the Lieutenant-Governor in Council or, in other words, the Government. In British Columbia the Civil Service Commissioner is functioning, whose duties it is to test the qualifications of candidates for appointment or promotion and prepare examinations and conduct examinations. Appointments are here also made "as far as practicable in order of merit."

#### COMMONWEALTH OF AUSTRALIA.

The Public Service of the Commonwealth of Australia is divided into the Administrative, Professional, Clerical, and General Divisions. With some exceptions, candidates must pass an entrance examination before appointment. Those for the Clerical Division must be over 15 but under 26, and those for the Professional Division must be from 16 to 55, except in the case of telegraph messengers, who must be from 14 to 16 years. Successful candidates, on appointment, must be medically fit. Members of the Public Service must, as a rule, insure their lives. (Regulations of 10th May, 1904.) They are entitled to retire or may be retired when 60 years old, but may continue till they are 65 or 66. Regulations of 23rd April, 1903, establish a Fidelity Guarantee Fund.

#### *Salaries.*

The Clerical Division is divided into five classes. The salaries are £60 to £210 a year in the *fifth* class, £220 to £310 in the *fourth*, £320 to £400 in the *third*, £420 to £500 in the *second*, and £520 to £750 in the *first*. (Act No. 26 of 1911, and Commonwealth Gazette, 30th September, 1912.) The salaries in the Professional Division range from between

£72 and £294 in the lowest division up to from £648 to £1,250 in the highest division. Salaries in the General Division range from £39 for messengers to a maximum of £420. With few exceptions a maximum salary of £132 is paid to officers of 21 years of age, and of £150 to married officers. Salaries in Post Offices range from £132 to £500 a year. Candidates for positions as female telephonists in the Post Office must be from 16 to 19 years old, must pass an examination in handwriting, spelling, and arithmetic, and be medically fit; they receive £110 a year when 21 years of age. (Commonwealth Gazette, 1st November, 1913.) Female typists get £78 to £162 a year.

#### *Examinations.*

Candidates desiring to be examined must give notice to the Commonwealth Public Service Commissioner, Melbourne. Candidates for the *Professional* Division are examined in handwriting, dictation, English, arithmetic, algebra, geometry, and elementary plan drawing; in either elementary geology, elementary physics, elementary chemistry, plane trigonometry or mechanics; and in either English author or history, or Latin, French, or German. Candidates for the *Clerical* Division are examined in handwriting, dictation, English, arithmetic, geography, and English history, and, if they desire, in any two of the following optional subjects—mathematics, Latin, French, German, elementary physics, or shorthand and typewriting. (Commonwealth Public Service Act, 1902—13; and Regs. of 1st January, 1903, and 21st November, 1903, and Notice in Government Gazette, 28th January, 1911.) Entrance to the Clerical Division may also be obtained by passing the Australian University Public Examination.

#### NORTHERN TERRITORY OF AUSTRALIA.

The Public Service of the Northern Territory is divided into the Administrative, Professional, Clerical, and General Divisions. No one may be admitted unless he is a natural born or naturalized British subject, is of sound health and can show that he is of good character. Officers between 60 and 65 years may retire or may be retired. (Public Service Ordinance 1913-1926.)

#### *Salaries.*

Officers in the Professional and Clerical Divisions receive from £100 to £700 a year.

#### NEW SOUTH WALES.

By an Act passed in August, 1902, a "Public Service Board" was appointed, with power to make regulations for competitive (*see* Regs. below) and qualifying examina-

tions for admission to the Public Service. The Service is divided into five principal divisions, viz., Special, Professional, Clerical, Educational, and General Divisions. The Special Division includes such offices as the Governor may notify in the Government Gazette. The Professional Division includes those offices or duties which require some special skill or technical knowledge. The Clerical Division includes all such officers as the Board, with the approval of the Governor, may direct to be included therein, and the Educational Division includes all persons employed in the work of public instruction under, or in connection with, the Department of Public Instruction. The General Division embodies all persons not included in the other divisions. Except in the Department of Public Instruction, no married woman is eligible for appointment to any office in the Public Service if her husband be already in the employment of the State, unless there be special circumstances which would make such appointment desirable. The Board, amongst other powers, is authorized to inspect departments, to grade officers, and classify work, and determine the fees or allowances payable to officers. By amendment of the Public Service Act made in 1922, the determination of the salaries of officers in receipt of less than £525 per annum became a function of Salaries Committees consisting of three members, one of whom is elected by the employees. The Board determines the salaries of officers receiving more than £525 per annum. By an amendment of the Industrial Arbitration Act made in 1926 officers and employees of the Public Service receiving remuneration up to £750 per annum may have their salaries determined by Conciliation Committees appointed for that purpose under the Industrial Arbitration Act. Appeals against salary determinations are heard as may be elected by the officers concerned, either by the Board or by a special tribunal consisting of a District Court Judge and two members of the Board. All appointments are made on the certificate of the Board. Officers must insure their lives if unable to take advantage of the provisions of the Superannuation Act (referred to hereunder). Officers in the Clerical Division must pass an examination in one of various prescribed subjects before being deemed eligible for promotion to the higher series of grades.

#### *Superannuation.*

All officers may be called upon to retire at 60. A Superannuation Act operated as from 1st July, 1919, under which every officer retiring in the ordinary course will receive a pension at a rate conforming to the scale provided in the Act.

*Regulations for Competitive Examinations.*

*Clerical Division.*

Candidates for appointments as junior clerks in the clerical division must be under 19 years of age and must apply to the Secretary, Public Service Board, Sydney. The commencing salary varies from £90-£134 per annum, according to age and standard of examination. Applicants may qualify at the lower standard (Intermediate Certificate Examination), the subjects of which are—(1) Handwriting, (2) dictation, (3) English, (4) English literature, (5) history, (6) geography, (7) arithmetic and algebra, (8) geometry and numerical trigonometry, (9) Latin, (10) Greek, (11) French, (12) German, (13) business principles (including shorthand), (14) physics, (15) chemistry, (16) botany, (17) geology, (18) agriculture, (19) physiology. All candidates must pass in the compulsory subjects, (1), (2), and (3). They must also take six additional subjects, which must include not less than three of the subjects numbered (4) to (8). An alternative examination of higher standard (Leaving Certificate) is held, the subjects being:—(1) Handwriting, (2) dictation, (3) English, (4) English literature, (5) history, (6) geography, (7) algebra and trigonometry, (8) geometry and trigonometry, (9) mechanics, (10) economics, (11) business principles (including shorthand), (12) Latin, (13) Greek, (14) ancient history, (15) French, (16) German, (17) physics, (18) chemistry, (19) botany, (20) geology, (21) zoology, (22) physiology. All candidates must pass in the compulsory subjects (1), (2) and (3). They must also take seven of the subjects numbered (4) to (22).

*Professional Division.*

Candidates for admission into the professional division, as *cadet draughtsmen*, are required to sit for the same examination as applicants for entrance to the Clerical Division (Leaving Certificate Standard), and must pass an examination in drawing and nine of the subjects (1) to (22), shown above, of which (1), (2), (3), (7) and (8) are compulsory. Salary begins at £99 a year to £135, according to age. A selection of suitable applicants for appointments as cadets in the scientific branch of the Department of Agriculture is made annually from successful candidates at the Leaving Certificate Examination conducted by the Department of Education, the essential requirements being that an applicant shall have matriculated for entrance to the Sydney University and, preferably, have had some practical experience in agriculture. Applicants must be from 17 to 22 years old.

