

PART IV.—FEDERAL GOVERNMENT EMPLOYMENT

The Civil Service Commission.*—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, bureaux 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 one or both Houses of Parliament directly and a considerable number are appointed by departments and other agencies in accordance with the provisions of certain statutes, generally with executive approval of the Governor in Council. 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 came to be constituted in its present form 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. Appointments are made as required from the eligible lists which usually remain valid for one year.

The rank of the various successful candidates on eligible lists is influenced by the 'veteran's preference'. Actually the preference is limited largely, in accordance with its definition by law, to members of the Armed Forces who have served overseas in World War I or II or in the Korean theatre of operations. The highest order of preference is the 'disability preference' accorded to pensioners of the Armed Forces who as a result of their war service are unable to re-establish themselves in a civilian occupation.

In recent years the Civil Service Commission has decentralized its operations and now has ten district offices and six 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.

Staff Training.—In 1947 the Commission set up a Staff Training Division to promote and guide a systematic service-wide training scheme. The training scheme, sponsored by the Commission, is a joint venture undertaken in co-operation with Federal Government departments most of which have parallel training divisions. The Commission's Training Division is primarily a co-ordinating agent. It promotes and organizes activities, trains departmental instructors in the presentation of courses, prepares and on occasion gives courses of general application to all departments, publishes booklets and other training aids, assists departments in developing training to meet specialized needs, and acts as a general clearing-house for the exchange of information on training matters.

* Revised by M. M. Maclean, Secretary of the Civil Service Commission of Canada, Ottawa.