

No. 351.

COLONIAL SECRETARY'S DEPARTMENT.

HONGKONG CIVIL SERVICE.

Scheme for appointing Officers to the Lower Clerical Posts in Grades V and VI.

1. Examinations will be held by the Board of Examiners in the months of June and December in each year of candidates for such appointments in Grades V and VI in the Hongkong Civil Service as may then be vacant or may fall vacant during the ensuing half year.
2. Successful candidates will receive appointments as they fall vacant in the order in which they pass the examination.
3. Successful candidates will, until they receive an appointment, be styled "Probationers", will receive a salary of \$20 a month and will be attached for service to any Department selected by the Governor.
4. Candidates who receive appointments, whether they have served as "Probationers" or not, will serve in those appointments on such length of probation as the Governor may in each case determine.
5. "Probationers" who do not give satisfaction will be liable to dismissal and will be debarred from competing again.
6. Candidates who receive appointments on probation and do not give satisfaction will be liable to dismissal and will be debarred from competing again.
7. The period of probation may be extended from time to time by order of the Governor.
8. An examination fee of \$10 must be paid to the Inspector of Schools by a candidate before he will be examined.
9. This fee will be returned to the candidate when he is confirmed in a permanent appointment.
10. The fee will not be returned to any unsuccessful candidate nor to any "Probationer" or appointee on probation who has been dismissed from the Service.
11. The Governor reserves the right to exclude any Department from the scope of this scheme.
12. The salaries attaching to the appointments coming within this scheme are set out below but are subject to alteration from time to time:—

| | SALARY. | | INCREMENTS. |
|-----------------|----------|----------|----------------|
| | MINIMUM. | MAXIMUM. | |
| Grade VI, | \$240 | \$420 | \$60 annually. |
| Grade V, | \$480 | \$660 | \$60 annually. |

13. Candidates who are confirmed in permanent appointments will be subject to all Orders, Rules, Regulations and Instructions of the Hongkong Civil Service applicable to their appointments.

14. Appointments in Grade V may, and probably will, be given to officers already in the Service who are drawing salaries in Grade VI.

T. SERCOMBE SMITH,
Colonial Secretary.

20th April, 1906.