*Salaries.*

There are seven grades, and the salaries range from £90 to £2,000 a year. In the lowest grades, before promotion can be secured, officers must pass a test as to their efficiency. (Public Service Acts, 1902 to 1922; Regs. of 1st August, 1917, in Government Gazette of 10th August, 1917, and various amendments made subsequently.)

VICTORIA.

Appointments to the Public Service are made on the certificate of the Public Service Commissioner (Public Service Act, 1915, No. 2713). The Public Service is divided into four divisions—First, Professional, Clerical and General.

The First Division consists of permanent heads of Departments, with salaries ranging from £800 to £1,250 a year (Public Service Act, No. 3059 of 1920).

The Professional Division includes offices for which special professional skill is required; there are five classes—A, B, C, D, and E. The salaries in the lowest Class—E—are £91 to £299 a year; £325 to £416 in Class D; £429 to £559 in Class C; £572 to £702 in Class B; and £741 to £1,500 in Class A.

The Clerical Division is divided into six classes (Public Service Act, 1920, No. 3059). The minimum salary in the Fifth, or lowest Class, is £91 and the maximum £299 a year; in the Fourth, £325 and £416; in the Third, £429 and £520; in the Second £546 and £637; in the First, £663 and £793; and in Class 1a, £800 and £1,000. Candidates for this Division must pass in subjects prescribed for the School Leaving or the School Intermediate Examination of the University of Melbourne. Candidates must be between 15 and 21 years of age.

The General Division consists of various classes of persons indicated in the Regulations made under the provisions of the Public Service Act. Candidates for appointment to this Division must be between the ages of 16 and 41 years (special cases 46 years), and (except with regard to positions exempt from examination) must pass a competitive examination in writing, spelling, composition and grammar, arithmetic, and British history. Discharged soldiers from the late war (who were born or who enlisted in Victoria) are admitted without examination, and so far as they are concerned there is no restriction with regard to age.

Women may be employed in the Public Service but they must retire on marriage; exemption from this disqualification, however, may be granted in the case of sewing mistresses and female warders or attendants.

Members of the Service may retire or be retired on attaining the age of 60 years (female teachers, 50 years), and at 65 years of age must retire unless specially retained.

#### *Superannuation.*

A Superannuation Act on a contributory basis operates as from 1st January, 1926, under which every permanent officer will on retirement receive a pension in accordance with the scale provided in the Act. The maximum pension payable under the Act is £312 per annum.

#### SOUTH AUSTRALIA.

On account of the fact that officers are always in training for any positions that may become vacant, it is not likely that persons coming in from outside the State will easily secure appointments in the Public Service of South Australia.

#### *Divisions and Salaries.*

The Public Service is divided into four divisions and three sections (Professional, Clerical and General). Each office in the Second, Third and Fourth Divisions has been classified by the Classification and Efficiency Board with a minimum and maximum salary, and a definite increment scale is provided. The salaries of the officers in the First Division are determined by the Governor on the recommendation of the Board. The maximum salary at the present time is £1,500 per annum.

The minimum salary for adult male officers is £216 per annum and for adult female officers £156 per annum. Subject to passing a test and obtaining a general report with regard to work and conduct, male officers who are not in the General section automatically advance by annual increments to a salary of £300 per annum. On passing an examination their maximum salary is further increased to £324 per annum. Thereafter advancement depends on the merits of each particular case. Special increment scales are prescribed for Professional officers and officers in training for professional positions.

#### *Appointments.*

All appointments are made by the Governor after he has received a recommendation from the Public Service Commissioner. A right of appeal to the Classification and Efficiency Board exists in the case of an officer who is senior in salary or length of service to the officer who is recommended by the Public Service Commissioner for appoint-

ment to the position. Except in certain cases, appointments are subject to a probationary period, after or during which they may be confirmed or annulled. The probationary period is, however, dispensed with in cases where the Commissioner gives a special recommendation to that effect, and also where Returned Soldiers are appointed in terms of the Public Service Act, Amendment Act, 1919, to permanent positions after at least six months' satisfactory service in a temporary capacity. No appointments, other than those of juniors, can be made from outside the Service, unless the Commissioner certifies that there is no person available in the Service who is as capable of filling the position to which it is proposed that the appointment shall be made as the person proposed to be appointed.

#### *Examinations.*

Candidates for examination for admission to the Fifth Class as Juniors are required to pass either the Public Service Entrance Examination, or the Intermediate Examination of the University of Adelaide, or its equivalent.

#### *Retirement and Superannuation.*

Every Public Servant on reaching the age of 70 years must retire, except that the Governor may extend the period of his employment for not more than one year at a time. Every officer, on obtaining a salary of £100 or more per annum, if under the age of 27 years, must become a subscriber to the Public Service Superannuation Fund.

#### QUEENSLAND.

#### *Classes and Salaries.*

The Public Service in Queensland is governed by "The Public Service Acts, 1922 to 1924."

Every candidate for appointment to Professional and Clerical positions must, except in rare and special cases, pass an entrance examination.

The annual salaries payable range from £90 (males) and £87 (females) to £1,500.

#### *Superannuation.*

Every officer shall, unless specially requested to stay, retire at 65 years, or may be compelled to retire before he is 65 years if he is in bad health. An officer cannot be retained in the Public Service after he attains 70 years of age. By No. 28 of the Acts of 1912 members must make monthly contributions out of their salaries to the Public Service Superannuation Fund, unless they are specially exempted.

*Promotion.*

In promotion consideration is given first to the relative efficiency and, in the event of an equality of efficiency of two or more officers, then to the relative seniority of the officers available for promotion to the vacancy.

*Examinations.**Professional and Clerical Positions.*

Competitive examinations are held at various towns in the State, in November of each year, in conjunction with the Junior Public Examination of the Queensland University. Candidates must be over 15 and under 19 years of age, and must have resided for a continuous period of at least six months in the Commonwealth and three months in the State; they must apply in their own handwriting before the 30th September of each year to the Secretary to the Public Service Commissioner, enclosing certificates of age, character, health and length of residence; if successful in the examination they have to furnish a certificate as to health. The subjects of the Junior Public Examination adopted for the examination of candidates for appointment to the Professional and Clerical positions in the Public Service are grouped as follows:—

Group I.—English, arithmetic.

Group II.—Algebra, geometry, geography, English history, French, German, Latin, Greek, chemistry, physics.

Group III.—Geology, geometrical drawing and perspective, trigonometry, book-keeping and business methods, stenotyping.

Candidates must take the following subjects:—

(a) The two subjects of Group I; and

(b) Five subjects from Group II and III together but at least three of the five subjects must be selected from Group II.

Candidates must at the same time pass an examination test in handwriting and spelling.

One fee for both examinations is payable to the Registrar of the Queensland University. For eight subjects 30s. is charged, and 5s. for each additional subject selected by the candidate.

No fee is payable in respect of the handwriting and spelling test (dictation paper).

