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APPOINTMENT, PROMOTION, TRANSFER AND
SALARY ADVANCEMENT NOTICES.

PUBLIC SERVICE ACT 1922-1968

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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 1922-1968 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 of Posts and Telegraphs, whichever is appropriate.

The Public Service Inspector or Director of 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 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 1922-1968 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 1922-1968.

(viii) **Living Allowance**—An applicant who, on appointment, is obliged to live away from home, may be eligible for the payment of an allowance in addition to salary. Details may be obtained from the office with which applications are lodged.

(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 of 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 1922-1968 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 1945-1966, and to service that was special service for the purposes of the Repatriation (Special Overseas Service) Act 1962-1968, as amended. The current definition is shown on page 356 of this Gazette.

(xii) **Registration for National Service Training**—Departments should noted that section 55 of the National Service Act 1951-1968 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 1951-1968 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 two 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 will 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 of 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 1922-1968, 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**—Officers whose preparation for examinations for promotion, transfer or salary advancement has been interrupted by National Service should consult Public Service Board Circular No. 1966/20, which makes special provision to cover these circumstances.

Inquiries may be made to the following:

- The Commonwealth Public Service Inspector, Commonwealth Centre, corner Phillip and Hunter Streets, Sydney, New South Wales 2000 (Phone 28 5701).
- The Commonwealth Public Service Inspector, Commonwealth Centre, corner Spring and Latrobe Streets, Melbourne, Victoria 3000 (Phone 32 4411).
- The Commonwealth Public Service Inspector, Adelaide Street, Brisbane, Queensland 4000 (Phone 31 0101).
- The Commonwealth Public Service Inspector, Da Costa Building, 68 Grenfell Street, Adelaide, South Australia 5000 (Phone 23 9911).
- The Commonwealth Public Service Inspector, Northern and Employers Group Building, 185 St Georges Terrace, Perth, Western Australia 6000 (Phone 23 2546).
- The Commonwealth Public Service Inspector, 22 Liverpool Street, Hobart, Tasmania 7000 (Phone 34 2122).
- The Commonwealth Public Service Inspector, 6th Floor, T. & G. Building, Hobart Place, Canberra City, Australian Capital Territory 2601 (Phone 49 8866).
- The Commonwealth Public Service Inspector, 1st Floor, Administration Building No. 1, Mitchell Street, Darwin, Northern Territory 5790 (Phone 489).
- The Commonwealth Public Service Board Representative, A.N.G. House, Port Moresby, Territory of Papua and New Guinea.

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 1962-1968, as amended.

APPOINTMENT AS ACCOUNTING MACHINIST (FEMALE), GRADE 1

APPLICATIONS are invited for appointment as Accounting Machinist (Female), Grade 1 (\$1,082-2,038 (\$)), Fourth Division. Tests to provide the necessary qualifications will be held from time to time during 1969, and full details may be obtained from Public Service Inspectors.

All tests will be conducted in accordance with these conditions, and applications will be accepted until 31 December 1969.

2. **Persons Eligible to Enter**—Subject to section 47A (2)* of the Public Service Act 1922-1968, females not on the permanent staff of the Commonwealth Service who are between the following age-limits:

State	Minimum yrs	mths	Maximum yrs
New South Wales	14	11	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. 355 of this Gazette.

3. Subjects and Pass Conditions

- (i) Educational (qualifying only):

Subject	Duration
Spelling	1 hr
Arithmetic	1 hr

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 \$174 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 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.)

These conditions 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 for Entry to Examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct tests of this type as required.

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 1922-1968, to enable officers to qualify for transfer as Accounting Machinist (Female), Grade 1 (\$1,082-2,038 (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 \$174 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 1922-1968. 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 under review and may be varied.

These conditions are to be read in conjunction with Common Conditions for Entry to Examinations, notified in this issue of the Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

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 (\$975-1,921 (S) per annum), Fourth Division, in 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 1922-1968, females within the following age-limits at the date training commences:

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

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

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

(Note—Candidates will not be permitted to sit for Accounting Machinist-in-training examinations at intervals of less than six months.)

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. Selection Tests—The examination consists of a test of simple arithmetical calculations, a test of vocabulary and a number of aptitude tests. Pass marks are not set for individual tests, but candidates will need to reach a satisfactory standard in the examination as a whole in order to pass.

Candidates will need to attend the examination centre for approximately two hours.

4. Exemption Provisions—Some of the tests in this examination are common to other examinations, e.g. Data Processing Operator-in-training and Trainee Computer Operator. Candidates who have sat for such an examination less than twelve months before the Accounting Machinist-in-training examination is to be held should provide details of that examination when making application and they will be granted exemption from the common tests. Candidates who sat more than six but less than twelve months before the Accounting Machinist-in-training examination is to be held may choose to sit for the common tests again.

Candidates who have passed an Accounting Machinist-in-training examination less than twelve months previously may claim exemption from an examination under these conditions or, provided that the interval is not less than six months, they may choose to sit again.

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 the examination have been finalised.

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

7. Syllabus—Some preparation may be useful for the arithmetic and vocabulary tests. The other tests do not require specific study. Descriptions of the tests may be obtained from the Public Service Inspector's Office, but past examination papers will not be available.

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 1922-1968). 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 under review and may be varied.

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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

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 1922-1968, if required, to enable Airworthiness Surveyors (\$4,740-5,460 (S)), Third Division, Department of Civil Aviation, to advance in salary beyond \$5,100 (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 \$5,100 (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

They must also comply with the instructions concerning compulsory questions on the front page of the examination paper, otherwise they may not be granted a pass in that subject, despite having gained the pass marks listed above.

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. **Salary Advancement**—An Airworthiness Surveyor who qualifies will, subject to section 31 of the Public Service Act 1922-1968, be advanced in salary to \$5,280 (\$) per annum as from the date of completion of twelve months' service with salary at the rate of \$5,100 (\$) 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 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:

- Registration of Aircraft—Certificate of Registration details, nationality; identification and other markings; their allotment, location, dimensions, visibility and prohibitions.
- 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.
- 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.
- Licensing of Aircraft Maintenance Engineers—Licence categories and ratings, eligibility for grant, duration, extension, re-examination of licence holder and examination of work performed.
- 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.
- Logs and Log Books—Types and particulars of records rules governing their carriage, use and preservation.
- Radio Apparatus—Mandatory requirements, Postmaster-General aspects, installation aspects, certification.
- Conditions of Flight—Normal flight requirements and documents; special circumstances.
- Aircraft Lights—Navigation light, flight requirements and restrictions; other circumstances.
- Air Service Operations—Classifications, crew requirements, licences, reports, special requirements for commercial operations, restrictions.
- Accident Inquiry—Notification requirements, custody, protection, investigation, reporting and release of aircraft.
- 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).

(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.—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.—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—construction, 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, cowlings, 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.—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.—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, electromagnetism, 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 varimeters, 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.—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.

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

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

A sound knowledge of the following:

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

References:

- Irvin—Aircraft Instruments.
- Coulthard—Aircraft Instrument Design.
- Northrop—Aeronautical Institute Text Books.
- Air Ministry—A.P. 1275 Parts A and B.
- As applicable—Manufacturers' Current Manuals, Service Bulletins and Brochures.
- D.C.A.—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 personnel 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.
- Radio Technical Commission for Aeronautics (RTCA) Papers and FAA Technical Standard Orders (TSOs) for aircraft radio equipment.
- C. of A.—Wireless Telegraphy Regulations issued under the Wireless Telegraphy Act.
- A.W.A. Manuals for Aircraft Maintenance Engineers (Radio).
- As applicable—Manufacturers' Handbook 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.—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 of conditions and further information from Public Service Inspectors, who will conduct examinations of this type as required.

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

QUALIFYING examinations will be held as required for appointment as Assistant, Grade 1 (\$1,039-2,323 (S)), Fourth Division, Postmaster-General's Department. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1969.

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

Subject	Duration
(i) Spelling	$\frac{1}{2}$ hr
(ii) Arithmetic	1 hr

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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT AS ASSISTANT STOREMAN

QUALIFYING examinations will be held as required for appointment as Assistant Storeman (\$1,018-2,223 (S)), Fourth Division. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1969.

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.

Note—Candidates will not be permitted to sit for an examination under these conditions at intervals of less than six months.

3. **Selection Tests**—The examination consists of a test of arithmetical calculations and problems and a number of aptitude tests. Pass marks are not set for individual tests, but candidates will need to reach a satisfactory standard in the examination as a whole in order to pass.

Candidates will need to attend the examination centre for approximately 1½ hours.

4. **Exemption Provisions**—Candidates who passed an Assistant Storeman examination less than twelve months previously may claim exemption from an examination under these conditions, or provided that the interval is not less than six months they may choose to sit again.

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.

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**—Some prior study may be useful for the arithmetic test. The other tests do not require specific study. Descriptions of the tests may be obtained from Public Service Inspectors' offices, but past examination papers are not available for this examination.

This notice should be read in conjunction with the Common Conditions for Appointment to the Service and Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

APPOINTMENT, PROMOTION OR TRANSFER 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, promotion or transfer as Clerical Assistant, Grade 1, Assistant, Grade 1 (Departments other than P.M.G.) (\$1,039-2,323 (S)) male; (\$975-1,921 (S) female rate) and Machine Tabulator, Grade 1 (\$1,005-2,264 (S) male rate; \$936-1,862 (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 1969.

2. Persons Eligible to Enter

- (i) For appointment—Subject to Section 47A(2)* of the Public Service Act 1922-1968, males and/or females not on the permanent staff of the Commonwealth Service who are at least 14 years 11 months and less than 30 years of age at the date of examination.

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

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. 355 of this Gazette.

- (ii) For promotion or transfer—Permanent officers of the Service who have not previously passed an examination or test for permanent appointment to the Commonwealth Service (e.g., Labourer, Hospital Assistant, Cleaner, Carpenter, etc.), and who wish to qualify for promotion or transfer to a Clerical Assistant position.

3. Subjects and Pass Conditions

Subject	Duration
(i) Spelling	$\frac{1}{2}$ hr
(ii) Arithmetic	1 hr

Candidates must pass in both subjects to pass an examination under these conditions.

4. Exemption Provisions—Not applicable.

5. Period of Eligibility

- (i) For appointment—Candidates who qualify at an examination under these conditions will be eligible for appointment for 12 months from the date of notification in the Gazette that the results of the examination have been finalised, or, in the case of Australian ex-Servicemen, 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.
- (ii) For promotion or transfer—Candidates who pass an examination under these conditions gain eligibility for promotion or transfer for an indefinite period.

6. Order of Appointment, Promotion or Transfer

- (i) 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.
- (ii) Promotion or transfer—Successful officers will be eligible to apply for promotion or transfer to positions in the Clerical Assistant structure. Promotions or transfers as Clerical Assistant, Grade 1, are made in seniority order, and as Clerical Assistant, Grade 2 and above under Section 50 of the Public Service Act 1922-1968.

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 Gazette. Copies of Conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

APPOINTMENT AS CLERK—GRADUATE ENTRY

APPLICATIONS are invited from males and females for appointment as Clerk (\$1,463-3,087 (S) male rate; \$1,311-2,685 (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 1969, 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 1969 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 of conditions and further information may be obtained from Public Service Inspectors, who will conduct Part II of the Commonwealth Selection Test as required.

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 (\$1,463-3,087 (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 for appointment.

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 of conditions and further information may be obtained from Public Service Inspectors, who will conduct Part II of the Commonwealth Selection Test as required.

**APPOINTMENT AS CLERK, THIRD DIVISION
'LEAVING AND MATRICULATION' ENTRY**

APPLICATIONS are invited for appointment as Clerk (\$1,463-3,087 (S) male rate; \$1,311-2,685 (S) female rate), 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 all States and the Australian Capital Territory—
Twenty-eight years.

In the Northern Territory and the Territory of Papua and New Guinea—Forty-five years.

- (ii) Applicants who are former members of the Australian Forces must be under the age of fifty-one years at the date of appointment.

3. Qualifications Required—Eligibility for appointment to the Third Division under these provisions may be obtained in one of the following ways:

- (a) **Listed Qualifications—**By passing in such subjects and at such examinations as are listed in paragraph 4 below, provided that—

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

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

(b) **Other Qualifications—**By passing 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. Qualifications which were acceptable for matriculation at an Australian or United Kingdom University at the time they were obtained are acceptable for the purposes of this sub-paragraph.

OR

In the case of applicants who have completed their qualifications overseas, either by satisfying the provisions of the preceding sub-paragraph or by providing documentary evidence that the qualification has been assessed by one of the State Educational Authorities listed under each State heading as equivalent to a pass at the State standard examination in the subjects and at the level required for entry to the Third Division.

OR

By passing an examination conducted by or on behalf of the Defence Forces which is assessed by a State educational authority as equivalent to a pass in a State Standard Examination in the subjects and at the level required for entry to the Third Division.

4. State Public Examinations—

(a) New South Wales and Australian Capital Territory—

Subject Requirements: A pass in English and three other recognised subjects in the State Standard or Equivalent Examinations.

State Standard: The New South Wales Higher School Certificate Examination.

Equivalent Examinations: The New South Wales Leaving Certificate Examination. The Sydney University Matriculation Examination.

Conditions:

- (i) 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.
- (ii) in the case of the New South Wales Higher School Certificate, the recognised subjects will include not more than one of the following: Sheep Husbandry and Wool Technology, Industrial Arts, Farm Mechanics, Home Science, Textiles and Design, Art and Music.

Note: General Studies is not a recognised subject for the purposes of Third Division entry.

- (iii) the following may be regarded as 'one public examination' for the purpose of fulfilling the subject requirement specified in sub-paragraph 3 (a) above—

The New South Wales Leaving Certificate Examination and the Sydney University Matriculation Examination conducted in February of the following year.

Syllabuses for subjects chosen under the two sets of conditions should not substantially overlap; this ruling does not in any way affect the successive annual sittings requirement.

Overseas Equivalence: Assessing Authority—New South Wales Department of Education.

(b) Victoria—

Subject Requirements: A pass in English and three other recognised subjects in the State Standard or Equivalent Examinations.

State Standard: The Victorian School Leaving Certificate Examination.

Equivalent Examinations: The Victorian Leaving Technical Examination. The Victorian Girls' Secondary School Leaving Certificate Examination.

Conditions:

- (i) In the case of the Victorian Leaving Certificate Examination, from 1 April 1969, an applicant must pass in English, a branch of Mathematics or of Science, a humanities subject and one other subject.

Note: Until 31 March 1969, no subject grouping will apply.

- (ii) In the case of the Victorian Leaving Technical Examination an applicant must pass in English, Social Studies (or other social studies subject), a branch of Mathematics or of Science, and one other subject.

- (iii) In the case of the Victorian Girls' Secondary School Leaving Certificate Examination passed not earlier than 1965, an applicant must pass in English, a language of humanities subject, a branch of Mathematics or of Science, and one other subject. (Passes obtained prior to 1965 will be acceptable provided they have been accepted by the Victorian Universities and Schools Examination Board for progression to the Victorian Matriculation Examination.)

- (iv) Passes obtained at not more than two successive sittings of two of the three approved examinations in Victoria will be regarded as 'one Public Examination' and will be accepted as fulfilling the educational requirements for appointment as Clerk, Third Division, provided that the qualifications so obtained have been accepted by the Victorian Universities and Schools Examination Board for progression to the Victorian Matriculation Examination.

- (v) A pass in one of the three approved examinations in Victoria that falls outside the subject groupings specified above will be accepted provided the qualification concerned has been accepted by the Victorian Universities and Schools Examination Board for progression to the Victorian Matriculation Examination.

- (vi) 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 Head Master's Certificates, the conditions set out in (i), (iv) and (v) above will apply.

Overseas Equivalence—Assessing Authority—Victorian Universities and Schools Examination Board.

(c) Queensland—

Subject Requirements: A pass in English and four other recognised subjects at the State Standard Examination.

State Standard: The Queensland Senior Public Examination.

Conditions:

- (i) Level 4 or above are regarded as passing grades.
- (ii) Persons whose qualifications were gained at the 1966 or earlier examinations must have obtained a 'C' pass or better.
- (iii) Persons who gained part-qualifications at the 1966 Senior Public Examination and completed their qualifications at the 1967 Senior Public Examination will be required to have passed in English and four other recognised subjects at 'C' level or above and Level 4 or above respectively;

(d) South Australia—

Subject Requirements: A pass in English and three other recognised subjects at the State Standard or Equivalent Examination.

State Standard: The South Australian Leaving Examination.

Equivalent Examination: The South Australian Matriculation Examination.

Conditions:

- (i) in the case of the South Australian Leaving Examination, Grades 1, 2 and 3 will be regarded as passing grades.
- (ii) in the case of the South Australian Matriculation Examination, Grades A-D inclusive will be regarded as passing grades.

Overseas Equivalence: Assessing Authority—University of Adelaide.

(e) **Western Australia—**

Subject Requirements: A pass in English and three other recognised subjects at the State Standard or Equivalent Examination.

State Standard: The Western Australian Leaving Certificate Examination.

Equivalent Examination: The University of Western Australia Matriculation Examination.

Conditions: The following may be regarded as 'one public examination' for the purpose of fulfilling the subject requirement specified in sub-paragraph 3 (a) above:

The Western Australian Leaving Certificate Examination and the University of Western Australia Matriculation Examination conducted in February of the following year. Syllabuses for subjects chosen under the two sets of conditions should not substantially overlap; this ruling does not in any way affect the successive annual sitting requirement.

Overseas Equivalence: Assessing Authority—Western Australian Department of Education.

(f) **Tasmania—**

Subject Requirements: A pass in English and three other recognised subjects at the State Standard Examination.

State Standard: The Tasmanian Schools Board Examination.

Conditions: Candidates who qualified at the Tasmanian Schools Board Certificate Examination in 1960, or who qualify in any subsequent year, must have a certificate endorsed 'A'.

Overseas Equivalence: Assessing Authority—Tasmanian Department of Education.

Note—Educational requirements for Tasmania are under review.

5. 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.

6. 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 in the order of merit, will be permitted initially to make three attempts at intervals of not less than twelve months between tests. Thereafter, an interval of two years must precede each succeeding sitting.

If an applicant re-applies for appointment as Clerk, Third Division more than two years after his last attempt at the Commonwealth Selection Test, a fresh attempt is mandatory and his score at that sitting will be used to determine his position in the order of merit.

7. 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.)

8. 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	Darwin
Papua-New Guinea	Brisbane

Applications under this notification may be lodged at any time until 31 December 1969.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service and Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct the Commonwealth Selection Test as required.

**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, in pursuance of Section 53 of the Public Service Act 1922-1968, the conditions governing transfer as Clerk (\$1,463-3,087 (S)) Third Division, and educational qualification for Third Division status in certain categories (e.g. Postal Clerk).

2. Age Limits—The following age limits apply for transfer as Clerk, Third Division:

- (i) in all States and the A.C.T.
 - (a) under the age of twenty-eight years, or
 - (b) over the age of twenty-eight years and completion of one year of permanent service or former members of the Australian forces.
- (ii) in the Northern Territory and T.P.N.G.
 - (a) under the age of forty-five years, or
 - (b) over the age of forty-five years and completion of one year of permanent service or former members of the Australian forces.

3. Qualifications Required—Educational eligibility for transfer to the Third Division under these provisions may be obtained in one of the following ways:

- (a) **Listed Qualifications—**By passing in such subjects and at such examinations as are listed in paragraph 4 below, provided that—
 - (i) the qualification is obtained at not more than two successive annual sittings of the one public examination; and
 - (ii) the subjects passed comply with the public examining authority's regulations governing subject groupings and permissible subject combinations.

Note—For the purposes of sub-paragraph (i) above, any two of the following may be regarded as 'one public examination' in the State concerned—

- The 'October Clerical' Examination;
- The Leaving Certificate, etc., Examination held at the end of the same year;
- The Matriculation Examination held during February of the following year (where applicable).

Syllabuses for subjects chosen for the two examinations should not substantially overlap; this ruling does not in any way affect the successive annual sitting requirement.

- (b) **Other Qualifications—**By passing 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

In the case of applicants who have completed their qualifications overseas, either by satisfying the provisions of the preceding sub-paragraph or by providing documentary evidence that the qualification has been assessed by one of the State Educational Authorities listed under each State heading as equivalent to a pass at the State standard examination in the subjects and at the level required for entry to the Third Division.

OR

By passing an examination conducted by or on behalf of the Defence Forces which is assessed by a State educational authority as equivalent to a pass in a State Standard Examination in the subjects and at the level required for entry to the Third Division.

4. State Public Examinations**(a) New South Wales and Australian Capital Territory**

Subject Requirements—A pass in English and three other recognised subjects at the State Standard or Equivalent Examinations.

State Standard: The New South Wales Higher School Certificate Examination.

Equivalent Examinations: The New South Wales Leaving Certificate Examination. The Sydney University Matriculation Examination.

Conditions:

- (i) In the case of the New South Wales Leaving Certificate Examination, only rules 5 and 10 made by the Board or Secondary School Studies should be applied;
- (ii) in the case of the New South Wales Higher School Certificate, the recognised subjects will include not more than one of the following: Sheep Husbandry and Wool Technology, Industrial Arts, Farm Mechanics, Home Science, Textiles and Design, Art and Music. (Note: General Studies is not a recognised subject for the purposes of Third Division entry.)

Overseas Equivalence: Assessing Authority—New South Wales Department of Education.

(b) Victoria

Subject Requirements—A pass in English and three other recognised subjects at the State Standard or Equivalent Examinations.

State Standard: The Victorian School Leaving Certificate Examination.

Equivalent Examinations: The Victorian Leaving Technical Examination. The Victorian Girls' Secondary School Leaving Certificate Examination.

Conditions:

- (i) In the case of the Victorian Leaving Certificate Examination, from 1 April 1969, an officer must pass in English, a branch of Mathematics or of Science, a humanities subject and one other subject.

Notes—

1. Until 31 March 1969, no subject groupings will apply.

2. Applicants who failed to complete the qualification for appointment in 1968 may apply prior to 1 April 1969 for an extension of time to complete their qualification under the 'old' conditions.

3. Persons who were officers of the Service prior to 1 April 1969 and who have fulfilled the educational requirements for transfer published in Gazette No. 47 of 30 May 1968 will retain educational eligibility for transfer for an indefinite period.

- (ii) In the case of the Victorian Leaving Technical Examination an officer must pass in English, Social Studies (or another social studies subject), a branch of Mathematics or of Science, and one other subject.
- (iii) In the case of the Victorian Girls' Secondary School Leaving Certificate Examination passed not earlier than 1965, an officer must pass in English, a language or humanities subject, a branch of Mathematics or of Science, and one other subject. (Passes obtained prior to 1965 will be acceptable provided they have been accepted by the Victorian Universities and Schools Examination Board for progression to the Victorian Matriculation Examination.)
- (iv) Passes obtained at not more than two successive sittings of two of the three approved examinations in Victoria will be regarded as 'one Public Examination' and will be accepted as fulfilling the educational requirements for transfer as Clerk, Third Division, provided that the qualifications so obtained have been accepted by the Victorian Universities and Schools Examination Board for progression to the Victorian Matriculation Examination.
- (v) A pass in one of the three approved examinations in Victoria that falls outside the subject groupings specified above will be accepted provided the qualification concerned has been accepted by the Victorian Universities and Schools Examination Board for progression to the Victorian Matriculation Examination.
- (vi) 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 Head Master's Certificates, the conditions set out in (i), (iv) and (v) above will apply.

Overseas Equivalence—Assessing Authority—Victorian Universities and Schools Examination Board.

(c) Queensland

Subject Requirements—A pass in English and four other recognised subjects at the State Standard Examination.

State Standard: The Queensland Senior Public Examination.

Conditions:

- (i) Level 4 or or above are regarded as passing grades.
- (ii) Officers whose qualifications were gained at the 1966 or earlier examinations must have obtained a 'C' pass or better.
- (iii) Officers who gained part-qualifications at the 1966 Senior Public Examination and completed their qualifications at the 1967 Senior Public Examination will be required to have passed in English and four other recognised subjects at 'C' level or above and Level 4 or above respectively.

(d) South Australia

Subject Requirements—A pass in English and three other recognised subjects at the State Standard or Equivalent Examination.

State Standard: The South Australian Leaving Examination.

Equivalent Examination—The South Australian Matriculation Examination.

Conditions:

- (i) in the case of the South Australian Leaving Examination, Grades 1, 2 and 3 will be regarded as passing grades.
- (ii) in the case of the South Australian Matriculation Examination, Grades A-D inclusive will be regarded as passing grades.

Overseas Equivalence: Assessing Authority—University of Adelaide.

