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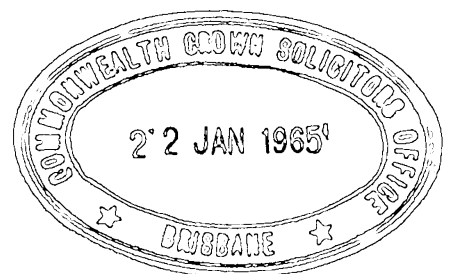
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CANBERRA, FRIDAY, 15TH JANUARY.

[1965.]

APPOINTMENT, PROMOTION, TRANSFER AND SALARY ADVANCEMENT NOTICES.

PUBLIC SERVICE ACT 1922-1964.



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PREFACE.

The purpose of this Gazette is to consolidate recruitment notifications and examination conditions for certain offices of the Service.

Appointment notifications are made under Section 46 of the Public Service Act 1922–1964 and where the notification provides for an appointment examination this is made under Section 45 of the Act. Examination conditions for transfer or promotion are notified under Section 53 whilst salary advancement conditions are notified under Section 32.

Common conditions which apply generally to appointments to the Service and which govern entry to examinations conducted by or on behalf of the Public Service Board are also notified in this issue of the Gazette.

When an examination is to be held in accordance with general conditions notified in this issue of the Gazette, a specific notice will appear in the Gazette to give the minimum essential information, i.e., date held, when applications close, examination centres, &c. Those who wish to follow up a specific notice should obtain a copy of the general conditions for that examination by applying to the Public Service Inspector or Director, Posts and Telegraphs, whichever is appropriate.

The Public Service Inspector or Director, Posts and Telegraphs, for Postmaster-General's Department designations, can supply information on all aspects of conditions governing recruitment to the Service and promotion or transfer and salary advancement within the Service. This applies to conditions appearing in this issue of the Gazette, and to other current conditions which have not been renotified at this stage. Conditions for offices not presently included, such as a wide range of Cadetships, will be notified in future issues of the Gazette as required.

COMMON CONDITIONS FOR APPOINTMENT TO THE SERVICE, AND FOR ENTRY TO EXAMINATIONS.

1. APPOINTMENT TO THE SERVICE.

ALL appointments to the Commonwealth Service are subject to the following conditions, which should be read in conjunction with Gazette notifications calling for applications to particular positions:—

(i) **Nationality.**—Permanent appointment to the Service is restricted to persons who are British subjects, but applications will be accepted from persons who are not British subjects if their naturalization will be finalized within the period of eligibility for appointment.

(ii) **Residence in Australia.**—Applicants must be permanently residing in Australia, or eligible for entry to Australia for permanent residence.

(iii) **Health and Physical Fitness.**—The Board will require a satisfactory medical report as to the applicant's health and physical fitness for appointment to the particular office. Each successful applicant therefore must undergo a medical examination when instructed to do so.

(iv) **Character.**—The Board may direct that an otherwise successful applicant will not receive appointment, upon sufficient evidence that—

(a) he is not a fit and proper person to be an officer of the Service, or

(b) he has knowingly made a false statement in his application.

(v) **Oath or Affirmation.**—Each successful applicant must make and subscribe an oath or affirmation in accordance with the Fourth Schedule of the Public Service Act 1922-1964 before being eligible for permanent appointment.

(vi) **Evidence of Date of Birth.**—Must be produced before permanent appointment can be finalized.

(vii) **Superannuation.**—Upon confirmation of appointment, an officer will be required to become a contributor under the Superannuation Act 1922-1963.

(viii) **Living Allowance.**—An applicant who, on appointment, is obliged to live away from home, will be paid an allowance in addition to salary, sufficient to provide a net remuneration of approximately £195 (males) and £182 (females) per annum, after deductions have been made for suitable board and lodging, superannuation and other expenses. The allowance will be reduced by the amount of any increase in salary granted subsequent to appointment.

(ix) **Refusal of Appointment.**—A successful applicant's name may be removed from the "Register of Persons Qualified for Appointment", if he declines to accept an appointment, or fails to reply within seven days to a communication from the Board, the Public Service Inspector, the Director, Posts and Telegraphs, or a Department, respecting nomination to the Public Service.

(x) **How to Make Application.**—Except in certain special circumstances, all applications for appointment to the Service must be made in response to a notice in the Gazette and should be made on printed application forms.

(xi) **Concession to Ex-Servicemen.**—The relevant portion of Section 47A of the Public Service Act 1922-1964 reads as follows—

"(2) . . . a returned soldier who has not attained the age of fifty-one years is not prevented, by reason only of his age—

(a) from entering for an examination held by or on behalf of the Board . . . or

(b) from being appointed to the Commonwealth Service or to any office in the Commonwealth Service".

It should be noted that these concessions, for the most part, apply only to former members of the Forces as defined in the Re-Establishment and Employment Act 1945-195'. The current definition is shown on page 312 of this Gazette.

2. ENTRY TO EXAMINATIONS.

The following conditions apply to examinations conducted by or on behalf of the Board:—

(i) **Receipt of Applications.**—The receipt of applications will not be formally acknowledged, and an applicant should therefore make a record of the posting of his application. If he does

not receive advice of examination details (when to attend, his distinguishing number, &c.) by the date announced in the notification, he should at once contact the office with which he lodged his application, and at the same time give evidence of the date, time and place of its posting.

(ii) **Change of Address.**—Candidates are asked to notify immediately any change of address to the office with which the application was lodged.

(iii) **Non-attendance at Examination.**—Candidates who are unable to attend the examination, are asked to inform the office with which the application was lodged, as early as possible.

(iv) **Results.**—Candidates will be advised by letter of the results of the examination.

(v) **Marks.**—The marks allotted by the examiner for each subject or part of a subject will be final.

(vi) **Reports.**—Reports on candidates' answers in certain written subjects and oral/practical tests may be obtained if application is made within three months of date of notification in the Gazette that results of the examination have been finalised. The object of the report service is to assist candidates in future attempts at subjects in which they have failed.

Where practicable, reports will show the allotment of marks and contain a statement as to the merits and defects of answers to the various questions. For "short-answer" type papers, where dozens of questions may be involved, it will not be possible to provide detailed comment on the answer to every question; a general statement on the candidate's performance in each section of the test will be given in these cases as a guide to further study. Reports will not normally be provided on selection tests of ability or aptitude for which no preparation is required.

The Office of the Public Service Inspector or Director, Posts and Telegraphs, as the case may be, will advise whether a report is obtainable in the subject(s) in which the candidate is interested. Candidates are required to pay a fee of 10s. for each report.

(vii) **Misconduct by Candidates.**—The following warning is included in the Directions to Candidates issued with details of the examination arrangements:—

"1. DURING THE COURSE OF THE EXAMINATION, REFRAIN FROM TALKING, OR TRYING TO ATTRACT THE ATTENTION OF OTHER CANDIDATES. YOU MUST NOT PERMIT OTHER CANDIDATES TO COPY OR OTHERWISE USE YOUR PAPER FOR ASSISTANCE, NOR YOU YOURSELF ACCEPT ASSISTANCE FROM ANY OTHER PERSON. IF YOU FIND IT NECESSARY TO ASK FOR ANYTHING, STOP IN YOUR PLACE AND WAIT UNTIL THE SUPERVISOR OF THE EXAMINATION, OR HIS ASSISTANT, COMES TO YOU.

ANY CANDIDATE VIOLATING ANY PART OF THIS DIRECTION IS LIABLE TO BE SENT FROM THE EXAMINATION ROOM AND MAY FORFEIT THE WHOLE OF HIS EXAMINATION.

2. No material other than as specified in the section headed "Examination Supplies", may be brought into or taken from the examination room.

3. Attention of candidates is drawn to section 96 of the Public Service Act, 1922-1964, which reads as follows:—

'(1) A person shall not—

(a) personate another person at an examination held under this Act;

(b) permit another person to personate him at an examination held under this Act; or

(c) before the time at which the examination is to be held under this Act—

(i) improperly obtain possession of; or

(ii) except with proper authority, furnish to a person, an examination paper that has been set for that examination or particulars relating to such examination paper.

Penalty: One hundred pounds or imprisonment for six months.

(2) An officer who is convicted of an offence against this section may be dismissed by the Board."

The Board also reserves the right to cancel subject exemptions for which a candidate is otherwise eligible if he has been detected of practices which could lead to him gaining an unfair advantage over other candidates.

(viii) **Previous Papers.**—Papers previously set for many Commonwealth Service examinations are available free on request. Intending candidates are therefore advised to inquire at the office of lodgment of applications as to whether there are previous papers for any of the subjects in which they are interested.

Inquiries may be made to the Commonwealth Public Service Inspectors as follows:—

- Sydney: Commonwealth Centre, Elizabeth-street (28 5701).
- Melbourne: Commonwealth Centre, corner Spring and Latrobe streets (32 4411).
- Brisbane: Commonwealth Offices, Adelaide-street (31 0101).
- Adelaide: Da Costa Building, 68 Grenfell-street (83 6911).
- Perth: Commonwealth Bank Building, Forrest-place (23 1261).
- Hobart: Cnr. Liverpool and Campbell streets (2 2409).
- Canberra: Barton, Australian Capital Territory (7 0411).

And to Board's Representative, Office of Public Service Commissioner, Port Moresby.

Permanent officers should direct inquiries about advancement and transfer examinations to their Personnel or Staff Officer in the first instance.

DEFINITION OF "FORMER MEMBER OF THE FORCES".

"Former member of the Forces" means—

1. A person who, between the 3rd September, 1939, and 30th June, 1947, was—
 - (a) a member of the Australian Permanent Forces other than the Australian Imperial Forces,
 - (b) a member of the Australian Imperial Forces,
 - (c) a member of the Citizen Forces of the Commonwealth of Australia who was enlisted, appointed or called up for continuous service for the duration of and directly in connexion with the war,
 - (d) engaged on continuous full-time service during the war as a member of any of the following services:—
 - The Royal Australian Naval Nursing Service
 - The Women's Royal Australian Naval Service
 - The Australian Army Nursing Service
 - The Australian Women's Army Service
 - The Australian Army Medical Women's Service
 - The Royal Australian Air Force Nursing Service
 - The Women's Auxiliary Australian Air Force,
 - (e) a member of a voluntary aid detachment who was, during the war, engaged on continuous full-time paid duty with any part of the Defence Force,
 - (f) a member of the Naval, Military or Air Forces of any part of the King's Dominions other than Australia, who was, during the war, engaged on services in a prescribed area and was born in Australia or was, immediately prior to his becoming a member of any of those forces, domiciled in Australia,
 - (g) engaged during the war on continuous full-time service with any Nursing Service or other Women's Service Auxiliary to the Naval, Military or Air Forces of any part of the King's Dominions other than Australia, who was born in Australia or was, immediately prior to her becoming a member of that service, domiciled in Australia,

but does not include any enemy alien who served during the war as a member of the Army Labour Corps but not otherwise.

2. A person who served in an operational area in Korea between 26th June, 1950, and 19th April, 1956—

- (a) as a member of the Defence Force, or
- (b) as a member of the Naval, Military or Air Forces of a part of the Queen's Dominions other than the Commonwealth and who is a resident in Australia or in a Territory of the Commonwealth and satisfies a prescribed authority that he was domiciled in Australia or in a Territory of the Commonwealth immediately before his appointment or enlistment.

NOTE.—An operational area for the purposes of service in Korea means service in Korea, including waters contiguous to the coast of Korea for a distance of 100 nautical miles seaward from the coast for the naval and air forces and a distance of 10 nautical miles seaward from the coast for members of the military forces.

3. A person who served in an operational area in Malaya between 28th June, 1950, and 1st September, 1957—

- (a) as a member of the Defence Force, or
- (b) as a member of the Naval, Military or Air Forces of a part of the Queen's Dominions other than the Commonwealth and who was resident in Australia or in a Territory of the Commonwealth and satisfies a prescribed authority that he was domiciled in Australia or in a Territory of the Commonwealth immediately before his appointment or enlistment.

NOTE.—An operational area for the purpose of service in Malaya means service in Malaya, including waters contiguous to the coast of Malaya for a distance of 10 nautical miles seaward from the coast for members of the military and air forces. Persons who have served with the naval forces in the Malayan area are not included in the above provision.

APPOINTMENT AS ACCOUNTING MACHINIST (FEMALE), GRADE 1.

APPLICATIONS are invited for appointment as Accounting Machinist (Female), Grade 1 (£374-£762 (S.)), Fourth Division. Tests to provide the necessary qualifications will be held from time to time during 1965, and full details may be obtained from Public Service Inspectors.

All tests will be conducted in accordance with these conditions, and no application will be considered after the 31st December, 1965.

2. Persons Eligible to Enter.—Subject to section 47A (2)° of the Public Service Act 1922-1964, females not on the permanent staff of the Commonwealth Service who are between the following age-limits:—

State.	Minimum yrs. mths.	Maximum yrs.
New South Wales	14 11	30
Victoria	14 11	45
Queensland	14 11	30†
South Australia	15 11	30
Western Australia	15 11	30
Tasmania	15 11	35
Australian Capital Territory ..	14 11	40
Northern Territory	14 11	45
Territory of Papua and New Guinea	14 11	40

° See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.
† Forty for country centres.

3. Subjects and Pass Conditions—

- (i) Educational (qualifying only)—
 - Spelling.
 - Arithmetic.
 - Applicants must pass in both subjects of this section before they can contest the Practical Test.
- (ii) Practical Tests at the required standard on—
 - a calculating machine of the comptometer or other type in use in the department concerned; and/or
 - a keyboard accounting or book-keeping machine.

For each machine, candidates will be required to gain at least 60 per cent. of the marks on any paper set.

4. Exemption Provisions—

- (i) Applicants may claim exemption from the Practical Test if they have qualified for the allowance of £84 per annum payable to Accounting Machinists.
- (ii) Applicants may claim exemption from the educational tests if they have passed in English and a subject of Mathematics at the Intermediate Certificate or equivalent or higher examination recognized by the Board.

5. Period of Eligibility.—Twelve months from the date of the test at which the qualification was gained. Successful applicants will not become eligible for appointment until they attain the age of 15 or 16 years, as the case may be.

6. Order of Appointment.—Successful applicants will be offered appointment in order of merit based on marks obtained in the practical tests, irrespective of when that qualification was gained. Successful applicants who are granted exemption from the practical tests will be listed in order of merit (based on marks obtained at the exempting test), before those who qualify at practical tests under these conditions.

7. Syllabus for Educational Tests—

- (a) Spelling.—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)
- (b) Arithmetic.—First four "rules"—that is, Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures, and moneys, (b) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

PROMOTION OR TRANSFER AS ACCOUNTING MACHINIST (FEMALE), GRADE 1.

THE Public Service Board hereby notifies the general conditions of the examination held from time to time in pursuance of Section 53 of the Public Service Act 1922-1964 to enable officers to qualify for promotion or transfer as Accounting Machinist (Female), Grade 1 (£374-£762 (S.)), Fourth Division. Further particulars may be obtained from Public Service Inspectors.

2. **Persons Eligible to Enter.**—Female permanent officers of the Commonwealth Service.

3. **Subjects and Pass Conditions.**—Practical Tests at the required standard on—

- a calculating machine of the comptometer or other type in use in the department concerned; and/or
- a keyboard accounting or book-keeping machine.

For each machine, candidates will be required to gain at least 60 per cent. of the marks on any paper set.

4. **Exemption Provisions.**—Officers who have qualified for the allowance of £84 per annum payable to Accounting Machinists may claim exemption from examination.

5. **Period of Eligibility.**—Twelve months from date of the examination at which she qualifies.

6. **Order of Promotion or Transfer.**—Successful officers will be promoted or transferred in order of merit based on marks obtained at the examination, in accordance with Section 53A of the Public Service Act 1922-1964. Officers who are granted exemption from the practical tests will be listed in order of merit (based on marks obtained at the exempting test), before candidates who qualify at the examination.

7. **Syllabus.**—Information in addition to details in paragraph 3 above may be obtained from the Public Service Inspector.

These conditions are to be read in conjunction with Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

ENTRY INTO ACCOUNTING MACHINIST-IN-TRAINING CLASS.

QUALIFYING examinations will be held as required for appointment or transfer as Clerical Assistant, Grade 1 (Accounting Machinist-in-training (£334-£664 (S.) per annum), Fourth Division, in Sydney, Melbourne, Hobart, Canberra and Darwin.

Details of each examination will be publicly notified.

2. **Persons Eligible to Enter.**—Subject to Section 47A (2)* of the Public Service Act 1922-1964 unmarried females within the following age-limits at the date training commences:—

State.	Age Limits.	
	At least—	Less than—
Sydney	15	20
Melbourne	15	18
Hobart	16	30
Canberra	15	20
Darwin	14	20

(Note.—(i) Applications from those who have failed an examination within the preceding six months will not be accepted.

(ii) Applications from persons who have sat for an examination to enter a Data Processing Operator-in-training Class will be accepted as shown in the following paragraphs.)

* See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.

3. **Subjects and Pass Conditions—**

Subject	Duration (minutes).
Computations	10
Vocabulary	10
Recording	7
Selecting Parts	6
Numbers	13
Substitution	5
Co-ordination	3
Checking	10

Candidates will be required at the examination centre for approximately 2 hours.

A satisfactory standard must be achieved in order to pass the examination.

4. **Exemption Provisions.**—Candidates who have sat for an examination containing any of the subjects listed in paragraph 3 above less than twelve months previously may claim exemption in the particular subjects at an examination under these conditions; no candidate will be permitted to re-contest any subject within six months.

No other exemptions will be granted.

5. **Period of Eligibility.**—Candidates who qualify will be eligible for appointment or transfer for twelve months after date of notification in the Gazette that the results of that examination have been finalized.

6. **Order of Selection.**—Successful candidates will be selected in order of merit based on performance at the suitability tests for the examinations concerned.

7. **Syllabus.**—No specific study is required for this type of examination.

8. **General—**

(i) **Details of Training.**—A candidate selected for training will be appointed on probation or transferred as Clerical Assistant, Grade 1, and trained in the duties of an Accounting Machinist (Female), Grade 1. Trainees who complete the approved course of training and pass the end-of-course test will be eligible for promotion or transfer as Accounting Machinist (Female), Grade 1, in accordance with their order of merit at that test. If she is not making satisfactory progress, a trainee may be transferred from the class and placed as a Clerical Assistant, Grade 1, or in her former position or one of similar status, or her appointment terminated, as appropriate.

(ii) **Contract of Employment.**—Each trainee will be required to undertake to complete the approved course of training (including examinations) unless permitted by the Public Service Board to relinquish it, and to remain in the employment of the Commonwealth for at least three years thereafter. When any breach of the agreement is established, the Board will decide the amount of penalty up to a maximum of £50.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

SALARY ADVANCEMENT OF AIRWORTHINESS SURVEYORS.

THE Public Service Board hereby notifies the general conditions of the examination to enable Airworthiness Surveyors (£1,907-£2162 (S.)), Third Division, Department of Civil Aviation, to advance in salary beyond £2,029 (S.) per annum, held annually in April, in pursuance of Section 32 of the Public Service Act 1922-1964, if required. Specific details will be separately notified in the Gazette.

2. **Persons Eligible to Enter.**—Airworthiness Surveyors, including temporary Airworthiness Surveyors, appointed or who have commenced duty after 9th November, 1950, and who are in receipt of a salary of £2,029 (S.) per annum or less.

3. **Subjects and Pass Conditions—**

Subject.	Duration.
(i) Air Legislation	2 hours
(ii) Aerodynamics	1 hour
(iii) Aircraft	3 hours
(iv) Power Plants	3 hours
(v) Electrical and Instrument Systems Part 1	3 hours
(vi) Electrical and Instrument Systems Part 2	3 hours
(vii) Radio Systems Part 1	3 hours
(viii) Radio Systems Part 2	3 hours

These subjects are divided into the following groups and candidates must elect to be examined in one group only:—

Group A—

- Air Legislation.
- Aerodynamics.
- Aircraft.
- Power Plants.

Group B—

- Air Legislation.
- Aerodynamics.
- Electrical and Instrument Systems Part 1.
- Electrical and Instrument Systems Part 2.

Group C—

- Air Legislation.
- Aerodynamics.
- Radio Systems Part 1.
- Radio Systems Part 2.

Candidates must pass in each of the required subjects for the group concerned as set out hereunder—

Subject.	Max. Marks.	Pass Marks.
Air Legislation	100	75
Aerodynamics	100	60
Aircraft	100	70
Electrical and Instrument Systems Part 1	100	70
Electrical and Instrument Systems Part 2	100	70
Radio Systems Part 1	100	70
Radio Systems Part 2	100	70

4. **Exemption Provisions.**—Candidates may claim exemption from re-examination in any subject passed at one of the two preceding examinations.

A candidate who possesses academic qualifications which he considers to be equivalent to any subject(s) of an examination under these conditions may apply to the Inspector with whom he lodges his application for recognition of the subject(s) as entitling him to exemption in the appropriate subject(s) under these conditions.

5. **Period of Eligibility.**—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.

6. **Advancement.**—An Airworthiness Surveyor who qualifies will, subject to section 31 of the Public Service Act 1922-1964, be advanced in salary to £2,090 (S.) per annum as from the date of completion of twelve months' service with salary at the rate of £2,029 (S.) per annum, or the first day of the month immediately following the date of examination, whichever is the later.

7. Syllabus—

(i) **Air Legislation.**—Implementation of those Air Navigation Regulations which serve to regulate the aircraft industry in such respects as come within the scope and responsibility of Airworthiness Surveyors.

A general knowledge of the powers under which the Air Navigation Regulations are framed and enacted, the relative positions of the Minister, the Director-General and a delegated representative in exercising the powers and functions of the Air Navigation Regulations.

A general knowledge of the structure and pattern of the Air Navigation Orders and the authority under which they are issued.

A specific knowledge of those sections relating directly to airworthiness and operational matters with which the Airworthiness Surveyor is concerned.

A specific knowledge of such aspects and procedures as fall within the delegation of authority held by Airworthiness Surveyors, viz., issue and renewal of Certificates of Airworthiness, flight testing after overhaul, modification or repair, grant of Aircraft Maintenance Engineers' licences, Approved Organizations and defect analysis, with particular reference to—

- (a) **Registration of Aircraft.**—Certificate of Registration details, nationality; identification and other markings; their allotment, location, dimensions, visibility and prohibitions.
- (b) **Airworthiness of Aircraft.**—Certificate of Airworthiness issue, conditions and duration of issue, aircraft modification procedure and approval aspects, damaged and defective aircraft in varying circumstances, periodical overhaul of aircraft and overhaul determination aspects.
- (c) **Certification of Aircraft.**—Prescribed maintenance requirements, inspection and responsibility aspects, supervision of modification, overhaul, repair or alteration of aircraft and aspects of clearance, certification of materials and processes used.
- (d) **Licensing of Aircraft Maintenance Engineers.**—Licence categories and ratings, eligibility for grant, duration, extension, re-examination of licence holder and examination of work performed.
- (e) **Approval of Organizations.**—Procedure for the initial approval and surveillance of operators' engineering organizations and firms engaged in the manufacture, overhaul, distribution and processing of aircraft goods and equipment.
- (f) **Logs and Log Books.**—Types and particulars of records, rules governing their carriage, use and preservation.
- (g) **Radio Apparatus.**—Mandatory requirements, Postmaster-General aspects, installation aspects, certification.
- (h) **Conditions of Flight.**—Normal flight requirements and documents; special circumstances.
- (i) **Aircraft Lights.**—Navigation light, flight requirements and restrictions; other circumstances.
- (j) **Air Service Operations.**—Classifications, crew requirements, licences, reports, special requirements for commercial operations, restrictions.
- (k) **Accident Inquiry.**—Notification requirements, custody, protection, investigation, reporting and release of aircraft.
- (l) **Miscellaneous.**—Licence issue to Aliens, surrender of documents, production of licences, access rights of authorized persons.

References—

- D.C.A.—Air Navigation Regulations (Relevant Parts).
- D.C.A.—Air Navigation Orders related to Airworthiness and Air Service Operations.
- D.C.A.—Airworthiness Instructions.
- D.C.A.—Administrative Orders (Relevant Parts).
- D.C.A.—Publication No. 7.

(ii) **Aerodynamics.**—Basic principles and knowledge connected with the phenomena of aircraft flight—fixed and rotary wing aircraft.

A general knowledge of the atmosphere, its composition, properties and appropriate laws; International Standard Atmosphere and its significance; density and pressure variations with altitude; temperature lapse rates.

A good understanding of lift and drag factors affecting these forces, aerofoil section characteristics, pressure distribution and differential, induced and parasitic drag, lift/drag ratio and its significance. Typical aerofoil sections and their merits.

A good knowledge of forces acting in flight, aerodynamic terms and their definitions, axes of aircraft movement, stability and control, effects of power "on" and "off", flying control surfaces, primary and secondary systems, the assessment and correction of abnormal flight characteristics.

A sound knowledge of weight and balance control, weighing of aircraft, centre of gravity determination, effects and limits of centre of gravity movement, procedures and calculations for the redetermination of centre of gravity after alteration.

References—

- Kermode.—Mechanics of Flight.
- Kermode.—Flight Without Formula.
- Fay.—The Helicopter and How it Flies.
- Northrop.—Aeronautical Institute Text Books.
- F.A.A.—Civil Aeronautics Manual No. 18. App. II.
- D.C.A.—Air Navigation Orders related to Weight Control.
- D.C.A.—Airworthiness Instructions.
- D.C.A.—Technical Information Bulletins.

(iii) **Aircraft.**—Airframes, Systems and Materials from the standpoint of basic principles and generally applied technical knowledge.

Airframe Structures and Systems.

An appreciation of the flight and ground forces acting on aircraft structures and ability to recognize Tensile, Compression, Shearing, Bending and Torsional stresses and their combinations.

A practical knowledge of types of structures such as Triangulated Truss, Monocoque, Semi Monocoque, Cantilever and semi-Cantilever, and the ability to recognize signs of excessive loads or incipient failures.

A sound knowledge of workshop processes and procedures with particular reference to—

- (a) Sheet metal skinning and forming, rivets and riveting practice, including joint sealing, thermal and mechanical joints in tubular structures, dimensional checking, repair methods, protective treatments and recognition of defective work and material.
- (b) Wood-working, jointing, ply covering, adhesives and their use, dimensional checking, protective finishes, repair methods, recognition of defective work and material.
- (c) Fabric working and doping, preparation, attachment, doping schemes, repair methods, &c.

An appreciation of wing section lofting, template, former and jig production.

A good knowledge of alignment and rigging equipment and its use in airframe erection.

A good knowledge of standard workshop practices such as cable splicing, swaging and routing, plumbing joints and unions, bonding, anti-corrosion precautions, fastening and safetying methods.

A good knowledge of the principles and application of hydraulics, pneumatics and mechanics to systems and components associated with the control and operation of the following:—Surface controls, undercarriage shock-absorption and retraction, wheel brakes, wing flaps, steering, air-conditioning, pressurization, fire prevention and control, anti-icing, de-icing, oxygen supply. The ability to recognize functional defects in systems and field aspects of their correction.

A sound knowledge of elementary electricity and magnetism including the generation of alternating and direct currents, the effects of resistance, inductance and capacity in a circuit and the use of Ohm's Law.

A general knowledge of generator systems used in aircraft, including the methods of metering, controlling and paralleling, the construction and operation of batteries and other items of equipment such as relays, switches, &c.

A general knowledge of requirements relating to the distribution, protection and control of circuits, the reasons for and methods of bonding and screening and the ability to use and interpret test equipment such as meggers, high rate discharge testers, hydrometers, bonding testers, &c.

A sound knowledge of fundamental units of measurements.

A general knowledge of the principles and operation of mechanical, gyroscopic, magnetic and electrical instruments together with an overall knowledge of their installation, associated plumbing and interwiring requirements and typical service defects.

A general knowledge of the principles and operation of automatic pilot equipment and systems; instrument power sources and functional testing of systems, the operation, installation and compensation of magnetic compasses.

A general knowledge of requirements relating to service life, handling and storage of aeronautical equipment.

A good knowledge of component overhaul requirements and the ability to analyse, and assess data relating to overhaul periods and the supervision of safety aspects as applied to aircraft operation generally.

References—

- Haddon.—An Introduction to Aeronautical Engineering Vol. II.
 Leslie.—Airplane Maintenance.
 Markley.—Fundamentals for the Aircraft Mechanic.
 Titterton.—Aircraft Materials and Processes.
 Hill.—Materials of Aircraft Construction.
 Conway.—Aircraft Hydraulics, Vol. 2.
 Irvin.—Aircraft Instruments.
 Sloley and Coulthard.—Aircraft Instruments.
 Northrop.—Aeronautical Institute Text Books.
 Air Ministry.—A.P. 1275, Parts A and B.
 A.F. Manual 52-7.—Elementary Electricity for the Airplane Mechanic.
 As applicable.—Manufacturers' Current Manuals, Service Bulletins and Brochures.
 D.C.A.—Publication No. 7.
 D.C.A.—Air Navigation Orders, Parts 100-108.
 D.C.A.—Airworthiness Instructions.
 D.C.A.—Technical Information Bulletins.

Materials, Standard Parts and Processes.

Materials—Metallic.—A general knowledge of commonly used ferrous and non-ferrous aircraft materials including their heat treatment, working and forming characteristics. Strength values, defect susceptibility, protective treatments and special processes.

Materials—Non-metallic.—A general knowledge of commonly used organic, synthetic and processed materials as used in the manufacture of parts, structures, equipment, finishes and adhesives; protective treatments, typical defects and special processes.

Materials—Testing.—An appreciation of the methods of determining tensile and compression strengths, proof stress, yield point, elongation, reduction of area, impact value, fatigue and creep susceptibility, hardness, density, moisture content, corrosion resistance as applicable.

Standard Parts.—A sound knowledge of recognized Standards Authorities (British, American and Australian). Ability to recognize and identify standard parts. Typical uses in aircraft structures and systems.

Processes.—A general overall knowledge of processes in general use; the control and tests appropriate to them, the following processes being typical—gas and electric welding, heat treatment, plating, anodising, forging, casting, extruding, swaging, shot peening, mechanical and chemical cleaning.

Inspection Methods.—A practical knowledge of special inspection methods in common use.

References—

- Titterton.—Aircraft Materials and Processes.
 Hill.—Materials of Aircraft Construction.
 Johnson.—Airplane Welding and Materials.
 Lincoln Electric Co.—Procedure Handbook of Arc Welding.
 Northrop.—Aeronautical Institute Text Books.
 F.A.A.—Civil Aeronautics Manual No. 18.
 As applicable.—Current Specifications and Standards.
 D.C.A.—Publication No. 7.
 D.C.A.—Air Navigation Orders Parts 100-108.
 D.C.A.—Airworthiness Instructions.
 D.C.A.—Technical Information Bulletins.

(iv) **Power Plants**—Engines, Accessories and Propellers from the standpoint of basic principles and generally applied technical knowledge.

Engines and Accessories.

A sound knowledge of the principles and construction of constant volume cycle and constant pressure cycle internal combustion engines; this includes two and four stroke, spark and compression ignition, sleeve and poppet valve, air and liquid cooled, in-line and radial reciprocating engines and turbo jet, turbo fan or by-pass, and turbo propeller gas turbine engines.

A general knowledge of gas laws, heat balance, engine torque, inertia and pressure forces, altitude and temperature effects on engine performance, supercharging, exhaust driven turbines, detonation, heat rejection, thrust augmentation and thrust reversal.

The ability to interpret power, fuel consumption and operational charts and demonstrate the use of formulae relating to B.H.P., B.M.E.P. and associated calculations.

A good knowledge of carburetion and fuel/air ratio, float and injection type carburetors, fuel and water injection systems including the principles of operation, calibration and control.

A general knowledge of engine-driven accessories, accessory drives and transmissions, engine starting systems and procedures.

A general knowledge of induction and exhaust systems—constructional, maintenance and material aspects.

A general knowledge of ignition systems including principles of magneto and high energy ignitor operation and associated maintenance aspects.

A general knowledge of aircraft engine fuels and lubricants including such aspects as specific gravity, viscosity, anti-knock rating, performance numbers, colour coding and performance characteristics.

A specific knowledge of the analysis and assessment of data relating to the determination of overhaul periods.

A practical knowledge of special inspection methods in current use.

A good knowledge of installation requirements including engine mounting, cowling, zone sealing, fire protection and control, vibration hazards, fire-resistant and fireproof materials, plumbing and wiring techniques.

A good knowledge of inspection procedures, the ability to recognize operational and physical defects and their causes and the application of repair and salvage schemes.

A general knowledge of engine test house equipment, procedures and records, and the inhibiting and storage of engines.

A sound knowledge of workshop practices including cylinder, valve and bearing reconditioning, surface protection, mechanical and chemical cleaning, torque tightening procedures, surface lapping and gauging.

A working knowledge of the operation and flight control of power plants and the appropriate terminology used.

References—

- Judge.—Aircraft Engines Vols. 1 and 2.
 Smith.—Gas Turbines and Jet Propulsion for Aircraft.
 Pratt & Whitney.—Oper. Inst. 200. The Aircraft Gas Turbine and its Operation.
 Pratt & Whitney.—Manual of Engine Operation.
 Northrop.—Aeronautical Institute Text Books.
 Wright.—Wright Service Lectures.
 F.A.A.—T.M. 107 Aircraft Power Plant Manual.
 As applicable.—Manufacturers' Current Manuals, Service Bulletins and Brochures.
 As applicable.—Fuel and Oil Companies' Technical Publications.
 D.C.A.—Publication No. 7.
 D.C.A.—Air Navigation Orders Parts 100-108.
 D.C.A.—Airworthiness Instructions.
 D.C.A.—Technical Information Bulletins.

Propellers.

An appreciation of the aerodynamics of propellers, the forces acting in flight, and operational aspects of the relationship between blade diameter, pitch and area.

A good knowledge of the construction (including materials used) of the various types of fixed and variable pitch propellers.

A sound knowledge of the principle and operation of variable pitch, constant speed, feathering and reversing propellers (hydraulic, electric, dynamic and manual types) including the control and pitch change mechanisms and synchronising devices.

A good knowledge of inspection methods, testing and balancing during overhaul and functional checking and adjustment of propellers. The ability to assess blade damage in service and a general knowledge of blade repair and salvage, including heat treatment, blade straightening, twisting and cropping, angle checking and special inspection methods applicable to ferrous and non-ferrous parts.

A good knowledge of propeller and accessory installations including controls, plumbing, circuit wiring, &c.

A general knowledge of cleaning and inhibiting procedures, anti-corrosive and storage treatments.

References—

- Kermode.—Mechanics of Flight.
 Northrop.—Aeronautical Institute Text Books.
 Air Ministry.—A.P. 1538 Series.
 As applicable.—Manufacturers' Current Manuals, Service Bulletins and Brochures.
 D.C.A.—Publication No. 7.
 D.C.A.—Air Navigation Orders Parts 100-108.
 D.C.A.—Airworthiness Instructions.
 D.C.A.—Technical Information Bulletins.

(v) **Electrical and Instrument Systems, Part 1.**—Components, systems and materials from the stand-point of basic principles and generally applied technical knowledge.

(vi) **Electrical and Instrument Systems, Part 2.**—A specific knowledge of components, systems and materials in current use.

Electrics.

A sound knowledge of direct current theory including methods of generation, series and parallel circuits, Ohm's Law and Kirchhoff's Law, bridge circuits, power in circuits, magnetism, electro-magnetism, electromagnetic induction, &c.

A sound knowledge of alternating current theory, including single and polyphase systems, resistance, capacitance, inductance, reactance, impedance, current and voltage relationships, power in circuits, rectification, &c.

A sound knowledge of aircraft generator and alternator power supply systems including the various protective systems, methods of metering, paralleling and controlling voltage and current output.

A sound knowledge of the use of transistor and magnetic amplifiers and "logic" circuits.

A good knowledge of the operation, construction and testing of aircraft batteries.

A good knowledge of the principles of operation, method of control and uses of direct current series, shunt and compound wound motors and A.C. single and polyphase motors.

A specific knowledge of circuit design requirements especially in relation to distribution, protection and control.

A sound knowledge of types and uses of relays, switches, cables, connectors, protectors and other equipment used in aircraft.

A sound knowledge of the use and interpretation of test equipment such as meggers, bridge meggers, ohmmeters, watt and varimeters, &c.

A sound knowledge of the reasons for and the means of bonding and screening.

A sound knowledge of the principles of operation of the various types of magnetos and ignition systems in general use including booster coils, high energy ignitors, &c.

References—

Agger.—Alternating Currents.

A.F. Manual 52-7.—Elementary Electricity for the Airplane Mechanic.

Northrop.—Aeronautical Institute Text Books.

As applicable.—Manufacturers' Current Manuals, Service Bulletins and Brochures.

D.C.A.—Publication No. 7.

D.C.A.—Air Navigation Orders Parts 100-108.

D.C.A.—Airworthiness Instructions.

D.C.A.—Technical Information Bulletins.

Instruments.

A sound knowledge of the fundamental units of measurements and measuring equipment.

A good knowledge of the principles, construction and operation of mechanical, electrical and electronic flight, navigational, engine and system instruments and automatic control equipment, including the effects of installation errors, position errors, altitude and temperature variations.

A sound knowledge of the methods of conducting field and workshop tests. The use of test equipment and interpretation of tolerance and correction tables.

A good knowledge of the analysis and rectification of service defects.

A sound knowledge of gyroscopic theory and the application of gyroscopes to aircraft instrumentation.

A specific knowledge of terrestrial magnetic theory and the installation and compensation of magnetic compasses, including the effects of errors caused by aircraft magnetic fields.

A sound knowledge of the following:—

- (a) Permissible instrument service between tests and overhauls including the determining factors.
- (b) Standards and materials applicable to instruments and their installation.
- (c) Design of instrument panels and anti-vibration mountings.
- (d) Handling and storage requirements.
- (e) Workshop practices.

References—

Irvin.—Aircraft Instruments.

Coulthard.—Aircraft Instrument Design.

Northrop.—Aeronautical Institute Text Books.

Air Ministry.—A.P. 1275 Parts A and B.

As applicable.—Manufacturers' Current Manuals, Service Bulletins and Brochures.

D.C.A.—Publication No. 7.

D.C.A.—Air Navigation Orders Parts 100-108.

D.C.A.—Airworthiness Instructions.

D.C.A.—Technical Information Bulletins.

(vii) **Radio, Part 1.**—Airborne radio communication equipment and systems from the standpoint of theory and construction.

(viii) **Radio, Part 2.**—Airborne radio navigational aids and systems from the standpoint of theory and construction.

A sound knowledge of the application of electronics to aeronautics—basic design considerations and environmental aspects.

A good appreciation of navigational problems and the various electronic systems in use as navigational aids, their comparative merits and operational aspects such as assigned frequency bands, accuracy, range, limitations, &c.

A specific knowledge of the ground-based elements of communication and navigation systems in current use in Australia.

A specific knowledge of the principles, construction and operation of currently used airborne navigational units such as Distance Measuring Equipment, Instrument Landing System, Visual Aural Range, V.H.F. Omni Range, Markers, Radio Compasses, Loran, Weather radar, Radio Altimeters, Doppler Radar Navigation Systems and the associated instrumentation.

A specific knowledge of the principles, construction and operation of currently used airborne communications equipment for M.F., H.F. and V.H.F.; their performance characteristics and mobile frequency bands applicable to the Australian network.

A specific knowledge of audio systems applicable to aircraft installations including isolation and interphone amplifiers, mixing networks and microphone, headset and loud speaker characteristics.

A specific knowledge of aircraft antennae systems and wave propagation, including design, performance characteristics and associated problems such as safety aspects, ice accretion, precipitation static, fire hazards and lightning strikes; their mitigation or prevention.

A specific knowledge of all aspects of testing and calibrating radio units and systems including the use of special apparatus, simulators and procedures, flight calibration of navigational aids, field strength measurements and the graphical presentation of results.

A specific knowledge of the construction, installation and maintenance of indicator systems and instrumentation including remote control mechanisms.

A specific knowledge of radio installation aspects covering environment, layout, fire precautions, antennae fitment, power supply, protective devices, noise suppression, aircraft structure, interwiring, bonding, screening and functional testing.

A general knowledge of materials and components pertinent to radio construction and installation.

A specific knowledge of servicing procedures, modification requirements, defect analysis and rectification, repairs, adjustments and certification.

A good appreciation of the requirements relating to the maximum permissible periods of service between overhauls of components.

A specific knowledge of P.M.G. and D.C.A. requirements pertaining to radio stations and personal licensing.

A general knowledge of manufacturing requirements and procedures to be followed in the submission of new equipment for approval.

References—

Sandretto.—Principles of Aeronautical Radio Engineering.

Sandretto.—Electronic Aviation Engineering.

Keen.—Wireless Direction Finding.

C.A.A.—Manual 16. Aircraft Radio Equipment Airworthiness.

C. of A.—Wireless Telegraphy Regulations issued under the Wireless Telegraphy Act.

A.W.A.—Manual for Aircraft Maintenance Engineers (Radio).

As applicable.—Manufacturers' Current Handbooks and U.S. Technical Orders for the various Airborne Equipments.

D.C.A.—V.H.F. Transmission Information Bulletin—Sections 1 and 2.

D.C.A.—Aeronautical Information Publications.

D.C.A.—Aircraft Radio Bulletins.

D.C.A.—Publication No. 7.

D.C.A.—Air Navigation Orders Parts 100-108.

D.C.A.—Airworthiness Instructions.

D.C.A.—Technical Information Bulletins.

This notice should be read in conjunction with the Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT AS ASSISTANT, GRADE 1, POSTMASTER-GENERAL'S DEPARTMENT.

QUALIFYING examinations will be held as required for appointment as Assistant, Grade 1 (£364-£818 (S.)), Fourth Division, Postmaster-General's Department. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. **Persons Eligible to Enter.**—Males not on the permanent staff of the Commonwealth Service, who are at least 17 years 11 months and less than 51 years of age, at the date of examination.

3. **Subjects and Pass Conditions—**
- (i) Spelling.
 - (ii) Arithmetic.
- Candidates must pass in both subjects to pass the examination.
4. **Exemption Provisions.**—Not applicable.

5. **Period of Eligibility.**—Twelve months from the date of notification in the Gazette that the results of the examination have been finalized, or until attaining the age of 51 years, whichever is the earlier. Successful candidates will not be eligible for appointment until they attain the age of 18 years.

6. **Order of Appointment.**—Offers of appointment will be made in order of merit based on marks obtained at the examination.

7. **Syllabus—**
- (i) Spelling.—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)
 - (ii) Arithmetic.—First four "rules"—that is Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures and moneys, (b) Prime numbers, factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

This notification should be read in conjunction with Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT AS ASSISTANT STOREMAN.

QUALIFYING examinations will be held as required for appointment as Assistant Storeman (£364-£818 (S.)), Fourth Division, Postmaster-General's Department, or (£364-£804 (S.)), Fourth Division, in other departments. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. **Persons Eligible to Enter—**

- (i) For Appointment.—Subject to section 47A (2)* of the Public Service Act 1922-1964, males not on the permanent staff of the Commonwealth Service who are between the ages of 17 years 11 months and 40 years at the date of examination.

(Note: Persons who are otherwise eligible but have contested an examination under these conditions within the preceding six months are not eligible to apply.)

* See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.

3. **Subjects and Pass Conditions—**

Subject.	Duration (minutes).
Arithmetic	28
Recording	7
Practical Situations	15
Vizualizing	6

Candidates will be required at the examination centre for approximately one and a half hours.

A satisfactory standard must be achieved in order to pass the examination.

4. **Exemption Provisions.**—Candidates who have sat for an examination containing any of the subjects listed in paragraph 3 above less than twelve months previously may claim exemption in the particular subject(s) at an examination under these conditions; no candidate will be permitted to re-contest any subject within six months.
- No other exemptions will be granted.

5. **Period of Eligibility.**—Twelve months from date of notification in the Gazette that the results of the examination have been finalized. Successful candidates will not be eligible for appointment or transfer until they attain the age of eighteen years.

6. **Order of Appointment.**—Offers of appointment will be made in order of merit based on marks obtained at the examination.

7. **Syllabus.**—Prior study would be useful for the arithmetic test. No specific study is required for the remaining tests. General information about the content of all tests is available from Public Service Inspectors.

This notification should be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT AS CLERICAL ASSISTANT, GRADE 1, ASSISTANT, GRADE 1 (departments other than P.M.G.), AND MACHINE TABULATOR, GRADE 1.

QUALIFYING examinations will be held as required for appointment as Clerical Assistant, Grade 1, Assistant, Grade 1 (departments other than P.M.G.) and Machine Tabulator, Grade 1 (£364-£818 (S.) male rate) (£334-£664 (S.) female rate), Fourth Division. Details of each examination, which may be for any or all of the above designations, will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. **Persons Eligible to Enter.**—Subject to Section 47A (2)* of the Public Service Act 1922-1964, persons who are between the following age limits at the date of examination:—

State.	At least—	Less than—
New South Wales ..	14 yrs. 11 mths.	30 yrs.
Victoria ..	14 yrs. 11 mths.	30 yrs.
Queensland ..	14 yrs. 11 mths.	30 yrs.
South Australia ..	14 yrs. 11 mths.	30 yrs.
Western Australia ..	14 yrs. 11 mths.	25 yrs.
Tasmania ..	15 yrs. 11 mths.	30 yrs.
Australian Capital Territory ..	14 yrs. 11 mths.	30 yrs.
Northern Territory ..	14 yrs. 11 mths.	30 yrs.

Candidates at examinations for appointment to Canberra must also be persons who are resident in Canberra or its environs.

* See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.

3. **Subjects and Pass Conditions—**
- (i) Spelling.
 - (ii) Arithmetic.
- Candidates must pass in both subjects to pass an examination under these conditions.

4. **Exemption Provisions.**—Not applicable.

5. **Period of Eligibility.**—Candidates who qualify at an examination will be eligible for appointment for twelve months from date of notification in the Gazette that the results of the examination have been finalized. However, they will not be eligible for appointment until they attain the age of 15 years or 16 years, as appropriate.

6. **Order of Appointment.**—Offers of appointment will be made in order of merit based on marks obtained at the examination from separate lists for males and females.

7. **Syllabus—**
- (i) Spelling.—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)
 - (ii) Arithmetic.—First four "rules"—that is Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures, and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals) (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

The conditions of this examination are under review and may be varied.

This notice should be read in conjunction with the Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT AS CLERK.—GRADUATE ENTRY.

APPPLICATIONS are invited from males and unmarried females for appointment as Clerk (£529-£1,175 (S.)), Third Division.

2. Age Limits.—To be eligible for appointment applicants—

- (i) who are not former members of the Forces must be under 35 years at date of appointment,
- (ii) who are former members of the Forces must be under 51 years at date of appointment.

See Concession to Ex-Servicemen on P. of this Gazette.

3. Qualifications Required.—To be eligible for appointment, an applicant must—

- (i) have been admitted to a degree, or
- (ii) be eligible to be admitted to a degree

of an Australian or overseas university approved by the Board.

4. Period of Eligibility.—Applicants with the required qualifications will be eligible for appointment at any time subject to the age limits in paragraph 2. Qualified applicants who have not been appointed within twelve months of being placed in the Order of Appointment Register, will be required to re-apply if they wish to retain eligibility for appointment.

5. Order of Appointment.—All qualified applicants will be required to sit for the Third Division Commonwealth Selection Test. Performance at the test will be taken into account at an interview, which will determine the order in which offers of appointment will be made.

6. Place of Appointment.—The majority of vacancies for graduates will occur in Canberra and Melbourne but a limited number of positions will be available in other States.

7. Applications Close.—Applications under this notification may be lodged at any time until 31st December, 1965.

This notice is to be read in conjunction with Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT AS CLERK, THIRD DIVISION.**"LEAVING AND MATRICULATION" ENTRY.**

APPPLICATIONS are invited from males and unmarried females for appointment as Clerk (£529-£1,175 (S.)), Third Division.

2. Age Limits.—(i) Applicants who are not former members of the Forces must be under the age of 28 years at the date of appointment. (ii) Applicants who are former members of the Forces must be under the age of 51 years at the date of appointment.

3. Qualifications Required.—To be eligible for appointment an applicant must have—

- (a) passed in such subjects and at such examinations as will qualify the applicant for matriculation at an Australian or United Kingdom university provided that where English is not one of the subjects passed the applicant will be required to satisfy the Board that he or she has a satisfactory command of the English language, or
- (b) passed in English and three other recognized subjects at one of the following public examinations:—

The New South Wales Leaving Certificate Examination,
The Sydney University Matriculation Examination,
The Victorian School Leaving Certificate Examination,
The Queensland Senior Public Examination,
The South Australian Leaving Examination,
The South Australian Leaving Honours Examination,
The Western Australian Leaving Certificate Examination,
The Tasmanian Schools Board Examination,

Provided that, under sub-paragraph (b),

- (i) the qualification is obtained at not more than two successive sittings;
- (ii) the subjects passed comply with the public examining authority's regulations governing subject groupings and permissible subject combinations;
- (iii) a special lower-grade award such as the "Q" at the Leaving Certificate of South Australia is not recognized as a pass in any subject;
- (iv) applicants who have passed in at least one subject at any one of the above examinations and have been granted exemptions in other recognized subjects by the educational authority concerned will be eligible, if they have been awarded a full certificate for that examination;

(v) applicants who were Class A candidates from Approved Schools in Victoria and were exempted from the Public Leaving Examination by obtaining Headmaster's Certificates are eligible for appointment provided the Certificate is for a pass in English and at least three other recognized subjects;

(vi) applicants who qualified at the Tasmanian Schools Board Certificate Examination in 1960, or who qualify in any subsequent year, must have obtained a certificate endorsed "A".

Note.—Applications will be accepted from persons who will be contesting examinations in 1965, success at which will confer on them eligibility for appointment in accordance with the above conditions.

4. Period of Eligibility.—Applicants with the required qualifications will be eligible for appointment at any time subject to the age limits in paragraph 2. Qualified applicants who have not been appointed within twelve months of being placed in the Order of Appointment Register, will be required to re-apply if they wish to retain eligibility for appointment.

5. Order of Appointment.—Applicants will be required to undertake a Commonwealth Selection Test. Appointments, as required, will be offered to qualified applicants in order of marks obtained in the Test.

6. Place of Appointment.—A successful applicant—

- (a) resident in a State or Territory will qualify for appointment in that State or Territory, and will also be eligible for consideration for appointment in any other State or Territory;
- (b) from overseas will qualify for appointment in a Territory, and will also be eligible for consideration for appointment in any other Territory or in any State.

Note.—For the purposes of this paragraph "Territory" means the Australian Capital Territory, the Northern Territory, or the Territory of Papua and New Guinea.