*Typists.*

Competitive examinations are held at various centres from time to time. Candidates must be over 16 and under 28 years of age, and must have resided continuously six months

in the Commonwealth and three months in the State. They must apply in their own handwriting to the Secretary to the Public Service Commissioner, enclosing certificates of character and length of residence. If successful at the examination, they have to furnish a certificate of age and a certificate as to health. The subjects of the examination, the maximum number of marks obtainable for each subject and the minimum number of marks for a pass are as shown hereunder:—

Subject.	Maximum Marks Obtainable.	Minimum Marks for a Pass.
1. Typewriting (including a speed test and copying from confused manuscript) ... ..	420	252
2. Shorthand (5 minutes' dictation at the rate of 100 words a minute—35 minutes will be allowed for transcription) ...	340	255
3. English Composition (including (a) spelling, (b) the meanings of words and construction of sentences to illustrate their use, and (c) correction of grammatical errors) ... ..	240	144

The fee payable in respect of the examination is 7s. 6d.

*Appointments and Salaries.**Professional and Clerical positions.*

Successful candidates are appointed as required with annual salary at the rate of £90 (males) and £87 (females), rising after six months' probation to £110 (males) and £107 (females). Subject to satisfactory service officers advance automatically in the case of Assistant Draftsmen to £300 (males) and £260 (females); and in the case of Assistant Analysts to £320 (males). In the case of clerks the automatic limits are £300 (males) and £260 (females).

Promotion to grades carrying higher salaries is dependent upon the occurrence of vacancies and the suitability of the officer to perform the duties attached to the position.

In all cases an adult wage for males of £221 at age twenty-one and for females £156 at age twenty-one is payable irrespective of the period of service.



*Typists.*

Successful candidates are appointed as required at a salary of £87 per annum, rising to £107 per annum on the completion of six months' probation. Subject to satisfactory service they advance automatically to a maximum of £230 per annum. A salary of £156 at age twenty-one is payable irrespective of period of service.

There are special grades for typists who are in full control and responsible for the work of other typists, the salaries paid ranging from £240 to £270 according to the number of persons controlled.

## WESTERN AUSTRALIA.

By the Public Service Act, 1904, and Amending Acts Nos. 10 and 38 of 1912, and amendment up to May, 1916, the service in Western Australia is divided into four divisions: (1) Administrative; (2) Professional; (3) Clerical; and (4) General. Appointments are made on the recommendation of the Public Service Commissioner. The Candidates must be British subjects and must pass an examination. Persons appointed to the professional or clerical division must be from 16 to 25 years of age. The Governor may, however, in cases of special duties, on the recommendation of the Commissioner, extend the age. The age for ex-members of the Australian Imperial Forces has been extended to 45 years. The Act does not apply to the Police Force, the Teaching staff of the Education Department, or Railway Servants, or to certain other small groups of Government servants.

*Salaries.*

Junior clerks, male, receive £72 to £168 a year. Female, £72 to £144, according to age; other members up to £2,000 a year.

*Insurance.*

Every officer must insure his life.

*Married Women.*

The employment of married women is deemed undesirable, and is sanctioned in special cases only. (Reg. 110.)

*Examinations.*

Juniors desiring appointments to the Professional and Clerical Divisions are required to hold the Junior University Certificate.

*Cadetships.*

A system of Cadetships is in force relating to the following Branches:—

- Agricultural (Department of Agriculture).
- Surveying (Lands and Surveys Department).
- Drafting and Computing (Lands and Surveys Department).
- Drafting and Computing (Titles Office).
- Engineering (Public Works Department).
- Architectural (Public Works Department).
- Drafting (Engineering) (Public Works Department).
- Drafting (Architectural) (Public Works Department).

Applicants must not be under 16 years of age nor over 20, and are required to produce evidence of having passed prescribed University examinations or such other examinations as shall be considered equivalent.

In the event of more applications being received than there are vacancies, a competitive examination may be held for selection purposes. Successful candidates are articulated for prescribed periods. Salaries range from £60 to £156 per annum.

## TASMANIA.

*Public Service Divisions.*

The Public Service of Tasmania is regulated by the Public Service Act, 1918, and amendments. The Public Service consists of the Professional, Clerical, and General Divisions. No person is admitted unless he has qualified as prescribed. All members of the Service retire when 70 years old, unless they are specially retained for not more than 12 months. A superannuation fund is provided for and all new entrants under 32 must subscribe.

The Act provides that a reclassification of the service be made every five years.

*Salaries.*

In the *Professional and Clerical Divisions* the annual salaries range from £84 to £950.

In the *General Division* annual salaries range from £60 to £402.

*Examinations.*

Every candidate for admission to the *Clerical Division* must have passed the Junior or Senior Public Examination. He must be from 16 to 25 years old. This does not apply to returned soldiers who are eligible up to 50.

Candidates for the *Professional Division* must first be qualified as prescribed for the Clerical Division. Appointments may be made to this Division of specially skilled persons, without examination or probation.

The subjects for the *General Division* are handwriting, spelling and arithmetic, and special subjects if necessary. The candidate must be, as a rule, from 16 to 50 years old.

#### *Applications.*

Every candidate for the Clerical or Professional Division must forward his application to the Commissioners and enclose certificates of age, and, upon appointment, must furnish a certificate of health and character.

### NEW ZEALAND.

No encouragement can be held out to persons going to New Zealand with the idea that they will readily obtain employment in the Civil Service.

The Public Service of New Zealand is governed by the Public Service Act, 1912. The Act does not apply to the Police Force, the Teaching Profession (being under the control of the various local Education Boards), Railway Servants, or to certain other small groups of Government Servants. (Section 4.)

By the Post and Telegraph Act of 1918, the Post and Telegraph Department was exempted from the control of the Commissioner, with the exception that the Commissioner makes all appointments.

#### *Divisions.*

The Public Service Act provides for four Divisions, i.e., Administrative, Professional, Clerical and General (Section 16). Another Division—the Educational Division—was added in 1914 (vide Section 160 of the Education Act, 1914).

#### *Salaries.*

*Administrative Division.*—The salaries of Administrative officers—chiefly Permanent Heads of Departments—are fixed and voted by Parliament (Section 19).

*Professional Division.*—This Division includes offices for which special skill or technical knowledge is required. There are six classes, viz.: Class F, £80 to £210; Class E, £230 to £320; Class D, £335 to £425; Class C, £445 to £490; Class B, £515 to £590; and Class A, £615 to £715 (Section 20).

*Clerical Division.*—This Division is divided into eight classes, viz.: Class VII, £80 to £295; Class VI, £275 to £335; Class V, £355 to £380; Class IV, £400 to £425; Class III, £445 to £470; Class II, £490 to £515; Class I, £540 to £615, and Special Class, £665 to £765 (Section 21).

*General and Educational Divisions.*—The scale of salaries and increments of salaries of officers of these Divisions are determined by the Commissioner (Section 22).

#### *Appointments.*

Vacancies in the Public Service are, wherever practicable, filled by the transfer or promotion of qualified officers already in the Service. The Public Service Act requires, all other things being equal, preference to be given to officers already in the Service who are fit, qualified and available for any vacancies that may occur (Section 40). Any positions which are open to candidates outside the Service (other than for Clerical Cadetships or Shorthand-typists) are advertised through the medium of the Public Press in New Zealand, and a selection made according to the merits of the respective applicants, due consideration being given to the claims of any officers from within the Service. Applications are usually limited to qualified applicants resident in New Zealand, but, in rare cases, applications are invited outside the Dominion.