(e) Western Australia

Subject Requirements—A pass in English and three other recognised subjects at the State Standard or Equivalent Examination.

State Standard: The Western Australian Leaving Certificate Examination.

Equivalent Examination: The University of Western Australia Matriculation Examination.

Overseas Equivalence: Assessing Authority—Western Australian Department of Education.

(f) Tasmania

Subject Requirements—A pass in English and three other recognised subjects at the State Standard Examination.

State Standard: The Tasmanian Schools Board Examination.

Conditions: Candidates who qualified at the Tasmanian Schools Board Certificate Examination in 1960, or who qualify in any subsequent year, must have a certificate endorsed 'A'.

Overseas Equivalence: Assessing Authority—Tasmanian Department of Education.

Note—Educational requirements for Tasmania are under review.

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 (see paragraph 6 below) 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**—Officers with the necessary educational qualifications and who wish to transfer as Clerk (\$1,463-3,087 (S)), Third Division, will be required to sit for the 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 in the order of merit, will be permitted initially to make three attempts at intervals of not less than twelve months between tests. Thereafter, an interval of two years must precede each succeeding sitting.

If an officer re-applies for transfer as Clerk, Third Division more than two years after his last attempt at the Commonwealth Selec-

tion Test, a fresh attempt is mandatory and his score at that sitting will be used to determine his position in the order of merit.

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**—Candidates should consult the handbook or manuals issued by the Public Examinations Authorities for details of subject groupings and syllabuses. No study or special preparation is required for the Commonwealth Selection Test.

8. **General**—These conditions remain in force until 31 December 1969.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct the Commonwealth Selection Test as required.

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 (\$1,463-3,087 (S)), Third Division, in pursuance of section 53 of the Public Service Act 1922-1968. 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 (\$1,463-3,087 (S)).

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

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

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

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

Part II. (Commonwealth Selection Test): Officers who pass in English and three other subjects in Part I. (Educational) at not more than two successive examinations will be granted a pass at the examination as a whole. Those who wish to transfer as Clerk, Third Division, will be required to sit for Part II. (Commonwealth Selection Test). Details may be obtained from the Public Service Inspector.

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

- (i) 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.
- (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 public examinations listed for qualification as Clerk, Third Division (Leaving & Matriculation), provided that
 - (a) the syllabuses for the subjects concerned do not substantially overlap those for the subjects they are nominating under these conditions; and
 - (b) the subjects were passed during the previous examination period.

(Note—An ‘examination period’ is defined as commencing with the ‘October Clerical’ examination and concluding with the matriculation examination in February of the following year.)

Since a pass in Part I must be secured at not more than two successive examinations, the one public examination and the ‘October Clerical’ examination concerned may be regarded as ‘one examination’ for the purposes of this paragraph.

An officer who fails to complete his qualification at the ‘October Clerical’ Examination but successfully completes them at a Leaving Certificate or equivalent examination in the same examination period should apply for transfer under the ‘Leaving and Matriculation’ conditions.

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 transfer and at yearly intervals thereafter.

6. **Order of Merit**—Successful candidates wishing to transfer as Clerk (\$1,463-3,087 (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 initially to make three attempts at intervals of not less than twelve months between tests. Thereafter, an interval of two years must precede each succeeding sitting.

If an officer re-applies for transfer more than two years after his last attempt at the Commonwealth Selection Test, a fresh attempt is mandatory and his score at that sitting will be used to determine his position in the order of merit.

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 inquiry to the branch office in the State capital concerned.

A candidate who has failed in a subject may obtain a report on his paper. It will comprise a detailed allotment of marks for each question but no statement of the merits and defects of answers.

Requests for reports should be made with the Public Service Inspector concerned within two months of the date of notification in the Gazette that the results of the examination have been finalised. A fee of \$1.00 is payable for each report, and English Paper A and English Paper B are regarded as one subject for report purposes.

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 question will test candidates' knowledge of prose, other than the novel and the short story forms. It will cover the essay and the general prose forms, with emphasis on the following points: characteristic features of general prose and the essay; presentation of content; reader interest; theme and style. The question will contain a choice of essay or general prose.

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 point: 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 1969 and 1970

1. Drama—

(a) Macbeth—W. Shakespeare (any edition).

or

(b) Saint Joan—G. B. Shaw (any edition).

2. Essay and General Prose—

(a) Narrative Essays of Today—J. G. Bullocke (Australian Publishing Company)

or

(b) Twentieth Century Prose—A. C. Ward (Longmans).

or

(c) The Kon Tiki Expedition—Thor Heyerdahl.

3. Poetry and Novel—

(a) The Penguin Book of Modern Australian Verse—Selected and edited by R. G. Howarth, Kenneth Slessor and John Thompson

or

(b) The Man of Property—John Galsworthy

or

(c) Catcher in the Rye—J. D. Salinger

or

(d) Nineteen Eighty Four—George Orwell

or

(e) Darkness at Noon—Arthur Koestler.

4. Short Stories and Plays—

(a) The Harrap Book of Modern Short Stories—J. Bullocke and Don Edwards

or

(b) Short Stories of Our Time—ed Douglas R. Barnes (Harrap & Co.)

or

(c) Plays for Radio and Television—Nigel Samuel (Longmans)

or

(d) On Stage—Selected by H. G. Fowler (M.U.P.)

In some texts there will be prescribed parts. For 1969 the following:

Narrative Essays of Today

A Visit to America.
The Episode of Salome.
The Ghost Train.
Shooting an Elephant.
On a Fresh Cricket Season.
A Relic.
Salute to November.
Seeing Stratford.

Twentieth Century Prose

The Day Our Age Began.
Portrait of an Actress.
A People Slow to Anger.
An English Cricketer.
Revolution the British Way.
Creation and Criticism.
On the Moon.
What! No Books!

The Penguin Book of Modern Australian Verse

The Wanderer.
The Sundowner.
Beach Burial.
Wet Afternoon.
Oxford Street—The Five Ways.
Standardization.
The Traveller.
The Island Graves.
(i) The Sea Captain.
and
(ii) My Name is Stanley Montague.
Night Duty.
The Silkworms.
Bullocky.
The Tantanoola Tiger.
Death Song of a Mad Bush Shepherd.

The Harrap Book of Modern Short Stories

The Ruim.
The Verger.
The Natives are Hostile.
A Day's Wait.
Uneasy Home-Coming.
A Hero of the Sands.
A Visit to Grandpa's.
The Pisé House.

Short Stories of Our Time

The First Seven Years.
The Little Pet.
Life of Ma Parker.
Through the Tunnel.
A Present for a Good Girl.
Possessions.
The Raid.

Plays for Radio and Television

Touch Wood.
The Fire on the Snow.
Sacrifice to the Wind.

On Stage

Rory Aforesaid.
The Pot of Broth.
The Watch on the Headland.
Thread of Scarlet.
The Little Man.
Brother Sun.

Candidates are reminded that abridged copies of any of the above are not acceptable. That is, if selected for study, the full texts of Macbeth, Saint Joan, The Kon Tiki Expedition and any of the four novels must be used.

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'

1. Industrial and Economic Revolution especially in Great Britain, Germany, United States of America:

- Industrial techniques and raw materials—New industries.
- Changes in fuels, etc., for development of industrial power.
- Supply and demand of foodstuffs.
- Transportation and communication.
- Population and capital growth and movement.

2. Living and Working Conditions especially in Great Britain:

- Urbanisation and its results.
- The co-operative movement.
- Theories of socialism.
- The Trade Union movement and the Labour Party.
- Social legislation.

3. Government in Great Britain:

- The nature of party government and limited monarchy.
- Liberal and Conservative policies—19th century.
- The development of the Labour Party.
- 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:

- Germany—(i) Constitution of Empire; (ii) Importance of Chancellor and Kaiser; (iii) Personal policies of Bismarck and William II.
- 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.
- Russia—(i) Nature of Czarist régime; (ii) Background of 1905, 1917 Revolutions; (iii) Revolutions of 1905, 1917.
- Japan—(i) Opening; (ii) Meiji Restoration; (iii) Modernisation; (iv) Constitution; (v) Importance of military influence in Japanese government.

Section 'B'

5. World War I:

- Causes—emphasis on fundamental not immediate causes.
- Reasons for allied victory.
- Peace treaties and establishment of League of Nations.
- Work of League of Nations.

6. Between World Wars—Candidates should study Great Britain and two of the other following countries:

- Great Britain—(i) The Depression—extent and measures to alleviate it; (ii) The National governments.
- United States of America—(i) Depression; (ii) New Deal and Roosevelt.
- Germany—(i) Problems of Weimar Republic; (ii) Rise of Nazi Party; (iii) Nazi State and its domestic and foreign policies.
- Italy—(i) Rise of Fascists; (ii) Fascist State and its domestic and foreign policies.
- Russia—(i) The Soviet State and its problems; (ii) the Five-Year Plans; (iii) Lenin and Stalin.
- Japan—Japanese policies in Manchuria, China, South-East Asia.

7. World War II:

- Failure of the League of Nations.
- Events leading to War.
- Reasons for allied victory.
- Establishment of U.N.O.
- Development of Cold War—reasons—problems.

8. Colonialism:

Candidates should study two of the following sections:

- India—(i) British rule in India since Mutiny—its advantages and disadvantages; (ii) Nationalist movements and their problems; (iii) Independence and Partition.
- Africa—(i) The partition of Africa; (ii) Different types of Colonial administration; (iii) Race relations in different parts of Africa.
- 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

Carlton Hayes: Contemporary History Since 1870.

Gordon Craig: Europe Since 1815.

J. Schapiro: Modern Contemporary and European History.

David Thomson: Europe Since Napoleon.

Alan Bullock: Hitler; A Study in Tyranny.

W. Shirer: The Rise and Fall of the Third Reich.

James Hagan: Modern History and its Themes.

Shaw: Modern World History.

Southgate: Europe 1870-1945.

Strong: The Twentieth Century and the Contemporary World.

Hodge: Notes on L. C. History.

Elliott and Summerskill: 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:

- The discovery of gold and the gold rushes.
- Official attitude.
- Effects of gold discoveries on Australia's economic, social, political development.
- Land development subsequent to discovery of gold.

2. Australian Society in the second half of the nineteenth century—

- Emergence of an Australian outlook and culture.
- The financial collapse of the 1890 period and subsequent recovery.

3. The Trade Union Movement:

- Difficulties of organising labour in Australia.
- Growth of Unions.
- Major strikes.
- Unions and political action—growth of the Labour Party and its relation to unions.
- Immigration policy.

4. Federation:

- The federal movement and achievement of federation.
- The federal constitution.
- Trend towards increase of federal powers—importance of World War II in this.

5. World War I and Aftermath:

- Australia's part in World War I.
- The Peace Conference—Acceptance of Mandate.
- Relationship with Mother Country between Wars.
- 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) European penetration of China—its effects.
 - (b) The establishment of the Republic and its weakness.
 - (c) The rise and fall of the Kuomintang.
 - (d) Japanese aggression.
 - (e) The rise of Communism.
10. The History of European colonisation in the Pacific.
Candidates should be prepared to discuss the policies of any European power whose aims and achievements in the Pacific have been significant.
11. European Powers and South East Asia.
Candidates should study the history of Malaysia, Indonesia, Philippines, Vietnam and India in regard to:
 - (a) Economic imperialism.
 - (b) The rise of nationalism.
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

D. G. E. Hall: A History of S.E. Asia.
 K. Latourette: The History of Japan.
 C. M. H. Clark: A Short History of Australia.
 A. Deakin: The Federal Story.
 Russell Ward: The Australian Legend.
 Trevor R. Reese: Australia in the Twentieth Century.
 H. Vinacke: A History of the Far East in Modern Times.
 C. P. Fitzgerald: The Birth of Communist China.
 Shaw: The Story of Australia.
 Barnard: A History of Australia.
 Conole: Australia and the Near North.
 Sawyer: Australian Government Today.
 Wint: Common Sense about China.
 Storry: A History of Modern Japan.
 Hardy-Dumke: A History of the Pacific Area in Modern Times.

ECONOMICS

Introduction

Students are advised to follow this syllabus in the order set down. Knowledge gained in early topics is essential for complete understanding of later topics. It is important to reach a clear understanding of each part before proceeding to the next section. At all stages, theory should be reinforced by reference to the Australian economic system and to current world conditions.

Summary

The course commences with a brief survey of the functions of an economic system and a consideration of the nature and scope of Economics. The basic operations of the economic system are then studied as a 'circular flow', and elementary notions of the price mechanisms are introduced.

The next topic (National Income) is the first to be studied in detail, and is considered to be the central part of the course. Methods of measuring national income are studied, and then factors which determine the size of the national income.

The central position of the government in the economic system is shown by its influence through fiscal, monetary and trade policy. In studying this topic, knowledge is gained of price changes and their measurement, money and banking, international trade and foreign exchange.

The market system is examined in detail. The market system is contrasted with the centrally-planned economy. Economic development in poor countries and a brief study of population problems lead to an examination of development and stability problems in developed countries.

I Functions of an Economy

- (a) The fundamental fact of scarcity of resources available to produce goods and services to satisfy human wants.
- (b) Scarcity and choice—The economic problem.
 - (i) choosing which goods and services to produce, and in what quantities;
 - (ii) choosing which production methods to use;
 - (iii) choosing how the goods and services produced are to be shared out.
- (c) The economic system as a mechanism for making decisions and putting the decisions into effect.
- (d) Economics as a science
 - (i) examining the economic system.
 - (ii) creating theories to explain how the economic system works.
 - (iii) attempting to predict the future performance of the economy.
 - (iv) aiming to provide a guide to economic policy for governments.
- (e) Economics and logical thought. Avoidance of logical fallacies—e.g. fallacy of composition and the 'one-sided' and 'single-cause' approach to economic problems. Avoidance of value judgments.

II The Circular Flow of Income, and the Price Mechanism

- (a) Simplifying assumptions:
 - (i) that all goods and services produced are sold within the period;
 - (ii) that there is no saving;
 - (iii) that there is no foreign trade;
 - (iv) that there is no government.

The circular flow, with households and business firms—use of household incomes to pay firms for goods and services which are produced using productive factors provided by households in return for incomes.
- (b) Removal of simplifying assumptions:

Savings and the capital market,
 The government sector,
 Foreign trade—exports and imports.

The inter-dependence of each part of the system.
 The possibility of flows not balancing, e.g. saving and investment plans, government receipts and spending, imports and exports.
- (c) Specialisation, exchange and money as basic features of the flow.
- (d) The market system, with price as regulator. Rationing of factors of production among various uses. Distribution of goods and services.
- (e) The principle of the margin—i.e. most economic decisions made 'at the margin'.
- (f) The principle of opportunity cost.

III National Income

- (a) Reasons for measuring national income and analysing income and product flows.
- (b) The equivalence of product, expenditure and income.
- (c) The production account of a single firm.
 Avoidance of double counting.
- (d) Imputed incomes. Government services, farm produce consumed on the farm, shelter value of owner-occupied dwellings.
- (e) Relationship between the main aggregates.
- (f) Determining the level of National Income.
 - (i) Actual and Potential Production. Level of Effective Demand. Equilibrium.
 - (ii) Assuming a closed, no-government economy, then $D = C + I$.
 - (iii) Simple consumption functions. Autonomous and induced consumption.
 - (iv) Autonomous investment. Consumption and investment shown graphically, determining the equilibrium level of national income.
 - (v) Saving and investment, planned and realised. Graphical analysis, determining the equilibrium level of national income.

- (vi) The multiplier, shown on the saving-investment graph. The multiplier as the reciprocal of the marginal propensity to save.
- (vii) Simple problems to determine the level of national income given consumption and investment or saving functions.

IV The Government Sector

- (a) Introduction. Increasing importance of governments in economic affairs.
- (b) Aims of economic policy. Full employment, stability, external balance, economic growth, rising living standards.
- (c) Three branches of government policy—fiscal, monetary, trade.

Fiscal Policy

- (i) Australian government finance—Local, State, Commonwealth. Uniform taxation. Premiers' Conference, Loan Council.
- (ii) The Commonwealth Budget. Main items of receipts and expenditure. Types of tax—direct, indirect, progressive, regressive, proportional.
- (iii) Budget effect on the economy. (c.f. National Accounting Estimates of Public Authority Receipts and Expenditure, 1966. 1967. Commonwealth Treasury, Canberra, A.C.T.)
- (iv) Inflation. Measuring price changes—index numbers. Causes and effects of inflation. Fiscal methods used to control inflation—The 'built-in' stabilisers of the Budget.
- (v) Public Department. Reasons for borrowing. Internal and External Loans. Sinking Fund. Interest burden.

Monetary Policy

- (i) Money—functions; qualities; kinds of money in use in Australia.
- (ii) Banks—Trading Banks—Australian banking system. Creation of credit by banks.
- (iii) Central Banking—Reserve Bank of Australia. Functions as agent of government monetary policy. Control of credit—methods.

Trade Policy—International Economics

- (i) International trade—reasons for international specialisation, absolute and comparative advantage.
- (ii) Balance of trade and balance of payments, overseas reserves.
- (iii) Foreign exchange machinery, exchange rates. Devaluation and its effects.
- (iv) Tariffs. The Australian Tariff System. Free Trade and Protection.
- (v) International trade and financial arrangements—I.M.F., G.A.T.T., E.E.C., etc.
- (vi) Overseas investment in Australia—volume, types, effects.

V Market Theory:

- (a) Product Markets
 - (i) Demand. Diminishing marginal utility. The Demand Curve. Elasticity. Measurement of elasticity. Derived Demand.
 - (ii) Supply. The supply curve. Costs of production. Short and long-run costs. Economies of scale.
 - (iii) Equilibrium price under pure competition, and under monopolistic competition.
 - (iv) Monopoly. Price and output under monopoly.
 - (v) Oligopoly. Advertising. Product differentiation. Price and output under oligopoly.
 - (vi) Restrictive practices. Australian legislation against restrictive practices.
- (b) Labour Markets
 - (i) Marginal productivity theory of wages.
 - (ii) General level of wages.
 - (iii) Wage level in one industry.
 - (iv) Trade Unions and their effect on wages.
 - (v) Arbitration in Australia and the wage level. The Basic Wage—brief history, recent developments.
- (c) The Capital Market—Interest

- (i) The productivity of capital. Marginal productivity of capital. Determining the rate of interest.
- (ii) Capital widening and capital deepening.
- (iii) Functions of interest.
- (d) Rent
 - (i) Economic rent as a payment for scarcity of factors.
 - (ii) Function of rent.
- (e) Profit
 - (i) Difference between economic profit and accounting profit.
 - (ii) Profit, as an entrepreneurial return. Sources of profit—risk, innovation, monopoly.
 - (iii) Functions of profit—guide for allocation of resources and incentive to innovate.

VI Planned Economies:

- (i) The nature of the economy of the USSR—Centralist Socialism. Planning organisation. Methods of solving economic problems.
- (ii) Contrast between centralised socialism and controlled capitalism.

VII Economic Development:

- (a) The problem of underdeveloped nations.
 - (i) Population. Historical growth of world populations. Birth and death rates. Present world population situation. Rate of population growth and economic development.
 - (ii) Characteristics of underdeveloped nations. Problems of development.
 - (iii) Process of development. Balanced and unbalanced growth. Relative importance of private and public sectors. Social overhead capital and directly productive activities. Theories of stages of economic growth. Foreign aid. Australian aid to developing countries.
- (b) Economic growth in developed economies.
 - (i) Problems of balancing objectives of growth and stability.
 - (ii) Factors of growth—innovation, education, and skill, management, economies of scale, economic organisation.

EXAMINATION

The examination will be of three hours' duration, with ten minutes' reading time.

There will be two sections:

- Part A—worth 36%, consisting of objective questions covering the whole range of the syllabus. All questions compulsory.
- Part B—worth 64%, students to attempt four essay-type questions from the eight questions given.

Prescribed Text Books

- Gallagher and Burkhardt: Our Economic Environment (Angus & Robertson).
- or
- Lloyd G. Reynolds: Economics. A General Introduction. (Richard Irwin Inc. Illinois. 1966 Edition)
- F. T. Nankervis: Descriptive Economics. (Longmans, Vic.)

Recommended Reading

- Reserve Bank of Australia (Booklet). Reserve Bank. Sydney 1966.
- Commonwealth of Australia. National Income and Expenditure (Annual). Annual Budget Speech. Annual White Paper on 'The Australian Economy'.
- Samuelson, P. A.: Economics. McGraw Hill, N.Y.
- Ferguson & Kreps: Principles of Economics. Holt, Rinehart and Winston, N.Y.
- Bach, G. L.: Economics. Prentice-Hall, N.J.
- Lipsey, R. G.: An Introduction to Positive Economics. Weidenfeld and Nicolson, London.
- Downing: National Income and Social Accounts, M.U.P.
- Dröhan-Day: Australian Economic Framework. Cassell, Aust.
- Report of the Committee of Economic Enquiry: Commonwealth of Australia. May 1965 (The Vernon Report).

GEOGRAPHY

Preamble

This new course represents a change from the previous course in Regional Geography. The Syllabus requires a broader perception of Physical Geography together with a knowledge of topics (new at this level of study) in Social and Economic Geography. Nevertheless, Regional Geography remains as an essential integrating element in the syllabus.

Aim

1. To develop a reasoned and objective approach to the study of natural and cultural features of the earth's surface.

2. To inculcate a spirit of inquiry so that geographical evidence is examined objectively and explanations are critically examined and tested.

3. To establish comprehension of the main concepts in Physical, Social, Economic and Regional Geography and to bring out their significant relationships.

4. To develop topical studies, practical work and skills in observation and recording.

Practical Work

(i) Topographic Mapping. Wherever possible, students are to use topographical map sheets in studying regional examples. The ability to draw cross sections, calculate gradients and interpret physical and cultural features shown on topographical map sheets or extracts is an essential part of the course.

(ii) It is highly desirable that students should undertake some field work while studying sections of this course. Such studies would be highly valuable in Part A Section 3, and, wherever prescribed areas are accessible to the student, in Parts B and C.

PART A. PHYSICAL GEOGRAPHY

Section 1. The water cycle—its meaning and importance.

Section 2. The elements of weather and climate.

- (a) Insolation and temperature. Pressure and winds. Humidity. Adiabatic processes, precipitation processes, cloud classification.
- (b) The concept of the air mass. Air mass source regions, movements and frontal zones. Australian air masses. Australian weather maps.
- (c) Climatic types in a simple classification. The world's climatic pattern and the relationship of climatic types to types of vegetation, with special reference to Australia and Monsoon Asia.

Section 3. Earth sculpture.

(Note—In this section, Australian examples are to be used.)

- (a) Weathering and mass movement.
- (b) The cycle of erosion (after Penck and King). Terrains of humid lands.
- (c) TWO of the following:
 - (i) Glaciation and glacial landforms.
 - (ii) Coastal landforms.
 - (iii) Terrains of arid and semiarid lands.

PART B. SOCIAL AND ECONOMIC GEOGRAPHY

Section 1. Agricultural Geography.

- (a) Location and characteristics of subsistence cultivation.
- (b) Intensive subsistence agriculture in ONE country in Monsoon Asia with emphasis on recent changes and developments in the country chosen.
- (c) Location and characteristics of commercial dairy farming. Dairy farming in Australia and in ONE of the following:
 - New Zealand
 - U.S.A.
 - Denmark
 - the United Kingdom

At least one case study is required in respect of each region.

- (d) Monoculture (as in commercial grain farming) compared with mixed agricultural systems (as in crop-and-livestock farming).

The Australian wheat-sheep belt compared with a commercial grain farming region in ONE of the following:

- Argentina
- Southern England
- U.S. Midwest
- Canada

Note reasons for diversified farming and reasons why emphasis on diversified farms changes over time from crops to livestock and back again. One case study in each region is required.

- (e) The effects of government intervention in rural land use. The reasons for government intervention and planning, the policies used and their effects. As an example, select ONE of the following:

- Northern Australia
- Western Division of New South Wales
- Irrigation in Northern Victoria or Soviet Central Asia.

Section 2. The Geography of Manufacturing.

(a) Locational factors in manufacturing.

(b) The changing pattern of manufacturing distribution.

The locational decisions of the individual firm as the result of cheapening transportation, changing technology and energy sources, labour (location, variation and attitudes) and trade union activities, the impact of government policies and other factors. In this part emphasis should be placed on the impact of government policies on manufacturing distribution. Australian examples should be used extensively but not exclusively.

(c) The iron and steel industry of Australia and the iron and steel industry of ONE of the following:

- Japan
- India
- U.S.A.
- U.S.S.R.
- Western Germany
- the United Kingdom.

