

PART IV.—THE CIVIL SERVICE OF CANADA*

The Federal Civil Service comprises, in the widest sense, all servants of the Crown—other than those holding political or judicial office—who are employed in a civil capacity and whose remuneration is paid wholly and directly from moneys voted by Parliament. Collectively, they form the staffs of the various departments, commissions, boards, bureaus and other agencies of the Federal Government. Nearly every category of occupation is represented in the Civil Service. A few civil servants are appointed by either or both Houses of Parliament directly, a number by departments and other agencies in accordance with the provisions of certain statutes, generally with executive approval of the Governor in Council, and the remainder—by far the majority—are selected and appointed by the Civil Service Commission of Canada.

The Civil Service Commission, as the central personnel agency of the Federal Government, is the custodian of the "merit principle" in respect of both initial appointments and promotions. The steps by which the Commission, in its present form, came to be constituted is the record of Civil Service reform in Canada which began a year after Confederation and culminated in the passing of the Civil Service Act of 1918.

Recruitment.—The recruitment of civil servants is conducted by means of open competitive examination through which every citizen has the right to compete for positions in the service of his country.

Examinations are held periodically as the staff requirements of the public service dictate. Any Canadian citizen may apply for headquarters positions open at Ottawa, but applicants for local positions must be residents of the locality in which the vacancy occurs. Competitive examinations are announced through the press and through posters displayed on the public notice boards of post offices, offices of the National Employment Service, offices of the Civil Service Commission, public libraries and elsewhere. The examinations may be written, oral, a demonstration of skill, or any combination of these.

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 the eligible lists, which usually remain valid for one year.

Statutory preference applicable to veterans of World War I and World War II has been extended to persons who have served in the Korean theatre of operations. Since 1918, upwards of 100,000 veterans have been appointed to the public service, of whom approximately 65,000 have been appointed within the past seven years. The 100,000 figure includes 10,000 disabled veterans who were accorded an additional preference in appointment.

In recent years, the Civil Service Commission has decentralized its operations and now has ten district offices and four sub-offices across the country. The Commission is granting an increasing measure of autonomy and responsibility to these offices to permit more efficient service to field agencies. They now conduct certain examinations that qualify for permanent as well as temporary employment.

* Text revised by M. M. Maclean, Secretary of the Civil Service Commission of Canada, and statistics prepared in the Public Finance and Transportation Division, Dominion Bureau of Statistics.