*Clerical Cadetships.*—The usual manner of filling vacancies on the Clerical Staff is by the appointment of lads who have passed the Matriculation Examination of the New Zealand University or the Public Service Entrance Examination (appointments being made from the latest pass list in order of merit). The same conditions apply to the appointment of Draughting Cadets in cases where vacancies require to be filled from outside.

*Shorthand Typists.*—Appointments are usually made from the latest pass list for the Shorthand-Typists Entrance Examination (in order of merit).

Every person admitted to the Service is required to produce certificates of health (on prescribed form), age, education, character, and, where subject to military training, a certificate that he has performed or is performing the military service required of him.

A probationary period of not less than two years is required to be served. At any time during that period the Commissioner may annul or confirm such appointment.

#### *Age of Applicants.*

No one, except in such cases as the Commissioner may declare to be special cases, may be appointed to the Clerical

Division unless his age at the time of appointment is not less than 15 nor more than 18 years; and no one may be appointed to the Professional Division unless his age is not less than 17 at the time of appointment (Regulation 161 (d)).

Every person desirous of appointment to the General Division must be between the ages of 16 and 40 years (Regulation 156).

Unless in special cases approved by the Commissioner no person may be admitted to the Public Service who is over 40 years of age. (Section 41.)

#### *Examinations.*

The qualifying examination for entrance to the Clerical Division is the Matriculation Examination, the Public Service Entrance Examination, or an equivalent examination. The Matriculation Examination is conducted by the New Zealand University in December of each year, and the Public Service Entrance Examination by the Education Department usually in November of each year.

In so far as the General Division is concerned it is not the practice to hold a special entrance examination (except for shorthand typists), the minimum requirement under the Public Service Act and Regulations being a certificate of Competency in Standard IV (as required by the Regulations under the Education Act, 1912).

Candidates for appointment as Shorthand-typists are required to pass a special Entrance Examination in Shorthand-typing, and must have at least a Standard VI Certificate of education. This examination is held by the Commissioner usually in November of each year.

#### *Married Women.*

The employment of married women is deemed undesirable and is sanctioned in special cases only (Regulation 195).

#### *Superannuation.*

Officers are required to join the Public Service Superannuation Fund. The deductions vary from 5 per cent. to 10 per cent. of salary, according to age at date of joining the Fund.

### UNION OF SOUTH AFRICA.

The Public Service consists of (1) the Administrative Division; (2) the Clerical Division; (3) the Professional Division; (4) the General Division; and (5) the Defence,

Police and Prisons Forces. Except in the Post Office where special conditions apply, no male is appointed to the Clerical Division unless (1) he is over 16 and under 25 years of age; (2) he has passed the Matriculation Examination of the Universities of South Africa, or its equivalent; and (3) he has passed at such examination in certain prescribed subjects. Candidates must apply on prescribed form to the Secretary, Public Service Commission, Union Buildings, Pretoria. Female officers get £90 to £330 a year; they have to resign on marriage. Male clerks receive £150 to £450 a year. Clerks are required to qualify in both English and Dutch before they can progress beyond the salary to which they have attained in five years from the date of appointment to a clerical post. On and after 1st August, 1928, a pass in both official languages at the prescribed entrance examination will be required to qualify for appointment to the clerical division. Pensions are given; officers may retire at 60 or may be retired at 55 years of age. (Public Service and Pensions Act, No. 27 of 1923 and Public Service Regulations in Government Notice No. 2203 of 1924 in Union Gazette of 17th December, 1925.)

All appointments are contingent on the occurrence of suitable vacancies and at present the local supply is more than sufficient to meet any probable demand. The Public Service Commissioners cannot, therefore, hold out any prospects of such appointments being offered to persons resident outside the Union nor can they give any assurance that intending applicants who proceed to the Union at their own expense will, on arrival, be able to secure such employment.

#### *Union Civil Service Law Examinations.*

All approved officials in permanent Government employ are eligible as candidates for the Union Civil Service Lower and Higher Law Examinations which are conducted by the Joint Committee for Professional Examinations. All enquiries should be addressed to the Secretary to the Committee, P.O. Box 392, Pretoria. The *Civil Service Lower Law Examination* consists of two Parts (fee £2 for Part I and £3 for Part II); Part I is held once a year, namely, in December, and Part II twice a year, namely, in June and December, but only candidates who have entered for Part II on a previous occasion will be admitted to the June examination. No candidate is admitted to Part II until one year after passing Part I. The subjects for Part I are (i) Roman-Dutch Law and (ii) English Law of Contracts and Torts; and for Part II (i) Roman-Dutch Law, (ii) English Law of Evidence and Criminal Law, (iii) Statute Law of the Union. Approved members who have passed the Lower Law

Examination, or its equivalent, are also eligible for admission to the *Civil Service Higher Law Examination*, which also consists of two Parts (fee £2 for Part I and £3 for Part II), taken at the interval of a year. This examination is only held once a year, namely, in December. The subjects for Part I are (i) Roman Law and the History of Roman Law, (ii) English Law of Contracts and Torts and Criminal Law (N.B.—questions may also be set on Roman-Dutch Criminal Law), (iii) General Jurisprudence. The subjects for Part II are (i) Roman-Dutch Law and History, (ii) Law of Evidence, (iii) Roman and Roman-Dutch Law, special subject, and (iv) Union Statute Law.

### BECHUANALAND PROTECTORATE.

For first appointment to the Public Service of the Bechuanaland Protectorate either as 2nd Class Sergeant of Police or as 2nd Grade Clerks (latter commencing at £200 by £15 per annum to £360), candidates must, unless they are specially exempted by the High Commissioner, be between the ages of 18 and 22 years, extended to 25 years to entrants who have taken the Bachelor's Degree of a British University—no limitation in respect of age applies to professional officers, e.g., Medical Officers, Veterinary Officers, or Engineers, &c. A candidate will be required to satisfy the Resident Commissioner by examination or by the production of certificates or otherwise that he has sufficient general knowledge and education, and he will have to pass the prescribed medical examination. No appointments to Pensionable offices are made until the entrant has served for a period of at least six months on probation. (Proclamation No. 6 of 1915 in the Official Gazette of the High Commissioner for South Africa, 1st April, 1915.)

Pensions are granted to persons employed in the service of the Government of the Bechuanaland Protectorate. (Proclamation No. 26 of 1906 in Official Gazette of the High Commissioner of 7th December, 1906; Proclamations Nos. 6 and 61 of 1908 in Official Gazettes of 6th March and 25th September; Proclamation No. 60 of 1910 in Official Gazette of 1st November, 1910; Proclamation No. 15 of 1912 in Official Gazette of 19th March, and Proclamation No. 39 of 1914 in Official Gazette of 30th June, 1914. Proclamation No. 17 of 1916 in Official Gazette of 19th May, 1916; No. 2 of 1918 in Official Gazette of 22nd February, 1918; and Proclamations Nos. 42 and 43 of 1921 in Official Gazettes of the 22nd and 29th July, 1921.)

### SOUTHERN RHODESIA.

Applications for appointment should be addressed to the Secretary, Department of the Colonial Secretary, Salisbury.

