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APPOINTMENT, PROMOTION, TRANSFER AND SALARY ADVANCEMENT NOTICES

PUBLIC SERVICE ACT 1922-1966

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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 1922–1966 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, etc. 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 naturalisation will be finalised 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 1922-1966 before being eligible for permanent appointment.

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

(vii) **Superannuation**—Upon appointment, an officer will be required to become a contributor under the Superannuation Act 1922-1965.

(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 \$416 (males) and \$390 (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 Commonwealth 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 1922-1966 reads as follows:

'(2) . . . a returned soldier who has not attained the age of 51 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 Australian Forces as defined in the Re-Establishment and Employment Act 1945-1962, and to service that was special service for the purposes of the Repatriation (Special Overseas Service) Act 1962, as amended. The current definition is shown on page 234 of this Gazette.

(xii) **Registration for National Service Training**—Departments should note that section 55 of the National Service Act 1951-1965 provides, inter alia, that an employer shall not employ, or retain in employment for more than seven days, a person who is required to register under the Act and has not registered. (Reference P.S.B. Circular No. 1965/3.)

Successful candidates at an examination for appointment to the Commonwealth Service should also note that the National Service Act 1951-1965 precludes the employment for more than seven days of persons liable to register under the Act and who have failed to register.

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, etc.) 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 \$1 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, STAND 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 1922-1966, 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: Two hundred dollars 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.

(ix) **National Service Training**—Officers whose preparation for examinations for promotion, transfer or salary advancement has been interrupted by National Service Training should consult Public Service Board Circular No. 1966/20, which makes special provision to cover these circumstances.

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

Sydney: Commonwealth Centre, corner Phillip and Hunter Streets (28 5701).

Melbourne: Commonwealth Centre, corner Spring and Latrobe Streets (32 4411).

Brisbane: Commonwealth Offices, Adelaide Street (21 0101).

Adelaide: Da Costa Building, 68 Grenfell Street (83 6911).

Perth: Northern and Employers Group Building, 185 St. George's Terrace (23 2546).

Hobart: 22 Liverpool Street (34 3511).

Canberra: Barton, Australian Capital Territory (7 0411).

And to

—Assistant Administrator (A. S. & F.), Northern Territory Administration, Darwin.

—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 AUSTRALIAN FORCES'.

'Former member of the Australian Forces' means:

1. A person who, between 3 September 1939 and 30 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 connection 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 26 June 1950, and 19 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 purpose 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 28 June 1950, and 1 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.

4. A person who was on service that was special service for the purposes of the Repatriation (Special Overseas Service) Act 1962, as amended.

APPOINTMENT AS ACCOUNTING MACHINIST (FEMALE), GRADE 1

APPLICATIONS are invited for appointment as Accounting Machinist (Female), Grade 1 (\$972-\$1,834 (\$)), Fourth Division. Tests to provide the necessary qualifications will be held from time to time during 1967, 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 31 December 1967.

2. **Persons Eligible to Enter**—Subject to section 47A (2)* of the Public Service Act 1922-1966, females not on the permanent staff of the Commonwealth Service who are between the following age-limits:

	State	Minimum		Maximum
		yrs	mths	yrs
New South Wales		14	11	45
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. 233 of this Gazette.

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 \$170 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 recognised 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**—(i) Spelling: To be judged from the candidates transcription of misspelled and/or incomplete but readily recognisable words and/or from dictation. (Maximum marks 180, pass mark 108.)

(ii) Arithmetic: First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:

(a) British standard weights and measures;

(b) Decimal currency;

(c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;

(d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);

(e) Simple Proportion (Unitary Method) and Proportionate Division;

(f) 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 mark 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.

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 1922-1966, to enable officers to qualify for transfer as Accounting Machinist (Female), Grade 1 (\$972-\$1,834 (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 \$170 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 Transfer**—Successful officers will be transferred in order of merit based on marks obtained at the examination, in accordance with section 53A of the Public Service Act 1922-1966. 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 (\$852-\$1,776 (S)) per annum), Fourth Division, in Sydney, Melbourne, Hobart and Canberra.

Details of each examination will be publicly notified.

2. **Persons Eligible to Enter**—Subject to section 47A (2)* of the Public Service Act 1922-1966, females within the following age limits at the date training commences:

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

(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. 233 of this Gazette.

3. Subjects and Pass Conditions

Subject	Approximate 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 2½ 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 finalised.

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 (vide section 53A of the Public Service Act 1922-1966). 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 \$100.

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 SURVEYOR

THE Public Service Board hereby notifies the general conditions of the examination held annually in pursuance of section 32 of the Public Service Act 1922-1966, if required, to enable Airworthiness Surveyors (\$4,250-\$4,768 (S)), Third Division, Department of Civil Aviation, to advance in salary beyond \$4,498 (S) per annum.

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 9 November 1950, and who are in receipt of salary of \$4,498 (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 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
Power Plants	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 1922-1966, be advanced in salary to \$4,622 (S) per annum as from the date of completion of twelve months' service with salary at the rate of \$4,498 (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 Organisations 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 Organisations**—Procedure for the initial approval and surveillance of operators' engineering organisations 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 authorised 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 Structure and Systems

An appreciation of the flight and ground forces acting on aircraft structures and ability to recognise 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 recognise 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, etc.

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, pressurisation, fire prevention and control, anti-icing, de-icing, oxygen supply. The ability to recognise 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, etc.

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, etc.

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 the principles and operation of auto-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 recognised Standards Authorities (British, American and Australian). Ability to recognise 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 fire-proof materials, plumbing and wiring techniques.

A good knowledge of inspection procedures, the ability to recognise 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, etc.

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 Kirchoff's Law, bridge circuits, power in circuits, magnetism, electro-magnetism, electromagnetic induction, etc.

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, etc.

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 varmeters, etc.

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, etc.

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 insallation 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, etc.

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 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 (\$932-\$2,178 (S)), Fourth Division, Postmaster-General's Department. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

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 finalised, 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 recognisable words and/or from dictation. (Maximum marks 180, pass mark 108.)

(ii) Arithmetic: First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:

- (a) British standard weights and measures;
 (b) Decimal currency;
 (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
 (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
 (e) Simple Proportion (Unitary Method) and Proportionate Division;
 (f) 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 mark 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 (\$932-\$2,122 (S)), Fourth Division.

Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

2. Persons Eligible to Enter—Subject to section 47A(2)* of the Public Service Act 1922-1966, 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. 233 of this Gazette.

3. Subjects and Pass Conditions

Subject	Approximate Duration (minutes)
Arithmetic	28
Recording	7
Practical Situations	15
Vizualising	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 finalised, or until he attains the age of 40 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—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.) (\$932-\$2,178 (S) male rate; \$852-\$1,776 (S) female rate) and Machine Tabulator, Grade 1 (\$932-\$2,206 (S) male rate; \$852-\$1,804 (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 31 December 1967.

2. **Persons Eligible to Enter**—Subject to section 47A (2)* of the Public Service Act 1922-1966, 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	30 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. 233 of this Gazette.

3. **Subjects and Pass Conditions**

- Spelling.
- 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 finalised, or until attaining the age of 51 years, whichever is the earlier. 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 recognisable words and/or from dictation. (Maximum marks 180, pass mark 108.)

(ii) Arithmetic: First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:

- British standard weights and measures;
- Decimal currency;
- Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
- Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
- Simple Proportion (Unitary Method) and Proportionate Division;
- 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 mark 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

APPLICATIONS are invited from males and females for appointment as Clerk (\$1,350-\$3,010 (S) male rate; \$1,164-\$2,608 (S) female rate), Third Division.

(Note: Additional allowances are payable under Regulation 105 to Clerks, Third Division, who have been admitted or are eligible to be admitted to a degree of an Australian or overseas university approved by the Board. Further information may be obtained from Public Service Inspectors.)

2. **Age Limits**—Applicants must be under 51 years at date of appointment.

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

- have been admitted to a degree; or
- be eligible to be admitted to a degree

of an Australian or overseas university approved by the Board. Applications will be accepted from persons who will be contesting examinations in 1967, success at which will confer on them eligibility for appointment in accordance with the above requirements.

4. **Period of Eligibility**—Applicants with the required qualifications will be eligible for appointment at any time. 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 Part II of the Commonwealth Selection Test. Performance at the test will be taken into account at an interview, which will determine suitability for appointment and 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 31 December 1967 with the Commonwealth Public Service Inspector in the applicant's State of residence.

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.

TRANSFER AS CLERK, THIRD DIVISION (GRADUATE)

THE Public Service Board hereby notifies the conditions under which officers who have been admitted or are eligible to be admitted to a degree of an Australian or overseas university approved by the Board may qualify for transfer as Clerk (\$1,350-\$3,010 (S)), Third Division. Officers who transfer under these conditions are also eligible for the allowances provided under Regulation 105.

2. **Officers Eligible to Enter**—Officers who possess the qualifications outlined above.

3. **Subjects and Pass Conditions**—All qualified applicants will be required to sit for Part II of the Commonwealth Selection Test.

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

5. **Period of Eligibility**—Applicants with the required qualifications will be eligible for consideration at any time. However, those who have not been transferred within twelve months will be required to re-apply if they wish to retain their eligibility for transfer.

6. **Order of Transfer**—Performance at Part II. of the Commonwealth Selection Test will be taken into account at an interview, which will determine suitability for transfer as Clerk and the order in which applicants will be considered for transfer.

7. **Syllabus**—No study or special preparation is required for Part II of the Commonwealth Selection Test.

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 CLERK, THIRD DIVISION 'LEAVING AND MATRICULATION' ENTRY

APPLICATIONS are invited from males and unmarried females for appointment as Clerk (\$1,350-\$3,010 (S)), Third Division.

2. **Age Limits**

(i) applicants who are not former members of the Australian Forces must be under the following ages at the date of appointment:

in N.S.W., Victoria, A.C.T., N.T. and T.P.N.G.—45 years.
in the remaining States—28 years

(ii) applicants who are former members of the Australian 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 New South Wales Higher School Certificate Examination,
 The Victorian School Leaving Certificate Examination,
 The Victorian Leaving Technical Examination,
 The Victorian Girls' Secondary School Leaving Certificate Examination,
 The Queensland Senior Public Examination,
 The South Australian Leaving Examination,
 The South Australian Matriculation 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—The New South Wales Leaving Certificate Examination and the Sydney University Matriculation Examination conducted in February of the following year may be regarded as 'one public examination' for this purpose.

- (ii) the subjects passed comply with the public examining authority's regulations governing subject groupings and permissible subject combinations;

Note—In the case of the New South Wales Leaving Certificate Examination, only rules 5 and 10 made by the Board of Secondary School Studies should be applied.

- (iii) in the case of applicants who have passed in at least one subject at any one of the above examinations and have been granted exemptions in other recognised subjects by the educational authority concerned, they have been awarded a full certificate for that examination;
- (iv) in the case of applicants who were Class A candidates from Approved Schools in Victoria and were exempted from the Public Leaving Examination by obtaining Headmaster's Certificates, the Certificate is for a pass in English and at least three other recognised subjects;
- (v) the recognised subjects in the case of the Victorian Leaving Technical Examination include English, Social Studies (or another Social Studies subject), a branch of mathematics or science, and one other subject;
- (vi) the recognised subjects in the case of the Victorian Girls' Secondary School Leaving Certificate Examination were passed not earlier than 1965, and include English, a language or humanities subject, a branch of mathematics or science and one other subject. (Passes obtained prior to 1965 will be accepted provided they have been accepted by the Victorian Schools and Universities Examination Board as a matriculation prerequisite.)
- (vii) in the case of the South Australian Leaving Examination, Grades 1, 2 and 3 will be regarded as passing grades;
- (viii) in the case of the South Australian Matriculation Examination, Grades A-D inclusive will be regarded as passing grades;
- (ix) applicants who qualified at the Tasmanian Schools Board Certificate Examination in 1960, or who qualify in any subsequent year, have obtained a certificate endorsed 'A'.

Note—Applications will be accepted from persons who will be contesting examinations in 1966, 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 will be required to re-apply if they wish their names to be retained in the Register for appointment or transfer.

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.

Applicants who seek to improve their performance in 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.

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	Application 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 31 December 1967.

These conditions are to be read in conjunction with the Common Conditions of 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, and

EDUCATIONAL QUALIFICATION FOR TRANSFER TO THE THIRD DIVISION AS POSTAL CLERK, ETC.

(Leaving and Matriculation)

THE Public Service Board hereby notifies the general conditions of the examination held annually in pursuance of section 53 of the Public Service Act 1922-1966 to enable officers with leaving or matriculation qualifications to gain eligibility for transfer of Clerk (\$1,350-\$3,010 (S)), Third Division, or 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—Officers who possess qualifications which satisfy the requirements of Part I. of this examination and who:

- (i) in N.S.W., Victoria, A.C.T., N.T. and T.P.N.G., are:
 - (a) under the age of 45 years, or
 - (b) over the age of 45 years and who have completed one year of permanent service or are former members of the Australian forces;
- (ii) in the remaining States, are
 - (a) under the age of 28 years, or
 - (b) over the age of 28 years and who have completed one year of permanent service or are former members of the Australian forces.

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 recognised subjects at one of the following public examinations:

The New South Wales Leaving Certificate Examination,
The Sydney University Matriculation Examination,
The New South Wales Higher School Certificate Examination,
The Victorian School Leaving Certificate Examination,
The Victorian Leaving Technical Examination,
The Victorian Girls Secondary School Leaving Certificate Examination,
The Queensland Senior Public Examination,
The South Australian Leaving Examination,
The South Australian Matriculation 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—The 'October Clerical' examination and 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 examinations, as applicable), may be regarded as 'one examination' for this purpose. In New South Wales, any two of the three examinations concerned (i.e., the 'October Clerical', Leaving Certificate and Sydney University Matriculation) may be regarded as 'one examination'.

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;

Note—In the case of the New South Wales Leaving Certificate Examination, only rules 5 and 10 made by the Board of Secondary School Studies should be applied.

- (iii) in the case of candidates who have passed in at least one subject at any one of the above examinations and have been granted exemptions in other recognised subjects by the educational authority concerned, they have been awarded a full certificate for that examination;
- (iv) in the case of candidates who were Class A candidates from Approved Schools in Victoria and were exempted from the Public Leaving Examination by obtaining Headmasters' Certificates, the certificate is for a pass in English and at least three other recognised subjects;
- (v) the recognised subjects in the case of the Victorian Leaving Technical Examination include English, Social Studies (or another Social Studies subject), a branch of mathematics or science, and one other subject;
- (vi) the recognised subjects in the case of the Victorian Girls Secondary School Leaving Certificate Examination were passed not earlier than 1965, and include English, a language or humanities subject, a branch of mathematics or science and one other subject (Passes obtained prior to 1965 will be acceptable provided they have been accepted by the Victorian Schools and Universities Examination Board as a matriculation pre-requisite).
- (vii) in the case of the South Australian Leaving Examination, Grades 1, 2 and 3 will be regarded as passing grades;
- (viii) in the case of the South Australian Matriculation Examination, Grades A-D inclusive will be regarded as passing grades;
- (ix) candidates who qualified at the Tasmanian Schools Board Certificate Examination in 1960, or who qualify in any subsequent year, 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—Exemptions from re-examination in subjects passed at the previous 'October Clerical' examination and/or Leaving or Matriculation examination will be granted as outlined in paragraph 3 above.

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 appointment or transfer, and at yearly intervals thereafter.

6. Order of Transfer—Successful candidates wishing to transfer as Clerk (\$1,350-\$3,010 (\$)), Third Division, will be required to undertake Part II. of the examination (Commonwealth Selection Test). These transfers will be in order of marks obtained at the Commonwealth Selection Test.

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.

Successful candidates will be included in, or eligible for inclusion in, the Third Division as Postal Clerk, etc., not earlier than the first Monday in February of the year following the examination at which they qualified (or in the same year as the examination at which they qualified in the case of qualifications gained or completed at deferred or matriculation examinations conducted in January/February).

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—These conditions remain in force until 31st December 1967.

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.

TRANSFER AS CLERK, THIRD DIVISION, and EDUCATIONAL QUALIFICATION FOR TRANSFER TO THE THIRD DIVISION AS POSTAL CLERK, etc. (‘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 (\$1,350-\$3,010 (\$)), Third Division, in pursuance of section 53 of the Public Service Act 1922-1966. 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 (\$1,350-\$3,010 (\$)).

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

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

English:	Subject	Duration
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 Leaving and Matriculation 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 the 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 (See Paragraph 6 below) must register with the Public Service Inspector if they desire their names to be retained on the order of merit list for appointment or transfer and at yearly intervals thereafter.

6. Order of Merit—Successful candidates wishing to transfer as Clerk (\$1,350-\$3,010 (S)) Third Division will be required to undertake Part II. of the examination (Commonwealth Selection Test). Transfers will be in order of marks obtained at the Commonwealth Selection Test.

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.

Successful candidates will be included in, or eligible for inclusion in, the Third Division as Postal Clerk, etc., not earlier than the first Monday in February of the year following the examination at which they qualified. They are not required to sit for the Commonwealth Selection Test for this purpose.

7. Syllabus

Candidates from all departments are advised that assistance in preparing for the examination is available through the Australian Postal Institute. Details may be obtained on enquiry to the branch office in the State capital concerned.

ENGLISH

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

Paper A

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 A

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:

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 B

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, characterisation 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 emphasised: the form of the novel, plot, characterisation, discussion of style including the author's use of setting, diction, climax, suspense, humour, surprise, etc.

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 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, characterisation 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 disadvantages 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 1967 and 1968

1. Shakespeare

- (a) King Richard III (any edition)
or
- (b) Romeo and Juliet (any edition).

2. General Prose

- (a) Nine Twentieth Century Essayists—Ed. Harold Gardiner (Australian Publishing Company)
or
- (b) Personal Opinion—Ed. Denis Thomas (Thomas Nelson and Sons Ltd).

3. Poetry and Novel

- (a) Six Voices—Ed. C. Wallace-Crabbe (Angus & Robertson)
or
- (b) Animal Farm—George Orwell (any edition)
or
- (c) Cry the Beloved Country—Alan Paton
or
- (d) The Timeless Land—Eleanor Dark.

4. Short Stories and Plays

- (a) Short Stories of Today—Selected by J. W. Marriott (Harrap and Co. Ltd)
or
- (b) Eight One-Act Plays—Thomas Nelson and Sons Ltd.

For 1967, the following are set for study:

Nine Twentieth Century Essayists

- (a) A Defence of Detective Stories.
- (b) Speed.
- (c) On Getting off to Sleep.
- (d) The Beauty Industry.
- (e) How to Name a Dog.
- (f) Does Culture Matter?

Personal Opinion

- (a) The Loneliness of Australia.
- (b) Power and Responsibility in Science.
- (c) The Queen and I.
- (d) Not Listening to Music.
- (e) The Battle for the Mind.
- (f) The Irrelevance of Laughter.

Six Voices

- (a) Five Visions of Captain Cook.
- (b) Beach Burial.
- (c) The Wind at Your Door.
- (d) The Death of the Bird.
- (e) The Silkworms.
- (f) Woman to Man.
- (g) Henry the Navigator.

Short Stories of Today

- (a) False Colours.
- (b) The Truth about Pyecraft.
- (c) The face on the Wall.
- (d) The Happy Hangman.
- (e) First Impressions.
- (f) The Burglars.
- (g) The Three Tools of Death.

Candidates are reminded that, in addition to these, the full texts of King Richard III, Romeo and Juliet, the three novels and Eight One-Act Plays are set for study.

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 fuels, etc., 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) Urbanisation 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 Revolutions; (iii) Revolutions of 1905, 1917.
- (d) Japan—(i) Opening; (ii) Meiji Restoration; (iii) modernisation; (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 the 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 Summerskil.—A Dictionary of Politics.
 Ayling—Twelve Portraits of Power.

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.