7. Submission of Applications.—Applications should be lodged with the Commonwealth Public Service Inspector in the State in which the applicant desires appointment. Applicants desiring appointment in the Australian Capital Territory, the Northern Territory and the Territory of Papua-New Guinea should lodge their applications with the Public Service Inspectors at the following locations:—

Location to which appointment is sought.	Applications to Public Service Inspector in—
Australian Capital Territory	Canberra
Northern Territory	Canberra
Papua-New Guinea	Brisbane

Applications under this notification may be lodged at any time until 31st December, 1965.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

TRANSFER AS CLERK, THIRD DIVISION.**(Leaving and Matriculation.)**

THIS examination will be held during 1965 to enable officers with leaving or matriculation qualifications to transfer as Clerk (£529-£1,175 (S.)), Third Division, or to gain educational qualifications for Third Division status in certain other categories (e.g., Postal Clerk).

Specific details will be separately notified in the Gazette.

2. Officers Eligible to Enter—

- (i) Officers under the age of 28 years, and
 - (ii) Officers over the age of 28 years who have completed one year of permanent service or who are former members of the Forces
- and who possess qualifications which satisfy the requirements of Part I of this examination."

3. Subjects and Pass Conditions.—The examination is of two parts:—

Part I. (Educational).—An officer will be deemed to have passed this part of the examination if he has—

- (a) passed in such subjects and at such examinations as will qualify him for matriculation at an Australian or United Kingdom University, or

(b) passed in English and three other recognized subjects at one of the following public examinations:—

- The New South Wales Leaving Certificate Examination,
 - The Sydney University Matriculation Examination,
 - The Victorian School Leaving Certificate Examination,
 - The Queensland Senior Public Examination,
 - The South Australian Leaving Examination,
 - The Western Australian Leaving Certificate Examination,
 - The Tasmanian Schools Board Examination,
- provided that under sub-paragraph (b)—

(i) the qualification is obtained at not more than two successive annual sittings of the one public examination;

(Note.—1. Officers who were partially successful in 1962 or 1963 at public examinations accepted for appointment or transfer as Clerk will be deemed educationally eligible for transfer if they complete their qualifications at one more sitting of the same public examinations prior to 31st December, 1965.”

2. The “October Clerical” examination and the one public examination held at the end of the same year, or early in the following year (in the case of matriculation examinations or supplementary matriculations, as applicable), may be regarded as “one examination” for the purposes of (i) above.

Subjects chosen under the two sets of conditions, however, should not be similar or related.)

- (ii) the subjects passed comply with the public examining authority’s regulations governing subject groupings and permissible subject combinations;
- (iii) a special lower-grade award such as the “Q” at the Leaving Certificate of South Australia is not recognized as a pass in any subject;
- (iv) candidates who have passed in at least one subject at any one of the above examinations and have been granted exemptions in other recognized subjects by the educational authority concerned, will be eligible, if they have been awarded a full certificate for that examination;
- (v) candidates who were Class A candidates from Approved Schools in Victoria and were exempted from the Public Leaving Examination by obtaining Headmasters’ Certificates are eligible for appointment provided the certificate is for a pass in English and at least three other recognized subjects;
- (vi) candidates who qualified at the Tasmanian Schools Board Certificate Examination in 1960, or who qualify in any subsequent year, must have a certificate endorsed “A”.

An officer must pass in Part I. of the examination before he is admitted to Part II.

Part II. (Commonwealth Selection Test).—The subjects for this part of the examination will be:—

- Computations.
- Checking.
- Spelling.
- English Usage.
- Current Affairs.
- Quantitative Thinking.
- Critical Thinking and Interpretation of Data.
- English Expression, Reading.
- Comprehension and Vocabulary.

To qualify at the whole examination, an officer must pass Part I. Marks obtained in Part II. will determine order of transfer as Clerk.

4. Exemption Provisions.—No exemptions will be granted.

5. Period of Eligibility.—Officers who pass an examination under these conditions acquire educational eligibility for transfer to the Third Division for an indefinite period. However, those who are not transferred as Clerk within twelve months of the date of contesting the Commonwealth Selection Test must re-register with the Public Service Inspector if they desire their names to be retained on the order of merit list for transfer, and at yearly intervals thereafter.

6. Order of Transfer.—In accordance with section 53A of the Public Service Act 1922-1964, successful candidates will be transferred as Clerk £529-£1175 (S.) Third Division in order of marks obtained at Part II, of the examination.

Officers who seek to improve their performance on the Commonwealth Selection Test, and accordingly their position on the order of merit, will be permitted to make a total of three attempts at intervals of not less than twelve months between tests.

7. Syllabus.—Part I.: Candidates should consult the handbook or manuals issued by the Public Examinations Authorities for details of subject groupings and syllabuses. Part II.: No study or special preparation is required for this part of the examination.

8. General.—(i) Applications must be made on printed forms which are obtainable from and must be lodged with the Commonwealth Public Service Inspector for the State or Territory in which the officer is permanently located.

(ii) **Applications Close.**—Applications will be received at any time until 31st December, 1965.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

**TRANSFER AS CLERK, THIRD DIVISION.
 (“October Clerical”)**

THE Public Service Board hereby notifies the general conditions of the examination held annually to enable officers to qualify for transfer as Clerk (£529-£1,175 (S.)), Third Division, in pursuance of section 53 of the Public Service Act 1922-1964. It also provides an opportunity for officers to gain educational qualifications for Third Division status in certain other categories (e.g., Postal Clerk).

Specific details will be separately notified in the Gazette.

2. Officers Eligible to Enter—

- (a) Officers of the Fourth Division.
- (b) Officers of the Third Division who desire to qualify by this examination for transfer as Clerk (£529-£1,175 (S.)).

3. Subjects and Pass Conditions.—The examination will be conducted in two parts as follows:—

Part I. (Educational): The subjects in this part are—

Subject.	Duration.
English—	
Paper A	2 hours
Paper B	2 hours
History A (World History since about 1850)	3 hours
History B (Australian and Pacific History since 1850)	3 hours
Economics	3 hours
Geography	3 hours
Public Administration	3 hours
Mathematics A (Computation)	3 hours
Mathematics B (Algebra, Trigonometry and Co-ordinate Geometry)	3 hours
Physics and Chemistry	3 hours
Drawing	3 hours
Introductory Accounting	3 hours

An officer must pass Part I. to be admitted to Part II.

Part II. (Commonwealth Selection Test): The subjects in this part are—

Subject.	Duration.
Computations	10 minutes
Checking	10 minutes
Spelling	10 minutes
English Usage	15 minutes
Current Affairs	15 minutes
Quantitative Thinking	30 minutes
Critical Thinking and Interpretation of Data	30 minutes
English Expression, Reading Comprehension and Vocabulary	60 minutes

To pass the whole examination an officer must pass in English and three other subjects in Part I. at no more than two successive examinations.

4. Exemption Provisions.—Part I. (Educational)—

- (i) Candidates may claim exemptions from examination in one, two or three subjects under these conditions if they were successful in those subjects at the previous examination.
- (ii) **Public Examination Subjects.**—Candidates may claim exemption from examination in one, two or three subjects under these conditions on the basis of passes at any one of the examinations listed for qualification as Clerk, provided that the subjects concerned are not similar or related to the ones they are nominating under these conditions. Since qualification in Part I. must be secured at no more than two successive examinations, credits will only be given for passes achieved in the year prior to the examination at which exemption is sought. The one public examination and the “October Clerical” examination concerned may be regarded as “one examination” for the purposes of this paragraph.

5. Period of Eligibility.—Officers who pass an examination under these conditions acquire educational eligibility for transfer to Third Division for an indefinite period. Those who are not transferred as Clerk within twelve months of the date of contesting the Commonwealth Selection Test must re-register with the Public Service Inspector if they desire their names to be retained on the order of merit list for transfer and at yearly intervals thereafter.

6. Order of Merit.—In accordance with section 53A of the Public Service Act 1922-1964, successful candidates will be transferred as Clerk, Third Division, in order of marks obtained in Part II. of the examination. Officers who seek to improve their performance at the Commonwealth Selection Test, and accordingly their position on the order of merit, will be permitted to make a total of three attempts at intervals of not less than twelve months between tests.

7. Syllabus—

ENGLISH.

Examination.—Two 2-hour papers. The first paper will be devoted to comprehension and expression and the second to English literature.

Paper I.

This will consist of three questions.

1. A composition of about 400 words to test the candidate's capacity for thought, arrangement of ideas, and powers of expression. Credit will be given for sincerity of thought, logical arrangement of paragraphs, a sense of style, clarity and correctness of expression. Here, as in all other answers in both papers, particular care must be taken with spelling, punctuation and legibility of handwriting. The range of topics will cover descriptive, narrative, reflective and controversial compositions.

2. A question testing the degree of understanding with which the candidate reads a passage of prose of reasonable difficulty. He might be asked, for example, to write a précis or to answer varied questions on the content, language and style of the passage. Equally as important as understanding is the clear, concise and correct expression of answers.

3. A question testing the work done in word study, rules of syntax and in all forms of practical English. This question will include testing of vocabulary, faulty expression (grammatical and stylistic), punctuation, condensation, and expansion.

Preparation for Paper I.—

Since this paper is a test of the candidate's ability to express his views it requires a wide background of vocabulary and practice in its use. Therefore, preparation should cover extensive vocabulary building exercises, e.g., synonyms, antonyms and homonyms, Latin and Greek roots of words, grouping of words according to endings, singular and plural forms, collective nouns. The best form of vocabulary building is wide general reading.

It will be necessary to understand the form and function of the main parts of speech and the rules of syntax associated with them. An understanding of the use of punctuation is needed, bearing in mind that its main use is to help to bring out the exact meaning, not to repair faulty composition.

In preparation for a test in self-expression, candidates should remember the following points:—

- (a) Expression depends basically upon the choice of word, the correct arrangement of words in the sentence and correct arrangement of sentences within the paragraph. Therefore, candidates should strive always for the exact word to express an idea; should choose suitable adjectives and adverbs and strong verbs; should be very careful in using words which are very similar to other words but which have an entirely different meaning, e.g., eligible, illegible.

The basic element in the sentence is the finite verb, but candidates should also strive for variety in structure, e.g., long and short sentences, inversion of verb and subject, adverbial clause opening. A blend of sentences with proper regard for balance, emphasis and unity, is required.

The paragraph should be grouped around the topic sentence or central idea. Again, variety in paragraph openings is desirable. Paragraphs should show transition of thought from one to the next, and should all bear a close relationship to the topic under discussion. Irrelevancies should be rigidly excluded. In any written composition it is vital that the opening and concluding paragraphs should be carefully thought out; firstly to introduce the topic and to indicate the writer's attitude towards it and finally to sum up the writer's conclusions and to tie up any loose ends. Indeed, preparation in composition should take up at least half of the time allotted for that question, since that is the best method of ensuring a thorough and clear treatment of the subject. Proper planning and clear thinking result in clarity of expression, provided candidates remember to aim at simplicity of style.

Recommended books—

- "An ABC of English Usage" (Oxford).
- "Grammar at Work", Parts II. and III.—Grattan and Gurrey.
- The Use of English.—Mitchell.
- A Graded Word-book for Australian Schools.—Foster and Bryant.

Paper II.

This paper will consist of four questions in which the candidate's knowledge of the branches of literature, drama, prose and poetry will be tested. The questions will be on the set texts but candidates should have a wide understanding of the mediums of expression of the novel, the play or the poem as well as an intimate understanding of the set texts.

1. This question will deal with drama. It will require a sound knowledge of the text, with the main emphasis on understanding, of plot, characterization and dramatic qualities.

2. This will cover the essays. Here the emphasis will be on the following: the essay form and its characteristic features; the theme of the essay and the style of the essayist; the uses of the essay.

3. In this question there will be a choice between the novel and poetry. In the study of the novel the following should be emphasized: the form of the novel, plot, characterization, discussion of style including the author's use of setting, diction, climax, suspense, humour, surprise, &c.

In the study of poetry candidates will be tested on their knowledge of poetic forms, the theme of the poems set for study, the author's use of poetic techniques such as a rhyme, rhythm, alliteration, figurative language, imagery, contrast, subjective and objective appeal.

4. Again there will be a choice in this question. Candidates may either answer the question on the short stories or that on the one-act plays.

In studying the short stories candidates should concentrate on the following points: the nature and form of the short story, types, features which distinguish it from the novel, characterization and incident, the use of such things as suspense, mystery, horror, climax, surprise ending.

In dealing with the one-act plays, candidates should consider the following points: the length of the play; its uses; its advantages over the full length plays; character and incident and atmosphere; its application to radio and television; the use of a narrator, dialogue, introduction and ending, tragedy, comedy, dramatic qualities.

Text Books for 1965 and 1966.

1. **Shakespeare.**
Julius Caesar (any edition).
2. **Essays.**
(a) Twentieth Century Prose—H. C. Ward (Longmans)
or
(b) Essays Old and New—H. Barnes (Harraps).
3. **Poetry and Novel.**
(a) A Galaxy of Poems Old and New—E. W. Parker (Longmans)
or
(b) The Moon is Down—John Steinbeck
or
(c) Lord of the Flies—William Golding
or
(d) The Moon and Sixpence—Somerset Maugham.
4. **Short Stories and Short Plays.**
(a) Australian Short Stories—Murdoch and Drake-Brockman
or
(b) One Act Plays of Today—J. W. Marriott (Harraps Modern English Series) (Australian Edition).

For 1965—These are the selected essays, poems, and short stories from the texts on which students will be examined:

Twentieth Century Prose:

- (a) The Day our Age Began
- (b) A People Slow to Anger
- (c) The Making of an Artist
- (d) Producing a Play
- (e) The Complete Man
- (f) A Thames Night Swim
- (g) Knowledge and Wisdom
- (h) Wild Flower

Essays Old and New:

- (a) Sir Roger at Home
- (b) Recollections of Childhood
- (c) On Dress
- (d) Jack Lizard
- (e) The Fires of Autumn
- (f) On Being Hard Up
- (g) Water Music
- (h) A Sunday in London

A Galaxy of Poems Old and New:

Part I	(a) Death, be not proud	Donne
	(b) On His Blindness	Milton
	(c) The Ombre Party	Pope
	(d) Elegy Written in a Country Churchyard	Gray
	(e) The Tyger	Blake
	(f) Westminster Bridge	Wordsworth
	(g) Kubla Khan	Coleridge
	(h) To Autumn	Keats
	(i) Home Thoughts from Abroad	Browning
Part II	(a) God's Grandeur	Hopkins
	(b) When Summer's End is Nighing	Housman
	(c) The Praise of Dust	Chesterton
	(d) The Wind and The Rain	Gibson
	(e) The Soldier	Brooke
	(f) The Hollow Men	Eliot
	(g) Strange Meeting	Owen
	(h) Conflict	Day Lewis
	(i) And Death Shall Have No Dominion	Thomas
Part III	(a) Middleton's Rouseabout	Lawson
	(b) Fire in the Heavens	Brennan
	(c) Out of Time	Slessor
	(d) The Rivers	Stewart
	(e) The Builders	Wright

Australian Short Stories:

- (a) The Jeweller's Shop
- (b) Scrammy 'And
- (c) The Funerals of Malachi Mooney
- (d) Kate's Wedding
- (e) "And Women Must Weep"
- (f) The Grey Horse
- (g) "Tell us about the Turkey, Jo"
- (h) Dust
- (i) The Bleeding of Irish O'Banion
- (j) The Three Jolly Foxes

Candidates are reminded that Julius Caesar, all three novels and the one-act plays should be studied also.

MATHEMATICS A (COMPUTATION).**1. Arithmetic.**

- (a) Common measures in length, mass and liquid measure for—
 - (i) British System.
 - (ii) Metric System.
 Conversions from one system to the other as required for export transactions.
- (b) Common Fractions, Decimal Fractions, Percentage Fractions.
- (c) Ratio—Division in a ratio, proportional parts.

Note.—

- (1) This section is intended to cover only the basic elements of computation.
- (2) It will be tested by a series of short questions and by processes required in other sections of the syllabus.

2. Mensuration.

- (a) Rectangle—Area and Perimeter.
- (b) Circle—
 - Circumference, Area.
 - Area of Annulus.
- (c) Volume—
 - Rectangular prism.
 - Any right symmetrical solid of which the cross-section area can be found, e.g., cylinder, triangular prism, and common hollow pipes and containers.
 - Cone and Pyramid.
 - Sphere.
- (d) Surface area of solids mentioned above (omit Cone).

Note.—

- (1) Only practical type examples will be set. Some change of subject of formulae may be required, but nothing more complicated than e.g. finding radius of sphere if volume known.
- (2) For Area of Triangle, see Numerical Trigonometry section.
- (3) No large amounts of tedious computation will be required without the aid of Logarithms.

3. Indices.

Meaning of zero, negative and fractional indices.

Note.—Only as required for—

- (i) expression of very large and very small numbers in standard form e.g. 1.73×10^6 , 2.86×10^{-9} ,
- (ii) basic idea of Logarithms.

4. Logarithms.

Calculations, including powers and roots, to a reasonable standard of difficulty.

Note.—No theory (change of base, &c.) will be required.

5. Statistics.

- (a) Nature of Statistical Data—Representation in tables and diagrams, e.g. frequency table (class intervals, limits, frequency); dot diagrams, frequency polygons, bar diagrams, histograms.
- (b) Measures of central tendency—
 - Median, mode, mean, weighted mean.
 - Cost of living index numbers.
- (c) Measures of spread or dispersion—Range, interquartile range, standard deviation.
- (d) Elementary notions of probability and statistical regularity.

6. Numerical Trigonometry.

- (a) Right-angled triangle—Simple heights and distances (only Sine, Cos, Tan).
- (b) Extended definitions for angles beyond 90° —Use of tables.
- (c) Sine and Cosine Rules—General applications.
- (d) Area of triangle— $\frac{1}{2}bh$, s-rule, $\frac{1}{2}bc \sin A$. (No theory for s-rule).
- (e) Latitude, Longitude—Simple problems in navigation extended to—
 - (i) distances on Longitude circles;
 - (ii) distances on Latitude circles.
- (f) Heights and Distances in three dimensions (simple).

7. Graphs.

- (a) "Families" of graphs—Changes made in members of family by altering co-efficients and constants in—
 - (i) Straight lines.
 - (ii) Parabolas.
 - (iii) Hyperbolas (simple).
 - (iv) Cubics: required mainly for (c) (i) below.
- (b) Analysis of above (from drawing) leading to ability to—
 - (i) sketch graph from given equation;
 - (ii) suggest equation for given graph.
- (c) Application of above to—
 - (i) approximate solution of equations by graph;
 - (ii) line of "best fit" for set of experiment results, followed by deduction of probable law (straight line).

8. Numerical Geometry.

Calculations only—No theorems to prove and no theoretical riders. Knowledge of the facts contained in the following theorem groups will be tested either in short questions or in conjunction with the work in other sections of the syllabus.

- Angles at a point.
- Parallels.
- Angle sum in any polygon.
- Quadrilaterals—Properties of a parallelogram.
- Circles—Chord, arc, angles and tangent properties, including Alternate Segment Theorem and common tangent to two circles.
- Concurrence of lines in a triangle.
- Ratio and proportion—Internal and external division, line parallel to base of triangle, similarity of polygons, intersecting chords in a circle, secant and tangent.
- Theorem of Pythagoras.
- Internal and external bisectors of an angle of a triangle.
- Ratio of areas if—
 - (i) one dimension is changed in given ratio;
 - (ii) figures are similar.

Text-books.

- (1) "New Syllabus General Mathematics" by Schuller and Healey.

(Published by University of N.S.W. Students' Union,
Sydney Technical College,
Harris-street,
Ultimo, N.S.W.)

This book substantially covers Sections 2 to 7 inclusive, together with the later parts of Section 8.

- (2) "Sequel to First Two Years' Geometry (with Trigonometry)" by Wilson & Ross, published by F. W. Cheshire of Melbourne, covers all the facts of Section 8 and some of Section 6.

- (3) Those requiring a revision course on Section 1 (and also the more elementary parts of Sections 2, 3, 4, 5) may refer to—
"First Two Years' Arithmetic" and "Sequel to First Two Years' Arithmetic" by Wilson & Ross (Cheshire).

- (4) Any tables of Logarithms; Anti-logarithms; Natural Sines, Cosines, Tangents; Logarithmic Sines, Cosines, Tangents. Students should practise with tables in which the logarithms of the trigonometrical ratios have 10 added to them (e.g. $\log \tan 72^\circ = 9.5126$).

MATHEMATICS B (ALGEBRA, TRIGONOMETRY, CO-ORDINATE GEOMETRY).

1. Algebra.

- (i) Basic processes . . . especially—
- (a) Factors . . . types: $6x^2 - 11x - 10$, $4x^2 - 25y^2$, $x^4 - y^4$, $x^2 + 2xy + y^2 - z^2$, $a^3 - b^3 + ax - bx$, and Remainder Theorem for cubics.
- (b) Simplification of rational functions, but only as required for the processes of Trig. and Co-ord. Geometry.
- (c) Equations, up to
1. 3 linear;
 2. 1 linear and 1 of second degree;
 3. Change of subject of formulae, as required for Trig. and Co-ord. Geom.
- (d) Graphs . . . types as for Mathematics A.
- (ii) Surds—
- (a) Reduction to simplest surd;
- (b) Manipulation;
- (c) Rationalization of surdic denominators (monomial and binomial);
- (d) Equations.
- (iii) Indices—
- (a) Fractional and negative indices;
- (b) Manipulations;
- (c) Equations, such as $2^{2x} - 9.2^x + 8 = 0$.
- (iv) Logarithms—
- (a) Elementary theory, including change of base (proofs not required in examination);
- (b) Manipulation;
- (c) Equations, such as $2^x = 7$.
- (v) Variation . . . direct, inverse, joint. Methods should include (a) calculating variation constant and obtaining general law; (b) use of ratios.
- (vi) Theory of the Quadratic Equation—
- (a) Nature of the roots . . . use of discriminant;
- (b) Relation between roots and co-efficients;
- (c) Construction of equations to satisfy certain conditions;
- (d) Maximum and minimum values of quadratic functions. (Calculus methods acceptable if known.)
- (vii) Arithmetic and Geometric Series. . . nth term, sum of n terms, means, problems. Sum of infinite G.P.

2. Trigonometry.

- (i) 6 Ratios for angles of any magnitude . . . graphs.
- (ii) Standard relations between the functions . . . easy identities.
- (iii) Trig. equations in the range 0° to 360° (exclude a. $\cos \phi + b. \sin \phi = c$). Graphical methods may be required.
- (iv) Compound Angles. (No proofs in examination.) Ratios of $A \pm B$, and multiple-angle results. Transformation of products and sums. Easy identities based on the above.
- (v) Radian Measure. Length of arc, area of sector, area of segment.

3. Co-ordinate Geometry.

- (i) Distance between points. Division of line in given ratio.
- (ii) Concept of a locus: Simple loci (based on distances).
- (iii) Finding equation of a line from sufficient data—
- $$Y = mX + c; Y - y_1 = m(X - x_1);$$
- $$\frac{Y - y_1}{y_2 - y_1} = \frac{X - x_1}{x_2 - x_1};$$
- $$\frac{X}{a} + \frac{Y}{b} = 1;$$
- (iv) Intersection of lines.
- (v) Parallels and perpendiculars.
- (vi) Proofs of plane geometry results concerning lines, e.g., concurrence of medians.
- (vii) Circle . . . equation of circle from definition as a locus, centre at (o, o) or (h, k).
Equation of tangent at any point on a circle.
Length of tangent from given point.
Proofs of plane geometry results.

Text-books.

- (1) "Leaving Mathematics" Parts 1 and 2, by Bienvenu & Rowlands (F. W. Cheshire), substantially covers the syllabus, but any other senior texts on Algebra, Trigonometry, or Co-ordinate Geometry could be used.
- (2) Tables as for Mathematics A.

HISTORY B (HISTORY OF AUSTRALIA AND THE PACIFIC SINCE 1850).

One three-hour paper divided into two sections—Section A Australia, Section B Pacific Affairs.

Candidates to answer five questions, at least two from each section.

Part A. Australia.

1. Gold in Australia—
 - (a) The discovery of gold and the gold rushes.
 - (b) Official attitude.
 - (c) Effects of gold discoveries on Australia's economic, social, political development.
 - (d) Land development subsequent to discovery of gold.
2. Australian Society in the second half of the nineteenth century—
 - (a) Emergence of an Australian outlook and culture.
 - (b) The financial collapse of the 1890 period and subsequent recovery.
3. The Trade Union Movement—
 - (a) Difficulties of organizing labour in Australia.
 - (b) Growth of Unions.
 - (c) Major strikes.
 - (d) Unions and political action—growth of the Labour Party and its relation to unions.
 - (e) Immigration policy.
4. Federation—
 - (a) The federal movement and achievement of federation.
 - (b) The federal constitution.
 - (c) Trend towards increase of federal powers—importance of World War II. in this.
5. World War I. and Aftermath—
 - (a) Australia's part in World War I.
 - (b) The Peace Conference—Acceptance of Mandate.
 - (c) Relationship with Mother Country between Wars.
 - (d) Depression.
6. World War II.—
 - (a) Australia's part.
 - (b) New interest in foreign affairs.
 - (c) Immigration policy and problems.
7. Australian Industry—
 - (a) Development of balance.
 - (b) Continued importance of primary industry.
 - (c) Development of secondary industry.
 - (d) Australian trade policies.

Part B. Pacific Affairs.

8. The rise and fall of Japan as an imperial power—
 - (a) Japanese expansion to Korea.
 - (b) The 21 Demands on China.
 - (c) The Washington Conference and treaties.
 - (d) Expansion to Manchuria, China, S.E. Asia.
 - (e) American Interest in Pacific Affairs.
 - (f) World War II.
 - (g) Japan since 1945.
9. China's Development as a Pacific Power—
 - (a) The establishment of the Republic and its weakness.
 - (b) The rise and fall of the Kuomintang.
 - (c) Japanese aggression.
 - (d) The rise of Communism.
10. Development of colonial interest in the Pacific and China. Candidates should study the acquisition of colonies, bases, special concessions by at least two of the following powers:—
 - (a) Great Britain.
 - (b) France.
 - (c) Germany.
 - (d) U.S.A.
 - (e) Russia.
 - (f) Holland.
11. The Colonial Revolution. Candidates should study the nationalist movements and attainment of independence in two of the following countries:—
 - (a) Malayasia.
 - (b) Indonesia.
 - (c) Philippines.
 - (d) Viet Nam.
12. Current problems.
 - (a) Australia's relationship with densely populated countries, e.g., China, Indonesia.
 - (b) Australia's relationship with educationally and technologically underdeveloped countries, e.g., Indonesia, New Guinea.
 - (c) Race relations—Chinese and Japanese immigrants, e.g., to Australia, U.S.A., Malayasia.
 - (d) Colombo Plan—Anzus—Seato.

Suggested Books.

Shaw.—The Story of Australia.
 Barnard.—A History of Australia.
 Conole.—Australia and the Near North.
 Sawyer.—Australian Government To-day.
 Wint.—Common Sense about China.
 Storry.—A History of Modern Japan.
 Hardy-Dumke.—A History of the Pacific Area in Modern Times.

HISTORY A (WORLD HISTORY SINCE ABOUT 1850).

One three-hour paper divided into two sections. Section A to consist of topics 1, 2, 3, 4, and Section B of topics 5, 6, 7, 8.

Candidates to answer five questions, at least two from each section.

Section "A".

Industrial and Economic Revolution especially in Great Britain, Germany, United States of America—

- (a) Industrial techniques and raw materials—New Industries.
- (b) Changes in fuel, &c., for development of industrial power.
- (c) Supply and demand of foodstuffs.
- (d) Transportation and communication.
- (e) Population and capital growth and movement.
2. Living and Working Conditions especially in Great Britain—
 - (a) Urbanization and its results.
 - (b) The co-operative movement.
 - (c) Theories of socialism.
 - (d) The Trade Union movement and the Labour Party.
 - (e) Social legislation.
3. Government in Great Britain—
 - (a) The nature of party government and limited monarchy.
 - (b) Liberal and Conservative policies—19th century.
 - (c) The development of the Labour Party.
 - (d) The growth of liberalism—extension of franchise—decline of importance of House of Lords.
4. Government in Other Countries.—Candidates should study two of the following countries and make appropriate comparisons with Great Britain:—

- (a) Germany—(i) Constitution of Empire; (ii) importance of Chancellor and Kaiser; (iii) personal policies of Bismarck and William II.
- (b) United States of America—(i) Constitution; (ii) The Civil War as solution to constitutional and economic problems; (iii) development to world power by World War I.
- (c) Russia—(i) Nature of Czarist régime, (ii) Background of 1905, 1917 Revolution; (iii) Revolutions of 1905, 1917.
- (d) Japan—(i) Opening; (ii) Meiji Restoration; (iii) modernization; (iv) Constitution; (v) importance of military influence in Japanese government.

Section "B".

5. World War I.—
 - (a) Causes—emphasis on fundamental not immediate causes.
 - (b) Reasons for allied victory.
 - (c) Peace treaties and establishment of League of Nations.
 - (d) Work of League of Nations.
6. Between World Wars.—Candidates should study Great Britain and two of the other following countries:—
 - (a) Great Britain—(i) The Depression—extent and measures to alleviate it; (ii) The National governments.
 - (b) United States of America—(i) Depression; (ii) New Deal and Roosevelt.
 - (c) Germany—(i) Problems of Weimar Republic; (ii) Rise of Nazi Party; (iii) Nazi State and its domestic and foreign policies.
 - (d) Italy—(i) Rise of Fascists; (ii) Fascist State and its domestic and foreign policies.
 - (e) Russia—(i) The Soviet State and its problems; (ii) the Five-Year Plans; (iii) Lenin and Stalin.
 - (f) Japan—Japanese policies in Manchuria, China, South-East Asia.
7. World War II.—
 - (a) Failure of League of Nations.
 - (b) Events leading to War.
 - (c) Reasons for allied victory.
 - (d) Establishment of U.N.O.
 - (e) Development of Cold War—reasons—problems.
8. Colonialism—

Candidates should study two of the following sections:—

- (a) India—(i) British rule in India since Mutiny—its advantages and disadvantages; (ii) Nationalist movements and their problems; (iii) Independence and Partition.
- (b) Africa—(i) The partition of Africa; (ii) Different types of colonial administration; (iii) Race relations in different parts of Africa.
- (c) China—(i) The attractions of China for Western powers; (ii) Reasons for China's weakness; (iii) the extension of Western influence in China to World War I.

Suggested Books.

Shaw.—Modern World History.
 Southgate.—Europe 1870-1945.
 Strong.—The Twentieth Century and the Contemporary World.
 Hodge.—Notes on L.C. History.
 Hagan.—World History Since 1789.
 Elliott and Summerskill.—A Dictionary of Politics.
 Ayling.—Twelve Portraits of Power.

GEOGRAPHY.

Introduction.—Examination will be by means of a three-hour written paper.

The examination paper will be divided into two sections of which the first will be a compulsory objective test partly based on Systematic Geography outlined in the "Fundamental Principles" section. This work will cover ground which it is assumed candidates will have covered up to the end of their first three years in Secondary education, together with the advanced study of Systematic Geography as outlined below.

The second section will cover Regional Geography of selected continents, together with a question on Practical Geography (Map Reading) and the inclusion of a landscape analysis question based on pictures to be included in the examination paper. It will be necessary for candidates to satisfy the examiners in both sections of the paper. A choice will be given in the second section. Five questions will be required in all. The compulsory questions in Section A will be worth 30 per cent. of marks.

Textbooks and Recommended Reading are as follows:—

(a) Set Texts—

Pickles.—"Map Reading".

Stamp and Suggate.—"North America and Asia—Geography For To-day Book III".

Stamp & Suggate.—"Geography For To-day Book II.

The Southern Continents" pub. Longmans Green. As these are deficient in Australian Geography a suitable addition to them for this purpose will be required and perhaps the best would be the Longmans Australian Geography Series (a sample regional selection only).

(b) Recommended Reading—

Atlas of Australian Resources.—Department of National Development.

Coggins & Hefford "The Practical Geographer".—Longmans Green & Co.

Ford & Rowe "Africa & The Americas".—Longmans Green.

James "A Geography of Man".—Ginn & Co., Boston.

Horrocks "Physical Geography & Climatology".—Longmans Green. Suitable for Systematic Geography.

Current Affairs Bulletin.—Appears fortnightly, pub. by Department of External Studies, Sydney University.

Fundamental Principles.—It is assumed that candidates are familiar with elementary knowledge about such concepts as—shape, size and proofs of the nature of the earth's surface and interior; measurement of time; latitude and longitude; land and water masses, currents.

Systematic Geography of—

- (a) Climate—distribution of air masses, precipitation, pressure, winds, climatic classification and world distribution, causes and a knowledge of examples of average rain, &c.

- (b) Vegetation—types, relation to climate, distribution of major classes and reasons for variation; man's influence and conservation.

- (c) Landforms and Processes moulding the earth's surface—major forces creating relief—tectonic and volcanic—gradation forces, "Cycles" of humid, arid and glacial erosion and landform features associated with each.

Continental Studies—

Africa (Alternative to South America).—Selected first as an example of systematic geography. Here a revision of the above might be possible, or, teachers may prefer to incorporate elements of systematic geography in studying Africa or South America, e.g. cycle of arid erosion in conjunction with desert Africa.

Africa—

Climate and vegetation relationships, mapping.

Landform features, a plateau continent with some special features, e.g. Rift Valley and inland lakes—effects of these landforms on human occupation.

Modes of land use, population densities and reasons.

Minerals in Africa, note the significance of new oil discoveries in the Sahara as a means of widening use of desert areas.

Regional studies—low latitude Africa, e.g. Kenya or East Africa; West Africa; compare with South America low and mid-latitude areas.

The Nile valley—an exotic stream in desert.

Mid-latitude Africa, South Africa, Atlas Region.

Current problems in the African scene.

South America (alternative to Africa)—

Mapping the climate or vegetation relationships.

Landform features and effects on human settlement; note the contrasts between the movement of peoples in South America with the movement of peoples into Africa.

The Andes as a special study—effects on climate, vegetation and man's occupation, zoning of crops, &c.

Modes of land use—compare use here in low latitude with that of Africa; similarly for mid-latitude Argentina.

Regional studies—

Brazil treated in at least four "areas".

Argentina, e.g. the Humid Pampa.

Patagonia—Venezuela.

Comparison of living standards between low and mid-latitude lands, compare with low and mid-latitude areas in Africa.

North America—

Mapping climate—vegetation relationships, use here of particular reference to high latitude climate.

Landforms and the occurrence of considerable areas of intermontane "range and basin" country, grass lands.

Pattern of land use in North America.

Agriculture, e.g. note the occurrence of specialized zones on agriculture such as "the cotton belt", how is this possible? Agriculture in Central America by contrast, e.g. plantations, primitive types.

Pastoral land use—note integration with agriculture in some cases, e.g. "the corn belt".

Minerals in modern industry, occurrence in North America.

Modern manufacturing "region", e.g. the north-east of the United States of America.

Pacific slope occupation—California the "giant" of the west based on water and oil power and "favourable" climate.

Further comparison of living standards and techniques of land use between low and mid-latitudes. The modern metropolis.

Australia—

Mapping climate—vegetation relationships.

Relief features, comparison with other continents.

The method of occupation over time and present pattern of agricultural, pastoral and manufacturing land use. The importance of soil, minerals, climate and water in this pattern.

Where the people live, work and important trends in population distributions. Migration and growth rates.

Regional studies—a technique of discussion might be to divide Australia into broad areas such as "the Tropical North" (i.e. north of Capricorn) and to discuss broad patterns such as pastoralism, mining, the "sugar coast"; but particular "regions" should be treated in detail in each, thus the Kimberley or the Barkly areas might be treated as a specific example within the broad area. Again, "Mediterranean" Australia might be selected, and after generalizing, a specific area such as Adelaide or South-west Australia (Perth to Albany), might be studied in detail. (New Guinea treated as a separate study).

Australia's relations with other nations, e.g. trade, Colombo Plan, E.E.C., New Zealand.

Eurasia—

Mapping climate—vegetation relationships.

The importance of build and size as it affects climate, vegetation, movement, soils and the mineral endowment.

Glaciation as a special feature of the landforms of this continent. The "cycle" of erosion and effects on occupation.

River systems as a feature of Eurasia—transport, water supply, &c.

Revision of climate studies and the relationship of monsoon type to these as a modification.

The monsoon régime as a factor in pattern of life in South-East Asia—land use, settlement patterns and population density.

Specific regional studies—

Agriculture in U.S.S.R. as compared with North America. Select either Great Britain or France for detailed study.

Japan—a nation of advanced technology facing the problem of population explosion and changing world trade.

China under a new spirit of agricultural and industrial expansion; the population problem.

Indonesia—Australia's nearest neighbour; resources and techniques of land use.

Australia's relations with South-East Asia lands; trade, population movement, Colombo Plan, Treaties.

ECONOMICS.**Introduction.**

In working through the syllabus it is suggested that the student strike a balance between the theoretical and descriptive approaches to Economics so that, while learning to understand the particular economic situation in which he lives, he will also develop an appreciation of economic principles and relationships which will allow him to think intelligently about new developments and new problems which may arise. (Following R. J. Brown.)

The student is advised not only to study his text-books but also to keep abreast of current economic affairs by reference to the frequent items that appear in the daily press and to the more detailed articles found in financial magazines and in Current Affairs Bulletins.

Examination.

The examination will be of three hours duration, six questions of the twelve set being required to be answered. Ten minutes' reading time will be allowed.

Texts.

The candidates are advised to purchase the latest editions of the prescribed texts.

Syllabus.**1. Why Social Groups Must Economize—**

- The motive force for economic action. Wants, variety and intensity. The wants of individuals and groups. Distinction between wants and needs.
- Limitation of resources relative to wants. Meaning of resources.
- The economic problem. The necessity for choice by individuals and groups. Why relative scarcity remains as a community grows richer. The economic cost of satisfying wants; costs as alternatives forgone.
- An "economy" as an arrangement for economizing. Different types of economy and different wants, but a common economic system.
- Evolution of the economic system.
- Definition of economics. Economics as a social science. Economic laws.

2. The Functions of an Economic System—

- What to produce, and in what quantities. Explain meaning of production and consumption.
- Organization of production—allocation of resources in accordance with (a).
- Distribution of the product—whose wants are to be satisfied and to what extent.
- Maintenance and expansion of productive capacity; simple treatment of capital; capital depreciation; capital accumulation; technological development.
- An elementary notion of National Income.

3. Types of Economic Systems—

- The nature of an economy reviewed.
- Capitalism, e.g. 19th century England. Private property, individual decision, self interest in the market as the method of allocating resources.
- A controlled capitalistic economy. Extension of government control of enterprise. Economic "self-sufficiency". Control of trade. Social services and the distribution of income as affected by the operations of the public finance. Wage fixing and regulation of the conditions of work. Trade unions and trade associations. Growth of monopoly.
- After dealing with the general outline of a controlled capitalistic economy deal specifically with the main features with reference to the "Australian economy".
- Planned economies. The general nature of planned economies. Socialism—a planned economy with a particular set of objectives. The economy of the Soviet Union as an example. Forms of socialist ownership. Allocation of resources. Distribution of incomes. Incentives.
- Comparison of economic systems—production, exchange and distribution.

4. Production and the National Income—

- Meaning of production and consumption. Consumption as the end of economic activity—refer back to earlier work on wants and needs. Single use and durable use goods; producer and consumer goods.
- Income as a flow of goods and services. Money income. Real income. Index numbers—simple treatment only at this stage.
- Production as an interaction result of labour and other resources. Factors of production; distinguish productive resources and factors or services.
- Costs of production, including rent and normal profit.
- Labour—
 - The quality of population (ability and willingness to work) and quantity affect production.

- (ii) Numbers in relation to resources. Malthus. Law of diminishing returns. Marginal productivity. Under and over population.
 - (iii) Population study—history and measurement of population growth; population terms—rates of increase or decrease, birth rate, death rate, mortality, migration, reproduction rates, age and sex composition.
 - (iv) Australian population—numbers and growth, sex and occupational distribution, geographical distribution, trends in Australia, Australian migration schemes.
 - (v) Co-operation and specialization of labour.
 - (f) Capital—
 - (i) Meanings, private property in capital.
 - (ii) Capital accumulation, saving—its chief sources and forms, forced savings.
 - (iii) Investment—the chief forms as seen by the individual.
 - (iv) Net total investment for a group.
 - (v) Capital depreciation.
 - (vi) Capital consumption.
 - (vii) International capital transactions.
 - (g) Natural Resources—
 - (i) Meaning.
 - (ii) A list of economic resources and consideration of their economic significance. Relationship between resource utilization and stage of technological development: climate and weather, landforms, rocks and minerals, soil, vegetation, animal life, surface and underground waters, harbours and coast, location, shape and size.
 - (iii) Use and conservation or abuse and waste of nature's gifts.
 - (h) Allocation of resources—
 - (i) The problem of scarcity in relation to wants.
 - (ii) The consequent necessity for allocation of resources between goods (or "industries"), between different uses with a productive unit.
 - (iii) The necessity for some system of "valuation" of resources. The Pricing system as such a method. Alternative method as found in a planned economy.
 - (iv) The combination of resources in a productive unit. Functions of an entrepreneur. Economies of scale. The "laws of return"—diminishing returns as a special case.
 - (v) The mobility of the factors of production.
 - (vi) The particular problem of unused resources.
 - (i) Types of Productive Unit—
 - (i) Classification of production—primary, secondary, tertiary.
 - (ii) Special reference to these in Australia.
 - (iii) Sole traders, partnerships and companies—rise of the limited liability companies.
 - (iv) Large and small scale production—large scale production in Australia.
 - (v) Forms of monopolistic organization—trusts, cartels, holding companies, mergers, trade associations. Growth of monopoly.
 - (vi) Co-operative societies.
 - (j) National Income—
 - (i) Meaning.
 - (ii) Types of personal income.
 - (iii) The circular flow of income.
 - (iv) Measurement of National Income.
 - (v) Problems of Measurement.
 - (vi) National Income and Standard of Living.
 - (vii) Distribution of National Income—between persons and groups.
 - (viii) Inequality of incomes—causes and effects.
- 5. The Monetary System and the Price Mechanism—**
- (a) Markets: A descriptive approach stressing those features most relative to the later approach to value theory—
 - (i) Types of markets—wholesale, retail, stock exchange, labour markets, world markets.
 - (ii) The legal and institutional framework of markets. Enforcement of standards and contracts.
 - (iii) Controlled markets, state regulation of marketing, price control.
 - (iv) Competitive markets, monopolistic markets, imperfect competition.
 - (b) Money and Banking—
 - (i) Nature and functions of money, kinds of money, bank deposits as money, monetary systems.
 - (ii) Banking—functions, kinds, Australian banks, recent legislation, Central Banking.
 - (iii) Bank balance sheets. Bank credit.
 - (iv) Inflation and deflation.
 - (v) Hire Purchase Finance.
- 6. The State and Economic Life—**
- (a)—
 - (i) The central part of the State.
 - (ii) State participation in and regulation of economic activity.
 - (b) Public Finance—
 - (i) Sources of Government income (Business undertakings, loans, taxation, licences, fines, &c.).
 - (ii) Taxation (classes, purposes, effects, taxable capacity, principles).
 - (iii) Expenditure (Defence, public works, interest payments, social services, migration, diplomatic representation).
 - (iv) The budget, the public debt, the Loan Council.
- Prescribed Text Books.**
- F. T. Nankervis.—*Descriptive Economics* (Longmans). Omit Chapters 9, 10, 11.
- R. J. Brown.—*Student Economics—For School Courses and the General Reader* (Wm. Brooks & Co.).—Omit Chapter XX.
- E. J. Ellis.—*Introductory Economics for Matriculation Students* (N.S.W. University Students Union).—Omit Part VI.
- Recommended Reading.**
- Supplementary—**
- Current Affairs Bulletins.
- "Australia in Facts and Figures".
- Marjorie Tew.—"Work and Welfare in Australia". (Melbourne University Press.)
- P. A. Samuelson.—"Economics". (McGraw-Hill.)
- J. Andrews.—"Australia's Resources and their Utilisation". Parts 1 & 2. (Commonwealth Office of Education.)
- P. J. R. Watson.—"Handbook of Matriculation Economics". (Shakespeare Head Press.)
- Commonwealth Year Book of Australia. (Commonwealth Government Printer.)
- Pocket Compendium of Australian Statistics. (Commonwealth Government Printer.)
- National Income and Expenditure. (Commonwealth Government Printer.)
- PUBLIC ADMINISTRATION.**
- Candidates should study the concepts, organization and procedures of public administration in Australia. They should examine the effects in the Administrative sphere of the basic concepts of democratic government. Emphasis throughout should be on the study of the realities of Government administration as an essential part of the day-to-day life of the citizen, seen from the point of view of a Commonwealth public service administrator.
- The study could be conveniently considered under the five headings of—
- (a) Basic concepts of government and public administration.
 - (b) Structure and organization.
 - (c) Functions and relationships.
 - (d) Effect in administrative sphere of basic concepts of Government.
 - (e) The Commonwealth public service administrator.
- (a) **Basic Concepts of Government and Public Administration.**—Notions of democracy, supremacy of parliament under the Constitution, ministerial responsibility, federation, anonymity of the public servant and his loyalty to the elected representative. The arms of Government.
- (b) **Structure and Organization.**—
- (i) Levels of Government in Australia—local, state, federal. Division of powers—historical and present-day realities.
 - (ii) Local Government—role and organization. This may be studied in a general way or through a detailed examination of the role and organization of one Local Government entity. The relationship between the elected representatives and the administrative staff (e.g., Town Councillor/Town Clerk) should be especially studied.
 - (iii) State Government—role and organization. This may be studied in a general way, or through a more detailed examination of the role and organization of one particular State.
 - (iv) Federal Government—role and organization. The Federal Constitution, Parliament, the High Court, Cabinet, the Federal Executive Council.
- (c) **Functions and Relationships.**—
- (i) Candidates should know the functions and relationships of the different arms of the three levels of government, and how their functions are organized into departments, &c., at Local, State and Federal level.

- (ii) It is equally important that students should be able to discuss this from the reverse point of view and that they should be able to identify which authorities are concerned with particular problems and needs of the community. They should have some idea of how the different authorities work together, and how they are co-ordinated, and they should have some acquaintance with the procedures for the orderly settlement of divergencies of viewpoint between public authorities.
- (iii) It will be sufficient for the candidate to consider these matters in relation to one State government and local authority.
- (d) **Effect in Administrative Sphere of Basic Concepts of Government.**—Under this heading an attempt should be made to contrast administrative practice in the Government with practices in the community generally in related fields. A study should be made, *inter alia*, of the effects of—

- (i) the need for completely adequate records.
- (ii) the need to ensure that all laws are applied with objectivity and consistency.
- (iii) the need for emphasis on financial control.

Students should be ready to discuss specific problems in how to achieve efficient administration while still providing for the fundamental requirements.

(e) **The Commonwealth Public Service Administrator.**—It is necessary for the candidate to have a thorough understanding of his own public service. In addition therefore to the comparative studies above, he should study in some detail and be prepared to discuss issues arising from the following:—

- (i) The history of the Commonwealth Public Service; 1922 Public Service Act; the "Bailey" report; the "Boyer" report; the post-war development of O. & M. and Training.
- (ii) The Complex of roles and relationships of Federal Ministers, Permanent Heads of Departments, the Public Service Board, the Treasury, the Auditor-General, the Public Accounts Committee and the Senate Committee on Regulations and Ordinances.
- (iii) Conciliation and arbitration in the Public Service Joint Council.

Texts—

Spann (Ed.)—Public Administration in Australia.
Melbourne Uni., Political Science Dept.—Government of Victoria.
L. Blair.—Commonwealth Public Service.
Sawer.—Australian Government To-day.
Gower.—Plain Words.

Selected Reading—

Encel.—Cabinet Government in Australia.
Crisp.—Parliamentary Government.
Miller.—Australian Government and Politics.
Parker.—Public Service Recruitment in Australia.
Davis (Ed.)—Government of Australian States.
Scarrow.—Higher Public Service of the Commonwealth.
Sawer et al.—Federation.
Bailey Report.
Boyer Report.
Royal Commission on the Constitution 1958.

Further Supplementary Reading.—Public Service Inspector Office in capital city of each State, or the Public Service Board, Canberra, in the case of the Territories, will supply on request copies of a number of miscellaneous documents (principally lectures given and papers prepared for some particular in-service training course). The documents cover such subjects as—

The Public Service in the Democratic State.
The Parliamentary Joint Committee of Public Accounts.
Administrative Efficiency in Departments.
Departmental Organization.
Financial Administration in Commonwealth Departments.
The Role of the Permanent Head.
Employer-Employee Relations in the Public Service.
Commonwealth and State Financial Arrangements.

PHYSICS AND CHEMISTRY.

Physics Section.

Mechanics—

Vectors and scalars briefly. Speed and velocity.
Acceleration. The three equations of uniformly accelerated motion, proof and use.
Acceleration due to gravity; positive and negative values of s , v and a .
Newton's Laws of Motion. The concept of inertia; mass in terms of inertia.
Force—its definition and units in the c.g.s. and British system.
Absolute and gravitational units of force. $F = ma$. Distinction between mass and weight. Normal reaction. Tension in string connecting two bodies either at rest or accelerating (simple cases only). Forces between two bodies in contact either at rest or accelerating (simple cases only, horizontal plane only).

Linear momentum. Conservation of linear momentum for an isolated system. Problems to involve two bodies only in collision; (bodies may coalesce).

Work Definition. Absolute and gravitational units in both systems. $W = Fs$.

Energy: potential energy, mgh ; kinetic energy, $\frac{1}{2}mv^2$. Definitions and units.

Conservation of energy: work done on a body = increase in energy; work done by the body = decrease in energy. Simple problems only.

Power, definition; absolute and gravitational units. Practical units of work power and energy: watt, kilowatt, KWH, horse-power.

Parallelogram of vectors. Composition and resolution by graphical methods only. Forces in equilibrium; the equilibrant of one or two forces acting at a point.

Heat—

Thermometry; Fahrenheit and Centigrade scales; fixed points, conversion from one scale to other. Relationship between the Fahrenheit degree and the Centigrade degree.

Linear expansion of solids; $e = L \alpha t$.

