

**GUIDE TO THE CIVIL
SERVICE
EXAMINATIONS**

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Guide to the Civil Service Examinations by Anonymous

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ANONYMOUS

**GUIDE TO THE CIVIL
SERVICE
EXAMINATIONS**

GUIDE

TO THE

CIVIL SERVICE EXAMINATIONS;

WITH

Directions for Candidates,

EXAMINATION PAPERS, ABSTRACT OF COMMISSIONERS' REPORT,
STANDARDS OF QUALIFICATION, AMOUNT OF SALARIES,

AND ALL NECESSARY

INFORMATION FOR THOSE SEEKING EMPLOYMENT

IN THE

GOVERNMENT CIVIL SERVICE.

P. S. KING,

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PREFACE.

It is almost unnecessary to direct the attention of parents and teachers to the importance of the principle adopted by Government, of testing the qualification of the candidates for employment in public offices by a rigorous examination. Schoolmasters in particular will welcome a volume of this kind, as it will at once not only directly increase the value of their services and add to the importance of their position, but it will also raise the standard of their studies, and show the youths under their care that Government offices will no longer be a place of refuge for the idle and incompetent.

In this little volume, which contains a digest of the Report presented to Her Majesty by the Royal Commissioners, and copies of the papers set before candidates, not only are the requirements distinctly pointed out, but the deficiencies which have led to the rejection of many of the competitors are also plainly indicated.

Candidates for College and University honours are so well aware of the value of studying papers of this kind, that they form a most important item in university tuition, in many cases their private tutors confining their pupils almost entirely to the solution of the problems and questions contained in such papers. The Publisher hopes that the collection in this volume will be equally serviceable in directing and concentrating the studies of all candidates for employment in the Civil Service. In this hope he is supported by the fact, that to candidates

rejected in the Woolwich examinations for Engineer commissions, or for admission into the Practical Class, sets of the papers of questions have been forwarded direct from the Government office, that they might be better prepared, in case they should desire to compete a second time.

It will be clearly understood that the papers are different at every examination, and the old ones are only of use to show the general nature of the ordeal to be passed through. There is no doubt that the candidate who is thoroughly master of the questions contained in this volume, need not fear rejection at any future Civil Service examination.

It has not been judged necessary to enter into any lengthened details as to the mode of obtaining nominations to Government offices. When the offices are open to general competition, which, it is believed, will be universally the practice ere long, due notice is given in the public papers. In other cases the nominations are to be obtained through the influence of members of Parliament, gentlemen in public offices, and others having connections either with the secretaries or heads of departments. Theoretically, the patronage is vested in the Ministers and heads of departments, but practically it extends much lower and among a larger class of persons, both in the metropolis and in the provinces.

The range of age for each office has been given, and the minimum or commencing salary, so far as it could be discovered. During the probationary year, the salary may be somewhat lower than that set down; but when the appointment is confirmed, the holder immediately receives the full salary, which after the second year annually increases until the maximum of the class to which he belongs has been attained. Government clerkships, &c., are permanent, nothing but great irregularities or glaring incompetency causing a forfeiture of the office.

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INTRODUCTION.

ON the 21st of May, 1855, Her Most Gracious Majesty issued an Order in Council, appointing Sir E. Ryan, J. S. Lefevre, Esq., C.B., and E. Romilly, Esq., Commissioners for conducting the examination of young men proposed to be appointed to any of the junior situations in the Civil Establishments; and authorising them to give certificates of qualification before such young men entered on their duties.

The Commissioners immediately put themselves in communication with the heads of departments, and with their assistance arranged the scheme of examinations which will be found in page xx. to xxxvi.

The first examination was held on the 30th of June, 1855, and since that period, examinations have taken place nearly every week. On the 4th March last, the Commissioners presented a report of the results, from which we learn that out of a total of 697 candidates examined, 309 were rejected. The nature of the examinations to which the young men were subjected will be gathered from the papers given below. It has not been thought advisable to print the passages selected for translation from Latin into English, as these were merely extracts from Virgil, and Horace, Cicero, Livy, and Tacitus. We have also omitted the French and German extracts, principally from historical and poetical works, as they would not be of any use in

directing the studies of future candidates. For similar reasons, we have not given the passages to be translated from English into the classical and modern languages. It has been judged expedient to print only two sets of the despatches of which the candidates were required to draw up a précis, or to which they were desired to write a final answer. What we have given will be sufficient to show the nature of this portion of the examination. Further examples may be found in almost any of the Blue Books, particularly in those containing correspondence on the Poor Laws, Railway Bills, Colonial Government, Finances, &c. For commercial correspondence, we would suggest that Anderson's *Mercantile Correspondence* might be studied with advantage.

The only text books to which the Commissioners have given the weight of their authority, are those proposed by the Foreign Office for the Diplomatic Service, the unpaid Attachés in which are required to know so much of Heeren's *Historical Manual of the Political System of Europe and the Colonies*, as treats of history from the year 1789; the fourth volume of Russell's *Modern Europe* (Latest Edition); and so much of McCulloch's *Geographical Dictionary* as relates to the country to which the candidate is about to proceed. The paid Attachés are required to have a competent knowledge of International Law, as laid down by Wheaton. For the Consular Service, the work recommended, is Smith's *Compendium of Mercantile Law*.

MODE OF EXAMINATION.

The mode in which the examinations have been conducted in London has been the following:—The arithmetic paper has in most cases been given on the first morning, the time allowed being three hours and a half, and the afternoon has usually been occupied with three or four sums in compound addition, with dictation, and exercises in orthography. From candidates nominated to clerkships in almost all the branches of the Customs