Section 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 organising 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. Australia's Industry:
 - (a) Development of balance.
 - (b) Continued importance of primary industry.
 - (c) Development of secondary industry.
 - (d) Australian trade policies.

Section 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) USA.
 - (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) Malaysia.
- (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, USA, Malaysia.
- (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-Daumke—A History of the Pacific Area in Modern Times.

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 Economise**

- (a) The motive force for economic action. Wants, variety and intensity. The wants of individuals and groups. Distinction between wants and needs.
- (b) Limitation of resources relative to wants. Meaning of resources.
- (c) 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 foregone.
- (d) An 'economy' as an arrangement for economising. Different types of economy and different wants, but a common economic system.
- (e) Evolution of the economic system.
- (f) Definition of economics. Economics as a social science. Economic laws.

2. The Functions of an Economic System

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

3. Types of Economic Systems

- (a) The nature of an economy reviewed.
- (b) Capitalism, e.g. 19th century England. Private property, individual decision, self interest in the market as the method of allocating resources.
- (c) 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.
- (d) After dealing with the general outline of a controlled capitalistic economy deal specifically with the main features with reference to the 'Australian economy'.
- (e) 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.
- (f) Comparison of economic systems—production, exchange and distribution.

4. Production and the National Income

- (a) 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.
- (b) Income as a flow of goods and services. Money income. Real income. Index numbers—simple treatment only at this stage.
- (c) Production as an interaction result of labour and other resources. Factors of production; distinguish productive resources and factors or services.
- (d) Costs of production, including rent and normal profit.
- (e) Labour:
 - (i) 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 specialisation 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 utilisation 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 organisation—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, etc.).
 - (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.)

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 Text:

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

- Climate—distribution of air masses, precipitation, pressure, winds, climatic classification and world distribution, causes and a knowledge of examples of average rain, etc.
- Vegetation—types, relation to climate, distribution of major classes and reasons for variation; man's influence and conservation.
- 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, etc.

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

Regional studies—

Brazil treated in at least four 'areas'.

Argentine, 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 specialised 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 generalising, 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, etc.

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.

PUBLIC ADMINISTRATION

Candidates should study the concepts, organisation 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 organisation.
- (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 Organisation:**

- (i) Levels of Government in Australia—local, state, federal. Division of powers—historical and present-day realities.
- (ii) Local Government—Role and organisation. This may be studied in a general way or through a detailed examination of the role and organisation 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 organisation. This may be studied in a general way, or through a more detailed examination of the role and organisation of one particular State.
- (iv) Federal Government—role and organisation. 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 organised into departments, etc., 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's 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 Organisation.
Financial Administration in Commonwealth Departments.
The Role of the Permanent Head.
Employer-Employee Relations in the Public Service.
Commonwealth and State Financial Arrangements.

Candidates may take into the examination room an unmarked copy of the Administrative Arrangements Order.

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^{-6} .
- (ii) Basic idea of Logarithms.

4. Logarithms

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

Note—No theory (change of base, etc.) 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— $\frac{1}{2}B.H.$, 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 Section 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. Tables issued to candidates at the examination will be based on the 'New Commonwealth' Mathematical Tables by T. K. Haron currently on sale at bookshops.

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

1. Algebra

- (i) Basic processes . . . especially:
 - (a) Factors . . . types: $6x^2 - 11x - 10$, $4x^2 - 25y^2$, $x^4 - y^4$, $x^2 + 2xy + y^2 - z^2$, $a^2 - b^2 + ax - bx$, 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) Rationalisation 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. $\cos \theta + b. \sin \theta = c$). 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

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 magnetising and demagnetising. Difference in retentivity between iron and steel.

Production of static charges by friction. Explanation in term 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 resistance 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 twenty 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

$^{19}_{9}\text{F}$ $^{35}_{17}\text{Cl}$

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 at 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 NH₄ 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. PbCl₂ slightly soluble.
- All sulphates are soluble except those of Ba Pb and mercurous mercury.
- All hydroxides are insoluble except those of Na K NH₄ and Ba.
- All carbonates are insoluble except those of Na K NH₄.
- All nitrates are soluble.
- All compounds of K Na NH₄ 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 sulphides; (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). Oxidizing 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 acid 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.

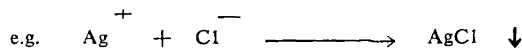
Chemical Laws and Calculations. H. S. Stewart. Shakespeare Head Press.

Notes on Chemistry

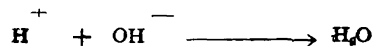
For the sake of simplicity:

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.

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, etc.

Plane and Solid Geometry

Part A: Plane Geometry.—It is assumed that the following section (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 lines, 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) Planes 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, etc.

- (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, etc.

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.

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 ($A - L = P$), etc.)
- (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, etc.
- (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, etc.
- (c) Sub-divisions of the journal into what are sometimes termed specialised 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 summarise 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, amortisation 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:
 - non-current (including fixed).
 - current;
 - (ii) Liabilities:
 - current;
 - long term (deferred).
 - (iii) Capital and reserves.

Accounts of Non-trading Concerns (Clubs, Societies, etc.)

- (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, etc.
- (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

Unsystematised Records

- (a) Preparation of accounting reports from unsystematised records.
- (b) Conversion of those records into systematised (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).
 J. Harrison, J. Horrocks and R. L. Newman—Accounting—A Direct Approach (Cheshire) Any decimal currency edition.
 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).

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. 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 \$978-\$2,236 (S) male rate; \$972-\$1,834 (S) female rate), Fourth Division, in State capitals and in Canberra. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

2. **Persons Eligible to Enter**—Subject to section 47A (2)* of the Public Service Act 1922-1966, males and/or 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).

* See under 'Concession to Ex-Servicemen' on p. 233 of this Gazette.

3. Subjects and Pass Conditions

Subject	Approximate Duration (minutes)
Co-ordination ..	.. 3
Checking ..	.. 17
Numbers ..	.. 13
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 finalised.

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 (vide section 53A of the Public Service Act 1922-1966.) 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 \$100.
- (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 1922-1966.

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

3. Subjects and Pass Conditions

Subject:

- (i) Spelling.
 (ii) 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, etc.; or
- (ii) produce acceptable documentary evidence of having passed in English and three other subjects at one sitting of:
- (a) the Intermediate or Junior Examination*, or
- (b) in New South Wales, the examination held at the end of the third year of the School Certificate at least at Ordinary Level standard, 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 recognised by the Board. Where candidates attempt the Intermediate/Junior Certificate wholly or partially on a part-time basis, the qualification will be accepted if obtained at not more than two successive annual sittings of the one public examination.

* In the case of the Queensland Junior examination, qualifications obtained prior to 1964 should be at a standard entitling to extension scholarship. In the case of the new Intermediate Examination in South Australia, Grades 1-3 will be regarded as passing grades.

- (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 10 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 1922-1966.

7. **Syllabus**—(i) 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 mark 108.)

(ii) Arithmetic: First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:

- British standard weights and measures,
- Decimal currency,
- Prime Numbers, Factors, Highest Common Factor, Least Common Multiple,
- Vulgar and Decimal Fractions (excluding recurring and circulating decimals),
- Simple Proportion (Unitary Method) and Proportionate Division,
- 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 mark 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 1922-1966, to enable officers to qualify for promotion or transfer as Excise Officer, Grade 1 (\$2,360-\$3,010 (\$)), 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 finalised, 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 1922-1966.

7. Syllabus

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

- The four rules applied to simple and compound quantities in common use.
- Vulgar fractions and decimals.
- Metric system.
- Averages.
- Ratio and proportion.
- Percentages.
- Profit and loss.
- Mensuration of rectangles, squares and circles.
- British standard weights and measures.

Spelling: To be judged from the candidate's detection and transcription of misspelled and incomplete but readily recognisable 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

THE Public Service Board hereby notifies the general conditions of the examination held in pursuance of section 53 of the Public Service Act 1922-1966, to enable officers to qualify for promotion as Excise Officer, Grade 3 (\$3,100-\$3,620 (\$)), Third Division, Department of Customs and Excise. 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 finalised.

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 1922-1966.

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) Canned Fruit Excise Act and Regulations.
- (7) Coal Excise Act and Regulations.
- (8) Customs Act, Regulations, Tariff and By-laws, insofar as they apply to Excise activities.
- (9) Excise General Orders.
- (10) Distillery procedure in connection with all types of transactions coming within the scope of an Excise Officer.
- (11) Wine Manufacturing procedure.
- (12) Practical knowledge of re-gauging of casks, gauging of vats and the use of Sikes's 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 and 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.

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 1 January 1968, in pursuance of section 53 of the Public Service Act 1922-1966 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 who:

- (a) have passed an examination in departmental subjects 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 Postal Clerk, etc.; or
 - (ii) an examination held in October each year to enable officers to qualify for transfer as Clerk, Third Division; 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—First Year of Course:	
Paper A	3 hours
Paper B	3 hours
Part II—Second Year of Course:	
Paper A	3 hours
Paper B	3 hours

Candidates must gain at least 60% of the aggregate maximum marks allotted for each paper of Part I or Part II to pass in that Part, and must complete Part I of the examination before they will be eligible to contest Part II. To pass the examination as a whole, candidates must pass in both Parts.

Officers who pass in Part I and Part II of an examination under these conditions gain part of the qualification for promotion or transfer as Inspector, Third Division, Post Offices Branch. To complete the qualification, officers must have—

- (a) successfully completed the Certificate Course in Post Office Administration;
- (b) had at least two years' appropriate experience in the Post Offices Branch since qualifying in (a) above; and
- (c) attained the age of twenty-three years.

4. Exemption Provisions—An officer who has passed in Part I of an examination under these conditions may claim exemption from examination in that Part for a period of three years from date of notification in the Gazette that the results of the examination concerned have been finalised.

5. Period of Eligibility

A. Indefinite:

- (i) An officer in a clerical or administrative position in the Post Offices Branch who is classified at least at a level equivalent to that of Inspector, provided that the F.A.D.G. (Postal Services) or the Assistant Director (Postal Services), as the case may be, certifies that he has, in the full-time performance of appropriate duties in the Postal Services Division given satisfactory evidence of possessing the required qualifications.
- (ii) An officer who has successfully completed a course of training as Inspector-in-training, Post Offices Branch, provided that the F.A.D.G. (Postal Services) or the Assistant Director (Postal Services) as the case may be, certifies that he has, in the full-time performance of appropriate duties in the Postal Services Division, given satisfactory evidence of 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 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 officers who qualify under these conditions—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 1922-1966.

7. Syllabus

Post Offices Branch Management:

Part I—Maximum Marks 220—Pass Marks 120. Concepts of service and use of service standards; Divisional Operating Costs; Organisation of the District Postal Manager's Office; Organisation of Post Offices; Post Offices Branch Responsibility for Mail Arrangements; Transport Branch Activities; Functions and Organisation of the Mail Exchange Branch; Traffic Handling in the Mail Exchange Branch; Mail Handling Operational Procedures; Personnel Relations; Supervisory Responsibilities; Legislative Aspects of Postal Services; Customer Education and Correction; Ministerial Representations; Holiday Arrangements; Training Courses conducted for Post Offices Branch staff; Machine Systems at Post Offices; Planning and Development Branch Functions.

Part II—Maximum Marks 200—Pass Marks 120. Provision of Postal Facilities; Audit and Inspection of Post Offices; Deficiencies, Defalcations, Robberies and Fires at Post Offices; Liaison with the Postal Investigation Section; Non-Official Postmasters' Determination and Conditions of Employment; Accounts Branch Activities; Telecommunications Activities; Activities on behalf of Engineering Division; Engineering Division Activities.

(Notes covering the above syllabus will be made available on application to the Superintendent, Post Offices Branch in the capital city of the State in which the officer is located.)

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, etc., 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 \$4,070 (S.) per annum.
- (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 (\$932-\$1,734 (S) male rate; \$852-\$1,348 (S) female rate), Fourth Division, will be held as required. Details of each examination will be publicly notified.

These conditions will remain in force until 31 December 1967.

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	14 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 examination held at the end of the third year of the School Certificate course (with 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 will be eligible for appointment for twelve months from date of notification in the Gazette that the results of that examination have been finalised. However, they 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—Candidates will be arranged in separate lists for:

- (a) those successful at the examination; and
- (b) those granted exemption under paragraph 4 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 recognisable words and/or from dictation. (Maximum marks 180, pass mark 108.)

(ii) Arithmetic: First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:

- (a) British standard weights and measures;
- (b) Decimal currency;
- (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
- (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
- (e) Simple Proportion (Unitary Method) and Proportionate Division;
- (f) 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 mark 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 (\$932-\$1,734 (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 31 December 1967.

2. Persons Eligible to Enter—Males who are between the following age limits at the date of examination:

State	At least—	Less than—
New South Wales	14 yrs 11 mths	18 yrs
Victoria	14 yrs 11 mths	18 yrs
Queensland	14 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	18 yrs

Tasmanian candidates under the age of 16 years must produce a School Exemption Certificate.

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 for twelve months from date of notification in the Gazette that the results of the examination have been finalised. However, they will not become eligible for appointment until they attain the age of 15 years.

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 recognisable words and/or from dictation. (Maximum marks 180, pass mark 108.)

(ii) Arithmetic—First four 'rules'—that is Addition, Subtraction, Multiplication, Division, including:

- (a) British standard weights and measures;
- (b) Decimal currency;
- (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
- (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
- (e) Simple Proportion (Unitary Method) and Proportionate Division;
- (f) 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 mark 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 1922-1966, to enable Limb Makers and Fitters (\$2,206-\$2,632 (S)), Fourth Division, Repatriation Department, to advance in salary beyond \$2,462 (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 receipt of salary of not less than \$2,378 (S) per annum at the date of examination.

Senior R.A.L.A.C. technical personnel may contest an examination under these conditions to qualify for the award of the Departmental Certificate in Prosthetics.

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 1922-1966, a successful candidate will be advanced as shown below:

- (i) if in receipt of \$2,378 (S) per annum, advancement to \$2,462 (S) per annum twelve months from date of receipt of that salary, and advancement to \$2,548 (S) per annum twelve months from the date of receipt of \$2,462 (S) per annum.
- (ii) if in receipt of \$2,462 (S) per annum:
 - (a) for less than twelve months—advancement to \$2,548 (S) per annum twelve months after date of receipt of that salary.
 - (b) for more than twelve months—advancement to \$2,548 (S) per annum from the first day of the month following that in which the examination was held.
- (iii) if restrained at \$2,548 (S) per annum until he has passed the examination, and in receipt of that salary:
 - (a) for less than twelve months—advancement to \$2,632 (S) per annum twelve months after date of receipt of that salary.
 - (b) for more than twelve months—advancement to \$2,632 (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.

Theory of all prostheses and braces for the upper and lower extremities.

Theory of spinal bracing.

Application of technical aids.

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

Prosthetic Principles—Anderson, Miles H. and Others

Manual of Upper Extremity Prosthetics, Second Edition—Santschi, William A. (California University, Dept. of Engineering)

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, etc., 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 OR TRANSFER AS LINEMAN, GRADE 1

QUALIFYING examinations for appointment or transfer as Lineman, Grade 1 (\$2,067-\$2,198 (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 31 December 1967.

2. Persons Eligible to Enter

- (i) for appointment—males who, at the date of examination, are at least 19 years 6 months and under 51 years;
- (ii) for transfer—male permanent officers of the Service who, at the date of examination, are at least 19 years 6 months and who are not designated Lineman, Grade 1 or Lineman-in-training.

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 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 finalised, or until attaining the age of 51 years, whichever is the earlier;
- (ii) for transfer—Twelve months from the date of notification in the Gazette that the results of the examination have been finalised.

6. **Order of Appointment or Transfer**—Successful candidates will be offered appointment 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 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 connection with aerial lines, conduits and cables.

B. **Radio Section**—Practical knowledge of a Lineman's work in connection 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 OR TRANSFER AS LINEMAN-IN-TRAINING
QUALIFYING examinations for appointment or transfer as Lineman-in-training (\$932-\$1,894 (S)), Fourth Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

Candidates may contest an examination under these conditions for selection in one State only.
These conditions remain in force until 31 December 1967.

2. Persons Eligible to Enter

- (i) **For Appointment**: Subject to section 47A (2)* of the Public Service Act 1922-1966, males not on the permanent staff of the Commonwealth Service whose age, at the date training commences, is not less than 17 years 6 months and not more than 40 years.
- (ii) **For Transfer**: Male permanent officers of the Service whose age, at the date training commences, is not less than 17 years 6 months and less than 40 years (51 years in the case of former members of the Australian forces).

* See under 'Concession to Ex-Servicemen' on p. 233 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**—A Technician-in-training whose lack of progress makes continuance of training undesirable may be granted exemption from examination if the Chief Officer certifies that he is suitable for a Lineman-in-training Course. No other 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 finalised, 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 finalised, or until a further examination is held under these conditions, whichever is the earlier.

6. **Order of Appointment or Transfer**—Successful candidates will be offered appointment or transfer as Lineman-in-training, as follows:

- (i) firstly, in merit order based on marks obtained, to those who qualify at an examination under these conditions;
- (ii) secondly, in merit order based on marks obtained at the Technician-in-training appointment examination, to those admitted under the provisions of paragraph 4 above.

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 and measures. 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 \$2,076 (S) 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 \$2,198 (S) 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.

APPOINTMENT OR TRANSFER AS LINES ASSISTANT, GRADE 2

QUALIFYING examinations for appointment or transfer as Lines Assistant, Grade 2 (\$2,016-\$2,138 (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 31 December 1967.

2. Persons Eligible to Enter

- (i) **For appointment**—males not on the permanent staff of the Commonwealth Service who are at least 19 years 6 months but less than 51 years at the date of examination.
- (ii) **For transfer**—male permanent officers of the Service who are at least 19 years six months but less than 51 years at the date of examination, and who are not designated Lines Assistant, Grade 2.

3. Subjects and Pass Conditions

Subject	Duration (minutes)
(i) Oral Section:	
Safety precautions, the use and care of tools and equipment	15
(ii) Practical Section:	
(a) Use of hand tools, ropes, block and tackle ..	60
(b) General practical work associated with the duties of a Lines Assistant, Grade 2 ..	75

To pass in each Section, candidates must score at least 60 per cent of the total marks allotted.

Candidates must pass both Sections to pass the examination.

4. Exemption Provisions—No exemptions from examination will be 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 finalised, or until attaining the age of 51 years, whichever is the earlier.
- (ii) For transfer—twelve months from date of notification in the Gazette that the results of the examination have been finalised.

6. Order of Appointment or Transfer—Successful candidates will be offered appointment or transfer to a locality as Lines Assistant, Grade 2, 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 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) Oral Section: Each candidate will be asked fifteen questions on the functions listed below, excluding item (b) and including safety precautions, the use and care of tools and equipment associated with the duties of a Lines Assistant, Grade 2. Questions may also be asked on the duties of a Lines Assistant, Grade 1.
- (ii) Practical Section:
 - (a) Three compulsory tasks will be set covering the use of hand tools, ropes, block and tackle as involved in the duties of a Lines Assistant, Grade 2.
 - (b) Each candidate will be required to perform two tasks associated with the duties of Lines Assistant, Grade 2.

Functions performed by a Lines Assistant, Grade 2:

- (a) cutting and sealing cables;
- (b) driving motor vehicles;
- (c) boning and trimming to levels; operating machine rammers, spades, drills, picks, borers, etc. under 50-lb. weight (excluding point tool) and machine concrete mixers; tunnelling (8 feet and over in length) including back filling; laying or jointing single pipes (3-in or over internal diameter) or conduits; erecting staging or bridges; setting pitchers, flags or concrete slabs; reinstating concrete footpaths, kerbs or gutters; installing drains, timbering trenches, shoveller following machine operators other than as specified in (d) of the functions of a Lines Assistant, Grade 1; assisting manhole builder;
- (d) building chases, pits or manholes in situ; handling explosives (including powder monkey); casting pipes or conduits in situ; reinforcing timber work in tunnels; operating machine rammers, borers, pavement breakers and similar tools over 50-lb weight (excluding point tool); tool fettler; erecting scaffolding on bridges.

