

## PART IV.—FEDERAL GOVERNMENT EMPLOYMENT

**The Civil Service Commission.**—As the central personnel agency of the Federal Government, the Civil Service Commission is the custodian of the merit system in the Civil Service of Canada. It is also concerned, however, with many other aspects of personnel administration.

The Civil Service Commission was first established in 1908 under the provisions of the Civil Service Amendment Act of that year which introduced the principle of selection by order of merit for positions in Ottawa. Prior to that, a Board of Examiners (established in 1882) held qualifying examinations for appointment to the service but it did not have the power to appoint. In 1918, the Civil Service Amendment Act was superseded by a Civil Service Act which had the effect, among other things, of bringing positions outside of Ottawa, as well as those at headquarters, under the jurisdiction of the Act and consequently the Commission. This Act served Canada and the civil service well for over four decades until with the passage of time it, too, was in need of substantial amendment. This was accomplished through a new Civil Service Act which received Royal Assent in September 1961 and which came into effect on Apr. 1, 1962.

The new Act applies to about 136,000 employees in all the departments and certain agencies of government and this constitutes the 'civil service' within the legal meaning of that term. The 'public service' is defined as those departments and agencies listed in Schedule A of the Public Service Superannuation Act which embrace about 190,000 employees including the 136,000 under the Civil Service Act. This definition of public service does not include certain Crown corporations—for example, the Canadian Broadcasting Corporation, the Central Mortgage and Housing Corporation, the Canadian National Railways and the Trans-Canada Air Lines. Agencies outside the civil service make their own arrangements, in accordance with various statutes, for the selection and employment of staff.

**Recruitment.**—The recruitment of civil servants under the Civil Service Act is conducted by means of open competitive examinations through which every citizen has the opportunity to compete for positions in the service of his country. Examinations are held periodically as staff requirements of the civil service dictate. Ordinarily, any Canadian citizen may apply for headquarters positions at Ottawa but applicants for local positions must normally 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 the larger post offices, offices of the National Employment Service, offices of the Civil Service Commission 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 veterans' preference. The preference is limited largely, in accordance with its definition by law, to members of the Armed Forces who have served overseas in World Wars 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, have been unable to resume their pre-war civilian occupations.

The operations of the Civil Service Commission are decentralized to a considerable degree and the Commission now has ten district offices and six sub-offices across the country. These offices have a significant measure of autonomy enabling them to give quick and efficient service to the field agencies of departments which comprise over three quarters of the civil service.

Each year the Civil Service Commission conducts about 10,000 competitions, receives about 180,000 applications and makes about 23,000 appointments, mainly to offset the