

The new Act applies to about 138,000 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 138,000 under the Civil Service Act and Schedule A of the Financial Administration 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 Air Canada. 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.

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 almost 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 turnover occasioned by deaths, retirements, resignations and the other forms of attrition. One feature of its recruiting program is the annual selection of 600 or more university graduates. There are some 10,000 university graduates in the civil service and, of course, many more in agencies and corporations not under the Civil Service Act.

*Promotion.*—It is a prime feature of the Civil Service Act to create a career service. The result is that promotion, like entrance, is based on merit and a sound promotion system is in operation. Promotion competitions are of two kinds, inter-departmental and departmental. The former are open to employees of all departments and agencies and are conducted by the Civil Service Commission. The latter, the departmental competitions, are restricted to employees of one department or a portion of a department and are conducted by the departments themselves subject to the provisions of the Act and its Regulations. The Commission maintains liaison with departments to ensure this and to advise departments on administration in this area. It is also provided in the Act that persons employed in the public service outside the civil service, and members of the Armed Forces and the Royal Canadian Mounted Police, may also be considered in promotion competitions where it is thought necessary to do so to attract persons with a high level of skill or ability