Text-books—No special text-books are prescribed, but Linemen's Handbooks are suitable for reference.

These conditions 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 Directors, Posts and Telegraphs.

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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 1922-1966, to enable officers to qualify for promotion or transfer as Locker, Grade 1 (\$2,036-\$2,320 (S)) and Grade 2 (\$2,360-\$3,010 (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 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 from 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 finalised, 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 1922-1966.

7. Syllabus

Arithmetic: First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:

- (a) British standard weights and measures;
- (b) Decimal currency;
- (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
- (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
- (e) Simple Proportion (Unitary Method) and Proportionate Division;
- (f) 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 recognisable 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 (\$932-\$2,520 (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 31 December 1967.

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 of transfer—Male permanent officers who will be at least 17 years 11 months at the date of examination.

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.

Candidates who achieve a satisfactory standard in each of the subjects of the Educational Test will be assessed as to their suitability for training in the duties of a Mail Officer. From candidates assessed as suitable for training, selections will be made for inclusion in courses of training in the work of a Mail Officer in the City, Inland or Ship Sections at Mail Exchange Branch Training Schools.

At the conclusion of the training period, candidates will be required to undertake 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 . . . or	500	25	9
(ii) Inland and Ship Sections	500	20	5

The duration of the training course will depend on the progress made by the individual trainee. The prescribed training time varies in each State and is related to the amount of material to be learned. However, the Superintendent, Mail Exchange Branch, may extend the prescribed training period in his State by not more than 25 per cent if he considers that a trainee will reach the required standard of proficiency within the extended period.

4. Exemption Provisions

Section 1. Educational:

- (i) Candidates for appointment—No exemption will be granted.
- (ii) Candidates for promotion or transfer—An officer who has passed in both subjects 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 1.

Section 2. Practical:

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.

5. Period of Eligibility

- (i) For appointment—Twelve months from date of notification in the Gazette that the results of the examination have been finalised, or until the attainment of 51 years of age, whichever is the earlier.
- (ii) For promotion or transfer—Three years from date of notification in the Gazette that the results of the examination have been finalised, 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. (i) Successful candidates will not be eligible for appointment, promotion or transfer until they attain the age of 18 years. (ii) A candidate successful in Section 1. Educational of an examination under these conditions who defers or declines an offer of training must contest a later examination if he again wishes to qualify for appointment, promotion or transfer as Mail Officer.)

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 1922-1966.

Successful candidates offered appointment, 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 recognisable words and/or from dictation. (Maximum marks 180, pass mark 108.)
- (ii) Arithmetic—First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:
 - (a) British standard weights and measures;
 - (b) Decimal currency;
 - (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
 - (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
 - (e) Simple Proportion (Unitary Method) and Proportionate Division;
 - (f) 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 mark 105.)

8. Rates of Salary Payable during Training—(a) Candidates for promotion or transfer—An officer who, immediately prior to taking up duty in the Mail Exchange Branch Training School was in receipt of a salary above the minimum of a Mail Officer will continue to receive the higher salary during the training period provided that salary does not exceed the maximum salary of a Mail Officer.

Any higher duties allowance which an officer was receiving in a field of work related to the duties of Mail Officer, immediately prior to commencing the course of training, will continue throughout the course, provided that:

- (i) he would have continued to act in the higher position had he not been required to undergo full-time Departmental training, and
- (ii) total remuneration (i.e. salary and allowance) does not exceed the maximum salary of Mail Officer, and
- (iii) service during the training period will not be taken into account for higher duties incremental purposes.

(b) Candidates for appointment—A candidate for appointment who, immediately prior to entering the Mail Exchange Branch Training School, was employed in a temporary or exempt capacity may continue to receive the total remuneration he received as an employee provided that:

- (i) his salary immediately prior to commencing training was greater than would have been payable had all his service been in the position of Mail Officer,
- (ii) he would continue to receive the higher salary had he not been required to undergo full-time Departmental training,
- (iii) his total remuneration does not exceed the maximum salary of Mail Officer.

9. Rates of Salary payable on Appointment, Promotion or Transfer—Salary on appointment, promotion or transfer will be determined in accordance with the prescribed principles which take into account the factors set out in 8 (a) and (b) above. The salary so determined may, however, differ from that paid during the training period.

10. Salary Advancement—To advance beyond \$2,150 (S) and \$2,264 (S) per annum, a Mail Officer must pass an examination as prescribed for Salary Advancement of Mail Officer beyond \$2,150 (S) and \$2,264 (S) per annum, details of which are included in this issue of the Gazette.

In the case of a candidate whose salary on appointment, promotion or transfer is adjusted to a salary higher than one of the barrier points in the Mail Officer salary scale, future salary advancement will be contingent upon passing the appropriate barrier test.

11. Unsatisfactory Progress

- (i) Candidates for appointment—A candidate whose progress in the Mail Exchange Branch Training School is unsatisfactory may be offered other employment or his services may be terminated.
- (ii) Candidates for Promotion or Transfer—Subject to the provisions of section 67 of the Public Service Act 1922-1966, a candidate whose progress in the Mail Exchange Branch Training School is unsatisfactory will be transferred to his former position or to one of similar status.

This notification 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 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 (\$932-\$2,520 (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 1922-1966. 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 whose age at the date of the examination is 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 has passed in both subjects of Section 1 in one sitting at a previous examination, or has passed or is exempt from the bi-annual educational examination for promotion or transfer as Mail Officer, etc., may claim exemption from Section 1 of an examination under these conditions.

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 finalised, 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 provision of section 50 of the Public Service Act. 1922-1966.

7. Syllabus

Section 1—Educational:

- (i) 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 mark 108.)
- (ii) Arithmetic—First four 'rules'—that is, Addition, subtraction, Multiplication, Division, including:
 - (a) British standard weights, measures and money;
 - (b) Decimal Currency;
 - (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
 - (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
 - (e) Simple Proportion (Unitary Method) and Proportionate Division;
 - (f) 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 mark 105.)

8. Advancement—To advance beyond \$2,150 (S) and \$2,264 (S) per annum, a Mail Officer must pass an examination as prescribed for Salary Advancement of Mail Officers beyond \$2,150 (S) and \$2,264 (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 OFFICER BEYOND \$2,150 (S) PER ANNUM

and

2. QUALIFICATION OF SPECIFIED OFFICERS TO RECEIVE SALARY EXCEEDING \$2,150 (S) AND NOT EXCEEDING \$2,264 (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 1922-1966.

2. Persons Eligible to Enter

- (a) Mail Officers, including 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—Exempt Mail Officers and other specified employees are eligible to sit for the examination for the sole purpose of qualifying for salary advancement beyond \$2,150 (S) per annum. Success at an examination under these conditions will not in any way entitle an 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 \$2,150 (S) per annum as Postal Assistant (Mail) may claim complete exemption from examination.
- (b) A candidate who has passed in Section 1 or Section 2 at a previous examination for advancement beyond \$2,150 (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., 1 February, 1 May, 1 August and 1 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 \$114 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 \$1,890 (S), \$2,036 (S) or \$2,094 (S) per annum, accelerated advancement to the extent of two increments above his present salary as 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 \$2,150 (S) per annum, advancement to \$2,264 (S) per annum 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 (Mails) 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 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 envelopes have been sorted, the candidate has a balance of time available, he will not be permitted to utilise 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:

- (a) 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
- (b) how to tie a bundle of letter form articles in the prescribed manner.

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.

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 memorising 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 memorise 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:

- (a) The 500 envelopes (interstate and overseas envelopes inter-mixed) are to be sorted in a maximum time of fourteen minutes.
- (b) The 100 overseas envelopes are then to be sorted in a maximum time of three minutes.
- (c) 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:

- (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.

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:

- (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.

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 \$2,150 (\$ 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 31 January, 30 April, 31 July or 31 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 OFFICER BEYOND \$2,264 (S) PER ANNUM

2. QUALIFICATION OF SPECIFIED OFFICERS TO RECEIVE SALARY EXCEEDING \$2,264 (S) PER ANNUM 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 section 32 and 53 of the Public Service Act 1922-1966.

The written section of the examination will be held on the third Monday in May each year. The practical section will commence as early as practicable after applications close.

2. Persons Eligible to enter

The following persons, provided they have passed an examination for salary advancement as Mail Officer or Postal Assistant (Mail) beyond \$2,150 (S) per annum held at least two years before 31 May of this year in which the examination under these conditions is held, or are in receipt of salary not less than \$2,206 (S) per annum at the date applications close:

- (a) permanent and exempt Mail Officers;
- (b) Assistants (Mails), Custodian's Section or Bag Room, Assistants, Grade 3, Mail Exchange Branch;
- (c) Postmen employed in the City Section at the chief offices in Sydney, Melbourne, Brisbane, Adelaide and Perth who receive an allowance for sorting to private box divisions and Postman groups;
- (d) other officers if they are acting as Mail Officer and who—
 - (i) are located in a Mail Exchange Branch; or
 - (ii) are stationed at post offices at which Mail Officers are employed; or
 - (iii) are stationed at other post offices in the suburban areas of the cities or in the towns in which the post offices mentioned in (ii) above are located; or
 - (iv) within the six months immediately preceding the date of examination, were stationed at one of post offices mentioned in (ii) and (iii) above.

(N.B.—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 \$2,264 (S) per annum. Success at the examination will not in any way entitle an 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	
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 must sit for the written examination irrespective of his results in 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 \$2,264 (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 \$2,264 (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:

Mail Officer under 21 years of age—Allowance at the rate of \$56 per annum from the first day of the month in which the examination was completed, with advancement, on attaining the age of 21 years, to an amount equal to three increments above the minimum rate payable to an officer who has attained that age but who has not passed an examination under these conditions.

Adult Mail Officer—(i) If in receipt of \$2,094 (S), \$2,150 (S), \$2,206 (S) or \$2,264 (S) per annum for less than twelve months—advancement to the next respective increment from the first day of the month in which the examination was successfully completed. Advancement to \$2,206 (S), \$2,264 (S), \$2,348 (S) or \$2,434 (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 \$2,264 (S) per annum for twelve months or more—advancement to \$2,434 (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 1922-1966.

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 utilise 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 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 Mail Exchange Branch instructions:

(a) Post Office Guide (1966 edition) as amended. Questions will be selected from material contained in paragraphs 1-6, 8-11, 27-35, 48-58, 70-81, 86-91, 96-102, 113-134 (except scale of rates appearing in paragraph 128), 137-144, 154-162, 165-169, 182-190, 198-201, 204-211, 230-236, 242-248, 309-314, 316-320, 355-378, 381-410.

(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 memorising 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 memorise 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:

- (a) The 500 envelopes (interstate and overseas envelopes inter-mixed) are to be sorted in a maximum time of fourteen minutes.
- (b) The 100 overseas envelopes are then to be sorted in a maximum time of three minutes.
- (c) 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 relating to:

Material prescribed in 2 (a) and 2 (b) of 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

- (a) Material prescribed in section 2 (a) Inland Section, with the addition of paragraph 237-241, 250-258 and 266-276 of Post Office Guide.
- (b) Mail Exchange Branch practices and procedures which may be encountered 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

- (a) Material prescribed in section 2 (a) Inland Section with the addition of paragraphs 212-227 of the Post Office Guide.
- (b) 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 thirty 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 of 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—Written Examination in Knowledge of Post Office Guide and Instructions

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 \$2,150 (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

- (a) Material prescribed in Section 2 (a) Inland Section.
- (b) 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, 1029-1031, 1033-1037, 1053-1056, 1059-1062, 1067-1070, 1078-1094, 1097-1112, 1119-1139, 1142, 1146, 1174, 1177, 1181-1196, 1201-1204, 1216, 1225, 1246-1248, 1251-1252, 1267-1268, 1278, 1291-1295, 1353-1357, 1385-1391, 1482-1484, 1493, 1497-1498, 1504-1512, 1526-1546, 1557-1566, 1574, 1585-1589, 1591-1595, 1613-1618, 1623-1655, 1657, 1705-1717, 1723, 1729, 1737, 1741-1746, 1754-1755, 1769, 1771b-1772b, 1774-1774e, 1776-1776b, 1789, 1796-1798, 1830, 1860, 1865-1881, 1883, 1896-1909, 1911, 1939, 1948-1950, 1967-1973, 1977-1982, 2006-2008, 2029-2038, 2055-2058, 2144-2147, 2149-2156, 2161-2183, 2197-2201a, 2235-2237, 2242, 2244-2246a, 2251-2252.

8. **General**—A notification in the Gazette each year will give details of how to make application, closing date for applications, etc.

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 MAIL OFFICER (CODING), MAIL EXCHANGE BRANCH, POSTMASTER-GENERAL'S DEPARTMENT, SYDNEY

QUALIFYING examinations for appointment or transfer as Mail Officer (Coding) (\$978-\$2,236 (S); female rate \$972-\$1,834 (S)), Fourth Division, Mail Exchange Branch, Sydney, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

2. Persons Eligible to Enter:**(i) for appointment:**

- (a) females not on the permanent staff of the Commonwealth Service who will be between the ages of 15 years and 51 years at the date of examination; and/or
- (b) males not on the permanent staff of the Commonwealth Service who:

were employed as regular full-time Mail Officers (other than on a casual or seasonal basis) in the Mail Exchange Branch, Sydney, as at 31 December 1966, and who have continued to be so employed at the date of application to contest the examination; and

are less than 51 years at the date of examination.

Note: Males taking up duty as Mail Officer (Coding) will be required to perform permanent night work.

(ii) for transfer:

- (a) female permanent officers of the Commonwealth Service;
- (b) male permanent Mail Officers who were employed full-time as Mail Officers in the Mail Exchange Branch, Sydney, as at 31 December 1966, and who have continued to be so employed at the date of application to contest the examination.

Note: Males taking up duty as Mail officer (Coding) will be required to perform permanent night work.

3. **Subjects and Pass Conditions**—Candidates up to the required number who perform satisfactorily at suitability tests will be given appropriate training in the duties of Mail Officer (Coding). In respect of female candidates who perform satisfactorily at suitability tests, preference will be given to those 18 years of age and over. At the conclusion of the training period, candidates will be required to undertake practical tests at the prescribed standard on the rules applicable to the coding of mail and the operation of the keyboard of the coding machine.

The minimum acceptable speed of keyboard operation will be that involved in coding at the rate of 10,000 keystrokes per hour, with an error rate of no more than 1 per cent.

The duration of the training course will depend on the progress made by the individual trainee. The Superintendent, Mail Exchange Branch, may extend the prescribed training period if he considers that a trainee will reach the required standard of proficiency within the extended period.

(Note—Candidates will not be permitted to re-contest the suitability tests within twelve months.)

4. **Exemption Provisions**—A candidate who has successfully completed the training course and has been employed in a continuous capacity as Mail Officer (Coding) since qualifying may claim exemption in the Practical Tests held under these conditions.

5. **Period of Eligibility**—Successful candidates will be eligible for appointment or transfer for twelve months from date of notification in the Gazette that the results of the examination have been finalised, or until attaining the age of 51 years, whichever is the earlier.

6. **Order of Appointment or Transfer**—Successful candidates will be offered appointment or transfer as Mail Officer (Coding) as follows:

- (i) Firstly, to those who qualify by means of the allowance of \$100 per annum for Mail Officers (Coding), in order of merit based on marks obtained at the allowance test.
- (ii) Secondly, to those who qualify in the Practical Test held under these conditions, in order of merit based on marks obtained at the practical test.

7. **Syllabus**—Information in addition to details in paragraph 3 may be obtained from the Director, Posts and Telegraphs.

8. Unsatisfactory Progress

- (i) Candidates for appointment—A candidate whose progress in the training course is unsatisfactory may be offered other employment or services may be terminated.
- (ii) Candidates for transfer—Subject to the provisions of section 67 of the Public Service Act 1922-1966, a candidate whose progress in the training course is unsatisfactory will be transferred to his/her former position or to one of similar status.

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 the Director, Posts and Telegraphs.

TO ENABLE MAIL OFFICERS (CODING) TO QUALIFY FOR AN ALLOWANCE OF \$100 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—Mail Officers (Coding), including exempt Mail Officers (Coding), Postmaster-General's Department.

3. Subjects and Pass Conditions—Candidates will be required to perform the code extraction and keyboard operations involved in coding at the rate of 12,500 keystrokes per hour.

(Note—The test will be conducted under conditions closely simulating those encountered by Mail Officers (Coding) in the work situation.)

The maximum number of errors allowed will be 1 per cent; errors will be determined as follows:

- (a) Addresses remaining uncoded at completion of test—one error for each address uncoded.
- (b) Incorrect codes—one error for each incorrect code group.

4. Exemption Provisions—No exemptions will be granted.

5. Period of Eligibility—The allowance will be payable while the successful candidate is engaged on Mail Officer (Coding) duties.

6. Date of Effect—Successful candidates will be entitled to payment of the allowance on and from the working day following the date of the test.

7. Test Details—These are outlined in paragraph 3. Subjects and Pass Conditions.

8. Testing Arrangements

Date of Test—Tests will be conducted as often as is necessary to enable Mail Officers (Coding) to qualify for payment of the allowance.

Centres—Tests will be held at centres where mail coding equipment is installed.

How to Make Application—Application forms may be obtained from, and should be lodged with the Director, Posts and Telegraphs, Sydney.

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 the Director, Posts and Telegraphs.

QUALIFICATION FOR PROMOTION OR TRANSFER AS MAIL OFFICER (CODING)-IN-CHARGE, MAIL EXCHANGE BRANCH, POSTMASTER-GENERAL'S DEPARTMENT, SYDNEY

THE Public Service Board hereby notifies the conditions of the examination as above, held in pursuance of section 53 of the Public Service Act 1922-1966. Examinations under these conditions will be held as necessary and the dates of these examinations 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; and
- (ii) have passed the examination to enable Mail Officers (Coding) to qualify for an allowance of (\$100) per annum.

3. Subjects and Pass Conditions—An Oral and Practical Examination in the duties of a Mail Officer (Coding)-in-charge.

4. Exemption Provisions—No exemptions will be granted.

5. Period of Eligibility

- (a) Mail Officer (Coding)—So long as they continue to perform full-time the duties of Mail Officer (Coding), Mail Officer (Coding)-in-charge, or Instructor, Mail Exchange Branch.
- (b) Officers other than Mail Officers (Coding)—Twelve months from the date of notification in the Gazette that the results of the examination at which the qualifications were gained have been finalised. This period may be extended if, during the period of eligibility, a successful candidate:
 - (i) is engaged for a period of not less than three months continuously in the full-time performance of the duties of Mail Officer (Coding), Mail Officer (Coding)-in-charge, or Instructor, Mail Exchange Branch; and
 - (ii) obtains a certificate from the Superintendent, Mail Exchange Branch, that the officer has retained the proficiency demonstrated at the examination.

The extension will be for twelve months from the date the officer ceases to perform the above duties.

6. Order of Promotion or Transfer—Successful candidates will be selected in accordance with the provisions of section 50 of the Public Service Act 1922-1966. Successful candidates will also be eligible for temporary transfer as Instructor, Grade 1 and Instructor Grade 2, Fourth Division, Mail Exchange Branch.

7. Syllabus—Candidates will be required to demonstrate before a panel of examiners their suitability for the position of Mail Officer (Coding)-in-charge, particularly in regard to the following points:

- (i) functions and duties of a Mail Officer (Coding)-in-charge;
- (ii) coding rules;
- (iii) correct keyboard operation;
- (iv) measurement and recording of output and accuracy;
- (v) detection, recording and reporting of equipment faults;
- (vi) training and re-training of Mail Officers (Coding).