As far as possible matriculation at any university in the British Empire shall be the qualifying standard for entrance of male clerks to the administrative and clerical branch of the Southern Rhodesia Civil Service.

No person can be appointed to the Fixed Establishment until he shall have served on probation for a period of at least three years and shall have passed the Civil Service Lower Law Examination or the Intermediate Examination of the Societies of Accountants of London or South Africa, or possesses the dual qualification of the Civil Service Native Languages and Native Administration Examinations. Appointment to the Fixed Establishment is further subject to a satisfactory Medical Certificate and to a certificate of efficiency and good conduct from the Head of the Department.

No person shall continue to serve on probation for more than five years without the special permission of the Government.

#### *Civil Service (Lower) Law Examination.*

The Civil Service Lower Law Examination in Rhodesia consists of two Parts (fee £2 for each Part); no candidate is admitted to Part II until one year after passing Part I. The subjects in Part I are Roman-Dutch Law, and English Law of Contracts and Torts; and the subjects in Part II are selections from Rhodesian and Cape Statute Laws, Roman-Dutch Law, and English Law of Evidence and Criminal Law. Further information may be obtained from the Director of Education, Salisbury.

#### *Civil Service (Higher) Law Examination.*

All officials in permanent Government employ who have passed the Civil Service Lower Law Examination, or any examination which may have been declared equivalent, are eligible for admission to the Higher Law Examination. This consists of two Parts (fees £2 for Part I, and £3 for Part II). The subjects in Part I are (1) Roman Law and the History of Roman Law; (2) English Law of Contracts and Torts and Criminal Law, in which questions on Roman-Dutch Criminal Law may be set; and (3) General Jurisprudence. The subjects in Part II are (1) Roman-Dutch Law and History; (2) Law of Evidence; (3) Roman and Roman-Dutch Law—special subject; (4) selections from Rhodesian and Cape Statute Laws. (*Id.*)

*Native Languages.*

Members of the Civil Service may pass an examination in the Matabele, Mashona, or other native language.

*Salaries, Pensions and Allowances.*

The scales of pay for male new entrants to the clerical branch are:—

For a clerk who has matriculated: £210 by £15 to £240 per annum.

For a graduate of any university in the British Empire: £280 by £20 to £320 per annum.

The Service is divided into two divisions—the Senior and the Junior, the latter being divided into three grades as follows:—

Grade III—£250 by £20 to £380 per annum.

Grade II—£400 by £25 to £450 by £34 to £484 per annum.

Grade I—£500 by £25 to £575 by £30 to £605 per annum.

The Senior Division comprises all officers in receipt of salaries in excess of £605.

On admission to the Fixed Establishment an Officer is appointed to Grade III.

Promotion to Grades I and II is governed by the occurrence of vacancies in these Grades respectively.

All new appointments are contingent on suitable vacancies occurring and preference is given to candidates born in or residing in South Rhodesia. No assurance can be given that intending applicants from outside Rhodesia who may proceed to this Colony will, on arrival, be able to receive an appointment in the Civil Service.

Free quarters are not provided. In the majority of country stations Government Quarters are available at a moderate rental.

Medical attendance is not provided, but the Government pays part of travelling expenses of a doctor at stations where no medical man is resident within ten miles of the Magistracy or Native Commissioner's Office.

Regulations exist for the granting of pensions and gratuities, of which the following are among the most important provisions.

Any officer of the Fixed Establishment whose service is less than ten years may receive a gratuity of one month's pay for each year of service, if his services are dispensed with or he is compelled to resign on account of bodily or

mental infirmity. Should he be discharged on account of injury occasioned without his own default whilst on duty he may receive three months' pay for each year of service.

After ten years an officer if permitted to retire is entitled to a pension of one-sixtieth of his average salary and emoluments for each year of service (the term average salary and emoluments means the average of preceding three years of salary less local allowances). He is entitled to retire on these terms at the age of fifty-five.

The following pension contributions are payable by all officers on the Fixed Establishment (married or unmarried):—

Five per cent. of the salary, which includes 1 per cent. to the Widows' Pension Fund. The latter may subject to certain conditions, including the production of a first-class medical certificate, be increased by officers who wish to secure for their widows a larger pension. Contributions to the pension funds are made by monthly deductions from the salary.

*Leave Regulations.*

On completion of one year's service an officer may, subject to the exigencies of the Civil Service, be granted six weeks' leave on full pay; after two years, twelve weeks' leave; or after three-and-a-half years, four months on full pay and one on half pay; or after five years service, five months on full pay and one month on half pay. Three-and-a-half years after his return from his first long leave he may get five months leave on full pay and one on half pay. Subsequent leave is governed by similar rules.

## NORTHERN RHODESIA.

The subjects of the Civil Service Law Examination in Northern Rhodesia are Common Law, Law of Evidence, Criminal Law, and Statute Law of the Territory to 31st December, 1913. All entries must be made in writing addressed to the Legal Adviser, Livingstone. (Notice of 4th May, 1914, in Northern Rhodesia Gazette of 9th May.)

## BASUTOLAND.

Before appointment to the Public Service of Basutoland a candidate must have served six months on probation; have satisfied the Resident Commissioner by examination or by the production of certificates or otherwise that he has sufficient general knowledge and education; attained the third grade of proficiency in the local native language, i.e., is

able as shown by examination to write and converse in simple colloquial Sesuto or other native language; satisfied the Resident Commissioner as to his general fitness for retention in the service, and have passed the prescribed medical examination. (Proclamation No. 5 of 1915 in the Official Gazette of the High Commissioner for South Africa 1st April, 1915.)

Pensions may be granted to Government employees in Basutoland. (Proclamations Nos. 13 and 60 of 1908 and No. 59 of 1910 in the Official Gazettes of the High Commissioner for South Africa of 6th March and 25th September, 1908, and 1st November, 1910; and No. 16 of 1912 in Official Gazette of 19th March; No. 34 of 1913 in Official Gazette of 25th November, 1913; No. 38 of 1914 in Official Gazette of 30th June, 1914; No. 1 of 1918 in Official Gazette of 15th March, 1918, and No. 21 of 1919 in Official Gazette of 19th September, 1919.)

### SWAZILAND.

Before appointment to the Public Service of Swaziland a candidate must have served six months on probation; have satisfied the Resident Commissioner by examination or by the production of certificates or otherwise that he has sufficient general knowledge and education; attained the third grade of proficiency in the local native language, i.e., is able, as proved by examination, to write and converse in the local native language; satisfied the Resident Commissioner as to his general fitness for retention in the service, and have passed the prescribed medical examination. The High Commissioner may exempt any probationer from one or more of these conditions if they are not essential to the performance of the duties which he will be expected to discharge. (Proclamation No. 7 of 1915 in the Official Gazette of the High Commissioner for South Africa, 1st April, 1915.)

### CLERKS, STENOGRAPHERS, TYPISTS, AND ACCOUNTANTS.

The openings for auditors, accountants, book-keepers, commercial agents, and clerks are so few that none should go out without a previous engagement, or without at least £100 in hand on arrival. The salaries are often lower than they are here, and the local supply of applicants is excessive; without influence or special ability of some kind a new arrival would have little prospect of employment.

Women are largely employed as clerks, but the supply is generally greater than the demand. No Colonial Government gives any assistance for clerks' passages.