(d) Detailed studies of three industrial regions—one from Australia, one from Monsoon Asia and one from either Europe or North America. The reasons for industrial growth, the contribution made by industry to regional growth and development and the problems arising from the establishment of industry within the region.

Section 3. Urban Geography.

(a) World pattern of urban regions. World urbanisation.

(b) Urban settlement patterns. Central Place Theory. The urban pattern and hierarchy of South-east Australia.

(c) Spatial variation within a service centre.

Employment and population patterns; importance of types of people; their education, age, incomes, etc.; types of land use with emphasis on Central Business Districts, their limits, changes and problems.

(d) A study of ONE Australian State Capital city to show spatial variation within a service centre.

PART C. REGIONAL GEOGRAPHY

This part is intended to complete the study of Australia and to show how studies in Part A and Part B of this syllabus are used in regional analysis.

- (a) The meaning and purposes of regional geography.
- (b) A regional study of Australia.

(One approach would be to divide Australia into from nine to eleven broad regions, discuss generally the physical and cultural environment of each and then to deal with particular sub-regions in each in detail. This would achieve a broad regional study of Australia and yet allow studies in depth of regions such as the Hunter Valley, the Darling Downs or Capricornia.)

EXAMINATION

The intention of the examiner is to set an examination equivalent in difficulty to that set under the 'old' Syllabus.

Examinations will be by means of a three-hour paper. The examination paper will be divided into three parts. All questions will be essay questions. Part A will contain questions on Physical Geography of which the candidates will attempt one. Part B will contain questions on Social and Economic Geography of which the candidates will attempt two. Part C will contain questions on the Regional Geography of Australia and candidates will attempt one. A fifth question may be chosen from any part. A choice of questions will be given in all Parts. A question on map reading may be included in the paper.

Bibliography

The following books are recommended—

- Colin and Maxine Sale—World Water and Environment (Shakespeare Head Press); or
- M. H. Barlow and R. G. Newton—Patterns and Processes in Man's Physical Environment. (Angus and Robertson).
- J. Emery and J. Shaw—Cities and Industries.
- J. Rutherford, M. I. Logan, G. J. Missen—New Viewpoints in Economic Geography. (Martindale Press, Sydney).
- C. J. Sale—The Island Continent. (Shakespeare Head Press).

However, students should, where possible, read relevant sections in the following books:

- N. K. Horrocks: 'Physical Geography and Climatology'. Longmans.

Bureau of Meteorology, Australia: 'Manual of Meteorology'. Issued by the Director of Meteorology, Melbourne, 1966.

A. N. Strahler: 'Introduction to Physical Geography'. John Wiley and Sons.

A. D. Tweedie: 'Water and the World'. Nelson (Australia) Ltd.

A. N. Strahler: 'Physical Geography'. John Wiley and Sons.

H. T. Ashton and J. V. Maher: 'Australian Forecasting and Climate'. Industrial Printing and Publishing Co., Melbourne.

E. C. F. Bird: 'Coastal Landforms'. A.N.U. Press, Canberra. Essential for Part A, Section 3d.

G. H. Dury: 'The Face of the Earth'. Pelican Books. Part A, especially Section 3b.

R. B. Bunnett: 'Physical Geography in Diagrams'. Longmans.

G. H. Dury, ed.: 'Aspects of the Content of Geography in Fifth and Sixth Forms'. Sydney, Department of Geography, University of Sydney and Geographical Society of N.S.W.

R. J. Clinch: 'Survey of Physical, Social and Economic Geography for Senior Students'. Whitcombe and Tombs.

J. W. Alexander: 'Economic Geography'. Prentice-Hall. Part B, especially Section 3c.

R. M. Highsmith, ed.: 'Case Studies in World Geography'. Prentice-Hall.

Thoman and Patton: 'Focus on Geographic Activity'. McGraw-Hill.

K. W. Robinson: 'Australia, New Zealand and the Southwest Pacific'.

Current Affairs Bulletin: Department of External Studies, Sydney University.

R. Mathieson: 'Manufacturing Geography'.

Planned publications which could be very valuable for this course:

Thomas Nelson (Aust.) Pty Ltd:

A. J. Rose: 'Regional Geography of South East Australia'.

Peter Laut: 'Agricultural Geography'.

A. J. Rose: 'Urban Geography'.

Sydney University Press:

T. Langford-Smith and J. Gibbs: 'Physical Geography for Australian Students'.

Jacaranda Press:

'Senior School Geographies', edited by K. Birrell.

J. Gentilli: 'Climate and Vegetation'.

G. Robinson and J. Smiles: 'Landforms'.

B. Waites and K. Wheeler: 'Agriculture'.

T. Perry, G. Missen and K. Fairbairn: 'Regions'.

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 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 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 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 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

Sawer—Australian Government Today

Crisp—Parliamentary Government

*Commonwealth Public Service Board—

Training Handbook No. 1—Career Service

Administrative Arrangements Order (64/74)

Machinery of Government in Australia (64/143)

Parliament and the Executive (64/81)

The Public Service in the Democratic State (58/106)

A Review of Public Service Systems in Australia (58/114)

Constitution and Machinery of Government (64/177)

The Parliamentary Joint Committee of Public Accounts (59/195)

Co-ordination in Administration within Departments (64/58)

The Role of Public Service Organisations (64/65)

Role of the Public Service Board (64/60)

Policy Co-ordination for the Service. The Role of the Treasury (64/61)

The Board's Function—Organisation and Establishment—Co-ordination of Policy (58/66)

The Role of the Permanent Head (64/71)

Commonwealth of Australia—Directory (January 1968) (Departmental functions)

Boyer Report

Selected Reading

Encel—Cabinet Government in Australia

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

Royal Commission on the Constitution 1958

Bailey Report.

* These items are available from the Public Service Inspector's Office where applications are lodged.

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

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

Note:

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

2. Mensuration

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

Note:

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

3. Indices

Meaning of zero, negative and fractional indices.

Note—Only as required for:

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

4. Logarithms

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

Note—No theory (change of base, 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— $\frac{1}{2}b.c.$, 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: $6x^3 - 11x - 10, 4x^3 - 25x^2$, $x^4 - y^4$, $x^3 + 2xy + y^3 - z^3$, $a^3 - b^3 + ax - bx$, and Remainder Theorem for cubics.
 - (b) Simplification of rational functions, but only as required for the processes of Trig. and Co-ord. Geometry.
 - (c) Equations, up to:
 - 1. 3 linear;
 - 2. 1 linear and 1 of second degree;
 - 3. Change of subject of formulae, as required for Trig. and Co-ord. Geom.
 - (d) Graphs . . . types as for Mathematics A.
- (ii) Surds:
 - (a) Reduction to simplest surd;
 - (b) Manipulation;
 - (c) Rationalisation of surdic denominators (monomial and binomial);
 - (d) Equations.
- (iii) Indices:
 - (a) Fractional and negative indices;
 - (b) Manipulations;
 - (c) Equations, such as $2^x - 9.2^x + 8 = 0$.
- (iv) Logarithms:
 - (a) Elementary theory, including change of base (proofs not required in examination);
 - (b) Manipulation;
 - (c) Equations, such as $2^x = 7$.

(v) Variation . . . direct, inverse, joint. Methods should include (a) calculating variation constant and obtaining general law; (b) use of ratios.

(vi) Theory of the Quadratic Equation:

- (a) Nature of the roots . . . use of discriminant;
- (b) Relation between roots and co-efficients;
- (c) Construction of equations to satisfy certain conditions;
- (d) Maximum and minimum values of quadratic functions. (Calculus methods acceptable if known.)

(vii) Arithmetic and Geometric Series. . . . nth term, sum of n terms, means, problems. Sum of infinite G.P.

2. Trigonometry

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

3. Co-ordinate Geometry

- (i) Distance between points. Division of line in given ratio.
- (ii) Concept of a locus: Simple loci (based on distances).
- (iii) Finding equation of a line from sufficient data:

$$Y = mX + c; Y - y_1 = m(X - x_1);$$

$$\frac{Y - y_1}{y_2 - y_1} = \frac{X - x_1}{x_2 - x_1};$$

$$\frac{X}{a} + \frac{Y}{b} = 1;$$

- (iv) Intersection of lines.
- (v) Parallels and perpendiculars.
- (vi) Proofs of plane geometry results concerning lines, e.g., concurrence of medians.
- (vii) Circle . . . equation of circle from definition as a locus, centre at (o, o) or (h, k) .
Equation of tangent at any point on a circle.
Length of tangent from given point.
Proofs of plane geometry results.

Text-books

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

(2) Tables as for Mathematics A.

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, horsepower.

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

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

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

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

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

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

- Replacement of hydrogen from hydrochloric or dilute sulphuric acids by zinc or magnesium.
- Concentrated sulphuric acid on copper giving sulphur dioxide.
- Dilute nitric acid on copper giving nitric oxide.
- Hydrogen sulphide on chlorine gas.

Nitric acid: Preparation by the action of concentrated sulphuric 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.

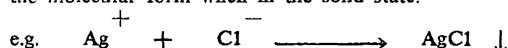
Chemical Laws and Calculations. H. S. Stewart. Shakespeare Head Press.

Notes on Chemistry

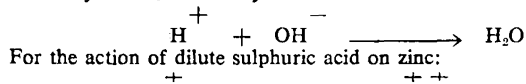
For the sake of simplicity:

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:



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 sections (a)–(e) inclusive, have been covered as a preparation for this section of the course:

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

Part B: Solid Geometry

- 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.
- Sectional views—the section planes to be parallel to or inclined to one plane of reference only.
- Projection of the true shape of sections.
- Development of the surfaces of the sectioned solids.
- Interpenetration of simple solids, such as prisms, pyramids, right cylinders and right cones.
- Development of the surfaces of the intersecting solids.
- Cylindrical helix and application—projection of helical springs and forms of screw threads.

Part C: Pictorial Drawing

- 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.

- 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:

- The placing of the views in their correct relative positions.
- Complete size description by adequate dimensioning.
- Use of correct types of lines and the correct conventions for the representation of surfaces in section.
- Relationship between assembly drawing and detail drawings.
- Use of title block and material list.
- 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.

Abbot—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.

The aim of this subject is to ensure that the candidate obtains a sound knowledge of basic accounting methods as applied to simple forms of business enterprises. In particular, candidates will be expected to appreciate the ways in which accounting assists management, especially by the provision of informative reports and the use of modern recording techniques.

To achieve this aim, candidates must become familiar with the format and functions of documents and books commonly found in business enterprises. They must learn how original documents are often used as a basis for compiling the books of originating entry. They must also know how to summarise and transfer the data provided through the books of originating entry to the all-important book in the accounting structure—the ledger, and how the ledger is basic to the preparation of accounting and to many other reports required by management.

Finally, attempting to learn by rote must be avoided at all costs. Candidates must concentrate on learning how and 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 and Doctrines—

- (a) The difference between a convention and a doctrine.
- (b) Conventions:
 - (i) The Accounting Entity Convention.
 - (ii) The Monetary Convention.
 - (iii) The Accounting Period Convention.
 - (iv) The Continuity of Activity or Going Concern Convention.
- (c) Doctrines:
 - (i) The Doctrine of Conservatism.
 - (ii) The Doctrine of Disclosure.
 - (iii) The Doctrine of Consistency.
 - (iv) The Doctrine of 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.
- (g) Preparation of customers' statements and invoices, vouchers and credit notes.
- (h) Ageing of customers' accounts.
- (i) Payroll procedures for payment of wages, payroll deductions, preparation and use of time cards.
- (j) Banking procedures and the more common documents in use, e.g., deposit slip.
- (k) A general awareness of the use of mechanical aids and the effect on accounting systems of punched cards and electronic data processing.

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 sub-divided 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 Trial Balance—

- (a) Preparation of the trial balance.
- (b) Location and correction of errors.
- (c) Errors disclosed by the trial balance.
- (d) Errors not disclosed by the trial balance.
- (e) The eight column trial balance or work sheet.

The Bank Reconciliation Statement—

- (a) Completion of cash journals and the cash a 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 as 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 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, excluding secret reserves.

(Note—Provision of 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—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.

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.
- (d) The Cost or Market Concept.
- (e) Accounting for Stocks:
 - (i) The Trading Account Method.
 - (ii) The Cost of Goods Sold Method.

Accounting Reports and Statements—

- (a) 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.
- (b) 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.
- (c) 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.

Introduction to the Analysis of Accounting Reports and Statements—

- (a) The various common methods of drafting the profit and loss statement and the statement of assets and liabilities to facilitate comparison and analysis.
- (b) The nature and significance of the principal accounting ratios, relationships and rates.
- (c) Ratios, relationships and rates:
 - (i) The gross profit ratio.
 - (ii) Expense ratios.
 - (iii) The net profit ratio.
 - (iv) The stock turnover rate.
 - (v) Turnover of book debts.
 - (vi) Current (working capital) ratio.
 - (vii) Liquid (quick asset) ratio.
 - (viii) Proprietary ratio.
 - (ix) Net profit to proprietorship ratio.
 - (x) Net profit to total funds ratio.

Funds Statements—

- (a) The funds statement as a supplement to other accounting reports.
- (b) Common sources of funds and how revealed.
- (c) Common application of funds and how revealed.
- (d) Preparation of simple funds statements.

Budgeting—

- (a) The understanding and preparation of simple cash budgets and operating expense budgets.
- (b) Comparison of actual and budgeted results.

Internal Controls—

- (a) The need for and the nature of internal controls.
- (b) Internal controls over cash, accounts receivable, accounts payable, sales, purchases, inventories, wages, dividends, fixed assets.

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.

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 accounts arranged clearly to show income, expenses and surplus or deficiency.
- (e) Outstanding accounts and subscriptions, and prepayment of subscriptions.
- (f) Other balance day adjustments.
- (g) The statement of assets and liabilities with items properly grouped.

Unsystematised Records—

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

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) 1966 or later edition.

R. K. Yorston, E. B. Smyth and S. R. Brown—Accounting Fundamentals, (Law Book Company of Australasia Pty. Ltd). Third or later edition.

These conditions are to be read in conjunction with the common conditions for entry to examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

SALARY ADVANCEMENT OF COMMUNICATIONS OFFICER

THE Public Service Board hereby notifies the general conditions of the examination held annually in June, in pursuance of Section 32 of the Public Service Act 1922-1968, to enable Communications Officers (\$1,718-3,087 (\$)), Fourth Division, Department of Civil Aviation, to advance in salary beyond \$2,688 (\$) per annum.

Candidates successful at an examination under these conditions will also qualify for advancement in salary by one increment in accordance with the Board's determination under Section 32 of the Public Service Act 1922-1968 in respect of Communications Officers.

Specific details of each examination will be separately notified in the Gazette.

2. Persons Eligible to Enter

- (a) Permanent officers designated Communications Officer.
- (b) Temporary Communications Officers (for the sole purpose of qualifying for salary advancement).

3. Subjects and Pass Conditions

Subject	Duration
Section A—	
1. Communications Technology	2 hours
2. Aeronautical Telecommunications Procedures	2 hours
Section B—	
Manipulative Tests	
(a) Machine Telegraphy	30 mins.
(b) Radio Telegraphy	30 mins.
(i) Reception—Plain language	5 mins.
(ii) Transmission—Code	3 mins.
(c) Telephony—	
Reception	15 mins.

Candidates must pass in each subject to pass the examination.

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

- (i) any subject,
- (ii) any section of the Manipulative Tests.

A candidate holding a certificate or diploma issued by an accredited authority, or Naval, Military or Air Force certificates or documents, covering tuition, experience or qualification in the subject of Radiotelegraphy manipulation which is deemed by the Board to be of an equivalent standard to that required by the examination, may claim exemption from examination in this subsection of the Manipulative Tests.

All claims for exemption must be submitted before the date applications close for the examination concerned.

5. Period of Eligibility—Successful candidates will be eligible to advance in salary as outlined in the following paragraph.

6. Advancement—Subject to the prescribed conditions governing incremental advancement, a Communications Officer who passes an examination under these conditions will be advanced in salary as follows:

- (i) If under 21 years of age—Allowance at the rate of \$133 per annum from the first day of the month following that in which the examination commenced, with advancement, on attaining the age of 21 years, to one increment above the prescribed minimum rate of salary for an officer who has attained that age and who has not passed the examination.
- (ii) If adult—Advancement by one increment above his present salary from the first day of the month following that in which the examination commenced, and advancement to the next increment 12 months from date of receipt of his present salary.

7. Syllabus:**Section A****1. Communications Technology:**

- (a) The elementary theory of electricity and magnetism;
- (b) The basic principles of radio reception;

- (c) Aerial systems;
- (d) Sound reproduction;
- (e) Propagation of radio waves;
- (f) The interpretation and use of frequency prediction data;
- (g) Machine telegraphy—principles and application to landline and radio teletype systems;
- (h) Knowledge of communications characteristics of departmental radio telephony equipment and systems.

The standard of theoretical knowledge will be that of the text books and study material listed.

The details of the syllabus items are listed below:

- (a) **Electricity and Magnetism**—Electric and magnetic fields, lines of force, electricity and the electric current, conductors and insulators, electromotive force, direct and alternating current, electrical units, frequency and wave-length, resistance, capacitance, inductance, power, energy.
- (b) **Reception of Radio Signals**—Tuned circuits, resonance, coupling, modulation, heterodyning and beat frequencies, superheterodyne principle, automatic volume control, beat frequency oscillator, pass band, selectivity, sensitivity, signal strength and tuning indicators, RF gain control, AF gain control, spurious responses, cross modulation.
- (c) **Aerial Systems**—Basic principles of radiation, transmitting antennae, receiving antennae, polarisation, ground effect, VHF antennae.
- (d) **Sound Reproduction**—Loudspeakers, telephone receivers, carbon microphones, crystal microphones, dynamic microphones.
- (e) **Propagation of Electromagnetic Waves**—Electromagnetic waves, ground wave propagation, sky wave propagation, nature of the ionosphere and its effect on sky waves, effect of the earth's magnetic field on radio waves, skip phenomena and distance, maximum useable frequency, optimum working frequency, day and night frequencies, VHF propagation, sporadic E, ionospheric storms, fading, sunspots and sunspot cycles.
- (f) **Frequency Predictions**—Idiswarn service, use of tabulated predictions, use of uni-terminal graphs, use of bi-terminal graphs.
- (g) **Machine Telegraphy**—Five unit (Baudot) code, transmitting and receiving equipment, synchronisation, orientation, radio teletype systems (including twinplex) frequency shift keying and automatic error correction.
- (h) **Radiotelephony Equipment and Systems**—Criteria of receiver performance, functional use of CODAN and SELCAL facilities, crystal locked receivers, communication characteristics of AM and SSB transmission, tuning and calibration.

References:

- DCA—Airways Operations Instructions, Volume 2.
- DCA—Flight Service Communications Technology Notes.

To pass in this subject, a candidate must obtain at least 70 per cent of the total marks allocated.

2. Aeronautical Telecommunications Procedures:

The procedures employed in providing the National and International Aeronautical Fixed Telecommunication Services as contained in publications issued by the Department of Civil Aviation.

Details of the syllabus are listed below:

- Administrative Orders and Instructions—Part 23.
- Airways Operations Instructions—ORG 1.1-1.2; 2.1; ADMIN 4.1-4.2; 7 relative to flight service; 8.1; FACS 2.1-2.20—general knowledge only; CODES 0.3; 1.25; 2.1; 2.9-2.12; 3.3; 4.1-4.6; AIS 3.9; 4.1-4.5; COM 1; 3; 4; 5; 6; 7; 10; GEN. 1.1-1.5; 2.1; 11.1.

References:

- DCA—Administrative Orders and Instructions.
- DCA—Airways Operations Instructions, Volumes 1 and 2.

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

Section B

Manipulative Tests

- (a) **Machine Telegraphy**—Candidates will be required to demonstrate an ability to transmit by teleprinter, producing both tape and page copy, in a period of thirty minutes or less, twenty-two typical aeronautical fixed service messages averaging forty words (including the message heading and torn-tape ending sequence), each word being the equivalent

of six key depressions (printing and non-printing) making a total of 5,280 key depressions.

Standard machine telegraphy format and procedures shall be employed.

Uncorrected errors are not permissible and up to fifteen (15) corrected errors may be accepted as a satisfactory pass standard.

(b) Radio Telegraphy—A morse test covering:

- (i) Reception by ear for a period of five (5) minutes and recording by typewriter or teletypewriter of text in plain language at a speed of fifteen (15) words per minute. The text shall be in English with punctuation and shall average five (5) characters to a word. Punctuation will be restricted to the full stop and the fraction bar, both of which shall count as two (2) characters.
- (ii) Transmission by means of a morse key, or an approved semi-automatic sending device, of messages in code groups at a speed of twelve (12) groups per minute. The code groups shall be variously of five (5) letters and five (5) figures, one figure group corresponding for the purpose of counting to two (2) complete letter groups. The duration of the test shall not be more than three (3) minutes.

One hundred marks will be allocated to each item of the morse test. Deduction of marks will be made for any uncompleted portion of the test, errors and operating faults and the marks obtained will be determined as follows:

Receiving—deduct five marks for each group or word missed or incorrectly received.

Transmitting—deduct five marks for each letter or figure incorrectly sent and not corrected. Deduct one mark for each badly formed character or incorrect space.

A maximum of 10 seconds will be allowed over the 3 minute test period to compensate for time taken to effect corrections during the test.

The marks obtained are determined by subtracting the total marks from 100 in each item. To pass, a candidate must obtain ninety marks in each item of the test.

- (c) **Telephony**—Candidates will be required to demonstrate an ability to receive by ear, and to simultaneously record by typewriter or teletypewriter, in a period of fifteen (15) minutes, ten (10) typical aeronautical fixed service messages averaging forty words (including the message heading and torn-tape message ending sequences), each word being the equivalent of six (6) key depressions (printing and non-printing) making a total of 2,400 key depressions.

Candidates will be required to record the test by whichever means (typewriter or teletypewriter) is normally used on fixed service voice circuits at the examining location.

Standard message format and handling procedures shall be employed.

Uncorrected errors are not permissible and up to seven (7) corrected errors may be accepted as a satisfactory pass standard.

Candidates will be allowed an immediate second attempt at any manipulative test if unsuccessful at the first.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

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 (\$1,039-2,323 (S) male rate; \$975-1,921 (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 1969.

2. Persons Eligible to Enter—Subject to section 47A (2)* of the Public Service Act 1922-1968, males and/or females who are at least 15 years and less than 30 years at the date training commences.

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

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—Candidates will not be permitted to sit for a Data Processing Operator-in-training examination at intervals of less than six months.

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. Selection Tests—The examination consists of a number of aptitude tests. Pass marks are not set for individual tests, but candidates will need to reach a satisfactory standard in the examination as a whole in order to pass.

Candidates will need to attend the examination centre for approximately two hours.

4. Exemption Provisions—Some of the tests in this examination are common to other examinations, e.g. Accounting Machinist-in-training, Trainee Computer Operator and Telegraphist-in-training. Candidates who have sat for such an examination less than twelve months before the Data Processing Operator-in-training examination is to be held should provide details of that examination when making application and they will be granted exemption from the common tests. Candidates who sat more than six months but less than twelve months before the Data Processing Operator-in-training examination is to be held may choose to sit for the common tests again.

Candidates who passed a Data Processing Operator-in-training examination less than twelve months previously may claim exemption from an examination under these conditions, or provided that the interval is not less than six months, they may choose to sit again.

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—The tests in this examination do not require specific study. Descriptions of the tests may be obtained from Public Service Inspectors' Offices, but past examination papers are not available for this 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 advancement as Data Processing Operator, Grade 1, in accordance with their order of merit at that test (vide section 53A of the Public Service Act 1922-1968), subject to vacancies. 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.

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 for Entry to Examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

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 1922-1968.

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
(i) Spelling	½ hr
(ii) Arithmetic	1 hr

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 Victoria, the examination held at the end of the fourth year of the School Leaving, Leaving Technical or Girls' School Leaving Examination course, or
 - (d) 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; or

(Note 1. 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.)

2. In the case of the 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 1922-1968.

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.)

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 Gazette. Copies of conditions and further information are available from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT, PROMOTION OR TRANSFER AS FLIGHT SERVICE OFFICER, GRADE 1, DEPARTMENT OF CIVIL AVIATION

APPLICATIONS are invited from permanent officers and persons not on the permanent staff of the Commonwealth Service for selection for appointment, promotion or transfer, and training as Flight Service Officer, Grade 1 (\$1,998-3,490 (\$)), Fourth Division, Department of Civil Aviation. Details of each training intake will be publicly notified.

These conditions remain in force until 31 December 1969.