Boyle's Law: $P_1 V_1 = P_2 V_2$;

Absolute temperature and Charles's Law. $\frac{V_1}{T_1} = \frac{V_2}{T_2}$

Use of the equation $\frac{P_1 V_1}{T_1} = \frac{P_2 V_2}{T_2}$

The calorie and the BTU. Specific heat defined as the number of calories required to raise the temperature of one gram of the substance by 1 Centigrade degree. $H = mst$ and problems on the method of mixtures. Water equivalent.

Latent heat treated quantitatively. Determination of Latent Heat from experimental results involving the method of mixtures.

First Law of Thermodynamics and calculations thereon. The mechanical equivalent of heat.

Simple qualitative treatment of conduction, convection and radiation.

Light—

Straight line propagation. Meaning of: luminous, illuminated, translucent, transparent, opaque. Shadows from point and extended sources of light.

Reflection at a plane surface. The first law of reflection. Position and nature of image in a plane mirror. How the image is formed.

Refraction. Refractive index. Calculations thereon. Critical angle and total internal reflection. Calculations thereon. Use of 45 degree prisms for inversion of image.

The convex lens. Principal axis, principal focus, focal length, optical centre. Geometric optics for the convex lens. The position and nature of the image by graphical method. No calculations for the lens.

The use of a prism for the dispersion of white light. The spectrum.

Sound—

Generation of sound by a vibrating body. Transmission as a train of compressions and rarefactions. Wave length simply as the distance between successive compressions. Frequency. Velocity = frequency times wave length. Simple problems.

Pitch and frequency. Simple facts of vibrating strings. Effect of change of length and tension on the frequency (qualitative only).

Magnetism and Electricity—

The simple facts of magnetism. Poles; attraction and repulsion.

Unit magnetic pole. Law of Forces between poles. Use of the formula $F = m_1 m_2 / d^2$ for poles in air. Problems thereon.

The idea of a magnetic field. The direction of a magnetic field. Representation by lines of force (qualitative). Plotting magnetic fields using iron filings. The field about a single pole, about a bar magnet, about two parallel bar magnets including neutral points. The compass needle to show the direction of the horizontal component of the Earth's field. Variation (declination).

Field intensity; the oersted. Problems on $F = mH$

Qualitative treatment of the field about a long straight conductor. The Right Hand Screw rule. Basic construction of the electromagnet in terms of a direct current through turns of insulated wire about a piece of soft iron.

Brief treatment of methods of magnetizing and demagnetizing. Difference in retentivity between iron and steel.

Production of static charges by friction. Explanation in terms of electron transfer. Positive and negative charges, qualitative treatment of forces between them. Detection of charge by light objects; explanation of this. Direction of electric current is the reverse of electron flow.

Electrodynamics. The coulomb, the ampere, the ohm and the volt. System of definitions: the ampere in terms of the magnetic field it produces when flowing in a circle of radius 1 cm. The coulomb in terms of the ampere. The volt in terms of the coulomb and the joule. The ohm in terms of the volt and ampere. Ohm's Law. Finding resistance by the voltmeter and ammeter.

Use, but not proof, of the formulae for resistances in series and parallel.

Calculation of the heat produced by a current flowing in a conductor. Derivation of $H = EIt/J$ from definitions.

Circuit problems: Calculation of current in any part of a circuit, calculation of resistance of any part of a circuit, calculation of rate of heat production in any resistance in a given circuit, calculation of potential difference between different parts of a given circuit.

Calculation of cost of supply; power in watts and Kilowatts, the Kilowatt-hour and its relationship to the joule, calculation of units and costs from current, voltage and time.

Text-books—

Martin and Connor. Vols. 1, 2 and 3.—Whitcombe and Tombs.

Chemistry Section.

Atomic Structure and Chemical Theory—

The structure of the first 20 elements in terms of protons, electrons and neutrons. Relative masses and charges of protons, electrons and neutrons. Atomic Number and mass number. Relationship between Atomic number, mass number and number of neutrons present. Meaning of symbols such as $^{35}_{17}\text{Cl}$

$^{35}_{17}\text{Cl}$

Meaning of isotopes, example $^{35}_{17}\text{Cl}$

Atomic weight as average mass number of isotopes present.

Electronic theory of valency. Chemical combination in terms of electron transfer or sharing to attain configuration of nearest inert gas.

Electrovalence and the formation of ions, examples sodium chloride and calcium chloride. Explanation of valency, metals and non metals in terms of electron configuration.

Covalence, single bond only, examples, hydrogen gas, ammonia, water.

Explanation of electrolytes and non electrolytes.

The electrochemical series; position of the metals: K Na Mg Al Zn Cr Fe Ni Sn Pb (H) Cu Hg Ag Au. Use of the series to explain (a) displacement of those below from solutions of their salts; (b) metals above H displace hydrogen from hydrochloric and dilute sulphuric acid; (c) metals above H react to a greater or less extent with water; (d) active metals are never found free in nature while inactive metals may be found in the elementary state.

Acids, bases and salts in terms of the ions present in their solutions. Neutralization as the formation of water molecules from hydrogen ions and hydroxyl ions.

The simple cell as two different metals dipping into a conducting solution, the higher metal being attacked, the electron flow in the external circuit being the reverse of the current flow.

Chemical Calculations—

The Laws of Boyle and Charles. Problems thereon.

Avagadro's Law. Volumes of reactants and products in gaseous reactions (all measured under the same conditions).

Atomic weight and molecular weight (formula weight) based on $C = 12$

Gravimetric interpretation of equations.

The mole (gram molecule). Molar volume (gram molecular volume).

Calculation of the volumes of gases released at S.T.P. and under other conditions from the following types of reactions:—

- hydrogen from acids by active metals
- carbon dioxide from carbonates either by heat or by acids.

Calculation of molar volume from the density of hydrogen at S.T.P.

Vapour density of gases relative to hydrogen (R.V.D.) for single gases or mixtures of gases. For such calculations air to be considered as 1/5 oxygen and 4/5 nitrogen.

Equivalent weight. E.W. = Atomic weight/valency. Calculation of equivalent weight of a metal from the volume of hydrogen displaced by a given weight of metal or by the weight of oxide produced by a given weight of metal.

Chemical Reactions and Properties—

Solubility table for salts of NH_4 , K Na Ba Ca Mg Zn Mn Cr Al Ni Fe (both ferrous and ferric), Cu Hg (both mercurous and mercuric) Pb Ag. The following details to be known:—

- All chlorides are soluble except those of Ag, mercurous mercury. PbCl_2 slightly soluble.

- All sulphates are soluble except those of Ba Pb and mercurous mercury.

- All hydroxides are insoluble except those of Na K NH_4 and Ba.

- All carbonates are insoluble except those of Na K NH_4 .

- All nitrates are soluble.

- All compounds of K Na NH_4 which are met in this course are soluble.

General methods of preparation of salts by: (a) action of an acid on a metal; (b) acid on a basic (metal) oxide; (c) acid on a carbonate; (d) acid on a hydroxide; (e) by precipitation of an insoluble salt.

Allotropes: Rhombic and monoclinic sulphur; red and white phosphorus (their difference in toxicity and ignition temperature) carbon as diamond and graphite.

General reactions: (a) acids on carbonates; (b) acids on sulphites; (c) acids on sulphides; (d) concentrated sulphuric acid on chlorides and nitrates; (e) alkalis on ammonium salts with subsequent heating if necessary.

Electrolysis: (a) dilute sulphuric acid with inert (platinum) electrodes; (b) copper sulphate solution with copper electrodes.

Outline of electrolytic refining of copper. Outline of electroplating with copper.

Oxidation—Reduction reactions (Redox reactions). Oxidating and reducing agents as electron acceptors and donors. Final ionic equation reached by addition of two suitable ion-electron half reactions. The following only to be considered:—

- Replacement of hydrogen from hydrochloric or dilute sulphuric acids by zinc or magnesium.

- Concentrated sulphuric acid on copper giving sulphur dioxide.

- Dilute nitric acid on copper giving nitric oxide.

- Hydrogen sulphide on chlorine gas.

Nitric acid: Preparation by the action of concentrated sulphuric on potassium nitrate. Formation of a constant boiling mixture. Decomposition when heated. Action of heat on the nitrates of K Cu and Pb.

Sulphur: Occurrence as iron pyrites, zinc blende, galena and native sulphur. Combustion in air to form sulphur dioxide.

The preparation of hydrogen sulphide. Properties of hydrogen sulphide: (a) Dissolves in water to form an acid solution; (b) burns in air to form water and sulphur dioxide; (c) gives precipitates with solution of lead and silver nitrates. Sulphur dioxide: Preparation from a sulphite, its action on water, its use as a bleaching agent and a preservative. Outline of the Contact Process for the manufacture of sulphuric acid.

Sodium. Properties of sodium hydroxide: alkaline, deliquescent, absorbs carbon dioxide to form carbonates, reacts with ammonium salts to release ammonia, precipitates insoluble hydroxides. Use in soap manufacture (no details required).

Sodium carbonate: crystals effloresce; Use in glass manufacture (no equations). Use in softening of water explained briefly as the precipitation of magnesium and calcium ions which would otherwise react with soap solution.

Calcium. Calcium hydrogen carbonate (bicarbonate): decomposed by heat, use in fire extinguishers and as a component of baking powder.

Action of: Excess carbon dioxide on limewater, heat on slaked lime, water on quicklime.

Preparation of Plaster of Paris from gypsum. Action of water on Plaster of Paris.

Text-books—

Handbook of Chemistry. A. Boden. Shakespeare Head Press. Chemistry for Matriculation Classes. Gleeson and Kahn. University of N.S.W. Students' Union.

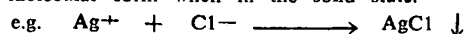
Chemical Laws and Calculations. H. S. Stewart. Shakespeare Head Press.

Notes on Chemistry.

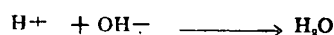
For the sake of simplicity:—

All acids, bases and salts will be written as dissociated ions when in solution:

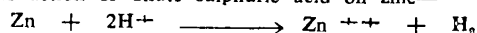
All compounds, whether ionic or covalent, will be written in the molecular form when in the solid state.



Candidates are urged to write equations in the essential ionic form omitting any "spectator" ions. For example, the neutralisation of sodium hydroxide with hydrochloric acid would be written as—



For the action of dilute sulphuric acid on zinc—



However, for the gravimetric interpretation of equations it is often more convenient to use the conventional form of equation.

Assumptions in Physics and Chemistry.

It is assumed that candidates have a background of Junior Secondary Physics and Chemistry and that they are familiar with the following terms and topics:—

Chemistry.—Combustion of simple elements, oxygen, nitrogen, air, element, compound, mixture, metals and non metals, acidic and basic oxides, radicals, solution, solvent, solute, saturated solution, distillation, hygroscopic, deliquescent, efflorescent, atom, molecule, valency, filtration, evaporation, crystallisation, indicator.

Physics.—Pipette, burette, mass, density, volume, pressure at a depth, pressure due to a force over an area, Pascal's Principle, the U tube, air pressure and barometers, Archimedes' Principle, levers, pulleys, centre of gravity.

INTRODUCTORY ACCOUNTING.

Introductory Note.—An understanding of the theoretical as well as the practical aspects of the subject should be developed. The basis of double entry recording is the accounting equation (Assets equals Liabilities plus Proprietorship). The explanation of criteria for determining the effect of transactions on the accounting equation must be studied—

- Debit increase of asset.
- Credit decrease of asset.
- Debit decrease of liability.
- Credit increase of liability.
- Debit increase of expense.
- Credit decrease of expense.
- Debit decrease of income.
- Credit increase of income.

Candidates must be able to explain the procedures and routines which are applied in recording transactions. The function of the several books of records should be understood together with the practice of recording from original documents through books of originating entry to ledger accounts. They must also understand the function of reporting which covers the preparation of informative accounting statements from the books of record. Candidates will be expected to know not only how events should be treated, but why a particular practice or procedure is adopted.

Introduction to Accounting—

- (a) Functions of Accounting. Recording and reporting.
- (b) The basis of double entry recording; the accounting equation (Assets equals liabilities plus proprietorship); the variations of the accounting equation ($A - L = P$, &c.).
- (c) The effect of transactions on the accounting equation.
- (d) The balance sheet as an expression of the accounting equation.
- (e) The nature of proprietorship and the meaning of changes therein.
- (f) The profit and loss statement as an expression of proprietorship changes ($\text{Profit} = \text{Income} - \text{Expense}$).
- (g) The forms of the balance sheet and the profit and loss statement.
- (h) The limitations of the balance sheet and the profit and loss statement.

Accounting Conventions—

- (a) The Accounting Entity Convention.
- (b) The Monetary Convention.
- (c) The Historical Record Convention.
- (d) The Accounting Period Convention.
- (e) The Continuity of Activity or Going Concern Convention.

Accounting Doctrines—

- (a) Conservatism.
- (b) Disclosure.
- (c) Consistency.
- (d) Materiality.

Accounting Evidence and Source Information—

- (a) The nature of accounting evidence.
- (b) The sources of documentary evidence.
- (c) The reliability of accounting evidence.
- (d) Effective measures to ensure accuracy of source data.
- (e) The structure of the accounting system.
- (f) Accounting evidence in relation to cash receipts, cash payments, credit purchases and credit sales.

Design of Accounting Systems—

- (a) The Chart of Accounts.
- (b) The Accounting Manual.

The Ledger—

- (a) The ledger as the fundamental book of record and the systematic means of recording transactions.
- (b) The mechanism of the ledger account.
- (c) The forms of the ledger account, e.g., "T" form, 3 columns, adapted to machine accounting, &c.
- (d) Columnar ledgers, sometimes called tabular ledgers, and departmental ledgers.
- (e) Control accounts and subsidiary ledgers.

Pre-ledger Records—

- (a) The journals as books of originating entry and their relation to the ledger.
- (b) The general journal: opening entries; bad debts; purchase of fixed assets on credit; service charges such as commission, interest, &c.
- (c) Sub-divisions of the journal into what are sometimes termed specialized journals—
 - (i) the cash receipts journal;
 - (ii) the cash payments journal;
 - (iii) the sales (or customers) journal, sometimes subdivided by selling departments;
 - (iv) the purchases (or suppliers) journal;
 - (v) the returns inward or sales returns journal;
 - (vi) the returns outward or purchases returns journal.
- (d) The use of columnar journals, particularly the cash journals.

Posting from Journals to Ledgers—

- (a) Posting from the journals to ledgers—general, suppliers (creditors) and customers (debtors), with special attention to posting totals from columnar journals and the use of control accounts.
- (b) Balancing the ledgers—reconciliation with control accounts.

The Bank Reconciliation Statement—

- (a) Completion of cash journals and the cash at bank account from data given by the statement of account issued by the bank.
- (b) Reconciliation of the statement of account issued by the bank with the cash at bank account, both balances being known.
- (c) Reasons for differences between the statement issued by the bank and the cash at bank account.

Petty Cash—

- (a) The "imprest" system of recording petty cash using columns to summarize classes of expense. (The petty cash book is a memorandum record and not a source of posting to ledgers.)
- (b) Originating the double entry by recording a reimbursing cheque in the cash payments journal from which postings are made to expense accounts in the ledger.

Provisions and Reserves—

- (a) The meanings of the terms.
- (b) The distinction between provisions and reserves.
- (c) The more common types of provisions and reserves including secret reserves.

(Note.—Provision for depreciation is dealt with in detail in the next topic headed "Depreciation".)

Depreciation—

- (a) Reasons for providing for depreciation.
- (b) Nature of depreciation—depreciation a problem of cost allocation and not valuation—the matching process.
- (c) Distinction between depreciation, amortization and depletion.
- (d) Methods of providing for depreciation—
 - (i) fixed instalment or straight line method;
 - (ii) reducing balance method.

Partnership Accounts—

- (a) Nature of partnership.
- (b) Partners' capital, advance and current accounts and interest thereon.
- (c) Partners' salaries.
- (d) Appropriation of profits.

(Note.—Admission of a new partner, goodwill and dissolution of partnership are not included.)

The Capital Structure of Companies—

- (a) Nature of company—formation.
- (b) Share capital—classes of shares.
- (c) Entries for the issue of shares.
- (d) Dividends—interim and final.
- (e) Debentures and unsecured notes.

Accounting Reports and Statements—

- (a) The multi-column trial balance or working sheet.
- (b) Balance day adjustments—the necessity for matching costs with income; accrued expenses (outstanding liabilities); accrued income; amounts paid in advance; provision for doubtful debts and discounts; provision for depreciation of assets.
- (c) The preparation and presentation of the manufacturing trading and profit and loss statements of sole traders, partnerships and joint stock companies classified to show—
 - (i) total income;
 - (ii) prime cost—raw material used and labour;
 - (iii) manufacturing overhead or expense;

- (iv) work in progress;
- (v) cost of goods manufactured;
- (vi) cost of goods sold;
- (vii) gross profit;
- (viii) selling, administrative, finance and non-operating expenses;
- (ix) operating and net profit or loss;
- (x) appropriation accounts in partnerships and profit and loss appropriation accounts in companies.

(d) The preparation and presentation of the balance-sheet of sole traders, partnerships and joint stock companies with assets, liabilities and capital properly grouped to show—

- (i) Assets—
 - current;
 - non-current (including fixed).
- (ii) Liabilities—
 - current;
 - long term (deferred).
- (iii) Capital and reserves.

Accounts of Non-trading Concerns (Clubs, Societies, &c.)—

- (a) Distinction between capital and revenue items.
- (b) Receipts and payments statements.
- (c) Separate statements to show profit or loss on each single venture, such as a social, sale of uniforms, &c.
- (d) Income and expenditure account arranged clearly to show income, expenses and surplus or deficiency.
- (e) Outstanding accounts and subscriptions, and prepayment of subscriptions.
- (f) Other balance day adjustments.
- (g) The statement of assets and liabilities with items properly grouped.

Unsystematized Records—

- (a) Preparation of accounting reports from unsystematized records.
- (b) Conversion of those records into systematized (double entry records) using journals and opening ledgers.

Accounting for Inventories—

- (a) Physical and Perpetual Inventories.
- (b) Retail Inventory Methods.
- (c) Inventory valuation—
 - (i) Determination of "cost".
 - (ii) Identified or actual cost.
 - (iii) First-in-first-out (F.I.F.O.).
 - (iv) Last-in-first-out (L.I.F.O.).
 - (v) Average cost.
 - (vi) Standard cost.
- (d) The Cost or Market Concept.
- (e) Errors in Stocktaking.
- (f) Accounting for Stocks—
 - (i) The Trading Account Method.
 - (ii) The Cost of Goods Sold Method.

Analysis of Financial Statements—

- (a) The Gross Profit ratio.
- (b) Expense ratios.
- (c) Stock Turnover.
- (d) Turnover of Debtors.
- (e) Current (Working Capital) ratio.
- (f) Liquid ratio.
- (g) Proprietary ratio.
- (h) Statement of Funds.

Text-books—

- L. Goldberg and V. R. Hill: *The Elements of Accounting*. Second or later edition (Melb. Univ. Press).
- Yorston, Smyth and Brown: *Accounting Fundamentals*, Third or later edition (Law Book Company of Australasia Pty. Ltd.).
- Fitzgerald—*Accounting*, Third (revised) or later edition (Butterworth and Company (Aust.) Ltd.).

DRAWING.

The syllabus is divided into four parts. Candidates must answer questions from each of the Parts A, B, C and D.

Requirements.

Close attention should be given to the development of good standards of lettering, figuring, linework and dimensioning.

The standards set out in the Australian Standards Association Handbooks on Engineering and Architectural Drawing Office Practice are to be followed.

Accuracy of measurement and projection, clarity of linework, completeness of details, neatness and cleanliness, are essentials in a good drawing.

All drawings are to be made in pencil with the aid of drawing instruments, tee and set squares, and scales using the different types of lines recommended for the representation of outlines, hidden details, centre lines, &c.

Plane and Solid Geometry.

Part A: Plane Geometry.—It is assumed that the following sections a-e inclusive, have been covered as a preparation for this section of the course:—

- (a) Construction of triangles, quadrilaterals, polygons.
- (b) Problems relating to tangency, e.g., circle and straight line, circles in contact.
- (c) Construction of scales—plain, diagonal, scale of chords.
- (d) Proportional division of lines, enlargement or reduction of plane figures in respect to lengths of sides.
- (e) Construction of plane figures equal in area or of proportional area to given figures.
- (f) Construction of plane curves—ellipse, parabola, hyperbola, involute of a circle, Archimedian spiral and application, e.g., setting out of a cam.
- (g) Cycloidal curves—cycloid, epicycloid, hypocycloid.

Part B: Solid Geometry—

- (a) Plans and elevations of the common solids when the axes are inclined to both planes of reference. Change of ground line method using new x-y line.
- (b) Sectional views—the section planes to be parallel to or inclined to one plane of reference only.
- (c) Projection of the true shape of sections.
- (d) Development of the surfaces of the sectioned solids.
- (e) Interpenetration of simple solids, such as prisms, pyramids, right cylinders and right cones.
- (f) Development of the surfaces of the intersecting solids.
- (g) Cylindrical helix and application—projection of helical springs and forms of screw threads.

Part C: Pictorial Drawing—

- (a) **Isometric and Oblique Projections.**—Exercises to include the representation of geometrical solids, singly, or in combination, and examples from engineering and architecture. Some examples to contain faces inclined to the isometric or oblique planes. Isometric scale not to be used. Curves to be plotted using offset method. Suggested examples: Horizontal bearings, gland, brackets, flanged pipe, sectioned drawings of bearings, &c.
- (b) **Mechanical Perspective.**—Representation of prismatic forms at different eye levels. Picture plane, ground plane, station point, vanishing points, use of height lines. Drawing in perspective from plan and elevation or from specifications. Suggested examples: Cottage, small buildings, items of furniture, curved archways.

Part D: Machine Drawing.—Preparation of first angle orthographic drawings from dimensioned pictorial representations. Drawings in full size or to a given scale.

Attention should be given to—

- (a) The placing of the views in their correct relative positions.
- (b) Complete size description by adequate dimensioning.
- (c) Use of correct types of lines and the correct conventions for the representation of surfaces in section.
- (d) Relationship between assembly drawing and detail drawings.
- (e) Use of title block and material list.
- (f) Conventional methods of representing bolts, nuts, washers, threads and springs.

Suggested examples: Flanged coupling, stuffing box and gland, various types of bearings, stop and screw down valves, machine vice, pulleys, screw jack, &c.

or

Building Construction Drawing.—Drawing to scale from existing dimensioned sketches or from information supplied of simple building construction details in orthographic projection. Examples of brick-work, doors, casement windows, box frame windows, mouldings, cabinets and woodwork joints.

Text Books—

Steel and fitness: *Descriptive Geometry and Drawing*—Senior Book.

Reference Books—

- Standards Association of Australia.—*Engineering Drawing Practice*.
- Standards Association of Australia.—*Architectural Drawing Practice*.
- Morris and Husband.—*Practical Plane and Solid Geometry*.
- Spanton.—*Geometrical Drawing and Design*.
- Sierp.—*Perspective Projection*.
- French and Svensen.—*Mechanical Drawing*.
- Abbott.—*Practical Geometry and Engineering Graphics*.
- Abbott.—*Machine Drawing and Design*.
- Warland.—*The Technique of Building*.
- Mitchell.—*Building Construction—Elementary Course*.

8. **Reports.**—Reports will comprise a detailed allotment of marks for each question but no statement of the merits and defects of answers. English Paper A and English Paper B should be regarded as one subject for report purposes.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette.

SALARY ADVANCEMENT OF CLERKS (EMPLOYMENT) AND EMPLOYMENT OFFICERS.

THE Public Service Board hereby notifies the general conditions of the examination held annually in July, in pursuance of section 32 of the Public Service Act 1922-1964, to enable salary advancement of Clerks (Employment) (£931-£1,297 (S.)), Third Division, and Employment Officers (£931-£1,297 (S.)), Fourth Division, Employment Division, Department of Labour and National Service, beyond £1,175 (S.) per annum. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter—

- Officers designated Clerk (Employment) or Employment Officer, and
- Officers and temporary employees who have acted as Clerk (Employment) or Employment Officer for an aggregate of not less than twelve months in the twenty-four months up to 31st May in the year in which the examination is held, and

who are in receipt of a salary of £1,175 (S.) per annum or less.

- Officers who are acting and temporary employees who are employed as Clerk (Employment) or Employment Officer and are in receipt of a salary of £1,175 (S.) per annum or more, if, in accordance with the Board's determination under section 32 of the Public Service Act 1922-1964, they are restrained on a salary of £1,236 (S.) per annum.

Note.—(i) Officers promoted or transferred as Clerk (Employment) and who are already in receipt of a substantive salary of £1,236 (S.) per annum will be restrained on that salary until qualified for advancement.

(ii) Success at this examination will not entitle a temporary employee to permanent appointment.

3. Subjects and Pass Conditions—

Subject.	Duration.
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Part I.—Written—

- | | |
|--|----------|
| (i) Departmental Procedure and Practice .. | 1 hour |
| (ii) Case Studies | 1½ hours |

Part II.—Interviewing.

Candidates must pass in both parts to pass the examination.

To pass in Part I., candidates must gain at least 55 per cent. of the aggregate total marks allotted for the two papers. The form, style and expression of answers will be taken into account when marks are being allotted.

To pass in Part II., candidates will be required to display proficiency, in the course of normal duties, in employment interviewing techniques to the satisfaction of the Assistant Director (Employment).

4. **Exemption Provisions.**—Candidates may claim exemption from re-examination in Part I.—Written if they have passed in that part at either of the two preceding examinations.

5. **Period of Eligibility.**—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.

6. **Advancement.**—A Clerk (Employment) or an Employment Officer who qualifies for advancement beyond £1,175 (S.) per annum will, subject to the provisions of section 31 of the Public Service Act 1922-1964, be advanced in salary to £1,236 (S.) per annum from the first day of the month following that in which the examination was held if, on that date, he has been in receipt of salary at the rate of £1,175 (S.) per annum for at least twelve months; otherwise advancement will be from the date of completion of twelve months' service with salary at the rate of £1,175 (S.) per annum.

7. Syllabus—

Part I.—Written—Candidates will be required to demonstrate their knowledge of—

- Departmental Procedure and Practice—The examination will consist of questions on departmental procedures, practices and instructions, particularly the Departmental Handbook, District Office Manual and other Manuals, instructions and background information bearing on the work of the Employment Service. Aspects to be studied include the employment and placement of ex-service personnel, migrants, displaced workers, physically handicapped persons, and young people, occupations and the relationship between occupations, the labour problems of different industries and the methods of meeting their demands and interviewing techniques, and all such matters as come within the normal work of the District Offices.

- Case Studies—This paper will consist of questions to test the capacity of officers to handle the different types of problems encountered in the course of their duty. Each question will provide detailed information concerning a hypothetical applicant for employment or an employer or employment problem of an area, and candidates will be required to state the action needed to meet the problems raised.

Part II.—Interviewing—Candidates will be required to display proficiency, in the course of normal duties, in employment interviewing techniques to the satisfaction of the Assistant Director (Employment).

8. **Text-books.**—Departmental Handbook, District Office Manual and other manuals, Departmental Instructions affecting the Employment Division and such other material as may be issued by the department for this purpose.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

SALARY ADVANCEMENT OF COMMUNICATIONS OFFICERS.

THE Public Service Board hereby notifies the general conditions of the examination held annually in September, in pursuance of section 32 of the Public Service Act 1922-1964 to enable Communications Officers (£916-£1,210 (S.)), Third or Fourth Division, Department of Civil Aviation, to advance in salary beyond £1,000 (S.) per annum. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter—

- Permanent officers designated Communications Officer.
- Temporary Communications Officers (for the sole purpose of qualifying for incremental advancement beyond £1,000 (S.) per annum).

3. Subjects and Pass Conditions—

Subject.	Duration.
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Section A.—

- | | |
|--------------------------------------|---------|
| 1. Communications Theory | 3 hours |
| 2. Airways Operations Theory | 2 hours |
| 3. Manipulative Tests— | |
| Telegraphy— | |
| (a) Receiving— | |
| Code. | |
| Plain Language. | |
| (b) Transmitting— | |
| Code. | |
| Plain Language. | |

Section B.—

- | | |
|------------------------|---------|
| 1. Meteorology | 1 hour |
| 2. Navigation | 2 hours |

Section C.—

Combined Practical and Oral Tests.

Candidates must pass in each subject to pass the examination.

4. **Exemption Provisions.**—Candidates may claim exemption from re-examination in the following if passed at either of the two preceding examinations:—

- any subject,
- any section of the Manipulative Tests.

A candidate holding a certificate or diploma issued by an accredited authority, or Naval, Military or Air Force certificates or documents, covering tuition, experience or qualifications in the subjects of Communications Theory, Navigation, Meteorology and manual telegraphy manipulation, which are deemed by the Board

to be of an equivalent standard to that required by the examination, may claim exemption from examination in any of those subjects.

5. Period of Eligibility.—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.

6. Advancement.—A Communications Officer who qualifies for advancement beyond £1,000 (S.) per annum will, subject to the provisions of section 31 of the Public Service Act 1922-1964 be advanced in salary to £1,042 (S.) per annum from the first day of October in the year in which he passes the examination if on that date he has been in receipt of salary at a rate of £1,000 (S.) per annum for at least twelve months; otherwise advancement will be from the date of completion of twelve months' service with salary at the rate of £1,000 (S.) per annum.

7. Syllabus—

SECTION A.

1. Communications Theory.—Questions on—

- The elementary theory of electricity and magnetism and its application.
- The theory of radiotelegraphy and radiotelephony.
- Propagation of electromagnetic waves.
- Machine telegraphy—principles and application.
- Knowledge of frequency prediction and application.

The standard of theoretical and mathematical knowledge will be that of the listed textbooks.

The details of the syllabus listed below are in order of presentation in D.C.A. Publication No. 27, with the chapter number appropriate to each subject shown in brackets:—

Electricity and Magnetism—Construction of Matter. Electromotive Force and Potential Difference. Ohm's Law. Resistance in Series and Parallel. Power Electromagnetism and Magnetic Fields. Electromagnetic Induction. Self and Mutual Induction. Resistance of Coils at Radiofrequencies. Coils for Radiofrequency circuits and RF choke coils. Electrostatics. Electrostatic Fields. Electrostatic Induction. Distribution of Electrostatic Charge. Storage of Energy in an Electrostatic Field. Capacity. Condensers in Radio Circuits. Voltage Rating of Condensers. Condensers in Series and Parallel. Shielding, Electrostatic and Electromagnetic (Chapter 1).

Alternators, Generators and Motors—The Alternator—its Construction. Characteristics of Alternating Current Waveform. Direct Current Generation. D.C. Generators—Construction and Classification D.C. Motors. A.C. Motors. Motor-Generators. Dynamotors. Three-phase A.C. systems (Chapter 2).

Alternating Current Theory—Resistance in A.C. Circuits. Inductance in A.C. Circuits. Capacitance in A.C. Circuits. Resonant Frequency. Parallel and Series Circuits. Rejector and Acceptor Circuits. Vectors (Chapter 3).

Measuring Instruments—Ammeters, Voltmeters, Ohmmeters, Galvanometers. Moving Coil. Moving Iron and Electrostatic. Thermocouple Instruments (Chapter 4).

Thermionic Valves—Thermionic Emission. The Diode Valve. Cathode Construction. Anode Construction. The Triode Valve. The Pentode and Beam Power Tetrode. Multi-purpose Valves, Mercury Vapour and Cathode-ray Tubes. Valves for V.H.F. and U.H.F. equipment (Chapter 5).

Valve Amplifiers—Classification of Amplifiers. Triode Amplifiers. Interstage Coupling. Resistance Capacity Coupling. Transformer Coupling. Power Amplifiers. Types of Power Amplifiers—Class A. Class AB. Class B. Class C. Neutralization. Linear Amplifiers. Operation in Parallel. Methods of obtaining Grid Bias. Pentode and Tetrode Amplifiers (Chapter 6).

Transmitters—Valve Oscillators. Frequency Stabilization of Oscillators. Crystal Oscillators. VHF Oscillators. Master Oscillators and Crystal Controlled Transmitters. Buffer Amplifiers. Frequency Multipliers. RF Power Amplifiers. Antenna Coupling Circuits. Keying and Modulating Systems. Keying Troubles. Amplitude Modulation Systems (Grid, Anode, Cathode, Suppressor Grid and Series. High and Low Level). Modulation Percentage. Side-Bands Modulated Amplifiers. Modulated Continuous Waves. Transmitter Tuning. Transmitter Control. Protective Equipment. VHF Transmitters (Chapter 7).

Receivers—Criteria of Operation. Super-heterodyne Principles. Choice of Intermediate Frequency. Superheterodyne Receivers. RF Section. Frequency Converters and Mixers. IF Amplification. Detectors. Audio Stages. Frequency Coverage. Reception of Continuous Waves. Automatic Volume Control. RF and AF Gain Controls. Noise Suppression. Codan Units. Crystal Filtering and Single Signal Reception. Crystal Locked Receivers. Double Conversion. VHF Receivers. Remote Control of Receivers (Chapter 8).

Power Supplies—Power Transformers. Rectifier Circuits. Half-wave and Full-wave Rectification. Bridge Rectification. Mercury Arc and Metal Rectifiers. Filter Circuits. Choke Input and Condenser Input. Receiver and Transmitter Power Supplies (Chapter 9).

Sound Reproduction—Microphones, Carbon, Moving Coil and Crystal. Loudspeakers and Telephone Receivers (Chapter 10).

Propagation of Radio Waves—Electromagnetic Waves. Ground Wave Propagation. Sky Wave Propagation. Nature of the Ionosphere. Effect of Ionosphere on Sky Waves. Critical Frequencies. Effect of Earth's Magnetic Field. Skip Phenomena. Maximum Useable Frequencies. Optimum Working Frequencies. Day and Night Frequencies. V.H.F. Propagation. Sporadic E. Sudden Ionospheric Storms. Fading. Interference. Skip. Polarization. Absorption. Selective Fading. Sunspots and Sunspot Cycles (Chapter 11).

Aerials—Basic Principles of Radiation. Polar Diagrams Arrays. Long Wire Antenna. Aerial Coupling. Practical Aerials. Receiving and Transmitting Types (Chapter 12).

Teletype Principles—The Five-Unit (Baudot) Code. Teletype Transmitting Equipment. Landline Transmission. Teletype Receiver Equipment. Synchronization. Orientation. Tape-Relay Systems. Teletype Tape and Tape Relay Equipment. Radio-Teletype Systems (Chapter 13).

Text-books.—Radio Theory Handbook for Communications Officers (DCA Publication No. 27).

Short-wave Radio and the Ionosphere (T. W. Bennington—Wireless World).

Airways Operations Instructions, Volume 2, com. 2.3—2.6.

To pass in this subject, a candidate must obtain at least 60 per cent. of the total marks allotted.

2. Airways Operations Theory.—Questions on the procedures employed in providing Flight Information, Search and Rescue, and International Aeronautical Telecommunications (fixed, mobile, radionavigation, broadcasting) Services as contained in Administrative Orders and Instructions, Airways Operations Instructions and Aeronautical Information Publications as issued by the Department of Civil Aviation.

Details of the syllabus are listed below under the headings or appropriate sections or paragraphs of the above publications:—

Organization and Administration—Administrative Orders and Instructions. Section 37.1 as relevant to COM; Section 41.1 sub-sections 1.5, 6, 9, 10, 11, 14, 15. Airways Operations Instructions, Volume 1. ORG 1.1-1.2; ADMIN 4.1; ADMIN 7—Sections relevant to COM; ADMIN 8.1; FACS 2.1; CODES 0.3; 1.21; 3.1.

Procedures.—Airways Operations Instructions, Volume 2. AIS; COM 1-13 inclusive; COORD 1.1-1.9 as applicable to action involving a F.I.U.; 2.1; 3.1; SAR 1.1; 2.3 3.1-4.3; 4.5-5.3; 5.6; 5.7; 5.12-5.14; MET-excluding appendices; GEN 1.1-1.5; 2.1; 3.1; 4.1; 4.2; 5.1-5.9; 7.1; 7.2; 11.1.

Aeronautical Information Publications.—GEN 3.1-4.1; 7.3-7.6; RAC/OPS 1.1; 1.13; 1.31; 1.33-1.36; 1.39; 2.11; 2.12-mercy flights; 2.13-2.19; 3.5; 3.6; 4.1; 4.2; 4.5; 4.6; 5.7; 5.8.

Text Books.—Administrative Orders and Instructions, Airways Operations Instructions, Volumes 1 and 2, Aeronautical Information Publication, Fault Reporting Handbook (DCA Publication No. 41).

To pass in this subject, a candidate must obtain at least 75 per cent. of the total marks allotted.

3. Manipulative Tests—

Telegraphy—A Morse test covering—

- Reception by ear for a period of three (3) minutes for each section of the test, and recording by typewriter or teletypewriter, of code groups at a speed of 16 groups per minute and text in plain language at a speed of 20 words per minute.

Code groups shall be variously of five (5) letters and five (5) figures, one figure group corresponding for the purpose of counting to two (2) complete letter groups. The plain language test shall be in English with punctuation and shall average five (5) characters to a word. Punctuation will be restricted to the full stop and the fraction bar, both of which shall count as two (2) characters.

- Transmission by means of a Morse key or an approved semi-automatic sending device of messages in code groups at a speed of 16 groups per minute, and plain language text at a speed of 20 words per minute.

The duration of these tests shall not be more than three (3) minutes.

Counting and composition of groups and plain language text shall be as prescribed in (a) above.

Candidates will be given the opportunity of indicating which test or portion of a test they would prefer to do first.

One hundred marks will be allotted to each item of the receiving and transmitting test. Deduction of marks will be made for any uncompleted portion of the test, errors and operation faults and the marks obtained will be determined as follows:—

- Receiving.—Three marks will be deducted for each uncorrected error with a maximum deduction of 9 marks for any word or group. The marks obtained are determined by subtracting the total of the marks from 100.

To pass in this test, a candidate must obtain at least 70 marks in each item of the test.

2. **Transmitting**—Three marks will be deducted for each uncorrected error, one mark will be deducted for each incompletely corrected error. One mark will be deducted for each badly formed character. One mark will be deducted for each incorrect space.

A maximum of ten seconds will be allowed over the 3 minutes test period to compensate for time taken to effect corrections during test.

The marks obtained are determined by subtracting the total of the marks deducted from 100.

To pass in this test, a candidate must obtain at least 85 marks in each item of the test.

SECTION B.

The subjects of the syllabus are listed below under the headings of the appropriate sections or paragraphs of the departmental manual or recommended text-book.

1. Meteorology—

Weather elements and their measurement, description, function and management of instruments.

The basic factors of the atmosphere, viz., temperature, pressure, dewpoint, humidity, visibility, fog and mist, wind turbulence.

Weather observations, viz., temperature, wet and dry bulb, maximum and minimum thermometers, pressure, mercury barometer and barograph, altimeter setting; visibility, fog and mist, wind, anemometer and Beaufort Scale; clouds, height, types and amount; present and past weather; rain gauges.

First Order Station Reports—Weather Code—Manual No. 6—Bureau of Meteorology.

Meteorological Observations and Reports, Airways Operations Instructions. Vol. 2, A.I.P.—MET.

Climatological Reports—the Field Book and returns—the importance of accurate weather reporting.

Text-books—

Meteorology for Communications Officers (D.C.A. Publication No. 10).

Supplement to D.C.A. Publication No. 10.

Australian Meteorology Observers Handbook (1954).

Airways Operations Instructions, Volume 2, MET.

Bureau of Meteorology, Weather Code (Manual No. 6—1959).

CMB Form F86—Table of Dew Points.

CMB Form F145—Barometric Correction Table.

CMB Form F159—Cloud Code Chart.

For reference: Manual of Meteorology, D.C.A. Publication No. 4.

To pass in this subject, a candidate must obtain at least 75 per cent. of the total marks allotted.

2. Navigation—

Definitions—Air speed; altimeter; barometer; beam, compass; compass error; conversion angle; course; dead reckoning; deviation; drift; fix; great circle; ground speed; graticule; isogonal; knot; latitude; longitude; meridian; magnetic meridian; map projection; radius of action; rhumb line; track; variation.

The Earth and its Spherical Properties—The earth; great circle; rhumb line; small circle; position; latitude; longitude.

Maps and Charts—General considerations; topographical maps; orthomorphism, scale, relief, contours, spot heights, layer tints, hill shading, hachure; conventional signs; fixing positions; navigational charts; Mercator's Projection, Gnomonic Projection, Lambert's Orthomorphic Conical Projection.

The Earth's Magnetic Field—Variation; isogonals compasses deviation; compass error.

Vector Plotting.—The six variable factors; triangle of velocities; dead reckoning; radius of action.

Radio Navigational Aids—Non-directional beacons; primary radar; secondary radar; instrument landing system; Airborne ILS. equipment; visual-aural range; visual-omni range; distance measuring equipment.

Text-books—

Navigation Notes for Communications Officers—(D.C.A. Publication No. 13).

Operational Notes on Visual-Aural Radio Range and Associated Marker Beacons—(D.C.A. Publication No. 19).

Non-Directional Beacons and Associated Automatic Direction Finding—(D.C.A. Publication No. 22).

Instrument Landing Systems—Operational Notes—(D.C.A. Publication No. 23).

Operational Notes on Distance Measuring Equipment—(D.C.A. Publication No. 24).

To pass in this subject, a candidate must obtain at least 75 per cent. of the total marks allotted.

SECTION C.

Combined Practical and Oral Tests—

A practical and oral examination covering—

- (a) The operation and manipulation of such equipment as is essential for the performance of a Communications Officer's normal duties, and which may include aero-mobile and fixed services operating console equipment, teletype and radio teletype console equipment, local transmitters and receivers, radio-navigational aids monitoring equipment, recording equipment, patching panels, protective devices, aerodrome lighting equipment and power supplies.

- (b) A demonstrated ability to use:—

- (i) WAC series and other reference charts for the plotting of positions and the identification of locations by latitude/longitude or bearing and distance;

- (ii) LAH and AIP including AGA and MAP sections as briefing or reference documents.

- (c) A comprehensive examination in practices and procedures used in radio telephone communications for the purpose of ground/air network operation, inter-station radio-telephone links and the liaison organization in accordance with the instructions laid down in Airways Operations Instructions, Volume 2, Sections—COM 3, COM 6, COM 7, COM 8 and COM 9.

- (d) A demonstration of the interpretation and use of radio frequency prediction data and charts as employed in the Department's Airways Operations organization.

- (e) Practical proof of meteorological knowledge in accordance with Section B1.

The practical portion of the "Combined Practical and Oral Tests—Section C" will be confined to the equipment installed, and the operational organization in use at the unit or centre where the candidate is located.

Study guides in all written subjects of this examination are available for candidates in all Regions of the Department of Civil Aviation.

These conditions, and are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

ENTRY INTO DATA PROCESSING OPERATOR-IN-TRAINING CLASS.

QUALIFYING examinations will be held as required for appointment or transfer as Clerical Assistant, Grade 1 (Data Processing Operator-in-training (£334-£664 (S.) per annum), Fourth Division, in State capitals and in Canberra. Details of each examination will be publicly notified. These conditions remain in force until 31st December, 1965.

2. **Persons Eligible to Enter.**—Subject to section 47A (2)^o of the Public Service Act 1922-1964, males and/or unmarried females who are between the ages of 15 and 30 years at the date training commences.

The Board may also require candidates to have reached a suitable standard of basic keyboard ability. Details of any such requirements will be given in the specific examination notification.

(Note.—(i) Applications from persons who are otherwise eligible, but who have sat for an examination under these or the previous conditions within the preceding six months, will be accepted only if they were successful at the earlier examination. These candidates will not be required to re-sit the examination, however, and their candidature will be arranged as laid down in the following paragraphs; applications from those who have failed an examination within the preceding six months will not be accepted.

(ii) Applications from persons who have sat for an examination to enter an Accounting Machinist-in-training Class will be accepted as shown in the following paragraphs).

^o See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.

3. Subjects and Pass Conditions—

Subject.	Duration (minutes).
Co-ordination	3
Recording	7
Checking	10
Numbers	13
Selecting Parts	6
Substitution	5
Crosses	5
Forming Words	13
Following Instructions	10

Candidates will be required at the examination centre for approximately 2 hours.

A satisfactory standard must be achieved in order to pass the examination.

4. Exemption Provisions—

Candidates who have sat for an examination containing any of the subjects listed in paragraph 3 above less than twelve months previously may claim exemption in the particular subjects at an examination under these conditions; no candidate will be permitted to re-contest any subject within six months.

No other exemptions will be granted.

5. Period of Eligibility.—Candidates who qualify will be eligible for appointment or transfer for twelve months after date of notification in the Gazette that the results of that examination have been finalized.

6. Order of Selection.—Successful candidates will be selected in order of merit based on performance at the suitability tests for the examination(s) concerned.

7. Syllabus.—No specific study is required for this type of examination.

8. General—

(i) **Details of Training.**—A candidate selected will be appointed on probation or transferred as Clerical Assistant, Grade 1, and trained in data preparation duties. Trainees who complete the approved course of training and pass the end-of-course test will be eligible for promotion or transfer as Data Processing Operator, Grade 1, in accordance with their order of merit at that test. If she is not making satisfactory progress, a trainee may be transferred from the class and placed as a Clerical Assistant, Grade 1, or in her former position or one of similar status, or her appointment terminated, as appropriate.

(ii) **Contract of Employment.**—Each trainee will be required to undertake to complete the approved course of training (including examinations) unless permitted by the Public Service Board to relinquish it, and to remain in the employment of the Commonwealth for at least three years thereafter. When any breach of the agreement is established the Board will decide the amount of penalty up to a maximum of £50.

(iii) **Proficiency Allowance.**—A Data Processing Operator, Grade 1, will be paid a generous proficiency allowance on passing a test for that purpose.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

EDUCATIONAL QUALIFICATION FOR PROMOTION OR TRANSFER AS MAIL OFFICER, POSTAL OFFICER OR TELEGRAPHIST.

THE Public Service Board hereby notifies the general conditions of the examination held in May and November each year and such other times as may be notified to enable officers to gain the educational part of the qualification for promotion or transfer as Mail Officer, Postal Officer or Telegraphist, in pursuance of section 53 of the Public Service Act 1922-1964.

2. Officers Eligible to Enter.—Male Officers of the Commonwealth Service.

3. Subjects and Pass Conditions—

- Subject—
- Spelling.
 - Arithmetic.

Candidates must pass in both subjects at the one sitting to pass an examination under these conditions.

4. Exemption Provisions—

Officers who—

(i) have passed the educational examination formerly held in June each year for inclusion in the Third Division as Postal Clerk, Telegraphist, &c.; or

(ii) produce acceptable documentary evidence of having passed—

(a) the Intermediate or Junior Examination in the required subjects, or

(b) in Queensland, a Junior Examination at standard entitling to extension scholarship, or

(c) in Tasmania, the examination conducted at the end of the year before the Schools Board Certificate, or

who possess equivalent or higher qualifications recognized by the Board; or

(iii) have passed Spelling and Arithmetic at the required standard (i.e., at an examination for promotion or transfer as Mail Officer, Postal Officer, or Telegraphist), or who produce acceptable evidence of having passed equivalent or higher examinations in these subjects, provided that both subjects were passed at the one sitting of the Public Service Board examination; or

(iv) have been designated Mail Officer, Postal Officer, Telegraphist or Postal Assistant on or after 10th August, 1961,

will be regarded as having satisfied the requirements of an examination under these conditions, and will not be required to make application for exemption.

5. Period of Eligibility.—Officers who qualify at an examination held under these conditions or who are granted exemption from examination under these conditions will retain indefinite eligibility.

6. Promotion or Transfer.—To complete the qualifications for promotion or transfer as Mail Officer, Postal Officer or Telegraphist, candidates must pass the tests and/or written papers prescribed in the general conditions governing the examination for promotion or transfer to the particular designation. The promotion or transfer of officers who so qualify will be effected in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

(i) **Spelling.**—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks, 180; pass marks, 108.)

(ii) **Arithmetic.**—First four "rules"—that is, Addition, Subtraction, Multiplication, Division, including—

(i) British standard weights, measures and moneys,

(ii) Prime numbers, Factors, Highest Common Factor, Least Common Multiple.

(iii) Vulgar and Decimal Fractions (excluding recurring and circulating decimals),

(iv) Simple Proportion (Unitary Method) and Proportionate Division,

(v) Simple Problems on Rates, Taxes and Bankruptcy.

These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks, 180; pass marks, 105.)

Note.—Although the syllabus for these subjects is the same as that for basic Fourth Division educational examinations, papers set for examinations held under these conditions are of a higher standard.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

PROMOTION OR TRANSFER AS EXCISE OFFICER, GRADE 1.

THE Public Service Board hereby notifies the general conditions of the examination held from time to time in pursuance of section 53 of the Public Service Act 1922-1964, to enable officers to qualify for promotion or transfer as Excise Officer, Grade 1 (£870-£1,175 (S.)), Fourth Division, Department of Customs and Excise. Specific details will be separately notified in the Gazette.

Officers who are listed as successful at an examination under these conditions will be eligible for selection for promotion or transfer as Excise Officer, Grade 1, but are advised that only a limited number of vacancies is likely to become available during the period of eligibility. Further, a number of positions is located in country areas.

2. **Officers Eligible to Enter.**—Male permanent officers of the Service who have attained the age of 20 years 6 months at the date of examination.

3. Subjects and Pass Conditions—

Subject.	Duration.
Arithmetic	45 minutes
Spelling	30 minutes
General Test	40 minutes
Expression	20 minutes
Comprehension	15 minutes
Checking	5 minutes
Classification	5 minutes
Practical Situations	10 minutes

Candidates must pass in Arithmetic and Spelling and perform satisfactorily in the remaining subjects to pass an examination under these conditions.

4. **Exemption Provisions.**—An officer who has passed an examination to qualify for promotion or transfer as Excise Officer, Grade 1, may claim exemption from an examination under these conditions.

An officer who is included in, or eligible for inclusion in, the Third Division may claim exemption from an examination under these conditions.

5. **Period of Eligibility.**—Two years from date of notification in the Gazette that the results of the examination have been finalized, except that a successful officer will not become eligible until he attains the age of 21 years.

6. **Promotion or Transfer.**—Officers who qualify under these conditions will be transferred or promoted in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Arithmetic.—Short-answer type questions and problems covering the following aspects:—

1. The four rules applied to simple and compound quantities in common use.
2. Vulgar fractions and decimals.
3. Metric system.
4. Averages.
5. Ratio and proportion.
6. Percentages.
7. Profit and loss.
8. Mensuration of rectangles, squares and circles.
9. British standard weights, measures and moneys.

Spelling.—To be judged from the candidate's detection and transcription of misspelled and incomplete but readily recognizable words.