Candidates will be expected to demonstrate their ability to take remedial action where the above points are involved and to exercise tact, courtesy and judgment in so doing.

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 the Director, Posts and Telegraphs.

SALARY ADVANCEMENT OF MECHANIC (LIGHTHOUSE) AND RADIO MECHANIC (LIGHTHOUSE)

THE Public Service Board hereby notifies the general conditions of the examination, held as required in pursuance of section 32 of the Public Service Act 1922-1966, to enable Mechanics (Lighthouse) and Radio Mechanics (Lighthouse) (\$2,292-\$2,632 (S)). Fourth Division, Department of Shipping and Transport, to qualify for salary advancement beyond \$2,548 (S) per annum.

2. Officers Eligible to Enter—Mechanics (Lighthouse) and Radio Mechanics (Lighthouse) who are in receipt of not less than \$2,462 (S) per annum.

3. Subjects and Pass Conditions

- (1) Mechanic (Lighthouse): practical test on:
 - (i) the overhaul of electrical and mechanical lightstation plants;
 - (ii) the servicing of acetylene lights.

Candidates must pass in each section to pass the examination.

- (2) 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 1922-1966, a successful candidate will be advanced in salary to \$2,632 (S) per annum from the first day of the month following that in which the examination commenced if he

has been in receipt of \$2,548 (S) per annum for at least twelve months; otherwise, this advancement will be from date of completion of twelve months' service at \$2,548 (S) per annum.

7. Syllabus

(1) Mechanic (Lighthouse):

(i) The overhaul of electrical and mechanical lightstation 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, etc.);
- (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) (\$1,976-\$2,060 (S)), Fourth Division Phonogram Sub-section, Postmaster-General's Department, held in pursuance of section 53 of the Public Service Act 1922-1966. 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 ..	—

A candidate who fails at the Written Section will not be eligible to sit for the Oral and Practical test.

To pass the examination as a whole, a candidate must pass in the Written Section and in the Oral and Practical test.

4. **Exemption Provisions**—An officer who has passed a previous examination for Monitor (Female) may be granted exemption from an examination under these conditions, provided that the Assistant Director (Telecommunications) certifies that the officer has, within the three years immediately preceding the date of the examination concerned, given satisfactory evidence of retention of the requisite qualifications by performing appropriate duties within the Service Branch of the Telecommunications Division.

An officer who passes in the written section 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 finalised; 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 Service 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

Officers designated Phonogram Operator—So long as they continue in the full-time performance of the duties of Phonogram Operator or of Monitor (Female) on an acting basis.

Officers designated other than Phonogram Operator—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 (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 on which 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 1922-1966.

7. Syllabus

Written Section

- (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 and service standard studies.
- (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), Phonogram 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 Section).
Phonogram Operating Instructions.
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 (\$2,378-\$2,462 (S) male; \$1,976-\$2,060 (S) female), Fourth Division, Telephone Exchanges, Postmaster-General's Department, held in pursuance of section 53 of the Public Service Act 1922-1966. 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 has passed a previous examination for Monitor may be granted exemption from an examination under these conditions provided that the Assistant Director (Telecommunications) certifies that the officer, within the three years immediately preceding the date of the examination concerned, has given satisfactory evidence of retention of the requisite qualifications by performing appropriate duties within the Service Branch of the Telecommunications Division.

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 and provided that application for exemption is made on or before the advertised closing date of an examination to be held under these conditions. A certificate of proficiency will be issued to an officer provided:

- (a) The officer has acted as Monitor for a total 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

Officers designated Telephonist—So long as they continue in the full-time performance of the duties of Telephonist or Monitor, Telephone Exchanges in an acting capacity.

Officers designated other than Telephonist—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 1922-1966.

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 connection therewith.
 - (b) Alertness of perception in dealing with irregularities, and ability to instruct Telephonists in telephone operating procedures.
 - (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 (\$2,094-\$2,264 (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 31 December 1967.

2. Persons Eligible to Enter

- (i) **For appointment**—Males who are at least 20 years 10 months and less than 51 years at the date of examination.
- (ii) **For transfer**—Male permanent officers of the Service who are at least 20 years 10 months at the date of examination.
- (Note—Candidates must hold a current driver's licence for the State in which they intend to contest the 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 finalised, 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 finalised.

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.

Successful candidates who are appointed or transferred as Motor Driver are reminded that the onus is on them to report to the department the cancellation of their licence, or any endorsement.

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 (Female) (\$878-\$1,804 (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 31 December 1967.

2. **Persons Eligible to Enter**—Subject to section 47A (2)* of the Public Service Act 1922-1966, 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.

* See under 'Concession to Ex-Servicemen' on p. 233 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 desire 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 finalised, or until attaining the age of 51 years in the case of ex-servicemen, whichever is the earlier. 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 recognisable words and/or from dictation. (Maximum marks 180, pass mark 108.)

(ii) Arithmetic: First four 'rules'—that is Addition, Subtraction, Multiplication, Division, including:

- (a) British standard weights and measures;
(b) Decimal Currency;
(c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
(d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
(e) Simple Proportion (Unitary Method) and Proportionate Division;
(f) 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 mark 105.)

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;
(iii) the acceptance of telegrams from Post Offices; and
(iv) telephoning telegrams to 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) Phonogram Operating Instructions;
- (ii) Post Office Guide, Telegraph Regulations and General Regulation 8, Sub-regulations 1 to 4 and 6; and
- (iii) Instructions to Postmasters, Part III—Telegraph; paragraphs relating to:
 - (a) General conditions governing the acceptance of telegrams, including action prescribed for dealing with offensive messages;
 - (b) Addresses of telegrams, including Registered Code Indicators;
 - (c) Counting of Telegrams;
 - (d) Delivery of Telegrams;
 - (e) Procedures for handling After Hours, Service, Collect, Press, Meteorological, and F.M.D. and Deferred Delivery Telegrams;
 - (f) Retransmission of telegrams; and
 - (g) Paragraphs dealing with the duties and conduct of officers under the control of a Phonogram Monitor.

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 \$68 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 to the Regulations.)

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 \$68 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 for the test 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 examination held in pursuance of section 53 of the Public Service Act 1922-1966 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	½ 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 one sitting of:

- (a) an Intermediate or Junior Examination,* or
- (b) in New South Wales, the examination held at the end of the third year of the School Certificate Course at least at Ordinary Level standard, or
- (c) in Tasmania, the examination conducted at the end of the year which is one year before the Schools Board Certificate,

or possess equivalent or higher qualifications recognised by the Board. Where candidates attempt the Intermediate/Junior Certificate wholly or partially on a part-time basis, the qualification will be accepted if obtained at not more than two successive annual sittings of the one public examination.

* In the case of the Queensland Junior Examination, qualifications obtained prior to 1964 should be at a standard entitling to extension scholarship.

(ii) To complete their qualifications for promotion or transfer as Postal Clerk, Third Division, 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, etc., 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) An officer who is designated Telegraphist or Supervisor (Telegraphs), or is eligible for promotion or transfer to one of these positions, may claim exemption from the Manipulative Test, Written Technical and Written Traffic, provided he produces a certificate of proficiency from the Assistant Director (Telecommunications).

(ii) An officer who was designated Telegraphist, Supervisor (Telegraphs), or Traffic Officer (Telegraphs) within three years immediately preceding the date of an examination under these conditions may claim exemption from the Manipulative Test, Written Technical and Written Traffic.

(iii) An officer who passes in any of the subjects listed in section three above at an examination:

- (a) under these conditions; or
 - (b) of comparable standard in that subject held in connection 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.

- (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 has passed the subject of General Postal and Counter Duties at an examination for promotion or transfer or an examination for appointment as Postal Officer will be regarded as having passed the same subject at an examination under these conditions and may claim exemption from examination in this subject during the currency of his exemption or eligibility under the Postal Officer conditions for promotion or transfer.
- (vi) An officer who has 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.
- (vii) 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 a position for which any of the subjects under these conditions is a part qualification, may claim exemption from re-examination in the equivalent subject(s) for a period of three years from the date on which he ceased to act in that position.

(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.)

5. Period of Eligibility

A. Indefinite

(i) A District Postal Manager 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 clerical or administrative position requiring Postal Clerk qualifications; 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 First Assistant Director-General (Postal Services) or the Assistant Director (Postal Services) as the case may be, certifies that he has, in the full-time performance of appropriate duties in the Postal 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 finalised.
- (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 finalised.
- (c) 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.

(d) 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.

(e) 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.

6. **Order of 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 1922-1966.

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 and teleprinter;

(ii) The Telegraph Regulations, telegraph rates, the responsibilities of telegram despatching and delivery officers and the use of standard forms.

Written Technical

Testing and Patching procedures at Voice Frequency Telegraph terminals.

Text-books for Above Written Subjects:

Teleprinter Operating Instructions—TRESS Procedures, except paragraphs 64, 65, 74, 109 (b), 121, 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 (Postal and Telegraph Training Manual—Part 2).
Telegraph Traffic Procedure.

For further reference:

Instructions for the Guidance of Postmasters, Part III.—Telegraph.
Post Office Guide (Telegraph Section).
Phonogram Operating Instructions.
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 orders;
- (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 collections.

(d) Mail Work, including:

- (i) clearance of office letter 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 orders;
- (ii) Issue of broadcast, television and combined receiving licences;
- (iii) Acceptance of telephone accounts;
- (iv) Issue, payment and recording of ordinary and telegraph money orders;
- (v) Transfer, repayment, etc., of money orders;
- (vi) War service homes repayments;
- (vii) Pensions and child endowment;
- (viii) Military and naval allotments;
- (ix) Savings bank transactions;
- (x) Private boxes and private bags;
- (xi) Teller's balance;
- (xii) C.O.D. parcels;
- (xiii) Forms M.O.101 and 101A;
- (xiv) Fortnightly check.

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 and Army 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, conditions of examination, etc., 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 (\$1,042-\$2,206 (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 31 December 1967.

2. Persons Eligible to Enter

(i) **For Appointment**—Males not on the permanent staff of the Commonwealth Service who will be at least 15 years 6 months and less than 51 years of age at the date of training commences and who have passed in English and three other subjects at one sitting of:

- (a) an Intermediate or Junior Examination,* or
- (b) in New South Wales, the examination held at the end of the third year of the School Certificate Course at least at Ordinary Level standard, 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 recognised by the Board. Where candidates attempt the Intermediate/Junior Certificate wholly or partially on a part-time basis, the qualification will be accepted if obtained at not more than two successive annual sittings of the one public examination.

* In the case of the Queensland Junior Examination, qualifications obtained prior to 1964 should be at a standard entitling to extension scholarship. In the case of the new Intermediate Examination in South Australia, Grades 1-3 are regarded as passing grades.

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 16 years at commencement of training.

(ii) **For Transfer**—Male officers of the Service who will be at least 15 years 6 months at the date training commences, and who:

- (a) occupy, or have qualified for transfer or promotion to, an office in the third Division, or
- (b) have passed the educational examination formerly held in June each year for inclusion in the Third Division as Postal Clerk, Telegraphist, etc., or
- (c) 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
Arithmetic	50 minutes
Speed and Accuracy ..	10 minutes
General Test	40 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—(1) **For Appointment**: One year from the date of notification in the Gazette that the results of the examination have been finalised, 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 finalised, or until a further examination is held under these conditions, which ever is the earlier.

6. **Order of Appointment of 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 qualifications enabling entry to the Third Division and/or who have passed departmental subject(s) for promotion or transfer as Postal Clerk, Senior Postal Clerk or Postmaster 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) **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, etc.

(ii) **Speed and Accuracy**: This is a test of perceptual ability and not of knowledge, and study is therefore not necessary.

(iii) **General Test**: No study is required.

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:

- (1) the trainee 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) should not exceed the maximum salary of a Postal Clerk, and
 - (3) 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:
- (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 Postal Clerk-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 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 1922-1966, 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 1922-1966 for part of the qualification for promotion or transfer as Postal Officer (\$932-\$2,264 (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

Subject	Duration
General Postal and Counter Duties	1 hour
Telegrams	$\frac{1}{2}$ hour

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 233 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 notification in the Gazette that the results of the examination have been finalised.
- (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 notification in the Gazette that the results of the examination have been finalised:

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 the subject concerned for a period of three 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 from 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 qualifies by one examination—three years from the date of notification in the Gazette that the results of the examination have been finalised.

(iii) 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 finalised, provided that, if the educational subjects only were passed at an examination, then that examination should be excluded when determining the three-year period.

(iv) In the case of an officer who during the currency of his eligibility under (i) and (ii) above 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.

(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 1922-1966.

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 orders;
 - (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 collections.
- (d) Mail Work, including:
 - (i) clearance of office letter 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.

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.

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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, etc., 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 POSTAL OFFICER

QUALIFYING examinations will be held as required for appointment as Postal Officer (\$932-\$2,264 (S)), Fourth Division, Post Offices Branch, Postmaster-General's Department. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

2. Persons Eligible to Enter—Males not on the permanent staff of the Commonwealth Service who are at least 16 years and less than 51 years at the date of examination.

3. Subjects and Pass Conditions

Section	Subject	Duration
(a) Educational	(i) Spelling	.. ½ hr
	(ii) Arithmetic	.. 1 hr
(b) Departmental	(i) General Postal and Counter Duties	.. 1 hr
	(ii) Telegrams	.. ½ hr

To pass the examination, a candidate must pass in each of the subjects.

4. Exemption Provisions—A candidate who has passed in subject(s) of Section (b) at an examination held under these conditions within the preceding twelve months may claim exemption from re-examination in the corresponding subject(s) of that Section at the next succeeding examination.

5. Period of Eligibility—Twelve months from the date of notification in the Gazette that the results of the examination have been finalised, or until attaining the age of 51 years, whichever is the earlier.

6. Order of Appointment—Offers of appointment to a locality will be made to—

- (i) candidates who qualify at an examination for appointment at that locality, in order of merit based on total marks obtained in the two sections of the examination;
- (ii) candidates currently qualified for appointment at any other locality if there is no candidate available under (i), in order of merit on marks obtained at the examination.

7. Syllabus

(a) Educational:

- (i) 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) Arithmetic—First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:
 - (a) British standard weights and measures,
 - (b) Decimal currency,
 - (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple,
 - (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals),
 - (e) Simple proportion (Unitary Method) and Proportionate Division,
 - (f) 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 mark 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.

(b) Departmental:

(i) General Postal and Counter Duties—

- (a) Punctuality, appearance, demeanour, observance of secrecy, 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 orders;
 - (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 collections.
- (d) Mail Work, including:
 - (i) clearance of office letter 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.

(Maximum marks, 200; pass mark, 120.)

Text-books:

Postal Training Manual, Part I

For further reference:

Post Office Guide.

Instructions for the Guidance of Postmasters.
Study Kits.

(ii) 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.

(Maximum marks, 200; pass mark, 120.)

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 candidate is located.)

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 AS POSTMAN

QUALIFYING examinations for appointment as Postman (\$932-\$2,206 (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 31 December 1967.

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 finalised, or until attaining the age of 51 years, whichever is the earlier.

However, successful candidates will not become eligible for appointment 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 purpose of this paragraph.)

7. **Syllabus**—(i) 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 mark 108.)

(ii) Arithmetic: First four 'rules'—that is Addition, Subtraction, Multiplication, Division, including:

- (a) British standard weights and measures,
- (b) Decimal currency,
- (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple,
- (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals),
- (e) Simple Proportion (Unitary Method) and Proportionate Division,
- (f) 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 mark 105.)

8. **General**—Successful candidates will be required to take up duty as Postman either employed in positions of Postal Assistant, Postal Officer, or Mail Officer, Post Offices Branch.

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.

APPOINTMENT, PROMOTION OR TRANSFER AS PREVENTIVE OFFICER

APPLICATIONS are invited from permanent officers and from persons not on the permanent staff of the Commonwealth Service for selection for training as Preventive Officer (\$2,094-\$2,320 (S)), Fourth Division, Department of Customs and Excise. Recruitment to training classes, as required during 1967, will be in accordance with these conditions. Details of each intake will be publicly notified.

These conditions will remain in force until 31 December 1967.

2. Persons Eligible to Make Application—Males who will be 21 years of age and under 40 years (51 in the case of former members of the Australian Forces*) on the date training commences.

* See under 'Concession to Ex-Servicemen' on p. 233 of this Gazette.

3. Method of Determining Suitability—Selection will be based on the results of written tests, an interview and special medical examination.

The medical examination is designed to ensure that the physical condition of persons entering the Preventive Service is adequate for performance of all the duties. They should not be wearers of hearing aids, spectacles or orthopaedic appliances. Recruits should also conform to accepted medical standards for permanent appointment as determined by the Commonwealth Public Service Board.

4. Exemption Provisions—Not applicable.

5. Period of Eligibility—Successful applicants will remain eligible for appointment, promotion or transfer as Preventive Officer for twelve months from commencement of the first training course after the selection tests concerned.

6. Order of Selection—Successful applicants will be ranked in a single order of merit by the interviewing committee, and placements will be made in that order.

7. Syllabus—No specific study is required for the written tests. Details are available from Public Service Inspectors.

8. General

(i) **Conditions of Training**—Selected applicants will be given full-time training of six weeks' duration in the functions and duties of a Preventive Officer. Upon successful completion of a written examination at the end of this training, they will be given five months' on-the-job training in all aspects of preventive work. Trainees must achieve a satisfactory standard in both parts of the training course.

Applicants selected for training will be attached to the Prevention and Detection Section while they remain on the training course. Officers will be promoted or transferred as Preventive Officer under the provisions of section 50 of the Public Service Act 1922-1966. Persons not on the permanent staff will be appointed on probation as Preventive Officer.

(ii) **Unsatisfactory Progress**—A Preventive Officer who fails to make satisfactory progress during the formal section or during the practical phase of his training on the job may be transferred at any time to another position in the Fourth Division at such salary as the Board determines, or if on probation, his appointment may be terminated.

(iii) **Salary Advancement**—Advancement of a Preventive Officer beyond \$2,206 (S) per annum will be subject to passing a prescribed test in the functions and duties of the office, as notified in this issue of the Gazette.

(iv) **How to Make Application**—When a training intake becomes necessary in any State, the public notifications will indicate how to make application and the date applications close.

Permanent officers should furnish at the foot of their application the following particulars:

Full Name
Designation
Standard Salary Scale
Present Salary and Date of Receipt
Date of Birth
Date of First Appointment
Personnel Number.

Persons outside the Commonwealth Service (including temporary employees) should make application on printed forms which may be obtained from the Public Service Inspector.

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 PREVENTIVE OFFICER

THE Public Service Board hereby notifies the general conditions of the examination, held as required in pursuance of section 32 of the Public Service Act 1922-1966, to enable Preventive Officers (\$2,094-\$2,320 (S)), Fourth Division, Department of Customs and Excise, to advance in salary beyond \$2,206 (S) per annum.

2. Officers Eligible to Enter—Preventive Officers who are in receipt of not less than \$2,206 (S) per annum and who have completed the departmental advanced training for Preventive Officers.

3. Subjects and Pass Conditions

Subjects:

General
Ship and Aircraft Search
Patrol
Passengers' Baggage

To pass the whole examination an officer must obtain at least 60 per cent of the maximum marks in each subject at no more than two successive examinations.

4. Exemption Provisions—Candidates may claim exemption from examination in one, two or three subjects under these conditions if they were successful in those subjects at the previous examination.

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 1922-1966, a successful candidate will be advanced in salary to \$2,264 (S) per annum from the first day of the month following that in which the examination was commenced if he has been in receipt of \$2,206 (S) per annum for at least twelve months; otherwise, this advancement will be from date of completion of twelve months' service at \$2,206 (S) per annum.