2. Persons Eligible to Apply—(i) Males who are at least nineteen and less than thirty-seven years of age on a specified date.

(ii) Staff employed by the Department of Civil Aviation as Communications Officer on 13 October 1966.

3. Method of Determining Suitability—Selection for training will be based on the following:

- (i) **Educational Standards**—A good level of secondary education is desired. Possession of Intermediate Certificate or equivalent or higher qualifications, with passes in appropriate subjects, will enhance prospects of selection.
- (ii) **Related Experience**—Preference may be given to applicants possessing aeronautical telecommunications or other aviation experience. Ability to transmit and receive morse code at 15 w.p.m. and to touch type at 30 w.p.m. will enhance prospects of selection.
- (iii) **Aptitude Tests**—Written aptitude tests of approximately two and one half hours' duration.
- (iv) **English Test**—A test of proficiency in English expression set at a standard equivalent to Intermediate and Junior Public Examinations, of approximately one and one-half hours' duration.
- (v) **Interview**—Applicants who perform satisfactorily at the English and aptitude tests will be interviewed in order to determine their suitability for training and order of merit.
- (vi) **Medical Fitness**—Applicants selected from outside the Commonwealth Service will be required to undergo a medical examination to determine fitness for permanent appointment. Before commencing training, all flight service trainees must be certified as being fit for service in remote and/or tropical areas.

4. Exemptions from Selection Test—No exemptions are granted.

5. Period of Eligibility—Successful applicants will remain eligible for appointment, promotion or transfer as Flight Service Officer, Grade 1, for 12 months from commencement of the first training course after the selection tests concerned.

6. Order of Selection—Subject to the provisions of Section 47A* of the Public Service Act 1922-1968, suitable applicants will be ranked in a single order of merit by the selection committee and placements will be made in that order.

Persons from outside the Commonwealth Service will be appointed, on probation, and permanent officers will be transferred or promoted as Flight Service Officer, Grade 1, at the commencement of training.

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

7. Details of Selection Tests—The written aptitude tests will measure fundamental abilities and aptitudes related to the training and duties of a Flight Service Officer, and do not require any special preparation.

The English test will consist of:

- (a) Questions testing knowledge of basic rules of grammar and the meaning and use of words.

- (b) Questions testing comprehension of short passages of prose.

- (c) A short essay (up to 150 words).

8. Salary During Training—The salary range for Flight Service Officer, Grade 1, is \$1,998-3,490 (\$) per annum. Trainees will be paid salary in accordance with the following scale—

At 19 years	\$1,998
At 20 years	\$2,232
At 21 years and over	\$2,450

An officer whose salary before transfer or promotion is greater than that prescribed above will be paid an allowance to bring his training salary to that which he was receiving at the time of transfer or promotion, provided that the total of such salary and allowance does not exceed \$3,490 (\$). Where an officer's salary exceeds \$3,100 (\$), no further incremental advancement will occur until such time as the officer complies with the determination made under Section 32 in respect of the salary advancement of Flight Service Officer, Grade 1.

9. Course of Training—Training will comprise—

- (a) Theoretical and manipulative training of approximately 20 weeks' duration at the Flight Service Training School, Melbourne, in the following subjects—
 - Operational Procedures
 - Mathematics
 - Navigation
 - Meteorology
 - Radio Navigational Aids and Radar
 - Aeronautical Communications Procedures
 - Communications Technology
 - Aeronautical Knowledge
 - Simulation
 - Telephony
 - Touch Typing
 - Machine Telegraphy
 - Wireless Telegraphy
 - Departmental Organisation and Administration.

- (b) Practical field training of approximately 17 weeks' duration at selected Flight Service Centres and Units covering:
 - Aeromobile Operations
 - Flight Information (including SAR Alerting)
 - Pilot Briefing
 - Flight Data
 - Machine-telegraphy Fixed Services
 - Radio-telegraphy Fixed Services.
 Where possible, practicable field training will be concluded at the location to which a trainee will be transferred on completion of the training course.

The Director-General of Civil Aviation may extend the period of practical training in individual cases if he considers that a trainee will successfully complete his practical training within a reasonable period.

10. Unsatisfactory Progress—A trainee who is not making satisfactory progress may be transferred at any time to another Fourth Division position as determined by the Board, or if on probation, his appointment may be terminated.

11. Advancement on Completion of Training—At the satisfactory completion of training, the probationary appointment of those recruited outside the Service will be confirmed.

All successful trainees will be issued with a Flight Service Certificate of Proficiency and will be required to accept transfer to locations anywhere within Australia and the Territories. Accordingly applicants must certify in their applications that they have no impediment to service in remote and/or tropical areas.

Flight Service Officers are responsible for the provision of flight service to pilots of aircraft including pilot briefing, flight information and search and rescue alerting services, and the operation of associated aeronautical telecommunication services and equipment. Their ability to provide these services is dependent upon the maintenance of operational ratings which are subject to annual renewal and endorsement on individual Certificates of Proficiency.

12. Further Information—Details of the duties and training of Flight Service Officers are obtainable from the Director-General, Department of Civil Aviation, Box 1839Q, G.P.O., Melbourne, Victoria 3001.

This notice is to be read in conjunction with the Common Conditions for Appointment to the Service and Entry to Examinations, notified in this Gazette. Copies of conditions may be obtained 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 qualification in pursuance of section 53 of the Public Service Act 1922-1968 for promotion or transfer as Inspector, Third Division, Post Offices Branch, Postmaster-General's Department. Examinations under these conditions will be held once annually and 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 per cent of the 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 Australian Post Office Certificate Course in Administration;
- (b) had at least two years' appropriate experience in the Post Offices Branch since qualifying in sub-paragraph 2 (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 Postal Services Division 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 1922-1968.

7. Syllabus**Post Offices Branch Management:**

Part I—Maximum Marks 200—Pass Mark 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 Advisory Services; Ministerial Representations; Holiday Arrangements; Training Courses conducted for Post Offices Branch staff; Machine Systems at Post Offices; Postal Planning Branch Functions.

Part II—Maximum Marks 200—Pass Mark 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; 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

RECRUITMENT AND TRAINING AS INSPECTOR-IN-TRAINING, POST OFFICES BRANCH, SUPERVISOR-IN-TRAINING (MAIL), MAIL EXCHANGE BRANCH, AND TRAFFIC OFFICER-IN-TRAINING, TELECOMMUNICATIONS DIVISION, POSTMASTER-GENERAL'S DEPARTMENT

THE Public Service Board hereby notifies the conditions which will govern recruitment and training as above. Details of each training intake will be separately notified in the Gazette.

2. Eligibility—Male officers are eligible to apply for transfer or promotion as Inspector-in-training or Supervisor-in-training (Mail) if they will have attained the age of twenty-one years at 1 January 1970, and—

(a) for Inspector-in-training:

- (i) have qualified for inclusion in the Third Division; and
- (ii) have completed a course of study and examination in the subjects necessary to gain qualification for promotion or transfer as Postal Clerk, Senior Postal Clerk or Postmaster; and
- (iii) are not classified as Assistant Inspector, Post Offices Branch; and
- (iv) are not qualified for promotion or transfer as Inspector, Post Offices Branch.

(Note: As from 1 January 1970, applicants must have successfully completed one part-time year of an appropriate course conducted by a Technical College or University or successfully completed three subjects of the Australian Post Office Certificate Course in Administration.)

(b) for Supervisor-in-training (Mail):

- (i) are officers of the Third Division; or
- (ii) are officers of the Fourth Division who are educationally qualified for transfer or promotion to the Third Division; or
- (iii) are officers of the Fourth Division who have passed the educational examination formerly held in June each year for inclusion in the Third Division as Postal Clerk, Telegraphist, Assistant Radio Inspector, etc.

Male and female officers are eligible to apply for transfer or promotion as Traffic Officer-in-training if they will have attained the age of twenty-one years at 1 January 1970, and—

- (i) are officers of the Third Division; or

- (ii) are officers of the Fourth Division who are educationally qualified for transfer or promotion to the Third Division; or
- (iii) are officers of the Fourth Division who have passed the educational examination formerly held in June each year for inclusion in the Third Division as Postal Clerk, Telegraphist, Assistant Radio Inspector, etc.

3. Promotion or Transfer—Officers deemed suitable for training will be promoted or transferred as Inspector-in-training, Supervisor-in-training (Mail) or Traffic Officer-in-training. Such promotions or transfers will be subject to appeal.

4. Salary—The salary range of Inspectors-in-training, Supervisors-in-training (Mail) and Traffic Officers-in-training is \$2,422-4,328 (S). (The female rate for Traffic Officer-in-training is \$2,020-3,926 (S).)

An officer in receipt of higher duties allowance at the time of commencing training may continue to receive that allowance provided that—

- (a) the total remuneration by way of salary and higher duties allowance does not exceed \$4,328 per annum (Female rate \$3,926); and
- (b) service during the training period is not credited for higher duties incremental purposes.

5. Course of Training—Training courses will be conducted by the Department as the need arises. Each course will be of two years' duration and will comprise—

- (a) Departmental training in operational principles of the Postal Services Division or the Telecommunications Division. This training will be both practical and theoretical and will consist of:
 - (i) for Inspectors-in-training—in inspectorial and administrative duties in the Post Offices Branch (on-the-job training in selected Branches outside the Postal Services Division will also be undertaken during the course);
 - (ii) for Supervisors-in-training (Mail)—in the practical and theoretical aspects of Mail Exchange Branch management and supervisory techniques and procedures;
 - (iii) for Supervisors-in-training (Mail)—in the practical and theoretical aspects of telephone and telegraph traffic and sales practices and procedures, together with the study of technical telegraphy and telephony and statistical method.

Trainees will be required to undergo examinations in Departmental training as prescribed by the Board.

- (b) Academic—During the course, trainees will be required to complete and pass approved university or technical college subjects prescribed by the Board. University or technical college studies for individual trainees may be adapted to qualifications already obtained. Where qualifications already obtained are acceptable, they will be regarded as fulfilling, wholly or partly as appropriate, the academic requirements of the course of training.
- (c) Completion and passing The Australian Post Office Certificate Course in Administration—Exemptions may be granted in respect of completed sections of this course.

Either academic study or The Australian Post Office Certificate Course in Administration, but not both, may be undertaken by correspondence.

At the discretion of the Department, study time, not exceeding ten hours weekly, may be granted to assist trainees to undertake the academic section of the course or, alternatively, the Certificate Course in Post Office Administration.

Where a trainee has successfully undertaken a Departmental training course and/or qualified at an examination covering all or part of the content of the Departmental training, academic training, or the Certificate Course in Post Office Administration, as outlined above, his total training time may be appropriately reduced in accordance with paragraph 6 below.

6. Location of Training—Where, in any State, the number of officers to be trained is small, and it is necessary for a trainee to undertake all or part of his training outside his home State, he will be advised at or before the selection interview of the periods of interstate training involved.

7. Advancement—In accordance with the provisions of section 53B of the Public Service Act 1922-1968, a trainee will be promoted as indicated hereunder if he satisfactorily completes the approved course of training within two years of the commencement of training or within such other time as the Board determines—

- (a) Inspectors-in-training to be advanced as Assistant Inspector (\$3,712-\$4,328 (S)), Third Division, Post Offices Branch.

- (b) Supervisors-in-training (Mail) to be advanced as Supervisor (\$3,712-\$4,328 (S)), Third Division, Mail Exchange Branch or Post Offices Branch, or as Traffic Officer (\$3,712-\$4,328 (S)), Mail Exchange Branch, Central Staff.
- (c) Traffic Officers-in-training to be advanced as Traffic Officer (\$3,712-\$4,328 (S)) (female rate \$3,310-\$3,926 (S)), Third Division, Telecommunications Division, at metropolitan or country locations.

If the number of Traffic Officers trained in any State is found to be in excess of requirements for that State, some officers may be required to take up duty in another State or in Central Staff.

8. Unsatisfactory Progress—If a trainee obtains unsatisfactory results at the examinations conducted during the training course or if his progress is otherwise unsatisfactory, the Board may terminate his training and transfer him to his former officer or one of similar status.

9. Fees—Refund of fees in accordance with the following scale will be made to trainees in respect of subjects studied at a university or technical college as part of their approved course of training—

Salary (Standard)	Percentage of fees to be refunded
\$2,422-2,554	75
\$2,555-2,687	50
\$2,688-3,086	25
\$3,087 or above	Nil

10. Fares and Allowances

- (a) Fares—Excess fares which are incurred in attending a university or technical college will be paid by the Department;
- (b) Travelling Allowance—Where a trainee is required to leave his head station to undertake any part of the course of training, he may be paid excess travelling time and travelling allowance or excess fares, as applicable;
- (c) Meal Allowance—While attending a university or technical college, trainees will be eligible for meal allowances in accordance with the approved conditions;
- (d) Regulation 97 Allowance—A married trainee who is obliged to live away from home may be paid an allowance to meet additional expenses incurred.

Trainees who have completed the academic requirements of the course will not be eligible for payment of fares or meal allowance in respect of further attendance at a university or technical college.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Directors of 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 the training course 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 \$4,328 (S.) per annum.
- (iii) Any higher duties 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. 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 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. 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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors.

APPOINTMENT AS JUNIOR ASSISTANT

QUALIFYING examinations for appointment as Junior Assistant (\$1,039-1,894 (S) male rate; \$975-1,545 (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 1969.

2. **Persons Eligible to Enter**—Persons who are at least 14 years 11 months and less than 17 years at the date of examination.

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

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

3. Subjects and Pass Conditions

Subject	Duration
(i) Spelling	½ hr
(ii) Arithmetic	1 hr

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 that examination have been finalised. However, they will not become eligible for appointment until they attain the age of 15 years.

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:

- (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 of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

APPOINTMENT AS JUNIOR POSTAL OFFICER

QUALIFYING examinations for appointment as Junior Postal Officer (\$1,053-1,919 (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 1969.

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

Subject	Duration
(i) Spelling	½ hr
(ii) Arithmetic	1 hr

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 of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT, PROMOTION OR TRANSFER AS LIBRARIAN-IN-TRAINING

APPLICATIONS are invited from permanent officers and persons not on the permanent staff of the Commonwealth Service for appointment, promotion or transfer as Librarian-in-training (\$2,833-3,341 (S)) in the National Library of Australia and various departments.

Details of the training intake for 1970 will be publicly notified.

2. Persons Eligible to Apply

- (I) for appointment—persons who are under the age of 51 years and who:
 - (a) (i) have been admitted to a degree preferably at honours standard, or approved diploma, or
 - (ii) are eligible to be admitted to a degree of an Australian or overseas university approved by the Board, or diploma of an Institute of Technology or Technical College approved by the Board, and
 - (b) have demonstrated their capacity and energy to develop a successful career in the National Library or Departmental Library combining professional library work in various fields of specialisation with increasing executive responsibilities in higher level positions.

Applications will be accepted from persons who will be contesting examinations in 1969, success at which will confer on them eligibility in accordance with the above conditions.

- (II) for promotion or transfer—officers who meet the educational and other requirements set out above for appointment.

Note—Preference may be given to applicants under the age of 35 years.

3. Method of Determining Suitability—Selection for training will be based on the report of an interviewing committee, applicants' qualifications and such other matters as are considered relevant in determining applicants' suitability for the course of training.

4. Period of Eligibility—Selected applicants must be prepared to undertake one academic year of full time study commencing in February/March 1970.

5. Order of Selection—Offers of appointment, promotion or transfer as Librarian-in-training will be made in order of merit determined on the basis outlined in paragraph 3 above.

Selected applicants from outside the Commonwealth Service will be appointed on extended probation as Librarian-in-training.

Selected permanent officers of the Service will be promoted as Librarian-in-training (\$2,833-3,341 (S)), Third Division. The provisions of G.O. 2/C/2 will apply.

6. Salary During Training—Salaries payable on commencement and during training will be as follows:

Salary on promotion or transfer for selected officers whose salary exceeds \$3,341 (S) per annum, will be at the appropriate rate within the range \$2,833-3,341 (S) plus an allowance, where necessary to raise the total remuneration to that received by the officer in his former position, provided that the total remuneration does not exceed \$4,800 (S).

Persons from outside the Commonwealth Service will be paid a commencing salary within the range of \$2,833-3,341 (S) per annum for men and \$2,431-2,939 (S) for women, according to qualifications and experience. The minimum commencing salary for applicants with a pass degree is \$3,087 (S) for men and \$2,685 (S) for women, and for applicants with an honours degree or an equivalent or higher qualification \$3,214 (S) for men and \$2,812 (S) for women.

7. Course of Training—Selected applicants will be required to undertake full-time study for the Diploma in Librarianship at the School of Librarianship, University of New South Wales, Sydney, or the Associate Diploma in Librarianship at the Royal Melbourne Institute of Technology. The course will occupy one academic year commencing in February/March 1970.

In addition to attending lectures and carrying out assignments as prescribed by the school, training will include employment in other library work as required by the National Library of Australia.

Continuance of training will be subject to a satisfactory record of work and progress throughout the period of training.

8. Promotion on Completion of Training—A Librarian-in-training will be advanced to Librarian, Class 1 (\$3,343-4,800 (\$2,941-4,398 for women)), subject to satisfactory results in the prescribed examinations and subject to a record of work and progress throughout the period of training that is satisfactory to the Public Service Board.

Advancement will be made under section 53A of the Public Service Act 1922-1968, and is not subject to appeal.

9. Unsatisfactory Progress—Where a Librarian-in-training fails to make satisfactory progress in this course of training, the Permanent Head of the Department will report to the Public Service Board as to the general efficiency and aptitude of the officer, and his fitness to continue the course of training. Upon receipt of such report the Board will, unless the officer is dismissed from the Commonwealth Service, decide whether the course of training should be terminated and the officer transferred to such other office as may be deemed appropriate, or whether the course of training should be continued. In the case of an officer on probation, consideration may also be given to the annulment of appointment.

10. Fares and Living Allowances—The fares of successful applicants and their dependants will be paid to the place of training, and if necessary, to the place of subsequent posting. In certain cases other expenses and allowances may be payable including temporary assistance with accommodation.

11. Contract of Service—Each trainee will be required to enter into an agreement with the Commonwealth and to be guaranteed by an approved or personal surety that he will pursue to completion the approved course of training (including examinations) unless permitted by the Board to relinquish it, and continue in the employment of the Commonwealth for a period of two years after completion of the training course.

12. Further Information—Details of the duties and training of a Librarian are available from the Commonwealth Public Service Inspector in each State or the Australian Capital Territory.

When answering an advertisement calling for applications, an applicant should indicate whether he would prefer to be promoted or appointed to the National or to a Departmental Library, and in the latter event the particular department.

Only one application should be lodged regardless of the number of establishments in which the applicant is interested.

These conditions should be read in conjunction with the Common Conditions for Appointment to the Service notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors.

APPOINTMENT, PROMOTION OR TRANSFER AS LIBRARY OFFICER-IN-TRAINING

APPLICATIONS are invited for appointment, promotion or transfer as Library Officer-in-training (\$1,475-2,833 (S)), Third Division.

Details of each intake will be publicly notified.

2. Persons Eligible to Apply

- (i) for appointment—persons under the age of 51 years and who have passed the end of Secondary School examination at Matriculation standard or have equivalent qualifications acceptable as matriculation to an Australian University.

Partial completion of the Registration Examination of the Library Association of Australia is an advantage.

- (ii) for promotion or transfer—permanent officers of the Service who have the educational qualifications outlined above.

Note: Subject to Section 47A (2)* of the Public Service Act 1922-1968, preference may be given to applicants under the age of 28 years.

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. **Method of Determining Suitability**—Selection for training will be based on the report of an interviewing committee, qualifications and such other matters as are considered relevant in determining the applicant's suitability for the course of training.

4. **Period of Eligibility**—Successful applicants will remain eligible for selection until the commencement of formal training in 1970, or until attaining the age of 51 years, whichever is the earlier.

5. **Order of Selection**—Offers of appointment, promotion or transfer as Library Officer-in-training (\$1,475-2,833 (S)), Third Division will be made in order of merit determined on the basis outlined in paragraph 3 above.

Selected applicants from outside the Commonwealth Service will be appointed on extended probation as Library Officer-in-training.

Selected permanent officers of the Service will be promoted as Library Officer-in-training (\$1,475-2,833 (S)), Third Division. The provisions of G.O. 2/C/2 will apply.

6. **Salary During Training**—Salaries payable on commencement and during training will be:

- (a) Salary on promotion or transfer for officers whose salary exceeds \$2,833 (S) per annum will be paid at the appropriate rate within the range \$1,475-2,833 (S) plus an allowance, where necessary, to raise the total remuneration to that received by the officer in his former position provided that the maximum remuneration does not exceed \$3,456 (S).

- (b) Persons from outside the Commonwealth Service will be paid a commencing salary according to the following scale—

Age	Male	Female
Under 18 years	\$1,475	\$1,329
At 18 years	\$1,718	\$1,519
At 19 years	\$1,976	\$1,696
At 20 years	\$2,207	\$1,857
Adult	\$2,325	\$1,923

- (c) On completion of the first year of the two-year course at the Royal Melbourne Institute of Technology or five papers of the Registration Examination of the Library Association of Australia, the salaries of trainees will be advanced to \$2,579 (S) per annum (male rate), \$2,177 (S) per annum (female rate). Successful applicants who hold the qualifications outlined in the previous sentence will commence at \$2,579 (S) per annum (male rate) \$2,177 (S) per annum (female rate)

7. **Course of Training**—Selected applicants will be required to undertake study for the Associate Diploma in Librarianship at the Royal Melbourne Institute of Technology or for the Registration examination of the Library Association of Australia at the Library School of the National Library of Australia, Canberra or other recognised training institution.

In addition to attending lectures and carrying out assignments as prescribed by the school, training will include employment in other library work as required.

8. **Promotion on Completion of Training**—A Library Officer-in-training will be advanced to Library Officer, Grade 1 (\$2,996-3,456 (S) (male rate), \$2,594-3,054 (S) (female rate)), on successful completion of the training course. Advancement is made under Section 53B of the Public Service Act 1922-1968 and is not subject to appeal.

9. **Unsatisfactory Progress**—Where a Library Officer-in-training fails to obtain satisfactory results at any examination or otherwise fails to make satisfactory progress in his course of training, the Permanent Head of his Department will report to the Public Service Board as to the general efficiency and aptitude of the officer, and his fitness to continue training. Upon receipt of such report the Board will, unless the officer is dismissed from the Commonwealth Service, decide whether the traineeship should be terminated and the officer transferred to such other office as may be deemed appropriate, or whether the traineeship will be continued under modified conditions. In the case of an officer on probation, consideration may also be given to annulment of appointment.

10. **Fares and Living Allowance**—The fares of successful applicants and their dependants will be paid to the place of training and if necessary to the place of subsequent posting. In certain cases other expenses and allowances may be payable including temporary assistance with accommodation.

11. **Contract of Service**—Each trainee will be required to enter into an agreement with the Commonwealth and to be guaranteed by an approved or personal surety that he will pursue to completion the approved course of training (including examinations) unless permitted by the Board to relinquish it and continue in the employment of the Commonwealth for a period of three years after the completion of the training course.

12. **Submission of Applications**—Details of the duties and training of a Library Officer are available from the Commonwealth Public Service Inspector in each State or from the Secretary, Public Service Board, Canberra.

When answering an advertisement calling for applications, an applicant should indicate whether he would prefer to be promoted or appointed to the National Library of Australia or to a departmental library, and in the latter event the particular department.

Only one application should be lodged regardless of the number of establishments in which the applicant is interested.

These conditions are to be read in conjunction with the Common Conditions for Appointment to the Service notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors.

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 1922-1968, to enable Limb Makers and Fitters (\$2,650-3,310 (S)), Fourth Division, Repatriation Department, to advance in salary beyond \$2,950 (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.

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 (maximum)

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.

A candidate may claim exemption from an examination under these conditions if he has successfully completed the training course for the award of the Departmental Certificate in Prosthetics.

All claims for exemption must be submitted before the date applications close for the examination concerned.

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. Salary Advancement and Allowance—Subject to Section 31 of the Public Service Act 1922-1968, a successful candidate will be advanced in salary as shown below:

- (i) if in receipt of \$2,950 (S) per annum:
 - (a) for less than twelve months—advancement to \$3,070 (S) per annum twelve months after date of receipt of that salary;
 - (b) for more than twelve months—advancement to \$3,070 (S) per annum from the first day of the month following that in which the examination was held.
- (ii) if restrained at \$3,070 (S) per annum until he has passed the examination, and in receipt of that salary:
 - (a) for less than twelve months—advancement to \$3,190 (S) per annum twelve months after date of receipt of that salary;
 - (b) for more than twelve months—advancement to \$3,190 (S) per annum from the first day of the month following that in which the examination was held.