Comprehension, Expression, General Test, Checking, Classification, Practical Situations.—Questions are of the multiple choice and short-answer type, and no special study is required.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

PROMOTION OR TRANSFER AS EXCISE OFFICER, GRADE 3, THIRD DIVISION, DEPARTMENT OF CUSTOMS AND EXCISE.

THE Public Service Board hereby notifies the general conditions of the examination to enable officers to qualify for promotion as Excise Officer, Grade 3 (£1,175-£1,419 (S.)), Third Division, Department of Customs and Excise, held in pursuance of section 53 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. **Officers Eligible to Enter.**—Permanent officers (male) of the Commonwealth Service who are in, or have qualified for inclusion in, the Third Division.

3. Subjects and Pass Conditions—

Subject.	Duration.
(1) Written	3½ hours
(2) Combined Oral and Practical Test	—

Candidates must obtain at least 60 per cent. of the maximum marks in each subject to pass the examination.

4. **Exemption Provisions.**—No exemptions from re-examination are granted.

5. **Period of Eligibility.**—Three years immediately following notification in the Gazette that the results of the examination have been finalized.

Eligibility may be extended if, within the period of eligibility, the officer is engaged for a period of not less than three months continuously in the full-time performance of the duties of Excise Officer, Grade 3, in an acting capacity. This extension of eligibility will be for a period of three years from the date the officer completed that acting service.

6. **Order of Promotion or Transfer.**—All candidates who qualify will be considered for transfer or promotion in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

- (1) Excise Tariff.
- (2) Distillation Act and regulations.
- (3) Excise Act, Regulations, and By-laws.
- (4) Spirits Act, Regulations, and By-laws.
- (5) Beer Excise Act and Regulations.
- (6) Coal Excise Act and Regulations.
- (7) Customs Act, Regulations, Tariff and By-laws, insofar as they apply to Excise activities.
- (8) Excise General Orders.
- (9) Distillery procedure in connexion with all types of transactions coming within the scope of an Excise Officer.
- (10) Wine Manufacturing procedure.
- (11) Practical knowledge of re-gauging of casks, gauging of vats and the use of Sykes' Hydrometer, Ebulliometer, the Baume instrument and Thorpe's still.

The candidate should be sufficiently well versed in the provisions of the Acts, Regulations, Tariff, By-laws and Excise General Orders to enable him readily to refer to the authority, and to quote these in his written oral answers in any questions that may be asked. Candidates may have access to Acts, Regulations, Tariff, By-laws and Excise General Orders referred to above, during the examination.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

SALARY ADVANCEMENT OF INSPECTORS (ARBITRATION INSPECTORATE).

DEPARTMENT OF LABOUR AND NATIONAL SERVICE.

THE Public Service Board hereby notifies the general conditions of the examination to enable Inspectors (Arbitration Inspectorate) (£1,297-£1,663 (S.)), Third Division, to qualify for salary advancement beyond £1,541 (S.) per annum, held annually, if required, in pursuance of section 32 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. **Persons Eligible to Enter.**—Officers designated Inspector (Arbitration Inspectorate).

3. Subjects and Pass Conditions—

Subject.	Duration.
Part I—Written.	
Industrial Knowledge	2 hours
Inspection Practices	1 hour

Part II.—Oral.—Candidates must pass in each of the required subjects by obtaining not less than 55 per cent. of the marks allotted for each.

4. **Exemption Provisions.**—Candidates may claim exemption from re-examination in Part I—Written if they have passed that part at either of the two preceding examinations.

5. **Period of Eligibility.**—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in paragraph 6.

6. **Advancement.**—An Inspector who qualifies for advancement beyond £1,541 (S.) per annum will be advanced in salary to £1,602 (S.) per annum from the first day of the month following that in which the examination was held if, on that date, he has been in receipt of salary at the rate of £1,541 (S.) per annum for at least twelve months; otherwise advancement will be from the date of completion of twelve months' service at the rate of £1,541 (S.) per annum.

Provided that if an Inspector, who has been in receipt of a salary of £1,532 (S.) as a Technical Officer Grade 1 in the Arbitration Inspectorate, qualifies at the first examination held as a result of this notification, he will be advanced in salary to £1,602 (S.) as from 19th June, 1965.

Officers promoted or transferred as Inspector and who are already in receipt of a substantive salary of £1,602 (S.) per annum will be restrained on that salary until qualified for advancement.

7. Syllabus—

Part I.—Industrial Knowledge.—The examination will consist of questions on the Conciliation and Arbitration Act and Federal Awards, on factory legislation and building regulations affecting industrial health and safety in the particular State in which the Inspector is located, and on good practice generally in relation to environmental conditions and safety. The questions on the Conciliation and Arbitration Act will be designed to test the inspector's knowledge of the sections relevant to his work. Questions on awards will relate to clauses dealing with standards of pay and to those dealing with conditions of service. As regards good practices in relation to environmental conditions and safety, the examination will cover elementary principles of building design for good working conditions, lighting, ventilation, fire protection, machine guarding, the safe use of industrial chemicals and solvents and the general principles of safety organisation within an undertaking. The aim of this part of the examination is to test an Inspector's ability to deal with problems likely to be met in the course of his work, and particularly his knowledge of sources of information and guidance.

Inspection Practices.—This examination will consist of questions on inspection procedures and instructions particularly those contained in the Labour Inspection Manual.

Part II will consist of an oral examination to test the methods used by Inspectors and their approach to practical problems. This may involve participation in a simulated inspection situation.

8. Text Books.—Conciliation and Arbitration Act 1904-1961, Labour Inspection Manual, the I.L.O. Guide for Labour Inspectors, Commonwealth Award Extracts on Physical Conditions, Federal Awards, appropriate State Legislation, and data sheets and booklets on physical working conditions and safety which will be specified by the Department.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

PART-QUALIFICATION FOR PROMOTION OR TRANSFER AS INSPECTOR, THIRD DIVISION, POST OFFICES BRANCH.

THE Public Service Board hereby notifies the general conditions of examinations to enable officers to gain part of the qualifications that will be required as from the 1st January, 1968, in pursuance of Section 53 of the Public Service Act 1922-1964 for promotion or transfer as Inspector, Third Division, Post Offices Branch, Postmaster-General's Department. Examinations under these conditions will be held once annually in conjunction with examinations conducted during the course of training for Inspectors-in-Training. Details of specific examinations will be separately notified in the Gazette.

2. Officers Eligible to Enter.—Male Officers of the Third and Fourth Divisions who—

- (a) have passed the examinations in the Departmental subjects necessary to gain part-qualifications for promotion or transfer as Postal Clerk, Senior Postal Clerk or Postmaster; and
- (b) have passed one of the following—
 - (i) The examination formerly held in June to enable officers in the Fourth Division to qualify for inclusion in the Third Division as Postmaster, Senior Postal Clerk, Postal Clerk, etc.; or
 - (ii) an examination held in October each year to enable officers of the Fourth Division to qualify for transfer to the Third Division as Clerk; or
 - (iii) an examination prescribed by the Board for appointment or transfer as Clerk, Third Division.

3. Subjects and Pass Conditions—

Subject.	Duration.
Post Offices Branch Management—	
Part I	3 hours
Part II	3 hours

Note.—To complete the qualifications required for promotion or transfer as Inspector, a candidate must comply with the following:—

- (i) He will be required to undertake the Departmental Certificate Course either by correspondence or by attendance at lectures and must qualify at the relevant examinations associated with the course. Exemptions may be granted in respect of completed sections of this course.
- (ii) He must have had at least two years' appropriate experience in the Post Offices Branch since qualifying in 2(a) above; and
- (iii) He must have reached the twenty-third anniversary of his birthday.

4. Exemption Provisions—

- (i) An officer who has passed in either Part of the Examination may claim an exemption from re-examination in that part for a period of three years from the date of notification in the Gazette that the results of the examination have been finalised, provided that where the F.A.D.G. (Postal and Transport Services Division) or Assistant Director (Postal and Transport Services Division) or as the case may be, certifies that the officer has in the full-time performance of appropriate duties in the Post Office Branch, within the immediately preceding three years, given satisfactory evidence of the retention of the requisite qualifications, the officer may claim exemption from re-examination under these conditions.
- (ii) If, within 3 years of completing the Examination in Post Offices Branch Management, an officer performs for not less than 3 months continuously, as a temporary occupant the duties of Inspector he may claim exemption in the Examination in Post Offices Branch Management for a period of 3 years from the date he ceased to act in that position.

5. Period of Eligibility—**A. Indefinite—**

- (i) An officer who was previously designated as Inspector, Post Offices Branch, but who has since been transferred or promoted to another position in the Postal and Transport Services Division provided that the F.A.D.G. (Postal and Transport Services Division) or the Assistant Director (Postal and Transport Services Division) as the case may be, certifies that he has, in the full-time performance of appropriate duties in the Postal and Transport Services Division given satisfactory evidence of the retention of the requisite qualifications.
- (ii) An officer who has successfully completed a course of training as Inspector-in-Training, Post Offices Branch, or an officer who has previously qualified for transfer or promotion as an Inspector, Post Offices Branch, provided that the F.A.D.G. (Postal and Transport Services Division) or the Assistant Director (Postal and Transport Services Division) as the case may be, certifies that he has in the full-time performance of appropriate duties in the Postal and Transport Services Division given satisfactory evidence of the retention of the requisite qualifications.

B. Limited Period—

- (i) In the case of an officer specified in (A) above who is transferred or promoted to a position not requiring the qualifications of an Inspector or who is not employed on appropriate duties in the Postal and Transport Services Division—three years from the date on which duties of the position mentioned in (A) above were last performed.
- (ii) In the case of other successful candidates—three years from the date of notification in the Gazette that the results of the examination at which they complete their qualifications for promotion or transfer as Inspector have been finalised.
- (iii) In the case of a qualified officer who, during the period of eligibility shown in (i) and (ii) above, performs for not less than three weeks continuously as a temporary occupant, the duties of Inspector, Post Offices Branch—three years from the date on which he last performed those duties.

6. Order of Promotion or Transfer.—The promotion or transfer of successful candidates will be effected in accordance with the provisions of Section 50 of the Public Service Act 1922-1964.

7. Syllabus of Examination.—Details of the syllabus of this course may be obtained on application to the Director, Posts and Telegraphs.

Post Offices Branch Management—

Part I.—Maximum Marks 300—pass marks 180.—Standards of Service for Mail; Divisional operating costs; Legislative aspects of the postal services; operational procedures; Customer education and correction; sales and marketing; personnel relations; ministerial representations; holiday arrangements; responsibilities of the District Inspector to the Department, public and the staff; Organisation of District Offices; organisation of post offices; principles and provision of post office staff; Post Offices Branch responsibility for mail arrangements; emergency arrangement for the exchange of mails; delivery arrangements at post offices; letter and telegram delivery services; street letter receivers and private posting receptacles; mail services and their variations; mail contracts; non-official and telephone offices; temporary official offices; mechanisation of mail handling; Divisional planning; general and mail transportation; traffic handling; in Mail Exchange; mail equipment, supervisory responsibilities.

Part II.—Maximum marks 300—pass marks 180—

- (a) Organisation of District Offices, correspondence, records, etc., proposals for post office staff; financial and accommodation arrangements at post offices; staff timetables and relieving arrangements; additional facilities at non-official post offices; removal and withdrawal of facilities; deficiencies, defalcations, robberies and fires at post offices; emergency arrangements for bush fires and floods; machine systems at post offices; planning post office accommodation; relationship between Post Offices Branch and Cashier, Distributor of Stamps Money Order Accounts Section, Non-Official Postmasters Allowance Section, Telephone Accounts Section; relationship between post offices branch and Engineering Division; buildings procedure; joint use of Departmental buildings, engineering equipment for postal work; the telegraph service; private wire teleprinters; service standards; associated telegraph services; telephone service; provision and supervision of telephone staff; provision of C.A.X.'s; exchange organisation and records; Personnel practices; staffing proposals; training courses.
- (b) Procedures concerning the inspection of post offices; conditions of employment at Non-Official Post offices.

(Notes covering the above syllabus will be made available on application to the Director, Posts and Telegraphs).

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

SELECTION AND TRANSFER AS INVOICE EXAMINING OFFICER-IN-TRAINING, DEPARTMENT OF CUSTOMS AND EXCISE.

THE Public Service Board notifies the following conditions which will govern selection and transfer as Invoice Examining Officer-in-training:—

2. Officers Eligible to Enter.—Permanent officers of the Commonwealth Service who are in, or have qualified for inclusion in, the Third Division.

3. Applications.—Applications under these conditions will be invited in the Gazette from time to time from officers wishing to undergo training as Invoice Examining Officers.

Applications should be addressed to the Collector of Customs in the State in which the Training Course will be held, and should state fully the applicant's educational and other qualifications as well as the following particulars:—

- Designation.
- Personnel Number.
- Standard salary scale.
- Present salary and date of receipt.
- Date of birth.
- Date of first appointment.

Applicants should have had experience in the Department of Customs and Excise and be closely acquainted with Customs procedures and practices.

4. Duties.—Detailed Examination of Customs Entries and associated documents to ensure that—

- Correct Customs Duty, Primage and Sales Tax are paid;
- Import Licensing Regulations and provisions relating to Value for Duty, Preferential Tariff Rates and Rates of Exchange are complied with;
- Statistical classification and quantities are accurate; and
- Departmental Orders, Confidential Instructions, Inspectors' Orders &c., are complied with.

5. Selection.—A departmental committee will select—

- the group of officers for training, and
- one or two officers as reserves against the contingency of any of the officers selected for training becoming unavailable before the course begins.

The names of the officers selected for training and the reserves will be published in the Gazette. Any Third Division officer may, within 21 days of the date of such publication, lodge with the Public Service Inspector in the State in which he is located, an appeal against his non-selection. Protective appeals are not necessary as the case of a selected officer will be considered as a matter of course, against all appellants and against each of the other officers selected for training.

The Training Class will not commence until the results of all appeals are determined by the Board.

If an officer selected as a reserve is not included in the course, his selection as reserve does not give him any guarantee of selection for a later course.

6. Salary—

- (a) (i) Officers of the Department of Customs and Excise who apply for training in a State other than that in which they are located will, if successful, be temporarily transferred at their substantive classifications (subject to (b) below) for the period of training. Travelling allowance will be paid. On completion of the course, officers will be required to accept permanent transfer at departmental expense at their substantive classifications to the State in which training is undertaken. Officers should keep in mind that courses will be held from time to time in all States.
- (ii) Officers from other Departments who apply will, if selected, be temporarily transferred at their substantive classifications (subject to (b) below) to the Department of Customs and Excise for the period of training. Endeavours will be made to absorb these officers on completion of the course.

(b) Officers selected will be temporarily transferred to the Invoice Room—

- (i) During the earlier part of the course, salary will be paid in accordance with officers' substantive classifications at the time of transfer.
- (ii) At an appropriate stage of the course following the commencement of practical work, officers not already receiving higher salary will be paid £1,602 (S.).

(iii) Any higher duty allowance will continue throughout the course provided that—

Officers in receipt of higher duties allowance at the time of commencing training and who would have continued to act but for selection for training, may continue to receive that allowance if the acting service immediately prior to the commencement of training was in the same field of work as that for which the officers are being trained. Total remuneration by way of salary and allowance should not exceed the maximum salary of any specific position for which the officers are being trained.

7. Training.—Officers selected will be required to undergo a course of training not exceeding 24 weeks. During the initial part of the course, instruction will be given in the theoretical and procedural background to the examination of Invoices and in the relevant Acts, Regulations and Orders. Practical training will follow.

8. Examinations.—Officers will be required to undergo practical, oral and written tests from time to time to ensure that they are making satisfactory progress. If the Department of Customs and Excise, at any time in the course of training, considers that an officer is not making satisfactory progress he may be transferred to his former position or to one of similar status.

9. Recognition of training.—Officers who complete the course satisfactorily will be regarded by the Department as having obtained the minimum standard of efficiency required to perform the duties of Invoice Examining Officer. Pending transfer or promotion as Invoice Examining Officer, successful candidates will resume their former positions or be transferred to positions of a similar status, but will be given opportunities to retain their familiarity with Invoice examination.

10. Leave and Furlough.—Officers selected for training should not expect any period of recreation leave or furlough during the course. In emergent circumstances, however, a limited period of leave may be granted. Officers will be eligible for sick leave under prescribed conditions and subject to normal credits.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT AS JUNIOR ASSISTANT.

QUALIFYING examinations for appointment as Junior Assistant (£292-£680 (S.)), Fourth Division, will be held as required.

Details of each examination will be publicly notified.

These conditions will remain in force until 31st December, 1965.

2. Persons Eligible to Enter.—Persons who are between the following age-limits at the date of examination:—

State.	At least—	Less than—
New South Wales ..	14 yrs. 11 mths.	17 yrs.
Victoria ..	14 yrs. 11 mths.	17 yrs.
Queensland ..	13 yrs. 11 mths.	17 yrs.
South Australia ..	14 yrs. 11 mths.	17 yrs.
Western Australia ..	14 yrs. 11 mths.	17 yrs.
Tasmania ..	15 yrs. 11 mths.	17 yrs.
Australian Capital Territory ..	14 yrs. 11 mths.	17 yrs.

3. Subjects and Pass Conditions—

- (i) Spelling.
- (ii) Arithmetic.

Candidates must pass in both subjects to pass an examination under these conditions.

4. Exemption Provisions.—Exemption from examination for positions in the Australian Capital Territory may be granted if a candidate—

- (i) has passed the School Intermediate Certificate (with a pass in English);
- (ii) makes application for exemption; and
- (iii) forwards evidence of (i) with his application to contest the examination.

5. Period of Eligibility.—Candidates who qualify at an examination will be eligible for appointment for twelve months from date of notification in the Gazette that the results of that examination have been finalized. However, they will not become eligible for appointment until they attain the age of 14, 15 or 16 years, as the case may be. Victorian candidates admitted under the provisions of the footnote to paragraph 2 will be eligible immediately.

6. Order of Appointment.—Candidates will be arranged in separate lists for—

- (a) those successful at the examination as specified in paragraph 2 (ii) above; and
- (b) those granted exemption under paragraph 3 above.

List (a) candidates will be arranged in order of merit based on total marks obtained at the examination.

List (b) candidates will be arranged in order of receipt of applications to contest the examination.

Offers of appointment will be made in order of merit firstly from List (a) and then in order from List (b).

7. Syllabus—

- (i) Spelling.—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)
- (ii) Arithmetic.—First four "rules"—that is Addition, Subtraction, Multiplication, Division, including (a) British standard weights and measures, and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

The conditions of this examination are under review and may be varied.

This notification should be read in conjunction with Common Conditions for Appointment to the Service and Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT AS JUNIOR POSTAL OFFICER.

QUALIFYING examinations for appointment as Junior Postal Officer (£292-£680 (S.)), Fourth Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter.—Males who are between the following age limits:—

State.	At least—	Less than—
New South Wales ..	14 yrs. 11 mths.	18 yrs.
Victoria ..	14 yrs. 11 mths.	18 yrs.
Queensland ..	13 yrs. 11 mths.	17 yrs.
South Australia ..	14 yrs. 11 mths.	17 yrs.
Western Australia ..	14 yrs. 11 mths.	18 yrs.†
Tasmania ..	14 yrs. 11 mths.	17½ yrs.

† 17 for Country Centres.

3. Subjects and Pass Conditions—

- (i) Spelling.
- (ii) Arithmetic.

Candidates must pass in both subjects to pass an examination under these conditions.

4. Exemption Provisions.—Not applicable.

5. Period of Eligibility.—Candidates who qualify will be eligible for appointment up to twelve months after the date of notification in the Gazette that the results of the examination have been finalized. However, they will not become eligible for appointment until they attain the age of 14, 15 or 16 years, as the case may be. Tasmanian candidates under the age of 16 years must produce a School Exemption Certificate.

6. Order of Appointment—

- (i) Offers of appointment to a locality will be made to candidates who qualify at an examination for appointment at that locality, in order of merit based on marks obtained at the examination;
- (ii) if there is no candidate available under (i), candidates currently qualified for appointment at any other locality may be offered appointment in order of merit based on marks obtained at the examination concerned.

(Note.—A metropolitan area is regarded as one locality for the purposes of this paragraph.)

7. Syllabus—

- (i) Spelling.—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)
- (ii) Arithmetic.—First four "rules"—that is Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures, and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

This notification should be read in conjunction with Common Conditions for Appointment to the Service and for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

SALARY ADVANCEMENT OF LIMB MAKER AND FITTER.

THE Public Service Board hereby notifies the general conditions of the examination held annually in December, in pursuance of Section 32 of the Public Service Act 1922-1964, to enable Limb Makers and Fitters (£902-£1,112 (S.)), Fourth Division, Repatriation Department, to advance in salary beyond £1,028 (S.) per annum. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter.—Limb Makers and Fitters, including temporary Limb Makers and Fitters, who are in receipt of salary of not less than £986 (S.) per annum at the date of examination.

3. Subjects and Pass Conditions—

Subject.	Duration.
Part I—Written Paper	3 hours
Part II—Combined Oral and Practical Test ..	3 hours

Candidates must pass in both Parts to pass an examination under these conditions.

4. **Exemption Provisions.**—Candidates may claim exemption from any part of an examination under these conditions if they passed in that part at a previous sitting.

A candidate may claim exemption from all or sections of the examination if he holds qualifications which he considers to be equivalent to the sections concerned. The candidate should give full details of the basis of his claim, which will be considered on its merits.

5. **Period of Eligibility.**—Successful candidates will remain eligible for salary advancement until such time as they comply with the conditions set out in the following paragraph.

6. **Advancement.**—Subject to Section 31 of the Public Service Act 1922-1964, a successful candidate will be advanced as shown below—

- (i) if in receipt of £986 (S.) per annum, advancement to £1,028 (S.) per annum twelve months from date of receipt of that salary, and advancement to £1,070 (S.) per annum twelve months from date of receipt of £1,028 (S.) per annum.
- (ii) if in receipt of £1,028 (S.) per annum—
 - (a) for less than twelve months—advancement to £1,070 (S.) per annum twelve months after date of receipt of that salary.
 - (b) for more than twelve months—advancement to £1,070 (S.) per annum from the first day of the month following that in which the examination was held.
- (iii) if restrained at £1,070 (S.) per annum until he has passed the examination, and in receipt of that salary—
 - (a) for less than twelve months—advancement to £1,112 (S.) per annum twelve months after date of receipt of that salary.
 - (b) for more than twelve months—advancement to £1,112 (S.) per annum from the first day of the month following that in which the examination was held.

7. Syllabus—

Part I—Written Paper.

Candidates will be required to demonstrate their knowledge of: Anatomy and Physiology for Prosthetists—

The human body, the skeletal system, upper extremity, lower extremity, general pathology, nervous system, peripheral vascular diseases, bones, joints, muscles, tendons, bursae, amputations, congenital deformities. Principles of kinesiology.

Elementary Physics—

Body mechanics, mechanics of Human motion, Principles of alignment.

Biomechanics for Prosthetists—

Gait and posture, foot and ankle, knee joints, Syme below knee, knee bearing prosthesis, above knee hip disarticulation.

Inter-Personal Relationships—

Basic requirements for working professionally with the team and coping with the day to day contacts with medical and para-medical personnel, the patients and his family and the public in general.

Techniques of Physical Medicine and Rehabilitation—

Post-operative treatment, post-prosthetic treatment, the team.

Part II—Oral and Practical.

(i) **Oral.**—Candidates will be required to answer questions on any of the following topics—

Leather or textiles
 Characteristics and uses of plastics as applied to orthopaedic and prosthetic appliances
 Above and below knee prosthesis
 Canadian Hip
 Knee bearer
 Patellar tendon bearing
 Wrist disarticulation
 Above and below elbow prosthesis
 S.A.C.H. foot
 Shoulder disarticulation
 Syme prosthesis.

(ii) **Practical.**—Candidates will be required to display proficiency in—

- (a) **Workshop practice**—Draw and cut pattern for inlet, cut down a P.T.B. Cast, shape S.A.C.H. foot to fit a shoe, cast a short B.E. stump, harness an AE patient, make a plaster splint, cast and chart BK for P.T.B.
- (b) **Testing and Measurement**—Measure and chart an AK patient, measure for long leg caliper, measure and fit a truss for indirect inguinal hernia.

(c) **R.A.L.A.C. Equipment**—Maintenance and adjustment which is within the scope of the normal duties of a limb maker and fitter.

Leather, cloth and webbing fabrication
 Orthopaedic metal fabrication
 Shoe modifications, arch supports
 Prosthetic appliance fabrication
 BK and AK Stumps, Knee bearing
 Symes
 Hip disarticulation
 Chopart appliance fitting.

Prescribed Text Books—

An Anatomical Atlas—Jepson
 Kinesiology Manual—Krantz

Prescribed Reference Books—

Functional Bracing of the Upper Extremity—Anderson, Miles H.
 Human Limbs and their Substitutes—Klopsteg and Wilson
 Orthopaedic Atlas—Nangle
 Functional Anatomy of the Limbs and Back—Hollinshead (Philadelphia-Saunders 1957)
 Prosthetic Principles—Anderson, Miles H. and Others
 Manual of A.K. Prosthetics—California University, Los Angeles
 Manual of Lower Extremity Prosthesis—California University, Biomechanics Laboratory
 Manual of Upper Extremity Prosthetics, Second Edition—Santschi, William A. (California University, Dept. of Engineering)
 Orthopaedic Appliances—Jordan
 Orthopaedic Appliances Atlas Vol. 1 and 2—American Academy of Orthopaedic Surgeons.

8. **Training.**—All candidates will be given the opportunity of attending lectures, demonstrations, &c., in relation to all subjects of the syllabus.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT, PROMOTION OR TRANSFER AS LINEMAN, GRADE 1.

QUALIFYING examinations for appointment, promotion or transfer as Lineman, Grade 1 (£748-£832 (S.)), Fourth Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter—

- (i) for appointment—males who, at the date of examination, are at least nineteen years six months and under fifty-one years;
- (ii) for promotion—male permanent officers of the Service who, at the date of examination, are at least nineteen years six months.
- (iii) for transfer—male permanent officers of the Service who, at the date of examination, are at least nineteen years six months and who are not designated Lineman, Grade 1.

3. Subjects and Pass Conditions—

I. Written Section—

Subject.	Duration.
A. Line Construction (for a position in external plant sections of Engineering Division.)	2 hrs.
B. Radio Line Construction (for a position in radio section of Engineering Division.)	1½ hrs.

Only candidates who pass the Written Section will be admitted to the Practical Section.

II. Practical Section 3 hrs.

- A. (i) Aerial Lines, or
 (ii) Cables, or
 (iii) Conduits.

(These tests complete the qualification for a position in external plant sections. Candidates attempt only one of the tests, and must indicate their choice on their application to contest the examination), or

- B. Radio Line Work.

(This test completes the qualification for a position in the radio section, and could involve working at heights up to 750 feet.)

Candidates must pass in both sections to pass the examination.

4. **Exemption Provisions.**—No exemptions from examination are granted.

5. **Period of Eligibility.**—

- (i) for appointment—Twelve months from date of notification in the Gazette that the results of the examination have been finalized, or until attaining the age of 51 years, whichever is the earlier;
- (ii) for promotion or transfer—Twelve months from the date of notification in the Gazette that the results of the examination have been finalized.

6. **Order of Appointment, Promotion or Transfer.**—Successful candidates will be offered appointment, promotion or transfer to a locality as Lineman, Grade 1, as follows:—

- (i) firstly, to those who qualify at an examination for that locality, in order of merit based on total marks obtained in the two sections of the examination;
- (ii) secondly, to those currently qualified for any other locality if there is no candidate available under (i), in order of merit based on total marks obtained in the two sections of the examination.

A successful candidate who accepts an offer of appointment, promotion or transfer will be required to take up duty in that position and locality.

(Note.—A metropolitan area is regarded as the one locality for the purposes of this paragraph.)

7. **Syllabus.**—I. The written paper will consist mainly of a series of questions each requiring a short, concise answer.

A. **External Plant Sections.**—Practical knowledge of a Lineman's work in connexion with aerial lines, conduits and cables.

B. **Radio Section.**—Practical knowledge of a Lineman's work in connexion with radio. This covers radio transmission lines, underground control cables, aerial systems and arrays and mast structures.

II. The practical section will be arranged to determine the candidate's practical knowledge of the duties of a Lineman in relation to the section of a Lineman's work in which he elects to be examined. Note that the practical test for the radio section could involve working at heights up to 750 feet.

Text-books.—No text-books are prescribed, but the following are suitable for reference:—

- Linemen's Handbooks.
- Lines Engineering Instructions.

8. **Training.**—Candidates selected for appointment, promotion or transfer may be placed in training for such time as is thought appropriate by the Director, Posts and Telegraphs. Full salary will be paid during such training.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT, PROMOTION OR TRANSFER AS LINEMAN-IN-TRAINING.

QUALIFYING examinations for appointment, promotion or transfer as Lineman-in-Training (£364-£720 S.), Fourth Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. **Persons Eligible to Enter.**—

- (i) **For Appointment:** Subject to section 47A (2)* of the Public Service Act 1922-1964, males not on the permanent staff of the Commonwealth Service whose age, at the date training commences, is not less than seventeen years six months and not more than forty years.
- (ii) **For Promotion or Transfer:** Male permanent officers of the Service whose age, at the date training commences, is not less than seventeen years six months and not more than forty years.

* See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.

3. **Subjects and Pass Conditions.**—

Subject.	Approximate duration.
Elementary Mathematics	30 minutes
General Test	40 minutes
Space Relations	12 minutes
Technical Information	14 minutes
Practical Situations	10 minutes
Following Instructions	10 minutes

Candidates must achieve a satisfactory standard to pass the examination.

4. **Exemption Provisions.**—No exemptions will be granted.

5. **Period of Eligibility.**—

- (i) For Appointment—One year from the date of notification in the Gazette that the results of the examination have been finalized, or until he attains the age of 51 years, or until a further examination is held under these conditions, whichever is the earliest.
- (ii) For Promotion or Transfer—One year from the date of notification in the Gazette that the results of the examination have been finalized, or until a further examination is held under these conditions, whichever is the earlier.

6. **Order of Appointment, Promotion or Transfer.**—Successful candidates will be listed in order of merit determined by the total number of marks obtained at the examination. Offers of appointment, promotion or transfer as Lineman-in-training will be made in order from this list.

7. **Syllabus.**—

- (i) **Elementary Mathematics:** First four "rules", i.e., addition, subtraction, multiplication, division. Application of these rules to simple practical problems. Simple problems involving British standard weights, measures, and moneys. Prime numbers, factors, Highest Common Factor, Least Common Multiple. Vulgar fractions and decimals. Simple proportion (unitary method) and proportionate division. Percentages. Interpretation of diagrams. Simple problems involving geometric shapes. Calculation of areas. Angles, geometric shapes, and simple problems based on these.
- (ii) **Other Subjects:** No special study is required.

8. **Course of Instruction.**—Successful candidates to the number required will undergo a departmental training course up to a maximum of twelve months. Training will be conducted at metropolitan training centres and at certain country centres.

A Lineman-in-training will be advanced as Lineman, Grade 1, at the minimum salary of £881 per annum on satisfactory completion of the training course, and will be allotted to a position at any station in his State. Advancement to the maximum salary of £965 per annum by annual increment, and promotion to higher positions, are subject to compliance with prescribed conditions.

A Lineman-in-training who is not making satisfactory progress in his training may at any time be transferred to another position in the Fourth Division at such salary as the Board may determine or his appointment may be terminated.

These conditions should be read in conjunction with Common Conditions for Appointment to the Service, and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

PROMOTION OR TRANSFER AS LOCKER, GRADES 1 AND 2.

THE Public Service Board hereby notifies the general conditions of the examination held from time to time in pursuance of section 53 of the Public Service Act 1922-1964, to enable officers to qualify for promotion or transfer as Locker, Grade 1 (£818-£958 (S.)) and Grade 2 (£870-£1,175 (S.)), Fourth Division, Department of Customs and Excise. Specific details will be separately notified in the Gazette.

Officers who are listed as successful at the examination under these conditions will be eligible for selection as Locker, Grade 1 and Grade 2, but are advised that only a limited number of vacancies is likely to become available during the period of eligibility.

2. **Officers Eligible to Enter.**—Male permanent officers of the Service who have attained the age of 20 years 6 months at the date of examination.

3. **Subjects and Pass Conditions.**—

Subject.	Approximate duration.
Arithmetic	45 minutes
Spelling	30 minutes
Comprehension	12 minutes
Checking	5 minutes
Expression	20 minutes
Practical Situations	10 minutes

Candidates must pass in Arithmetic and Spelling and perform satisfactorily in the remaining subjects to pass an examination under these conditions.

4. Exemption Provisions.—The following may claim exemption under an examination under these conditions:—

- (i) an officer who has passed an examination to qualify for promotion or transfer as Excise Officer, Grade 1, or Locker, Grade 1 or Grade 2.
- (ii) an officer who possesses the following educational qualifications—

- (a) a pass in each of the subjects of English, Spelling and Arithmetic at one or more examinations for transfer to the Third Division.

(Note.—A pass in English at an "October Clerical" examination after 1949 may be accepted for exemption in Spelling also.)

- (b) at least half of the full marks in each of the subjects English, Spelling and Arithmetic at the one examination for transfer to the Third Division.

- (c) a pass in English and a subject of mathematics at a Leaving or Intermediate Certificate examination.

(iii) an officer of, or eligible for inclusion in, the Third Division.

5. Period of Eligibility.—Two years from date of notification in the Gazette that the results of the examination have been finalized, except that a successful candidate will not become eligible until he attains the age of 21 years.

A Locker who is placed in a position not associated with the duties of Locker will remain eligible for promotion or transfer as Locker, Grade 1 or Grade 2 for a period of two years from the date on which those duties were last performed.

6. Promotion or Transfer.—Officers who qualify under these conditions will be transferred or promoted in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Arithmetic.—First four "rules" that is Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures, and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple proportion (Unitary Method), and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text book used in Australian secondary schools.

Spelling.—To be judged from the candidate's detection and transcription of mis-spelled and incomplete but readily recognizable words.

Comprehension, Checking, Expression, Practical Situations.—Questions are of the Multiple choice type, and no special study is required.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT, PROMOTION OR TRANSFER AS MAIL OFFICER, MAIL EXCHANGE BRANCH.

QUALIFYING examinations for appointment, promotion or transfer as Mail Officer (£364-£986 (S.)), Fourth Division, Mail Exchange Branch, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter—

- (i) For appointment—Males not on the permanent staff of the Commonwealth Service who will be at least 17 years 11 months and less than 51 years of age at date of examination.
- (ii) For promotion or transfer—Male permanent officers who will be at least eighteen years of age at date of promotion or transfer.

3. Subjects and Pass Conditions—

Section 1. Educational.

- (i) Spelling;
- (ii) Arithmetic.

(Note.—Although the syllabus for these subjects is the same as for other basic Fourth Division educational examinations, papers set for Mail Officer and Postal Officer examinations are of a higher standard.)

Section 2. Practical.

A practical sorting test as follows:—

	No. of letters to be sorted.	Time allowed (Minutes).	Percentage of errors allowed after call-over.
(i) City Section ..	500	25	9
or			
(ii) Inland and Ship Section ..	500	20	5

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Candidates must pass in Section 1. Educational, before being permitted to contest Section 2. Practical, of an examination under these conditions.

Candidates must pass in both sections to pass an examination under these conditions.

4. Exemption Provisions.—A candidate may claim exemption from the practical test outlined in paragraph 3 if the Superintendent, Mail Exchange Branch, certifies that he has demonstrated efficiency in the sorting of mail in the full-time performance of appropriate duties in the Mail Exchange Branch within the immediately preceding three years.

An officer who passes in Section 1 Educational under these or similar conditions (e.g. Postal Officer), or a bi-annual educational examination for this purpose, may claim exemption from re-examination in these subjects.

5. Period of Eligibility—

- (i) For appointment—Twelve months from date of notification in the Gazette that the results of the examination have been finalized, or until the attainment of 51 years of age, whichever is the earlier.

- (ii) For promotion or transfer—Three years from the date of notification in the Gazette that the results of the examination have been finalized, except that—

- (a) in the case of an officer who has performed the duties of Mail Officer for not less than three weeks continuously during the currency of this eligibility period, his eligibility will extend for a period of three years from the date he ceased to act as Mail Officer; and

- (b) in the case of an officer who is transferred or promoted from an office of Mail Officer to an office not requiring these qualifications, his eligibility will extend for a period of three years from the date on which Mail Officer duties were last performed.

Note: Successful candidates will not be eligible for appointment, promotion or transfer until they attain the age of 18 years.

6. Order of Appointment, Promotion or Transfer—

- (i) Appointment—Offers of appointment will be made in order of merit based on marks obtained in the subjects of Spelling and Arithmetic.

- (ii) Promotion or Transfer—Candidates who qualify will be eligible for promotion or transfer in accordance with section 50 of the Public Service Act 1922-1964.

Successful candidates selected for appointment or for promotion or transfer will be required to take up duty as Mail Officer.

7. Syllabus—

Section 1. Educational—

- (i) Spelling.—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)

- (ii) Arithmetic.—First four "rules"—that is, Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures, and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

8. Advancement.—To advance beyond £1,003 and £1,059 per annum, a Mail Officer must pass an examination as prescribed for Salary Advancement of Mail Officers beyond £818 (S.) and £874 (S.) per annum, details of which are included in this issue of the Gazette.

This notification should be read in conjunction with Common Conditions for Appointment to the Service and Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

PROMOTION OR TRANSFER AS MAIL OFFICER, POST OFFICES BRANCH.

EXAMINATIONS to enable officers to qualify for promotion or transfer as Mail Officer (£364-£986 (S.)), Fourth Division, Post Offices Branch, Postmaster-General's Department, will be held as required in pursuance of section 53 of the Public Service Act 1922-1964. The particular times and closing dates of individual examinations will be separately notified in the Gazette.

2. Persons Eligible to Enter.—Male permanent officers of the service who at the date of the examination are at least 17 years 11 months.

3. Subjects and Pass Conditions—**Section 1.—Educational.**

- (i) Spelling;
- (ii) Arithmetic.

(Note.—Although the syllabus for these subjects is the same as for other basic Fourth Division educational examinations, papers set for Mail Officer examinations are of a higher standard.)

Section 2.—Practical. (Conducted only at Post Offices where there are Mail Officer positions.)

A practical test in sorting 500 letters in 25 minutes based on the sorting arrangements at the post office at which the examination is being conducted. A candidate whose errors in this sorting test do not exceed 45 will be regarded at once as having passed. Where errors exceed 45 the examining officer may call over the mis-sorted letters to the candidate who will be credited with the correct answers then given. If, after deduction of such credit from the total number of errors, the number of errors is reduced to or below 45, the candidate will be regarded as having passed this section of the examination.

Candidates must pass in both sections to pass an examination under these conditions.

Candidates must pass in Section 1. Educational, before being permitted to contest Section 2. Practical, of an examination under these conditions.

4. Exemption Provisions.—An officer who passes in Section 1. Educational, under these or similar conditions (e.g. Postal Officer) may claim exemption from re-examination in these subjects for an indefinite period.

A candidate may claim exemption from the practical test outlined in paragraph 3 if the Superintendent, Post Offices Branch, certifies that the candidate has demonstrated efficiency in the sorting of mail in the full-time performance of the duties of a Mail Officer within the immediately preceding three years.

5. Period of Eligibility.—Three years from the date of notification in the Gazette that the results of the examination have been finalized, except that—

- (a) In the case of an officer, who, during the currency of this eligibility period has performed the duties of Mail Officer for not less than three weeks continuously, the eligibility will extend for a period of three years from the date he ceased to act as Mail Officer; and
- (b) In the case of an officer who is transferred or promoted from an office of Mail Officer to an office not requiring such qualifications, the eligibility will extend for a period of three years from the date on which the duties of Mail Officer were last performed.

Note: Successful candidates will not be eligible for promotion or transfer until they attain the age of 18 years.

6. Order of Promotion or Transfer.—The promotion or transfer of officers who qualify under these conditions will be effected in accordance with the provisions of Section 50 of the Public Service Act 1922-1964.

7. Syllabus—**Section 1.—Educational.**

- (i) Spelling—To be judged from the candidates transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)
- (ii) Arithmetic—First four “rules”—i.e. Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

8. Advancement.—To advance beyond £1,003 and £1,059 per annum, a Mail Officer must pass an examination as prescribed for Salary Advancement of Mail Officers beyond £818 (S.) and £874 (S.) per annum, details of which may be obtained from the Director, Posts and Telegraphs.

These conditions should be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

1. SALARY ADVANCEMENT OF MAIL OFFICERS BEYOND £818 (S.) PER ANNUM

and

2. QUALIFICATION OF SPECIFIED OFFICERS TO RECEIVE SALARY EXCEEDING £818 (S.) AND NOT EXCEEDING £874 (S.) UPON PROMOTION OR TRANSFER AS MAIL OFFICER.

THE Public Service Board hereby notifies the general conditions of examinations as held during February, May, August and November each year, in pursuance of Sections 32 and 53 of the Public Service Act 1922-1964.

2. Persons Eligible to Enter—

- (a) Mail officers, including temporary and exempt Mail Officers;
- (b) Postmen, Assistants (Mails) and Assistants, Grades 1 and 3 employed in the Mail Exchange Branch, irrespective of salary;
- (c) Officers of other designations who have qualified or intend to qualify, under the prescribed conditions, for promotion or transfer as Mail Officer in the Mail Exchange Branch and who desire to qualify for salary advancement upon such promotion or transfer;
- (d) Officers who, irrespective of salary, are acting as Mail Officer and desire to qualify for incremental advancement whilst employed in that category;
- (e) Other officers and employees—
 - (i) who are stationed at post offices at which Mail Officers are employed; or
 - (ii) who are stationed at other post offices in the suburban areas of the cities or in the towns in which the post offices mentioned in (i) above are located; or
 - (iii) who, within the six months immediately preceding the date of the examination, were stationed at one of the post offices mentioned in (i) and (ii) above.

(Note.—Temporary and exempt Mail Officers and other specified employees are eligible to sit for the examination for the sole purpose of qualifying for salary advancement beyond £818 (S.) per annum. Success at an examination under these conditions will not in any way entitle a temporary or exempt Mail Officer or other employee to permanent appointment.)

3. Subjects and Pass Conditions—**Section 1—Primary Sorting.****Section 2—Practical Demonstration.**

Candidates must pass in both sections to pass the examination as a whole; further details are given under Paragraph 7. Syllabus.

In the Mail Exchange Branch, except as provided under the heading of Ship Section, or with the approval of the Chief Officer in special circumstances, a Mail Officer must undergo the examination applicable to the section in which he is employed. Postmen in the City Section will be tested in the work of that section. Candidates who are not Postmen or Mail Officers must undergo the examination prescribed for the Inland Section.

In the Post Offices Branch, all candidates must undergo the examination prescribed for that Branch.

4. Exemption Provisions—

- (a) A candidate who has qualified for advancement beyond £818 (S.) per annum as Postal Assistant (Mail) may claim complete exemption from examination.
- (b) A candidate who has passed in Section 1 or in Section 2 at a previous examination for advancement beyond £818 (S.) per annum as Mail Officer or Postal Assistant (Mail) will not be required to undergo re-examination in the section of the examination in which he has passed.

5. Period of Eligibility.—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.

6. Advancement.—Advancement of successful candidates will not take effect earlier than the first day of the month fixed for the holding of the examination, i.e., 1st February, 1st May, 1st August and 1st November of each year whichever is applicable. Upon passing an examination under these conditions, salary increases as under will be payable—

Mail Officer under 21 years of age—Allowance at the rate of £56 per annum with advancement, on attaining 21 years of age, to an amount equal to two increments above the minimum rate payable to an officer who has attained that age and who has not passed this test.

Adult Mail Officer—

- (i) If in receipt of £734 (S.), £762 (S.) or £790 (S.) per annum, accelerated advancement to the extent of two increments above his present salary from the first day of the month in which the examination was successfully completed. Advancement to the next increment will be twelve months from date of receipt of his present salary, subject to the prescribed conditions governing incremental advancement.

- (ii) If in receipt of £818 (S.) per annum, advancement to £874 (S.) will be from the first day of the month in which the examination was successfully completed.

In the Mail Exchange Branch, the accelerated advancement of Assistants, Grades 1 and 3, Assistants (Mail) and Postmen will not take effect until the duties of Mail Officer are being performed. However, a Postman employed in the City Section at the chief offices in Sydney, Melbourne, Brisbane, Adelaide and Perth, who passes the test for the City Section, and who, in conjunction with his delivery duties as Postman, is employed in sorting for private box divisions and Postman groups will be eligible for payment of allowance to raise his remuneration to such amount as he would receive if transferred to a position of Mail Officer.

In Post Offices Branch, an officer or employee who is not designated Mail Officer and who passes the test prescribed will be eligible for salary advancement in accordance with the above, on employment, transfer or promotion as Mail Officer.

7. Syllabus.

Inland Section.

Section 1—Primary Sorting:

A series of addressed envelopes, each containing paper, will be prepared representing the total number of Post Offices (including official, and non-official offices but excluding metropolitan and suburban offices) in the State in which the candidate is employed.

(The list of such offices will be that appearing in the latest issue of the "List of Post and Telegraph Offices".)

Five hundred of these envelopes will be drawn by the examining officers to be sorted by the candidates in the maximum time of 14 minutes.

The envelopes are to be sorted into pigeonholes which represent the final sorting positions from which letters to the places in question are despatched. If, when the 500 envelopes have been sorted, the candidate has a balance of time available, he will not be permitted to utilize such time to re-sort any envelopes which may have been wrongly sorted.

A candidate whose errors have not exceeded the number shown hereunder will be recorded at once as having passed—

New South Wales	..	..	..	..	..	10
Victoria	..	..	..	..	..	10
Queensland	..	..	..	..	..	5
South Australia	..	..	..	..	..	3
Western Australia	..	..	..	..	..	2
Tasmania	..	..	..	..	..	1

Where the errors have exceeded the number mentioned in the preceding paragraph, the examining officer may call over the mis-sorted articles to the candidate who will be credited with 75 per cent. of the correct answers then given. If after deduction of such credit from the total number of errors the number of errors is reduced to or below the number mentioned in the preceding paragraph, the candidate will be recorded as having passed in Section 1 of the examination.

Section 2—Practical Demonstration:

Each candidate will be required to give a practical demonstration of—

- the prescribed method of tying and sealing two 4-ft. mail bags which have been prepared by the Examining Officers as representing in size and weight typical light and heavy mails when tied and sealed; and
- how to tie a bundle of letter form articles in the prescribed manner.

Where in the opinion of the Examining Officers—

- the mail bags have been tied and sealed; and
- the letter bundle has been tied

in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

Ship Section.

(The alternative primary sorting test hereunder in Sydney, Melbourne, Brisbane, Adelaide and Perth will be confined to Mail Officers attached to the staff of the Interstate and Overseas Sections in Sydney, or the Ship Section in Melbourne, Brisbane, Adelaide and Perth.)

Section 1—Primary Sorting:

Primary sorting as prescribed for advancement in the Inland Section, or, at the option of candidates in Sydney, Melbourne, Brisbane, Adelaide and Perth, the alternative test may be taken.

Alternative Test.—Primary sorting of envelopes, containing paper, addressed to—

- 400 money order offices (official and non-official) in States of the Commonwealth other than the State in which the candidate is employed; and
- 100 places and/or countries beyond the Commonwealth.

The number of envelopes in respect of each State will be determined and selected on the following basis:—

- the total number for each State to be determined on the basis of the normal volume of correspondence despatched from the Section to interstate destinations.
- the envelopes to comprise each primary sorting test will be prepared by the examining officers.
- the addresses placed on the envelopes in respect of each State to be such as to ensure that each separation in the primary sorting field will be used, but as far as practicable the addresses are to be confined to place names, the memorizing of which is necessary for accuracy in primary sorting.

The envelopes to comprise the overseas portion of the test will be addressed to 100 places and/or countries which a Mail Officer is expected to memorize for the purpose of primary sorting. The addresses will be selected on a basis which will ensure that each relative pigeonhole on the press will be used proportionately to the normal value of traffic handled under working conditions.

In Sydney the primary sorting test is to be conducted in the following manner:—

- The 500 envelopes (interstate and overseas envelopes inter-mixed) are to be sorted in a maximum time of fourteen minutes.
- The 100 overseas envelopes are then to be sorted in a maximum time of three minutes.
- A candidate whose errors in the two primary sorting tests combined have not exceeded twelve is to be recorded at once as having passed; where the errors have exceeded twelve, the examining officer may call over the mis-sorted envelopes to the candidate, who is to be credited with 75 per cent. of the correct answers then given. If, after deduction of such credit from the total number of errors, the number of errors is reduced to or below twelve, the candidate will be recorded as having passed in Section 1 of the examination.

In Melbourne, Brisbane, Adelaide and Perth, the 500 envelopes are to be sorted in a maximum time of fourteen minutes. Other conditions will be as prescribed for the examination in the Inland Section.

Section 2—Practical Demonstration:

Test prescribed for advancement in Inland Section.

Where in the opinion of the examining officers—

- the mail bags have been tied and sealed, and
- the letter bundle has been tied

in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

City Section.

Section 1—Primary Sorting:

In Sydney, a series of addressed envelopes, each containing paper, will be prepared representing 100 addresses for outer city, 200 addresses for city groups, and 200 addresses of box-holders. Candidates will be required to sort these envelopes in seventeen minutes in accordance with the system of primary sorting in the City Section, G.P.O., Sydney.

In Melbourne, Brisbane, Adelaide, Perth and Hobart, a series of addressed envelopes, each containing paper, will be prepared representing 300 addresses on Postmen's delivery and 200 addresses of box-holders. Candidates will be required to sort these envelopes in seventeen minutes in accordance with the system of primary sorting in the State in which they are employed.

A candidate whose errors have not exceeded the following number applicable will be recorded at once as having passed:—

Sydney	..	..	..	..	..	25
Melbourne	..	..	..	..	..	20
Brisbane	..	..	..	..	..	8
Adelaide	..	..	..	..	..	6
Perth	..	..	..	..	..	6
Hobart	..	..	..	..	..	3

Where the errors have exceeded the number mentioned in the preceding paragraph, the examining officers may call over the mis-sorted envelopes to the candidates, who will be credited with 75 per cent. of the correct answers then given. If, after deduction of such credit from the total number of errors, the number of errors is reduced to or below the number mentioned in the preceding paragraph, the candidate will be recorded as having passed in Section 1 of the examination.

Section 2—Practical Demonstration:

Test prescribed for advancement in Inland Section.