7. Syllabus—The four papers will cover the following topics: functions of a Preventive Officer; relevant sections of the Customs Act—powers of officers, protection of officers, etc.; prohibited imports and exports; quarantine requirements; court procedures and practices; laws of evidence; report writing; identification of suspects; methods of interrogation; clerical procedures; Part XV procedures; safety; crew issues; purposes of searching; ship and aircraft design and layout; searching techniques; smuggling techniques, stowaways; purposes of patrolling; purposes of passengers' baggage inspection; baggage process; declarations.

8. General—Inquiries regarding examinations under these conditions should be addressed to the Comptroller-General, Department of Customs and Excise, Canberra.

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.

ENTRY INTO SECRETARIAL TRAINING CLASSES

QUALIFYING examinations will be held as required for entry into classes in Melbourne and Canberra for training and subsequent appointment, promotion or transfer as Stenographer (Female), Grade 1 (\$1,804-\$1,918 (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 1922-1966, females who will be under the age of 20 years at the date training commences, and who:

(i) have obtained a pass in English at Leaving Certificate or equivalent or higher examination,

or

(ii) have completed fifth year secondary schooling in the New South Wales educational system.

(Note—Females within the above age limits who will be contesting the above examinations later during the year may apply, but cannot be admitted to the training class until they comply with (i) or (ii) above.)

Except where otherwise determined by the Board, officers and employees already occupying positions of Typist (Female) will not be eligible to enter under these conditions.

* See under 'Concession to Ex-Servicemen' on p. 233 of this Gazette.

3. Subjects and Pass Conditions

Subject	Approximate Duration (minutes).
English Comprehension (Qualifying only) ..	70
Spelling ..	20
V.G.D. (Shorthand Aptitude) ..	1
Speed and Accuracy ..	12
Otis (General Ability) ..	30
Recording ..	9

Candidates must achieve a satisfactory standard to pass the examination and 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.

Candidates who have passed in English at the Leaving Certificate or equivalent or higher examination may claim exemption from examination in English Comprehension.

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**—English Comprehension includes a short section on vocabulary and a longer comprehension test comprising questions based on understanding passages of prose and poetry. These passages are not directly related to any school syllabus.

No preparation is required for the selection tests.

8. General

(i) **Conditions of training and Subsequent Employment**—Qualified candidates, to the number required, will be engaged under exemption or, if permanent officers, transferred to the unattached list, and trained in work of a secretarial nature.

Trainees who successfully complete the course and pass the end-of-course test in typewriting and shorthand will be eligible for appointment, promotion or transfer as Stenographer Grade 1. Appointment of graduating Secretarial Trainees as Stenographer Grade 1 will be subject, under the provisions of section 46 (3), to there being no more suitable applicants available.

(ii) **Duration of Training**—The training course will be of approximately thirty-seven weeks' duration. However, where a trainee does not pass the end of course test, her training course may be extended if it is considered that she is capable of achieving the minimum typing speed for appointment, promotion or transfer as Typist (Female) within a reasonable period of time.

(iii) Salary during Training

Canberra Intakes—A permanent officer may continue to be paid her existing substantive salary provided that:

- she has had at least six months' permanent service;
- her salary does not exceed the maximum of the position of Stenographer (Female), Grade 1;

Permanent officers who have had less than six months' permanent service, and trainees who are not permanent officers of the Service, will be paid a weekly allowance during training as follows:

	\$
Under 17 years ..	15.00
At 17 years ..	17.00
At 18 years ..	19.00
At 19 years ..	21.00
At 20 years ..	23.00

No living-away-from-home, boarding or other allowances will be payable.

Melbourne Intakes—A permanent officer may continue to be paid her existing substantive salary, provided that:

- she has had at least six months' permanent service;
- her salary does not exceed the maximum of the position of Stenographer (Female), Grade 1.

Permanent officers who have had less than six months' service, and trainees who are not permanent officers of the Service, will be paid an allowance at the rate of \$10.00 per week. No living-away-from-home, boarding or other allowances will be payable.

(iv) **Medical Fitness**—Before training commences, candidates who are not officers of the Service must be certified medically fit by the Commonwealth Medical Officer. Arrangements for medical examinations will be made by the Public Service Inspector.

(v) **Unsatisfactory Progress**—If it becomes evident at any time during training that a trainee is not making satisfactory progress:

if she is not an officer of the Service, her services may be terminated or she may be transferred to a Typist-in-training course or offered temporary employment as a Clerical Assistant, Grade 1

if she is an officer of the Service, her services may be terminated or she may be transferred to a Typist-in-training course or to her former position or to one of similar status or transferred as a Clerical Assistant, Grade 1.

(vi) **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 \$200.

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.

PART OF THE QUALIFICATION FOR PROMOTION OR TRANSFER AS SENIOR TECHNICIAN (DEFENCE)

THE Public Service Board hereby notifies the general conditions of the examination held in pursuance of section 53 of the Public Service Act 1922-1966 to enable officers to gain part of the qualification for promotion or transfer as Senior Technician (Defence) (\$3,222-\$3,422 (S)), Fourth Division, Department of Defence, Department of External Affairs and Department of Supply. Details of each examination will be separately notified in the Gazette.

2. **Persons Eligible to Enter**—Permanent officers (male) of the service:

- (a) Who are employed on Technician duties; or
 - (b) Who have been employed on Technician duties during the four years preceding the date of the examination;
- Provided that in both cases (a) and (b) above the candidates have had at least one and a half years' experience on Technician duties; or
- (ii) Who are Senior Technicians other than qualified Senior Technicians (Defence).

3. Subjects and Pass Conditions

Subject	Duration
Written Paper No. 1—Telecommunication Principles	3 hours
Written Paper No. 2—Telecommunication Equipment and Practice ..	3 hours

Candidates must pass in written paper No. 1 and written paper No. 2 to pass the examination as a whole.

To pass in each paper, candidates must gain at least 60 per cent of the total marks allocated for that paper.

Officers who are successful at an examination under these conditions will gain partial qualification for promotion or transfer as Senior Technician (Defence). To complete the qualification, officers must pass or have passed an examination to enable Technicians (Defence) to qualify for salary advancement beyond \$2,662 (S) per annum.

4. Exemption Provisions—Officers who have passed either of the subjects listed in paragraph 3 at any of the last three examinations of this type may claim exemption from re-examination in that subject.

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.

A pass at any other examination which, in the opinion of the Board, is comparable, may be regarded as a pass at an examination under these conditions. Candidates should submit their requests under this provision before the closing date for applications for the examination concerned.

5. Period of Eligibility—Successful candidates who have also passed an examination to enable Technicians (Defence) to qualify for advancement beyond \$2,662 (S) per annum will remain eligible until such time as they are promoted or transferred as Senior Technician (Defence).

6. Order of Promotion or Transfer—The promotion of successful candidates 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 1922-1966.

7. Syllabus

Paper Number 1: Telecommunication Principles—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 electromagnetic screening.

Modulation and Demodulation

Electronics:

Elementary conception of electron flow, thermionic emission and semi-conductors.

General principles, operation and characteristics of electron tubes and transistors.

Types of electron tubes, diodes, transistors 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, phase, noise, power (voltage and current).

Power Generating Equipment:

Rectifiers, vibrators, transistor convertors, motors, generators, primary and secondary batteries, regulators, power distribution, protective devices and plant maintenance.

Paper No. 2—Telecommunications Equipment and Practice

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, Department of Defence or Department of External Affairs.

- (a) Principles and practice of manual telegraphy including the operation, functions, and the use of equipment associated with manual telegraph services.
- (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 and any other specialised equipments as used in machine telegraph services.
- (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.

- (d) Telegraph transmission theory, the theory of DC telegraph channels, the general principles of carrier telegraphy and the functional operation and use of all telegraph distortion and margin measuring equipment.
- (e) Methods of testing and locating faults on telegraph services, channels, equipment and component parts using specialised telegraph test equipment, cathode ray oscilloscopes and electrical testing instruments.
- (f) Installation procedures and methods of power distribution, cabling, wiring and mounting of apparatus for telegraph services.
- (g) The application of safety measures to all equipment or plant used in providing and maintaining telegraph services.
- (h) The principles of propagation of radio signals in the frequency bands between 500 KC/S and 10,000 KC/S.
- (i) Aerial systems and transmission lines for reception and transmission:
 - Medium frequency—Anti fading radiators, short aerials, earth systems.
 - High frequency—Dipoles, dipole arrays, rhombics.
 - Very high frequency—Vertically and horizontally polarised directional and omni-directional aerial systems.
 - Open wire and coaxial transmission lines, coupling systems, impedance matching wave guides, impedance matching line filters, wave guide filters.
- (j) Radio communication terminal and repeater equipment and circuit techniques used in the provision of—
 - High frequency—Telegraph circuits including frequency shift keyed systems.
 - Very high frequency—Fixed and mobile trunk line communication services. Multi channel trunk line radio communication equipment. Amplitude, phase and frequency modulated systems.
 - Ultra high and super high frequency—Trunk line telegraph, frequency and pulse modulated systems supervisory control and measuring equipment.
- (k) Power supplies and power convertors including regulating and control equipment for communication plant and equipment.

Text-books are not prescribed, but the following are recommended insofar as they relate to the subject matter of the syllabus:

Postmaster-General's Department Course of Technical Instruction.
A.P.O. Engineering Instructions relating to equipment in the Telegraph Service.
Any other specialised texts.

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 (ELECTRICAL), DEPARTMENT OF CIVIL AVIATION

(WRITTEN EXAMINATION)

THE Public Service Board hereby notifies the general conditions of the written examination held in pursuance of section 53 of the Public Service Act 1922-1966 to enable officers to gain part of the qualification for promotion or transfer as Senior Technician (Electrical) (\$2,974-\$3,146 (S)). Fourth Division, Department of Civil Aviation. Details of each examination will be separately notified in the Gazette.

2. Persons Eligible to Enter—Permanent officers of the Service who are designated:

- (i) Technician, or who have been classified as Technician.
- (ii) Technician-in-training and who, but for absence on leave for war service or National Service Training would have satisfactorily completed the course of training not later than the date applications close.
- (iii) Technician-in-training and who expect to complete their final year examinations prior to the advertised date of examination, provided that failure at these final year examinations will render them ineligible for this examination.
- (iv) Senior Technician in any section other than the section for which the examination is held.
- (v) Technical Instructor, Senior Technical Instructor, Supervising Technician, Technical Assistant, Technical Officer and Senior Technical Officer who already possess Senior Technician qualifications and who desire to extend their qualifications.

3. Subject and Pass Conditions

Subject	Duration
Airways Electrical Equipment	3 hours

Candidates must obtain 60 per cent of the total marks allotted to pass the examination.

Officers who pass an examination under these conditions gain part qualification for promotion or transfer as Senior Technician (Electrical). To complete the qualification, officers must pass, or have passed, the examination for part qualifications as Senior Technician (Electrical) (Oral and Practical Examination).

4. Exemption Provisions—Candidates who pass an examination under these conditions may claim exemption from re-examination if the subject in question was passed at any of the last three examinations of this type.

5. Period of Eligibility—Four years from date of notification in the Gazette that the earliest of the examinations by which he qualified has been finalised.

Eligibility may be extended if, within the period of eligibility, the candidate:

- (i) acts as Senior Technician (Electrical) or Supervising Technician (Electrical) and performs 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 date of completion of that acting service.

6. Order of Promotion or Transfer—Candidates who gain full qualification will be eligible for promotion or transfer in accordance with the provisions of section 50 of the Public Service Act 1922-1966.

7. Syllabus—Candidates may be asked questions on the principles and operation of the following equipment:

Standby Generating Plant, Automatic Changeover Switchboards and Engine Control Units (All types connected in accordance with drawings HR70041 and HR76028).

Primary Generating Plant, Automatic Changeover Switchboards and Engine Control Units (All types connected in accordance to drawings HR70041 and HR76028).

No Break Generating Plant and Control Gear.

Line Voltage Regulators (Stabilac 'M' and 'S' types).

Constant Current Regulators.

Constant Potential D.C. Power Supplies.

High and Low Intensity Approach and Runway Lighting and Associated Control Equipment.

Visual Approach Slope Indicator Systems and Associated Control Equipment.

Taxiway Lighting and Associated Control Equipment.

Storage Batteries. Lead Acid and Alkaline Types.

VAR Frequency Converters.

High-Tension Substation Equipment. Oil Circuit Breakers etc.

Air Conditioning Electrical Equipment.

Anemometers, Altimeter Setting Indications, Cloud Base Searchlights, Ceilometers, Transmissometers.

Remote Temperature and Dew Point Equipment.

References—The following are recommended for study or reference insofar as they refer to subject.

1. Airways Engineering Instructions (Electrical).
2. Equipment Handbooks.
3. DCA Technical Training Publications & Training School Notes.

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.

PART OF THE QUALIFICATIONS FOR PROMOTION OR TRANSFER AS SENIOR TECHNICIAN (ELECTRICAL),

DEPARTMENT OF CIVIL AVIATION

(ORAL AND PRACTICAL EXAMINATION)

THE Public Service Board hereby notifies the general conditions of the examination held in pursuance of section 53 of the Public Service Act 1922-1966 to enable officers to gain part of the qualification for promotion or transfer as Senior Technician (Electrical)

(\$2,974-\$3,146), Fourth Division, Department of Civil Aviation. Details of each examination will be separately notified in the Gazette.

2. Persons Eligible to Enter—Permanent officers of the Service who are designated:

- (i) Technician, or who have been classified as Technician, provided that in either case the candidates have had at least 1½ years' experience as a Technician or acting Technician.
- (ii) Senior Technician, other than Senior Technician (Electrical) and who have passed a written examination for part qualification as Senior Technician (Electrical) held not more than four years previously.

3. Subjects and Pass Conditions

Subject	Duration
(i) Oral	1½ hours (approx.)
(ii) Practical	3 hours (approx.)

Candidates must obtain at least 60 per cent of the aggregate maximum marks for the two subjects to pass the examination, or 60 per cent of the total marks in either subject to pass in that subject.

Officers who pass an examination under these conditions, gain complete qualification for promotion or transfer as Senior Technician (Electrical).

4. Exemption Provisions—Candidates who obtain at least 60 per cent of the maximum marks allotted for either subject may claim exemption from re-examination in that subject at the next three examinations of this type.

If a candidate claims exemption from re-examination in a subject of a particular examination, he will not be permitted to contest that subject at that examination.

Candidates may only claim exemption for the purpose of completing their qualification. (That is, a candidate may not claim full exemption from re-examination merely to extend his eligibility; to do this, he must requalify in all subjects as set out above.)

5. Period of Eligibility—Four years from date of notification in the Gazette that the earliest of the examinations by which he qualified has been notified.

Eligibility may be extended if, within the period of eligibility, the candidate:

- (i) acts as Senior Technician (Electrical) or Supervising Technician (Electrical), 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 1922-1966.

7. Syllabus—(i) **Oral.** Questions will be based on the following:

Direct Current Electricity and Magnetism

Power, energy and losses in D.C. and magnetic circuits. Lead acid and alkaline type accumulator cells. Direct current generation. D.C. series and shunt motors, operation and characteristics. Magnetic amplifiers and saturable reactors. Battery chargers; operation and adjustment of manual two-rate, automatic two-rate and constant potential types.

Alternating Current Electricity

Alternating current generation and transformation; R.M.S. value, form factor; inductance, capacity and resistance effect. Series and parallel combination of resistance, capacity and inductance in A.C. Circuits, including conditions for resonance. Power in single phase and three phase A.C. circuits; variation of electrical properties with frequency; use of high frequency (400 c/s) equipment. Single phase and three phase networks. Harmonics, causes and basic means of suppression, effect on sinusoidal waveform.

Electronics

Germanium and silicon diodes, metal rectifiers, zener diode, transistor physics (simple treatment), the junction transistor, characteristics of transistor as an amplifier and a switch. The silicon controlled rectifier and unijunction transistor, simple characteristics and operation. Basic electron tube theory and operation. Operation of transistorised voltage regulators, semiconductor taxiway flasher circuit. Basic electronic circuitry and pulse techniques. Feedback circuits.

Basic servomechanism (including selsyns).

Electrical Measuring and Testing Instruments

Moving coil, moving iron, rectifier, electrostatic and thermocouple instruments. Vacuum tube voltmeter, cathode ray oscilloscope. Wheatstone bridge, recording instruments, 'Megger' and insulation testers. Temperature and humidity sensors and other basic transducers.

Electrical Equipment

Operations, functions and uses of relays, switches, contactors and circuit breakers. Manual voltage regulation and automatic machine voltage regulators, the Magnicon. Synchronous motors and alternators, induction motors; methods of starting. Synchronising of alternators. Operation of line voltage regulators, constant current regulators and Anemometers. Automatically controlled engine driven alternators (primary, standby and No Break generating sets).

Airconditioning and Refrigeration

Calculation of relative temperatures and humidity. Principles of working of condensers, compressors and refrigerants. Refrigerant and airconditioning controls.

Wiring Regulations

Knowledge of the S.A.A. Wiring Code, Part 1—Wiring methods of relevant sections of Part 2—Materials. Earthing techniques. Flameproofing of vehicles. Special requirements in Departmental installations.

Administrative Procedure

The use of Fault Report Type CA170.

The use of Stores Forms Type CA282, CA22, CA23 and CA30.

(ii) **Practical.** Questions will have relation to the items covered by the following topics:

General Equipments

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 localisation.

A.C. measurements at power frequencies using ammeters, voltmeters, wattmeters, power factor meters and frequency meters.

Operation and uses of moving iron, dynamometer, moving coil and moving coil-rectifier type movements. Operation and use of vacuum tube voltmeters, cathode ray oscilloscopes, transistor and vacuum tube testers, impedance bridges and multimeters.

Setting up test circuits for constant current regulators, line voltage regulators (Electronic and Magnetic Amplifier types) and generating plant (primary, No Break and standby).

Measurement of electrical characteristics of relays, transistors, electron tubes, other semiconductors and other electrical components.

Measurement of temperature and calculation of humidity. Measurement of airflow. Calculation of settings for air conditioning plant (comfort zone), psychometric chart.

Testing of Electrical reticulation to S.A.A. Wiring Rules.

Departmental Equipment

Maintenance, adjustment and operation of Airport Lighting control circuits and equipments, including High Intensity Runway, Low Intensity Runway Approach, Lighting, and Visual Approach Slope Indicator systems.

Maintenance, adjustment and operation of Automatic Primary Standby, and No Break generating plants, V.A.R. Frequency Converters, Line Voltage Regulators (Electronic and Magnetic Amplifier Types), Storage Batteries (Lead-Acid and Alkaline cells) and constant potential power supplies.

Maintenance, operation and adjustment of circuit protection equipment, inverse time-delay relays, etc. and Duplicate and Tie feeders. Maintenance of High Tension Substations Equipment.

Maintenance and operation of Air-conditioning and Space Heating electrical equipment.

Maintenance, operation and adjustment of Anemometers, Altimeter Setting Indicators, Ceilometers, Transmissometers, Cloud Base Searchlights, and Remote Temperature and Dew Point Temperature Equipment.

Note—Candidates will only be examined upon equipment installed at the main station and outstations where they normally work.

Textbooks—The following publications are recommended for study or reference insofar as they refer to the subject of the examination:

1. The Services Text Book of Electrical Engineering Vol. 1 HMSO.
2. Electrical Technology: Hughes.
3. U.S. Army Technical Manual TM-11-690 Basic Theory and Application of Transistors.
4. Airways Engineering Instructions (Electrical).
5. D.C.A. Technical Training Publications and Training School Notes.
6. Trane Refrigeration Manual.
7. S.A.A. Wiring Rules (Aust.) Standard CCI Parts 1 and 2.

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 Subscribers' Equipment,
2. Telephone Exchange Equipment,
3. Transmission Equipment,
4. Radio and Broadcasting Equipment,
5. Telegraph Equipment,
6. Control Systems,
7. 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 1922-1966, to enable officers to gain part of the qualification for promotion or transfer as Senior Technician (Telecommunications) (\$3,222-\$3,422 (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:

- (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 specialised 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, or who have been classified as Technician.
- (d) Senior Technician in any section other than the section for which the examination is held.
- (e) Technical Instructors, Senior Technical Instructors, Supervising Technicians, Technical Assistants, Technical Officers, Senior Technical Officers and Principal Technical Officers who already possess Senior Technician qualifications and desire to qualify in another Section.

