

[O.A.P.]

C.S. Commission  
352.08:396-5

## CUSTOMS AND EXCISE DEPARTMENT.

### WOMEN OLD AGE PENSION OFFICERS.

#### CONDITIONS OF EMPLOYMENT.

*Duties.*—The duties will be as follows:—

*Old Age Pensions.*—Investigating and reporting on claims to old age pensions and questions in regard to the increase, reduction and withdrawal of existing pensions; visiting old age pensioners at their homes, delivering to them their pension order books, and inquiring as to their continued title to the pensions; and keeping the records of old age pensioners.

*Dependants' Separation Allowances.*—Investigating the claims at the homes of the claimants and, as a result of the enquiries, reporting in a prescribed form as to the fact and degree of dependence. The work will in many cases involve visits to poor localities and will call for tact and discretion.

*Hours.*—Attendance at a district office at a given hour in the morning will be required, but from the nature of the work no definite length of day can be fixed. It will not, on an average, exceed eight hours. Saturday will ordinarily be a half-day.

*Salary.*—The pay will be £2 10s. a week for the first three months and £3 thereafter for approved service to include war bonus. Necessary small expenses (railway and omnibus fares, &c.) incurred in visiting claimants will be allowed.

*Leave.*—Ordinary leave on full pay will be allowed (subject to the exigencies of the Service) at the rate of 18 days in the year in addition to the usual public holidays.

*Sick-leave.*—Sick-leave on full pay (less a deduction of 7s. 6d. a week) may be allowed up to a maximum of 8 weeks in any one year; but no sick pay will be allowed to any Officer of less than six months' service. Any Officer who is prevented from attending for duty at the regulated hour by sickness or other cause must inform her Surveyor by the prescribed hour of appearance, in writing or by telegram to be confirmed in writing, giving full particulars, and, if absent from illness for more than two days in succession, must forward an application for sick-leave accompanied by a medical certificate signed by a duly qualified medical practitioner, stating the nature of the complaint and the probable time of its duration.

*General Conditions.*—The work is temporary only, terminable at a week's notice on either side. Engagement will confer no claim to gratuity or superannuation allowance on termination. No prospect of permanent appointment to the Government service can be held out.

The employment is in the towns of which a list is given over-leaf, only.

Preference will be given to applicants between 30 and 40 years of age, of good education, having experience of social work.

(2411) Wt.

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35/37 MARSHAM STREET

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### LIST OF TOWNS.

London (Suburbs), Birmingham, Bradford, Brighton, Bristol, Cardiff, Croydon-Bromley, Derby, Hull, Leeds, Leicester, Liverpool, Manchester, Newcastle-Gateshead, Norwich, Nottingham, Oldham, Plymouth-Devonport, Portsmouth, Preston, Sheffield, Sunderland, Aberdeen, Dundee, Edinburgh, Glasgow.

### METHOD OF ENGAGEMENT.

The Form A, to be filled up by every candidate, is obtainable from, and returnable to, the Secretary, Civil Service Commission, Burlington Gardens, London, W. 1. Every candidate must write clearly at the head of her Form A the name of that one of the towns named above to which she desires to be appointed.

Selected applicants will subsequently be invited to attend in the town to which they desire to be appointed at their own expense for interview, on the result of which engagements will be made. Interviews will probably not begin before August. Applicants not selected for interview, or not selected for engagement after interview, will be so informed as soon as possible. *Neither the Board of Customs and Excise nor the Civil Service Commissioners can undertake to reply to requests for further information respecting the conditions or arrangements under which engagements are to be made.*

Original testimonials should not be sent with applications.

CIVIL SERVICE COMMISSION,  
June, 1918.

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