Where in the opinion of the examining officers—

- the mail bags have been tied and sealed; and
- the letter bundle has been tied

in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

Registration Section.

Section 1—Primary Sorting:
Test prescribed for advancement in Inland Section.

Section 2—Practical Demonstration:
Each candidate will be required to give a practical demonstration of—
(a) the prescribed method of tying and sealing two registered mail bags which have been prepared by the examining officers as representing in size and weight typical light and heavy registered mails when tied and sealed; and
(b) how to tie a bundle of letter form articles in the prescribed manner.
Where in the opinion of the examining officers—
(i) the registered mail bags have been tied and sealed; and
(ii) the letter bundle has been tied
in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

Dead Letter Office or Poste Restante.

A Mail Officer employed in the Dead Letter Office or as a Poste Restante Officer will be advanced beyond salary of £818 (s.) per annum under the conditions prescribed in this notification upon passing the examination prescribed for such advancement in any of the sections of the Mail Exchange Branch, except the Interstate and Overseas Sections, Sydney, and the Melbourne and Adelaide Ship Sections. Upon passing the test he will be transferred to the section for which he has qualified.

Parcels Section.

Section 1—Written Primary Sorting:
Each candidate will be supplied with a list of 100 post offices, including official and non-official offices, but excluding metropolitan and suburban offices within the State. He will show opposite each office the parcel route, i.e., the number or name of the final sorting rack. Time allowed: ten minutes.

The maximum number of errors allowable is—

New South Wales	..	..	..	..	5
Victoria	..	..	..	..	5
Queensland	..	..	..	..	3
South Australia	..	..	..	..	2
Western Australia	..	..	..	..	2
Tasmania	..	..	..	..	1

Section 2—Practical Demonstration:
Each candidate will be required to give a practical demonstration of the prescribed method of tying and sealing two 4-ft. mail bags which have been prepared by the examining officers as representing in size and weight typical light and heavy parcel mails when tied and sealed.
Where in the opinion of the examining officers the parcel bags have been tied and sealed in the prescribed manner the candidate will be recorded as having passed Section 2 of the examination.

Post Offices Branch.

Section 1—Primary Sorting:
Candidates will be required to sort 500 addressed envelopes with paper enclosure into metropolitan and country divisions, postal delivery rounds, and private box divisions in one operation in seventeen minutes. The 500 envelopes will be addressed to—
(a) 200 post offices in the State in which the candidate is employed;
(b) 150 addresses in the postal delivery area at the post office at which the candidate is to be tested;
(c) 150 private box holders in the post office at which the candidate is to be tested.

The 200 post offices will be selected from the list of official, and non-official offices appearing in the latest issue of the "List of Post and Telegraph Offices". The 150 addresses in the postal delivery area will proportionately cover the whole of the delivery rounds or groups. At an office where less than 150 private boxes are let, the number of addresses of private box-holders will cover the whole of the box-holders. In any such case, the number of addresses of post offices will be increased by the number by which the addresses of private box-holders fall short of 150.

Candidates whose errors in the abovementioned test do not exceed five will be regarded at once as having passed. Where errors exceed five the examining officer may call over the mis-sorted envelopes to the candidate who will be credited with 75 per cent. of the correct answers then given. If, after deduction of such credit from the total number of errors, the number of errors is reduced to or below five, the candidate will be regarded as having passed in this section of the examination.

Section 2—Practical Demonstration:
Test prescribed for advancement in Inland Section.
Where in the opinion of the examining officers—
(i) the mail bags have been tied and sealed; and
(ii) the letter bundle has been tied
in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

8. General.—When to apply—Application must be made in writing to the relevant Director, Posts and Telegraphs, by 31st January, 30th April, 31st July or 31st October for the February, May, August and November tests, respectively.
These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

- 1. SALARY ADVANCEMENT OF MAIL OFFICERS BEYOND £874 (S.) PER ANNUM;
- 2. QUALIFICATION OF SPECIFIED OFFICERS TO RECEIVE SALARY EXCEEDING £874 (S.) PER ANNUM UPON PROMOTION OR TRANSFER AS MAIL OFFICER;
- 3. QUALIFICATION FOR PROMOTION OR TRANSFER AS SENIOR ASSISTANT (MAIL);
- 4. QUALIFICATION FOR PROMOTION OR TRANSFER AS SENIOR MAIL OFFICER, GRADES 1 AND 2.

THE Public Service Board hereby notifies the general conditions of the examination as above, held annually in pursuance of sections 32 and 53 of the Public Service Act 1922-1964.
The written section of the examination will be held on the second Wednesday in May each year. The practical section will commence as early as practicable after applications close.

- 2. Persons Eligible to Enter—
 - (a) Mail Officers including temporary and exempt Mail Officers, who have passed the examination for advancement as Mail Officer or Postal Assistant (Mail) beyond £818 (S.) per annum and are in receipt of salary not less than £846 (S.) per annum.
 - (b) Assistants (Mails), Custodian's Section or Bag Room, and Assistants Grade 3, Mail Exchange Branch, who have passed the examination for advancement beyond £818 (S.) per annum and are in receipt of salary not less than £846 (S.) per annum.
 - (c) Postmen employed in the City Section at the chief offices in Sydney, Melbourne, Adelaide, Brisbane and Perth who have passed an examination for advancement of Mail Officers beyond £818 (S.) per annum and receive an allowance for sorting to private box divisions and Postman groups which increases their salary to not less than £846 (S.) per annum.
 - (d) Other officers who have qualified for advancement beyond £818 (S.) per annum as Mail Officer or as Postal Assistant (Mail) who are in receipt of salary not less than £846 (S.) per annum or who would be in receipt of salary not less than £846 (S.) per annum if they were acting as Mail Officer and who
 - (i) are stationed at post offices at which Mail Officers are employed; or
 - (ii) are stationed at other post offices in the suburban areas of the cities or in the towns in which the post offices mentioned in (i) above are located; or
 - (iii) within the six months immediately preceding the date of examination, were stationed at one of the post offices mentioned in (i) and (ii) above.

(N.B.—Temporary and exempt Mail Officers and other specified employees are eligible to sit for an examination under these conditions for the sole purpose of qualifying for salary advancement beyond £874 (S.) per annum. Success at the examination will not in any way entitle a temporary or exempt Mail Officer or other employee to permanent appointment.)
Payment by way of higher duties allowance may be regarded as salary for the purpose of this requirement.

3. Subjects and Pass Conditions—

Subject.	Duration.
All Sections—	
Practical—Primary Sorting	As prescribed in Section 7—Syllabus.
Written—Knowledge of the Post Office Guide and Instructions	1 hr. 15 min.
Registration Section—	
Practical—Handwriting	5 min.
Parcels Section—	
Practical—Handwriting	15 min.

Pass Conditions.—Candidates must pass in each subject prescribed for the section he is contesting to pass the examination as a whole.

Marks as follows will secure a candidate a pass in the individual subjects of the examination:—

Practical—Primary Sorting: As shown below in paragraph 7—Syllabus.

Written: 60 per cent. of maximum marks.

Practical—Handwriting: 75 per cent. of maximum marks.

General.—In the Mail Exchange Branch, except with the approval of the Chief Officer, a candidate must undergo the examination in the Section in which he is employed.

In the Post Offices Branch, all candidates must undergo the examination prescribed for that Branch.

A candidate will be subjected to the written examination irrespective of the results of the sorting or handwriting tests.

A candidate absent from the written section/s of the examination will not be given a supplementary examination.

4. Exemption Provisions.—(a) A candidate who has qualified for advancement beyond £874 (S.) per annum as Postal Assistant (Mail) may claim complete exemption from examination.

(b) A candidate who has passed in the Primary Sorting section of this examination or in the Knowledge of the Post Office Guide and Instructions or Handwriting section will not be required to undergo re-examination in the section or sections of the examination in which he has passed so long as he remains a Mail Officer, an Assistant, Grade 3, an Assistant (Mails), Custodian's Section or Bag Room, or Postman, City Section.

(c) A candidate who has passed in Knowledge of the Post Office Guide and Instructions or in the Practical Test at a Postal Assistant (Mail) examination for advancement beyond £874 (S.) per annum will not be required to undergo examination in the corresponding section of the examination so long as he remains a Mail Officer, an Assistant, Grade 3, an Assistant (Mails), Custodian's Section or Bag Room, or Postman, City Section.

5. Period of Eligibility.—Successful candidates will remain eligible to advance in salary until they fulfil conditions as set out in the following paragraph; they remain eligible for promotion or transfer as Senior Mail Officer, Grades 1 and 2, indefinitely.

6. Advancement.—(a) A Mail Officer who passes an examination under these conditions will be advanced in salary as follows:—

(i) If in receipt of £846 (S.) or £874 (S.) per annum for less than twelve months—advancement to £874 (S.) or £902 (S.) per annum respectively, from the first day of the month in which the examination was successfully completed. Advancement to £902 (S.) or £930 (S.) per annum respectively will be twelve months from date of receipt of his present salary, subject to the prescribed conditions governing incremental advancement.

(ii) If in receipt of £874 (S.) per annum for twelve months or more—advancement to £930 (S.) per annum will be from the first day of the month in which the examination was successfully completed.

(b) The advancement of an officer, in accordance with (a) above, who is not designated Mail Officer, and who passes the examination will not take effect until transfer or promotion to the position of Mail Officer is effected.

Order of Promotion or Transfer.—Candidates who pass an examination under these conditions will be eligible for promotion or transfer as Senior Assistant (Mail) or Senior Mail Officer, Grades 1 and 2, in accordance with the provisions of Section 50 of the Public Service Act 1922-1964.

7. Syllabus.

Inland Section.

Section 1—Primary Sorting:

A series of addressed envelopes, each containing paper, will be prepared representing the total number of post offices (including official and non-official offices, but excluding metropolitan and suburban offices) in the State in which the candidate is employed.

(The list of such offices will be that appearing in the latest issue of the "List of Post and Telegraph Offices".)

Five hundred of these envelopes will be drawn by the examining officers to be sorted by the candidates in the maximum time of fourteen minutes.

The envelopes are to be sorted into pigeonholes which represent the final sorting positions from which letters to the places in question are despatched. If, when the 500 letters have been sorted, the candidate has a balance of time available, he will not be permitted to utilize such time to re-sort any envelopes which may have been wrongly sorted.

A candidate whose errors at this initial sorting have not exceeded the number shown hereunder will be recorded as having passed in Section 1 of the examination—

New South Wales	..	..	..	..	10
Victoria	..	..	..	..	10
Queensland	..	..	..	..	5
South Australia	..	..	..	..	3
Western Australia	..	..	..	..	2
Tasmania	..	..	..	..	1

Section 2:

Written Examination in Knowledge of Post Office Guide and Instructions relating to—

- (a)* (i) Section 1. Rates and Conditions for Inland Mail: Entire Section.
- (ii) Section 2. Packing, Make-up, Addressing—and Associated Prohibitions and Restrictions: Packing (General); Envelopes or Covers of Postal Articles—General; Prohibitions.
- (iii) Section 3. Postage and Postage Stamps: Exemptions from postage; Method of Postage Payment (Prepayment in Cash; Payment of Postage by Addressees, Business Reply Post, Prepayment by Franking Machine, Prepayment by Postage Stamps).
- (iv) Section 5. Security and Compensation Facilities—Certified Mail—Registration—Cash on Delivery: Entire Section.
- (v) Section 6. Other Services and Facilities—Collection—Late Fees—Withdrawal from Post—Redirection—Delivery—Special Delivery: Late Fee Service; Withdrawal from Post; Redirection Service; Special Delivery Service.
- (vi) Section 7. Undeliverable Mail—Inquiries—Certain Postage Exemptions—Miscellaneous Postal: Entire Section.
- (vii) Section 9. Overseas Post—General Mail Rates and Conditions: Surface Mail—Special British Commonwealth Rates; Letters; Postcards; Commercial Papers; Printed Matter; Samples; Small Packets; Blind Literature; Registered Books; Newspapers and Periodicals; Parcels (except Rates and Zones); Air Mail—General Conditions; Aerogrammes; Letters; Blind Literature; Parcels (except rates).
- (viii) Section 12. Overseas Post—Postage Prepayment and Reply Post Cards: Entire Section.
- (ix) Section 13. Overseas Post—Security and Compensation Facilities—Registration—Parcel Insurance: Entire Section.
- (x) Section 14. Overseas Post—Other Services and Facilities—Collection—Late Fees—Withdrawal from Post—Redirection—Delivery—Express Delivery: Late Fee Service; Withdrawal from Post; Redirection Service; Express Delivery Service.
- (xi) Section 15. Overseas Post—Postal Miscellaneous—Undeliverable Mail Inquiries: Entire Section.
- (xii) Section 19. Defence Forces—Special Conditions relating to Communications: Postal Articles.

* The material from which questions on the Post Office Guide may be drawn is set out under the same section numbers and headings as appear in the Guide.

(b) Mail Exchange Branch practices and procedures which may be experienced by operatives during a typical 24-hour working day.

Six questions will be set in (a) and four in (b).

Ship Section.

(The alternative primary sorting test hereunder in Sydney, Melbourne, Brisbane, Adelaide and Perth will be confined to Mail Officers attached to the staff of the Interstate and Overseas Sections in Sydney, or the Ship Section in Melbourne, Brisbane, Adelaide and Perth.)

Section 1—Primary Sorting:

Primary sorting as prescribed for advancement in the Inland Section or, at the option of candidates in Sydney, Melbourne, Brisbane, Adelaide and Perth, the alternative test may be taken.

Alternative Test.—Primary sorting of envelopes, containing paper, addressed to—

- (i) 400 money order offices (official and non-official) in States of the Commonwealth other than the State in which the candidate is employed; and
- (ii) 100 places and/or countries beyond the Commonwealth.

The number of envelopes in respect of each State will be determined and selected on the following basis:—

- (a) The total number for each State to be determined on the basis of the normal volume of correspondence despatched from the Section to interstate destinations.
- (b) The envelopes to comprise each primary sorting test will be prepared by the examining officers.

- (c) The addresses placed on the envelopes in respect of each State to be such as to ensure that each separation in the primary sorting field will be used, but as far as practicable the addresses are to be confined to place names, the memorizing of which is necessary for accuracy in primary sorting.

The envelopes to comprise the overseas portion of the test will be addressed to 100 places and/or countries which a Mail Officer is expected to memorize for the purpose of primary sorting. The addresses will be selected on a basis which will ensure that each relative pigeonhole on the press will be used proportionately to the normal value of traffic handled under working conditions.

In Sydney the primary sorting test is to be conducted in the following manner:—

- The 500 envelopes (interstate and overseas envelopes inter-mixed) are to be sorted in a maximum time of fourteen minutes.
- The 100 overseas envelopes are then to be sorted in a maximum time of three minutes.
- A candidate whose errors in the two primary sorting tests combined have not exceeded twelve is to be recorded as having passed in Section 1 of the examination.

In Melbourne, Brisbane, Adelaide and Perth, the 500 envelopes are to be sorted in a maximum time of fourteen minutes. Other conditions will be as prescribed for the examination in the Inland Section.

Section 2—Written Examination in Knowledge of Post Office Guide and Instructions:

Test prescribed for advancement in Inland Section.

City Section.

Section 1—Primary Sorting:

In Sydney, a series of addressed envelopes, each containing paper, will be prepared representing 100 addresses for outer city, 200 addresses for city groups, and 200 addresses of box-holders. Candidates will be required to sort these envelopes in seventeen minutes in accordance with the system of primary sorting in the City Section, G.P.O., Sydney.

In Melbourne, Brisbane, Adelaide, Perth and Hobart, a series of addressed envelopes, each containing paper, will be prepared representing 300 addresses on Postmen's delivery and 200 addresses of box-holders. Candidates will be required to sort these envelopes in seventeen minutes in accordance with the system of primary sorting in the State in which they are employed.

A candidate whose errors at the initial sorting have not exceeded the following number applicable will be recorded as having passed in Section 1 of the examination:—

Sydney	..	..	..	..	..	25
Melbourne	..	..	..	..	..	20
Brisbane	..	..	..	..	..	8
Adelaide	..	..	..	..	..	6
Perth	..	..	..	..	..	6
Hobart	..	..	..	..	..	3

Section 2—Written Examination in Knowledge of Post Office Guide and Instructions relating to—

- Material prescribed in Section 2 (a) Inland Section, with the addition to Section 6 of:
Delivery of Mail; (definition of delivery, Minors, Deceased Persons, Bankrupts, Mail in Dispute, and all aspects of method of delivery through Private Boxes).
- Mail Exchange Branch practices and procedures which may be experienced by operatives during a typical 24-hour working day in the Postmen's and Private Boxes Sub-sections of the City Section.

Six questions will be set in (a) and four in (b).

Registration Section.

Section 1—Primary Sorting:

Test prescribed for advancement in Inland Section.

Section 2—Written Examination in Knowledge of Post Office Guide and Instructions relating to—

- Material prescribed in Section 2 (a) Inland Section.
- The handling of registered mail matter.

Five questions will be set in each of (a) and (b).

Section 3—Handwriting:

Candidates will be tested for speed and legibility of handwriting by copying in duplicate 30 completed entries on Form R3A. Marks will be allotted for speed, legibility and accuracy.

Parcels Section.

Section 1—Written Primary Sorting:

Each candidate will be supplied with a list of 125 post offices including official and non-official offices, but excluding metropolitan and suburban offices within the State. He will show opposite each office the parcel route, i.e., the number or name of the final sorting rack. Time allowed, ten minutes.

The maximum number of errors allowable is—

New South Wales	..	..	..	..	5
Victoria	..	..	..	..	3
Queensland	..	..	..	..	3
South Australia	..	..	..	..	2
Western Australia	..	..	..	..	2
Tasmania	..	..	..	..	1

Section 2—Written Examination in Knowledge of Postal Rules and Instructions relating to—

All classes of parcels, as regards receipt, checking, numbering, listing, delivery, despatch and return; the waybilling of parcel post mails; and the charges and fees levied on parcels. Ten questions will be set.

Section 3—Handwriting:

Candidates will be tested for speed and legibility of handwriting by copying, in quadruplicate on an Outward Parcel Bill (Form C.P. 11), completed entries relating to parcels for the United Kingdom.

Candidates must complete not less than three-fourths of the Bill; marks will be allotted for speed, legibility and accuracy.

Post Offices Branch.

Section 1—Primary sorting:

Candidates will be required to sort 500 addressed envelopes prepared in the same manner as in Section 1 of the examination for advancement beyond salary of £818 (S.) per annum, at the rate prescribed for that test.

A candidate whose errors do not exceed five at the initial attempt will be recorded as having passed this section of the examination.

Section 2—Written Examination in Knowledge of Post Office Guide and Instructions relating to—

- Material prescribed in Section 2 (a) Inland Section.
- The handling of mail matter and mails in the mail room at the post office concerned. (Questions may be selected from "Instructions to Postmasters"—Nos. 922, 928, 943, 948-949, 958, 974, 977-979, 981-982, 992-998, 1004, 1008, 1029-1031, 1033-1037, 1053-1056, 1059-1062, 1067-1070, 1078-1094, 1097-1112, 1119-1139, 1142, 1146, 1174, 1177, 1181-1196, 1201-1212, 1216, 1225, 1227-1229, 1246-1276, 1278, 1291-1295, 1349-1353, 1406-1414, 1453-1470, 1482-1518, 1526-1546, 1557-1571, 1584-1589, 1591-1655, 1657-1682, 1705-1747, 1754-1755, 1769, 1778, 1789-1790, 1796-1798, 1804-1818, 1830, 1860, 1865-1881, 1883, 1896-1909, 1911, 1939, 1948-1952, 1954, 1967-1982, 2006-2024, 2026-2049, 2055-2058, 2144-2146A, 2161-2183, 2196-2201A, 2233-2237, 2242, 2244-2246A, 2251-2252.

8. General.—A notification in the Gazette each year during February will give details of how to make application, closing date for applications, &c.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

SALARY ADVANCEMENT OF MECHANIC (LIGHTHOUSE) AND RADIO MECHANIC (LIGHTHOUSE), FOURTH DIVISION, DEPARTMENT OF SHIPPING AND TRANSPORT, BEYOND £1,070 (S.) PER ANNUM.

THE Public Service Board hereby notifies the general conditions of the examination as above, held as required in pursuance of section 32 of the Public Service Act 1922-1964.

2. Officers Eligible to Enter.—Mechanics (Lighthouse) and Radio Mechanics (Lighthouse) who are in receipt of not less than £1,028 (S.) per annum.

3. Subjects and Pass Conditions—

- Mechanic (Lighthouse): practical test on—
 - the overhaul of electrical and mechanical light-station plants;
 - the servicing of acetylene lights.

Candidates must pass in each section to pass the examination.

- Radio Mechanic (Lighthouse): practical test on the servicing of radio equipment.

4. **Exemption Provisions.**—No exemptions will be granted.
5. **Period of Eligibility.**—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.
6. **Advancement.**—Subject to the provisions of section 31 of the Public Service Act 1922-1964, a successful candidate will be advanced in salary to £1,112 (S.) per annum from the first day of the month following that in which the examination commenced if he has been in receipt of £1,070 (S.) per annum for at least twelve months; otherwise, this advancement will be from date of completion of twelve months' service at £1,070 (S.) per annum.

7. **Syllabus**—
- (1) **Mechanic (Lighthouse)**—
- (i) The overhaul of electrical and mechanical light-station plants. During the course of normal duties of the candidate, the Regional Lighthouse Engineer to certify that he has proved his ability to satisfactorily overhaul the power plants used by the Department.
- (ii) The servicing of acetylene lights. At the main Regional Depot, rectification of faults and irregularities caused in test equipment.
- (2) **Radio Mechanic (Lighthouse).**—The servicing of radio equipment. At the relevant Depot, tests to determine the candidate's ability in respect of radio equipment used by the Department, as follows:—
- (a) the location of faults (use of test equipment, reading of circuits, &c.).
- (b) the replacement of faulty parts (manual skill).
- (c) the re-alignment of the receiver (use of test instruments).

8. **General.**—Inquiries regarding examinations under these conditions should be addressed to the Secretary, Department of Shipping and Transport, Box 2111S, G.P.O., Melbourne.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

PROMOTION OR TRANSFER AS MONITOR (FEMALE).

THE Public Service Board hereby notifies the general conditions of the examination to enable officers to qualify for promotion or transfer as Monitor (Female) (£748-£804 (S.)), Fourth Division, Phonograms Sub-sections, Postmaster-General's Department, held in pursuance of section 53 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. **Officers Eligible to Enter.**—Permanent Officers (Female) who, at the date of examination—
- (i) are at least nineteen (19) years of age; or
- (ii) have had at least three (3) years' satisfactory service as Phonogram Operator (permanent or exempt).

3. **Subjects and Pass Conditions**—

Subject.	Duration.
(i) Written Section	2 hours
(ii) Oral and Practical	—

Candidates must pass in both sections to pass the examination.

4. **Exemption Provisions.**—An officer who passes in the written or oral and practical sections of an examination under these conditions may claim exemption from re-examination in that section—
- (a) for a period of three years following notification in the Gazette that the results of the examination have been finalized; and
- (b) indefinitely if the Assistant Director (Telecommunications) certifies that she has, in the full performance of phonogram operation in the Telegraph Section of the Branch, given satisfactory evidence of the retention of her knowledge of the subject passed.

An officer may claim exemption from examination in the practical section of this examination if the Assistant Director (Telecommunications) certifies that she has, in the full time performance of the duties of Monitor (Female) demonstrated a satisfactory knowledge of this subject.

5. **Period of Eligibility**—
- Phonogram Operators.**—So long as they continue in the full-time performance of the duties of Phonogram Operator or Monitor (Female).
- Officers other than Phonogram Operator.**—Three years following notification in the Gazette that the results of the examination have been finalized.

Eligibility may be extended if, within the period of eligibility, the candidate:—

- (i) is engaged for a period of not less than three months continuously in the full-time performance of the duties of Monitor (Female), or Phonogram Operator in an acting capacity; and
- (ii) obtains a certificate from the Assistant Director (Telecommunications), that she has retained the proficiency demonstrated at the examination.

This extension will be for three years from the date she ceases to perform the acting duties.

6. **Order of Promotion or Transfer.**—Successful candidates will be selected in pursuance of section 50 of the Public Service Act 1922-1964.

7. **Syllabus**—
- Written Section.**
- Items**—
- (a) Duties of a Monitor (Female);
- (b) phonogram operating procedure in respect of all classes of phonogram traffic, including money order telegrams and acceptance of telegrams from public telephones equipped with multi-coin devices;
- (c) phonogram observations;
- (d) telegraph regulations, and procedures relating to the acceptance, circulation, transmission and delivery of telegrams so far as Phonogram Operators are concerned;
- (e) computation of charges for telegrams;
- (f) phonogram fault recording procedure;
- (g) Preparation of lucid and comprehensive reports on matters referred for attention or in respect of matters which should be brought under the notice of the Supervisor;
- (h) duties associated with, and methods employed in, the training of Phonogram Operators.

- Oral and Practical Test.**
- Candidates will be required to demonstrate before a panel of examiners their suitability for the position of Monitor (Female), Phonograms Sub-sections, having regard to the following points:—
- (a) Control and instruction of Phonogram Operators;
- (b) quickness of perception and decision in dealing with irregularities and complaints, also with inquiries from the public concerning charges, method of bringing charges to account, and speed of service;
- (c) alertness in the discharge of duties;
- (d) tact, courtesy and judgment in dealing with the staff and public;
- (e) allocation of staff to meet traffic requirements;
- (f) operation of phonogram equipment.

Text-books.—No text-books are prescribed, but the following publications are recommended for study by intending candidates:—

Commonwealth Post Office Guide.

Telegraph Instructions—Div. IV and Part VI, Section 9 (as amended to date).

Postmaster's Instructions—Part III. Telegraph.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

PROMOTION OR TRANSFER AS MONITOR.

THE Public Service Board hereby notifies the general conditions of the examination to enable officers to qualify for promotion or transfer as Monitor (£902-£958 (S.) male, £748-£804 (S.) female), Fourth Division, Telephone Exchanges, Postmaster-General's Department, held in pursuance of section 53 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. **Officers Eligible to Enter.**—Permanent Officers who, at the date of examination,
- (i) are at least nineteen (19) years of age; or
- (ii) have had at least three (3) years' satisfactory service as Telephonist (permanent or exempt).

3. **Subjects and Pass Conditions**—

(i) **Written Section**—

Subject.	Duration.
Part A	1½ hours.
Part B	1½ hours.

(ii) **Practical Test**

To pass in the Written Section, a candidate must pass in Part A and Part B.

A candidate who fails at the Written Section will not be eligible to undergo the Practical Test.

To pass in the examination as a whole, a candidate must pass in the Written Section and the Practical Test.

4. Exemption Provisions.—An officer who passed in both parts of the written section of a previous examination for Monitor may claim exemption from the written section of an examination under these conditions provided that the Assistant Director (Telecommunications), certifies that the officer has, in the performance of appropriate duties in the Service Branch within the three years immediately preceding the date of examination, given satisfactory evidence of retention of the requisite qualifications.

An officer may claim exemption in the Practical Section of this examination provided the Assistant Director (Telecommunications) certifies that he or she is proficient in all duties of the position of Monitor. A proficiency certificate will be issued to an officer provided one of the following conditions has been fulfilled:—

- (a) The officer has acted as Monitor for a period of at least twelve months within the three years immediately preceding the date of examination and the Assistant Director (Telecommunications) has certified that his or her conduct, diligence and efficiency are such as to warrant incremental advancement of the higher duties allowance, provided that in cases where an officer has ceased to act as Monitor, the Assistant Director (Telecommunications) is satisfied that he or she has retained the necessary qualifications; or
- (b) The officer has acted as Monitor for a period of at least three months continuously within the three years immediately preceding the date of examination and the Assistant Director (Telecommunications) is satisfied that he or she has demonstrated his or her ability to carry out efficiently all the duties of a Monitor.

5. Period of Eligibility—

Telephonists.—So long as they continue in the full-time performance of the duties of Telephonist or Monitor, Telephone Exchanges.

Officers other than Telephonists.—Three years following notification in the Gazette that the results of the examination have been finalised.

Eligibility may be extended if, within the period of eligibility, the candidate—

- (i) is engaged for a period of not less than three months continuously in the full-time performance of the duties of Monitor, Telephone Exchanges, or Telephonist in an acting capacity; and
- (ii) obtains a certificate from the Assistant Director (Telecommunications) that he or she has retained the proficiency demonstrated at the examination.

This extension will be for three years from the date he or she ceases to perform acting duties.

6. Order of Promotion or Transfer.—Candidates who qualify will be eligible for promotion or transfer, subject to the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

(i) Written Section—

Part A (Short Answer type paper).

Part B (Essay type answers).

(a) Local call operating instructions—

the methods of operating a switchboard; manipulative practices;
traffic procedures;
the registration of calls, including accountancy work carried out by telephone exchange staffs;
information traffic.

(b) Trunk operating instructions—

the methods of operating a switchboard; manipulative practices;
Out, In and Through traffic procedures;
S.C.A.X. calls;
demand service against revertive working;
airflash, airmove, coastflash and other urgent calls;
particular person, messenger and other special services;
FMA, credit card, and reverse charge calls;
cash calls and calls from P.T.'s with or without multi-coin attachments;
double-ticket working;
the principles of charging for trunk calls; including special service fees;
bush fires, floods and other emergencies;
telegrams and lettergrams;
inquiry traffic.

(c) Complaints—

method of receiving, investigating, and bringing to finality; action where the grade of service, attention by operating staff, defective apparatus or transmission on trunk lines is involved;
appropriate follow-up action, where necessary;

(d) Fault recording procedures—

recording and reporting of faults on subscribers' services; exchange apparatus and trunk lines;
follow-up action;
recurring faults;
faults on urgent services;
major interruptions;
study of incidence of faults on line plant and exchange and subscribers' equipment.

(e) Routine testing—

method of performing prescribed tests to be undertaken by telephone traffic staffs;
reporting of detected faults;
follow-up action;
study of results.

(f) Exchange records—

type of records (see paragraph 3112 of Instructions for the Guidance of Postmasters);
method of maintaining.

(g) Traffic records—

base, co-efficient and check records;
trunk-line traffic studies;
methods of compilation;
study of results.

(h) Observations—

types and the objectives of each;
methods of undertaking;
information to be recorded;
follow-up of difficulties and irregularities;
analysis of results and action to improve efficiency.

(i) Training of Telephonists—

initial training (syllabus and timetables) duration;
follow-up training;
re-training.

(j) Preparation of reports—

covering reports on traffic records;
matters referred for investigation;
drawing attention to unsatisfactory features or conditions, deficiencies in staff or equipment.

(ii) Practical test—

- (a) Ability to control Telephonists and possession of tact, courtesy and judgment in connexion therewith.
- (b) Alertness of perception in dealing with irregularities and ability to instruct Telephonists in telephone operating procedure.
- (c) Ability to assess the standard of telephone service being given at the exchange or by the group of Telephonists of which the candidate is in charge and to allot staff to meet traffic requirements satisfactorily.
- (d) Ability to give correct and prompt instructions in dealing with complaints and possession of tact, courtesy, and judgment in dealing with the public.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT OR TRANSFER AS MOTOR DRIVER.

QUALIFYING examinations for appointment or transfer as Motor Driver (£804-£860 (S.)), Fourth Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter—

- (i) **For appointment**—Males who are at least twenty years ten months and less than 51 years at the date of examination.
- (ii) **For transfer**—Male permanent officers of the Service who are at least twenty years ten months at the date of examination.

3. Subjects and Pass Conditions—

Subject.	Duration.
(i) Written Section—	
Traffic Rules and Regulations	½ hour.
Elementary Principles	1 hour.
(ii) Practical Section—	
Road Driving Ability	—
Roadside Repairs and Faults	—

Candidates must pass in each subject of the written and practical sections to pass the examination, only those who pass in the written section will be eligible to contest the practical section.

4. **Exemption Provisions.**—No exemptions will be granted.

5. **Period of Eligibility.**—

- (i) **For appointment.**—Two years from date of notification in the Gazette that the results of the examination have been finalized, or until attaining the age of 51 years, whichever is the earlier.
- (ii) **For transfer.**—Two years from date of notification in the Gazette that the results of the examination have been finalized.

Successful candidates will not become eligible for appointment or transfer until they attain the age of 21 years.

6. **Order of Appointment or Transfer.**—Successful candidates will be listed in order of merit determined by the total number of marks obtained in all subjects of the examination. Offers of appointment or transfer as Motor Driver will be made in order from the final list.

7. **Syllabus.**—The written papers will consist of a series of questions each requiring a short, concise answer—

Traffic Rules and Regulations—questions will be based on the traffic ordinances in force in the State for which the examination is held.

Elementary Principles—knowledge of the internal and general working parts of a motor vehicle.

Road Driving Ability—candidates will be tested on a truck of capacity between 30 cwt. and 3 tons.

Roadside Repairs and Faults—tests will cover situations normally encountered by a motor driver.

8. **General.**—Injury Sustained During Test—It should be noted by candidates that the Government of the Commonwealth, the Public Service Board, or the Postmaster-General's Department, will not accept any liability for damages, loss of wages, or medical or other expenses on account of injuries sustained by any person in the conduct of the examination.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT AS PHONOGRAM OPERATOR.

QUALIFYING examinations for appointment as Phonogram Operator (£347-£678 (S.)), Fourth Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. **Persons Eligible to Enter.**—Subject to Section 47A (2)^a of the Public Service Act 1922-1964, unmarried females who are at least 14 years 11 months (15 years 11 months for Tasmanian examinations) and less than 40 years at the date of examination.

Persons otherwise eligible to contest an examination for appointment as Phonogram Operator are advised not to apply unless they possess acute hearing, normal eyesight, distinct enunciation and freedom from any throat affliction.

^a See under "Concession to Ex-Servicemen" on page 312 of this Gazette.

3. **Subjects and Pass Conditions.**—

(i) Spelling.

(ii) Arithmetic.

Candidates must pass in both subjects to pass an examination under these conditions.

Candidates may also sit for either or both of the following tests to improve their position on the final order of merit:—

Typewriting: A ten-minute test.

Practical Test: To enable applicants with experience in this class of work to demonstrate their knowledge.

Applicants who decide to attempt either of these tests should state this in their application to contest the examination.

4. **Exemption Provisions.**—Not applicable.

5. **Period of Eligibility.**—Candidates who qualify at an examination will be eligible for appointment for twelve months after date of notification in the Gazette that the results of that examination have been finalized. However, they will not become eligible until they attain the age of 15 years (16 years in Tasmania).

6. **Order of Appointment.**—

- (i) Offers of appointment to a locality will be made to candidates who qualify at an examination for appointment at that locality, in order of merit based on marks obtained at the examination.
- (ii) If there is no candidate available under (i) candidates currently qualified for appointment at any other locality may be offered appointment in order of merit based on marks obtained at the examination concerned.

(Note.—A metropolitan area is regarded as the one locality for the purposes of this paragraph.)

7. **Syllabus.**—

(i) **Spelling.**—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)

(ii) **Arithmetic.**—First four "rules" that is Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures, and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

(c) **Practical Test.**—

(1) The procedure to be employed at each stage in dealing with—

(i) the acceptance of telegrams from telephone subscribers,

(ii) telephoning telegrams to telephone subscribers, and

(iii) telephoning telegrams to and from Post Offices.

(2) Telegraph Regulations, Telegraph rates, prescribed order of priority and use of standard forms, and

(3) The method of operation of phonogram equipment including use of telephone headsets, switching equipment and other apparatus associated with a phonogram section.

References—

(i) Telegraph Operating Instructions, Division 4—Phonogram Operating;

(ii) Post Office Guide, Telegraph Regulations and General Regulation 8, sub-regulations 1 to 4 and 6;

(iii) Instructions to Postmasters, Part III.—Telegraph paragraphs 2336-2374, 2383-2412, 2480-2482, 2486-2487, 2492-2500, 2725-2726, 2752, 2807, 2826-2826A, 2871-2873, 2879-2880, 2882-2884.

8. **General.**—

(i) **Practical Test Subsequent to Appointment.**—After the expiration of three months from the date of appointment, every Phonogram Operator will be tested in clarity of speech and acuteness of hearing over a telephone line. If an appointee fails to pass this test, her appointment may be terminated.

(ii) **Allowance in Addition to Salary.**—An allowance at the rate of £34 per annum is payable to a Phonogram Operator who satisfies the Board of her ability to accept and record telegrams by typewriter. (See Second Schedule under Regulation 106 (13).)

The conditions of this examination are under review and may be varied.

This notification should be read in conjunction with Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies of these are available from Directors, Posts and Telegraphs.

TO ENABLE PHONOGRAM OPERATORS TO QUALIFY FOR AN ALLOWANCE OF £34 PER ANNUM.

THE Public Service Board hereby notifies the conditions under which the test listed in the Second Schedule to the Public Service Regulations for the above purpose will be conducted.

2. **Persons Eligible to Enter.**—Phonogram Operators of Postmaster-General's Department, including those employed in a part-time capacity.

3. **Centres.**—Tests will be held in the capital cities of all States and at such other centres as may be necessary.

4. **How to Make Application.**—Application forms may be obtained from, and should be lodged with, the Director, Posts and Telegraphs, for the State in which the candidate is located.

5. **Date of Test.**—Tests will be conducted as often as is necessary to enable Phonogram Operators to qualify for payment of the allowance. A Phonogram Operator who fails at one test, however, will not be permitted to sit again for a period of at least three months.

6. **Scope of Test.**—The test will be conducted under conditions closely simulating those associated with the actual acceptance of phonogram traffic, and will cover acceptance by telephone in 15 minutes of 10 typical telegrams averaging 20 words per telegram and recording of the messages by typewriter in the standard manner.

7. **Pass Conditions.**—Candidates must gain at least 60 per cent. of total marks allotted to secure a pass.

8. Marking Details.—Deductions will be made for—

- (a) Any uncompleted portion of the test;
- (b) Uncorrected errors;
- (c) Corrected errors; and
- (d) Operating faults.

Candidates will be given their final mark after all the above deductions have been made, but more detailed information will not be available.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

PART OF THE QUALIFICATION FOR PROMOTION OR TRANSFER AS POSTAL CLERK, SENIOR POSTAL CLERK OR POSTMASTER.

THE Public Service Board hereby notifies the general conditions of the examinations held in pursuance of section 53 of the Public Service Act 1922-1964 to enable officers to gain part of the qualifications for promotion or transfer as Postal Clerk, Senior Postal Clerk or Postmaster.

The written sections will commence annually on the first Saturday of March and September and on other occasions as approved.

The Manipulative Test will be conducted as soon as practicable in the week following the completion of the written sections. Specific details will be separately notified in the Gazette.

2. Officers Eligible to Enter.—Male officers of the Commonwealth Service.

3. Subjects and Pass Conditions—

Subject.	Duration.
Manipulative Test	—
Written Technical	1 hour
Written Traffic	2 hours
General Postal and Counter Duties (written) ..	1 hour
Money Order Duties (written)	1 hour

To pass this examination, a candidate must pass in each of the subjects.

Note.—(i) To complete their qualifications for promotion for transfer as Postal Clerk, Fourth Division, candidates must also pass or have passed in English and three other subjects at—

- (a) an Intermediate or Junior Examination, or
- (b) in Queensland, a Junior Examination at standard entitling to extension scholarship, or
- (c) in Tasmania, the examination conducted at the end of the year which is one year before the Schools Board Certificate,

or who possess equivalent or higher qualifications recognized by the Board.

Officers who were qualified as Postal Clerk under earlier conditions should inquire at the Director's Office as to their status under present conditions.

(ii) To complete their qualifications for promotion or transfer as Senior Postal Clerk or Postmaster, candidates must also pass, or have passed, one of the following—

- (a) The examination previously held in June each year to enable officers in the Fourth Division to qualify for inclusion in the Third Division as Postmaster, Senior Postal Clerk, Postal Clerk, &c., or
- (b) The examination held in October each year to enable officers in the Fourth Division to qualify for inclusion in the Third Division as Clerk, or
- (c) An examination prescribed by the Board for appointment, promotion or transfer as Clerk.

4. Exemption Provisions.—(i) The following may claim exemption from the Manipulative Test and Written Technical and Written Traffic—

- (a) A Telegraphist, Supervisor (Telegraph), an officer formerly designated Traffic Officer (Telegraphs) or an officer qualified for these positions.
- (b) A Postal Instructor who was formerly a Telegraphist, Supervisor (Telegraph) or Traffic Officer (Telegraphs).
- (c) A Clerk, Service Branch, who was previously designated Telegraphist, or who has passed an examination for promotion as Telegraphist, provided that he produces a certificate of proficiency from the Assistant Director (Telecommunications).

(ii) An officer who passes in any of the subjects listed in section 3 above at an examination—

- (a) under these conditions, or

- (b) of comparable standard in that subject held in connexion with a Postal Clerk-in-training course or other acceptable departmental training,

may claim exemption from re-examination in that subject at the next five succeeding examinations under these conditions.

If, during this period of eligibility, he performs for not less than three months continuously as a temporary occupant, the duties of Postal Clerk, he may claim exemption from re-examination in the subject(s) concerned for a period of two years from the date he ceased to act in that position.

(iii) An officer who was designated Telegraphist, Supervisor (Telegraph) or Traffic Officer (Telegraphs) within three years immediately preceding the date of a manipulative test under these conditions may claim exemption from that test.

(iv) An officer eligible for promotion as Postal Assistant who qualified by passing the written examination, or a Postal Assistant who passed such an examination, may claim exemption from re-examination in General Postal and Counter Duties and Money Order Duties.

(v) An officer who passes any of the following subjects at an examination for promotion or transfer as Postal Assistant will be regarded as having passed the same subjects at the examination under these conditions held at the same time:—

General Postal and Counter Duties (written);
Money Order Duties (written).

(vi) An officer eligible for promotion as Postal Officer who has passed the subject of General Postal and Counter Duties or a Postal Officer who has passed in that subject may claim exemption from re-examination in that subject.

(vii) An officer who passes General Postal and Counter Duties at an examination for promotion or transfer as Postal Officer will be regarded as having passed the same subject at the examination under these conditions held at the same time.

(viii) An officer who has passed General Postal and Counter Duties at an examination for promotion or transfer as Postal Officer may claim exemption from examination in this subject during the currency of his exemption under the Postal Officer examination conditions.

(ix) An officer who passed the subject Technical and Traffic (written) under previous conditions may claim exemption from the subjects Written Technical and Written Traffic at the next five examinations under these conditions following that pass.

(x) An officer who, during the currency of exemptions from re-examination in any of the subjects under these or previous conditions, performs for not less than three months continuously as a temporary occupant the duties of Postal Clerk, may claim exemption from re-examination in the equivalent subject(s) for a period of two years from the date on which he ceased to act in that position.

5. Period of Eligibility—**A. Indefinite.**

(i) A District Inspector or an Inspector, Post Offices Branch.

(ii) An officer who was formerly a Postal Clerk, Senior Postal Clerk or Postmaster, or who has qualified in accordance with these conditions or those which were previously in operation for those designations—

- (a) who is promoted or transferred to a position of Clerk, Post Offices Branch; or
- (b) who is promoted or transferred to a position of Postal Instructor or Training Officer engaged on operational training duties directly pertaining to the training of Postal Clerks.

(iii) An officer who has previously qualified for transfer or promotion as Postal Clerk, Senior Postal Clerk and Postmaster, provided the Assistant Director-General (Postal and Transport Services) or the Assistant Director (Postal and Transport Services) as the case may be, certifies he has, in the full-time performance of appropriate duties in the Postal and Transport Services Division, given satisfactory evidence of the retention of the requisite qualifications.

However, if he qualified at telegraphy tests under earlier conditions and did not pass in teleprinter manipulative tests, he may be required to undergo a special course of training in manipulative telegraphy if transferred or promoted as Postal Clerk, Senior Postal Clerk or Postmaster.

B. Limited Period.

(i) In the case of an officer as specified in (A) above, and who is transferred or promoted to a position not requiring the qualifications of a Postal Clerk, Senior Postal Clerk or Postmaster—three years from the date on which duties of the position mentioned in (A) above were last performed.

(ii) In the case of other officers, eligibility will be extended as follows:—

- (a) an officer who obtained his qualifications in the Departmental subjects at one examination—three years from date of notification in the Gazette that the results of the examination have been finalized.

(b) an officer who obtained his qualifications in the Departmental subjects over more than one examination—three years from date of notification in the Gazette that the results of the earliest of these examinations have been finalized.

(c) an officer who, during the currency of his eligibility has performed for not less than three weeks continuously, as a temporary occupant of the position, the duties of those positions mentioned in A above—three years from the date on which he ceased to act in that position.

(d) an officer who is transferred or promoted from Postal Clerk, Senior Postal Clerk or Postmaster to a position not requiring such qualifications—three years from the date on which those duties were last performed.

(e) an officer who has obtained his qualifications by more than one examination and who has extended the duration of some of his qualifications by higher duties service—three years from the date on which he ceased to act in such position for not less than three months continuously.

(Note.—If an officer is prevented, by illness or any other reason accepted by the Board, from attending an examination to preserve the continuity of his eligibility for transfer or promotion in accordance with these conditions, the Board may extend the period of his eligibility until the completion of the next succeeding examination.)

6. Promotion or Transfer.—The promotion or transfer of officers who qualify under these or the conditions previously in force, will be effected in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Manipulative Test.

The candidate will be required to demonstrate ability to—

(a) transmit in the standard manner by teleprinter or teletype keyboard or, if this is not practicable, type on a typewriter, in one period of 30 minutes, 30 typical telegrams averaging 150 characters (printing and non-printing) per telegram.

(b) attend to the telegraphic reception of telegrams by teleprinter or teletype by checking and treating in 30 minutes in accordance with the approved procedure, 30 telegrams averaging 150 characters (printing and non-printing).

Telegrams selected will be typical in every respect of those dealt with under actual working conditions, and the texts of approximately 5 per cent. of the telegrams contain secret language groups.

In arranging the tests, due allowance will be made for the preamble and for the prescribed miscellaneous operations associated with traffic disposal.

Marks will be deducted for any uncompleted portion of the test and for corrected and uncorrected operating and procedural errors and traffic irregularities.

(Note.—1. Where it is impracticable to carry out locally the test under (b) above, a candidate will be tested in the procedures involved in the receipt of telegrams sent by teleprinter or teletype.

2. An officer who qualified as Postal Clerk under earlier conditions, but who did not qualify in the teleprinter manipulative tests, may be required to undergo a special course of training on teleprinter manipulation.)

Written Traffic.

(i) The standard working procedure and manipulative methods to be observed in the disposal of traffic by telephone or teleprinter;

(ii) The Telegraph Regulations, telegraph rates, the responsibilities of telegram despatching and delivery officers and the use of standard forms.

Written Technical.

(i) The effects of simple faults, such as contacts, earth, open circuits and leakage, and the methods to be employed in the sectionalization and patching of line faults;

(ii) The method of effecting circuit changes by means of small telegraph switchboards including the switching of voice frequency telegraph channels.

Text-books for Above Written Subjects—

Teleprinter Operating Instructions—TRESS Procedures, except paragraphs 64, 65, 74, 109 (b), 125, 126, 127, 152, 160, 164, 170, 181 (c), 183, 220, 221, 222, 223 and except section 6—Push button Switching.

Postal Training Manuals—

Technical Telegraphy (Switching).
Telegraph Traffic Procedure.

For further reference—

Instructions for the Guidance of Postmasters, Part III.—Telegraph.

Post Office Guide.

Telegraph Operating Instructions, Division 4.—Phonogram Operating.

Telegram Delivery Instructions.

General Postal and Counter Duties.

(a) Punctuality, appearance, demeanour, observance of secrecy, and security of premises;

(b) Counter Advances, including—

- (i) issue of advance;
- (ii) duplicate keys;
- (iii) safeguarding of advance;
- (iv) requisitions;
- (v) temporary advances;
- (vi) excess cash;
- (vii) giving of change;
- (viii) torn stamps;
- (ix) safeguarding of date stamps.

(c) General Counter and Office Duties, including—

- (i) sale of stamps (all types);
- (ii) sale of postal notes;
- (iii) acceptance of parcels, bulk postage, certified mail articles, registered articles, air mail articles, special delivery articles, miscellaneous postal articles, and trunk line calls;
- (iv) delivery at counter of ordinary postal articles, parcels, certified mail articles, and registered articles;
- (v) sale and exchange of reply coupons;
- (vi) preparation of registered mail and listed parcel mail;
- (vii) daily balance of registered articles and listed parcels;
- (viii) telephone slot receptacles.

(d) Mail Work, including—

- (i) clearance of office receiver;
- (ii) date stamping of postal articles;
- (iii) sorting of mail matter;
- (iv) preparation, despatch and receipt of mails;
- (v) sorting inward correspondence;
- (vi) irregularly posted and taxed articles;
- (vii) bulk postings;
- (viii) undelivered mail matter;
- (ix) re-direction;
- (x) surplus mail bags;
- (xi) date stamps and lead seal pressers;
- (xii) withdrawal from post.

Text-books—

Postal Training Manual, Part I.

For further reference—

Post Office Guide.

Instructions for the Guidance of Postmasters.

Money Orders Duties.

- (i) Payment of postal notes;
- (ii) Issue of wireless licences and television viewers' licences;
- (iii) Acceptance of telephone accounts;
- (iv) Issue, payment and recording of ordinary and telegraph money orders;
- (v) Transfer, repayment, &c., of money orders;
- (vi) War service homes repayments;
- (vii) Payment of savings certificates;
- (viii) Pensions, including age and widows' pensions, child endowment;
- (ix) Military, air force and naval allotments;
- (x) Savings bank transactions;
- (xi) Private bags and private boxes;
- (xii) Teller's balance;
- (xiii) C.O.D. parcels;
- (xiv) Form M.O.101 and 101A;
- (xv) Fortnightly check;
- (xvi) Forms 353 and 354.

Text-books—

Postal Training Manual, Part II.

For further reference—

Instructions for the Guidance of Postmasters.
Post Office Guide.
Accounts Instructions—Part VIII.—Money Order Account.
General Instructions for the Guidance of Savings Bank Officers at Post Offices.
Commonwealth Social Services—Instructions for the Guidance of Postmasters.
Instructions for the Guidance of Postmasters—Payment of Navy, Army and Air Force Allotments.
Personnel Instructions, Part 9.

(Note.—Manuals which have been prepared to assist candidates in their studies of the departmental subjects are available from the Assistant Superintendent (Training and Welfare), Personnel Branch, G.P.O., in the capital city of the State in which the officer is located.)