Note—Entry to the Research section of the examination will be restricted to permanent officers of the Service classified as above and employed within the Research Laboratories at the date of the examination.

3. Subjects and Pass Conditions

Subject	Duration
1. Telephone Subscribers' Equipment:	
Written Paper No. 1—Telecommunication Principles ..	3 hours
Written Paper No. 2—Telephone Subscribers' Equipment ..	3 hours
2. Telephone Exchange Equipment:	
Written Paper No. 1—Telecommunication Principles ..	3 hours
Written Paper No. 2—Telephone Exchange Equipment ..	3 hours
3. Transmission Equipment:	
Written Paper No. 1—Telecommunication Principles ..	3 hours
Written Paper No. 2—Transmission Equipment ..	3 hours
4. Radio and Broadcasting Equipment:	
Written Paper No. 1—Telecommunication Principles ..	3 hours
Written Paper No. 2—Radio & Broadcasting Equipment ..	3 hours
5. Telegraph Equipment:	
Written Paper No. 1—Telecommunication Principles ..	3 hours
Written Paper No. 2—Telegraph Equipment ..	3 hours

Subject	Duration
6. Control Systems:	
Written Paper No. 1—Telecommunication Principles ..	3 hours
Written Paper No. 2—Control Systems ..	3 hours
7. 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 \$2,662 (\$ per annum.

Officers who satisfy or have satisfied the conditions for promotion or transfer as Senior Technician (Telecommunications) in any one section of this or any previous examination series will be required to pass Written Paper No. 2 only in any other section to gain further qualification in any other section.

4. Exemption Provisions—Officers who have passed Written Paper No. 1—Telecommunication Principles—at any of the last three examinations may claim exemption from re-examination in that subject in this new series.

Where an officer has already passed in Written Paper No. 2 (old series) and requires a pass in Written Paper No. 1—Telecommunication Principles—to complete his qualification under the conditions previously prescribed in Gazette No. 4 of the 14 January 1966, the exemption provisions prescribed in paragraph 4 of that Gazette notification apply.

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 before the next 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 \$2,662 (\$ 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 sectional 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 1922-1966.

7. Syllabus

Paper No. 1 Telecommunication Principles:

(This paper is Paper No. 1 for each of the seven sections of this type of examination)

1. Direct current electricity.
2. Magnetism and Electromagnetism.
3. Alternating current electricity.
4. Electron tube and transistor theory.
5. Amplifiers, oscillators, rectifiers.
6. Measuring instruments and methods.
7. Transmission theory.
8. Power Plant.

Reference—Postmaster-General's Department Study Guide MG 601.

Paper No. 2:

Section 1—Telephone Subscribers' Equipment:

Principles and practices in installation, maintenance and operation of the following telecommunication systems, equipment and components:

1. Subscribers instruments, facilities, apparatus and components.
2. P.M.B.X. equipment and facilities.
3. P.A.B.X. equipment and facilities
4. RAX and ARK equipment and facilities and line concentrators.
5. Subscribers installation and maintenance practices.
6. Power supplies and distribution.

Reference—Postmaster-General's Department Study Guide MG 602.

Section 2—Telephone Exchange Equipment:

Principles and practices in installation, maintenance and operation of the following telecommunication systems, equipment and components:

1. Local network (manual and automatic) exchange switching systems, facilities, equipment, components and signalling arrangements.
2. Trunk network switching systems, facilities, equipment, components and signalling arrangements.
3. Exchange equipment maintenance procedures and ancillary services (service aids, measuring equipment, supervisory control and power facilities).
4. Exchange equipment installation methods and practices.
5. Traffic, trunking, switching and numbering plans for telephone switching systems.

Reference—Postmaster-General's Department Study Guide MG 603.

Section 3—Transmission Equipment:

Principles and practices in installation, maintenance and operation of the following telecommunication systems, equipment and components:

Part A—Line Transmission Equipment

1. Transmission lines and measurements.
2. Line transmission equipment.
3. Programme transmission equipment.
4. Trunk testing and patching.
5. Installation and maintenance procedures.
6. Power equipment.

Part B—Radio Communication Equipment

1. High frequency techniques and equipment.
2. Very high frequency techniques and equipment.
3. Ultra and super high frequency techniques and equipment.
4. Supervisory, control and measuring equipment.
5. Aerial and transmission line equipment.
6. Power equipment.

Reference—Postmaster-General's Department Study Guide MG 604.

Section 4—Radio and Broadcasting Equipment:

Principles and practices in installation, maintenance and operation of the following broadcasting (sound and vision) and radio communication systems, equipment and components:

Part A—Broadcasting Equipment

1. Propagation of electromagnetic waves.
2. Transmitting equipment.
3. Receiving equipment.
4. Aerial systems and transmission lines.
5. Audio equipment.
6. Power equipment.

Part B—Radio Communication Equipment

1. Propagation of electromagnetic waves.
2. Terminal and repeater equipment.
3. Supervisory control and measuring equipment.
4. Aerial and transmission line equipment.
5. Power equipment.

Reference—Postmaster-General's Department Study Guide MG 605.

Section 5—Telegraph Equipment:

Principles and practices in installation, maintenance and operation of the following telecommunication systems, equipment and components:

1. Telegraph machines.
2. Terminal control units.
3. Facsimile.
4. Telegraph signalling.
5. Telegraph distortion.
6. Testing.
7. Telegraph switching.
8. Traffic and trunking.
9. Installation practices.
10. Power supply and distribution.

Reference—Postmaster-General's Department Study Guide MG 606.

Section 6—Control systems:

Principles and Practices in installation, maintenance and operation of the following electronic control and mail handling systems, equipment and components:

Part A—Electronic Control Technology

1. Binary Counting and Logic.
2. Decoding Networks.
3. Switching Elements.
4. Relay Control Circuits.
5. Motors and Drivers.
6. Power Distribution.

Part B—Automatic Mail Handling Equipment

1. Letter Handling Automated Systems.
2. Facer Cancellor Equipment.
3. Register Translator and Coders.
4. Decoders.
5. Despatch Units.
6. Measuring and Testing Equipment.

Section 7—Research:

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—Magnet, 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) 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 Note: MG.607 (Study guide for Telecommunication Practice and Measurements).

The Telecommunication Journal of Australia:

- (i) Volume 12, No. 5 and No. 6.
Volume 13, No. 1—article 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.

Note—No further examination will be held in the 'Research Section' after the 1969 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 Director, Posts and Telegraphs.

SALARY ADVANCEMENT OF STOCK INSPECTOR

THE Public Service Board hereby notifies the general conditions of the examination held in pursuance of section 32 of the Public Service Act 1922-1966, to enable Stock Inspectors (\$2,746-\$3,202 (S)), Fourth Division, Animal Industry Branch, Northern Territory Administration Division, Department of Territories, to qualify for salary advancement beyond \$2,746 (S) per annum.

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 \$2,746 (S) per annum. Temporary Stock Inspectors will be eligible to sit for the examination for the sole purpose of qualifying for incremental advancement beyond \$2,746 (S) 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 \$2,746 (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 \$2,832 (S) per annum on completion of twelve months' service at \$2,746 (S) per annum;

(b) fails at the examination will not be eligible to advance in salary to \$2,832 (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 \$86 per annum on completion of twelve months' service at \$2,746 (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 \$2,832 (S) per annum will be from the first day of the month following that in which the examination was held.

7. **Syllabus**—(i) The organisation 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,
Abattoirs and Slaughtering Ordinance,
Dingo Destruction Ordinance,
Stock Routes and Travelling Stock Ordinance,

and a general knowledge of the following additional ordinances:

Wildlife Conservation and Control 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.

(ix) Basic principles of Animal Husbandry.

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 1 January 1968 in pursuance of section 53 of the Public Service Act 1922-1966 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, etc., 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 Services) or Assistant Director (Postal Services) 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 10 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 10 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 Services Division provided that:

(a) he commenced or continued his service in the Division during his period of eligibility under sub-paragraphs (i) or (ii) above; and

(b) his duties are appropriate to and at least of equivalent standard to those performed by a Supervisor (Mail); and

(c) the F.A.D.G. (Postal Services) or Assistant Director (Postal 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 1922-1966.

7. Syllabus

Part I:

Written Paper A: Maximum marks 240; pass mark 144.

Post and Telegraph Act, Parts I, II, V, VI (excluding sections 117A, 123-133 and 135), VIII and IX.

Post Office Guide (1966 Issue), sections 1-3; section 4 (except paragraph 136); sections 5-7; section 9 (except paragraphs 322-328); section 12 (paragraphs 350-411, 414-443 only).

Universal Postal Union—Agreement concerning Postal Parcels—Preliminary Provisions, Articles 1, 2, 13-18, 27-29, 41-50; Detailed Regulations, Articles 103-110, 114, 115, 119, 120, 122-129, 131, 133 and 155.

Written Paper B: Maximum marks 240; pass mark 144.

Universal Postal Union, Vienna Acts of the Union:

- (i) Constitution of the Universal Postal Union, Articles 1, 4 and 7.
- (ii) Universal Postal Convention, Articles 1, 4, 11, 12, 15, 20, 21, 27-30, 35, 36, 39-44, 51, 52, 53, 54, 57, 58-62. Final Protocol, Articles V and IX.
- (iii) Detailed Regulations, Articles 114, 118, 136-138, 140-142, 144-146, 149, 150, 153-158, 160-162, 164, 178, 183-188, 192 and 195.

Determinations of the Commonwealth Public Service Arbitrator, No. 9 of 1928 and No. 119 of 1951, as amended; No. 32 of 1956 as amended 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 topics 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. Copies are available from Directors, Posts and Telegraphs.

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 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 1922-1966. 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, etc.; 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 finalised.
- (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 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 First Assistant Director-General (Postal Services) or Assistant Director (Postal 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 1922-1966.

7. Syllabus**Part I**

Written Paper A: Maximum marks 240; pass mark 144.

Post and Telegraph Act, Parts I, II, V, VI (excluding sections 117A, 123-133 and 135), VIII and IX.

Post Office Guide (1966 issue), pages xi and xii—Principal Services, Inland and Overseas Post, and Rates applicable; sections 1-3; section 4 (except paragraph 136); sections 5-7; section 9 (except paragraphs 322-328); section 12 (paragraphs 350-411, 414-443 only).

Universal Postal Union—Agreement concerning postal parcels—Preliminary Provisions—Articles 1, 2, 13-18, 27-29, 41, 50. Detailed Regulations, Articles 103-110, 114, 115, 119, 120, 122-129, 131, 133 and 155.

Written Paper B: Maximum marks 240; pass mark 144.

Universal Postal Union, Vienna Acts of the Union:

- (i) Constitution of the Universal Postal Union, Articles 1, 4 and 7.
- (ii) Universal Postal Convention, Articles 1, 4, 11, 12, 15, 20, 21, 27-30, 35, 36, 39-44, 57-62. Final Protocol, Articles III, V and IX.
- (iii) Detailed Regulations, Articles 114, 118, 136-138, 140-142, 144-146, 149, 150, 153-158, 160-162, 164, 178, 183-188, 192 and 195.

Determinations of the Commonwealth Public Service Arbitrator, No. 9 of 1928 and No. 119 of 1951, as amended No. 32 of 1956, as amended insofar as it relates to officers of the Mail Exchange Branch.

Departmental Instructions embodied in:

- (i) Working Procedure, Registration Section, Mail Branch.
- (ii) Working Procedure, Chief Parcels Office, Mail Branch,
- (iii) Postmen's Manual,

Part II—Oral:

An oral examination, designed to ascertain whether a candidate possesses initiative, organising capacity and ability to supervise efficiently 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.

SALARY ADVANCEMENT OF SURVEYOR (MARINE)

THE Public Service Board hereby notifies the general conditions of the examination, held as required in pursuance of section 32 of the Public Service Act 1922-1966 to enable Surveyors (Marine) (\$4,498-\$5,060 (S)), Third Division, Department of Shipping and Transport, to qualify for salary advancement beyond \$4,622 (S) per annum.

2. **Officers Eligible to Enter**—Surveyors (Marine) who are in receipt of not less than \$4,622 (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 1922-1966, a successful candidate will be advanced in salary to \$4,768 (S) per annum from the first day of the month following that in which the examination commenced if he has been in receipt of \$4,622 (S) per annum for at least twelve months; otherwise, this advancement will be from date of completion of twelve months' service at \$4,622 (S) per annum.

7. Syllabus**SECTION A—SURVEY PROCEDURES**

1. **Tonnage Measurements**—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.
2. **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.
3. **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.
4. **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) Buoyancy apparatus.
 - (d) Lifebuoys 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 respects 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.

APPOINTMENT, PROMOTION OR TRANSFER AS TECHNICIAN (DEFENCE)

QUALIFYING examinations for appointment, promotion or transfer as Technician (Defence) (\$2,206-\$2,962 (S)), Fourth Division, Department of Defence, Department of External Affairs and Department of Supply, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

2. Persons Eligible to Enter

- (i) For Appointment—Males not on the permanent staff of the Commonwealth Service who are at least 21 years, and less than 51 years at the date of examination.
- (ii) For Promotion or Transfer—Male officers of the Service who are at least 21 years of age.

3. Subjects and Pass Conditions

Subject	Duration
Section 1—Written	3 hours
Section 2—Oral	3 hours
Section 3—Practical	3 hours

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 fail an examination under these conditions, 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 finalised.

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.

A pass at any other examination(s) which, in the opinion of the Board, is comparable, may be regarded as a pass at an examination under these conditions. Candidates should submit their requests under this provision before the closing date for applications for the examination concerned.

5. Period of Eligibility—Four years from date of notification in the Gazette that the results of the examination have been finalised.

6. Order of Appointment, Promotion or Transfer

Appointment—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 for the examination. If two or more candidates secure the same total number of marks, their order of merit will be determined by lot.

Promotion or Transfer—Candidates who qualify will be eligible for promotion or transfer in accordance with section 50 of the Public Service Act 1922-1966.

7. Syllabus—Section 1—Written. The Examination paper will consist of questions drawn from the following fields: Basic Electrical, Electronic and Radio Theory, Applied Radio and Electronic Theory and Practice, Fundamental Telegraph Theory and Practice and Machine Telegraph Systems.

Section 2—Oral. Questions will be based on the complete syllabus (Sections 1 and 3).

Section 3—Practical. Questions will have relation to the items covered by the following topics:

- (a) Elementary workshop practice.
- (b) Measurements using laboratory test apparatus.
- (c) Repair alignment and calibration of laboratory test apparatus.
- (d) Construction, testing and development of prototype circuits.

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 TECHNICIAN (DEFENCE) BEYOND \$2,662 (S) PER ANNUM

and

PART QUALIFICATION FOR PROMOTION OR TRANSFER AS SENIOR TECHNICIAN (DEFENCE)

THE Public Service Board hereby notifies the general conditions of the examination held in pursuance of sections 32 and 53 of the Public Service Act 1922-1966. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter—Permanent officers or temporary employees designated Technician (Defence), Department of Defence, Department of External Affairs and Department of Supply, and who are receiving not less than \$2,562 (S) per annum at the date of examination.

3. Subjects and Pass Conditions—The examination will be a combined oral and practical test of three hours' duration; not more than one hour in all will be spent on oral questions.

The aim of the examination is to establish the candidate's knowledge and understanding of complex defence communication and electronic equipment, and his ability to carry this knowledge into practice. As such 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 as to how he would do it.

Total marks, 200: Pass mark, 120.

To complete the qualification for promotion or transfer as Senior Technician (Defence), officers must pass an examination for that purpose.

4. Exemption Provisions—A pass at any other examination which, in the opinion of the Board, is comparable, may be regarded as a pass at an examination under these conditions. Candidates should submit their requests under this provision before the closing date for applications for the examination concerned.

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 \$2,662 (S) per annum will, subject to the provisions of section 31 of the Public Service Act 1922-1966, be advanced in salary to \$2,762 (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 \$2,662 (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 \$2,662 (S) per annum.

7. Syllabus—The candidate will be examined on basic radio electronics and telegraph theory appropriate to his particular field of work.

The candidate will be expected to have a detailed knowledge of equipment used by the department in the above field. A pass in a departmental course on such equipment will suffice as a demonstration of the candidate's knowledge in this regard. The practical test will consist of—Performing measurements on sections of equipment using laboratory test apparatus; the repair, alignment and calibration of laboratory test equipment and the construction of prototype circuits and where applicable the further development and testing of such prototype circuits.

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 (ELECTRICAL), DEPARTMENT OF CIVIL AVIATION

QUALIFYING examinations for appointment, promotion or transfer as Technician (Electrical) (\$2,206-\$2,804 (S)), Fourth Division, Department of Civil Aviation, will be held as required. Details of each examination will be publicly notified.

2. Persons Eligible to Enter

- (i) for appointment—males not on the permanent staff of the Commonwealth Service who are at least twenty years six 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 six months at the date of examination.

(Note—Temporary and exempt Technicians (Electrical), who at the date of examination are over the age of 51 years, may sit for an examination under these conditions. 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 (Electrical) to qualify for salary advancement beyond \$2,548 (S) per annum. Success at the latter will give them eligibility for salary advancement.)

3. Subjects and Pass Conditions

Subject	Duration
Section 1—Written	3 hours
Section 2—Oral	1½ hours (approx.)
Section 3—Practical	3 hours (approx.)

Candidates are required to gain 60 per cent of the total marks allotted for Section 1, Written, before they will be permitted to contest Sections 2 and 3, Oral and 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 obtain at least 60 per cent of the maximum marks allotted for any section, may claim exemption from re-examination in that section if it was passed at any of the three previous examinations.

To pass an examination at which an exemption is claimed, a candidate must obtain at least 60 per cent of the aggregate maximum marks allotted for the section(s) he is contesting.

5. Period of Eligibility

- (i) for promotion or transfer—eligibility will continue until the officer is promoted or transferred as Technician (Electrical);
- (ii) for appointment—a period of twelve months from date of notification in the Gazette that the results have been finalised or until the attainment of 51 years, whichever is the earlier.

6. 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 1922-1966.

Successful candidates also qualify for accelerated advancement to \$2,378 (S) p.a. (vide Board's determination under section 32 of the Public Service Act 1922-1966).

7. Syllabus

Section 1—Written: A theory examination on basic electrical and physics theory, including fundamental optics and electronics, and basic refrigeration and airconditioning theory.

Direct Current Electricity and Magnetism

Magnetic and electrical principles and the magnetic circuit. Lead acid and alkaline type accumulator cells. Direct current generation. Power in D.C. circuits.

Alternating Current Electricity

Alternating current generation and transformation; R.M.S. value, form factor; inductance, capacity and resistance effect. Series and parallel combination of resistance, capacity and inductance in A.C. circuits, including conditions for resonance. Power in single phase and three phase A.C. circuits; coupled circuits; variation of electrical properties with frequency. Single phase and three phase networks. Harmonics, causes and basic means of suppression. Magnetic amplifiers and saturable reactors.

Electronics

Germanium and silicon diodes, metal rectifiers, zener diodes, transistor physics (simple treatment), the junction transistor, simple characteristics, the transistor as an amplifier and switch. The silicon controller rectifier and unijunction transistor, simple characteristics and operation. Basic electronic circuitry and pulse techniques. Basic electron tube theory and operation.

Electrical Measuring and Testing Instruments

Moving coil, moving iron, rectifier, electrostatic and thermocouple instruments. Vacuum tube voltmeter, cathode ray oscilloscope, Wheatstone bridge, Recording instruments, 'Meggers' and insulation testers.