### CANADA.

In the large towns of the east and middle west of Canada a certain number of secretaries of good education and exceptional qualifications should be able to find employment. Such work is almost always with business firms and seldom with an individual. A first-rate stenographer clerk may also be able to find work at pay from \$50 to \$75 monthly. In Eastern Canada, however, it is most desirable to possess a fluent knowledge of French. The most favourable time to arrive is during the summer holiday season, as it may then be possible to obtain temporary employment by replacing some member of a staff who is away on leave. For the less efficient stenographer and general clerk there is little demand.

The demand in Canada for female telephone and telegraph clerks and typists beyond the local supply is small; and such workers are not advised to go on the chance of employment, unless they have means of their own, or go to live with relations or friends, or at least to live at some place like the Y.W.C.A. at a cost of \$5 to \$7 a week. The inception also of automatic telephones in places has curtailed the demand for girls.

Bank clerks throughout Canada are paid from \$350 to \$550 a year; tellers from \$700 to \$2,000; accountants from \$1,000 to \$3,000; managers from \$2,000 to \$10,000.

Most banks pay a living allowance ranging from \$50 to \$500 per annum, and furnished quarters are often provided at a nominal rental where premises allow it. Pension funds societies have been established at most of the banks; no clerk is permitted to marry until he earns from \$1,000 to \$1,500 a year. All statutory holidays and two weeks' vacation are allowed.

### NOVA SCOTIA.

No person may use the designation of "Chartered Accountant," or any other title, or any initials implying that he is a Chartered or Certified Accountant, unless he is a registered member of the "Institute of Chartered Accountants of Nova Scotia." (Laws of 1913, ch. 154.)

## QUEBEC.

The "Institute of Accountants and Auditors of the Province of Quebec" is incorporated by Acts of 1912 (3 George V.), ch. 94; and is required to enact bye-laws respecting the admission and qualification of its members. Members have exclusive title to the letters L.I.A. (Licentiate Institute Accountant).

## ONTARIO.

No one may call himself a Chartered Accountant unless he is a member of the "Institute of the Chartered Accountants of Ontario." The Institute may draw up regulations for admission, and shall prescribe conditions, which must be reasonable, upon which persons who have passed the examinations of other corporate bodies, having the same or similar objects, may be admitted as members of the Institute. (R.S.O. 1914, ch. 169.)

## MANITOBA.

No person in Manitoba may use the designation of Chartered Accountant, or any initials or title implying that he is a certified or an incorporated accountant, unless he is a registered member of the "Institute of Chartered Accountants of Manitoba." The Council of the Institute may admit as a member any person not under 21 years, who satisfies them as to his character and competency and has passed the examination of the Institute. The Council may also prescribe conditions under which graduates of other corporate bodies may be admitted. (Revised Statutes 1913, ch. 29.) Further information as to the examinations and standards of the Institute of Chartered Accountants may be obtained from the Secretary, who may be addressed at the offices of the Institute, 207-8, Montreal Trust Building, 218, Portage Avenue, Winnipeg, Canada.

Skilled female typists stenographers and book-keepers at Winnipeg get \$35 to \$65 a month; and female telephonists from \$30 a month, the average being \$44.

## SASKATCHEWAN.

The "Institute of Chartered Accountants of Saskatchewan" has power to grant diplomas to Chartered Accountants who have served their time and passed the required examinations and to issue certificates of competency to book-keepers. The annual fee is \$14. At present, the students offering are in excess of the requirements.

## ALBERTA.

No person in Alberta may use the designation of Chartered Accountant, or any initials or title implying that he is a certified or incorporated accountant unless he is a registered member of the "Institute of Chartered Accountants of Alberta." The Institute may draw up regulations for admission, and shall prescribe conditions, which must be reasonable, upon which persons who have passed the examinations of other corporate bodies, having the same or similar objects, may be admitted as members of the Institute. Amongst the other corporate bodies whose qualifications are approved are the Society of Incorporated Accountants and Auditors, London, England; The Society of Accountants in Edinburgh; The Institute of Chartered Accountants of England and Wales; The Institute of Accountants and Actuaries in Glasgow; The Society of Accountants in Aberdeen; and the Institute of Chartered Accountants of Ireland. Other information may be obtained from the Secretary, Institute of Chartered Accountants of Alberta, University of Alberta, Edmonton.

## BRITISH COLUMBIA.

In British Columbia the legal minimum wage for experienced female stenographers is \$15 a week (average \$19.74), for retail clerks \$12.75 a week (average \$15.16), and for telephone operators \$15 a week (average \$17.99). No difficulty is experienced at the present time in filling all available positions with local residents, and it would be inadvisable for a stenographer to go to British Columbia unless she is assured of a position before arrival.

## COMMONWEALTH OF AUSTRALIA.

Auditors and Public Accountants will find it somewhat difficult to establish a practice unless they are strongly supported by local recommendations, as the profession is well catered for by those at present in practice. Nevertheless in recent years many of the younger men who were formerly employed by Public Accountants, have commenced practice on their own account with considerable success. In some States it is necessary for persons to pass a qualifying Government examination before they can be appointed Auditors to Public Companies.

The supply of Clerks and Stenographers, generally speaking, is equal to the demand, and here again, without influence or local knowledge it would be difficult for newcomers to obtain the more remunerative positions.

Industrial Awards in several States fix the remuneration to be paid to Clerks and Stenographers, but in some instances they are on the low side and it is usual for rates in excess of these to be paid.

### NEW ZEALAND.

There may be some demand for well educated and highly efficient shorthand writers, typists and clerical workers, but they must have attained a high standard of general education in addition to training in a business school.

The market is overcrowded with inefficient stenographers, who can only hope to obtain subordinate positions. For such workers salaries are low, but higher rates are paid according to ability. Women should not think of going to New Zealand to take up such occupations at the present time unless they have friends who can receive them in their homes.

No person in New Zealand may describe himself in writing as a public accountant unless he is a registered member of the New Zealand Society of Accountants. A candidate for registration must pass an examination, or be a member, fellow, or associate of an association of accountants, which is incorporated in any part of the British Empire out of New Zealand, recognized by the Society; he must give notice at the Office of the Solicitor-General, Wellington. (Acts No. 211 of 1908, and No. 26 of 1913.)

### UNION OF SOUTH AFRICA.

Neither men nor women clerks are required in any part of the Union of South Africa or Rhodesia. The supply of such workers exceeds the demand. Clerks should have definite employment to enter upon arrival or should, at least, have relatives or friends with whom they can reside until employment is obtained, or have sufficient means upon which to live for a very considerable time. The high cost of residence for even two or three months in a boarding house whilst seeking employment quickly reduces financial resources. Commercial colleges train girls as typists and clerks. In some towns, the pay for women typists is not always remunerative unless the workers reside at home.

#### *Accountants.*

The Regulations affecting the admission of members into the four South African societies, viz., the Cape Society of Accountants and Auditors, the Transvaal Society of Accountants, the Natal Society of Accountants, and the Society of Accountants and Auditors in the Orange Free

State, are identical, having been incorporated into the respective bye-laws of those societies on the establishment of a General Examining Board (vide notice in the Government Gazette of the 24th June, 1921).

Persons who are resident in the particular Province concerned, that is, in the Cape, Transvaal, Natal or Orange Free State, are entitled to admission to any one of the societies mentioned above provided they are members of one of the following societies:—

The Society of Accountants in Edinburgh (1854).

