

positions at Ottawa, but applicants for local positions must be bona fide residents of the locality in each case, whereas any Canadian citizen is entitled to apply for positions open at Ottawa. Competitive examinations are announced through posters displayed on the public notice boards of post offices, offices of the National Employment Service, public libraries and elsewhere.

The relative capacities of applicants are measured by objective tests designed and administered by the Commission. The nature of the test varies with the class of position and it may be of the written or oral type, or a combination of the two. For certain classes of positions ratings are based entirely on the education and experience of applicants as given on their application forms.

The names of persons successful in Civil Service examinations, arranged in order of rank, are recorded on "eligible lists". Examination results are formally announced by publication in the *Canada Gazette* and each candidate—successful or unsuccessful—is advised of his standing. As required, appointments are made from eligible lists, which remain valid for one year.

The statutory veterans' preference which had existed for veterans of the First World War was extended to the new veterans and it has proved to be a major factor in occupational rehabilitation. During 1947, approximately 75 p.c. of all male appointees to Civil Service posts across the country were veterans.

**Position-Classification and Compensation.**—Provision was made in the Civil Service Act for the classifying of positions in the public service. A system of position-classification accordingly was instituted in 1919 and all positions with like duties and responsibilities were classified alike and remunerated equally. Through the years the original classification has been extensively revised, many new classes added and others discontinued as the administrative programs and practices of Government Departments have evolved. The determination of rates of compensation for each class is a continuing responsibility of the Commission and salary and wage surveys are conducted constantly. Position-classification is the mainspring in the Commission's primary function of recruitment, involving, as it does, the fixing of standards of qualification for each class of position.

Salaries and appointments were controlled during the Second World War by a special set of regulations authorized by various Orders in Council, chiefly P.C. 1/1569 and 32/1905 of Apr. 19 and May 10, 1940. Since the end of the Second World War, salary controls have been progressively relaxed and the Commission has recommended upward revisions in salary for certain general classes and for particular positions the duties of which had substantially increased during the preceding six years.

**Organization and Methods.**—Under the terms of the statute the Commission is made responsible for investigating and reporting to the Governor in Council on all matters affecting the organization of departments. In this respect the Commission acts as agent for the executive arm of Government which maintains a constant check on the growth of establishments. In addition to the annual scrutiny of estimates by Parliament, Departments are required to submit for approval all projected staff increases before engaging additional personnel and, under established financial practice, authority to release the funds required to meet such commitments is retained by the Governor in Council. Since the administrative machinery must frequently be adjusted, quantitatively and qualitatively, to meet changing conditions, the Commission is continuously engaged in the study of staffing problems throughout the public service.