Instruction in the subject-matter of the examination may be obtained in Postal Institute Classes where established. Inquiries concerning classes, condition of examination, &c., may also be directed to the Assistant Superintendent, Training and Welfare.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT OR TRANSFER AS POSTAL CLERK-IN-TRAINING.

A QUALIFYING examination for appointment or transfer as Postal Clerk-in-training (£414-£846 (S.)), Fourth Division, Postmaster-General's Department, will be held annually in September and at other times as required. Details of each examination will be separately notified in the Gazette.

Candidates may contest an examination under these conditions for selection in one State only.

These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter.—(i) For Appointment.—Males not on the permanent staff of the Commonwealth Service who will be at least fifteen and a half years at the date training commences (sixteen years for Tasmanian examinations), and are less than fifty-one years of age, and who have passed in English and three other subjects at—

- an Intermediate or Junior Examination, or
- in Queensland, a Junior Examination at standard entitling to extension scholarship, or
- in Tasmania, the examination conducted at the end of the year which is one year before the Schools Board Certificate,

or who possess equivalent or higher qualifications recognized by the Board.

(ii) For Transfer.—Male officers of the Service who will be at least fifteen and a half years at the date training commences, and who—

- occupy, or have qualified for transfer or promotion to, an office in the Third Division, or
- have passed the educational examination formerly held in June each year for inclusion in the Third Division as Postal Clerk, Telegraphist, &c., or
- possess educational qualifications as outlined above for appointment.

Note.—Applications may be accepted from persons who will be contesting the examinations referred to above, but no person will be selected as Postal Clerk-in-training unless he possesses the requisite educational qualification.

3. Subjects and Pass Conditions—

Subject.	Duration.
General Test	40 minutes
Arithmetic	50 minutes
Speed and Accuracy	10 minutes

Candidates must achieve a satisfactory standard in each subject to qualify for interview to determine suitability for training.

4. Exemption Provisions.—No exemptions will be granted.

5. Period of Eligibility.—(i) For Appointment.—One year from the date of notification in the Gazette that the results of the examination have been finalized, or until he attains the age of 51 years, or until a further examination is held under these conditions, whichever is the earliest.

(ii) For Transfer.—One year from the date of notification in the Gazette that the results of the examination have been finalized, or until a further examination is held under these conditions, whichever is the earlier.

6. Order of Appointment or Transfer.—Successful candidates considered suitable at the interview will be listed in order of merit based on marks obtained in the written tests. Candidates who hold Third Division and/or Postal Clerk qualifications will be credited with extra marks.

Offers of appointment or transfer as Postal Clerk-in-training will be made in order from the final list.

7. Syllabus.—(i) General Test.—No study is required.

(ii) Arithmetic.—The papers will consist of problems and arithmetical computations similar to those required in the daily work of a Postal Clerk. These involve the four simple operations in Arithmetic and do not include more advanced topics such as interest, proportion, prime numbers, factors, &c.

(iii) Speed and Accuracy.—This is a test of perceptual ability and not of knowledge, and study is therefore not necessary.

8. General.—(i) Course of Training.—Appointees and transferees will be given appropriate training in the Postmaster-General's Department, extending over a period of approximately seven months. This training will consist of instruction in classes and at appropriate Post Offices.

(ii) Hours of Duty.—Trainees will observe the hours of duty in force at the establishment at which they are currently undergoing training.

(iii) Rates of Salary Payable—

(a) Officers.—An officer who, immediately prior to the commencement of training, was employed in a field of work related to the duties of Postal Clerk and was in receipt of salary above the maximum of the position of Postal Clerk-in-training, may continue to receive that salary by way of allowance, provided the total remuneration does not exceed the maximum of the position of Postal Clerk.

Any higher duties allowance which trainees were receiving, in a field of work related to the duties of Postal Clerk, immediately prior to commencing the course, will continue throughout the course subject to the following conditions:—

- the trainee would have continued acting in the higher position had he not been required to undergo full-time departmental training, and
- total remuneration received (i.e. salary and allowance) should not exceed the maximum salary of a Postal Clerk, and
- service during the training period should not be taken into account for higher duty incremental purposes.

(b) Appointees.—An appointee who was employed in a temporary or exempt capacity at the date of his appointment as Postal Clerk-in-training may continue to receive the total remuneration he received as an employee, provided that—

- his salary immediately prior to commencing the course was greater than that which would have been payable had all his service been in the position of Postal Clerk-in-training,
- to the extent applicable, he satisfies the principles in sub-paragraph (a) above;
- his total remuneration does not exceed the maximum of Postal Clerk.

(iv) Living Allowance.—An unmarried trainee who is obliged to live away from home will be paid an allowance, in addition to salary, sufficient to provide a reasonable net remuneration after deductions have been made for suitable board and lodging and superannuation. The allowance will be reduced by the amount of any increase in salary granted subsequent to appointment or transfer.

A married trainee who is obliged to live away from home may be paid an allowance to meet additional living expenses incurred as a result of training.

(v) Advancement.—Upon satisfactory completion of the examination conducted at the conclusion of the period of training, a Postal Clerk-in-training will be advanced as Postal Clerk with date of effect as at the commencement of the examination held at the completion of the training period.

Trainees must take up duty in the position to which they are advanced upon completion of training.

(vi) Unsatisfactory Progress.—Subject to the provisions of section 67 of the Public Service Act, if a trainee obtains unsatisfactory results at examinations or his progress during the course is otherwise unsatisfactory, the Public Service Board may terminate his training and transfer him to such other position as the Board deems appropriate. In general, appointees will be transferred to suitable positions in the Post Offices Branch or their appointment may be terminated, whilst transferees will be transferred or promoted to their former position or to one of similar status.

This notice is to be read in conjunction with Common Conditions for Appointment to the Service, and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

PART OF THE QUALIFICATION FOR PROMOTION OR TRANSFER AS POSTAL OFFICER.

The Public Service Board hereby notifies the general conditions of examinations held in pursuance of Section 53 of the Public Service Act 1922-1964 for part of the qualification for promotion or transfer as Postal Officer (£364-£874 (S.)), Fourth Division, Postmaster-General's Department. Specific details will be separately notified in the Gazette.

2. **Persons Eligible to Enter.**—Male officers of the Commonwealth Service.

3. Subjects and Pass Conditions—

General Postal and Counter Duties.

Telegrams.

To pass this examination, a candidate must pass in each of the subjects.

Note.—To complete their qualifications for promotion or transfer as Postal Officer, candidates must also pass or be exempt from an examination held under the conditions governing the educational qualification for Promotion or Transfer as Mail Officer, Postal Officer, or Telegraphist as notified on page 334 of this Gazette.

4. Exemption Provisions—

- (i) An officer who passes the subject of General Postal and Counter Duties or Telegrams under these or previous conditions may claim exemption from re-examination in the subject for a period of three years from the date of the examination at which the subject was passed.
- (ii) An officer who passes or has passed in any of the subjects listed hereunder may claim exemption from re-examination under these conditions in that subject or the equivalent subject, as shown, for a period of three years from the date of the examination at which the subject was passed.

Postal Clerk, Postal Clerk-in-training, or Postal Assistant Subject.	Postal Officer Subject.
General Postal and Counter Duties	General Postal and Counter Duties
Written Traffic	Telegrams
Telegrams	Telegrams

- (iii) An officer who, during the currency of exemptions from re-examination in General Postal and Counter Duties or Telegrams under these or previous conditions, performs for not less than three months continuously as a temporary occupant the duties of a position for which either of these subjects is a part qualification may claim exemption from re-examination in either subject for a period of two years from the date on which he ceased to act in that position.

5. **Period of Eligibility.**—(i) In the case of an officer who is transferred or promoted to a position of Postal Officer to a position not requiring these qualifications—three years from the date on which the duties of Postal Officer were last performed.

(ii) In the case of an officer who during the currency of his eligibility has performed for not less than three weeks continuously as a temporary occupant the duties of a position for which the subject of Postal and Counter Duties or Telegrams is a part qualification—three years from the date on which he ceased to act in that position.

(iii) In the case of an officer who qualifies by one examination—three years from the date of notification in the Gazette that the results of the examination have been finalized.

(iv) In the case of an officer who qualifies by more than one examination—three years from the date of notification in the Gazette that the results of the earliest of these examinations have been finalized, provided that, if the educational subjects only were passed at an examination, then that examination should be excluded when determining the three-year period.

(Note.—If an officer is prevented by illness, or any other reason accepted by the Board, from attending an examination to preserve the continuity of his eligibility for transfer or promotion in accordance with these conditions, the Board may extend the period of his eligibility until the completion of the next succeeding examination.)

6. **Promotion or Transfer.**—The promotion or transfer of officers who qualify under these conditions will be effected in accordance with the provisions of Section 50 of the Public Service Act 1922-1964.

7. Syllabus.—General Postal and Counter Duties—

- (a) Punctuality, appearance, demeanour, observance of secrecy, and security of premises;
- (b) Counter Advances, including—
 - (i) issue of advance;
 - (ii) duplicate keys;
 - (iii) safeguarding of advance;
 - (iv) requisitions;

- (v) temporary advances;
- (vi) excess cash;
- (vii) giving of change;
- (viii) torn stamps;
- (ix) safeguarding of date stamps.

(c) General Counter and Office Duties, including—

- (i) sale of stamps (all types);
- (ii) sale of postal notes;
- (iii) acceptance of parcels, bulk postage, certified mail articles, registered articles, air mail articles, special delivery articles, miscellaneous postal articles, and trunk line calls;
- (iv) delivery at counter of ordinary postal articles, parcels, certified mail articles and registered articles;
- (v) sale and exchange of reply coupons;
- (vi) preparation of registered mail and listed parcel mail;
- (vii) daily balance of registered articles and listed parcels;
- (viii) telephone slot receptacles.

(d) Mail Work, including—

- (i) clearance of office receivers;
- (ii) date stamping of postal articles;
- (iii) sorting of mail matter;
- (iv) preparation despatch and receipt of mails;
- (v) sorting inward correspondence;
- (vi) irregularly posted and taxed articles;
- (vii) bulk postings;
- (viii) undelivered mail matter;
- (ix) re-direction;
- (x) surplus mail bags;
- (xi) date stamps and lead seal pressers;
- (xii) withdrawal from post.

Text-books—

Postal Training Manual, Part I.

For further reference—

Post Office Guide.

Instructions for the Guidance of Postmasters.

Telegrams—

- (i) Acceptance, counting and rates of telegrams;
- (ii) Delivery of telegrams;
- (iii) Telephoning of telegrams;
- (iv) Entry of inward telegrams;
- (v) Despatch of messengers;
- (vi) Preparation of telegraph statements;
- (vii) Undelivered telegrams;
- (viii) Collect telegrams.

Text-books—

Telegraph Traffic Procedure Manual.

For further reference—

Instructions for the Guidance of Postmasters, Part III.—Telegraph.

Post Office Guide.

Telegraph Operating Instructions, Division 4—Phonogram Operating.

(Note.—Manuals which have been prepared to assist candidates in their studies of the departmental subjects are available from the Assistant Superintendent, Training and Welfare, Personnel Branch, G.P.O., in the capital city of the State in which the officer is located.)

Instructions in the subject-matter of the examination may be obtained in Postal Institute Classes where established. Inquiries concerning classes, conditions of examination, &c., may also be directed to the Assistant Superintendent, Training and Welfare.

These conditions should be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT AS POSTMAN.

QUALIFYING examinations for appointment as Postman (£364-£846 (S.)), Fourth Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. **Persons Eligible to Enter.**—Males not on the permanent staff of the Commonwealth Service who are at least 17 years 11 months and less than 51 years at the date of examination.

3. Subjects and Pass Conditions—

- (i) Spelling.
- (ii) Arithmetic.

Candidates must pass in both subjects to pass the examination.

4. Exemption Provisions.—Not applicable.

5. Period of Eligibility.—Twelve months from date of notification in the Gazette that the results of the examination have been finalized, or until attaining the age of 51 years, whichever is the earlier.

However, successful candidates will not become eligible until they attain the age of 18 years.

6. Order of Appointment—

- (i) Offers of appointment to a locality will be made to candidates who qualify at an examination for appointment to that locality, in order of merit based on marks obtained at the examination;
- (ii) If there is no candidate available under (i), candidates currently qualified for appointment at any other locality may be offered appointment in order of merit based on marks obtained at the examination concerned.

(Note.—A metropolitan area is regarded as the one locality for the purposes of this paragraph.)

7. Syllabus—

- (i) Spelling.—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)
- (ii) Arithmetic.—First four "rules"—that is Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures, and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Method) and Proportionate Division, (e) Simple Problems on Rates, Taxes and Bankruptcy. These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

8.—General.—Successful candidates will be required to take up duty as Postman unless employed in positions of Postal Assistant, Postal Officer, or Mail Officer, Post Offices Branch.

This notification should be read in conjunction with Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

ENTRY INTO SECRETARIAL TRAINING CLASSES.

QUALIFYING examinations will be held as required for entry into classes in Melbourne and Canberra for training and subsequent employment as Stenographer, Grade 1 (£748-£804 (S.)), Fourth Division.

Details of each examination will be publicly notified.

2. Persons Eligible to Enter.—Subject to the provisions of Section 47A (2)* of the Public Service Act 1922-1964, females who

- (i) have obtained a pass in English at Leaving Certificate or equivalent or higher examination, and
- (ii) will be under the age of 20 years at the date training commences.

* See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.

3. Subjects and Pass Conditions—

Subject.	Duration (minutes).
Spelling	30
VGV (Vocabulary)	5
VGD (Shorthand Aptitude)	1
Word Knowledge	8
Speed and Accuracy	12
Otis (General Ability)	30
Recording	9

Candidates must achieve a satisfactory standard to be eligible for entry to the training course. An interview will assist in determining their suitability for training.

4. Exemption Provisions.—Candidates who have sat for an examination containing any of the subjects listed in paragraph 3 above less than twelve months previously may claim exemption in the particular subject(s) at an examination under these conditions; no candidate will be permitted to re-contest any subject within six months.

5. Period of Eligibility.—A candidate who qualifies will be eligible for selection only if she is prepared to commence training on the date of commencement of the training class.

6. Order of Selection.—Qualified candidates deemed suitable for training will be selected for entry in order of merit, which will be based on marks obtained at the examination.

7. Syllabus.—No preparation is required for the suitability tests.

8. General—

(i) Duration of Training.—Ten months.

(ii) Conditions of Training and Subsequent Employment.—Qualified candidates, to the number required, will be engaged under exemption or employed as trainee secretaries and will be trained in work of a secretarial nature.

Trainees who successfully complete the course of training will be employed as Stenographer, Grade 1, for which salaries at present payable range from £886 to £942 per annum.

(Note.—During the training period, a trainee who is not a permanent officer must produce evidence of the date of her birth.)

(iii) Salaries During Training.—During the training period, all trainees will receive £5 per week. No living-away-from-home, boarding or other allowances will be payable.

(iv) Medical Fitness.—Before training commences, candidates must be certified medically fit by the Commonwealth Medical Officer. Arrangements for medical examinations will be made by the Public Service Inspector.

(v) Contract of Employment.—Each trainee will be required to undertake to complete the approved course of training (including examinations) unless permitted by the Public Service Board to relinquish it, and to remain in the employment of the Commonwealth for a period of at least three (3) years thereafter. Where any breach of the agreement is committed, the Board will decide the amount of the penalty up to a maximum of £100.

This notice should be read in conjunction with the Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies are available from the Public Service Inspector, Melbourne and Canberra.

CONDITIONS GOVERNING PROMOTION AS SENIOR FIREMAN, NORTHERN TERRITORY FIRE BRIGADE, DEPARTMENT OF TERRITORIES.

THE Public Service Board hereby notifies the general conditions of the examination held from time to time in pursuance of section 53 of the Public Service Act 1922-1964 to enable officers to qualify for promotion to positions of Senior Fireman (£1,070 (S.)), Fourth Division, Northern Territory Fire Brigade.

2. Persons Eligible to Enter.—Officers of the Northern Territory Fire Brigade.

3. Subjects and Pass Conditions—

Section I.—Written—

Subject.	Duration.
(a) Mathematics and hydraulics	2 hours
(b) Composition	1½ hours
(c) General knowledge	1½ hours

Section II.—Practical—

The practical section will be restricted to candidates who pass or have been granted exemption from the written section.

Candidates must pass in each subject of the written and practical sections to pass the examination.

4. Exemption Provisions.—A candidate who has passed in any of the Written subjects at any of the last two examinations under these conditions may claim exemption from re-examination in the subject(s) passed.

5. Period of Eligibility.—Four years from date of notification in the Gazette that the results of the examination have been finalized.

6. Order of Promotion.—The promotion of successful candidates will be effected in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—**Section I.—Written—****(a) Mathematics and Hydraulics—**

- (i) Mathematics—Problems involving the following:—Accounts, vulgar and decimal fractions, square root, proportion, ratio, mensuration of lengths, areas and volumes.
- (ii) Hydraulics—Problems involving the following:—Pressure, head, velocity, nozzle discharge of pipes and hose.

Two questions will be set to each section.

- (b) Composition—Subjects will be selected from matter having a general or technical application in the Fire Service and shall not be less than 200 words.
- (c) General Knowledge—Questions will be set within the following headings:—
 - (i) Fires—Their cause and methods of extinguishment.
 - (ii) Fire appliances (major and minor), equipment and accoutrements.
 - (iii) Fire alarms—Various types, manual and automatic.
 - (iv) Hose—Care and maintenance.
 - (v) Hydrants—Various types.
 - (vi) Chemical extinguishers—Action of various types.

Section II.—Practical—

Drill, embracing two (2) of the following subjects:—

- (i) Motor pump drill, collection or suction.
- (ii) Squad drill.
- (iii) Scaling ladders.
- (iv) Pretoria ladders; or extension ladders.
- (v) Rescue drill.
- (vi) Hose and hydrant drill.
- (vii) Breathing apparatus ("Proto" or canister type).
- (viii) Knots and lines.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Assistant Administrator (A.S. & F.), Northern Territory Administration, Darwin.

PROMOTION OR TRANSFER AS SENIOR TECHNICIAN (TELECOMMUNICATIONS), DEPARTMENT OF CIVIL AVIATION.

THE Public Service Board hereby notifies the general conditions of the examination to enable officers to qualify for promotion or transfer as Senior Technician (Telecommunications) (£1,238-£1,322 (S.)), Fourth Division, Department of Civil Aviation, held from time to time in pursuance of section 53 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter.—Permanent officers (male) of the Service who are designated—

- (a) Technician, or who have been designated Technician during the four years preceding the date of the examination, provided that in either case the candidates have had at least one and a half years' experience as a technician.
- (b) Senior Technician, other than Senior Technician (Telecommunications).

3. Subjects and Pass Conditions—

Subject.	Duration.
(i) Written	3 hours
(ii) Oral	—
(iii) Practical	—

Candidates must obtain at least 35 marks in the written paper before they are eligible to contest the oral and practical tests.

Candidates must obtain at least 60 per cent. of the aggregate maximum marks for the three sections to pass the examination.

To pass an examination at which exemption is claimed—

- (i) A candidate claiming exemption in two sections must obtain at least 60 per cent. of the maximum marks allotted for the section he is contesting.
- (ii) A candidate claiming exemption in one section must obtain at least 60 per cent. of the aggregate maximum marks allotted for the two sections he is contesting.

4. Exemption Provision.—Candidates who do not obtain at least 60 per cent. of the aggregate maximum marks allotted for the three sections of the examination, but who obtain at least 60 per cent. of the maximum marks allotted for any section, may claim exemption from re-examination in that section for a period of four

years commencing on the date of notification in the Gazette that the results of the examination concerned have been finalized.

If a candidate claims exemption from re-examination in a section or sections of a particular examination, he will not be permitted to contest the same section(s) at that examination.

Candidates may only claim exemption for the purpose of completing their qualifications. (That is, a candidate may not claim full exemption from re-examination for the sole purpose of extending his eligibility; to do this, he must re-qualify in all subjects as set out above.)

5. Period of Eligibility.—In the case of a candidate who qualifies at one examination—four years from date of notification in the Gazette that the results of that examination have been finalized. In the case of a candidate who qualifies at two examinations—four years from the date of notification in the Gazette that the results of the earlier of these examinations have been finalized.

Eligibility may be extended if, within the period of eligibility, the candidate—

- (i) acts as Senior Technician (Telecommunications) or Supervising Technician (Telecommunications) performing full time duties, for a period of not less than three months continuously; and
- (ii) obtains a certificate of competency from the Superintending Airways Engineer in respect of that acting service.

This extension will be for a period of four years from the date of completion of that acting service.

6. Order of Promotion or Transfer.—Candidates who qualify will be eligible for promotion or transfer in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—**Section 1—Written.**

An examination in elementary physics on the basic theory and application of—

Mechanics
Electricity
Magnetism
Sound

relevant to the installation and maintenance of electro-mechanical equipment used in tape relay and teletype, master and slave time keeping, tape recording, noise reduction, and associated facilities in the Department of Civil Aviation.

Mechanics.—Problems dealing with work, energy, power and simple machines. Relationships of inertia, momentum and velocity. Elementary principles of friction and lubrication.

Electricity and Magnetism.—Problems involving electro magnetism, DC and AC conditions in resistive, inductive and capacitive circuits, and the relationships of electrical and magnetic quantities.

Sound.—Characteristics of sound. Acoustic properties of materials used for noise reduction.

Electronics.—Characteristics and uses of valves and semiconductor devices normally used in DC and AC (low frequency) applications.

Mechanical and Electrical Measuring and Testing Instruments.—Multi meters, vacuum tube voltmeters, telegraph distortion, measuring equipment, cathode ray oscilloscopes, tension gauges, vernier calipers, micrometers, mechanical and electronic speed measuring equipment.

Properties of Metals.—A general knowledge of the mechanical properties of metals used in the construction of light machinery. Heat treatment of metals. Fitting tolerances and general theory of metal working processes.

Principles and Practice of Machine Telegraphy with special reference to telegraph relay systems, including automatic message numbering and switching.

Principles and Practice of Magnetic Tape Recording with special emphasis upon the mechanical aspects of tape transport systems in use in the Department of Civil Aviation.

Principles and Practice of Clock Repairing with special reference to the movements in master and slave clocks and time/date stamps used in air traffic control centres.

Section 2—Oral.

Candidates will be required to answer questions on any of the following topics as far as they are related to equipment in use in the Department of Civil Aviation:—

Teletype and associated equipment
Tape recording equipment
Time keeping equipment.

Section 3—Practical.

Questions will relate to items covered by the following topics:—

Performance testing, diagnosis and repair of faults in components, systems and machines used in or associated with telecommunications facilities referred to in this syllabus.

Text Books.—The following books are recommended for study or reference in so far as they relate to the subjects of the examination:—

- Line Communications I. (D.C.A. Publication).
- Line Communications II. (D.C.A. Publication).
- Remote control systems and associated equipment (D.C.A. Publication).
- Airways Engineering Instructions (D.C.A. Publication).
- Watch and Clock Repairing, Chapters 1, 2, 3, 9 and 13—Donald de Carle (Pitman).
- Magnetic Sound Recording—D. A. Snel (Philips Technical Library).
- Fowler's Mechanics and Machinists pocket book.
- Fowler's Electrical Engineers pocket book.
- Telegraphy—Freebody (Pitmans).

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

PART OF THE QUALIFICATION FOR PROMOTION OR TRANSFER AS SENIOR TECHNICIAN (TELECOMMUNICATIONS)—

1. TELEPHONE,
2. TELEGRAPH,
3. RADIO,
4. RESEARCH.

POSTMASTER-GENERAL'S DEPARTMENT.

THE Public Service Board hereby notifies the general conditions of the examination held in pursuance of section 53 of the Public Service Act 1922-1964 to enable officers to gain part of the qualifications for promotion or transfer as Senior Technician (Telecommunications) (£1,238-£1,322 (S)), Fourth Division, Postmaster-General's Department. Details of each examination will be separately notified in the Gazette.

2. **Officers Eligible to Enter.**—Permanent officers of the Service who are classified as—

- (a) Technician's Assistant, and who have qualified for promotion as Technician.
- (b) Technician's Assistant, or Technician-in-training, and who, but for absence on leave for war service or National Service Training, would have satisfactorily completed the course of specialized training, not later than the date applications close, or who would have qualified for promotion to Technician by passing a prescribed examination conducted within the relevant period.
- (c) Technician (any section) or who have been classified as Technician (any section).
- (d) Senior Technician in any section other than the section for which the examination is held.
- (e) Technical Instructors, Grade 2, Senior Technical Instructors, Grade 2 and higher, and Supervising Technicians who desire to extend their qualifications.

3. Subjects and Pass Conditions—

Subject.	Duration.
1. Telephone—	
Written Paper No. 1—Telecommunication Principles	3 hours.
Written Paper No. 2—Telephony and Long Line Equipment	3 hours.
2. Telegraph—	
Written Paper No. 1—Telecommunication Principles	3 hours.
Written Paper No. 2—Telegraphy	3 hours.
3. Radio—	
Written Paper No. 1—Telecommunication Principles	3 hours.
Written Paper No. 2—Radio	3 hours.
4. Research—	
Written Paper No. 1—Telecommunication Principles	3 hours.
Written Paper No. 2—Telecommunication Practice and Measurements	3 hours.

Candidates must pass in Written Paper No. 1 and Written Paper No. 2 for the section concerned to pass the examination as a whole.

To pass in each paper, candidates must gain at least 60 per cent. of the total marks allotted for that paper.

Officers who are successful at an examination under these conditions will gain partial qualification for promotion or transfer as Senior Technician (Telecommunications) in the section concerned.

To complete the qualification, officers must pass or have passed an examination to enable Technicians (Telecommunications) to qualify for advancement beyond £1,028 (S.), and £1,070 (S.) per annum.

Officers who satisfy or have satisfied the conditions for promotion or transfer as Senior Technician (Telecommunications) in any one section will be required to pass Written Paper No. 2 only in any other section to become eligible for transfer to that section.

4. Exemption Provision—

Officers who have passed any of the subjects listed in paragraph 3 at any of the last three examinations of this type may claim exemption from re-examination in the particular subject or subjects passed.

In cases where—

- (i) a candidate is prevented from attending an examination by illness or for any other reason acceptable to the Board, and
- (ii) his eligibility for exemption in a subject expires after that examination,

his eligibility may be extended to the next examination. To gain such extension, the candidate must submit his request before applications close for the examination concerned.

5. **Period of Eligibility.**—Successful candidates who have also passed an examination to enable Technicians (Telecommunications) to qualify for advancement beyond £1,028 (S.) and £1,070 (S.) per annum will remain eligible until such time as they are promoted or transferred as Senior Technician (Telecommunications).

6. **Order of Promotion or Transfer.**—Successful candidates at this examination who have satisfied the requirements for promotion or transfer as Senior Technician and who are designated Technician's Assistant will not be entitled to promotion to an office of Senior Technician until after they have been promoted as Technician.

The promotion of successful candidates who are Technicians and who have satisfied the requirements for promotion or transfer as Senior Technician will be in order of their seniority as vacancies for Senior Technicians occur.

The transfer of successful candidates who are Senior Technicians will be effected in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Paper No. 1.—Telecommunication Principles—

(This is Paper No. 1 for each of the four sections of this type of examination.)

Direct current electricity and magnetism—

Power, energy, losses.
Electric and magnetic circuits including relays.

Alternating current electricity—

Power, energy, losses, attenuation, waveform, phase, inductance, capacitance, resistance, resonance, filters and transformers.
Variation of electrical properties with frequency; electrostatic and electro-magnetic screening.
Modulation and demodulation.

Electronics—

Elementary conception of electron flow, thermionic emission and semi-conductors.

General properties, operation and characteristics of electron tubes and transistors.

Types of electron tubes, diodes, transistors and their applications.

Metal rectifiers and their applications.

Measuring instruments and methods—

Voltmeters, ammeters, bridges, resistance boxes, ohmmeters, insulation testers, frequency measuring apparatus, oscilloscopes.

Measurements of resistance, inductance, capacitance, waveform, frequency, phase, power and noise.

Power plant—

Rectifiers, vibrators, motors, generators, secondary batteries, regulators, power distribution, protective devices and plant maintenance.

References.—Postmaster-General's Departmental Course of Technical Instruction and miscellaneous Notes MG.013 (Study guide for Telecommunication Principles).

1. Telephone.

Paper No. 2.—Telephony and Long-Line Equipment—

(This paper will be in two parts and candidates will be given a wide choice of questions.)

Questions will be based upon any of the items covered by the following syllabus and upon the principles underlying the ordinary work of a Senior Technician, Telephone.)

Part 1.

Principles and practice of central battery (manual and automatic) telephony, including the operation, functions and use of relays, metal rectifiers, switches and relay sets used in manual, automatic and trunk exchanges, test desk circuits and special telephone services; private automatic branch exchanges and rural automatic exchanges; private branch exchange switchboards.

Significance of principal traffic and trunking terms and diagrams used in automatic telephony.

Cabling and wiring of buildings for telephone services.

Exchange cabling and mounting of automatic exchange apparatus.

Maintenance procedure in automatic telephone exchanges.

Part 2.

Transmission theory and measurement—

Transmission terms, their explanation and application; outline of methods to determine losses and power relations in communication circuits; alternating current bridge methods of measurement; induced currents; near and far end crosstalk and longitudinal currents; use of electromagnetic and electrostatic screening; theory and application of bridge and voltmeter circuits used for line testing; application of hybrid coils, filters, transformers and amplifiers for telephone and telegraph transmission.

Long-line equipment—

Thermionic valves and their application to the various classes of audio and carrier frequency amplifiers, modulators and oscillators.

General principles of carrier telephone and telegraph systems, carrier and voice frequency repeaters, trunk-line signalling systems, toll test boards.

Office cabling methods for long-line equipment installations, general testing; maintenance practices for long-line plant.

References.—Postmaster-General's Departmental Course of Technical Instruction and miscellaneous Notes MG.011 and MG.012 (Study guides for Telephony and Long Line Equipment).

2. Telegraph.**Paper No. 2.—Telegraphy—**

Questions will be based upon any of the items covered by the following syllabus and upon the principles underlying the ordinary work of a Senior Technician, Telegraph.

- (a) Principles and practice of manual telegraphy including the operation, functions, and use of all equipment associated with manual telegraph services in Australia.
- (b) Principles and practice of machine telegraphy. This includes the installation, maintenance and functioning of all types of machine telegraph equipment and associated relay sets and apparatus, as used in machine telegraph services in Australia.
- (c) Principles and practice of telegraph switching systems. This includes the installation, maintenance and functioning of manual, semi-automatic, and automatic switchboards, equipment and systems, as used in the telegraph service in Australia.
- (d) Telegraph transmission theory, and the operation, functions and use of all telegraph distortion and margin measuring equipment.
- (e) Theory of direct current telegraph channels. The general principles of carrier working as related to the provision of telegraph channels and speech channels for picture transmission.
- (f) Principles and practice of picture and facsimile telegraphy. This includes the installation, maintenance, operation and functioning of picture and message transmitters, photographic and non-photographic receivers, and transceivers, and associated apparatus used in the telegraph service in Australia. Questions may be asked on equipment, on optical principles and photographic processes, and on the interpretation of photographic or facsimile results in proving the performance of, and detecting faults in the picture telegraph service.
- (g) Methods of testing and locating faults on telegraph services, channels, equipment and component parts using specialized telegraph testing equipment, cathode ray oscilloscopes, and electrical testing instruments.
- (h) Installation procedures and methods of power distribution, cabling, wiring and mounting of apparatus for telegraph services.
- (i) The application of safety measures to all equipment or plant used in providing and maintaining the telegraph service.

References.—The following are recommended for reference insofar as they relate to the subject-matter of the syllabus:—

Postmaster-General's Departmental Course of Technical Instruction.

A.P.O. Engineering Instructions relating to equipment in the Telegraph Service in Australia.

3. Radio.**Paper No. 2.—Radio.**

Questions will be based upon any of the items covered by the following syllabus and upon the principles underlying the ordinary work of a Senior Technician, Radio.

1. Propagation of Electromagnetic Waves—
Principles of propagation of radio signals in the frequency bands between 500 kc/s and 10,000 Mc/s.
2. Broadcasting Systems—
 - (i) Transmitting equipment used for amplitude modulated broadcasting in the medium frequency and high frequency bands, and television broadcasting in the very high frequency bands.
 - (ii) Programme input equipment, transmitter measuring and monitoring equipment.
 - (iii) Receiving equipment used for the reception of amplitude and frequency modulated signals in the medium frequency, high frequency and very high frequency bands; diversity reception, exalted carrier detection of double sideband A.M.; I.S.B. and S.S.B. reception; television receivers.
 - (iv) Aerial systems and transmission lines for transmission and reception—
Medium Frequency—anti-fading radiators, short aerials, earth systems.
High Frequency—dipoles, dipole arrays, rhombics.
Very High Frequency—vertically and horizontally polarized directional and omnidirectional aerial systems.
Open wire and coaxial transmission lines, coupling systems, impedance matching.
 - (v) Audio equipment—Microphones, amplifiers, magnetic tape recording and replay equipment. Station programme switching and distribution systems. Monitoring equipment including loudspeakers and cabinets, V.U. meters. Outside broadcasting equipment. Public address equipment. Elements of studio acoustics.
3. Radio Communication Equipment—
 - (i) Terminal and repeater equipment and circuit techniques used in the provision of—
High frequency.—Trunk line and subscribers' telephone circuits including independent sideband systems. Telegraph circuits including frequency shift keyed systems.
Very High Frequency.—Fixed and mobile trunk line and subscribers' services. Multi-channel trunk line radio equipment. Amplitude, phase and frequency modulated systems.
Ultra High and Super High Frequency.—Trunk line telephone, frequency and pulse modulated systems.
Supervisory control and measuring equipment.
 - (ii) Aerial and transmission line equipment—
Vertically and horizontally polarized V.H.F. systems. High gain aerials—Yagis, corner reflector, dipole arrays, parabolic reflectors. Co-axial transmission lines, wave-guides, impedance matching, line filters, wave-guide filters.

4. Power Equipment—

Power supplies and power converters including regulating and control equipment for communication plant.

References.—The following are recommended for reference insofar as they relate to the subject-matter of the syllabus:—

Postmaster-General's Departmental Course of Technical Instruction.

Radio Engineering—Vol. 1, 2 and 3—by Tucker and Wilkinson.

Electronic and Radio Engineering—4th Edition—by Terman.

4. Research.**Paper No. 2.—Telecommunication Practice and Measurements.**

Questions will be based upon any of the items covered by the following syllabus and upon the principles underlying the ordinary work of a Senior Technician in the investigatory and service sections of the Research Laboratories.

- (a) The general principles of electrical and electronic measurements; the recording and interpretation of results.

- (b) Characteristics of the following Telecommunications equipment and the measurements thereof—
- Telephony.—Magneto, Central Battery, and Automatic Systems and components thereof.
 - Telegraph.—Simplex, duplex and machine telegraphy and components thereof.
 - Long Line.—Voice frequency and carrier frequency telephone, programme and telegraph systems and the components thereof. Signalling systems. Transmission lines for voice-frequency and carrier transmission.
 - Electro-acoustics.—Electro-acoustic recording and reproducing systems and the components thereof.
 - Radio Propagation.—(frequencies up to 10,000 Mc/s) Transmission lines, aerials and propagation phenomena.
 - Radio Equipment.—(frequencies up to 10,000 Mc/s) Single and multi-channel radio bearer system, pulse modulation systems, transmitters and receivers.
 - Television.—Equipment for generation of TV waveforms; TV transmitters and receivers (Black and White only).
 - Power Equipment.—Power supplies and power converters including regulating and control equipment, for telecommunication plant.
- (c) Both valve and semiconductor elements and their characteristics and operation.

References.—The following are recommended for reference insofar as they relate to the subject-matter of the syllabus:—

Postmaster-General's Departmental Course of Technical Instruction and miscellaneous Notes MG.003 (Study guide for Telecommunication Practice and Measurements).

The Telecommunication Journal of Australia—

- (i) Volume 12, No. 5 and No. 6.
- Volume 13, No. 1—articles by Hurst.
- (ii) Volume 13, No. 5 and No. 6—articles by Arter.
- (iii) Volume 13, No. 3, pp. 245-249.
- Volume 13, No. 4, pp. 291-298.

E.I.'s Telephone Exchanges C.6111.

Radio and Electronic Laboratory Handbook, Seventh Edition—Scroggie.

A.B.C.B. Standards for the Australian Television Service.

These conditions are to be read in conjunction with the Common Conditions for appointment to the Service, and for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

SALARY ADVANCEMENT OF STOCK INSPECTORS, ANIMAL INDUSTRY BRANCH, NORTHERN TERRITORY ADMINISTRATION DIVISION, DEPARTMENT OF TERRITORIES, BEYOND £1,168 PER ANNUM.

THE Public Service Board hereby notifies the general conditions of the examination as above held in pursuance of section 32 of the Public Service Act 1922-1964.

Examinations as above will be held at two-yearly intervals if required. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter.—Officers and temporary employees who are serving as Stock Inspectors in the Northern Territory and who are in receipt of a salary of £1,168 per annum. Temporary Stock Inspectors will be eligible to sit for the examination for the sole purpose of qualifying for incremental advancement beyond £1,168 per annum.

(Note.—Success at an examination under these conditions will not entitle a temporary employee to permanent appointment.)

3. Subjects and Pass Conditions—

Subject.	Duration.
(i) Written Theory—	
Paper No. 1	2 hours
Paper No. 2	2 hours
Paper No. 3	2 hours
Paper No. 4	2 hours
(ii) Oral and Practical Test	—

Candidates must pass in both subjects to pass the examination: To pass in (i) Written Theory, candidates must pass in each paper

4. Exemption Provisions.—Candidates may claim exemption from re-examination in either subject if they have passed in that subject at either of the two preceding examinations.

5. Period of Eligibility.—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.

- 6. Advancement.**—(i) A Stock Inspector who has been in receipt of salary at the rate of £1,168 (S.) per annum for less than twelve months and contests an examination under these conditions, and
- (a) passes the examination will be advanced in salary to £1,210 (S.) per annum on completion of twelve months' service at £1,168 (S.) per annum;
 - (b) fails at the examination will not be eligible to advance in salary to £1,210 (S.) per annum until he passes a subsequent examination under these conditions.
- (ii) A Stock Inspector who has served for twelve months without the opportunity to contest an examination under these conditions will be paid an allowance at the rate of £42 per annum on completion of twelve months' service at £1,168 (S.) per annum.
- (iii) Should a Stock Inspector under (ii) above—
- (a) pass at the first available examination, the allowance will be incorporated in salary and incremental advancement will follow the normal pattern;
 - (b) fail at the first available examination, the allowance will cease from the first day of the month following that in which the examination was held. If he subsequently passes an examination under these conditions, salary advancement to £1,210 (S.) per annum will be from the first day of the month following that in which the examination was held.

7. Syllabus.—(i) The organization and function of the Animal Industry Branch of the Northern Territory Administration, including a thorough knowledge of the following ordinances and their regulations:—

- Stock Diseases Ordinance,
- Brands Ordinance,
- Slaughtering Ordinance,
- Dingo Destruction Ordinance,
- Stock Routes and Travelling Stock Ordinance,

and a general knowledge of the following additional ordinances:—

- Buffaloes Control Ordinance,
- Birds Protection Ordinance,
- Commonwealth Quarantine Act.

(ii) The structure and functions of the animal body and the manner in which diseases may affect the body.

(iii) A sound knowledge of the more important diseases of stock in the Northern Territory.

(iv) The principles and practice of Meat Inspection.

(v) Administrative procedures; and methods of observing and reporting in the field.

(vi) Northern Territory waters, with special reference to stock requirements.

(vii) Post-mortem methods, specimen collection and despatch; stock-yards, dips and sprays.

(viii) Elementary botany, with particular reference to the collection of plant specimens.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

PART OF THE QUALIFICATION FOR PROMOTION OR TRANSFER AS SUPERVISOR, THIRD DIVISION, MAIL EXCHANGE BRANCH, AND SUPERVISOR (MAIL), THIRD DIVISION, POST OFFICES BRANCH.

"OLD" CONDITIONS.

THE Public Service Board hereby notifies the general conditions of the examination to enable officers to gain part of the qualification for promotion or transfer as Supervisor, Third Division, Mail Exchange Branch, and Supervisor (Mail), Third Division, Post Offices Branch, Postmaster-General's Department, held from time to time in pursuance of section 53 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. Officers Eligible to Enter.—Officers (male) of the Third and Fourth Division who, at the date of examination are at least 26 years of age, and who have had at least two (2) years' experience in either Mail Exchange Branch, or Post Offices Branch or in both.

(Note.—Officers who are successful at this examination will not be eligible for promotion or transfer as Supervisor (Mail) until they have had at least three (3) years' experience in either Mail Exchange Branch or Post Offices Branch, or in both.)

3. Subjects and Pass Conditions—

Subject.	Duration.
Part I.—Written Paper A	3 hours
Written Paper B	2 hours.
Part II.—Oral	—

Candidates must pass in both papers to pass in Part I. of an examination under these conditions, and will not be permitted to contest Part II. until they have passed in Part I.

In addition to passing Parts I. and II., candidates must pass or have passed one of the following to complete their qualification for promotion or transfer as Supervisor, Third Division, Mail Exchange Branch or Supervisor (Mail), Third Division, Post Offices Branch.

- (a) The examination formerly held in June to enable officers in the Fourth Division to qualify for inclusion in the Third Division as Postmaster, Senior Postal Clerk, Postal Clerk, &c.; or
- (b) An examination held in October each year to enable officers of the Fourth Division to qualify for inclusion in the Third Division as Clerk; or
- (c) An examination prescribed by the Board for appointment or transfer as Clerk.

4. Exemption Provisions—

- (i) An officer who has passed in Part I. of a previous examination for promotion or transfer as Supervisor, Mail Exchange Branch, or Supervisor (Mail), Post Offices Branch, may claim exemption from re-examination in that Part at an examination under these conditions provided the Chief Officer certifies that the officer has, in the full-time performance of appropriate duties in the Mail Exchange or Post Offices Branches within the immediately preceding three years, given satisfactory evidence of the retention of the requisite qualifications.
- (ii) A candidate who has passed in Part II. at a previous examination for promotion or transfer as Supervisor, Third Division, Mail Exchange Branch, or Supervisor (Mail), Third Division, Post Offices Branch, Postmaster-General's Department, may claim exemption from re-examination at an examination under these conditions.

5. Period of Eligibility.—(i) In the case of—

- (a) Successful candidates—three years from date of notification in the Gazette that the results of the examination at which they complete their qualifications for promotion or transfer as Supervisor (Mail) have been finalized.
- (b) A qualified officer who, during the period of eligibility shown at (a) above, performs for not less than three weeks continuously as a temporary occupant, the duties of Supervisor (Mail)—three years from date on which he last performed the duties as Supervisor (Mail).
- (ii) An officer who has qualified for promotion or transfer as Supervisor (Mail) will retain this qualification while employed in the Postal and Transport Services Division provided that—
 - (a) He commenced his service in the Division during his period of eligibility under sub-paragraph (i) above, and
 - (b) The duties are appropriate to and at least of equivalent standard to those performed by a Supervisor (Mail), and
 - (c) The Assistant Director-General (Postal and Transport Services) or Assistant Director (Postal and Transport Services), as the case may be, certifies that he has, in the full-time performance of those duties, given satisfactory evidence of the retention of the requisite qualifications.

6. Order of Promotion or Transfer.—The promotion or transfer of successful candidates will be effected in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Part I.

Paper A—Maximum marks 240; pass marks 144.

Post and Telegraph Act, Parts I., II., V., VI. (excluding Sections 117A and 123-135 inclusive), VIII. and IX.; Post Office Guide, Sections 1-7 (except detailed information on Parcels Rates, Scales 3 and 4 (pages 17-19)), approved laboratories and institutions (pages 28-33), restrictions on interstate movements of articles (pages 41-45), Section 9 (except Parcels Rates of Postage (pages 98-100)), Section 11 (pages 309-312, Packing, make-up and addressing, and pages 316-318, Postal Fee for handling of Dutiable Articles, Demurrage, Duty on Advertising matter-only), Sections 12-15 and Section 16 (Overseas Reply Coupons only).

(1) Departmental Instructions embodied in—

- (i) Instructions to Postmasters (Part II.) (Postal).
- (ii) Working procedure, Registration Section, Mail Branch.
- (iii) Working procedure, Chief Parcels Office, Mail Branch.
- (iv) Instructions for the Conduct and Guidance of Postmen.

(2)—

- (i) Provision for the Universal Postal Convention (Ottawa 1957) as enumerated in Articles 1, 7, 34, 41, 43, 45, 46, 48, 49, 53, 54, 59-62 inclusive, 71 to 75, 78, 83.

(ii) Final Protocol Articles IV., VI.

(iii) Detailed Regulations Articles 124, 129, 145 to 147, 149, 151, 153 to 155, 158, 161 to 166, 168 to 172, 186.

(iv) Provisions regarding the conveyance of letter mails by air, Articles 1, 6 to 9, 13, 16 to 18, 23.

- (3) The Determination of the Commonwealth Public Service Arbitrator in respect of the Amalgamated Postal Workers' Union of Australia (No. 9 of 1928) as amended insofar as it relates to officers in the Mail Branch.

Previous papers: A set of papers for a past examination may be obtained by candidates who request them when forwarding their applications.

Part II.

An oral examination, designed to ascertain whether a candidate possesses initiative, organizing capacity and ability to supervise efficiently the discharge of duties in a mail room. The questions will be relevant to the work of, and the circumstances to be met in a large mail room.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

PART QUALIFICATIONS FOR PROMOTION OR TRANSFER AS SUPERVISOR, THIRD DIVISION, MAIL EXCHANGE BRANCH OR SUPERVISOR (MAIL), THIRD DIVISION, POST OFFICES BRANCH.

"NEW" CONDITIONS.

THE Public Service Board hereby notifies the general conditions of examinations to enable officers to gain part of the qualifications that will be required as from the 1st January, 1968, in pursuance of section 53 of the Public Service Act 1922-1964 for promotion or transfer as Supervisor, Third Division, Mail Exchange Branch, or Supervisor (Mail), Post Offices Branch, Postmaster-General's Department. Examinations under these conditions will be held once annually. Details of specific examinations will be separately notified in the Gazette.

2. Officers Eligible to Enter.—Male Officers of the Third and Fourth Divisions.

3. Subjects and Pass Conditions—

Subject	Duration
Part I—Written Paper A	3 hours
Written Paper B	3 hours
Part II—Oral.	

Candidates must pass in both Papers A and B to pass in Part I of the examination and will not be permitted to contest Part II until they have passed in Part I.

Note.—To complete the qualifications required for promotion or transfer as Supervisor, a candidate must, in addition to passing the two examinations above, comply with the following:—

- (i) He must pass or have passed one of the following:—
 - (a) the examination formerly held in June to enable officers in the Fourth Division to qualify for inclusion in the Third Division as Postmaster, Senior Postal Clerk, Postal Clerk, &c., or
 - (b) an examination held in October each year to enable officers of the Fourth Division to qualify for transfer to the Third Division as Clerk; or
 - (c) an examination prescribed by the Board for appointment or transfer as Clerk, Third Division; and
- (ii) Candidates will be required to undertake the Departmental Certificate Course either by correspondence or by attendance at lectures and must qualify at the relevant examinations associated with the course. Exemptions may be granted in respect of completed Sections of this course.
- (iii) He must have had three years' experience in a Mail Exchange Branch and/or a Mail Room in a large country Post Office.
- (iv) He must have reached the twenty-third anniversary of his birth.

4. Exemption Provisions—

- (i) An officer who has passed in either Paper A or Paper B of Part I of an examination under these conditions may claim exemption in that Paper for a period of three years from the date of notification in the Gazette that the results of the examination have been finalised.

- (ii) An officer who has passed in Part I of an examination under these conditions may claim exemption from re-examination in that Part provided the F.A.D.G. (Postal and Transport Services Division) or Assistant Director (Postal and Transport Services Division) or as the case may be certifies that the officer has, in the full-time performance of appropriate duties in the Mail Exchange or Post Offices Branches, within the immediately preceding three years, given satisfactory evidence of the retention of the requisite qualifications.
- (iii) An officer who has passed in Part II of an examination under these conditions may claim exemption from re-examination in Part II at an examination under these conditions.
- (iv) An officer who has passed or is exempt from re-examination in Part I of an examination for Part Qualification for Promotion or Transfer as Supervisor, Mail Exchange Branch, in accordance with the "old" conditions published in Gazette No. 4 of the 10th January, 1964, or in earlier Gazettes, may claim exemption from Part I of an examination under these conditions for the period provided in those conditions.
- (v) An officer who has passed or is exempt from re-examination in Part II of an examination for part qualification for Promotion or Transfer as Supervisor, Mail Exchange Branch, in accordance with the "old" conditions published in Gazette No. 4 of the 10th January, 1964, or earlier Gazettes may claim exemption from Part II of an examination under these conditions for the period provided in those conditions.

5. Period of Eligibility—

- (i) In the case of a successful candidate, his pass at an examination under these conditions will be valid for three years from the date of notification in the Gazette that the results of the examination have been finalised.
- (ii) In the case of a qualified officer who, during the period of eligibility shown in (i) above, performs for not less than three weeks continuously as a temporary occupant, the duties of Supervisor and/or Supervisor (Mail), three years from the date on which he last performed those duties.
- (iii) An officer who has qualified for promotion or transfer as Supervisor (Mail) will retain this qualification while employed in the Postal and Transport Services Division provided that:—
- he commenced or continued his service in the Division during his period of eligibility under sub-paragraphs (i) or (ii) above; and
 - his duties are appropriate to and at least of equivalent standard to those performed by a Supervisor (Mail); and
 - the F.A.D.G. (Postal and Transport Services) or Assistant Director (Postal and Transport Services), as the case may be, certifies that he has, in the full-time performance of those duties, given satisfactory evidence of retention of the requisite qualifications.

6. Order of Promotion or Transfer.—The promotion or transfer of successful Candidates will be effected in accordance with the provisions of Section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Part I.

Written Paper A: Maximum marks 240; pass marks 144.

Post and Telegraph Act, Parts I, II, V, VI (excluding Sections 117A and 123-135), VIII and IX.

Post Office Guide, Sections 1-7 (except detailed information on Parcels Rates, Scales 3 and 4 (pages 17-19), approved laboratories and institutions (pages 28-33), restrictions on interstate movements of articles (pages 41-45); Section 9 (except Parcels Rates of Postage (pages 98-100); Section 11 (pages 309-312, Packing, make-up and addressing, and pages 316-318, Postal Fee for handling of Dutiable Articles, Demurrage, Duty on Advertising matter—only); Sections 12-15 and Section 16 (Overseas Reply Coupons only).