The Institute of Accountants and Actuaries in Glasgow (1855).

The Society of Accountants in Aberdeen (1867).

The Institute of Chartered Accountants in England and Wales (1880).

The Institute of Chartered Accountants in Ireland (1888).

The Incorporated Society of Accountants and Auditors (1885).

The Institute of Accountants of South Australia.

The Australasian Corporation of Public Accountants.

And under special inter-Societies Agreement:—

The Transvaal Society of Accountants.

The Natal Society of Accountants.

The Cape Society of Accountants and Auditors.

The Society of Accountants and Auditors in the Orange Free State, and

The Rhodesia Society of Accountants.

The entrance fees are £5 5s. and the annual subscriptions £3 3s. except in the case of the Natal Society, where the entrance fee is £5 5s. and the annual subscription for a practising member £5 5s., for a non-practising member £2 12s. 6d., and for an absentee member £1 6s. 3d.

Other persons must serve articles for four years with a member of the Society, or otherwise over a period of six years, obtaining the necessary practical training in the business of a Public Accountant, and must pass the South African Matriculation Examination or its equivalent, and an Intermediate and Final Examination of the South African Societies' General Examining Board.

(N.B.—The Rhodesia Society of Accountants has similar regulations.)

#### RHODESIA.

Junior Clerks in Rhodesia get £7 to £15 a month and others £25 to £35. The average expenses of an unmarried clerk are only £8 to £10 a month, but those of a married clerk are at least £30 a month.



## COMMERCIAL TRAVELLERS.

### CANADA.

No special federal regulations exist in Canada affecting British commercial travellers. Such travellers are not required to take out licences, except as regards the sale of liquors and tobacco, nor, with these exceptions, are any fees payable.

#### PRINCE EDWARD ISLAND.

Commercial travellers in Prince Edward Island who do not reside within the Province must pay an annual licence fee of \$200 to entitle them to solicit orders for intoxicating liquors (Acts of 1912, ch. 17.)

#### NEW BRUNSWICK.

There are no regulations in force affecting commercial travellers in New Brunswick, nor are such travellers required to provide themselves with licences.

#### NOVA SCOTIA.

In the Province of Nova Scotia there are no provincial regulations in respect to commercial travellers. In some of the incorporated towns a licence fee is sometimes imposed, but this does not apparently apply to commercial travellers selling to merchants on behalf of wholesale establishments, but only to commercial travellers who are making direct sales to parties. It is believed that no incorporated town has yet imposed licence fees upon commercial travellers only doing business on behalf of wholesale establishments.

In Canada there are five commercial travellers associations, one of which is the Maritime Commercial Travellers Association which is affiliated to the other four and membership in which will be accepted in any Province in the Dominion. The fee for this Association in Nova Scotia is \$10.00. Its benefits are reduced rates on railways and in a good many cases reduced rates in hotels. The Association is open to any commercial traveller in the British Empire, and those desiring membership should communicate with the Hon. G. E. Faulkner, 102, Hollis Street, Halifax, N.S., who is the secretary of the Association.

#### QUEBEC.

The Municipal Taxation Exemption Act, Division III, chap. 117 enacts that "No municipal corporation shall levy any tax upon any commercial traveller, taking orders or selling goods, wares or merchandise by sample, catalogue or price list, or require any such person to procure a licence

from such municipal corporation, any provision to the contrary in any statute notwithstanding; provided, however, that in towns of fifteen thousand souls or upwards and in cities, such orders or sales be taken or made with merchants, traders or manufacturers only in the ordinary course of their trade. R.S. (1909) 5932.

#### ONTARIO.

In the Province of Ontario no licences, generally speaking, have to be obtained by commercial travellers before they can trade or solicit orders, nor is a tax of any nature imposed upon them as such.

#### MANITOBA.

The Council of any Municipality in Manitoba has power to license commercial travellers and collect licence fees. (Rev. Stat. 113, ch. 133, sec. 612.)

#### SASKATCHEWAN.

A commercial traveller's licence for taking orders for liquor, where the commercial traveller represents principals outside Saskatchewan, costs \$210 a year, and is issued by the Attorney-General of the Province on the application of the principals. (Rev. Stat. of 1909, ch. 130, sec. 13.)

#### ALBERTA.

The Alberta Commercial Travellers' Association is incorporated by ch. 44 of the Statutes of 1911-12.

#### BRITISH COLUMBIA.

Municipalities are empowered by the Legislature to levy a tax, not exceeding \$50 for every six months, upon agents of merchants outside the municipality. (Rev. Stat. of 1911, ch. 170, sec. 318, and Statutes of 1913, ch. 47, sec. 25.)

Any commercial traveller, representing principals who carry on business outside British Columbia, who solicits or takes any orders for liquors to be imported into the Province must be licensed by the Superintendent of Provincial Police; the licence costs \$200, and expires on the 31st December following its issuance. (Rev. Stat. of 1911, ch. 142, sec. 69.) Travellers in other goods are not now taxed.

#### YUKON TERRITORY.

A commercial traveller, representing any person or company not having an established place of business in Dawson or Whitehorse, if he takes or solicits orders for goods to be delivered in these places to other than wholesale or retail firms there, must pay an annual licence fee of \$250. (Ordinances of 1913, ch. 8, and of 1914, ch. 13.)

## COMMONWEALTH OF AUSTRALIA.

There is no special tax levied by the Commonwealth on commercial travellers, and no licence is necessary.

British samples are entitled to the benefits of the British Preferential Tariff. Catalogues are dutiable. On inter-State traffic commercial travellers are generally allowed 2 cwt. of free samples in the first class and 1½ cwt. in the second.

### NEW SOUTH WALES.

There is a fair opening in New South Wales for qualified men who are well trained in any particular line of trade which is being transacted in Australia provided they are not more than 35 years of age. Intending settlers, however, should bear in mind that a knowledge of local conditions and methods is essential and that this experience can only be obtained after a period of residence in the State.

No licence is required. Commercial travellers in New South Wales are allowed 2 cwt. of luggage free in the first class and 1½ cwt. in the second. Any weight in excess is charged for at ordinary parcels rates on the bulk weight on the forward journey, but free carriage is allowed on the return journey, on production of receipts certifying that full rates have been charged on the outward journey. (Bye-law No. 443 in Government Gazette of 15th April, 1913.)

### VICTORIA.

No licence is required. Commercial travellers in Victoria holding first-class ordinary or periodical railway tickets are allowed to carry 2 cwt. of samples free, and those holding second-class ordinary or periodical tickets are allowed 1½ cwt. free. Excess samples are charged half parcels rates. The cost of a yearly ticket, excluding the St. Kilda, Brighton, Sandingham and Black Rock Electric Railway line, is first-class £129 16s., and second-class £88 10s.

### SOUTH AUSTRALIA.

No licence is required. Luggage up to 2 cwt. is free on first-class railway tickets, and up to 1½ cwt. on second-class tickets, and excess is charged at half parcel rates; by the ordinary parcel rates the carriage of 112 lb. costs 7s. for 100 miles, and 13s. 5d. for 300 miles.