A successful candidate will be paid an allowance at the rate per annum shown in the table hereunder, from the first day of the month following that in which the examination was held—

Salary	Allowance
\$2,650, \$2,750 or \$2,850	\$100
\$2,950, \$3,070 or \$3,190	\$120

Note—This paragraph should be read in conjunction with the Board's Determination under Section 32 of the Public Service Act 1922-1968, and the Second Schedule to the Public Service Regulations covering allowances for Limb Makers and Fitters.

7. Syllabus—Candidates will be required to demonstrate their knowledge, by undertaking a written and oral examination, in the following Orthotic and Prosthetic areas.

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 patient and his family and the public in general.

Techniques of Physical Medicine and Rehabilitation:

Post-operative treatment, post-prosthetic treatment, the team approach.

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

Theory of spinal bracing.

Application of technical aids.

Use of Orthotic and Prosthetic materials.

Footwear modifications.

Application of trusses.

Candidates will also be required to display proficiency in workshop practice, testing and measuring and the maintenance and adjustment of R.A.L.A.C. equipment, within the scope of the normal duties of a Limb Maker and Fitter.

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, Department of Engineering).

Orthopaedic Appliances Atlas Vol. 1 and 2—American Academy of Orthopaedic Surgeons.

Upper Extremity Orthotics—Anderson, Miles H.

Artificial Limbs—N.R.C., United States of America.

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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS LINEMAN, GRADE 1

QUALIFYING examinations for appointment or transfer as Lineman, Grade 1 (\$2,221-2,358 (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 1969.

2. Persons Eligible to Enter

- (i) for appointment—males who, at the date of examination, are at least 19 years 6 months and less than 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

Subject	Duration
I. Written Section	2 hrs
A. Line Construction (for a position in external plant sections of Engineering Division)	
B. Radio Line Construction (for a position in radio section of Engineering Division)	
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, or	
(iv) Major Mechanical Aids	

(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 of a series of questions requiring short concise answers.

A. External Plant Section—Principles and practices as applied to a Lineman's work in connection with aerial lines, conduits, cables, minor mechanical aids and line equipment, material and tools.

Reference—Postmaster-General's Department Study Guide ML 101 (Issue 1, 1968).

B. Radio Section—Principles and practices as applied to a Lineman's work in connection with radio transmission lines, underground control cables, mast structures, aerial systems and arrays.

Reference—Postmaster-General's Department Study Guide ML 101 (Issue 1, 1968) insofar as it relates to the subject matter of the syllabus.

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.

8. Training—Candidates selected for appointment or transfer may be placed in training for such time as is thought appropriate by the Director of 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS LINEMAN-IN-TRAINING

QUALIFYING examinations for appointment or transfer as Lineman-in-training (\$1,131-2,141 (\$)), 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 1969.

2. Persons Eligible to Enter—Subject to section 47A(2)* of the Public Service Act 1922-1968, males whose age, at the date training commences, is at least 17 years 6 months and less than 40 years.

(Note—(i) A person who was previously selected as a Lineman-in-training and whose course of training was terminated because of unsatisfactory progress will not be eligible to re-contest this entrance examination.

(ii) Candidates will not be permitted to sit for Lineman-in-training examinations at intervals of less than six months).

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. Selection Tests—The examination consists of a test of elementary mathematics, a test of technical information and a number of aptitude tests. Pass marks are not set for individual tests, but candidates will need to reach a satisfactory standard in the examination as a whole in order to pass.

Candidates will need to attend the examination centre for approximately two and a half hours.

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.

Candidates who have passed a Lineman-in-training examination less than twelve months previously may claim exemption from an examination under these conditions or, provided that the interval is not less than six months, they may choose to sit again.

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.

Past examination papers will not be available.

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.

9. Rates of Salary Payable

(i) **Officers**: An officer who, immediately prior to the commencement of training, was in receipt of salary above the maximum of the position of Lineman-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 Lineman, Grade 1.

Any higher duties allowance which trainees were receiving, immediately prior to commencing the course will continue throughout the course subject to the following conditions:

- (a) The trainee would have continued acting in the higher position had he not been required to undergo full-time departmental training; and
- (b) total remuneration received (i.e. salary and allowance) should not exceed the maximum salary of a Lineman, Grade 1; and
- (c) service during the training period should 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 Lineman-in-training may continue to receive the total remuneration he received as an employee, provided that:

- (a) 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 Lineman-in-training;
- (b) to the extent applicable, he satisfies the principles in sub-paragraph (i) above;
- (c) his total remuneration does not exceed the maximum of Lineman, Grade 1.

10. 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.

11. Advancement

A Lineman-in-training will be advanced as Lineman, Grade 1, at the minimum salary of \$2,263 (\$) 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 \$2,400 (\$) per annum by annual increment, and promotion to higher positions, are subject to compliance with prescribed conditions.

12. Unsatisfactory Progress

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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS LINES ASSISTANT, GRADE 2

QUALIFYING examinations for appointment or transfer as Lines Assistant, Grade 2 (\$2,111-2,235 (\$)), 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 1969.

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 6 months at the date of examination, and who are not designated Lines Assistant, Grade 2 or Lineman-in-training.

3. Subjects and Pass Conditions

Subject	Duration (minutes)
(i) Oral Section: Safety precautions, the use and care of tools and equipment	20
(ii) Practical Section: (a) Use of hand tools	40
(b) General practical work associated with the duties of a Lines Assistant, Grade 2 .. .	90

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) Two compulsory tasks will be set covering the use of hand tools likely to be used in the duties of a Lines Assistant, Grade 2.
 - (b) Each candidate will be required to perform three 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT, PROMOTION OR TRANSFER AS MAIL OFFICER, MAIL EXCHANGE BRANCH

QUALIFYING examinations for appointment, promotion or transfer as Mail Officer (\$1,053-2,700 (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 1969.

2. Persons Eligible to Enter:

- (i) For appointment—Males not on the permanent staff of the Commonwealth Service who will be at least 17 years 11 months and less than 51 years of age at date of examination.
- (ii) For promotion or transfer—Male permanent officers of the Service who will be at least 17 years 11 months at the date of examination.

3. Subjects and Pass Conditions:

Subject	Duration
(i) Spelling	½ hr
(ii) Arithmetic	1 hr

(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.)

Candidates who achieve a satisfactory standard in each subject will be assessed as to their suitability for appointment, promotion or transfer as Mail Officer. Those assessed as suitable and who do not meet the certification provisions of Paragraph 11 of these conditions will receive training in the work of a Mail Officer in the City, Inland or Ship Sections at Mail Exchange Branch Training Schools, subject to vacancies.

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:

- (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 biannual eighth grade educational examination, may claim exemption from examination.

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 eighteen years. (ii) A candidate successful at 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 at the examination.
- (ii) Promotion or Transfer—Candidates who qualify will be eligible for promotion or transfer in accordance with section 50 of the Public Service Act 1922-1968.

Successful candidates offered appointment, promotion or transfer will be required to take up duty as Mail Officer.

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. 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 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 \$2,294 (S) and \$2,440 (S) per annum, a Mail Officer must pass an examination as prescribed for Salary Advancement of Mail Officer beyond \$2,294 (S) and \$2,240 (S) per annum, details of which are included in this 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. Practical Test Subsequent to Appointment, Promotion or Transfer—Unless the Superintendent, Mail Exchange Branch, certifies that the Mail Officers concerned have 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, the following Practical Test must be passed:

	No. of letters to be sorted	Time allowed (minutes)	Percentage of errors allowed after call-over
(i) City Section	500	25	9
or			
(ii) Inland and Ship Sections	500	20	5

If an appointee fails to meet the above requirements by the end of the training period or his progress during training is unsatisfactory, his appointment may be terminated; in the case of a promotee or transferee, he will be transferred to his former position or to one of similar status.

This notification is to be read in conjunction with the Common Conditions for Appointment to the Service, and Entry to Examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

PROMOTION OR TRANSFER AS MAIL OFFICER, POST OFFICES BRANCH

EXAMINATIONS to enable officers to qualify for promotion or transfer as Mail Officer (\$1,053-\$2,700 (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 1922-1968. 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.**

Subject	Duration
(i) Spelling	½ hr
(ii) Arithmetic	1 hr

(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 prepared envelopes, each containing paper, and addressed to official and non-official offices in the State in which the candidate is employed. Sorting is to be completed in 25 minutes based on the sorting arrangements for the Post Office at which the examination is being conducted.

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 1922-1968.

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 \$2,294 (S) and \$2,440 (S) per annum, a Mail Officer must pass an examination as prescribed for Salary Advancement of Mail Officers beyond \$2,294 (S) and \$2,440 (S) per annum, details of which may be obtained from Directors of Posts and Telegraphs.

These conditions should be read in conjunction with the Common Conditions for Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

1. SALARY ADVANCEMENT OF MAIL OFFICER BEYOND \$2,294 (S) PER ANNUM and 2. QUALIFICATION OF SPECIFIED OFFICERS TO RECEIVE SALARY EXCEEDING \$2,294 (S) AND NOT EXCEEDING \$2,440 (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 1922-1968.

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 \$2,294 (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 \$2,294 (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 \$2,294 (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 \$116 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 \$2,107 (S), \$2,167 (S) or \$2,223 (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 \$2,294 (S) per annum, advancement to \$2,440 (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.

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. A Postman under the age of 21 years who qualifies as shown in this sub-paragraph will be paid an allowance of \$116 per annum and on reaching the age of 21 years an allowance will continue to be paid on the basis prescribed for adult officers.

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:

- the prescribed method of tying and sealing two 4-ft mail bags which have been prepared by the Examining Officers as representing in size and weight typical light and heavy mails when tied and sealed; and
- how to tie a bundle of letter form articles in the prescribed manner.

Where in the opinion of the Examining Officers

- the mail bags have been tied and sealed; and
- the letter bundle has been tied

in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

Ship Section

(The alternative primary sorting test hereunder in Sydney, Melbourne, Brisbane, Adelaide and Perth will be confined to Mail Officers attached to the staff of the Interstate and Overseas Sections in Sydney, or the Ship Section in Melbourne, Brisbane, Adelaide and Perth.)

Section 1—Primary Sorting

Primary sorting as prescribed for advancement in the Inland Section, or, at the option of candidates in Sydney, Melbourne, Brisbane, Adelaide and Perth, the alternative test may be taken.

Alternative Test—Primary sorting of envelopes, containing paper, addressed to:

- 400 money order offices (official and non-official) in States of the Commonwealth other than the State in which the candidate is employed; and
- 100 places and/or countries beyond the Commonwealth.

The number of envelopes in respect of each State will be determined and selected on the following basis:

- the total number for each State to be determined on the basis of the normal volume of correspondence despatched from the Section to interstate destinations.
- the envelopes to comprise each primary sorting test will be prepared by the examining officers.
- the addresses placed on the envelopes in respect of each State to be such as to ensure that each separation in the primary sorting field will be used, but as far as practicable the addresses are to be confined to place names, the 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:

- The 500 envelopes (interstate and overseas envelopes inter-mixed) are to be sorted in a maximum time of fourteen minutes.
- The 100 overseas envelopes are then to be sorted in a maximum time of three minutes.
- A candidate whose errors in the two primary sorting tests combined have not exceeded twelve is to be recorded at once as having passed; where the errors have exceeded twelve, the examining officer may call over the mis-sorted envelopes to the candidate, who is to be credited with 75 per cent of the correct answers then given. If, after deduction of such credit from the total number of errors, the number of errors is reduced to or below twelve, the candidate will be recorded as having passed in Section 1 of the examination.

In Melbourne, Brisbane, Adelaide and Perth, the 500 envelopes are to be sorted in a maximum time of fourteen minutes. Other conditions will be as prescribed for the examination in the Inland Section.

Section 2—Practical Demonstration

Test prescribed for advancement in Inland Section.

Where in the opinion of the examining officers:

- the mail bags have been tied and sealed, and
- the letter bundle has been tied

in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

City Section

Section 1—Primary Sorting

In Sydney, a series of addressed envelopes, each containing paper, will be prepared representing 100 addresses for outer city, 200 addresses for city groups, and 200 addresses of box-holders. Candidates will be required to sort these envelopes in seventeen minutes in accordance with the system of primary sorting in the City Section, G.P.O., Sydney.

In Melbourne, Brisbane, Adelaide, Perth and Hobart, a series of addressed envelopes, each containing paper, will be prepared representing 300 addresses on Postmen's delivery and 200 addresses of box-holders. Candidates will be required to sort these envelopes in seventeen minutes in accordance with the system of primary sorting in the State in which they are employed.

A candidate whose errors have not exceeded the following number applicable will be recorded at once as having passed:

Sydney	25
Melbourne	20
Brisbane	8
Adelaide	6
Perth	6
Hobart	3

Where the errors have exceeded the number mentioned in the preceding paragraph, the examining officers may call over the mis-sorted envelopes to the candidates, who will be credited with 75 per cent of the correct answers then given. If, after deduction of such credit from the total number of errors, the number of errors is reduced to or below the number mentioned in the preceding paragraph, the candidate will be recorded as having passed in Section 1 of the examination.

Section 2—Practical Demonstration

Test prescribed for advancement in Inland Section.

Where in the opinion of the examining officers:

- the mail bags have been tied and sealed; and
- the letter bundle has been tied

in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

Registration Section

Section 1—Primary Sorting

Test prescribed for advancement in Inland Section.

Section 2—Practical Demonstration

Each candidate will be required to give a practical demonstration of:

- 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 Officer or Poste Restante

A Mail Officer employed in the Dead Letter Office or as a Poste Restante Officer will be advanced beyond salary of \$2,294 (S) per annum under the conditions prescribed in this notification upon passing the examination prescribed for such advancement in any of the sections of the Mail Exchange Branch, except the Interstate and Overseas Sections, Sydney, and the Melbourne and Adelaide Ship Sections. Upon passing the test he will be transferred to the section for which he has qualified.

Parcels Section

Section 1—Written Primary Sorting

Each candidate will be supplied with a list of 100 post offices, including official and non-official offices, but excluding metropolitan and suburban offices within the State. He will show opposite each office the parcel route, i.e., the number or name of the final sorting rack. Time allowed: ten minutes.

The maximum number of errors allowable is:

New South Wales	5
Victoria	5
Queensland	3
South Australia	2
Western Australia	2
Tasmania	1

Section 2—Practical Demonstration

Each candidate will be required to give a practical demonstration of the prescribed method of tying and sealing two 4-ft mail bags which have been prepared by the examining officers as representing in size and weight typical light and heavy parcel mails when tied and sealed.

Where in the opinion of the examining officers the parcel bags have been tied and sealed in the prescribed manner the candidate will be recorded as having passed Section 2 of the examination.

Post Offices Branch

Section 1—Primary Sorting

Candidates will be required to sort 500 addressed envelopes with paper enclosure into metropolitan and country divisions, postal delivery rounds, and private box divisions in one operation in seventeen minutes. The 500 envelopes will be addressed to:

- (a) 200 post offices in the State in which the candidate is employed;
- (b) 150 addresses in the postal delivery area at the post office at which the candidate is to be tested;
- (c) 150 private box holders in the post office at which the candidate is to be tested.

The 200 post offices will be selected from the list of official, and non-official offices appearing in the latest issue of the 'List of Post and Telegraph Offices'. The 150 addresses in the postal delivery area will proportionately cover the whole of the delivery rounds or groups. At an office where less than 150 private boxes are let, the number of addresses of private box-holders will cover the whole of the box-holders. In any such case, the number of addresses of post offices will be increased by the number by which the addresses of private box-holders fall short of 150.

Candidates whose errors in the abovementioned test do not exceed five will be regarded at once as having passed. Where errors exceed five the examining officer may call over the mis-sorted envelopes to the candidate who will be credited with 75 per cent of the correct answers then given. If, after deduction of such credit from the total number of errors, the number of errors is reduced to or below five, the candidate will be regarded as having passed in this section of the examination.

Section 2—Practical Demonstration

Test prescribed for advancement in Inland Section.

Where in the opinion of the examining officers:

- (i) the mail bags have been tied and sealed; and
- (ii) the letter bundle has been tied

in the prescribed manner, the candidate will be recorded as having passed Section 2 of the examination.

8. **General**—When to apply: Application must be made in writing to the relevant Director of 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

1. SALARY ADVANCEMENT OF MAIL OFFICER BEYOND \$2,440 (S) PER ANNUM

2. QUALIFICATION OF SPECIFIED OFFICERS TO RECEIVE SALARY EXCEEDING \$2,440 (S) PER ANNUM UPON PROMOTION OR TRANSFER AS MAIL OFFICER

3. 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 1922-1968.

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

Officers and employees who—

- (i) have passed an examination for salary advancement as Mail Officer or Postal Assistant (Mail) beyond \$2,294 (S) per annum held at least two years before 31 May of the year in which the examination under these conditions is held, or
- (ii) have passed an examination for salary advancement as Mail Officer beyond \$2,294 (S) per annum held at any time and are in receipt of salary of not less than \$2,352 (S) per annum at the date applications close.

(Payment by way of higher duties allowance may be regarded as salary for the purpose of this requirement.)

(N.B.—Exempt employees who are eligible under the above provisions may sit for an examination under these conditions for the sole purpose of qualifying for salary advancement beyond \$2,440 (S) per annum. Success at the examination will not in any way entitle an exempt Mail Officer or other employee to permanent appointment.)

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 \$2,440 (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 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 \$2,440 (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 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 \$58 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 \$2,223 (S), \$2,294 (S), \$2,352 (S) or \$2,440 (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 \$2,352 (S), \$2,440 (S), \$2,527 (S) or \$2,614 (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 \$2,440 (S) per annum for twelve months or more—advancement to \$2,614 (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 Mail Officer, Grades 1 and 2 in accordance with the provisions of section 50 of the Public Service Act 1922-1968.

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:

- 400 money order offices (official and non-official) in States of the Commonwealth other than the State in which the candidate is employed; and
- 100 places and/or countries beyond the Commonwealth.

The number of envelopes in respect of each State will be determined and selected on the following basis:

- The total number for each State to be determined on the basis of the normal volume of correspondence despatched from the Section to interstate destinations.
- The envelopes to comprise each primary sorting test will be prepared by the examining officers.
- The addresses placed on the envelopes in respect of each State to be such as to ensure that each separation in the primary sorting field will be used, but as far as practicable the addresses are to be confined to place names, the 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:

- The 500 envelopes (interstate and overseas envelopes inter-mixed) are to be sorted in a maximum time of fourteen minutes.
- The 100 overseas envelopes are then to be sorted in a maximum time of three minutes.
- A candidate whose errors in the two primary sorting tests combined have not exceeded twelve is to be recorded as having passed in Section 1 of the examination.

In Melbourne, Brisbane, Adelaide and Perth, the 500 envelopes are to be sorted in a maximum time of fourteen minutes. Other conditions will be as prescribed for the examination in the Inland Section.

Section 2—Written Examination in Knowledge of Post Office Guide and Instructions 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

- Material prescribed in section 2 (a) Inland Section, with the addition of paragraphs 237-241, 250-258 and 266-276 of Post Office Guide.
- 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

- Material prescribed in section 2 (a) Inland Section with the addition of paragraphs 212-227 of the Post Office Guide.
- 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 \$2,294 (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

- Material prescribed in Section 2 (a) Inland Section.

- The handling of mail matter and mails in the mail room at the post office concerned. (Questions may be selected from 'Instructions to Postmasters'—Nos 922, 928, 943, 948-949, 958, 974, 977-979, 981-982, 992-998, 1004, 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.

- 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

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) (\$1,131-2,440 (S); female rate \$1,082-2,038 (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 1969.

2. Persons Eligible to Enter:

(i) for appointment:

- 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
- 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:

- female permanent officers of the Commonwealth Service;
- 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.

Note: Candidates otherwise eligible under sub-paragraph (i) or (ii) will not be permitted to sit for Mail Officer (Coding) suitability tests at intervals of less than six months.

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.

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 \$103 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 of Posts and Telegraphs. Past examination papers for the suitability tests will not be available.

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 1922-1968, 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 Gazette. Copies of conditions and further information may be obtained from the Director of Posts and Telegraphs, Sydney, who will conduct examinations of this type as required.

TO ENABLE MAIL OFFICERS (CODING) TO QUALIFY FOR AN ALLOWANCE OF \$103 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 of 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 of conditions and further information may be obtained from the Director of Posts and Telegraphs, Sydney, who will conduct examinations of this type as required.

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 1922-1968. 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 \$103 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 1922-1968. 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 Gazette. Copies of conditions and further information may be obtained from the Director of Posts and Telegraphs, Sydney, who will conduct examinations of this type as required.

SALARY ADVANCEMENT OF MECHANIC (LIGHTHOUSE) FOURTH DIVISION, DEPARTMENT OF SHIPPING AND TRANSPORT, BEYOND \$2,885 (\$) PER ANNUM

THE Public Service Board hereby notifies the general conditions of the examination as above, held as required in pursuance of section 32 of the Public Service Act 1922-1968.

2. Officers Eligible to Enter—Mechanics (Lighthouse) who are in receipt of not less than \$2,798 (\$) per annum.

3. Subjects and Pass Conditions

Practical test on—

- (i) the overhaul of electrical and mechanical light station plants;
- (ii) the servicing of acetylene lights

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 1922-1968, a successful candidate will be advanced in salary to \$2,971 (S) per annum from the first day of the month following that in which the examination commenced if he has been in receipt of \$2,885 (S) per annum for at least twelve months; otherwise, this advancement will be from date of completion of twelve months' service at \$2,885 (S) per annum.

7. Syllabus—

- (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.

8. **General**—Inquiries regarding examinations under these conditions should be addressed to the Secretary, Department of Shipping and Transport, G.P.O. Box 2111s, Melbourne, Victoria 3001.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations notified in this issue of the Gazette. Copies of conditions may be obtained 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) (\$2,183-2,270 (S)), Fourth Division, Phonogram Sub-section, Postmaster-General's Department, held in pursuance of section 53 of the Public Service Act 1922-1968. 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 1922-1968.

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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

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 (\$2,585-2,672 (S) male; \$2,183-2,270 (S) female), Fourth Division, Telephone Exchanges, Postmaster-General's Department, held in pursuance of section 53 of the Public Service Act 1922-1968. 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 in 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 1922-1968.

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) Standards of Service:
 - Factors affecting the overall quality of the telephone service, including the method of receiving, investigating and bringing to finality complaints of poor service involving inattention by operating staffs, insufficient staff, equipment or trunk lines, defective apparatus, including lines, etc., 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:
 - coefficient, base 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS MOTOR DRIVER

QUALIFYING examinations for appointment or transfer as Motor Driver (\$2,242-2,428 (\$)), 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 1969.

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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT AS PHONOGRAM OPERATOR

QUALIFYING examinations for appointment as Phonogram Operator (Female) (\$1,003-1,979 (\$)), 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 1969.

2. Persons Eligible to Enter—Subject to section 47A (2)^o of the Public Service Act 1922-1968, 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. 355 of this Gazette.

3. Subjects and Pass Conditions

Subject	Duration
(i) Spelling	½ hour
(ii) Arithmetic	1 hour

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-servicewomen, 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) Address 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; and
 - (f) 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 \$87 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

TO ENABLE PHONOGRAM OPERATORS TO QUALIFY FOR AN ALLOWANCE OF \$87 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 of 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 ten typical telegrams averaging twenty 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 Gazette. Copies of conditions and further information may be obtained from Directors of 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 1922-1968 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 in 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 permanent officers of the Commonwealth Service.

3. Subjects and Pass Conditions

Subject	Duration
Manipulative Test	—
Traffic (Written)	2 hours
Technical Telegraphy (Written)	1 hour
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 of 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 Victoria, the examination conducted at the end of the fourth year of the School Leaving, Leaving Technical or Girls' Leaving Examination course, or
- (d) 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.

(ii) 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.

(iii) 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 (Telegraph), or is eligible for promotion or transfer to one of these positions, may claim exemption from the Manipulative Test, Technical Telegraphy (Written) and Traffic (Written), provided he produces a certificate of proficiency from the Assistant Director (Telecommunications).
- (ii) An officer who was designated Telegraphist, Supervisor (Telegraph), or Traffic Officer (Telegraph) within three years immediately preceding the date of an examination under these conditions may claim exemption from the Manipulative Test, Technical Telegraphy (Written) and Traffic (Written).
- (iii) An officer who passes in any of the subjects listed in section 3. **Subjects and Pass Conditions** 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 Telegraphy (Written) and/or Traffic (Written) under previous conditions may claim exemption from those subjects 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 1922-1968.