Legislative Aspects of Postal Services.—Pre-payment of Postage by Cash, Charge Account or Franking Machine—Business Reply Post—Registration of Newspapers, Books and Periodicals—Householder Delivery Service.

Written Paper B: Maximum marks 240; pass marks 144.

Universal Postal Union Convention, Articles 1, 7, 34, 41, 43, 45, 46, 48, 49, 53, 54, 59-62, 67, 68, 71-75, 78, 83; Final Protocol, Articles IV and VI; Regulations 124, 129, 145-147, 149, 151, 153-155, 158, 161-166, 168-172, 186; Airmail Provisions, Articles 1, 6-9, 13, 16-18, 23.

Determinations of the Commonwealth Public Service Arbitrator, No. 9 of 1928 and No. 119 of 1951, amended to date and No. 32 of 1956 amended to date insofar as it relates to officers in the Mail Exchange Branch.

Mail Exchange Branch Operations.—Functions and Organisation of the Mail Exchange Branch—Standards of Service for mail—Associated operations of Transport Branch—Divisional Operating Costs—Customer Education and Correction—Traffic Handling—Mechanisation of Mail Handling—Equipment used in Mail Handling—Operational Procedures—Holiday arrangements.

(Notes covering the above syllabus will be made available on application to the Director, Posts and Telegraphs.)

Part II.—Oral.

An oral examination, designed to ascertain whether a candidate possesses initiative, organising capacity and ability to supervise efficiently the discharge of duties in a mail room. The questions will be relevant to the work of and the circumstances to be met in a large mail room.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette.

SALARY ADVANCEMENT OF SURVEYOR (MARINE), THIRD DIVISION, DEPARTMENT OF SHIPPING AND TRANSPORT, BEYOND £2,090 (S.) PER ANNUM.

THE Public Service Board hereby notifies the general conditions of the examination as above, held as required, in pursuance of section 32 of the Public Service Act 1922-1964.

2. Officers eligible to enter.—Surveyors (Marine) who are in receipt of not less than £2,090 (S) per annum.

3. Subjects and Pass Conditions—

Subject.	Duration.
Section A—	
Survey Procedures	4 hours
Section B—	
Survey Legislation	1½ hours

Candidates must pass in each Section to pass the examination.

4. Exemption Provisions.—No exemptions will be granted.

5. Period of Eligibility.—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.

6. Advancement.—Subject to the provisions of section 31 of the Public Service Act 1922-1964, a successful candidate will be advanced in salary to £2,162 (S.) per annum from the first day of the month following that in which the examination commenced if he has been in receipt of £2,090 (S.) per annum for at least twelve months; otherwise, this advancement will be from date of completion of twelve months' service at £2,090 (S.) per annum.

7. Syllabus—

Section A.

- Tonnage Measurement**—A general appreciation of the procedures to be followed in the application of the Merchant Shipping Act and Instructions issued by the Ministry of Transport, the League of Nations and the Department of Shipping and Transport. Knowledge of the principles involved in measurement by Rule I. and Rule II. and the circumstances under which the different Rules may be employed.
- Registry of Ships and Carving and Marking**—Knowledge of the procedure for Registry as a British ship and of the requirements for carving and marking.
- Load Line Assignment and Renewal**—A knowledge of the procedures to be followed in assigning a load line under the International Load Line Convention, the principles of assessment and the significance of the Load Line zones. Knowledge of the practical consequences of, and the penalties of overloading, and Surveyors duties in respect of overloaded vessels.
- Stability**—Method of carrying out inclining experiment, dealing with slack fluids—disposition of added weight. Significance of Sub-division, factors and criteria involved in calculation.

5. **Fire Appliances**—The general principles of zoning and methods of providing zone boundaries. General knowledge of chemical action in various types of extinguishers, and the practical distribution on the various types of ships. Testing of various types of fire appliances on ships in conjunction with survey for certificate; frequency and mode of test.
6. **Lifesaving Appliances**—A sufficient knowledge to enable a Surveyor to efficiently survey for the renewal of a certificate of equipment or of survey lifesaving appliances including:—
 - (a) All types of lifeboats and their fittings and equipment except radio equipment.
 - (b) Davits and other L.S.A. Hoisting gear.
 - (c) Bouyancy apparatus.
 - (d) Lifebousys and Lifejackets.
 - (e) Distress signals.
 - (f) Emergency lighting.
7. **Lights and Sound Signals**—Sufficient knowledge for a Surveyor to efficiently survey for renewal of a certificate of equipment or of survey all lights and sound signals.
8. **Crew Accommodation**—Sufficient knowledge of the requirements for conducting inspections for survey purposes after the plans of accommodation have been initially approved.
9. **Pollution of Sea by Oil**—A general knowledge of the relevant provisions of the Act and Regulations and the method and purpose of any ship inspection required.
10. **Cargo Loading Inspections**—Methods and purpose of carrying out the following inspections:—
 - (a) Livestock fittings.
 - (b) Ingots, coal and ballast.
 - (c) Deck cargo.
 - (d) Loading and unloading safety measures.
 - (e) Provisions for handling of dangerous goods and cargo hazards prevention.

Section B.

Survey Legislation—Detailed knowledge of those Acts and Regulations which serve to regulate the shipping industry in such respect as come within the scope and responsibility of Surveyors (Marine).

A general knowledge of the structure and pattern of the Navigation Act.

A specific knowledge of those sections relating directly to matters with which the Surveyor (Marine) is concerned.

A specific knowledge of such aspects and procedures as fall within the duties of Surveyors (Marine) within the following Acts:—

- (a) Beaches, Fishing Grounds and Sea Routes Protection Act.
- (b) Pollution of the Sea by Oil Act.
- (c) Sea Carriage of Goods Act.
- (d) Submarine Cables and Pipelines Act.
- (e) Merchant Shipping Act.

A sound knowledge of the Regulations under these Acts as they affect the duties of Surveyors (Marine) is also essential.

References—

- (a) All those Acts and Regulations referred to in Section B above.
- (b) Instructions and Notices promulgated by the Department of Shipping and Transport.
- (c) Instructions to Surveyors and M.D. Memoranda published by the United Kingdom Ministry of Transport.

8. **General**—Inquiries regarding examinations under these conditions should be addressed to the Secretary, Department of Shipping and Transport, Box 2111S, G.P.O., Melbourne.

These conditions should be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

SALARY ADVANCEMENT OF TECHNICIANS (ELECTRICAL), DEPARTMENT OF CIVIL AVIATION, BEYOND £1,028 (S.) PER ANNUM.

THE Public Service Board hereby notifies the general conditions of the examination as above held annually in March, in pursuance of section 32 of the Public Service Act 1922-1964.

2. **Persons Eligible to Enter**—Permanent officers and temporary employees designated Technician (Electrical) who are receiving not less than £986 (S.) per annum at the date of examination.

3. Subjects and Pass Conditions.—

Subject.	Duration.
Part I.—Written Paper	1½ hours
Part II.—Combined Oral and Practical Test ..	1 hour

Only candidates who are successful in the written paper are eligible to contest the Combined Oral and Practical Test.

To pass the examination as a whole, candidates must obtain at least 60 per cent. of the maximum marks for each Part.

4. **Exemption Provisions**—No exemptions will be granted. Candidates who fail in either the written paper or the combined oral and practical test will be required to present themselves again for both tests.

5. **Period of Eligibility**—Successful candidates will remain eligible for salary advancement until such time as they comply with the conditions set out in the following paragraph.

6. **Advancement**—Subject to the provisions of section 31 of the Public Service Act 1922-1964, Technicians (Electrical) in receipt of £986 (S.) per annum, or who have been in receipt of £1,028 (S.) per annum for less than twelve months at the date of examination and who qualify at the first examination for which they are eligible, will be advanced to £1,070 (S.) per annum from a date twelve months after receipt of £1,028 (S.) per annum.

Technicians (Electrical) who have been in receipt of £1,028 per annum for more than twelve months at the date of the examination at which they qualify will be advanced to £1,070 (S.) per annum from the first day of the month in which the examination commenced.

7. Syllabus.

Electrical Technology—Principles of direct and alternating current electricity. Magnetic amplifiers. Electrical calculations connected with A.C. and D.C.

Electronics—Electron theory, thermionic emission, operation of diode and triode, grid control rectifiers, elements of electronic circuitry as applied to departmental electrical equipment. Related electrical calculations. Semi-conductors—Germanium diodes, silicon diodes, zener diodes, transistors, thermistors.

Departmental Electrical Equipment—

(i) Airport Lighting—

High Intensity Runway Lighting Control Circuits and Equipment.

Low Intensity Runway Lighting Control Circuits and Equipment.

Visual Approach Slope Indicator Systems and Equipment.

Taxiway Lighting Control Circuits and Equipment.

Approach Lighting Systems Control Circuits and Equipment.

Water Aerodrome Lighting Equipment.

Hazard and Obstruction Lighting Control Circuits and Equipment.

Aerodrome Beacon Circuits and Equipment.

Miscellaneous Airport Lighting Equipment (including A.T.C. Signalling Lamps, Illuminated Wind Indicators, Apron Floodlights).

Constant Current Regulators (including Moving Coil Resonant type, transducers and magnetic amplifiers).

(ii) Power Supply—

Automatic Starting, Changeover, Stopping of Standby Power Supply Sets.

Switchboards, and equipment included therein (Contactors, Relays, Time Delay Relays).

Automatic Voltage Regulators (including Magnicon Alternators).

No Break Generating Sets.

V.A.R. Frequency Converters.

Line Voltage Stabilizers (including Electronic and Magnetic Amplifier Types).

Storage Batteries (Lead-Acid and Alkaline Cells).

Starter Motors.

Constant Potential D.C. Power Supplies.

(iii) Reticulation—

Circuit Protective Devices, Inverse-time Relays, &c.

Duplicate and Tie Feeders.

S.A.A. Wiring Rules—Knowledge of Relevant Sections.

Phase Balancing and Power Factor Correction.

High Tension Substations Equipment.

(iv) Maintenance—

Knowledge of operation and maintenance requirements for equipment included herein.

Knowledge of Fault Reporting System.

Fault Location Methods (where applicable).

(v) General—

Air-conditioning and Space Heating Electrical Equipment.
 Electrical Measurements.
 Anemometers.
 Self-synchronous Motors.
 Altimeter Setting Indicators.
 Aircraft Earthing Points.
 First Aid for the Injured (Basic Requirements).
 Treatment for Electric Shock.
 Ceilometers and Transmissometers.
 Cloud-base Searchlights.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT, PROMOTION OR TRANSFER AS TECHNICIAN (RADIO), DEPARTMENT OF CIVIL AVIATION.

QUALIFYING examinations for appointment, promotion or transfer as Technician (Radio (£944-£1,154 (S.)), Fourth Division, Department of Civil Aviation, will be held as required. Details of each examination will be publicly notified. These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter—

- (i) for appointment—males not on the permanent staff of the Commonwealth Service who are at least twenty years eleven months and less than fifty-one years at the date of examination.
- (ii) for promotion or transfer—male officers of the Service, other than Technicians-in-training who have not completed their course of training, and who are at least twenty years eleven months at the date of examination.

3. Subjects and Pass Conditions—

Subject.	Duration.
Section 1—Written	3 hours
Section 2—Oral	—
Section 3—Practical	—

Candidates must obtain at least 35 per cent. of total marks allotted for Section 1—Written before they will be permitted to contest Section 2—Oral or Section 3—Practical.

Candidates must gain at least 60 per cent. of the aggregate maximum marks allotted for the three sections to pass the examination.

4. Exemption Provisions.—Candidates who do not obtain at least 60 per cent. of the aggregate maximum marks allotted for the three sections of the examination, but who obtain at least 60 per cent. of the maximum marks allotted for any section, may claim exemption from re-examination in that section for a period of three years commencing on the date of notification in the Gazette that the examination concerned has been finalized.

Candidates who have passed in Section 1—Written Theory, of an examination for salary advancement of Technicians (Radio) beyond £1,070 (S.) per annum may claim exemption from examination in Section 1—Written.

To pass an examination at which exemption is claimed—

- (i) a candidate claiming exemption in two sections must obtain at least 60 per cent. of maximum marks allotted for the section he is contesting.
- (ii) a candidate claiming exemption in one section must obtain at least 60 per cent. of the aggregate maximum marks allotted for the two sections he is contesting.

5. Period of Eligibility.—Four years from date of notification in the Gazette that the results of the examination have been finalized. Successful candidates will not become eligible for appointment, promotion or transfer until they attain the age of 21 years.

6. Order of Appointment.—Offers of appointment will be made in order of merit based on marks obtained at the examination.

Order of Promotion or Transfer.—Candidates who qualify will be eligible for promotion or transfer in accordance with section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Section 1—Written: A theory examination on basic electrical and radio theory, applied radio theory and practice, fundamental telegraph theory and practice and machine telegraph systems.

Sound.—The nature of sound, the qualities of sound, reflection, refraction, diffraction, D.B., V.U.

Direct Current Electricity and Magnetism.—Magnetic and electrical principles and the magnetic circuit.

Alternating Current Electricity.—Alternating current generation and transformation; R.M.S. value, inductance and capacity; series and parallel combination of resistance, inductance and capacity in A.C. circuits, including conditions for resonance; power in A.C. circuits; coupled circuits; variation of electrical properties with frequency; electromagnetic and electrostatic screening and shielding.

Alternating Current Transmission.—Transmission terms and their explanation and application; outlines of methods of determining losses and power relations in communication circuits, including preparation of power level diagrams; alternating current bridge methods of measurement.

Semi-conductors.—Germanium and silicon crystal diodes, transistor physics (simple treatment), the junction transistor, simple characteristics, the transistor as an amplifier.

Introduction to Thermionic Valves.—Thermionic valve characteristics; various classes of radio-frequency and audio-frequency amplifiers, thermionic valve oscillators.

Electrical Measuring and Testing Instruments.—Moving coil, moving iron, rectifier, electrostatic and thermocouple instruments, thermionic valve voltmeters, cathode ray oscillographs, Q meters, heterodyne frequency meters, crystal calibrators; beat frequency audio oscillators; signal generators, R.F. carrier noise and distortion measuring equipment.

Transmitting Circuit Principles.

Receiver Circuit Principles.

Applied Telegraph Principles.

Radar Circuit Principles.

Frequency Modulation Principles.

Pulse Techniques.

V.H.F. transmitting receiver equipment for communication and navigation use, including radar aids.

Routine testing of radio transmitters, receivers and associated equipment.

Radiating Systems and Antennae.—Elementary theory of wave propagation, direct and indirect rays, skip distance, types of radiator and antennae, transmission lines, earth systems, aircraft warning lighting, lightning protection.

Power Supply Equipment for Radio Transmitters and Receivers.—Filament, bias and anode supply equipment. Equipment and circuit arrangements for protecting plant from unsafe conditions and ensuring correct sequence of operation.

General knowledge of relevant sections of S.A.A. Wiring Rules (Radio Code).

Control Equipment.—Operation, maintenance, functions, and use of relays, copper oxide rectifiers, switches and relay sets used in remote control equipment for aeradio transmitters and receivers. Inter-communication phones and amplifiers. Telegraph equipment: operation, maintenance, functions and use of telegraph equipment including machine telegraph equipment.

Section 2 (Oral).

Questions will be based on complete syllabus (Sections 1 and 3).

Section 3 (Practical).

Questions will have relation to the items covered by the following topics:—

- (a) **Workshop Practice.**—Simple filing, drilling, and tapping, marking out, jointing, soldering and insulating conductors, and sweating busbars and lugging cables. Forming, lacing and terminating cables. Assembly and wiring apparatus on racks, chassis and panels, and the connexion of high and low level transmission and power circuits thereto.
- (b) **Battery Equipment.**—Testing and maintenance of primary and secondary batteries, including battery charging equipment.
- (c) **Electrical Tests and Measurements.**—D.C. measurements using ammeters, voltmeters, galvanometers, bridge megger and Wheatstone bridge, including knowledge of Varley and Murray loop tests for fault localization. A.C. measurements at commercial power frequencies using ammeters, voltmeters, wattmeters and frequency meters. Simple transmission measurements at audio frequencies on control lines, amplifiers, networks, transformers. Use of alternating current bridges at audio frequencies for measuring capacity, inductance and impedance.
- (d) **Radio-frequency Equipment.**—Assembly from given components in experimental form on baseboards and testing for satisfactory operation of radio frequency amplifiers, radio-frequency oscillators, modulators and demodulators (detectors). Maintenance of communication radio receivers, including removal of faults and performance tests utilizing signal generators.

- (e) **Power Plant.**—Assembly in experimental form and simple testing of small capacity power converters. Wiring, operation and maintenance of motor generators and associated equipment used in airways services.
- (f) **Signalling, Switching and Communication Circuits.**—Maintenance and adjustment of headphone receivers, microphones, loud-speakers, key switches, relays, jacks, filters (composite and cailho), cords and similar equipment used in remote control, switching and communications circuits.

Text-books.—The following text-books are recommended for study or reference insofar as they refer to the subject of the examination:—

- (1) The Services Text-book of Radio Vols. 1 to 7 inclusive. These volumes are to be used insofar as they relate to the syllabus. Paragraphs marked with an asterisk or involving the use of calculus may be omitted.
- (2) Radio Laboratory Handbook (Current Edition) by Scroggie.
- (3) A.R.R.L. Radio Amateur's Handbook (Current Edition).
- (4) Airways Engineering Instructions (Distribution E).
- (5) D.C.A. Technical Training Publications.

These conditions should be read in conjunction with Common Conditions for Appointment to the Service and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

SALARY ADVANCEMENT OF TECHNICIANS (RADIO) DEPARTMENT OF CIVIL AVIATION.

THE Public Service Board hereby notifies the general conditions of the examination, to enable Technicians (Radio) (£944-£1,154 (S.)), Fourth Division, Department of Civil Aviation, to qualify for advancement beyond £1,070 (S.) per annum, held annually if required, in pursuance of section 32 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter.—Permanent officers or temporary employees designated Technician (Radio), who are receiving not less than £1,028 (S.) per annum as at the date of the examination. A pass at an examination under these conditions does not qualify a temporary employee for permanent appointment.

3. Subjects and Pass Conditions—

Subject.	Duration.
Section 1—Written Theory	3 hours
Section 2—Oral Test	1 hour
Section 3—Practical	1 hour

Candidates must pass in Section 1 before they are eligible to contest Sections 2 and 3.

Candidates must obtain at least 60 per cent. of total marks allotted to each section to pass the examination.

4. Exemption Provisions.—Candidates who have passed an examination for appointment, transfer or promotion as Technician (Radio) Department of Civil Aviation, or who have successfully completed the five-year Technician-in-training course conducted by the Department, may claim exemption from Section 1 of this examination.

Candidates who have passed an examination for promotion or transfer as Senior Technician (Radio), Department of Civil Aviation, may claim exemption from an examination under these conditions.

Candidates may claim exemption from re-examination in Section 1 if they have passed this section at either of the two preceding examinations, or the written section of an examination for appointment, promotion or transfer as Technician (Radio) held within the preceding two years.

5. Period of Eligibility.—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.

6. Advancement.—A Technician who qualifies for advancement beyond £1,070 (S.) per annum will, subject to the provisions of section 31 of the Public Service Act 1922-1964, be advanced in salary to £1,112 (S.) per annum from the first day of the month following that in which the examination was held, if on that date he has been in receipt of salary at the rate of £1,070 (S.) per annum for at least twelve months; otherwise advancement will be from the date of completion of twelve months' service with salary at the rate of £1,070 (S.) per annum.

7. Syllabus—

Section 1.—Written Theory.

Questions on basic electrical and radio theory, applied radio theory and practice, fundamental telegraph theory and practice and machine telegraph systems, as follows:—

Sound.—The nature of sound, the quality of sound, reflection, refraction, diffraction, D.B., V.U.

Direct Current Electricity and Magnetism.—Magnetic and electrical principles and the magnetic circuit.

Alternating Current Electricity.—Alternating current generation and transformation; R.M.S. value; inductance and capacity; series and parallel combination of resistance, inductance and capacity in A.C. circuits, including conditions for resonance; power in A.C. circuits; coupled circuits; variation of electrical properties with frequency; electromagnetic and electrostatic screening and shielding.

Alternating Current Transmission.—Transmission terms and their explanation and application, outlines of methods of determining losses and power relations in communication circuits, including preparation of power level diagrams; alternating current bridge methods of measurement.

Semi-conductors.—Germanium and silicon crystal diodes, transistor physics (simple treatment), the junction transistor, simple characteristics, the transistor as an amplifier, audio frequency amplifiers, thermionic valve oscillators.

Electrical Measuring and Testing Instruments.—Moving coil, moving iron, rectifier, electrostatic and thermocouple instruments, voltmeters, cathode ray oscillographs, Q. meters, heterodyne frequency meters, crystal calibrators; beat frequency audio oscillators; signal generators, R.F. carrier noise and distortion measuring equipment.

Transmitting Circuit Principles.

Receiver Circuit Principles.

Applied Telegraph Principles.

Radar Circuit Principles.

Frequency Modulation Principles.

Pulse Techniques.

VHF transmitting receiver equipment for communication and navigation use, including radar aids.

Routine testing of radio transmitters, receivers and associated equipment.

Radiating Systems and Antennae.—Elementary theory of wave propagation, direct and indirect rays, skip distance, types of radiator and antennae, transmission lines, earth systems, aircraft warning lighting, lightning protection.

Power Supply Equipment for Radio Transmitters and Receivers.—Filament, bias and anode supply equipment. Equipment and circuit arrangements for protecting plant from unsafe conditions and ensuring correct sequence of operation.

General knowledge of relevant sections of SAA Wiring Rules (Radio Code).

Control Equipment.—Operation, maintenance, functions, and use of relays, copper oxide rectifiers, switches and relay sets used in remote control equipment for aeradio transmitters and receivers. Inter-communication phones and amplifiers. Telegraph equipment: operation, maintenance, functions and use of telegraph equipment including machine telegraph equipment.

Section 2.—Oral.

Candidates will be required to answer questions on any of the following topics:—

- (a) **Communications and Radio Navigational Aids Equipment.**—Operation and function of telecommunications and radio navigational aids equipment associated with the candidate's home station, and the maintenance and adjustment of that equipment which is within the scope of a Technician's normal duty.
- (b) **Electrical Measuring and Testing Instruments.**—Moving coil, moving iron, rectifier, electrostatic and thermocouple instruments, thermionic valve voltmeters, cathode ray oscillographs, Q. meters, heterodyne frequency meters, crystal calibrators, signal generators, beat frequency audio oscillators, R.F. carrier noise and distortion measuring equipment.
- (c) **Control Equipment.**—Operation, maintenance, functions and use of relays, metal rectifiers, switches and selectors used in remote control equipment. Telecommunications phones and amplifiers. Functions and use of line circuits, filters, equalizers, attenuators, pads and line amplifiers.
- (d) **Circuit Diagrams.**—Reading of equipment and installation circuit diagrams.
- (e) Any equipment or operations detailed in Section 3 (Practical).

Section 3.—Practical.

Questions will relate to the following topics:—

- (a) **Workshop Practice.**—Filing, drilling and tapping, marking out, jointing, soldering and insulating conductors, and sweating busbars and lugging cables. Forming, lacing and terminating cables. Assembly and wiring apparatus on racks, chassis and panels, and the connexion of high and low level transmission and power circuits thereto.

- (b) **Electrical Tests and Measurements.**—Tests and measurements involving the use of any of the instruments detailed at Section 2 (b), particularly in relation to operational equipment.
- (c) **Communications and Radio Navigational Aids Equipment.**—Maintenance and adjustment of such station equipment which is within the scope of a Technician's normal duties.
- (d) **Switching and Other Line Equipment.**—Maintenance and adjustment of headphones, receivers, microphones, loudspeakers, key switches, relays, jacks, filters (composite and cailho), and other switching devices used in remote control of radio equipment.

Text-books.

The following text books are recommended for study insofar as they refer to the subject of the examination:—

- (1) Radio Laboratory Handbook (current edition), by Scroggie.
- (2) A.R.R.L. Radio Amateur's Handbook (current edition).
- (3) The Services Text-book of Radio, Vols. 1-7 inclusive.
(Paragraphs marked with an asterisk or involving the use of calculus may be omitted.)
- (4) Airways Engineering Instructions, Distribution, D, D, DM & E.
- (5) DCA Technical Training Publications.

These conditions are to be read in conjunction with the Common Conditions for entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT, PROMOTION OR TRANSFER AS TECHNICIAN (TELECOMMUNICATIONS), DEPARTMENT OF CIVIL AVIATION.

QUALIFYING examinations for appointment, promotion or transfer as Technician (Telecommunications) (£944-£1,154 (S.)), Fourth Division, Department of Civil Aviation, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter—

- (i) For Appointment: Males not on the permanent staff of the Commonwealth Service who are at least 20 years 11 months and less than 51 years at the date of examination.
- (ii) For Promotion or Transfer: Male permanent officers of the Service who are at least 20 years 11 months at the date of examination.

3. Subjects and Pass Conditions—

Subject.	Duration.
Section 1—Written	3 hours
Section 2—Oral	—
Section 3—Practical	—

Candidates must obtain at least 35 per cent. in Section 1—Written before they are eligible to contest Section 2—Oral and Section 3—Practical.

Candidates must gain at least 60 per cent. of the aggregate maximum marks allotted for the three sections to pass the examination.

4. Exemption Provisions.—Candidates who do not obtain at least 60 per cent. of the aggregate maximum marks allotted for the three sections of the examination, but who obtain at least 60 per cent. of the maximum marks allotted for any section, may claim exemption from re-examination in that section for a period of four years commencing on the date of notification in the Gazette that the examination concerned has been finalized. Candidates who have passed in Section 1—Written Theory of the examination for salary advancement of Technician (Telecommunications), Department of Civil Aviation within a period of four years prior to this examination may claim exemption from Section 1—Written of this examination.

To pass the examination at which exemption is claimed—

- (i) a candidate claiming exemption in two sections must obtain at least 60 per cent. of the maximum marks allotted for the section he is contesting.
- (ii) A candidate claiming exemption in one section must obtain at least 60 per cent. of the aggregate maximum marks allotted for the two sections he is contesting.

5. Period of Eligibility—

- (i) for Appointment: Four years from date of notification in the Gazette that the results of the examination have been finalized, or until attaining the age of 51 years, whichever is the earlier;
- (ii) for Promotion or Transfer: Four years from date of notification in the Gazette that the results of the examination have been finalized.

(Note.—Successful candidates will not become eligible for promotion or transfer until they attain the age of 21 years.)

6. Order of Appointment, Promotion or Transfer—

- (i) Appointment: Candidates who qualify will be eligible for appointment in order of merit based on marks obtained at the examination.
- (ii) Promotion or Transfer: Candidates who qualify will be eligible for promotion or transfer in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Section 1—Written.

A theory examination on basic electro-mechanical theory and its practical application to teletype and associated equipment.

Direct Current and Alternating Current Electricity and Magnetism—Elementary principles, resistance, inductance and capacitance.

Mechanics—Elementary principles, mechanical advantage, lever springs, torque, gears, friction, lubrication, properties of metals.

Electronics—General properties of electron tubes, amplification factor, mutual conductance and plate resistance. General properties of transistors and crystal diodes, current gain, front to back ratio. General properties of gas tubes and voltage regulators.

Power sources—

- (a) mechanical—single phase electric motors, speed governors, single phase synchronous motors.
- (b) electrical—batteries, transformers, rectifiers.

Acoustics—Elementary principles, sound absorbing and reflecting materials, characteristics of noise, methods of noise suppression.

Teletype and Associated Equipment—The elements of machine telegraphy. A good working knowledge of start-stop machines, typing reperforator receiving machines, page printer receiving machines, transmitter distributors single and multigang. Speed measurement and adjustment, distortion measurement and adjustment. Principles of operation of telephone and telegraph relays automatic switches. General knowledge of telegraph signalling and switching circuitry, and automatic message numbering equipment.

Section 2—Oral.

Questions will be based on Complete Syllabus (Sections 1 and 3).

Section 3—Practical.

Questions will relate to items covered by the following topics—

- (a) using machine and hand tools in the repair and maintenance of machine telegraph equipment. This includes simple turning and fitting, drilling, filing, bending, hardening, soldering, brazing, threading;
- (b) working to samples or dimensioned drawings;
- (c) using measuring instruments and gauges for measurement of spring tension, shaft speeds, bearing surface dimensions;
- (d) installing all types of machine telegraph equipment in use in the department, cabling and wiring all equipment rooms, racks, relay boxes, use of circuit diagrams;
- (e) testing of electrical components, equipment and circuits in common use in machine telegraph installations; and
- (f) performance of normal routine maintenance and repairs to mechanical and electrical equipment used in machine telegraph equipment. Location and removal of faults. Measurement of performance, and adjustment of equipment to operational tolerances.

Text-books.—The following books are recommended for study or reference insofar as they relate to the subjects of the examination:—

- Fowler's Mechanic's and Machinist's Pocket Book.
Department of Civil Aviation Instruction Manuals—Line Communications 1 and 2.
Fowler's Electrical Engineer's Pocket Book.
Teletype Equipment Handbooks.
A.R.R.L. Handbook (1957 or later editions), Chapters 2, 3 and 4.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

SALARY ADVANCEMENT OF TECHNICIANS (TELECOMMUNICATIONS), DEPARTMENT OF CIVIL AVIATION.

THE Public Service Board hereby notifies the general conditions of the examination to enable Technicians (Telecommunications) (£944-£1,154 (S.)), Fourth Division, Department of Civil Aviation to qualify for salary advancement beyond £1,070 (S.) per annum, held annually, if required, in pursuance of section 32 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. **Persons Eligible to Enter.**—Permanent officers or temporary employees designated Technician (Telecommunications) who are receiving not less than £958 (S.) per annum as at the date of the examination.

A pass at an examination under these conditions does not qualify a temporary employee for permanent appointment.

3. **Subjects and Pass Conditions—**

Subject.	Duration.
Section 1—Written	3 hours
Section 2—Oral	1 hour
Section 3—Practical	1 hour

Candidates must gain at least 60 per cent. of the maximum marks allotted for Section 1 and at least 70 per cent. of the maximum marks allotted for each of Sections 2 and 3 to pass an examination under these conditions.

4. **Exemption Provisions.**—Candidates who have passed an examination for appointment, transfer or promotion as Technician (Telecommunications), Department of Civil Aviation, may claim exemption from Section 1 of this examination.

Candidates may claim exemption from re-examination in Section 1 if they have passed this section at either of the two preceding examinations, or the written section of an examination for appointment, promotion or transfer as Technician (Telecommunications) held within the preceding two years.

Only those candidates who pass in, or are exempted from Section 1 of the examination will be permitted to attempt Sections 2 and 3.

5. **Period of Eligibility.**—Successful candidates will remain eligible to advance in salary until such times as they comply with the conditions set out in the following paragraph.

6. **Advancement.**—A Technician (Telecommunications) who qualifies for advancement beyond £1,070 (S.) per annum will, subject to the provisions of section 31 of the Public Service Act 1922-1964, be advanced in salary to £1,112 (S.) per annum from the first day of the month following that in which the examination was held, if on that date he has been in receipt of salary at the rate of £1,070 (S.) per annum for at least twelve months; otherwise advancement will be from the date of completion of twelve months' service with salary at the rate of £1,070 (S.) per annum.

Provided that if a Technician (Telecommunications), who has been in receipt of salary at the rate of £1,070 (S.) per annum for at least twelve months, qualifies at the first examination held as a result of this notification, he will be advanced in salary to £1,112 (S.) per annum from the date of completion of twelve months' service with salary at the rate of £1,070 (S.) per annum.

7. **Syllabus—**

Section 1—Written.

A theory examination on basic electro-mechanical theory and its practical application to teletype and associated equipment.

Direct Current and Alternating Current electricity and Magnetism—elementary principles, resistance, inductance and capacitance.

Mechanics—elementary principles, mechanical advantage, lever springs, torque, gears, friction, lubrication, properties of metals.

Electronics—general properties of electron tubes, amplification factor, mutual conductance and plate resistance. General properties of transistors and crystal diodes, current gain, front to back ratio. General properties of gas tubes and voltage regulators.

Power sources—

- (a) mechanical—single phase electric motors, speed governors, single phase synchronous motors.
- (b) electrical—batteries, transformers, rectifiers.

Acoustics—Elementary principles, sound absorbing and reflecting materials, characteristics of noise, methods of noise suppression.

Teletype and Associated Equipment—The elements of machine telegraphy. A good working knowledge of start stop machines, typing reperforator receiving machines, page printer receiving machines, transmitter distributors, single and multigang. Speed measurement and adjustment, distortion measurement and adjustment. Principles of operation of telephone and telegraph relays automatic switches. General knowledge of telegraph signalling and switching circuitry, and automatic message numbering equipment

Section 2—Oral.

Candidates will be required to answer questions on any of the following topics:—

- (a) Teletype or associated equipment normally located at the candidate's home station, and the maintenance and adjustment of that equipment which is within the scope of a Technician's normal duty.
- (b) Tests and measurements and measuring instruments used to check teletype and associated equipment.
- (c) Circuit Diagrams—Reading of equipment and installation circuit diagrams.
- (d) Any equipment or operations detailed in Section 3 (Practical).

Section 3—Practical.

Questions will relate to items covered by the following topics—

- (a) using machine and hand tools in the repair and maintenance of machine telegraph equipment. This includes simple turning and fitting, drilling, filing, bending, hardening, soldering, brazing, threading;
- (b) working to samples or dimensioned drawings;
- (c) using measuring instruments and gauges for measurement of spring tension, shaft speeds, bearing surface dimensions;
- (d) installing all types of machine telegraph equipment in use in the Department, cabling and wiring all equipment rooms, racks, relay boxes, use of circuit diagrams;
- (e) testing electrical components, equipment and circuits in common use in machine telegraph installations; and
- (f) performance of normal routine maintenance and repairs to mechanical and electrical equipment used in machine telegraph equipment. Location and removal of faults. Measurement of performance and adjustment of equipment to operational tolerances.

Text-books.—The following books are recommended for study or reference in so far as they relate to the subjects of the examination:—

- Fowler's Mechanic's and Machinist's Pocket Book
- Department of Civil Aviation Instruction Manuals—Line Communications 1 and 2
- Fowler's Electrical Engineer's Pocket Book
- Teletype Equipment Handbooks
- A.R.R.L. Handbook (1957 or later editions), Chapters 2, 3 and 4.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

APPOINTMENT, PROMOTION OR TRANSFER AS TECHNICIAN (TELECOMMUNICATIONS), FOURTH DIVISION—

- 1. TELEPHONE,
- 2. TELEGRAPH,
- 3. RADIO,
- 4. RESEARCH,

ENGINEERING DIVISION, POSTMASTER-GENERAL'S DEPARTMENT.

QUALIFYING examinations for appointment, promotion or transfer as Technician (Telecommunications) (£902-£1,154 (S.)), Fourth Division, Engineering Division, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. **Persons Eligible to Enter—**

- (i) for promotion or transfer: Male officers of the Service who are at least twenty and a half years of age at the date of examination.
- (ii) for appointment: Males not on the permanent staff of the Commonwealth Service who are between the ages of twenty and a half years and fifty-one years at the date of examination.

(Note.—Temporary and exempt Technicians, Telecommunications, who at the date of examination are over the age of fifty years eight months, may sit for an examination for appointment as Technician, Telecommunications. Success at such an examination, however, will not entitle them to permanent appointment, but will entitle them to sit for an examination to enable Technicians, Telecommunications, to qualify for advancement beyond £1,028 per annum. Success at the latter examination will give them eligibility for salary advancement.)

3. **Subjects and Pass Conditions—**

1. Theory—Written Examination.

Subject.		Duration.
1. Telephone.		
Paper No. 1	3	hours
Paper No. 2	2	hours
2. Telegraph.		
Paper No. 1	2½	hours
Paper No. 2	2	hours
3. Radio.		
Paper No. 1	2½	hours
Paper No. 2	2	hours
4. Research.		
Paper No. 1	3	hours
Paper No. 2	2	hours

Candidates are required to gain 60 per cent. of the aggregate total marks allotted to the two papers in the Section selected.

II. Practical Test.

Candidates are required to pass in the Written Examination and in the Practical Test to pass the examination.

The Practical Test will be open only to candidates who have either passed in, or are eligible for exemption from, the Written Examination.

4. Exemption Provisions.—A candidate who passed in Written Paper No. 1 or Written Paper No. 2 at either of the last two examinations may claim exemption from re-examination in the part(s) in which he passed.

If a partial exemption is claimed in respect of a 60 per cent. pass in Written Paper No. 1 or Written Paper No. 2, a 60 per cent. pass must be obtained in Written Paper No. 2 or Written Paper No. 1, respectively, to complete the pass qualification in Theory.

5. Period of Eligibility—

- (i) For promotion or transfer: Eligibility will continue until the officer is promoted or transferred as Technician (Telecommunications).
- (ii) For appointment: A period of twelve months from date of notification in the Gazette that the results have been finalized, or until the attainment of 51 years, whichever is the earlier.

6. Order of Promotion or Transfer.—(i) Successful candidates classified as Technician's Assistant who were appointed as Mechanics, Grade 1, prior to 1st August, 1938, or who qualified for appointment as Mechanic, Grade 1, by competitive examination for such position held prior to 1st August, 1938, and Junior Technicians-in-training who were appointed as Junior Mechanics as a result of passing an examination held not later than in 1937, will be advanced to Technician on 1st January of the year following the examination at which they were successful.

(ii) Successful candidates classified as Technician's Assistant and Technicians-in-training who are not included in (i) above will be promoted in respect of this examination in order of seniority in relation to other Technician Staff as required for the filling of vacant offices of Technician.

(iii) The promotion or transfer of other successful candidates will be effected in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

(Note 1.—A Technician's Assistant who has advanced from the position of Technician-in-training will not be promoted to Technician until he has completed at least five years as Technician-in-training or Technician's Assistant. A successful candidate under the age of 21 years will not be eligible for promotion or transfer until he attains that age.

Note 2.—A Technician-in-training who is successful at an examination, under these conditions will be required to cease training and take up duty as Technician when his promotion or transfer becomes due.)

Order of Appolatment.—Candidates who qualify will be eligible for appointment in order of merit based on marks obtained at the examination.

Marks will be allotted in the paper(s) in which exemption is claimed, and the order of merit will be determined by the total marks obtained in the two papers of the Written Examination. If two or more candidates secure the same total number of marks, their order of merit will be determined by lot.

7. Syllabus—

1. Telephone.

Written Paper No. 1.—Short, essay type answers—

	No. of Questions.	
	Set.	To be Answered.
Section A.—Basic Electrical Theory ..	4	3
Section B.—Telephone Equipment ..	5	7
Section C.—Long Line Equipment ..	5	

Total number of questions to be answered: 10.

Written Paper No. 2.—Consists of a large number of questions each requiring a short, concise answer.

Practical Test.—Tests will be arranged to determine the candidate's practical knowledge of the duties of a Technician (Telecommunications) in relation to any of the items covered by the syllabus.

Questions will be based on any of the items covered by the following:—

- Direct current electricity and magnetism.
- Primary batteries, secondary batteries and associated charging plant.

- Direct current measuring instruments and direct current measurements.
- Cells and resistances in series and parallel.
- Principles of alternating current generation, rectification and transformation.
- Inductance, reactance, impedance and resonance.
- Principles of Long Line Telephony, including thermionic valves, transistors.
- Wiring and cabling of buildings, standard telephone facilities erecting racks and installing apparatus.
- Principles of magneto, C.B. manual and automatic exchange operation.
- Principles and operation of sub-station apparatus.
- Assembling, adjusting and testing of relays and automatic switching mechanisms.
- Routine testing of exchange equipment.
- Exchange test desks and testing procedure.
- Location and removal of faults in exchange sub-station equipment of magneto, C.B. manual and automatic systems.
- Use of tools required in connexion with simple filing, drilling, tapping, jointing, soldering and insulating, conductors, assembling apparatus.

Text-books.—No text-books are prescribed, but the following books are suggested as suitable for reference insofar as they relate to the subjects of the examination:—

- Telephony, Vols. 1 and 2.—Atkinson.
- Course of Technical Instruction.

Previous Papers.—A set of papers for a previous examination of this nature may be obtained from the Public Service Inspector with whom the application is lodged.

2. Telegraph.

Questions will test the candidate's knowledge of the theoretical aspects of items in the practical syllabus, of elementary telegraph transmission theory, of elementary picture telegraph theory and of the principles underlying and procedures relating to the ordinary work of a Technician (Telecommunications) in this Section.

Written Paper No. 1.—Candidates to answer six out of ten questions requiring essay type answers.

Written Paper No. 2.—Consists of a large number of questions, each requiring a short, concise answer.

Practical Test—

- (a) Installing, and maintaining all types of equipment used for manual telegraph services.
- (b) Performing elementary maintenance on machine telegraph equipment and on the electrical circuits and associated apparatus used to provide machine telegraph services. This includes the location and removal of simple faults, making adjustments, and making working tests to prove the equipment. Picture telegraph equipment is excluded.
- (c) Cabling and wiring of buildings, relay sets, apparatus racks, telegraph tables and similar, involving reading circuit diagrams.
- (d) Testing components, equipment and circuits using direct current and alternating current up to audio frequencies.
- (e) Using machine and bench tools, and general workshop facilities as related to telegraph work. This includes turning, fitting, drilling, filing, hardening, tempering, hard and soft soldering, making internal and external threads, using measuring instruments and gauges, making simple tools, and working to either samples or dimensioned drawings.

Text-books.—The following text-books are recommended for reference insofar as they relate to the subjects of examination:—

- Course of Technical Instruction.
- Fowlers Mechanics and Machinists Pocket Book.
- Workshop Technology Part I. W. A. J. Chapman.

Previous Papers.—A set of papers for a previous examination of this nature may be obtained from the Public Service Inspector with whom the application is lodged.

3. Radio.

Written Paper No. 1.—Candidates to answer six out of ten questions requiring essay type answers.

Written Paper No. 2.—Consists of a large number of questions, each requiring a short, concise answer.

Questions will be based on the following syllabus:—

- Direct current electricity and magnetism—
 - Elementary electricity (including primary cells and batteries used in broadcasting), magnetism and electricity, the magnetic circuit.
- Alternating current electricity—
 - Alternating current generation and transformation, inductance, capacity, elements of alternating current engineering, resonance and coupled circuits.

Introduction to thermionic valves and semi-conductors—

Thermionic valve characteristics, the radio frequency amplifier, thermionic valve oscillators. General properties of transistors.

Transmitting circuit principles for the generation, modulation and amplification of radio frequency signals from 500 kilocycles per second to 4,000 megacycles per second.

Transmitting circuit principles—

The generation, modulation and amplification of radio frequency signals from 500 kilocycles per second to 4,000 megacycles per second, including transmission lines and aerials.

Receiver circuit principles—

The detector and audio amplifier, theory and application of tuned circuits for the reception of radio frequency signals from 500 kilocycles per second to 4,000 megacycles per second.

Audio equipment and operation—

Microphones
Amplifying equipment
Recording and reproducing equipment.

Television—

Basic principles and standards of the Australian TV service.
Programme control and transmission.
Programme channels and amplifiers, and programme level adjustment (includes the use of V.U. meters).

Power Equipment—

Power supplies and power converters, including regulating and control equipment.

Interference from power circuits and methods of suppression.**Electrical measuring instruments—**

Moving coil, moving iron, rectifier, electrostatic and thermocouple instruments and thermionic valve voltmeters.

General Telephone Equipment—

Receivers, transmitters, sub-station apparatus, magneto sub-station instrument connections, magneto switchboard apparatus, protective equipment, construction and operation of telephone type relays.

Practical Test—

- (a) Use of tools required in connexion with the following work:—
Simple filing, drilling and tapping, jointing, soldering and insulating conductors and sweating busbars.
Assembling broadcasting apparatus on racks, chassis and panels.
- (b) Testing and maintenance of primary and secondary batteries used in broadcasting services.
- (c) Assembly and adjustment of power switches, circuit breakers, overload relays, time delay switches, used in the control and protection circuits of broadcast transmitters.
- (d) The use of D.C. ammeters and voltmeters for the measurement of current, voltage, resistance and power.
- (e) The use of volume indicators and output meters for measuring the gains and losses in amplifying and attenuating equipment at a single fixed audio frequency, and the determination of working levels of programme transmission circuits relative to standard power levels. (These tests are intended primarily to determine the candidate's knowledge of the use of the terms "vu" and "decibel" and of the correct operating levels.)
- (f) Assembly and removal of faults in faders, gain controls, loud speakers, relays, keys, jacks and plugs used in broadcasting studios.
- (g) Tests on thermionic valves—
Anode current—anode voltage curves;
Anode current—grid voltage curves;
and hence the calculation of amplification factor, mutual inductance and internal (A.C.) impedance.
- (h) Assembly from given components in experimental fashion on base boards of audio-frequency amplifiers (line and bridging), radio-frequency oscillators and radio-frequency detectors.
- (i) Assembly from given components in experimental form on baseboards of power converters of the thermionic and copper oxide type to give a fixed voltage for supplying anode power to an amplifier or for battery charging purposes.
- (j) Assembly and operation of portable broadcasting and sound reinforcing or public address equipment as used for transmission from locations remote from studios.
- (k) Location and removal of faults in microphones and gramophone circuit, audio-frequency amplifiers and power converters as used in broadcasting studios.

Textbooks.—The following textbooks are recommended for reference insofar as they relate to the subjects of examination—

Course of Technical Instruction

A.R.R.L. Handbook

Radio Engineering Vols. 1, 2 and 3 by Tucker and Wilkinson.

Previous Papers.—A set of papers for a previous examination of this nature may be obtained from the Public Service Inspector with whom the application is lodged.

4. Research.**Written Papers No. 1—**

	No. of Questions.	
	Sot.	To be Answered.
Section 1.—General Theory ..	4	3
Section 2.—Laboratory Practice ..	3	3
Section 3.—Telecommunication ..	3	

Total number of questions to be answered : 6.

Written Paper No. 2.—Consists of a large number of questions, each requiring a short, concise answer. The questions will have relation to the items covered by the syllabus of both written and practical tests. A candidate will be required to attempt all questions on this paper.

Questions will be based on the following:—

Section I.—General Theory—

Direct current electricity and magnetism—Elementary electricity and magnetism. The magnetic circuit.

Alternating current electricity—The elements of A.C. generation and transformation. Inductance capacitance, resistance, resonance, power in A.C. circuits.

Introduction to electron tubes and semi-conductors—Elementary conception of electron flow and thermionic emission. General properties of electron tubes, amplification factor, trans-conductance, D.C. and A.C. plate-filament resistance. Types of tubes and their principal uses in telecommunication. General properties of transistors.

Power plant—Primary and secondary batteries, motors, generators, protective devices, rectifiers, power distribution and plant maintenance.

Power supplies for electronic apparatus, radio transmitters and receivers.

Section II.—Laboratory Practice—

Elementary principles of measurement—Measurement precautions and their tabulation of results.

Electrical measuring instruments and methods. Voltmeters and ammeters in common use. Wheatstone bridges, ohmmeters, simple frequency measuring apparatus, oscillographs.

Simple measurements on audio, carrier and radio equipment such as transformers, amplifiers, oscillators, transmitters and receivers.

Instrument and apparatus maintenance, testing, fault location and repairs.

Power supplies for laboratory use, distribution methods including switching and protection.

Section III.—Telecommunication—

Telephony—The elements of common battery (manual and automatic) and magneto telephone systems. General telephone apparatus; sub-station equipment, protective equipment, relays, switches and dials. Cabling and wiring of buildings for telephone services.

Long-line transmission—The general principles of simultaneous telephone and telegraph transmission. The elements of carrier systems and the functions of amplifiers, modulators, demodulators, filters, transformers, and hybrid coils used in carrier systems.

Radio Communication—Elementary knowledge of the types of waves used in radio communications, C.W., I.C.W., speech modulated; amplitude modulation, frequency modulation. Elementary theory of wave propagation and the influence of the ionosphere at medium and high frequencies. The elements of transmitting and receiving circuits, oscillators, detectors, amplifiers and tuned circuits.

Electro-acoustics—Elementary conception of the physical nature of sound waves in air and the influence of reflecting and absorbing material. The elements of the construction and operation of telephone transmitters and receivers, microphones, loud speakers and phonograph pick-ups.

Telegraphy—The elements of simplex, duplex and machine telegraphy. Elementary knowledge of the principles of synchronous and start stop machines telegraph systems. General telegraph apparatus, relays, keys, sounders, galvanometers and pole changers.

Practical Test.—Tests will be arranged to determine the candidate's practical knowledge of the duties of a Technician in relation to the questions answered in the written syllabus.

In addition, the candidate may be given tests on the following subjects:—

Workshop practice.

Simple filing, drilling, tapping, marking out, jointing wires, soldering and insulating conductors, sweating busbars and insulating cables.

Forming, lacing and terminating wires and cables.

The assembly from given components of experimental audio carrier or radio apparatus on baseboards and chassis and tests for satisfactory operation.

Fault finding on laboratory apparatus and test equipment, and radio receivers.

Text-books.—The following books are suggested for reference insofar as they relate to the subjects of examination:—

Practical Radio Communication, by Nilson and Hornung.

Radio Laboratory Handbook, by M. G. Scroggie.

Poole's Telephone Handbook.

Telephony, by Herbert and Proctor.

Course of Technical Instruction.

Previous Papers.—A set of papers for previous examinations of this nature may be obtained from the Public Service Inspector with whom the application is lodged.

8. General.—Injury Sustained During Tests.—It should be noted by candidates that the Government of the Commonwealth, the Public Service Board, or the Postmaster-General's Department will not accept any liability for damages, loss of wages, or medical or other expenses on account of injuries sustained by any person in the conduct of the examination.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

SALARY ADVANCEMENT OF TECHNICIANS (TELECOMMUNICATIONS), BEYOND £1,028 (S.) AND £1,070 (S.) PER ANNUM

and

PART QUALIFICATION FOR PROMOTION OR TRANSFER AS SENIOR TECHNICIAN (TELECOMMUNICATIONS), POSTMASTER-GENERAL'S DEPARTMENT.

THE Public Service Board hereby notifies the general conditions of the examination as above held annually in March, in pursuance of sections 32 and 53 of the Public Service Act 1922-1964. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter.—I. Officers and employees who have passed an examination for appointment, promotion or transfer as Technician (Telecommunications), and who, at 30th June of the year in which the examination is held.