Electrical Equipment

Operation, functions and uses of relays, switches, contactors and circuit breakers. Manual voltage regulation and automatic voltage regulators. Synchronous motors and alternators, induction motors. D.C. series, shunt and compound machines; use of interpoles.

Illumination

Propagation, reflection, refraction and colour composition of light; mirrors, lenses and prisms. Light meters.

Airconditioning and Refrigeration

Calculation of relative temperature and humidity. Principles of working of condensers, compressors and refrigerants. Refrigerant and air-conditioning controls.

Wiring Regulations

Knowledge of the S.A.A. Wiring Code, Part 1—Wiring Methods and relevant sections of Part 2—Materials Earthing techniques.

Section 2—Oral—Questions will be based on the complete syllabus (Sections 1 and 3).

Section 3—Practical

Workshop Practice

Simple filing, drilling and tapping, marking out from blueprints, jointing, soldering and insulating conductors, sweating busbars and lugging cables. Cable termination practices. Assembly and wiring of apparatus of racks, chassis and switchboard panels. Electrical wiring techniques for 240V/415V distribution. Manufacture of switchboards and fuse panels. Basic principles of maintaining and overhauling electrical equipment.

Battery Equipment

Testing and maintenance of lead acid and alkaline batteries; battery charging equipment, including two rate and constant potential chargers. Vehicle voltage regulators and battery charging generators and alternators (rectified output).

Electrical Tests and Measurements

D.C. measurements using ammeters, voltmeters, bridge megger and Wheatstone bridge, including knowledge of Varley and Murray loop tests for fault localisation. A.C. measurements at power frequencies using ammeters, voltmeters, wattmeters, power factor meters, and frequency meters in both single phase and three phase circuits. Use of alternating current bridges at audio frequencies for measuring capacity, inductance and impedance. Use of cathode ray oscilloscope and pulse generator.

Circuit Tracing

Ability to follow simple switchboard, motor and general control circuit drawings. Trace out simple circuits and sketch.

Airconditioning and Refrigeration

Measurement of temperature and calculation of humidity. Measurement of airflow. Calculation of settings for airconditioning plant (comfort zone); psychrometric chart.

Maintenance

Maintenance and adjustment of relays, contactors, changeover contactors, air circuit breakers. Wiring, maintenance and operation of motor generators and diesel engine generating plant. Focussing of lamps. Testing of diodes, silicon controlled rectifiers, transistors.

First Aid Techniques

Knowledge of one form of resuscitation. Treatment for electric shock, burns.

Textbooks

The following textbooks are recommended for study or reference insofar as they refer to the subject of the examination:

- (1) The Services Textbook of Electrical Engineering, Vol. 1 H.M.S.O.
- (2) Electrical Technology: Hughes
- (3) Applied Electricity Vols. 1 and II (P.M.G.'s Department)
- (4) Airways Engineering Instructions (Distribution C3)
- (5) D.C.A. Electrical Training School Notes
- (6) S.A.A. Wiring Rules (Aust. Standard CC1, Parts 1 and 2)

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 TECHNICIAN (ELECTRICAL), DEPARTMENT OF CIVIL AVIATION, BEYOND \$2,548 (S) PER ANNUM

THE Public Service Board hereby notifies the general conditions of the examination to enable Technicians (Electrical) (\$2,206-\$2,804 (S)), Fourth Division, Department of Civil Aviation, to qualify for salary advancement beyond \$2,548 (S) per annum, held annually in March in pursuance of the Public Service Act 1922-1966.

Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter—Permanent officers or temporary employees designated Technician (Electrical) who are receiving salary not less than \$2,462 (S) per annum at the date of examination, and have passed an examination for appointment, promotion or transfer or salary advancement as Technician (Electrical). A pass at an examination under these conditions does not qualify a temporary employee for permanent appointment.

3. Subject and Pass Conditions

Subject	Duration
Oral and practical test	3 hours (Not more than 1 hour to be spent on oral questions.)

Candidates must obtain at least 60 per cent of the total marks to pass the examination.

4. Exemption Provisions—Candidates who have passed an examination for promotion or transfer as Senior Technician (Electrical), Department of Civil Aviation, may claim exemption from 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. Salary Advancement—A successful candidate will, subject to the provisions of section 31 of the Public Service Act 1922-1966, be advanced in salary to \$2,632 (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 \$2,548 (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 \$2,548 (S) per annum.

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 Convertors.
Line Voltage Stabilisers (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, etc.
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.

**SALARY ADVANCEMENT OF TECHNICIANS (ELECTRICAL)
DEPARTMENT OF CIVIL AVIATION, BEYOND \$2,632 (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 1922-1966.

Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter—Permanent officers and temporary employees who were designated Technician (Electrical) on 18 August 1966, and who are receiving not less than \$2,548 (S) per annum at the date of examination.

3. Subjects and Pass Conditions

Subject	Duration
Section I—Written	1½ hours
Section II—Combined Oral and Practical Test	1 hour

Candidates must obtain at least 60 per cent of the total marks allotted for Section I before they are eligible to contest Section II.

Candidates must obtain 60 per cent of total marks allotted to each section to pass the examination.

4. Exemption Provisions—Candidates who have passed an examination for promotion or transfer as Senior Technician (Electrical), Department of Civil Aviation, may claim exemption from an examination under these conditions.

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—A successful candidate will, subject to the provisions of section 31 of the Public Service Act 1922-1966, be advanced in salary to \$2,718 (S) per annum from the first day of the month following that in which the examination was held, if on that date he was in receipt of salary at the rate of \$2,632 (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 \$2,632 (S) per annum.

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 Convertors.
Line Voltage Stabilisers (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, etc.
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) (\$2,292-\$2,962 (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 31 December 1967.

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 officers of the Service, other than Technicians-in-training who have not completed their course of training, and who are at least 20 years 11 months at the date of examination.

Note—Employees who, at the date of examination, are 51 years or over, may sit for an examination under these conditions. 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 (Radio) to qualify for advancement beyond \$2,662 (S) per annum. Success at the latter examination will give them eligibility for salary advancement.)

3. Subjects and Pass Conditions

Subject	Duration
Section 1—Written	3 hours
Section 2—Oral	1½ hours
Section 3—Practical	3 hours

Candidates are required to gain at least 60 per cent of total marks allotted for Section 1—Written, before they will be permitted 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 three years commencing on the date of notification in the Gazette that the examination concerned has been finalised.

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 finalised. 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 1922-1966.

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 connection 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 localisation. 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 utilising 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 TECHNICIAN (RADIO), DEPARTMENT OF CIVIL AVIATION

THE Public Service Board hereby notifies the general conditions of the examination held annually, if required, in pursuance of section 32 of the Public Service Act 1922-1966, to enable Technicians (Radio) (\$2,292-\$2,962 (\$)) Fourth Division, Department of Civil Aviation, to qualify for salary advancement beyond \$2,662 (\$) per annum. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter—Permanent officers designated Technician (Radio) and temporary employees who have passed an examination for appointment, promotion or transfer as Technician (Radio), and who will be in receipt of salary not less than \$2,562 (\$) per annum at the date of examination. A pass at an examination under these conditions does not qualify a temporary employee for permanent appointment.

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3. Subjects and Pass Conditions

Subject	Duration
Oral and Practical Test	3 hours

Not more than one hour will be spent on oral questions.

Candidates must obtain at least 60 per cent of the total marks allotted to pass the examination.

4. Exemption Provisions—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.

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 \$2,662 (\$) per annum will, subject to the provisions of section 31 of the Public Service Act 1922-1966, be advanced in salary to \$2,762 (\$) 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 \$2,762 (\$) 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 \$2,762 (\$) per annum.

Section 1—Oral

7. Syllabus—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, equalisers, 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 2—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 connection 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, loud-speakers, 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), FOURTH DIVISION

1. TELEPHONE,
2. TELEGRAPH,
3. RADIO,
4. RESEARCH,
5. CONTROL SYSTEMS,

ENGINEERING DIVISION, POSTMASTER-GENERAL'S DEPARTMENT

QUALIFYING examinations for appointment, promotion or transfer as Technician (Telecommunications) (\$2,206-\$2,962 (S)), Fourth Division, Engineering Division, Postmaster-General's Department will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

2. Persons Eligible to Enter

- (i) for promotion or transfer: Male officers of the Service, other than Technicians-in-training who have not completed their course of training, and whose age is at least 20 years 6 months at the date of examination.
- (ii) for appointment: Males not on the permanent staff of the Commonwealth Service who are between the ages of 20 years 6 months and 51 years at the date of examination.

(Note—Employees who, at the date of examination, are 51 years or over, 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 \$2,662 (S) per annum. Success at the latter examination will give them eligibility for salary advancement.)

3. Subjects and Pass Conditions

I. Theory—Written Examination

Subject	1. Telephone.	Duration
Paper No. 1	 3	hours
Paper No. 2	 2	hours
	2. Telegraph.	
Paper No. 1	 3	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
	5. Control Systems.	
Paper No. 1	 3	hours
Paper No. 2	 2	hours

Candidates are required to gain at least 60 per cent of the aggregate total marks allotted to the two papers in the Section selected.

II. Practical Test

The Practical Test will be of approximately three hours' duration, and candidates must gain at least 60 per cent of the total marks allotted to pass.

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 any of the last three 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 12 months from date of notification in the Gazette that the results of the examination have been finalised, 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 1 August 1938, or who qualified for appointment as Mechanic, Grade 1, by competitive examination for such position held prior to 1 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 as Technician (Telecommunications) on 1 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 1922-1966.

(Note—An officer who has been transferred from the position of Technician-in-training shall not be promoted as Technician (Telecommunications) until at least five years after the date of commencement of his service as Technician-in-training. A successful candidate under the age of 21 years will not be eligible for promotion or transfer until he attains that age.)

Order of Appointment—Candidates who qualify will be eligible for appointment in order to 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 resistors 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 connection 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 Director, Posts and Telegraphs 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.
 Fowler's 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 Director, Posts and Telegraphs 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 VU 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 connection 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 'v_u' 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.

Text-books—The following text-books 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 Director, Posts and Telegraphs with whom the application is lodged.

4. Research

Written Paper No. 1

	No. of Questions	
	Set	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.—Telecommunications:

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 (Telecommunications) 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.

5. Control Systems

Written Paper No. 1—Short, essay-type answers:

	No. of Questions	
	Set	To be Answered
Section A—Basic Electrical Theory ..	4	3
Section B—Electronic Control Technology ..	5	7
Section C—Automatic Mail Handling 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 resistors in series and parallel.

Principles of alternating current generation, rectification and transformation.

Inductance, capacitance, reactance, impedance and resonance.

Principles of thermionic valves, transistors and photo-diodes.

Principles of binary counting and logic.

Decoding networks, switching elements.

Relay control circuits.

Principles of letter handling automated systems.

Principles of facer canceller equipment, register translator and coders, decoders, despatch units.

Routine testing of automatic mail handling equipment.

Location and removal of faults in automatic mail handling equipment.

Use of tools required in connection 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:

Course of Technical Instruction.

Previous Papers—A set of papers for previous examinations of this nature may be obtained from the Director, Posts and Telegraphs with whom the application is lodged.

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 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 \$2,662 (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 1922-1966. Specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter—(i) Officers and employees who have qualified by examination for advancement, appointment, promotion or transfer as Technician (Telecommunications), and who, at the 30 June of the year in which the examination is held will have had at least two years' continuous service within the Postmaster-General's Department (permanent, temporary or acting) as a Technician (Telecommunications), Technician (Tradesman) or Technical Assistant, Grade 2.

(Note—Absence due to National Service Training will be credited towards the two years' continuous service.)

(ii) Officers designated Technician (Telecommunications) who, but for National Service Training, would have completed in ordinary course the five-year departmental training course before 30 June two years before the examination is held.

3. Subjects and Pass Conditions

The examination will be a combined oral and practical test of three hours' duration; not more than one 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 31 December 1954, and who were in receipt of a salary of £596 (S) per annum (now \$2,662 (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 1922-1966:

(i) a Technician (Telecommunications) who qualifies at either of the first two examinations held immediately after he acquires eligibility to sit for those examinations will be advanced to \$2,762 (S) per annum from a date twelve months after receipt of \$2,662 (S) per annum.

(ii) in all other cases, a Technician (Telecommunications) who qualifies will be advanced to \$2,762 (S) per annum from 1 April in the year in which the examination at 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 1968 as Technician-in-training (\$894-\$2,064 (S)), Fourth Division, Postmaster-General's Department, will be held later in the year, and details 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 31 December 1967.

2. Persons Eligible to Enter—Subject to section 47A (2)* of the Public Service Act 1922-1966, males who will be between the ages of 15 and 18 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 16 years at commencement of training.)

* See under 'Concession to Ex-Servicemen' on p. 233 of this Gazette.

3. Subjects and Pass Conditions

Subject	Approximate 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 are granted.

5. Period of Eligibility—One year from the date of notification in the Gazette that the results of the examination have been finalised, 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	..	..	End of the Third Year of the School Certificate Course at Ordinary Level standard
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.

Reports on candidates' papers in Elementary Mathematics and Elementary Science will not necessarily contain a statement of the merits and defects of answers.

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 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.

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

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 (\$978-\$3,010 (\$)), Postmaster-General's Department will be held annually if required. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

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
	Transmitting	30 minutes
B. Manipulative Telegraphy	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) An officer 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 a manipulative telegraphy test at a standard appropriate to the duties of a Telegraphist 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-examining 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 finalised, 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 finalised.

(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 finalised.

(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) **Appointments:** 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 1922-1966.

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 or, if this is not practicable type on a typewriter, in two periods each of thirty minutes, thirty-two typical telegrams in each period averaging 170 characters (printing and non-printing) per telegram; a pass mark must be obtained in respect of at least one of these thirty minute tests.
- (ii) attend to the reception of telegrams by teleprinter by checking and treating in one period of thirty minutes thirty-two 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 five 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) testing and patching procedures at Voice Frequency telegraph terminals;
- (iv) 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:

Teleprinter Operating Instructions (TRESS).
Phonogram Operating Instructions.
Printergram Operating Instructions.
Post Office Guide (Telegraph Section).
Instructions to Postmasters, Part III., Telegraphs.
Telegraphists' Manual.
Telegraph Procedure.
Technical Telegraphy (Postal and Telegraph Training Manual)—Parts 2 and 3.

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 \$2,620 (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 TELEGRAPHIST, POSTMASTER-GENERAL'S DEPARTMENT, BEYOND \$2,620 (S) PER ANNUM, AND PAYMENT OF \$86 ALLOWANCE

2. PART OF THE QUALIFICATION FOR PROMOTION OR TRANSFER AS SUPERVISOR, GRADES 1 AND 2, TELEGRAPHS

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 1922-1966 and for the purposes shown:

Section 32—Salary advancement of Telegraphists beyond \$2,620 (S) per annum.

Regulation 105 (2) and Second Schedule to the Regulations—Payment to Telegraphists of \$86 allowance.

Section 53—Part of the qualification for promotion or transfer as Supervisor, Grades 1 and 2 (Telegraphs).

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 and Telegraphists-in-training.
- (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 Mark
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 \$3,010 (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 finalised. 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 \$3,010 (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 requalify 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 \$3,010 (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 \$2,620 (S) per annum or if he has been in receipt of a salary of \$2,620 (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 \$86 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 \$2,620 (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 \$2,750 (S) per annum plus the allowance of \$86 per annum from that date.
- (c) The salary advancement and allowance provisions for an officer who is acting as Telegraphist and who qualifies under these conditions are as outlined in sub-paragraph (b) above.
- (d) A Telegraphist-in-training who qualifies under these conditions will be paid the allowance of \$86 per annum from the date of his advancement as a Telegraphist.

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 or if this is not practicable, type on a typewriter, in two periods each of 30 minutes, 32 typical telegrams averaging 200 characters (printing and non-printing) per telegram; a pass must be obtained in one of these 30 minute tests.
- (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 actual 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 Instruction;
- (iv) the functions of the TRESS Control Signals and the Lamp and Key facilities on TRESS Send and Receive positions;
- (v) testing and patching procedures at Voice Frequency Telegraph terminals.

Prescribed Texts—The following references are prescribed for this Section of the examination:

Telegraph Operating Instructions (TRESS).
Phonogram Operating Instructions.
Printergram Operating Instructions.
Administrative Instructions, Telegraph Service.
Post Office Guide (Telegraph Sections).
Instructions to Postmasters, Part III., Telegraphs.
Telegraphists' Manual (Telegraph Procedure)
Technical Telegraphy (Postal and Telegraph 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 (\$978-\$2,206 (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.

Candidates may contest an examination under these conditions for selection in one State only.

2. **Persons Eligible to Enter**—Males whose age, at the date training commences, is at least 16 years and less than 35 years (51 years in the case of former members of the Australian Forces).

3. Subjects and Pass Conditions

	Subject	Duration (minutes)
I Educational Test	Spelling	30
	Arithmetic	60
II Optional Test	Touch Typing	10
III Selection Tests	Forming Words	10 (approx)
	Reading Speed	8 (approx)
	Co-ordination	3 (approx)
	Pursuit	3 (approx)
	Checking	17 (approx)
	Recording	9 (approx)

(Allowing time for Supervisors' instructions and practice items, the Selection Tests will take approximately 1½ hours to complete.)

Candidates who pass or are exempt from the Educational Test and who achieve satisfactory scores in the Selection Tests 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 for selection.

4. Exemption Provisions

(i) Candidates who produce acceptable documentary evidence of having passed in English and three other subjects at one sitting (not more than two successive annual sittings of the one public examination in the case of candidates who attempt the Intermediate/Junior Certificate wholly or partially on a part-time basis) of:

- (a) An Intermediate or Junior Examination*, or
- (b) In New South Wales, the examination held at the end of the third year of the School Certificate Course at least at Ordinary Level standard, or
- (c) In Tasmania, the examination conducted at the end of the year which is one year before the Schools Board Certificate,

or possess equivalent or higher qualifications recognised by the Board, may claim exemption from the Educational Test.

* In the case of Queensland Junior Examinations, qualifications obtained prior to 1964 should be at a standard entitling to extension scholarship. In the case of the new Intermediate Examination in South Australia, Grades 1-3 are regarded as passing grades.

(ii) Officers who:

- (a) have passed the examination formerly held in June each year for inclusion in the Third Division as Postal Clerk, Telegraphist, etc., or
- (b) have passed in Spelling and Arithmetic at the required standard (e.g. at an examination for Mail Officer, Postal Officer or Telegraphist), or who produce acceptable evidence of having passed equivalent or higher examinations in these subjects, provided that they were passed at one sitting of the one Public Service Board examination,

may claim exemption from the Educational Test.

(iii) Officers who have been designated Mail Officer, Postal Officer, Telegraphist or Postal Assistant on or after 10 August 1961, will be regarded as having satisfied the requirements of the Educational Test and will not be required to make application for exemption.

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 selection 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 and measures;
- (b) Decimal Currency;
- (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
- (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
- (e) Simple Proportion (Unitary Method) and Proportionate Division;
- (f) 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 mark 105.)

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 mark 108.)

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.

II. Optional Test:

Touch-typing: Copy typing of a passage of prose.

III. Selection 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 and 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 trainee 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 advised 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 1922-1966, 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. Copies are available from Directors, Posts and Telegraphs.

APPOINTMENT AS TELEPHONIST

QUALIFYING examinations for appointment as Telephonist (\$958-\$2,206 (S); female rate \$878-\$1,804 (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 31 December 1967.

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) females not on the permanent staff of the Commonwealth Service whose age is not less than 14 years 11 months (15 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 finalised or until attaining the age of 51 years, whichever is the earlier. 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**—(i) 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 mark 108.)