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 two periods each of 30 minutes, 30 typical telegrams averaging 150 characters (printing and non-printing) per telegram.

To qualify in this portion of the examination, a pass must be obtained in one of the 30 minute tests.

- (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 determining the character content of test messages, due allowance is made for the preamble and for the prescribed miscellaneous operations associated with disposal of traffic by teleprinter.

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.)

Traffic (Written)

- (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.

Technical Telegraphy (Written)

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 section 6—Push button Switching.

Postal Training Manuals:

Technical Telegraphy (Postal and Telegraph Training Manual—Part 2).

Telegraph Traffic Procedures—Part 3.

For further reference:

Instructions to Postmasters, Part III.—Telegraph.

Post Office Guide (Telegraph Section).

Phonogram Operating Instructions.

Telegram Delivery Instructions.

General Postal and Counter Duties (Written)

- (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, bulk pre-sorted mail, 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 coin receptacle 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 (Written)

- (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) Savings bank transactions;
- (viii) Private boxes and private bags;
- (ix) Tellers balance;
- (x) C.O.D. parcels;
- (xi) Forms F.A.R. 248 and 249;
- (xii) 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.

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 Gazette. Copies of conditions and further information are available from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS POSTAL CLERK-IN-TRAINING

A QUALIFYING examination for appointment or transfer as Postal Clerk-in-training (\$1,159-2,319 (\$)), 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 1969.

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 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 Victoria, the examination held at the end of the fourth year of the School Leaving, Leaving Technical or Girls' School Leaving Examination course, or
 - (d) 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.

(Notes—1. 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.

2. In the case of the Intermediate Examination in South Australia, Grades 1-3 are regarded as passing grades.

3. Tasmanian candidates under the age of 16 years at commencement of training must produce a School Exemption Certificate.)

(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

The examination comprises a test of arithmetical calculations and aptitude tests, and candidates must achieve a satisfactory standard in each subject to qualify for interview to determine suitability for training.

Candidates will need to attend the examination centre for approximately 2 hours.

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

5. **Period of Eligibility**—(i) **For Appointment**: One year from the date of notification in the Gazette that the results of the examination have been 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 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

The arithmetic test consists 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. The aptitude tests do not require specific study.

8. **General**—(i) **Course of Training**: Appointees and transferees will be given appropriate training 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 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 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, and subject to certification from the Superintendent, Post Offices Branch as to the suitability of the officer to perform the duties of a Postal Clerk, 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 1922-1968, 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 of 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

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 1922-1968 for part of the qualification for promotion or transfer as Postal Officer (\$1,053-2,498 (\$)), 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	.. ½ hour

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

Note—To complete their qualification 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 380 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 1922-1968.

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, bulk pre-sorted mail, 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) coin receptacle 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.

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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT AS POSTAL OFFICER

QUALIFYING examinations will be held as required for appointment as Postal Officer (\$1,053-2,498 (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 1969.

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 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.)

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, bulk pre-sorted mail, 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) coin receptacle 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT AS POSTMAN

QUALIFYING examinations for appointment as Postman (\$1,053-2,352 (\$)), 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 1969.

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

Subject	Duration
(i) Spelling	½ hour
(ii) Arithmetic	1 hour

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 unless 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

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 1922-1968, to enable Preventive Officers (\$2,323-2,759 (\$)), Fourth Division, Department of Customs and Excise, to advance in salary beyond \$2,585 (\$) per annum.

2. Officers Eligible to Enter—Preventive Officers who are in receipt of not less than \$2,498 (\$) 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 not 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 1922-1968, a successful candidate will be advanced in salary to \$2,672 (\$) per annum from the first day of the month following that in which the examination was commenced if he has been in receipt of \$2,585 (\$) per annum for at least twelve months; otherwise, this advancement will be from date of completion of twelve months' service at \$2,585 (\$) 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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors.

ENTRY INTO SECRETARIAL TRAINING CLASSES

QUALIFYING examinations will be held as required for entry into classes in Canberra for training and subsequent appointment, promotion or transfer as Stenographer (Female), Grade 1 (\$2,008-2,125 (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 1922-1968, 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.

Candidates must also be persons who are resident in Canberra or its environs.

(Note—Females within the above age limits who will be contesting the above examination 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. Candidates will not be permitted to sit for Secretarial Trainee examinations at intervals of less than six months.

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. **Selection Tests**—The examination consists of tests of spelling and vocabulary and a number of aptitude tests. Candidates will also be required to pass a test of English comprehension. Pass marks are not set for individual tests (except English comprehension), but candidates will need to reach a satisfactory standard in the examination as a whole in order to pass. An interview will assist in determining successful candidates' suitability for training.

Candidates will need to attend the examination centre for approximately four hours.

4. **Exemption Provisions**—Several of the tests in this examination are common to those for the Typist-in-training examination. Candidates who have sat for such an examination less than twelve months before the Secretarial Trainee examination is to be held should provide details of that examination when making application and they will be granted exemption from the common tests. Candidates who sat more than six months but less than twelve months before the Secretarial Trainee examination is to be held may choose to sit for the common tests again. Candidates will not be permitted to sit for the common tests at intervals of less than six months.

Candidates who have passed a Secretarial Trainee examination less than twelve months previously may claim exemption as above, or, provided that the interval is not less than six months, they may choose to sit again.

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**—Some preparation may be useful for the spelling, vocabulary and English comprehension tests. The other tests do not require specific study. Descriptions of the tests may be obtained from the Public Service Inspector's Office but past examination papers will not be available.

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**—A permanent officer may 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 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.

(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 Gazette. Copies of conditions and further information from the Public Service Inspector, Canberra, who will conduct examinations of this type as required.

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 1922-1968 to enable officers to gain part of the qualification for promotion or transfer as Senior Technician (Defence) (\$3,783-4,043 (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:

(i) (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 \$3,217 (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 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 \$3,217 (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 1922-1968.

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, Departments of Defence, External Affairs or Supply—

- (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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

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 1922-1968 to enable officers to gain part of the qualification for promotion or transfer as Senior Technician (Electrical) (\$3,486-3,690 (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 and temporary employees who have passed an examination for appointment, promotion or transfer as Technician (Electrical), 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.

**PART OF THE QUALIFICATIONS FOR PROMOTION OR
TRANSFER AS SENIOR TECHNICIAN (ELECTRICAL),
DEPARTMENT OF CIVIL AVIATION**

(ORAL AND PRACTICAL EXAMINATION)

(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.

Candidates who pass an examination under these conditions gain part qualification for promotion or transfer or to be employed as Senior Technician (Electrical). To complete the qualification, they must pass, or have passed, the examination for part qualification 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 1922-1968.

7. Syllabus—Candidates will be asked questions which have relation to the installation, maintenance, operation and principles of operation of the following equipment:

Standby Generating Plant, Automatic Changeover Switchboards and Engine Control Units.

Primary Generating Plant, Automatic Changeover Switchboards and Engine Control Units.

No Break Generating Plant and Control Gear.

Line Voltage Regulators.

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.

Air Conditioning Systems including Electrical Controls.

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.
4. Airways Engineering Bulletin E902.

These conditions are to be read in conjunction with Common Conditions for Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

THE Public Service Board hereby notifies the general conditions of the examination held in pursuance of section 53 of the Public Service Act 1922-1968 to enable officers to gain part of the qualification for promotion or transfer as Senior Technician (Electrical) (\$3,486-3,690 (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 and temporary employees who are designated:

(i) Technician, or who have been classified as Technician, provided that in either case the candidates have

had at least 18 months' experience as a Technician (permanent, temporary or acting) and

passed a written examination for part-qualification as Senior Technician (Electrical) held not more than four years previously.

(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.

Candidates who pass an examination under these conditions, gain complete qualification for promotion or transfer or to be employed as Senior Technician (Electrical). A pass at an examination under these conditions does not qualify a temporary employee for permanent appointment.

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 finalised.

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—Officers who qualify will be eligible for promotion or transfer in accordance with the provisions of section 50 of the Public Service Act 1922-1968.

7. Syllabus—(i) **Oral.** Questions will have relation to the items covered by the following topics:

Direct Current Electricity and Magnetism

The electric circuit: Electrical resistance, units, specific resistance, conductance, resistances in series and parallel, temperature coefficient of resistance, Ohms Law, electrical power, electrical energy, applications of network theorems, equivalent delta and star systems.

The magnetic circuit: Magnetic units, force on current carrying conductor, relative permeability, reluctance, magnetic saturation, use of magnetisation curves, hysteresis, Kirchhoff's Laws for the magnetic circuit, determination of ampere-turns for a simple air gap.

Batteries: Construction, action and characteristics of lead-acid and alkaline cells. Maximum power delivered, grouping of cells, ampere-hour and watt-hour efficiencies.

Battery Chargers: Operation and adjustment of manual and automatic two rate, three 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. Magnetic amplifiers and saturable reactors.

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, semi-conductor 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, Varley loop test, Murray loop test, ohm meters, watt meters, watt-hour meters potentiometers, impedance measurements, earth resistance testers, recording instruments, 'Megger' and insulation testers.

Electrical Machines and 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. D.C. series, shunt and compound machines, use of interpoles. 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

Temperature and quantity of heat, heat transfer, sensible heat, latent heat, specific heat, saturated and unsaturated vapours, the refrigeration cycle, coefficient of performance, refrigerant tables, reverse cycle operation, humidification and de-humidification. Human comfort, air distribution within a room, comfort zones and effective temperature. Types of room registers, induction. Fans and air flow measurements, water tube manometers, fan laws.

Compressors, condensers, evaporators, heat exchangers, condensing unit servicing, liquid line accessories, pressure switches, capacity control.

Air conditioning electric control fundamentals, primary temperature and humidity sensors. Air filters, dust precipitators.

Wiring Regulations

Knowledge of the S.A.A. Wiring Code, Part 1—Wiring methods and 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.** Practical tasks will be devised from the following topics to assess the candidate's ability to test, repair and maintain Departmental equipments and systems:

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), psychrometric chart.

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

Departmental Equipment

Standby and primary generating plant, automatic changeover switchboards, engine control units and ancillary equipment.

No Break generating plant and control equipment.

Line voltage regulators.

Constant Current regulators.

Constant potential D.C. power supplies.

High and low intensity approach and runway lighting systems and associated control equipment.

Visual approach slope indicator systems and associated control equipment.

Taxiway lighting systems and associated equipment.

Touchdown zone lighting systems and associated equipment.

High tension and low tension substation equipment including metering and protective devices.

Air conditioning systems including electrical controls.

Anemometers, Altimeter setting indicators, Cloudbase search-lights, Ceilometers, Transmissometers, Remote temperature and dew point indicating and recording equipment.

Note—When practical tasks are to be applied to specific items of equipment, candidates will only be examined upon equipment installed at the main station or an outstation 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.
8. Airways Engineering Bulletin E902.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

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 1922-1968, to enable officers to gain part of the qualification for promotion or transfer as Senior Technician (Telecommunications) (\$3,783-4,043 (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:

- Technician's Assistant, and who have qualified for promotion as Technician (Telecommunications).
- Technician's Assistant, or Technician-in-training, and who, but for absence on leave for war service or National Service, 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.
- Technician (Telecommunications), or who have been classified as Technician (Telecommunications).
- Senior Technician (Telecommunications) in any section other than the section for which the examination is held.
- 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 applications for the examination close.

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 and Broadcasting Equipment	3 hours
5. Telegraph Equipment: Written Paper No. 1—Telecommunication Principles	3 hours
Written Paper No. 2—Telegraph Equipment	3 hours
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 \$3,217 (S) 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 that section.

4. Exemption Provisions—Officers who have passed any of the subjects listed in paragraph 3 at the 1967 or 1968 examination series may claim exemption from re-examination in the subject or subjects passed. Officers who have passed Written Paper No. 1—Telecommunication Principles at the 1966 examination 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 14 January 1966, the exemption provisions prescribed in paragraph 4 of that Gazette notification apply.

In cases where:

- a candidate is prevented from attending an examination by illness or for any other reason acceptable to the Board; and
- 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 \$3,217 (S) per annum will remain eligible until such time as they are promoted or transferred as Senior Technician (Telecommunications).

6. Order of Promotion or Transfer—Successful candidates at this examination who have satisfied the requirements for promotion or transfer as Senior Technician (Telecommunications) and who are designated Technician's Assistant will not be entitled to promotion to an office of Senior Technician (Telecommunications) until after they have been promoted as Technician (Telecommunications).

The promotion of successful candidates who are Technicians (Telecommunications) and who have satisfied the requirements for promotion or transfer as Senior Technician (Telecommunications) will be in order of their sectional seniority as vacancies for Senior Technicians (Telecommunications) occur.

The transfer of successful candidates who are Senior Technicians (Telecommunications) will be effected in accordance with the provisions of section 50 of the Public Service Act 1922-1968.

7. Syllabus

Paper No. 1: Telecommunication Principles:

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

- Direct current electricity.
- Magnetism and electromagnetism.
- Alternating current circuits.
- DC and AC measurements.
- Electron tubes and semi-conductors.
- Amplifiers, oscillators, rectifiers.
- Transmission.
- Electronic control.
- Power plant.

Reference—Postmaster-General's Department Study Guide MG 601. (Issue 2—1968.)

Paper No. 2:

Section 1—Telephone Subscribers' Equipment:

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

- Subscribers' instruments, facilities, apparatus and components.
- P.M.B.X. equipment and facilities.
- P.A.B.X. equipment and facilities.
- RAX and ARK equipment and facilities and line concentrators.
- Subscribers' installation and maintenance practices.
- Power supply and distribution.

Reference—Postmaster-General's Department Study Guide MG 602. (Issue 2—1968.)

Section 2—Telephone Exchange Equipment:

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

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

Reference—Postmaster-General's Department Study Guide MG 603. (Issue 2—1968.)

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. (Issue 2—1968.)

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. (Issue 2—1968)

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. (Issue 2—1968)

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—Control Technology

1. Digital logic principles.
2. Logic elements and circuits.
3. Counters and decoders.
4. Relay control circuits.
5. Motors, power circuits and photo-electric devices.

Part B—Automatic Letter Handling Equipment

1. Letter system principles.
2. Facer canceller equipment.
3. Coding machines.
4. Register translator.
5. Decoding machines.
6. Despatch units and primary transfer.
7. Coder trainer equipment.
8. Measuring and testing equipment.

Reference—Postmaster-General's Department Study Guide MG.608. (Issue 1—1968)

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 (Telecommunications) 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 measurements thereof:

Telephony—Magneto, Central Battery, and Automatic Systems and components thereof.

Telegraph—Simplex, duplex and machine telegraphy and components thereof.

Long Line—Voice frequency and carrier frequency telephone, programme and telegraph systems and the components thereof. Signalling systems. Transmission lines for voice-frequency and carrier transmission.

Electro-acoustics—Electro-acoustic recording and reproducing systems and the components thereof.

Radio Propagation—(frequencies up to 10,000 Mc/s) 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.

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 read in conjunction with the Common Conditions of Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

**SALARY ADVANCEMENT OF STOCK INSPECTOR,
FOURTH DIVISION, NORTHERN TERRITORY ADMINIS-
TRATION DIVISION, DEPARTMENT OF THE INTERIOR,
BEYOND \$2,934 (\$) PER ANNUM**

THE Public Service Board hereby notifies the general conditions of the examination, as above, held in pursuance of section 32 of the Public Service Act 1922-1968.

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 \$2,934 (\$) per annum. Temporary Stock Inspectors will be eligible to sit for the examination for the sole purpose of qualifying for incremental advancement beyond \$2,934 (\$) 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 \$2,934 (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 \$3,022 (S) per annum on completion of twelve months' service at \$2,934 (S) per annum;

(b) fails at the examination will not be eligible to advance in salary to \$3,022 (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 \$88 per annum on completion of twelve months' service at \$2,934 (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 \$3,022 (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 and Agriculture 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,
Foot and Mouth Disease Compensation 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.

(x) Improved pastures and their establishment.

(xi) Regulations affecting the interstate movement of livestock.

These conditions are to be read in conjunction with the Common Conditions for Entry to Examinations, notified in this Gazette. Copies of conditions, and further information may be obtained 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

THE Public Service Board hereby notifies the general conditions of examinations to enable officers to gain part of the qualifications in pursuance of section 53 of the Public Service Act 1922-1968 for promotion or transfer as Supervisor, Third Division, Mail Exchange Branch, or Supervisor (Mail), Post Offices Branch, Postmaster-General's Department. 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 Australian Post Office Certificate Course in Administration 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 13 January 1967, 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 13 January 1967, or in 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 1922-1968.

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 Branch—Standards of Service—Financial Considerations—Traffic Handling—Equipment used in Mail Handling—Transport of Mail—Customer Advisory Activities.

(Notes covering the above topics will be made available on application to the Director of 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

**SALARY ADVANCEMENT OF SURVEYOR (MARINE),
THIRD DIVISION, DEPARTMENT OF SHIPPING AND
TRANSPORT, BEYOND \$5,051 (S) OR \$5,205 (S) PER
ANNUM, WHICHEVER IS APPLICABLE**

THE Public Service Board hereby notifies the general conditions of the examination as above, held as required, in pursuance of Section 32 of the Public Service Act 1922-1968.

2. Officers Eligible to Enter—Surveyors (Marine) who are in receipt of \$5,051 (S) per annum or whose salary on appointment, promotion or transfer is \$5,205 (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 1922-1968, a successful candidate will be advanced in salary to \$5,205 (S) per annum or \$5,385 (S) per annum, whichever is applicable, from the first day of the month following that in which the examination commenced if he has been in receipt of his present salary for at least twelve months; otherwise this advancement will be from date of completion of twelve months' service at his present salary.

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

1. **Tonnage Measurement**—A general appreciation of the procedures to be followed in the application of the Merchant Shipping Act and Instructions issued by the Ministry of Transport, the League of Nations and the Department of Shipping and Transport. Knowledge of the principles involved in measurement by Rule I and Rule II and the circumstances under which the different Rules may be employed.
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) Bouyancy 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, G.P.O. Box 2111s, Melbourne 3001.

These conditions should be read in conjunction with the Common Conditions for Entry to Examinations notified in this Gazette. Copies may be obtained from Public Service Inspectors.

APPOINTMENT, PROMOTION OR TRANSFER AS TECHNICIAN (DEFENCE)

QUALIFYING examinations for appointment, promotion or transfer as Technician (Defence) (\$2,738-3,471 (\$)), 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 1969.

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 at the date of examination.

3. Subjects and Pass Conditions

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

Candidates must obtain at least 35 per cent of total marks allotted for Section 1—Written before they will be permitted to contest Section 2—Oral or Section 3—Practical.

Candidates must gain at least 60 per cent of the aggregate maximum marks allotted for the three sections to pass the examination.

4. Exemption Provisions—Candidates who 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

- (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 Promotion or Transfer:
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 1922-1968.

Salary Advancement—Successful candidates will also qualify for payment at the rate of \$3,090 (\$) per annum from the first day of the month following that in which the examination was held.

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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

SALARY ADVANCEMENT OF TECHNICIAN (DEFENCE) BEYOND \$3,217 (\$) 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 1922-1968. 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 \$3,090 (\$) 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 \$3,217 (S) per annum will, subject to the provisions of section 31 of the Public Service Act 1922-1968, be advanced in salary to \$3,344 (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 \$3,217 (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 \$3,217 (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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

APPOINTMENT, PROMOTION OR TRANSFER AS TECHNICIAN (ELECTRICAL), DEPARTMENT OF CIVIL AVIATION

QUALIFYING examinations for appointment, promotion or transfer as Technician (Electrical) (\$2,738-3,286 (S)), Fourth Division, Department of Civil Aviation, will be held as required. Details of each examination will be separately notified in the Gazette.

2. Persons Eligible to Enter

- (i) for appointment—males not on the permanent staff of the Commonwealth Service who are at least 20 years 6 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 6 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 \$3,171 (S) per annum. Success at the latter may 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 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.
- (ii) for promotion or transfer—Eligibility will continue until the officer is promoted or transferred as Technician (Electrical).

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 1922-1968.

Salary Advancement—Successful candidates will also qualify for payment at the rate of \$3,056 (S) per annum from the first day to the month following that in which the examination was held.

7. Syllabus

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

Direct Current Electricity and Magnetism

The electric circuit. Electrical resistance units, specific resistance, conductance, resistances in series and parallel, temperature coefficient of resistance, Ohm's law, electrical power, electrical energy, applications of network theorems, equivalent delta and star systems.

The magnetic circuit. Magnetic units, force on current carrying conductor, relative permeability, reluctance, magnetic saturation, use of magnetisation curves, hysteresis, Kirchhoff's laws for the magnetic circuit, determination of ampere-turns for a simple air gap.

Batteries. Construction, action and characteristics of lead-acid and alkaline cells. Maximum power delivered, grouping of cells, ampere-hour and watt-hour efficiencies.

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 are 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, Varley loop test, Murray loop test, ohm meters, watt meters, watt-hour meters, potentiometers, impedance measurements, earth resistance testers, recording luminous intensity. Metal filament and discharge lamps.

Electrical Machines and 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

The nature of light, the eye, relative luminosity, units of light and illumination, illumination calculations, measurement of luminous intensity. Metal filament and discharge lamps.

Air Conditioning and Refrigeration

Temperature and quantity of heat, heat transfer, sensible heat, latent heat, specific heat, saturated and unsaturated vapours, the refrigeration cycle, coefficient of performance, refrigerant tables, reverse cycle system, humidification and de-humidification. Human comfort, air distribution within a room, comfort zones and effective temperature. Types of room registers, induction. Fans and air flow measurements, water tube manometers, fan laws. Compressors, condensers, evaporators, heat exchangers, condensing unit servicing, liquid line accessories, pressure switches, capacity control. Air conditioning electric control fundamentals, primary temperature and humidity sensors. Air filters, dust precipitators.

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

Questions will have relation to the items covered by the following topics:

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 relative humidity. Measurement of airflow. Calculation of settings for air-conditioning plant, 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. I 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).
- (7) Airways Engineering Bulletin E901.

These conditions should be read in conjunction with Common Conditions for Appointment to the Service and for Entry to Examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

SALARY ADVANCEMENT OF TECHNICIAN (ELECTRICAL), DEPARTMENT OF CIVIL AVIATION, BEYOND \$3,171 (\$) PER ANNUM

THE Public Service Board hereby notifies the general conditions of the examination to enable Technicians (Electrical) (\$2,738-\$3,286 (\$)), Fourth Division, Department of Civil Aviation, to qualify for

salary advancement beyond \$3,171 (\$) per annum, held annually in March in pursuance of section 32 of the Public Service Act 1922-1968.

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 \$3,056 (\$) 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 questioning)

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 1922-1968, be advanced in salary to \$3,286 (\$) 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 \$3,171 (\$) 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 \$3,171 (\$) 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 Converters.
- 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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

APPOINTMENT, PROMOTION OR TRANSFER AS TECHNICIAN (RADIO), DEPARTMENT OF CIVIL AVIATION

QUALIFYING examinations for appointment, promotion or transfer as Technician (Radio) (\$2,738-3,471 (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 1969.

2. Persons Eligible to Enter

- (i) for appointment—males not on the permanent staff of the Commonwealth Service who are at least 20 years 6 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 6 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 \$3,217 (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 in that section if it was passed at any of the three previous examinations.

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

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, whichever is the earlier.

For promotion or transfer: Until the officer is promoted or transferred as Technician (Radio).

6. Order of Appointment, Promotion or Transfer

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

Promotion or Transfer—Candidates who qualify will be eligible for promotion or transfer in accordance with section 50 of the Public Service Act 1922-1968.

Salary Advancement—Successful candidates will also qualify for payment at the rate of \$3,090 (S) per annum from the first day of the month following that in which the examination was held.

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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

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 1922-1968, to enable Technicians (Radio) (\$2,623-3,471 (\$)), Fourth Division, Department of Civil Aviation, to qualify for salary advancement beyond \$3,217 (\$) 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 \$3,090 (\$) per annum at the date of examination. A pass at an examination under these conditions does not qualify a temporary employee for permanent appointment.

3. Subjects and Pass Conditions

Subject	Duration
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 \$3,217 (\$) per annum will, subject to the provisions of section 31 of the Public Service Act 1922-1968, be advanced in salary to \$3,344 (\$) 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 \$3,217 (\$) 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 \$3,217 (\$) per annum.