(i) if they have not satisfactorily completed the five-year departmental training course,

(a) will be in receipt of a salary of £1,028 (S.) or higher per annum,

and

(b) will have had at least two years' continuous service (permanent, temporary, or acting) as either Technician (Telecommunications) or Technician (Tradesman),

or

(ii) if they have satisfactorily completed the five-year departmental training course,

(a) will be in receipt of a salary of £1,070 (S.) or higher per annum,

or

(b) who will have had at least two years' continuous service (permanent, temporary or acting) as either Technician (Telecommunications) or Technician (Tradesman).

II. Officers designated Technician (Telecommunications) who, but for National Service Training,

(i) would have completed in ordinary course the five-year departmental training course before 30th June two years before the examination is held,

and

(ii) would have been in receipt of a salary of £1,070 (S.) per annum on or before 30th June of the year in which the examination is held.

3. Subjects and Pass Conditions—

The examination will be a combined oral and practical test of 3 hours' duration; not more than 1 hour in all will be spent on oral questions.

The test will be primarily a practical one, but a candidate may be required to give reasons for and explain what he is doing. Where it is not practicable for a candidate to do all or part of a particular job, he may be questioned on how he would do it.

Total marks 200; Pass marks 120.

To complete the qualification for promotion or transfer as Senior Technician, officers must pass an examination for that purpose.

4. Exemption Provisions.—Officers who were designated Technician (Telecommunications) on or before 31st December, 1954, and who were in receipt of a salary of £596 (S.) per annum (now £1,028 (S.)) on or before that date, will not be required to undergo an examination under these conditions for advancement beyond the salary barrier.

For the purposes of gaining part of the qualification for promotion or transfer as Senior Technician (Telecommunications) a pass at any other examination which, in the opinion of the Board, is comparable, will be regarded as a pass at an examination under these conditions.

5. Period of Eligibility.—Successful candidates will remain eligible to advance in salary until such time as they comply with the conditions set out in the following paragraph.

6. Advancement.—Subject to the provisions of section 31 of the Public Service Act 1922-1964, a Technician (Telecommunications) who has not satisfactorily completed the five-year Departmental Training Course and who qualifies at either of the first two examinations held immediately after he acquires eligibility to sit for those examinations will be advanced to £1,070 (S.) per annum from the date he acquired eligibility to contest these examinations, or from a date twelve months after receipt of £1,028 (S.) per annum, whichever is the later.

A Technician (Telecommunications) who has completed the five-year Departmental Training Course for Technician-in-training and who qualifies at either of the first two examinations held immediately after he acquires eligibility to sit for those examinations will be advanced to £1,112 (S.) per annum from a date twelve months after receipt of £1,070 (S.) per annum.

In all other cases, a Technician (Telecommunications) who qualifies will be advanced to £1,070 (S.) or £1,112 (S.), as the case may be, from the 1st April in the year in which the examination in which he qualifies is held.

7. Syllabus.—The test is to determine the ability of an officer to perform the more responsible duties of Technician (Telecommunications) either at the station where he is employed or on the staff to which he is attached at the closing date for applications (for example, testing, fault clearance, call tracing, assembly, installation, adjustment and/or operation of equipment, cabling and wiring, use of machine and bench tools).

A candidate who has recently transferred, however, may elect to take the examination in the work on which he was employed prior to his transfer.

Wherever practicable, the test will be held at the candidate's place of duty and will be conducted on working equipment; if this is not practicable, the test will be held at regional centres at which provision will be made for equipment representative of that in use at the work place of the candidate.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT OR TRANSFER AS TECHNICIAN-IN-TRAINING, POSTMASTER-GENERAL'S DEPARTMENT.

A QUALIFYING examination for appointment or transfer early in 1965 as Technician-in-training (£334-£832 (S.)), Fourth Division, Postmaster-General's Department, will be held later in the year, and details will be separately notified in the Gazette. These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter.—Subject to section 47A (2)* of the Public Service Act 1922-1964, males who will be between the ages of fifteen and eighteen years at the end of the year in which the examination is held.

(Note.—Exemption from provisions of the Education Act must be produced in the case of Tasmanian candidates who will be under the school leaving age of sixteen years at commencement of training.)

* See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.

3. Subjects and Pass Conditions—

Subject.	Duration.
Elementary Mathematics	60 minutes.
Elementary Science	60 minutes.
Technical Information Test	30 minutes.
General Test	40 minutes.

Candidates must obtain a satisfactory mark in each of Elementary Mathematics and Elementary Science to pass the examination. The Technical Information Test and General Test require no previous study and will be taken into account in determining the final order of merit.

4. Exemption Provisions.—No exemptions from examination are granted.

5. Period of Eligibility.—One year from the date of notification in the Gazette that the results of the examination have been finalized, or until he attains the age of 51 years, or until a further examination is held under these conditions, whichever is the earliest.

6. Order of Appointment or Transfer.—Successful candidates in each State will be listed in order of merit determined by the total number of marks obtained in the four subjects of the examination.

Offers of appointment or transfer as Technician-in-training will be made in order from the final list.

7. Syllabus.—The examination papers in Elementary Mathematics and Elementary Science can be described generally as based on the work in schools leading to the following examinations:—

New South Wales	Intermediate
Victoria	Intermediate
Queensland	Junior
South Australia	Intermediate
Western Australia	Junior

and in Tasmania, work at the third year level.

All pupils who have completed, or will complete in the year they take the examination, courses in Mathematics or Science to these standards will have reached the level considered necessary. In States where there are courses at both advanced and lower level, the test is considered to be within the capacity of all students, although students following an advanced course may achieve a higher standard.

The Elementary Mathematics paper contains questions in Arithmetic, Algebra and Geometry, but does not include Trigonometry.

In the Elementary Science paper there are questions in Physics and Chemistry only, with considerable emphasis on Physics and in particular on Electricity and Magnetism. Topics such as Geology, Biology and Astronomy are not included.

No previous study is required for the Technical Information Test or the General Test.

8. Course of Training.—Successful candidates to the number required will undergo a five-year departmental training course. Training will consist of instruction at departmental schools and training on the job at metropolitan and/or country centres.

A Technician-in-training will be advanced as a Technician upon satisfactory completion of the training course.

A Technician-in-training who has satisfactorily completed two years of the training course, but whose subsequent lack of progress makes continuance of training undesirable, may receive consideration for transfer to a position of Technician's Assistant if the Chief Officer certifies that he is suited for such work.

A Technician-in-training who is not making satisfactory progress in his training may at any time be transferred to another position in the Fourth Division at such salary as the Board may determine, or his appointment may be terminated.

This notice should be read in conjunction with Common Conditions for Appointment to the Service and Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT, PROMOTION OR TRANSFER AS TELEGRAPHIST.

QUALIFYING examinations for appointment, promotion or transfer as Telegraphist (£389-£1,084 (S.)), Postmaster-General's Department will be held annually if required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter—

- (i) For Appointment: Males not on the permanent staff of the Commonwealth Service who will be at least 16 years 6 months and less than 51 years of age at the date of examination.

- (ii) For Promotion or Transfer: Male officers who will be at least 16 years 6 months of age at the date of examination.

3. Subjects and Pass Conditions—

Section.	Subject.	Duration.
A. Educational	Spelling	30 minutes
	Arithmetic	60 minutes
B. Manipulative Telegraphy	Transmitting	30 minutes
	Reception	30 minutes
	Tape Reading	5 minutes
C. Traffic and Technical	Traffic	120 minutes
	Technical Telegraphy	90 minutes

To pass the examination, a candidate must pass in each of the subjects. Pass marks are as follows:—

Subject.	Maximum Marks.	Pass Marks.
Spelling	180	108
Arithmetic	180	105
Transmitting	300	240
Reception	100	80
Tape Reading	100	60
Traffic	100	60
Technical Telegraphy	100	60

4. Exemption Provisions—

- (i) A candidate who has passed in both subjects of Section A in one sitting at a previous examination, or has passed or is exempt from the bi-annual eighth grade educational examination, may claim exemption from examination in Section A.
- (ii) An officer who has passed in Section B at an examination held under these conditions or who has passed a manipulative telegraphy test at an accepted standard prior to the promulgation of these conditions may claim exemption from examination in Section B if the Assistant Director (Telecommunications) certifies that the candidate has demonstrated efficiency in the full-time performance of appropriate duties within the immediately preceding two years.
- (iii) An officer who has passed in subject(s) of Section C of an examination held under these conditions may claim exemption from re-examination in that subject or subjects for a period of two years. Provided that where a candidate has performed the duties of Telegraphist for not less than three months continuously during the currency of his exemption from re-examination in subject(s) of Section C, he may continue to claim exemption from re-examination in that subject or subjects for a period of two years from the date on which he ceased to perform Telegraphist duties.

5. Period of Eligibility—

- (i) for appointment—twelve months from the date of notification in the Gazette that the results of the examination have been finalized, or until attaining the age of 51 years, whichever is the earlier.
- (ii) for promotion or transfer—
- (a) in the case of an officer who has passed in or been exempted from Section A and has also passed in all subjects of Section B and C at one examination—for a period of three years from the date of notification in the Gazette that the examination has been finalized.
- (b) in the case of an officer who has qualified by passing in Section B and/or subject(s) of Section C at more than one examination—for a period of three years from the date of notification in the Gazette that the earliest of those examinations has been finalized.
- (c) in the case of an officer who, during the currency of his eligibility has performed for not less than three months continuously, as a temporary occupant of the position, the duties of Telegraphist—for a period of three years from the date on which he ceased to act in that position.
- (d) in the case of an officer who is transferred or promoted from Telegraphist to a position not requiring such qualifications—for a period of three years from the date on which Telegraphist duties were last performed.
- (e) in the case of an officer who was formerly a Telegraphist and who has since been transferred or promoted as Senior Instructor or Instructor, Postal Training School or Postal Clerk and who, in the opinion of the Assistant Director (Telecommunications), possesses the telegraph qualifications of the standard prescribed by these Conditions—for an indefinite period.

(f) in the case of an officer specified in (e) above who is transferred or promoted to an office not requiring the performance of telegraphic functions—for a period of three years from the date on which duties as Senior Instructor, Instructor, Postal Training School or Postal Clerk were last performed.

(g) in the case of an officer who has obtained his qualifications at more than one examination in Section B and/or C and who has extended the duration of part of his qualifications by acting service—for a period of three years from the date on which he ceased to act as Telegraphist for not less than three months continuously.

(Note.—If an officer is prevented, by illness or any other reason accepted by the Board, from attending an examination to preserve the continuity of his eligibility for transfer or promotion in accordance with these Conditions, the Board may extend the period of his eligibility until the completion of the next succeeding examination.)

6. Order of Appointment, Promotion or Transfer—

(i) **Appointment:** Successful candidates will be listed in order of merit based on total marks obtained in Sections B and C of the examination. Offers of appointment, to the number required, will be made in this order.

(ii) **Promotion or Transfer:** Candidates who qualify will be eligible for promotion or transfer in accordance with Section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Section A—Educational: The syllabus for the subjects of Spelling and Arithmetic in this Section is the same as for basic Fourth Division educational examinations, but papers set for Telegraphist, like those set for Mail Officer and Postal Officer, are of a higher standard.

Section B—Manipulative Telegraphy: Candidates will be required to demonstrate ability to:

- (i) transmit in the standard manner by teleprinter or tape perforator in one period of 30 minutes 32 typical telegrams averaging 170 characters (printing and non-printing) per telegram;
- (ii) attend to the reception of telegrams by teleprinter by checking and treating in one period of 30 minutes 32 typical telegrams averaging 170 characters per telegram; and
- (iii) read in one period of five minutes, perforated five-unit code tape representing two typical telegrams averaging 200 characters per telegram.

Telegrams selected for manipulative telegraphy tests under this Section shall be typical of those dealt with under working conditions and the texts of approximately 5 per cent. of the telegrams shall contain secret language groups. Some RQ/BQ correctional advices shall also be included. Marks will be deducted for any uncompleted portion of the test, and for corrected and uncorrected operating and procedural errors.

Where, owing to the remote location of a candidate, it is found impracticable to conduct locally any of the prescribed tests, the Board may substitute for the tests such other evidence as it thinks suitable to determine the possession of the required qualifications.

Section C—Traffic and Technical: Candidates will be required to achieve a satisfactory standard in a written examination covering the following:—

- (i) the standard procedures and manipulative methods observed on TRESS channels and in the Printergram and Phonogram Sections;
- (ii) the Telegraph Regulations, telegraph rates, prescribed order of transmission of traffic, the responsibilities of despatching and delivery officers, and the use of standard forms;
- (iii) the effects of simple faults such as contacts, open circuits, earths and leakage and the methods employed in the sectionalization and patching of line faults;
- (iv) the methods of effecting circuit changes by means of two-line telegraph switchboards and voice frequency carrier telegraph patchboards;
- (v) the functions of the TRESS control signals, and the lamp and key facilities on TRESS Send and Receive positions.

Prescribed Texts.—The following references are prescribed for this Section of the examination:—

Telegraph Operating Instructions, Division 2, Teleprinter Operating (TRESS).

Telegraph Operating Instructions, Division 4, Phonogram Operating.

Telegraph Operating Instructions, Division 5, Printergram Operating.

Post Office Guide.

Instructions to Postmasters, Part III., Telegraphs.

Technical Telegraphy (Switching) Postal Training Manual.

Technical Aspects of TRESS Operation. (Telegraphist Training Manual).

Inquiries regarding availability of references should be directed, to the Assistant Superintendent, Education and Welfare, in the capital city of the State concerned.

8. Salary Advancement.—To advance beyond a salary of £958 (S.) per annum, a Telegraphist must pass an examination for that purpose.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

1. SALARY ADVANCEMENT OF TELEGRAPHISTS, POSTMASTER-GENERAL'S DEPARTMENT, BEYOND £958- (S.) PER ANNUM, AND PAYMENT OF £42 ALLOWANCE;

2. PART OF THE QUALIFICATION FOR PROMOTION OR TRANSFER AS SUPERVISOR, GRADES 1 AND 2, TELEGRAPH.

THE Public Service Board hereby notifies the general conditions of the examination held annually in pursuance of the following provisions under the Public Service Act 1922-1964 and for the purposes shown:—

Section 32.—Salary advancement of Telegraphists beyond £958 (S.) per annum.

Regulation 105 (2) and Second Schedule to the Regulations—Payment to Telegraphists of £42 allowance.

Section 53.—Part of the qualification for promotion or transfer as Supervisor, Grades 1 and 2 (Telegraph).

The examination will commence in June each year and specific details will be separately notified in the Gazette.

2. Officers Eligible to Enter.—

- (a) Telegraphists
- (b) Officers who are qualified for promotion or transfer as Telegraphist.

3. Subjects and Pass Conditions—

Subject.	Duration.
Section A. Manipulative Telegraphy—	
Transmitting	30 minutes
Reception	30 minutes
Tape Reading	5 minutes
Section B. Technical and Traffic—	
Traffic	105 minutes
Technical Telegraphy	105 minutes

To pass the examination, a candidate must pass in each of the subjects.

Pass marks are as follows:—

Subject.	Maximum Marks.	Pass Marks.
Transmitting	300	240
Reception	100	80
Tape Reading	100	60
Traffic	100	60
Technical Telegraphy	100	60

4. Exemption Provisions.—A candidate who has passed in any subject(s) of Section A or Section B may claim exemption from re-examination in the corresponding subject(s) at the next two succeeding annual examinations. For this purpose, candidates successful in a subject or subjects of Section A and/or Section B at the two previous examinations held under these or earlier conditions will be granted exemption from that subject or subjects.

(Note.—If a candidate is prevented by illness, or other cause satisfying the Board, from attending the third annual examination to complete his qualifications, the Board may further exempt him from re-examination in a subject or subjects at that examination and allow him to complete his qualifications at the next succeeding annual examination.)

5. Period of Eligibility.—(a) A Telegraphist who qualifies under these conditions will retain eligibility to receive an allowance while he continues to be designated Telegraphist and until he receives incremental advancement to a salary of £1,084 (S.) per

annum. He will retain his part qualification for promotion or transfer as Supervisor, Grades 1 and 2, while he continues to be designated Telegraphist.

- (b) Eligibility of other successful candidates to receive the allowance upon acting as Telegraphist will expire twelve months after notification that the examination has been finalized. If a successful candidate acts as Telegraphist during that period, this eligibility will continue until—

- (i) he receives higher duties incremental advancement to salary of £1,084 (S.) per annum; or
- (ii) he is transferred to a position other than Telegraphist for a period exceeding twelve months (in this case, he must re-qualify for payment of the allowance).

6. Allowance and Salary Advancement—

- (a) Any Telegraphist who, under these and previous conditions, is qualified to receive the allowance will continue to receive that allowance subject to the provision that salary plus allowance does not exceed £1,084 (S.).
- (b) A Telegraphist who qualifies at an examination held under these conditions and to whom provision (a) does not apply, will:
 - (i) if his annual salary is less than £958 (S.) per annum or if he has been in receipt of a salary of £958 (S.) per annum for less than twelve months on the first day of the month in which the examination is held, receive the allowance of £42 per annum from that date and this will not affect the date of his eligibility for his next increment;
 - (ii) if he has been in receipt of a salary of £958 (S.) per annum for twelve months or more on the first day of the month in which the examination is held, receive salary advancement to £1,000 (S.) per annum plus the allowance of £42 per annum from that date.

Subject to paragraph 5 (b) above, the provisions of this subparagraph apply to an officer other than a Telegraphist who is acting as Telegraphist and passes an examination under these conditions.

7. Syllabus—

Section A—Manipulative Telegraphy.

Candidates will be required to demonstrate ability to—

- (i) transmit in the standard manner either by teleprinter or tape perforator in one period of 30 minutes, 32 typical telegrams averaging 200 characters (printing and non-printing) per telegram;
- (ii) attend to the reception of telegrams by teleprinter by checking and treating in one period of 30 minutes, 32 typical telegrams averaging 200 characters per telegram; and
- (iii) read in one period of five minutes perforated five-unit code tape, representing two typical telegrams averaging 350 characters per telegram.

Telegrams selected for this Section shall be typical of those dealt with under working conditions and the texts of approximately 5 per cent. of the telegrams shall contain secret language groups. Some RQ/BQ correctional advices shall also be included. Marks will be deducted for any uncompleted portion of the test and for any corrected and uncorrected operating and procedural errors.

Where, owing to the remote location of an officer, it is found impracticable to conduct locally any of the prescribed tests, the Board may substitute for the test such other evidence as it thinks suitable to determine the possession of the required qualifications.

Section B—Traffic and Technical.

Candidates will be required to demonstrate, in a written examination, advanced knowledge of the following:

- (i) the standard procedures and manipulative methods observed on TRESS channels and in the Printergram and Phonogram Sections;
- (ii) the Telegraph Regulations, telegraph rates, prescribed order of transmission of traffic, the responsibilities of despatching and delivery officers and the use of standard forms;
- (iii) the Telegraph Administrative Instructions;
- (iv) the functions of the TRESS Control Signals and the Lamp and Key facilities on TRESS Send and Receive positions;
- (v) circuit changes by means of telegraph switchboards and voice frequency carrier telegraph patchboards;
- (vi) the effects of simple faults, such as contacts, open circuits, earths and leakage and the methods employed in the sectionalization and, where appropriate, patching of such faults.

Prescribed Texts.—The following references are prescribed for this Section of the examination—

Telegraph Operating Instructions, Division 2, Teleprinter Operating (TRESS).
 Telegraph Operating Instructions, Division 4, Phonogram Operating.
 Telegraph Operating Instructions, Division 5, Printergram Operating.
 Administrative Instructions, Telegraph Service.
 Post Office Guide.
 Instructions to Postmasters, Part. III., Telegraphs.
 Technical Telegraphy (Switching) (Postal Training Manual),
 Technical Aspects of TRESS Operation. (Telegraphists' Training Manual.)

Inquiries regarding the availability of references should be directed to the Assistant Superintendent, Education and Welfare Personnel Branch, in the capital city of the State concerned.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT OR TRANSFER AS TELEGRAPHIST-IN-TRAINING.

APPLICATIONS are invited for appointment or transfer as Telegraphist-in-training (£389-£846 (S.)), Fourth Division, Postmaster-General's Department. Qualifying examinations for this purpose will be held from time to time as required, and the particular times and closing dates for individual examinations will be publicly notified. Applications must be received by the date specified in each notification of an examination held under these conditions.

2. Persons Eligible to Enter—

- (a) **For Appointment**—Males not on the permanent staff of the Commonwealth Service whose age, at the date training commences is not more than thirty-five years (fifty-one years in the case of former members of the Forces) and not less than sixteen years.
- (b) **For Transfer**—Male officers of the Service whose age, at the date on which training commences, is not more than thirty-five years and not less than sixteen years.

3. Subjects and Pass Conditions—

	Subject.	Duration.
I Educational Test	 Spelling	30 minutes
(qualifying only)	 Arithmetic	60 minutes
II Optional Test	 Touch Typing	10 minutes

III Aptitude Tests—Candidates who pass or are exempt from the Educational Test will be admitted to the aptitude tests. Those who achieve satisfactory scores will be admitted to a selection interview to determine their suitability or otherwise for training. Performance at the optional typewriting test could enhance a candidate's prospects of selection.

4. Exemption Provisions.—The following candidates may claim exemption from the Educational Test:—

- (a) officers of the Third Division;
- (b) officers of the Fourth Division who have:—
 - (i) qualified for transfer or promotion to the Third Division; or
 - (ii) passed the educational examination formerly held in June each year for inclusion in the Third Division;
 - (iii) obtained the Leaving or equivalent educational certificate;
- (c) officers who retain eligibility in accordance with Section 5 below.

Officers who have passed the subjects of Spelling and Arithmetic at an examination of similar standard conducted by the Public Service Board or the Department, may be exempted from those subjects of the Educational Test.

5. Period of Eligibility.—Subject to the maximum age limits in Section 2, twelve months from the date of notification in the Gazette that the examination has been finalised, or until a further examination is held under these conditions, whichever is the earlier.

6. Order of Appointment or Transfer.—Suitable candidates will be listed in merit order as determined by the aptitude tests plus marks obtained for touch typing, where applicable.

7. Syllabus—

I. Educational Test—

Arithmetic: First four "rules"—that is Addition, Subtraction, Multiplication, Division, including (a) British standard weights, measures and moneys, (b) Prime numbers, Factors, Highest Common Factor, Least Common Multiple, (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals), (d) Simple Proportion (Unitary Methods) and Proportionate Division, (e) Simple problems on rates, taxes and Bankruptcy. These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 108.)

Spelling: To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognisable words and/or from dictation. (Maximum marks 180, pass marks 108.)

II. Optional Test—

Note: Although the syllabus for these subjects is the same as that for basic Fourth Division educational examinations, papers set for examinations held under these conditions are of a higher standard.

Touch-typing: Copy typing of a passage of prose.

III. Aptitude Tests—No previous study is required.

8. General—

(a) **Course of Training**—Appointees and transferees will be given appropriate training in the Postmaster-General's Department, extending over a period of twenty-one weeks consisting of class instruction and on-the-job training in the Chief Telegraph Office in the State concerned.

(b) **Hours of Duty**—Trainees will normally observe classroom hours but may be called upon to observe the conditions of the Determinations covering the employment of Telegraphists.

(c) Rates of Salary Payable—

(i) **Officers**—An officer who, immediately prior to the commencement of training, was employed in a field of work related to the duties of Telegraphist and was in receipt of salary above the maximum of the position of Telegraphist-in-training, may continue to receive that salary by way of allowance, provided that the total remuneration does not exceed the maximum of the position of Telegraphist.

Any higher duties allowance which trainees were receiving in a field of work related to the duties of telegraphist, immediately prior to commencing the course will continue throughout the course, subject to the following conditions:—

- (1) the trainees would have continued acting in the higher position had he not been required to undergo full-time departmental training; and
- (2) total remuneration received (i.e., salary and allowance) shall not exceed the maximum of the position of Telegraphist; and
- (3) service during the training period shall not be taken into account for higher duty incremental purposes.

(ii) **Appointees**—An appointee who was employed in a temporary or exempt capacity at the date of his appointment as Telegraphist-in-training, may continue to receive the total remuneration he received as an employee, provided that:—

- (1) his salary immediately prior to commencing the course was greater than that which would have been payable had all his service been in the position of Telegraphist-in-training;
- (2) to the extent applicable, he satisfies the principles in sub-paragraph (a) above;
- (3) his total remuneration does not exceed the maximum salary of telegraphist.

(d) **Living Allowance**—An unmarried trainee who is obliged to live away from home may be paid an allowance, in addition to salary, sufficient to provide a reasonable net remuneration after deductions have been made for suitable board and lodging and superannuation. Any allowance will be reduced by the amount of any increase in salary granted subsequent to appointment, promotion or transfer.

A married trainee who is obliged to live away from home may be paid an allowance to meet additional living expenses incurred as a result of training.

(e) **Advancement**—Upon satisfactory completion of the examination conducted at the conclusion of the period of training, a Telegraphist-in-training will be advanced as Telegraphist, with date of effect as at the commencement of the examination, held at the completion of the training period.

(f) **Unsatisfactory Progress**—In accordance with Section 67 of the Public Service Act, if a trainee obtains unsatisfactory results at examinations or his progress during the course is otherwise unsatisfactory, the Public Service Board may terminate his training and transfer him to such other position as the Board deems appropriate, or his appointment may be terminated.

(This notice is to be read in conjunction with Common Conditions for Appointment to the Service, and for Entry to Examinations, notified in this issue of the Gazette.)

APPOINTMENT AS TELEPHONIST.

QUALIFYING examinations for appointment as Telephonist (£377-£832 (S.)), female rate (£347-£678 (S.)), Fourth Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31st December, 1965.

2. Persons Eligible to Enter—

- (i) males not on the permanent staff of the Commonwealth Service whose age is not less than 17 years 11 months and less than 51 years at date of examination, or
- (ii) unmarried females not on the permanent staff of the Commonwealth Service whose age is not less than 14 years 11 months (15 years 11 months for Tasmanian examinations) and less than 40 years (51 years in the case of former members of the Forces) at date of examination.

Persons otherwise eligible to contest an examination for appointment as Telephonist are advised not to apply unless they possess acute hearing, normal eyesight, a clear voice, distinct enunciation and freedom from any throat affliction.

3. Subjects and Pass Conditions—

- (i) Spelling.
- (ii) Arithmetic.

Candidates must pass in both subjects to pass the examination.

4. **Exemption Provisions**.—No exemptions from examination are granted.

5. **Period of Eligibility**.—Candidates who qualify at an examination will be eligible for appointment for twelve months from date of notification in the Gazette that the results of the examination have been finalized. However, they will not become eligible until they attain the age of 15 years (16 years in Tasmania).

6. Order of Appointment—

- (i) Offers of appointment to a locality will be made to candidates who qualify at an examination for appointment at that locality, in order of merit based on marks obtained at the examination.
- (ii) If there is no candidate available under (i), candidates currently qualified for appointment at any other locality may be offered appointment in order of merit based on marks obtained at the examination concerned.

(Note.—A metropolitan area is regarded as one locality for the purposes of this paragraph.)

7. **Syllabus**.—(a) **Spelling**—To be judged from the candidate's transcription of misspelled and/or incomplete but readily recognizable words and/or from dictation. (Maximum marks 180, pass marks 108.)

(b) **Arithmetic**—First four "rules"—that is, Addition, Subtraction, Multiplication, Division, including—

- (a) British standard weights, measures and moneys;
- (b) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
- (c) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
- (d) Simple Proportion (Unitary Method) and Proportionate Division;
- (e) Simple Problems on Rates, Taxes and Bankruptcy.

These topics are adequately treated in any elementary text-book used in Australian secondary schools. (Maximum marks 180, pass marks 105.)

8. Practical Test Subsequent to Appointment.—After the expiration of three months from the date of appointment, every Telephonist will be tested in clarity of speech and acuteness of hearing over a telephone line, and in practical efficiency in the operation of a telephone switchboard. If an appointee fails to pass this test, her appointment may be terminated.

The conditions of this examination are under review and may be varied.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and Entry to Examinations notified in this issue of the Gazette. Copies are available from Directors, Posts and Telegraphs.

PART OF THE QUALIFICATION FOR PROMOTION OR TRANSFER AS TRAFFIC OFFICER, TELECOMMUNICATIONS DIVISION.

THE Public Service Board hereby notifies the general conditions of examination to enable officers to gain part of the qualifications required, in pursuance of the Determination under section 53 of the Public Service Act 1922-1964, for promotion or transfer as Traffic Officer, Third Division Telecommunications Division, Postmaster-General's Department. Examinations under these conditions will be held from time to time in conjunction with examinations conducted during the course of training for Traffic Officers-in-training. Specific details will be separately notified in the Gazette.

2. Officers Eligible to Enter.—Officers of the Third and Fourth Divisions who, at the date of the examination, are at least 21 years of age, and who have had at least three (3) years' experience in the Telecommunications Division.

3. Subjects and Pass Conditions:

Subject.	Duration.
Traffic	3½ hours
Commercial	3 hours
Technical	3 hours

Candidates must pass in each subject to pass an examination under these conditions.

(Note.—To complete the qualifications required for promotion or transfer as Traffic Officer, a candidate must, in addition to passing Parts I and II of the examination above, comply with the following:—

- (a) He must be an officer of the Third Division or be an officer of the Fourth Division who is educationally qualified for inclusion in, or for promotion or transfer to, the Third Division; and
- (b) he must pass or have passed approved university or technical college subjects prescribed by the Board; and
- (c) he must have had appropriate manipulative and supervisory training in the Telecommunications Division; and
- (d) he must obtain the Certificate in Post Office Administration.)

4. Exemption Provisions.—An officer who has passed in a subject or subjects may claim exemption from re-examination in that subject or subjects for a period of four years from the date of passing the subject(s) provided that, in the case of an officer who is certified by the Assistant Director-General or Assistant Director, Telecommunications Division, as having given satisfactory evidence of retention of the requisite knowledge during the full-time performance of appropriate duties in Telecommunications Division, the period of four years' exemption from re-examination in the subject(s) will operate from the date on which he last performed such duties.

5. Period of Eligibility—

- (a) In the case of successful candidates—four years from the date of completing their qualifications for promotion or transfer as Traffic Officer, Telecommunications Division.
- (b) In the case of a qualified officer who, during the period of eligibility shown in (a) above, performs for not less than three months continuously as a temporary occupant, the duties of Traffic Officer, Telecommunications—four years from the date on which he last performed those duties.

6. Order of Promotion or Transfer.—The Promotion or transfer of successful candidates will be effected in accordance with the provisions of section 50 of the Public Service Act 1922-1964.

7. Syllabus—

Traffic.

- (a) **Equipment and Accommodation**—Types of telephone and teleprinter (telex) exchange switchboards and operating aids; teleprinter reperforator switching system; semi-automatic trunk exchanges; special services operating

positions; telegraph internal circulating equipment; measurement of traffic; interception and observation facilities; proposals for manual exchanges and small country automatic exchanges; telecommunications aspects of buildings proposals; design of public telephone and pay station facilities; privately owned attachments to subscribers' services; equipment and buildings works programming.

- (b) **Service**—National Charging Plan—telephone and telex; conduct and analysis of telephone and telegraph service observations and studies; grade of service; trunk line traffic and plant performance studies; local and trunk call and telegraph accounting at country centres; telephone and telegraph fault recording procedures; meteorological teleprinter network; picturegram network; outpost radio stations; metering of local calls; service complaints; customer relations aspects of service; local and trunk line operating instructions; Telegraph Regulations and Rules; radio-telephone services; telephone exchange and provincial telegraph office records; inspection procedures.
- (c) **Network Development**—Automatic trunk switching; telephone and telex numbering schemes; operator and subscriber trunk dialling; plans for regional networks; exchange service areas; overall service standards and congestion tolerance; types and uses of telephone and telegraph trunk lines; traffic loading and growth for manually controlled circuits; initial trunk outlets; trunk line works programming; telephone survey procedures and application of survey data.
- (d) **Staff**—Organisation and functions of the Telecommunications Division; telephone and telegraph staffing records; staff rosters; provision of telephone and telegraph supervisory staff; preparation of staff proposals; recruitment, training and conditions of employment of manipulative and supervisory staffs; general staff conditions.

Commercial.

Recording, presentation and analysis of Telecommunications statistics; conditions, tariffs and procedures relating to provision of subscribers' telephone and telegraph facilities and public telephone facilities; telegraphic code addresses; procedures for provision of sound and television broadcast relays; compilation (including conditions governing insertion of entries and advertising matter), production and distribution of telephone and telex directories; commercial aspects of Telephone and Telegraph Regulations.

Technical.

Basic theory of magnetism and electricity; telephones and telephone exchanges; telegraphy and telegraph machines; subscribers' services and facilities; telephone and telegraph trunk line services; radio services, including sound and television broadcast relays.

APPOINTMENT AS TYPIST (FEMALE).

APPLICATIONS are invited for appointment as Typist (Female) (£374-£762 (S.)), Fourth Division. Tests for this purpose will be conducted as required during 1965, and full details may be obtained from Public Service Inspectors.

All tests will be in accordance with these conditions, and no application will be considered after 31st December, 1965.

2. Persons Eligible to Enter.—Subject to section 47A(2)* of the Public Service Act 1922-1964, females not on the permanent staff of the Commonwealth Service who will be between the following age limits:—

State or Territory.	Minimum.	Maximum.
New South Wales	14 yrs. 11 mths.	30 yrs.
Victoria	14 yrs. 11 mths.	45 yrs.
Queensland†	14 yrs. 11 mths.	30 yrs.
South Australia	15 yrs. 11 mths.	30 yrs.
Western Australia	15 yrs. 11 mths.	30 yrs.
Tasmania	15 yrs. 11 mths.	35 yrs.
Australian Capital Territory	14 yrs. 11 mths.	40 yrs.
Northern Territory	14 yrs. 11 mths.	45 yrs.
Papua and New Guinea	14 yrs. 11 mths.	40 yrs.

* See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.
† Queensland applicants must also have passed in English at the Queensland Junior or equivalent or higher examination acceptable to the Board.

(Note.—Those who left school at 14 years prior to the raising of the Victorian minimum school leaving age to 15 years from 4th February, 1964, may apply also.)

3. Subjects and Pass Conditions.—These tests comprise the following:—

- English (qualifying only).*
- Typewriting.
- Shorthand (optional).*

Minimum acceptable Typing speeds are—

- 30 words per minute—New South Wales, Victoria.
- 35 words per minute—Australian Capital Territory, Northern Territory.
- 40 words per minute—Queensland, South Australia, Western Australia, Tasmania, Territory of Papua and New Guinea.

* This subject will not necessarily be included in Queensland tests.

4. Exemption Provisions.—Where English is a qualifying subject, applicants who have passed in English at an Intermediate Certificate Examination or equivalent or higher standard may claim exemption from this subject.

5. Period of Eligibility.—Twelve months from the date of the test at which the qualification was gained. Successful applicants will not become eligible for appointment until they attain the age of 15 or 16 years, as the case may be. Victorian successful applicants admitted under the note to paragraph 2 will be eligible immediately.

6. Order of Appointment.—Subject to Item 5 above, successful applicants will be offered appointment in order of merit based on marks obtained in Typewriting, irrespective of when that qualification was gained.

If the next vacancy to be filled requires shorthand qualifications, and that vacancy is in a State or Territory for which shorthand is an optional subject, the offer of appointment will be made in merit order to the successful applicant possessing those qualifications.

7. Syllabus—

Typewriting—Typing of selected passage with due regard to speed and accuracy.

English (where applicable)—meaning of words, punctuation, detection and correction of basic grammatical errors and spelling.

Shorthand (optional)—Five minutes' dictation at the rate of 80 words per minute. 33 minutes will be allowed for transcription.

These conditions are to be read in conjunction with Common Conditions for Appointment to the Service and for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service Inspectors.

PROMOTION OR TRANSFER AS TYPIST (FEMALE).

THE Public Service Board hereby notifies the general conditions of the examinations held from time to time in pursuance of section 53 of the Public Service Act 1922-1964 to enable officers to qualify for promotion or transfer as Typist (Female) (£374-£762 (S.)), Fourth Division. Further particulars may be obtained from Public Service Inspectors.

2. Persons Eligible to Enter.—Female officers of the Commonwealth Service.

3. Subjects and Pass Conditions.—Candidates are required to sit for a qualifying English paper (see paragraph 4 below), a Typewriting test, and may also sit for an optional Shorthand test. Minimum acceptable Typing speeds are—

- 30 words per minute—New South Wales, Victoria.
- 35 words per minute—Australian Capital Territory, Northern Territory.
- 40 words per minute—Queensland, South Australia, Western Australia, Tasmania, Territory of Papua and New Guinea.

(Note.—Shorthand will not be a subject for Queensland country areas.)

4. Exemption Provisions.—English is a qualifying subject, and applicants who have passed in English at an Intermediate Certificate Examination or equivalent or higher standard may claim exemption from this subject.

5. Period of Eligibility.—Twelve months from date of the examination at which she qualifies.

6. Order of Promotion or Transfer.—Successful candidates will be promoted or transferred in order of merit in accordance with section 53A of the Public Service Act 1922-1964. This order will be based on marks obtained in Typewriting.

If the next vacancy to be filled requires Shorthand qualifications, the offer of promotion or transfer will be made in the above order to the successful officer possessing those qualifications.

7. Syllabus—

Typewriting—Typing of selected passage with due regard to speed and accuracy.

English (where applicable)—meaning of words, punctuation, detection and correction of basic grammatical errors and spelling.

Shorthand (optional)—Five minutes dictation at the rate of 80 words per minute. 33 minutes will be allowed for transcription.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies are available from Public Service inspectors.

TO ENABLE TYPISTS (FEMALE) TO QUALIFY FOR AN ALLOWANCE OF £62 PER ANNUM WHEN EMPLOYED ON AUDIO TYPING.

THE Public Service Board hereby notifies the conditions under which the test listed in the Second Schedule to the Public Service Regulations for the above purpose will be conducted.

2. Persons Eligible to Enter.—Typists (Female), including temporary Typists (Female), who—

- (i) are in receipt of salary not in excess of £762 (S.) per annum;
- (ii) have received training in audio typing (i.e., transcribing material which is received by them through earphones from a tape, disc, &c., and which has been recorded from dictation); and
- (iii) are not in receipt of an allowance for shorthand qualifications in excess of that prescribed for 80 words per minute standard.

3. Subjects and Pass Conditions—

1. Typewriting—	Approximate duration.
(a) Speed and Accuracy	10 minutes
(b) Punctuation and Form	20 minutes
2. Transcription and Layout	30 minutes
3. English	30 minutes

Testing dates for 1. Typewriting will be the same as for the 50 words per minute typing test, details of which are re-notified in this issue of the Gazette.

Candidates must pass in 1. Typewriting before being eligible to attempt 2. Transcription and Layout and 3. English. They must pass in all subjects to pass a test under these conditions.

4. Exemption Provisions.—Candidates may claim exemption from 1. Typewriting if they have passed a 50 words per minute typing test, details of which are re-notified in this issue of the Gazette.

Candidates may claim exemption from re-examination in 2. Transcription and Layout provided that they passed in that subject not more than six months previously.

Candidates may claim exemption from 3. English if they have passed in English at the Intermediate Certificate or equivalent or higher examination.

Candidates may claim exemption from re-examination in 3. English if they have passed in this subject at a test under these conditions.

5. Period of Eligibility.—The allowance will be payable while the successful applicant is engaged on Audio Typing Duties.

6. Date of Effect.—Successful candidates will be entitled to payment of the allowances listed below for each full day that they are employed on audio typing from the date on which they complete their pass in a test under these conditions—

Allowance (£ per annum).	
62	Typists (Female) who have not qualified previously for an allowance of £34 per annum for attaining 50 words per minute typing standard.
28	Typists (Female) who have qualified previously for an allowance of £34 per annum for attaining 50 words per minute typing standard.
20	Typists (Female) who have qualified previously for an allowance of £42 per annum for attaining 80 words per minute shorthand standard. (Note: This allowance will cease should the Typist (Female) subsequently qualify in shorthand at 100 words per minute standard or better.)

7. Contents of Subjects—

1. Typewriting.—This is identical with the 50 words per minute typing test for an allowance of £34 per annum. Full details of this are notified in this issue of the Gazette.
2. Transcription and Layout.—Candidates will be required to transcribe a letter, using audio typing equipment which is familiar to them. Correct punctuation, spelling and layout will be important factors in determining the total mark.
3. English.—Questions will cover word usage, punctuation and spelling.

8. Testing Arrangements—

There will not be any regular testing times for subjects 2 and 3 above, but tests will be carried out wherever and whenever convenient to candidates, Departments and the Public Service Inspector concerned.

Tests will be held as required in Canberra, the capital cities of all States, and such other centres as the Board may determine.

Applications should be lodged with the Public Service Inspector in the State in which the candidate is located, Public Service Inspector, Canberra, in the case of candidates located in the Australian Capital Territory, or the Assistant Administrator (A. S. & F.) Northern Territory Administration, in the case of Darwin applicants.

This notification should be read in conjunction with the Common Conditions for Entry to Examinations, notified in this issue of the Gazette.

TO ENABLE TYPISTS (FEMALE) TO QUALIFY FOR AN ALLOWANCE UPON DEMONSTRATING THEIR PROFICIENCY IN WRITING AND TRANSCRIBING SHORTHAND.

THE Public Service Board hereby notifies the conditions under which the tests listed in the Second Schedule to the Public Service Regulations for the above purpose will be conducted.

2. Persons Eligible to Enter.—Typists (Female), including temporary Typists (Female) who are not receiving an allowance for shorthand qualifications, or who wish to increase their allowance by qualifying at a higher rate. Officers may also apply for tests under these conditions to qualify for promotion to higher positions as prescribed under section 53 of the Public Service Act 1922-1964.

3. Subjects and Pass Conditions—

Candidates will be required to take down and correctly transcribe a passage of dictation as set out below:—

Allowance Speed.		Duration of Dictation.	Speed of Dictation.	Transcription Time Allowance.
		Minutes.	W.P.M.	Minutes.
80 w.p.m.	..	5	80	33
100 w.p.m.	..	5	100	35
	..	1*	80-100	10
120 w.p.m.	..	4	120	28
140 w.p.m.	..	10	100-140	60

* Average duration only, and comprises a letter to be set out with correct punctuation and form.

Candidates must achieve the standard laid down by the Board for the test concerned, after marks have been deducted for errors and uncompleted portions of that test.

4. Exemption Provisions.—No exemptions are granted.

5. Period of Eligibility.—The allowance will be payable while the successful candidate is engaged on typing duties.

6. Date of Effect.—Successful candidates will be entitled to the allowance, and eligible for promotion to higher positions as prescribed, from the working day following the date of the test.

7. Test Details.—As outlined in paragraph 3 Subjects and Pass Conditions.

8. Testing Arrangements—

Date of Test.—The office to which application is made will provide all necessary information to intending candidates, including dates of tests and when applications close.

Centres.—Tests will be held in Canberra, the capital cities of all States, and such other centres as the Board may determine.

How to Make Application.—Application should be made through the candidate's department to the Public Service Inspector concerned or the Assistant Administrator (A.S. & F.) Northern Territory Administration, Darwin, in the case of candidates located

in the Northern Territory. Candidates should indicate the speed at which they wish to be tested, and normally will only be tested at 100, 120 and 140 words per minute if they have already qualified at 80, 100 and 120 words per minute respectively.

This notification should be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette.

TO ENABLE TYPISTS (FEMALE) TO QUALIFY FOR AN ALLOWANCE OF £34 PER ANNUM FOR 50 WORDS PER MINUTE TYPING SPEED.

THE Public Service Board hereby notifies the conditions under which the test listed in the Second Schedule to the Public Service Regulations for the above purpose will be conducted.

2. Persons Eligible to Enter.—Typists (Female), including temporary Typists (Female), who are in receipt of salary not in excess of £762 (S.) per annum, and who are not receiving an allowance for shorthand qualifications. Typists (Female) who are in receipt of an allowance for shorthand qualifications at 80 w.p.m. standard, however, may attempt a test under these conditions in order to obtain part-qualification for the Audio Typing Allowance as notified in this issue of the Gazette.

3. Subjects and Pass Conditions.—A typewriting test comprising—

- (a) Speed and accuracy 10 minutes
- (b) Punctuation and form 20 minutes

Candidates must pass in both subjects to pass the test.

4. Exemption provisions.—Exemption from re-testing may be claimed only in respect of a pass in (a) Speed and Accuracy.

5. Period of Eligibility.—The allowance will be payable while the successful candidate is engaged on typing duties.

6. Date of Effect.—Successful candidates will be entitled to payment of the allowance from the working day following the date of the test.

7. Subject Details—

- (a) Speed and Accuracy.—Candidates will be required to type a given passage for a total time of ten minutes. Corrected speed must be at least 50 words per minute for a pass.
- (b) Punctuation and Form.—Candidates will be required to reproduce, with correct punctuation and form, a letter or memorandum from a draft.

8. Testing Arrangements—

Date of Test.—The second Saturday of March, June, September and December.

Centres.—Tests will be held in Canberra, the capital cities of all States, and such other centres at the Board may determine.

How to Make Application.—Application forms may be obtained from, and should be lodged with, the Public Service Inspector in the State in which the candidate is located, Public Service Inspector, Canberra in the case of candidates located in the Australian Capital Territory, or the Assistant Administrator (A, S & F), Northern Territory Administration in the case of Darwin candidates.

Applications Close.—Three weeks before the date of each test.

This notification should be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette.

ENTRY INTO TYPIST-IN-TRAINING CLASSES.
QUALIFYING examinations will be held as required for entry to classes in Sydney, Melbourne, Hobart, Canberra and Darwin providing training in the duties of Typist (Female) (£374-£762 (S.)), Fourth Division. Details of each examination will be publicly notified.

2. **Persons Eligible to Enter.**—Subject to the provisions of section 47A (2)^a of the Public Service Act 1922-1964, females who, at the date training commences, are between the following age limits:—

—		At least—	Less than—
Sydney		15 years	19 years
Melbourne		15 years	17 years
Hobart		15 years 6 months	19 years
Canberra		15 years	19 years
Darwin		14 years	19 years

Sydney candidates are also required to have passed in English at the Intermediate Certificate or equivalent or higher examination.
^a See under "Concession to Ex-Servicemen" on p. 312 of this Gazette.

3. **Subjects and Pass Conditions—**

I. Sydney—	
Subject.	Duration.
English (qualifying only)	45 minutes
A.C.E.R. Higher (Verbal Reasoning)	15 minutes
A.C.E.R. Shorthand Aptitude	31 minutes
II. Melbourne, Hobart, Canberra—	
Subject.	Duration.
English (qualifying only)	45 minutes
V.G.V. (Vocabulary)	5 minutes
V.G.D. (Shorthand Aptitude)	1 minute
Word Knowledge	8 minutes
Speed and Accuracy	12 minutes
Otis (General Ability)	30 minutes
Recording	7 minutes
III. Darwin—	
Subject.	Duration.
English	45 minutes
Spelling	30 minutes

A satisfactory standard must be achieved to pass the examination.

4. **Exemption Provisions—**

Sydney, Melbourne, Hobart, Canberra—Candidates who have sat for an examination containing any of the subjects listed in paragraph 3 above less than twelve months previously may claim exemption in the particular subjects at an examination under these conditions; no candidate will be permitted to re-contest any subject within six months.

Darwin—exemption from the examination may be granted if the candidate—

- (i) has passed in English at the Intermediate Certificate, Junior Public or an examination of equivalent or higher standard.
- (ii) makes application for exemption, and
- (iii) forwards evidence of (i) with her application to contest the examination.

5. **Period of Eligibility.**—A candidate who qualifies will be eligible for selection only if she is available for duty on the date of commencement of the training class.

Tasmanian candidates under the age of 16 years must produce a School Exemption Certificate.

6. **Order of Selection.**—(i) Sydney, Melbourne, Hobart and Canberra classes—Qualified candidates will be selected for entry in order of merit, which will be based on marks obtained at the examination.

- (ii) Darwin class—
 - (a) Successful candidates will be selected in order of merit based on the results of the Spelling paper.
 - (b) Successful candidates granted exemption will be listed in order of merit based on their certificate results and considered for selection after candidates under (a) above.

7. **Syllabus—**

- Sydney, Melbourne, Hobart and Canberra—
 - (i) English (qualifying only): Meaning of words, punctuation, and detection and correction of basic grammatical errors.
 - (ii) No preparation is required for the suitability tests.

Darwin—

- English: meaning of words, punctuation, and detection and correction of basic grammatical errors.
- Spelling: Transcription of misspelled and/or incomplete but readily recognizable words.

Text-books.—No text-books are prescribed, but English papers prepared for a previous examination of a comparable standard will be supplied free on request to candidates who forward with their applications a request for such papers.

8. **General.**—(i) Course of Training—

- (1) Sydney—Six months' duration: typewriting and shorthand; three months' duration: typewriting only.
- (2) Melbourne—Six months' duration: typewriting and shorthand. (Note: Trainees are tested in Typewriting at the end of the course, but need not necessarily be tested in Shorthand.)
- (3) Hobart—Ten months' duration: typewriting and shorthand.
- (4) Canberra—Eleven months' duration: typewriting and shorthand. Three months' duration: typewriting only.
- (5) Darwin—Eleven months' duration: typewriting and shorthand.

(ii) Conditions of training, and subsequent promotion or transfer as Typist (Female)—Qualified candidates, to the number required, will be engaged under exemption or transferred to the Typist-in-training class, and will be trained in the work of the position of Typist (Female). If it becomes evident at any time during training that a trainee is not making satisfactory progress, her services may be terminated or she may be transferred to her former position or to one of similar status, or placed as a Clerical Assistant, Grade 1. Trainees who successfully complete the course of training and pass the end-of-course test in Typewriting, or Typewriting and Shorthand, will be eligible for appointment, promotion or transfer as Typist (Female) in accordance with their order of merit at that examination (vide sections 53 and 53A of the Public Service Act 1922-1964).

(Note.—Trainees who pass the end-of-course test in typewriting before the completion of the course will be temporarily employed or transferred as Typist (Female) pending completion of the course and finalization of results of the end-of-course tests.)

(iii) Salaries.—During the training period, all trainees will receive £3 per week. No living-away-from-home, boarding or other allowances will be payable.

(iv) Contract of Employment—Each trainee will be required to undertake to complete the approved course of training (including examinations) unless permitted by the Public Service Board to relinquish it, and to remain in the employment of the Commonwealth for a period of at least three (3) years thereafter. When any breach of the agreement is established, the Board will decide the amount of the penalty up to a maximum of £50.

This notice is to be read in conjunction with Common Conditions for Appointment to the Service, and for Entry to Examinations, notified in this issue of the Gazette. Copies are available from Public Service Inspectors.