### QUEENSLAND.

An Act relating to licensing of commission agents came into force in Queensland on 1st January, 1923. It applies only to those districts to which the Act is extended. At the

end of 1923 it applied to all the principal districts, and is being extended to other districts from time to time. A commission agent is a person who acts as an agent for others, or advertises or carries on the business of buying, selling or letting houses, land or estates, or buying or selling hotel businesses, store-keeping businesses, manufacturing businesses or trading businesses or live stock. Trustee companies and certain other companies and societies are exempt. The annual fee is £5.

Information regarding the carriage of travellers samples is contained in the Queensland Railway Timetable, a copy of which can be seen at the office of the Agent-General for Queensland, 409, Strand, London, W.C.2.

### WESTERN AUSTRALIA.

No special tax is paid by commercial travellers. Applications for warrant are to be made to the State Collector. All Lines (£158 8s. a year for first-class and £105 12s. for second) and "Sectional" season tickets will be issued to *bona fide* commercial travellers. They are allowed 1½ cwt. of free luggage on a second-class ticket, and 2 cwt. on a first-class ticket, but applicants must produce certificates signed by the Secretary of the W.A. Commercial Travellers' Association, endorsed by the Chief Traffic Manager, or otherwise satisfy the Chief Traffic Manager that they are *bona fide* commercial travellers. Excess is charged at parcel rates. (Railway Regs. of 1st December, 1925.)

### TASMANIA.

A licence of £25 to sell wholesale is needed by every vendor of wines and spirits. Otherwise commercial travellers in Tasmania pay no licence fee, and no distinction is made between them and other importers. They are, therefore, subjected to the ordinary tariff as regards their samples and patterns generally. Those holding a first-class annual season ticket available from any station are allowed 2 cwt. of luggage free.

### NEW ZEALAND.

In New Zealand commercial travellers of New Zealand firms are not subject to any restriction of any kind, nor is there any licence fee imposed on them; but in cases where non-resident principals, having no agent resident in New Zealand, transact business through the agency of commercial travellers, who visit the Dominion periodically, such travellers, on arrival in the Dominion, are required to deposit

with the Commissioner of Taxes, or the Collector of Customs, an amount (usually £10) to cover any Income Tax that may be payable on the business resulting from their visits. A warrant is then issued to the travellers, without which it is unlawful for him to carry on business. Travellers' samples are not charged with duty when they are of no commercial value—such as cut samples of drapery. In the case of travellers passing through New Zealand, full duty is collected at the port at which they first arrive, but at the port of their departure from the Dominion an account is taken of the samples in their possession, and duty on these is refunded on proof of due exportation. The railways allow each commercial traveller 112 lb. of luggage free; for every 56 lb. or part of 56 lb. above this weight up to 10 cwt. the charge is 4d. for every 25 miles or fraction of 25 miles; or annual luggage tickets may be taken at special rates.

### UNION OF SOUTH AFRICA.

Samples which are of no commercial value are ordinarily admitted free of duty, but others are liable to duty. Duty is levied in the same way as on ordinary articles of merchandise, and is refunded if the goods are re-shipped within a year. (Customs Regulations in Proclamation No. 176 of 1925, in Union Gazette of 30th July.) As to luggage, see below.

Licences as commercial travellers are required by every person who, as the representative, traveller, agent or employer of any manufacturing or trading establishment carrying on business within the Union on behalf of such manufacturing and trading establishment, invites, canvasses, solicits, or accepts orders from duly licensed traders for the sale or supply to them of goods, wares or merchandise. The cost of a licence is £15, while if orders are invited etc. from others than duly licensed traders the licence duty is £7 10s. Commercial travellers representing more than one firm do not require more than one licence. The licence can only be issued in the name of an individual and is available over the whole of the Union. It covers the soliciting of orders for liquor, and is transferable, where the holder is a *bona fide* employee and is incapacitated for any reason from being able to use it, on payment of a transfer fee of £1. This only applies where one firm is represented, as the successor must be nominated by the employer.

### AGENTS OF FOREIGN FIRMS.

In the case of a yearly licence the fee is £75, and in the case of a quarterly licence—from any period of three months from date of issue—£50, while provision is made for the issue of a licence at the reduced rate of £15 to the *bona fide* employee of a duly licensed agent of a foreign firm. This licence is required by every person, in addition to any other licence held by him, who holds himself out as the authorised representative of any manufacturing or trading establishment outside the Union, or who solicits, invites, canvasses or accepts orders on behalf of such establishment from persons in the Union.

An agent who has been ordinarily resident in the Union for three years immediately prior to taking out the licence shall pay £37 10s. for a full year's licence, and £18 15s. if taken out after the 1st July. This residential qualification, however, does not apply to the £15 licence.

A transfer fee of £1 for the transfer of the licence to another person is charged.

#### *Luggage on South African Railways.*

On the South African Railways "Commercial travellers are allowed 200 lb. in the first-class, 150 lb. in the second, and 100 lb. in the third (that is, double the weight of free luggage granted to ordinary passengers), and excess weight up to a maximum of 1,300 lb. at half parcel rates on production of (1) their commercial traveller's licence, and (2) concession orders signed by a district transportation officer, or Traffic Manager in the case of the Porto e Caminhos de Ferro de Lourence Marques. Their luggage must consist of personal luggage and samples intended solely for display and not for selling purposes. The maximum amount of luggage, including samples and free quantity, which a commercial traveller may have transported by passenger or mixed train is 1,500 lb. In the case of commercial travellers carrying bicycles, sewing machines or typewriters, as samples, only two are allowed as luggage." (Regs. of 1st December, 1909, in Government Notice No. 1383 of 1909.)

### RHODESIA.

#### SOUTHERN RHODESIA.

In Southern Rhodesia, under the provisions of Act No. 35 of 1925, an "agent of a foreign firm" means any person who in the Colony solicits or receives orders for the purchase of goods or things of any person, firm or company

which does not carry on a licensed business in the Colony, but shall not include a person, firm or company who, being licensed to sell goods in the Colony, sells or offers for sale goods consigned to him or it by a foreign firm. The licence, which expires on 31st December, costs £30 for the whole year, and for the half-year from 1st July to 31st December £15. And by Ordinance 6 of 1914: "Any person acting as the agent of a foreign firm in respect of liquor (as defined by Act 28, 1883), or of gunpowder, firearms, or explosives, shall, in addition to being licensed as an agent of a foreign firm, take out a wholesale liquor licence, or a licence to deal in gunpowder, firearms, or explosives, respectively."

#### *Luggage.*

On the railways 150 lb. of free luggage are allowed to Commercial Travellers in the second-class, and 200 lb. in the first-class.

#### NORTHERN RHODESIA.

In Northern Rhodesia every agent of a foreign firm must pay a licence of £30 a year.

#### BECHUANALAND PROTECTORATE.

An agent of a foreign firm, defined as any person other than an importer, who sells or offers for sale by sample or otherwise goods of a firm whose place of business is not in the Protectorate, pays a licence tax of £10 a year.

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### Professional Handbooks.

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### Australia.

- A Report on the Economic and Commercial Situation  
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### East Africa.

- Trade and Commerce, 1926-27. 2s. od. (2s. 2d.)

### Kenya Colony and Protectorate.

- Handbook of General Information. 8d. (9d.)

### New Zealand.

- A Report on the Economic and Commercial Conditions  
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- Trade, Industries and Resources of, for 1925.  
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