7. Syllabus—

Section 1—Oral

Candidates will be required to answer questions on any of the following topics:

- (a) **Communications and Radio Navigational Aids Equipment**—Operation and function of telecommunications and radio navigational aids equipment associated with the candidate's home station, and the maintenance and adjustment of that equipment which is within the scope of a Technician's normal duty.
- (b) **Electrical Measuring and Testing Instruments**—Moving coil, moving iron, rectifier, electrostatic and thermocouple instruments, thermionic valve voltmeters, cathode ray oscillographs, Q. meters, heterodyne frequency meters, crystal calibrators, signal generators, beat frequency audio oscillators, R.F. carrier noise and distortion measuring equipment.
- (c) **Control Equipment**—Operation, maintenance, functions and use of relays, metal rectifiers, switches and selectors used in remote control equipment. Telecommunications phones and amplifiers. Functions and use of line circuits, filters, equalisers, attenuators, pads and line amplifiers.
- (d) **Circuit Diagrams**—Reading of equipment and installation circuit diagrams.
- (e) Any equipment or operations detailed in Section 2 (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 1 (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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

**APPOINTMENT, PROMOTION OR TRANSFER AS
TECHNICIAN (TELECOMMUNICATIONS),
FOURTH DIVISION**

1. TELEPHONE EQUIPMENT
2. TRANSMISSION EQUIPMENT
3. RADIO AND BROADCASTING EQUIPMENT
4. TELEGRAPH EQUIPMENT
5. CONTROL SYSTEMS

POSTMASTER-GENERAL'S DEPARTMENT

QUALIFYING examination for appointment, promotion or transfer as Technician (Telecommunications) (\$2,623-3,471 (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 1969.

2. Persons Eligible to Enter

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

(Note—Employees who, at the date of examination, are 51 years or over, may sit for 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 \$3,217 (S) per annum. Success at the latter examination will give them eligibility for salary advancement).

3. Subjects and Pass Conditions

PART I. Theory—Written

Subject	Duration
1. Telephone Equipment:	
Written Paper No. 1—Telecommunication Principles	3 hours
Written Paper No. 2—Telephone Equipment ..	3 hours
2. Transmission Equipment:	
Written Paper No. 1—Telecommunication Principles	3 hours
Written Paper No. 2—Transmission Equipment ..	3 hours
3. Radio and Broadcasting Equipment:	
Written Paper No. 1—Telecommunication Principles	3 hours
Written Paper No. 2—Radio and Broadcasting Equipment	3 hours
4. Telegraph Equipment:	
Written Paper No. 1—Telecommunication Principles	3 hours
Written Paper No. 2—Telegraph Equipment ..	3 hours
5. Control Systems:	
Written Paper No. 1—Telecommunication Principles	3 hours
Written Paper No. 2—Control Systems	3 hours

Candidates must pass in Written Paper No. 1 and Written Paper No. 2 for the section concerned to pass in Part I. Theory—Written.

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 appointment, promotion or transfer as Technician (Telecommunications) in the section concerned. To complete the qualification, officers must pass the practical test (Part II) of this examination.

PART 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 for candidates who have either passed in or are eligible for exemption from the Written Examination.

4. Exemption Provisions

- (i) Officers who have passed both Written Paper No. 1 and Written Paper No. 2 at any of the last two examinations (old series) may claim exemption from re-examination in Part I of this examination (new series).

- (ii) A candidate who has passed in Written Paper No. 1 or Written Paper No. 2 at any of the last two examinations (old series) may claim exemption from re-examination in the part in which he passed under the conditions notified in Gazette No. 4 of 13 January 1967. Such candidates will be admitted to a limited examination held under the old conditions.

- (iii) A candidate who passes in Written Paper No. 1 and/or Written Paper No. 2 at an examination under these conditions may claim exemption from re-examination in the subject or subjects at any of the next three examinations.

5. Period of Eligibility

- (i) For appointment: A period of twelve months from the 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.
- (ii) For promotion or transfer: Eligibility will continue until the officer is promoted or transferred as Technician (Telecommunications).

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 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.

Promotion or Transfer—

- (i) Successful candidates classified as Technician's Assistant will be promoted in order of seniority in relation to other Technician's Assistant Staff as required for the filling of vacant offices of Technician.
- (ii) The promotion or transfer of other successful candidates will be effected under Section 50 of the Public Service Act 1922-1968.

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.

Salary Advancement—Successful candidates will also qualify for payment at the rate of \$3,090 (S) per annum from the first day of the month following that in which the examination was held.

7. Syllabus

Written Examination

Paper No. 1—Telecommunication Principles:

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

1. Direct Current Electricity.
2. Magnetism and Electromagnetism.
3. A.C. Circuits.
4. D.C. and A.C. Measurements.
5. Diodes, Transistors and Electron Tubes.
6. Electronic Circuits.
7. Transmission Theory.
8. General.

Reference—Postmaster-General's Department Study Guide MG 621. (Issue 1—1968).

Paper No. 2

1—Telephone Equipment:

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

1. Exchange Switching Systems (Equipment Operation Principles).
2. Exchange Equipment. (Installation and Maintenance Practices).
3. Traffic, Trunking, Switching and Numbering Plans for Telephone Switching Systems.
4. Subscribers' Instruments, P.M.B.X's and P.A.B.X's.
5. Power Supplies and Distribution.

Reference—Postmaster-General's Department Study Guide MG 622. (Issue 1—1968).

2—Transmission Equipment:

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

1. Telephone Transmission Lines.
2. Trunk Testing and Patching.
3. Measurements.
4. Line Transmission Equipment (Telephone).
5. Carrier Telegraph Equipment.
6. Programme Equipment.
7. Power Equipment.
8. Radio Communication Equipment.

Reference—Postmaster-General's Department Study Guide MG 623 (Issue 1—1968).

3—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:

1. Propagation of Electromagnetic Waves.
2. Audio Equipment.
3. Radio Broadcasting Equipment.
4. Radio Communication Equipment.
5. Television Broadcasting Equipment.
6. Aerial Systems and Transmission Lines.
7. Power Equipment.

Reference—Postmaster-General's Department Study Guide MG 624. (Issue 1—1968).

4—Telegraph Equipment.

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

1. Telegraph Signalling.
2. Telegraph Machines.
3. Subscriber's Equipment.
4. Testing and Test Equipment.
5. Switching Equipment.
6. TRESS.
7. Telex.
8. Facsimile.
9. Installation Practices.
10. Power Supply.

Reference—Postmaster-General's Department Study Guide MG 625. (Issue 1—1968)

5—Control Systems:

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

Part A—Control Technology:

1. Digital Logic Principles.
2. Logic Elements and Circuits.
3. Counters and Decoders.
4. Relay Control Circuits.
5. Motors, Power Circuits and Photo Electric Devices.

Part B—Automatic Mail Handling Equipment:

1. Letter Principles Systems.
2. Facer-Canceller Equipment.
3. Coding Machines and Register Translator.
4. Decoding Machines.
5. Despatch Units and Primary Transfer.
6. Measuring and Testing Equipment.

Reference—Postmaster-General's Department Study Guide MG 626. (Issue 2—1968)

Practical Tests

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 in the section of the examination contested.

In addition, the candidate may be given tests on the following subjects:

1—Telephone Equipment:

- (a) Direct current electricity and magnetism.
- (b) Primary batteries, secondary batteries and associated charging plant.
- (c) Direct current measuring instruments and direct current measurements.
- (d) Cells and resistors in series and parallel.
- (e) Principles of alternating current generation, rectification and transformation.

- (f) Inductance, reactance, impedance and resonance.
- (g) Wiring and cabling of buildings, standard telephone facilities, erecting racks and installing apparatus.
- (h) Principles of magneto, C.B., manual and automatic exchange operation.
- (i) Principles and operation of sub-station apparatus.
- (j) Assembling, adjusting and testing of relays and automatic switching mechanisms.
- (k) Routine testing of exchange equipment.
- (l) Exchange test desks and testing procedure.
- (m) Location and removal of faults in exchange sub-station equipment of magneto, C.B., manual and automatic systems.
- (n) Use of tools required in connection with simple filing, drilling, tapping, jointing, soldering and insulating components, assembling apparatus, safety precautions.
- (o) Power plant. Operation of and simple fault finding on DC/AC inverters, alternators and motor generators including voltage regulation circuitry.

2—Transmission Equipment:

- (a) Use of tools required in connection with filing, drilling, tapping, threading and soldering and insulating components, assembling apparatus. Safety precautions.
- (b) Cabling and terminating. Recognition and uses of different types of cables and busbars. Terminating of cables on Terminal strips, M.D.F.s, I.D.F.s, etc. Terminating of shielded wires and coaxial cable (terminal strips and connectors). Jumpering on frames. Wiring forms. Cable running.
- (c) Principles, recognition and use of resistors, capacitors, inductors, semi-conductors, electron tubes, etc. Use of D.C. and A.C. voltmeters and ammeters for measurement of voltage, current, resistance and power.
- (d) Measurements. Principles of gain, loss, distortion and overload measurements. Frequency response. Use of T.M.S., oscillator, C.R.O., multimeter and high impedance input voltmeter (vacuum tube or transistorised).
- (e) Assembly of components in simple form, to produce amplifiers, oscillators, modulators, equalisers, bridges (Wheatstone and Varley) and simple power supplies. Tests to ensure satisfactory operation.
- (f) Fault Finding Principles. Demonstrate fault finding techniques, including vibration testing, on equipment such as simple amplifiers, oscillators, modulators, equalisers, power supplies, etc. (both thermionic valve and semi-conductor circuits).
- (g) Trunk Line Testing. Use of trunk test board for D.C., voltmeter and location tests.
- (h) Power. Maintenance of secondary batteries. Safety precautions. Operation of and simple fault finding on D.C./A.C. inverters, alternators and motor generators, including voltage regulation circuitry.

3—Radio and Broadcasting Equipment:

- (a) Use of tools required in connection with filing, drilling, tapping, threading and soldering. Assembling broadcasting apparatus (including solid state devices) on racks, chassis and panels. Safety precautions.
- (b) Cables and terminating. Recognition and use of different types of cables and transmission lines. Terminating of shielded wires and coaxial cables on terminal strips and connectors.
- (c) Principles. Recognition and use of components, for example, resistors, capacitors, inductors, potentiometers, transformers, thermionic valves, semi-conductors, etc. Use of D.C. and A.C. voltmeters and ammeters for the measurement of voltage, current, resistance and power.
- (d) Measurements. Principles of gain, loss and distortion measurements. Frequency response of amplifying and attenuating equipment. Tests on thermionic valves and semi-conductors. Use of multimeter, AF and RF output meters, V.U. meter, high impedance input voltmeter (vacuum tube or transistorised), test oscillators, C.R.O., FM deviation monitors, VF/VHF signal generators, RF reflectometers, pulse and bar generators.
- (e) Assembly of components, in simple form to produce:
 - Audio frequency amplifiers and oscillators;
 - Radio frequency amplifiers, oscillators and detectors; and associated power supplies;
 including tests to ensure satisfactory operation. (Both thermionic valve and semi-conductor circuits to be covered.)
- (f) Fault finding techniques. Location and removal of faults in magnetic tape recorders, audio frequency and radio frequency equipment and power supplies. (Both thermionic valve and semi-conductor circuits to be covered.)
- (g) Power. Testing and maintenance of primary and secondary batteries. Safety precautions. Operation of and simple fault finding on D.C./A.C. inverters, alternators and motor generators, including voltage regulation circuitry.

4—Telegraph Equipment:

- (a) Performing 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.
- (b) Assembling, adjusting, locating faults and testing of relays and switching mechanisms used in telegraph switching systems.
- (c) Routine testing of telegraph exchange equipment.
- (d) Cabling and wiring of buildings, relay sets, apparatus racks, telegraph tables and similar, involving reading circuit diagrams.
- (e) Testing components (including solid state devices), equipment and circuits, using direct current and alternating current up to audio frequencies.
- (f) Using machine and bench tools, and general workshop facilities related to telegraph work. This includes use of tools required in connection with filing, drilling, tapping, threading and soldering. Safety precautions.

5—Control systems:

- (a) Direct current electricity and magnetism.
- (b) Primary batteries, secondary batteries and associated charging plant.
- (c) Direct current measuring instruments and direct current measurements.
- (d) Cells and resistors in series and parallel.
- (e) Principles of alternating current generation, rectification and transformation.
- (f) Inductance, capacitance, reactance, impedance and resonance.
- (g) Principles of thermionic valves, transistors and photo-diodes.
- (h) Principles of binary counting and logic.
- (i) Decoding networks, switching elements.
- (j) Relay control circuits.
- (k) Principles of letter handling automated systems.
- (l) Principles of facer canceller equipment, register translator and coders, decoders, dispatch units.
- (m) Routine testing of automatic mail handling equipment.
- (n) Location and removal of faults in automatic mail handling equipment.
- (o) Use of tools required in connection with simple filing, drilling, tapping, jointing, soldering and insulating components, assembling apparatus.

8. General—Injury Sustained During Tests—It should be noted by candidates that the Government of the Commonwealth, the Public Service Board, or the Postmaster-General's Department will not accept any liability for damages, loss of wages, or medical or other expenses on account of injuries sustained by any person in the conduct of the examination.

These conditions are to be read in conjunction with the Commonwealth Conditions for Appointment to the Service and for Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

SALARY ADVANCEMENT OF TECHNICIANS (TELECOMMUNICATIONS), BEYOND \$3,217 (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 1922-1968. 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.

(Notes—1. Absence due to National Service Training will be credited towards the two years' continuous service.

2. The two years' continuous service need not be continuous service immediately prior to 30 June of the year in which the examination is held; that is, it may have been completed earlier in that year or in earlier years.)

(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 mark 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 \$3,217 (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 1922-1968:

- (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 \$3,344 (S) per annum from a date twelve months after receipt of \$3,217 (S) per annum.
- (ii) in all other cases, a Technician (Telecommunications) who qualifies will be advanced to \$3,344 (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 Commonwealth Conditions for Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS TECHNICIAN-IN-TRAINING, POSTMASTER-GENERAL'S DEPARTMENT

A QUALIFYING examination for appointment or transfer early in 1970 as Technician-in-training (\$1,229-2,632 (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 1969.

2. Persons Eligible to Enter—Subject to section 47A (2)^a of the Public Service Act 1922-1968, males who will be at least 15 years and less than 19 years at the end of the year in which the examination is held.

(Note—(i) A person who was previously selected for training as Technician-in-training and whose course of training was terminated because of unsatisfactory progress will not be eligible to re-contest the entrance examination.

(ii) Tasmanian candidates who will be under the school leaving age of 16 years at commencement of training must produce a School Exemption Certificate.)

* See under 'Concession to Ex-Servicemen' on p. 355 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	End of the Fourth Year of Secondary Schooling
Queensland	Junior
South Australia	Intermediate
Western Australia	Junior
Tasmania	End of the Third Year of Secondary Schooling

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.

9. Rates of Salary Payable

(a) Officers: An officer who, immediately prior to the commencement of training, was in receipt of salary above the maximum of the position of Technician-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 Technician (Telecommunications).

Any higher duties allowance which trainees were receiving immediately prior to commencing the course, will continue throughout the course subject to the following conditions:

- (i) the trainee would have continued acting in the higher position had he not been required to undergo full-time departmental training; and
 - (ii) total remuneration received (i.e. salary and allowance) should not exceed the maximum salary of a Technician (Telecommunications); and
 - (iii) 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 Technician-in-training may continue to receive the total remuneration he received as an employee, provided that:
- (i) 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 Technician-in-training;
 - (ii) to the extent applicable, he satisfies the principles in sub-paragraph (a) above;
 - (iii) his total remuneration does not exceed the maximum of Technician (Telecommunications).

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.

10. **Advancement**—A Technician-in-training will be advanced as a Technician upon satisfactory completion of the training course.

11. **Unsatisfactory Progress**—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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS TECHNICIAN'S ASSISTANT, FOURTH DIVISION, POSTMASTER-GENERAL'S DEPARTMENT

QUALIFYING examinations for appointment or transfer as Technician's Assistant (\$1,013-2,484 (\$)), Fourth Division, Engineering Division, Postmaster-General's Department, will be held as required.

These conditions remain in force until 31 December 1969.

2. Persons Eligible to Enter

- (i) For appointment: Males who at the date of examination are at least 16 years and less than 51 years.
- (ii) For transfer: Male permanent officers of the Service who at the date of examination are at least 16 years of age and who—
 - (a) are not designated Lineman-in-training, Technician-in-training or Technician's Assistant-in-training; or
 - (b) have completed the prescribed course of training as Lineman-in-training or Technician-in-training and who have not been advanced as Lineman, Grade 1, or Technician (Telecommunications) respectively.

3. Subjects and Pass Conditions

Subject	Duration
(i) Written section	1 hour
(ii) Practical section	2 hours

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

Candidates must pass in both sections to pass the examination. Only candidates who pass the written section will be admitted to the practical section.

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 the attainment of 51 years, whichever is the earlier.
- (ii) For transfer: Eligibility will continue until the officer is transferred as Technician's Assistant.

6. Order of Appointment or Transfer—Successful candidates will be listed in order of merit based on total marks obtained in sections (i) and (ii) of the examination. Offers of appointment or transfer, to the number required, will be made in this order.

7. Syllabus

- (i) **Written section**—The paper will consist of a series of questions each requiring a short, concise answer to test knowledge of the following:

Measurements—English and Metric Decimals.

Current Electricity—sources of e.m.f.m. types of current, electrical units.

Electric Circuits—symbols, factors affecting resistance, ohms law, power and energy, types of resistors—colour code.

Magnetism and Electromagnetism—magnetic fields, laws, practical electromagnets, buzzers, relays etc.

Primary and Secondary Cells—grouping, internal resistance.

Capacitance—simple theory, practical capacitors.

Electromagnetic Induction—basic principles, A.C. and D.C. generators, transformers, D.C. motors.

D.C. Measurements—moving coil meter, ammeters, voltmeters, multimeters.

A.C. Theory—sine wave, frequency, reactance, phase relationship, impedance.

Electronics—transistor, diode, triode; functions, symbols and connections.

Sound—transmission, graphical representation, characteristics.

Basic Telephony—telephone components, switching and signalling apparatus, telephone lines, protective apparatus, types of exchanges.

- (ii) **Practical section**—A candidate who is already employed in the Postmaster-General's Department will be tested to determine his practical knowledge of the duties of a Technician's Assistant either in the work of the station where he is employed or, if he has been recently transferred, a candidate may elect to take the examination in the work on which he was employed prior to his transfer.

Tasks will be selected from the items covered by the following:

A. Telephone

Soldering.

Terminating, butting, stripping cables—including screened cable.

Jumpering

Wiring forms for telephones

Types and sizes of cable, Colour codes

Erecting equipment, ironwork, troughing, cable running, etc. Installing and maintaining secondary cells. Replace primary cells

Identification, wiring and assembly of components named in the written section.

Identification and wiring of transistors

Manual operation of P.M.B.Xs.

Fitting relay sets

Maintenance and making good equipment, e.g., bank cleaning, mechanism lubrication.

B. Transmission Equipment

Soldering

Types and sizes of cable, Colour codes.

Terminating, butting, stripping cables—including screened and hard dielectric coaxial cable.

Jumpering.

Erecting equipment, ironwork, troughing, cable running, etc. Installing and maintaining secondary cells. Replace primary cells.

Identification, wiring and assembly of components named in the written section.

Identification and wiring of transistors.

Power Plant and Battery maintenance—safety precautions. Fault recording procedures.

Use of Transmission Measuring Set and Oscillator.

Human Kinetics.

C. Radio and Broadcasting Equipment

Soldering.

Terminating, butting, stripping cables—including screened and hard dielectric coaxial cable.

Identification and wiring of transistors.

Identification, wiring and assembly of components named in the written section.

Simple fault finding on audio frequency circuits—Location and replacement of components from schematic circuits. T.V. Programme, Radio Telephone Channel and Broadcast Programme monitoring procedures.

Basic measurements—Use of high impedance input voltmeter (vacuum tube or transistor type) oscillator, cathode ray oscilloscope.

D.C. measurements.

Tube and transistor testing.

Basic transmitter operating procedures including emergency action.

Human Kinetics.

D. Telegraph Equipment

Soldering.

Terminating, butting, stripping cables.

Identification, wiring and assembly of equipment named in the written section.

Use of Telegraph Distortion Measuring Set, Cathode Ray Oscilloscopes, Character Generator, A.P.O. Multimeter.

Safety precautions, accuracy and protection of instruments.

Initial telegraph machine test and test operation of machines using A.P.O. No. 6 test set.

Simple adjustments of Motor Uniselectors and High Speed Relays. Cleaning and lubrication of Motor Uniselectors.

Basic maintenance of message conveyor systems.

Records, fault recording practice and codes.

Human Kinetics.

E. Control Systems

Soldering.

Terminating.

Identification and wiring of transistors.

Start and operate Gauger, Facer Cancellor, Coding and Decoding machines.

Maintenance and making good equipment, e.g., cleaning and replacing parts such as P.E. cells, as directed.

Simple adjustments.

Cycling of Stacker Feeders.

Identification of faulty Code-marks and testing printer for same.

Replacing and repairing phosphorescent tape.

Replacement of belts.

Mail flow supervision.

Human Kinetics.

During the practical tests, candidates may be asked oral questions on the task he is performing or 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.

The tasks carried out by a Technician's Assistant normally require the application of elementary electrical knowledge, proficiency in the use of hand tools, and some knowledge of Departmental methods and building construction.

Text-books—No text-books are prescribed, but the following P.M.G. Departmental Course of Technical Instruction series are suggested as suitable for reference insofar as they relate to the subjects of the examination:

- (i) Technician Handbook.

- (ii) Course Book: Telecom. Mathematics I.

- (iii) Course Papers: Introduction to Telecom. Engineering.

Part 1—Basic Theory.

Part 2—Telephones and Telephone Exchanges.

8. General—Injury Sustained During Tests

It should be noted by candidates that the Government of the Commonwealth, the Public Service Board, or the Postmaster-General's Department will not accept any liability for damages, loss of wages, or medical or other expenses on account of injuries sustained by any person in the conduct of the examination.

These conditions should be read in conjunction with the Common Conditions for Appointment to the Service and for Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS TECHNICIAN'S ASSISTANT-IN-TRAINING POSTMASTER-GENERAL'S DEPARTMENT

QUALIFYING examinations for appointment or transfer as Technician's Assistant-in-training \$1,013-2,012 (\$), 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 1969.

2. Persons Eligible to Enter

- (i) For appointment: Subject to section 47A (2)* of the Public Service Act 1922-1968, males not on the permanent staff of the Commonwealth Service whose age at the date training commences, is at least 15 years 6 months and less than 40 years.
- (ii) For Transfer: Male permanent officers of the service whose age at the date training commences, is at least 15 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. 355 of this Gazette.

3. Subjects and Pass Conditions

Candidates will sit for a series of suitability tests, and must achieve a satisfactory standard to pass the examination.

4. Exemption Provisions

- (i) A Technician-in-training, other than one who is eligible for transfer as Technician's Assistant under the provisions of the determination under Section 53 of the Public Service Act 1922-1968, and 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 Technician's Assistant-in-training Course.
- (ii) A Lineman-in-training may be granted exemption from examination if the Chief Officer certifies that he is suitable for a Technician's Assistant-in-training Course.

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 those conditions, whichever is the earliest.

6. Order of Appointment or Transfer—Successful candidates will be offered appointment or transfer as Technician's Assistant-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 provision of paragraph 4 above.
- (iii) Thirdly, in merit order based on marks obtained at the Lineman-in-training appointment examination, to those admitted under the provision of paragraph 4 above.

7. Syllabus—No special study is required for the suitability tests. Past examination papers will not be available.

8. Course of Training—Successful candidates to the number required will undergo a six month departmental training course. Training will consist of instruction at departmental schools and training on the job at metropolitan and/or country centres.

A Technician's Assistant-in-training will be advanced as Technician's Assistant upon satisfactory completion of the training course.

A Technician's Assistant-in-training who is not making satisfactory progress in his training may at any time be transferred to another position in the Fourth Division on such salary as the Board may determine, or his appointment may be terminated.

9. Rates of Salary Payable

- (i) Appointees: An appointee who was employed in a temporary or exempt capacity at the date of his appointment as Technician's Assistant-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 Technician's Assistant-in-training;
 - (2) to the extent applicable, he satisfies the principles in sub-paragraph (ii);
 - (3) his total remuneration does not exceed the maximum salary of Technician's Assistant.

- (ii) Officers: An officer who, immediately prior to the commencement of training, was in receipt of salary above the maximum of the position of Technician's Assistant-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 Technician's Assistant.

Any higher duties allowance which trainees were receiving 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 Technician's Assistant;
- (3) service during the training period shall not be taken into account for higher duty incremental purposes.