(ii) Arithmetic: First four 'rules'—that is, Addition, Subtraction, Multiplication, Division, including:

- (a) British standard weights and measures;
- (b) Decimal currency;
- (c) Prime Numbers, Factors, Highest Common Factor, Least Common Multiple;
- (d) Vulgar and Decimal Fractions (excluding recurring and circulating decimals);
- (e) Simple Proportion (Unitary Method) and Proportionate Division;
- (f) 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 mark 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 qualification for promotion or transfer as Traffic Officer, Third Division, Telecommunications Division, Postmaster-General's Department, held in pursuance of section 53 of the Public Service Act 1922-1966.

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**—Permanent officers who, at the date of examination:

- (i) are in, or who are educationally qualified for inclusion in, the Third Division,
- (ii) are at least 21 years of age, and
- (iii) have had at least 3 years' experience in the Telecommunications Division.

3. Subjects and Pass Conditions

Subject	Duration
Traffic—Part I	3½ hours
Part II	3½ hours
Sales Branch Practices and Procedures ..	2 hours
Technical	2½ hours
Statistical Method	2 hours

Candidates must pass in each subject to pass an examination under these conditions.

(Note—To complete the qualifications necessary for promotion or transfer as Traffic Officer, a candidate must, in addition to passing the subjects listed above, comply with the following:

- (a) he must pass or have passed at university or technical college diploma level at least two approved academic subjects preferably those related to Management aspects; or a branch of Mathematics and English;
- (b) he must complete or have completed appropriate manipulative and supervisory training in the Telecommunications Division;
- (c) he must obtain the Certificate in Post Office Administration).

4. Exemption Provisions

An officer who has passed in one or more of the subjects included under paragraph 3 above may claim exemption from re-examination in that (those) subject(s) for a period of four years from the date of passing the subject(s) concerned, provided that where so certified by an Assistant Director, Telecommunications, an officer who has given satisfactory evidence of retention of the requisite knowledge during the full-time performance of appropriate duties in the Telecommunications Division, the period of exemption from re-examination in the subject(s) concerned 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 provisions of section 50 of the Public Service Act 1922-1966.

7. Syllabus

Traffic:

Part I—Service and Operating—National Charging Plan—telephone and telex; conduct and analysis of telephone and telegraph service observations and studies; grade of service; trunk 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; metering of local calls; service complaints; local and trunk operating instructions; radiotelephone services; Telegraph Regulations and Rules; telephone exchange and country telegraph office records; inspection procedures, telephone exchanges and telegraph offices.

Part II

- (a) Programming, Equipment and Trunks—types of telephone switchboards, telex manual assistance centres; telephone and telegraph operating aids; teleprinter reperforator switching system; semi-automatic trunk exchanges; special services operating positions; telegraph internal circulation equipment; interception and observation facilities; proposals for manual exchanges and small country automatic exchanges; telecommunications aspects of building proposals; public telephone design; types and uses of telephone and telegraph trunks; trunk line works programming.
- (b) Network Development—automatic trunk switching; telephone and telex numbering schemes; operator and subscriber trunk dialling; plans for regional networks; exchange service areas; telephone survey procedures and application of survey data.
- (c) 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.

Sales Branch Practices and Procedures: 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; subscribers' services and facilities; telephones and telephone exchanges; crossbar switching; telephone and telegraph trunk line services; telegraphy and telegraph machines; radio services, including sound and television broadcast relays.

Statistical Method: Collection, organisation and presentation of statistical data; sampling and sampling methods; the use of graphs; measurement of trend, linear, exponential and parabolic trends; analysis of time series, seasonal and cyclical fluctuations; measures of central tendency, mean, median, mode; measures of variation, absolute variability, relative variability and skewness; statistical inference and estimation, probability and probability distribution, the normal distribution, tests of significance, confidence limits, Chi-square and its uses; linear correlation, relationship between two variables, tests of significance.

8. Study Material—Inquiries regarding the availability of study material for the Traffic, Sales, Technical and Statistical Method sections of the course should be directed in the first instance to the Assistant Director, Telecommunications, in the capital city of the State concerned.

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 TYPIST (FEMALE)

APPLICATIONS are invited for appointment as Typist (Female) (\$972-\$1,834 (S)), Fourth Division. Tests for this purpose will be conducted as required during 1967, 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 31 December 1967.

2. Persons Eligible to Enter—Subject to section 47A (2)* of the Public Service Act 1922-1966, 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	45 yrs
Victoria	14 yrs 11 mths	45 yrs
Queensland†	14 yrs 11 mths	30 yrs
South Australia	14 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	45 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. 233 of this Gazette.

† Queensland applicants must also have passed in English at the Queensland Junior or equivalent or higher examination acceptable to the Board.

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—South Australia, Australian Capital Territory, Northern Territory.
40 words per minute—Queensland, 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.

6. Order of Appointment—Subject to paragraph 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.

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 1922-1966 to enable officers to qualify for transfer as Typist (Female) (\$972-\$1,834 (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—South Australia, Australian Capital Territory, Northern Territory.

40 words per minute—Queensland, 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 Transfer—Successful candidates will be transferred in order of merit in accordance with section 53A of the Public Service Act 1922-1966. 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 \$124 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:

- are in receipt of salary not in excess of \$1,834 (S) per annum;
- have received training in audio typing (i.e. transcribing material which is received by them through earphones from a tape, disc, etc., and which has been recorded from dictation); and
- 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

	Approximate Duration
1. Typewriting:	
(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 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)**

- | | |
|-----|--|
| 124 | Typists (Female) who have not qualified previously for an allowance of \$68 per annum for attaining 50 words per minute typing standard. |
| 56 | Typists (Female) who have qualified previously for an allowance of \$68 per annum for attaining 50 words per minute typing standard. |
| 40 | Typists (Female) who have qualified previously for an allowance of \$84 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 \$68 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 may be determined.

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. Copies are available from Public Service Inspectors.

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 1922-1966.

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—Candidates who have passed in either subject of the 100 w.p.m. test should enquire at the Public Service Inspector's Office concerned, about their exemption entitlements.

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. Copies are available from Public Service Inspectors.

TO ENABLE TYPISTS (FEMALE) TO QUALIFY FOR AN ALLOWANCE OF \$68 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

- (i) Typists (female), including temporary Typists (female), who are in receipt of salary not in excess of \$1,834 per annum and who are not receiving an allowance for shorthand qualifications.

- (ii) Typists (female) who are in receipt of an allowance for shorthand qualifications at 80 words per minute—to obtain part-qualification for the Audio Typing Allowance notified in this issue of the Gazette.
- (iii) Teleprinter Operators, including temporary Teleprinter Operators—to obtain part of their qualification for the proficiency allowance of \$68 per annum listed in the Second Schedule to the Regulations. (Note: Teleprinter Operators will be permitted to sit for the Speed and Accuracy section only).

3. Subjects and Pass Conditions—A typewriting test comprising:

	Duration
(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—Tests will be conducted at not less than quarterly intervals and intending candidates should make inquiries about testing arrangements at the Public Service Inspector's Office.

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 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.

This notification 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.

**ENTRY INTO TYPIST-IN-TRAINING CLASSES
(COPY TYPIST)**

QUALIFYING examinations will be held as required for entry into classes in Canberra providing training in the typing duties of Typist (Female) (\$972-\$1,834 (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 1922-1966, females who, at the date training commences, are at least 15 years and less than 35 years of age.

Except where otherwise determined by the Board, officers and employees already occupying position of Typist (Female) will not be eligible to contest an examination under these conditions.

* See under 'Concession to Ex-Servicemen' on p. 233 of this Gazette.

3. Subjects and Pass Conditions

Subject	Approximate Duration (minutes)
English	30
V.G.D. (Shorthand Aptitude)	1
Word Knowledge	8
Speed and Accuracy	12
Otis (General Ability)	30
Recording	7

Candidates must achieve a satisfactory standard to pass the examination and 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 subjects 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 available for duty on the date of commencement of the training class.

6. Order of Selection—Qualified candidates will be selected for entry in order of merit, which will be based on marks obtained at the examination.

7. Syllabus

- (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.

Text-books—No text-books are prescribed, but a sample English paper will be supplied free to candidates on request.

8. General

(i) **Conditions of training, and subsequent placement as Typist (Female)**—Qualified candidates, to the number required will be engaged under exemption or, if a permanent officer, transferred to the unattached list, and trained in the duties of a Typist (Female).

Trainees who successfully complete the course of training and pass the end-of-course test in Typewriting, will be eligible for appointment, promotion or transfer as Typist (Female), in accordance with their order of merit at that test (vide section 53A of the Public Service Act 1922-1966).

(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 finalisation of results of the end-of-course tests.)

(ii) **Duration of Training**—The training course will normally be of thirteen weeks' duration. However, where a trainee does not pass the end-of-course test, her training course may be extended if it is considered that she is capable of achieving the minimum typing speed for appointment, promotion or transfer as Typist (Female) within a reasonable period of time.

(iii) **Salary During Training**—A permanent officer will continue to be paid her existing substantive salary provided that:

- (a) she has had at least six months' permanent service;
- (b) her salary does not exceed the maximum of the position of Typist (Female)

A permanent officer who has had less than six months' permanent service, or a trainee who is not a permanent officer of the Service, will be paid a weekly allowance during training, as follows:

	\$
Under 17 years	10.00
At 17 years	12.00
At 18 years	14.00
At 19 years	16.00
At 20 years	18.00
At 21 years	20.00

No living-away-from-home, boarding or other allowances will be payable.

(iv) **Medical Fitness**—Before training commences, candidates who are not officers of the Service must be certified medically fit by the Commonwealth Medical Officer. Arrangements for medical examinations will be made by the Public Service Inspector.

(v) **Unsatisfactory Progress**—If it becomes evident at any time that a trainee is not making satisfactory progress:

if she is not an officer of the Service, her services may be terminated or she may be offered temporary employment as a Clerical Assistant, Grade 1

if she is an officer of the Service, her services may be terminated or she may be transferred to her former position or to one of similar status, or transferred as a Clerical Assistant, Grade 1.

(vi) **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 one (1) year thereafter. When any breach of the agreement is established, the Board will decide the amount of the penalty up to a maximum of \$100.

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.

ENTRY INTO TYPIST-IN-TRAINING CLASSES (SHORTHAND-TYPIST)

QUALIFYING examinations will be held as required for entry into classes in Sydney, Melbourne, Hobart and Canberra providing training in the duties of Typist (Female) (\$972-\$1,834 (S)), Fourth Division. Successful trainees also qualify for allowances based on their shorthand speed.

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 1922-1966, females who, at the date training commences, are at least 15 years and less than 19 years of age. (Tasmanian candidates under the age of 16 years must produce a School Exemption Certificate.)

Except where otherwise determined by the Board, officers and employees already occupying positions of Typist (Female) will not be eligible to contest an examination under these conditions.

Sydney candidates are also required to have passed in English at the Intermediate Certificate or equivalent or higher examination.

* See under 'Concession to Ex-Servicemen' on p. 233 of this Gazette.

3. Subjects and Pass Conditions

I Sydney:

Subject	Approximate Duration
English	30 minutes
A.C.E.R. Higher (Verbal Reasoning) ..	15 minutes
A.C.E.R. Shorthand Aptitude ..	31 minutes

II Melbourne, Hobart, Canberra:

Subject	Approximate Duration
English	30 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

Candidates must achieve a satisfactory standard to pass the examination and 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 available for duty on the date of commencement of the training class.

6. Order of Selection—Qualified candidates will be selected for entry in order of merit, which will be based on marks obtained at the examination.

7. Syllabus

- (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.

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) **Conditions of training, and subsequent placement as Typist (Female)**—Qualified candidates, to the number required, will be engaged under exemption or, if permanent officers, transferred to the unattached list, and trained in the duties of a Typist (Female).

Trainees who successfully complete the course of training and pass the end-of-course test in 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 section 53A of the Public Service Act 1922-1966).

(Note—(i) 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 finalisation of results of the end-of-course tests. (ii) Trainees in Melbourne classes need not necessarily be tested in Shorthand at the end-of-course test.)

(ii) **Duration of Training**—The training course will normally be as follows:

Sydney	23 weeks
Melbourne	24 weeks
Hobart	40 weeks
Canberra	24 weeks

However, where a trainee does not pass the end-of-course test, her training course may be extended if it is considered that she is capable of achieving the minimum typing speed for appointment, promotion or transfer as Typist (Female) within a reasonable period of time.

(iii) Salary During Training

Canberra Intakes—A permanent officer will continue to be paid her existing substantive salary, provided that:

- (a) she has had at least six months' permanent service;
- (b) her salary does not exceed the maximum of the position of Typist (Female).

A permanent officer who has had less than six months' permanent service, or a trainee who is not a permanent officer of the Service, will be paid a weekly allowance during training, as follows:

	\$
Under 17 years	10.00
At 17 years	12.00
At 18 years	14.00
At 19 years	16.00

No living-away-from-home, boarding or other allowance will be payable.

Sydney, Melbourne and Hobart Intakes—A permanent officer will continue to be paid her existing substantive salary, provided that:

- (a) she has had at least six months' permanent service;
- (b) her salary does not exceed the maximum of the position of Typist (Female).

Permanent officers who have had less than six months' permanent service, and trainees who are not permanent officers of the Service, will be paid an allowance at the rate of \$6.00 per week. No living-away-from-home, boarding or other allowances will be payable.

(iv) **Medical Fitness**—Before training commences, candidates who are not officers of the Service must be certified medically fit by the Commonwealth Medical Officer. Arrangements for medical examinations will be made by the Public Service Inspector.

(v) **Unsatisfactory Progress**—If it becomes evident at any time during training that a trainee is not making satisfactory progress—if she is not an officer of the Service, her services may be terminated or she may be transferred to a Copy Typist training course or offered temporary employment as a Clerical Assistant, Grade 1;

—if she is an officer of the Service, her services may be terminated or she may be transferred to a Copy Typist training course or to her former position or to one of similar status, or be transferred as a Clerical Assistant, Grade 1.

(vi) **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 two (2) years thereafter. When any breach of the agreement is established, the Board will decide the amount of the penalty up to a maximum of \$100.

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.

APPOINTMENT OR TRANSFER AS WORKSHOPS ASSISTANT, GRADE 1

QUALIFYING examinations for appointment or transfer as Workshops Assistant, Grade 1 (\$932-\$2,094 (S), female rate \$852-\$1,692 (S)), Fourth Division, Engineering Division, Postmaster-General's Department, will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

2. Persons Eligible to Enter

- (i) For appointment: males and females not on the permanent staff of the Commonwealth Service who are at least 15 years and less than 51 years of age at the date of examination.
- (ii) For transfer: Permanent officers of the Service.

3. Subjects and Pass Conditions

Subject	Duration
(i) Oral	15 minutes
(ii) Practical	75 minutes

Candidates must pass in both subjects to pass the examination.

4. Exemption Provisions—An officer who has passed in both subjects in one sitting of an examination held for appointment or transfer as Workshops Assistant, Grade 2, within the preceding 12 months may claim exemption from an examination held under these conditions.

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 finalised, or until attaining the age of 51 years, whichever is the earlier.
- (ii) For transfer: Twelve months from the date of notification in the Gazette that the results of the examination have been finalised.

6. Order of Appointment or Transfer

- (i) Appointment: Successful candidates will be listed in order of merit based on total marks obtained in subjects (i) and (ii). Offers of appointment to the number required will be made in this order.
- (ii) Transfer: Candidates who qualify will be eligible for transfer in accordance with section 50 of the Public Service Act 1922-1966.

7. Syllabus

- (i) Oral: Candidates will be required to answer questions in relation to commonly used components of telecommunications equipment such as those listed hereunder, and polarity of leads.

Relays	Capacitors
Keys	Resistors
Uni-selectors	Potentiometers
Rectifiers	Transformers
Diodes	Valve Sockets, etc.
Transistors	

Questions will be directed mainly towards the following:

- (a) Identification of components.
- (b) Knowledge of their main functions.
- (c) Knowledge of peculiar properties of these components essential to the satisfactory performance of the duties of a Workshops Assistant, Grade 1; for example, the susceptibility of different components to damage through various causes.
- (d) Identification of coil and springset tag numbers on relays and keys.
- (e) Identification of drawing symbols.
- (ii) Practical: Tasks to be selected from the following typical list and to be completed within 'Standard times' as estimated for individual tasks:
 - (a) Replacement of faulty components as indicated by docket or other means on Telecommunication equipment such as Telephones, Switchboards, or other comparable apparatus.
 - (b) Running, Lacing, and Terminating Wiring Form.
 - (c) Identification and Termination of colour-coded cable up to 30-pair capacity.
 - (d) Wire and Terminate from data supplied, high density modules of Transistors, Diodes, and other heat-sensitive devices, Relay Sets of the more complex type, or less commonly used items such as Miniature Uni-selectors, Counting Relays, etc.
 - (e) Assemble and adjust for correct mechanical operation from data supplied, Telephone Dials, Relays (residual and armature travel adjustments only), Switching Keys, Telephone Springsets, and similar devices.
 - (f) Use of hand tools to perform simple tasks requiring some manual dexterity but no great trade skill for dismantling, minor alteration or assembly of telecommunication apparatus.

- (g) Minor testing for electrical or mechanical functioning of equipment, appliances or parts being manufactured, assembled or renovated, provided that all tests or measurements shall be made on direct reading instruments or gauges which do not involve adjustments or calculations by the operative.

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
WORKSHOPS ASSISTANT, GRADE 2**

QUALIFYING examinations for appointment, promotion or transfer as Workshops Assistant, Grade 2 (932-\$2,178 (S), female rate \$852-£1,776 (S)), Fourth Division, Engineering Division, Postmaster-General's Department will be held as required. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1967.

2. Persons Eligible to Enter

- (i) For appointment—males and females not on the permanent staff of the Commonwealth Service who are at least 15 years and less than 51 years of age at the date of examination.
- (ii) For promotion or transfer—officers of the Service.

3. Subjects and Pass Conditions

Subject	Duration
(i) Oral	30 minutes
(ii) Practical	2 hours

Candidates must pass in both subjects to pass the examination.

4. Exemption Provisions—No exemptions from examination are granted.

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 finalised, 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 finalised.

6. Order of Appointment, Promotion or Transfer

- (i) Appointment—Successful candidates will be listed in order of merit based on total marks obtained in subjects (i) and (ii). 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 1922-1966.

7. Syllabus

- (i) Oral: Candidates will be required to answer questions to test the following:
 - (a) Knowledge of any of the oral tests of the examination for appointment, promotion or transfer as Workshops Assistant, Grade 1.
 - (b) Knowledge of detailed functions of components of commonly used telecommunications equipment, such as relays (including slugged and sleeved relays), keys, uni-selectors, rectifiers, diodes, capacitors, resistors, potentiometers, transformers, valve sockets, etc.
 - (c) Knowledge of general functions of semi-conductors in common use in telecommunications equipment.
 - (d) Understanding of functions of common components of equipment as disclosed by less complex circuits such as those of telephones, switchboards, non-switching units, and comparable equipment.
 - (e) Knowledge of when and how to use basic testing instruments to determine equipment parameters such as voltage, current, resistances and capacitance.
- (ii) Practical Test: Tasks to be selected from the following typical list and to be completed within 'standard times' as estimated for individual tasks.

- (a) Any of the Practical tests prescribed for Workshops Assistant, Grade 1, plus the following:
- (b) Modify circuits of Relay Sets, Telephones, Switchboards or comparable equipment from an amended circuit plan provided.
- (c) Identify and terminate colour-coded cable exceeding thirty pairs.
- (d) Locate faults by the use of simple testing equipment such as Multimeter or Megger, in apparatus such as Telephones, Switchboards, Non-Switching units, Relay Sets, etc.
- (e) Wire from a schematic circuit diagram, part or all of apparatus listed in (c) above.
- (f) Recondition, assemble, and adjust for correct operation using handtools and gauges, mechanical and electro-mechanical apparatus such as Relays (all types), Uni-selectors, Bi-motional Switches, Intercommunication Telephones, Telephone Dials, and Multi-Coin P.T. Attachments to limits specified in engineering or other instructions.

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.