

**THE CIVIL SERVICE SERIES. THE  
CIVIL SERVICE COACH: A  
PRACTICAL EXPOSITION OF THE  
CIVIL SERVICE CURRICULUM**

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The Civil Service Series. The Civil Service Coach: A Practical Exposition of the Civil Service Curriculum by Stanley Saville

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**STANLEY SAVILLE**

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*THE CIVIL SERVICE SERIES*

THE  
CIVIL SERVICE COACH

A Practical Exposition of the Civil Service Curriculum

AND

GUIDE TO THE LOWER DIVISION OF THE SERVICE  
AND ITS COMPETITIVE EXAMINATIONS

BY

STANLEY SAVILLE

OF H.M. CIVIL SERVICE



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## PREFACE.

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THE purpose of this manual is to provide a practical exposition of the Civil Service curriculum, and to prescribe a fit and effective method of compassing its requirements. That curriculum is constituted by the excellent and appropriate scheme framed by the Civil Service Commissioners for open competitions for Clerkships in the Lower Division of the Service. With special regard, therefore, to these competitions, which admit to the great majority of Government situations, the design of this little work is projected.

Most other examinations, however, are modelled upon that scheme: since its adoption, indeed, nearly all Civil Service appointments have been conditional upon qualification in subjects which it comprises. Even the examinations for professional and scientific appointments, and for the Higher Division of the Service, include a preliminary test in certain of these Lower Division subjects. It is imperative, therefore, that candidates for any Government situation obtainable through open competition should be well acquainted with the subjects composing the Civil Service curriculum, set forth in the following pages.

The plan of this work is simple and direct. It dispenses with the statistical machinery from which former handbooks were chiefly manufactured. Such handbooks,

designed for the use of successful competitors or nominees rather than of candidates for examination, would miss their mark now that the Civil Service Commissioners do not allow the right of choice of situations. The plan pursued here is neither that of a blue-book nor of a text-book; it is that of a 'coach.' In the first place, the conditions of the competitions are carefully considered. Then each subject of examination is handled in turn, the proper lines of study being laid down, the best means of practice prescribed, and the decisive details pointed out. This work does not pretend to supplant special text-books on each subject. But where such manuals are wanting, as in the case of *Digesting Returns into Summaries* and *Official Bookkeeping*, our design is expanded to supply the want. Finally, a system of study is arranged by which the candidate's time and means can be economised and most effectively utilised.

The complete index appended to the work will afford a ready means of reference to all its parts.

The Civil Service is the only profession open to that middle class of society which consists mainly of unlimited families with limited means. At many middle-class schools special classes are now formed for the study of the Civil Service curriculum; which, indeed, might well be generally used as unquestionably the best finishing course of a practical English education. To such classes, and to all other candidates for the Civil Service, this manual may be serviceable in affording a purview of the entire ground, in pointing out the best means for accomplishing the desired ends, and in moulding those means into a method.

CHELSEA: May, 1881.



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