This notice should be read in conjunction with Common Conditions for Appointment to the Service, and Entry to Examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT, PROMOTION OR TRANSFER AS TELEGRAPHIST

QUALIFYING examinations for appointment, promotion or transfer as Telegraphist (\$1,159-3,087 (\$)), Fourth Division, Postmaster-General's Department, will be held annually. Details of each examination will be publicly notified.

These conditions remain in force until 31 December 1969.

2. Persons Eligible to Enter

- (i) For Appointment: Males not on the permanent staff of the Commonwealth Service who will be at least 16 years 6 months and less than 51 years of age at the date of examination.
- (ii) For Promotion or Transfer: Male officers who will be at least 16 years 6 months of age at the date of examination.

3. Subjects and Pass Conditions

Section	Subject	Duration
A. Educational	Spelling	30 minutes
	Arithmetic	60 minutes
B. Manipulative Telegraphy	Transmitting	30 minutes
	Reception	30 minutes
	Tape Reading	5 minutes
C. Technical and Traffic (written)	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-examination in subject(s) of Section C, he may continue to claim exemption from re-examination in that subject or subjects for a period of two years from the date on which he ceased to perform Telegraphist duties.

- (iv) A former Telegraphist-in-training who has passed in Section A, or in Section B and/or C during his course of training, may claim exemption as outlined above in sub-paragraphs (i)-(iii) inclusive.

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**—
- 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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

- 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.
- Promotion or Transfer:** Candidates who qualify will be eligible for promotion or transfer in accordance with Section 50 of the Public Service Act 1922-1968.

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:

- transmit in the standard manner by teleprinter or tape perforator or, if this is not practicable type on a type-writer, in two periods each of thirty minutes, thirty-two typical telegrams in each period averaging 170 characters (printing and non-printing) per telegram; to qualify in this portion of the examination, a pass mark must be obtained in respect of at least one of these thirty minute tests.
- 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

- 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:

- the standard procedures and manipulative methods observed on TRESS channels and in the Printergram and Phonogram Sections;
- the Telegraph Regulations, telegraph rates, prescribed order of transmission of traffic, the responsibilities of despatching and delivery officers, and the use of standard forms;
- testing and patching procedures at Voice Frequency telegraph terminals;
- 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—Part 2).

Inquiries regarding availability of references should be directed, to the Assistant Superintendent, Training and Welfare, in the capital city of the State concerned.

8. Salary Advancement—To advance beyond a salary of \$2,688 (\$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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

1. SALARY ADVANCEMENT OF TELEGRAPHIST, POSTMASTER-GENERAL'S DEPARTMENT, BEYOND \$2,688 (\$S) PER ANNUM, AND PAYMENT OF \$103 or \$133 ALLOWANCE

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

THE Public Service Board hereby notifies the general conditions of the examination held annually in pursuance of the following provisions under the Public Service Act 1922-1968 and for the purposes shown:

Section 32—Salary advancement of Telegraphists beyond \$2,688 (\$S) per annum.

Regulation 105 (10) and Fifth Schedule to the Regulations (Third Division), Regulation 106 (13) and Second Schedule to the Regulations (Fourth Division)—Payment to Telegraphists of \$103 or \$133 allowance.

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

The examination will commence in June each year and specific details will be separately notified in the Gazette.

2. Persons Eligible to Enter

- Telegraphists, including exempt Telegraphists
- Telegraphists-in-training
- Officers who are qualified for promotion or transfer as Telegraphist.

Note—A pass at an examination under these conditions does not qualify an exempt employee for permanent appointment.

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 (Written):

Traffic	105 minutes
Technical Telegraphy	105 minutes

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

Pass marks are as follows:

Subject	Maximum Marks	Pass Marks
Transmitting	300	240
Reception	100	80
Tape Reading	100	60
Traffic	100	60
Technical Telegraphy	100	60

4. **Exemption Provisions**—A candidate who has passed in any subject(s) of Section A or Section B may claim exemption from re-examination in the corresponding subject(s) at the next two succeeding annual examinations. For this purpose, candidates successful in a subject or subjects of Section A and/or Section B at the two previous examinations held under these or earlier conditions will be granted exemption from that subject or subjects.

(Note—If a candidate is prevented by illness, or other cause satisfying the Board, from attending the third annual examination to complete his qualifications, the Board may further exempt him from re-examination in a subject or subjects at that examination and allow him to complete his qualifications at the next succeeding annual examination.)

5. Period of Eligibility

- A 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 \$3,087 (S) per annum. He will retain his part qualification for promotion or transfer as Supervisor, Grades 1 and 2 (Telegraph) while he continues to be designated Telegraphist.
- 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:
 - he receives higher duties incremental advancement to salary of \$3,087 (S) per annum; or
 - 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

- 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 \$3,087 (S).
- A Telegraphist who qualifies at an examination held under these conditions and to whom provision (a) does not apply, will:
 - if his annual salary is less than \$2,422 (S) per annum on the first day of the month in which the examination is held, receive the allowance of \$103 per annum from that date and this will not affect the date of his eligibility for his next increment;
 - if he has been in receipt of a salary of \$2,422 (S), \$2,555 (S), or \$2,688 (S) for less than twelve months on the first day of the month in which the examination is held, receive the allowance of \$133 per annum from that date and this will not affect the date of his eligibility for his next increment;
 - if he has been in receipt of a salary of \$2,688 (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 \$2,821 (S) per annum plus the allowance of \$133 per annum from that date.
- The salary advancement and allowance provisions for an exempt Telegraphist or an officer who is acting as Telegraphist and who qualifies under these conditions are as outlined in sub-paragraph (b) above

- A Telegraphist-in-training who qualifies under these conditions will be paid the allowance of \$103 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:

- transmit in the standard manner either by teleprinter or tape perforator or if this is not practicable, type on a typewriter, in one period of 30 minutes, 32 typical telegrams averaging 200 characters (printing and non-printing) per telegram;
- 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
- 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:

- the standard procedures and manipulative methods observed on TRESS channels and in the Printergram and Phonogram Sections;
- the Telegraph Regulations, telegraph rates, prescribed order of transmission of traffic, the responsibilities of despatching and delivery officers and the use of standard forms;
- the functions of the TRESS Control Signals and the Lamp and Key facilities on TRESS Send and Receive positions;
- 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.
Post Office Guide (Telegraph Sections).
Instructions to Postmasters, Part III, Telegraph.
Telegraphists' Manual (Telegraph Procedure).
Technical Telegraphy (Postal and Telegraph Training Manual—Part 2).

Inquiries regarding the availability of references should be directed to the Assistant Superintendent, Training 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS TELEGRAPHIST-IN-TRAINING

APPLICATIONS are invited for appointment or transfer as Telegraphist-in-training (\$1,159-2,319 (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 (qualifying only)	Spelling Arithmetic	30 60
II Selection Tests—A number of aptitude tests lasting approximately 2½ hours		

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. Pass marks are not set for individual aptitude tests.

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:

- An Intermediate or Junior Examination, or
- 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
- In Victoria, the examination held at the end of the fourth year of the School Leaving, Leaving Technical or Girls' School Leaving Examination course, or
- 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 the new Intermediate Examination in South Australia, Grades 1-3 are regarded as passing grades.

(ii) Officers who:

- have passed the examination formerly held in June each year for inclusion in the Third Division as Postal Clerk, Telegraphist, etc., or
- 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.

(iv) Several of the tests for Telegraphist-in-training are common to those for the Data Processing Operator-in-training examination. Candidates who have sat for such an examination less than twelve months before the Telegraphist-in-training examination is to be held should provide details of that examination when making application and they will be granted exemption from the common tests. Candidates who sat more than six months but less than twelve months before the Telegraphist-in-training examination is to be held may choose to sit for the common tests again. Candidates will not be permitted to sit for the common tests at intervals of less than six months.

Candidates who have sat for a Telegraphist-in-training examination less than twelve months previously may claim exemption as above, or, provided that the interval is not less than six months, they may choose to sit again.

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.

7. Syllabus

I. Educational Test

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.)

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. Selection Tests: No previous study is required. Past examination papers will not be available.

8. 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 one-the-job training in the Chief Telegraph Office in the State concerned.

9. 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 Telegraphist.

10. Rates of Salary Payable

- Officers:** An officer who, immediately prior to the commencement of training, 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 immediately prior to commencing the course will continue throughout the course, subject to the following conditions:

- the trainee would have continued acting in the higher position had he not been required to undergo full-time departmental training; and
- total remuneration received (i.e., salary and allowance) shall not exceed the maximum of the position of Telegraphist; and
- service during the training period shall not be taken into account for higher duty incremental purposes.

- 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:

- 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;
- to the extent applicable, he satisfies the principles in subparagraph (a) above;
- his total remuneration does not exceed the maximum salary of telegraphist.

11. 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.

12. Advancement—Upon satisfactory completion of the examination conducted at the conclusion of the period of training, a Telegraphist-in-training will be advanced as Telegraphist, with date of effect as at the commencement of the examination held at the completion of the training period.

13. Unsatisfactory Progress—In accordance with Section 67 of the Public Service Act 1922-1968, 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations under these conditions as required.

APPOINTMENT AS TELEPHONIST

QUALIFYING examinations for appointment as Telephonist (\$1,068-2,381 (S) male rate; \$1,008-1,979 (S) female rate), 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 1969.

2. Persons Eligible to Enter

- (i) males not on the permanent staff of the Commonwealth Service whose age is at least 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 at least 14 years 11 months (15 years 11 months for Tasmanian examinations) and less than 40 years (51 years in the case of former members of the Forces) at date of examination.

Persons otherwise eligible to contest an examination for appointment as Telephonist are advised not to apply unless they possess acute hearing, normal eyesight, a clear voice, distinct enunciation and freedom from any throat affliction.

3. Subjects and Pass Conditions

Subject	Duration
(i) Spelling	$\frac{1}{2}$ hour
(ii) Arithmetic	1 hour

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 his 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

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 1922-1968.

An examination under these conditions will be held annually. Specific details of each examination 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 Practices and Procedures—Part I ..	3 $\frac{1}{2}$ hours
Traffic Practices and Procedures—Part II ..	3 $\frac{1}{2}$ hours
Sales Branch Practices and Procedures ..	2 hours
Technical	2 $\frac{1}{2}$ 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 successfully complete the Australian Post Office Certificate Course in 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. 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 Division—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 1922-1968.

7. Syllabus**Traffic:**

Part I—Service and Operating—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; service complaints; local and trunk operating instructions; radiotelephone services; Telegraph and Telephone 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 centre equipment; 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—national charging plan; automatic trunk switching; telephone and telex numbering schemes; operator and subscriber trunk dialling; plans for regional networks; exchange service areas.
- (c) Staff—organisation and functions of the Telecommunications Division; telephone and telegraph staffing records; staff rosters; basis of 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; telecommunications survey procedures and application of data.

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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

APPOINTMENT, PROMOTION OR TRANSFER AS TRAINEE AIR TRAFFIC CONTROLLER, DEPARTMENT OF CIVIL AVIATION

APPLICATIONS are invited from permanent officers and persons not on the permanent staff of the Commonwealth Service for appointment, promotion or transfer as Trainee Air Traffic Controller (\$1,468-2,833 (S)), Third Division, Department of Civil Aviation. Details of each training intake will be publicly notified.

These conditions will remain in force until 31 December 1969.

2 Persons Eligible to Apply—Males who are at least nineteen years and less than twenty-four years of age on a specified date, and who:

- (i) are officers of the Third Division or officers of the Fourth Division who are educationally qualified for transfer to the Third Division; or
- (ii) meet the local and overseas educational eligibility conditions specified elsewhere in this Gazette for appointment as Clerk, Third Division ('Leaving and Matriculation' Entry).

3. Method of Determining Suitability—Selection for training will be based on the following:

- (i) **Educational Standards**—Preference will be given to applicants who have obtained passes in Mathematics and Physics at the standard of the qualifying examinations specified in paragraph 2 above.
- (ii) **Related Experience**—Aeronautical experience is not essential but preference will be given to candidates who have demonstrated their practical interest in aviation as pilot licensees, Air Training Corps members, etc.
- (iii) **Selection Tests**—All applicants selected for interview will be required to undertake written aptitude tests of approximately three and a half hours' duration.
- (iv) **Interview**—Applicants who perform satisfactorily at the aptitude tests and who possess the required educational and aviation background will be interviewed in order to determine their suitability for training and order of merit.
- (v) **Medical Fitness**—Selected applicants must pass a special medical examination to the standard prescribed by I.C.A.O. for Air Traffic Controllers. Selectees from outside of the Commonwealth Service must also meet the normal standard of medical fitness prescribed for permanent appointment.

4. Exemptions from Selection Tests—No exemptions are granted.

5. Period of Eligibility—Twelve months from date of notification in the Gazette of training intakes or until a selectee attains the age of twenty-four years, whichever is the earlier.

6. Order of Selection—Subject to the provisions of section 47A (2)* of the Public Service Act 1922-1968, successful applicants will be offered traineeships in order of merit, determined on the basis of the report of the selection committee.

Successful applicants from outside the Commonwealth Service will be appointed as Trainee Air Traffic Controller on extended probation.

Officers deemed suitable for training will be promoted or transferred as Trainee Air Traffic Controller (\$1,468-2,833 (S)), Third Division. Such promotions or transfers will be subject to appeal.

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

7. Details of Selection Tests—The written aptitude tests measure fundamental aptitudes related to the training and duties of an Air Traffic Controller and do not require any special preparation.

8. Salary During Training—The salary range for Trainee Air Traffic Controllers is \$1,468-2,833 (S). Trainees will be paid salary in accordance with the following scale:

Age	Salary \$
At 19 years	1,976
At 20 years	2,207
Adult (Male)	2,325-2,833

An officer whose salary before transfer or promotion was more than \$2,833 (S) will be paid an allowance to bring his salary as a trainee to that which he was receiving at the time of transfer or promotion, provided that the total of such salary and allowance does not exceed \$3,743 (S). Any higher duties allowance which trainees were receiving prior to commencing the course will continue throughout the course subject to the following conditions:

- (i) the trainee would have continued acting in the higher position had he not been required to undergo full-time departmental training;
- (ii) the total remuneration received, that is, salary and allowance by way of higher duties, shall not exceed \$3,743 (S);
- (iii) service during the training period shall not be credited for higher duty incremental purposes.

9. Course of Training—Trainees will be required to undergo appropriate theoretical and practical training over a period of two years. All training is conducted by the Department of Civil Aviation and comprises the following main components:

- (i) Initial Theoretical Training at the Department's Central Training College, Melbourne, consisting of:
 - (a) Rules of the Air and Air Traffic Control Procedure—General principles, communications, aerodrome control, area/approach control, operational control, search and rescue, aeronautical information service, etc.
 - (b) Aeronautical principles—Air navigation, meteorology, pressure altimetry, radio aids, principles of flight, etc.
- (ii) Basic Field Training—at a major Air Traffic Control centre with detachment to an airline company for practical assignments associated with flying operations, etc.
- (iii) Advanced Theoretical Training (in Melbourne as above)—covering advanced aspects of the initial syllabus with a wide range of simulated exercises.
- (iv) Final Field Training—at a major Air Traffic Control centre for experience under supervision in all phases of Air Traffic Control.

10. Unsatisfactory Progress—Appointees will be required to serve on probation for a period not exceeding twelve months. During this period if a trainee fails to make satisfactory progress, consideration may be given to annulment of his appointment. If at any stage during his traineeship an officer fails to progress satisfactorily, the Board may terminate his traineeship and transfer him to such office as may be deemed appropriate.

The Director-General of Civil Aviation may extend the period of practical training if it is considered that the trainee will successfully complete his practical training in the extended period.

11. Advancement on Completion of Training—Trainee Air Traffic Controllers will be advanced as Air Traffic Controller, Grade 1 (\$2,923-3,743 (S)) upon satisfactory completion of the two years training course. Advancement as Air Traffic Controller is made under the provisions of section 53B of the Public Service Act 1922-1968, and is not subject to appeal.

At the completion of the training course trainees will be issued with an Air Traffic Controller's Licence and will be required to accept transfer to positions anywhere in Australia and Territories. The continued validity of licences will be dependent upon officers maintaining a satisfactory standard of medical fitness and periodical medical examinations are prescribed.

12. Contact of Service—Each trainee will be required to enter into an agreement with the Commonwealth, under guarantee of an approved or personal surety of \$500, that he will pursue to completion the course of training prescribed for the traineeship and will remain in the Commonwealth Service for at least two years after completion of training, unless relieved of these obligations by the Board, for good and sufficient reasons.

13. Further Information—Details of the duties and training of Air Traffic Controllers are obtainable from the Director-General, Department of Civil Aviation, G.P.O. Box 1839Q, Melbourne, Victoria 3001

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

APPOINTMENT, PROMOTION OR TRANSFER AS TRAINEE COMPUTER OPERATOR

APPLICATIONS are invited for appointment, promotion or transfer as Trainee Computer Operator (\$1,067-2,294 (S) male rate; \$1,027-1,892 (S) female rate), Fourth Division, in various Commonwealth departments including Bureaux of Census and Statistics and Meteorology, Departments of Defence, Supply, Civil Aviation and Social Services and Postmaster-General's Department in Canberra, Sydney, Melbourne, Adelaide, Perth and Hobart.

Details of the next training intake will be publicly notified.

2. Persons Eligible to Apply

- (i) For Appointment—Subject to Section 47A(2)* of the Public Service Act 1922-1968, persons who were born not earlier than 2 July 1934 and not later than 1 July 1952. Also, they should preferably have satisfactorily completed three full years of secondary education. No previous computer experience is necessary.
- (ii) For Promotion or Transfer—Permanent officers of the Service who were born not earlier than 2 July 1934 and not later than 1 July 1952.

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. Method Determining Suitability—Selection for training will be based on the report of an interviewing committee, selection test results, academic qualifications, experience, and such other matters as are considered relevant in determining the applicant's suitability.

The selection tests consist of a number of aptitude tests. Pass marks are not set for individual tests, but applicants must reach a satisfactory standard over the tests as a whole in order to pass.

Applicants will need to attend the examination centre for approximately two hours.

The aptitude tests do not require specific study. Descriptions of the tests are in the information leaflet on Trainee Computer Operators available from Public Service Inspectors' Offices. Past papers are not available.

4. Exemption Provisions—Applicants who have sat for a Trainee Computer Operator test less than twelve months previously will not be required to re-sit.

5. Period of Eligibility—Selected applicants must be prepared to take up duty as Trainee Computer Operator when the training course commences.

6. Conditions of Selection—Offers of appointment, promotion or transfer will be made in order of merit determined on the basis outlined in paragraph 3 above.

Successful applicants from outside the Commonwealth Service will on appointment as Trainee Computer Operator serve a period of nine months' probation.

Selected permanent officers of the Commonwealth Service will be transferred or promoted as Trainee Computer Operator (\$1,067-2,294 (S)), Fourth Division. The provisions of G.O. 2/C/2 apply.

7. Salary during Training—Salaries payable on commencement and during training will be as follows:

- (a) Persons from outside the Commonwealth Service selected as Trainee Computer Operators will be paid as follows:

Age of officer		Rate of annual salary (standard)	
		Male	Female
At 17 years	1,247	1,147
18 years	1,477	1,313
19 years	1,701	1,472
20 years	1,886	1,644
Adult	2,107	1,705

- (b) The provisions of G.O. 2/C/2 and 7/A/23 will apply to the remuneration of permanent officers promoted as Trainee Computer Operators.

8. Course of Training—Selected applicants will undergo training for nine months. This consists of twelve weeks' full-time theoretical training and six months' practical training on the job. Training may be in Canberra or a State capital or a combination of these. Actual arrangements will depend on the department for which applicant is selected.

9. Unsatisfactory Progress—Where a Trainee Computer Operator fails to make satisfactory progress in his course of training, the Permanent Head of the Department will report to the Public Service Board as to the general efficiency and aptitude of the officer, and his fitness to continue the course of training. Upon receipt of such report the Board will decide whether the course of training should be terminated and the officer transferred to such other office as may be deemed appropriate, or whether the course of training should be continued. In the case of an officer on probation, consideration may also be given to the annulment of appointment.

10. Advancement on Completion of Training—A Trainee Computer Operator will be advanced to Computer Operator, Grade 1 (\$2,555-2,730 (S) male rate; \$2,153-2,328 (S) female rate), Fourth Division, subject to satisfactory completion of the nine months' training period and to satisfactory results in the theoretical and practical examinations conducted by or on behalf of the Public Service Board. Advancement will be made under the provisions of Section 53B of the Public Service Act 1922-1968 and is not subject to appeal.

On completion of training an officer may be required to take up duty in a State other than that in which he was trained or recruited. Every consideration will be given to an individual's expressed location preference.

11. Contract of Service—Each trainee will be required to enter into an agreement with the Commonwealth and to be guaranteed by an approved or personal surety that he will pursue to completion the approved course of training (including examinations) and continue in the employment of the Commonwealth for a period of three years after completion of the training course.

12. Submission of Applications—Application forms are available from the Public Service Inspector in Canberra or the State in which the applicant resides.

Applicants should indicate in their application whether they have previously contested the Trainee Computer Operator test battery and, if so, the test centre and date on which they sat. Permanent officers of the Service should also provide the following:

Personnel Number
Designation
Standard Salary Scale
Present Salary and Date of Receipt
Office or Branch
Date of Birth
Date of First Appointment.

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

APPOINTMENT AS TYPIST (FEMALE)

APPLICATIONS are invited for appointment as Typist (Female) (\$1,082-2,038 (S)), Fourth Division. Tests for this purpose will be conducted as required during 1969, and full details may be obtained from Public Service Inspectors.

All tests will be in accordance with these conditions, and applications will be accepted until 31 December 1969.

2. Persons Eligible to Enter—Subject to section 47A (2)* of the Public Service Act 1922-1968, 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	14 yrs 11 mths	30 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

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

South Australian applicants must have passed in English at the Intermediate or equivalent or higher examination acceptable to the Board. In the case of the Public Examinations Board Intermediate Examination in South Australia, Grades 1-3 are regarded as passing grades.

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

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. Subjects and Pass Conditions—These tests comprise the following:

- English (qualifying only).*
- Typewriting.
- Shorthand (optional).*

Minimum acceptable Typing speeds are:

- 30 words per minute—New South Wales, Victoria.
- 35 words per minute—Australian Capital Territory, Northern Territory.
- 40 words per minute—Queensland, South Australia, Western Australia, Tasmania, Territory of Papua and New Guinea.

* This subject will not necessarily be included in Queensland and South Australian 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 examination 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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct tests as required.

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 1922-1968 to enable officers to qualify for transfer as Typist (Female) (\$1,082-2,038 (S)), Fourth Division. Further particulars may be obtained from Public Service Inspectors.

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

South Australian applicants must have passed in English at the Intermediate or equivalent or higher examination acceptable to the Board. In the case of the Public Examinations Board Intermediate Examination in South Australia, Grades 1-3 are regarded as passing grades.

3. Subjects and Pass Conditions—Candidates are required to sit for a qualifying English paper (see paragraph 4 below), a Typewriting test, and may also sit for an optional Shorthand test. Minimum acceptable Typing speeds are:

- 30 words per minute—New South Wales, Victoria.
- 35 words per minute—Australian Capital Territory, Northern Territory.
- 40 words per minute—Queensland, South Australia, Western Australia, Tasmania, Territory of Papua and New Guinea.

(Note—Shorthand will not be a subject for Queensland country areas or for examinations conducted in South Australia.)

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 examination 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 1922-1968. 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. Thirty-three 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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

TO ENABLE TYPISTS (FEMALE) TO QUALIFY FOR AN ALLOWANCE OF \$145 PER ANNUM WHEN EMPLOYED ON AUDIO TYPING

THE Public Service Board hereby notifies the conditions under which the test listed in the Second Schedule to the Public Service Regulations for the above purpose will be conducted.

2. Persons Eligible to Enter—Typists (Female), including temporary Typists (Female), who:

- (i) are in receipt of salary not in excess of \$2,038 (S) per annum;
- (ii) have received training in audio typing (i.e. transcribing material which is received by them through earphones from a tape, disc, etc., and which has been recorded from dictation); and
- (iii) are not in receipt of an allowance for shorthand qualifications in excess of that prescribed for 80 words per minute standard.

3. Subjects and Pass Conditions**1. Typewriting:**

- | | |
|-----------------------------------|------------|
| (a) Speed and Accuracy | 10 minutes |
| (b) Punctuation and Form | 20 minutes |
| 2. Transcription and Layout | 30 minutes |
| 3. English | 30 minutes |

Approximate Duration

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 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)

- 145 Typists (Female) who have not qualified previously for an allowance of \$87 per annum for attaining 50 words per minute typing standard.
- 58 Typists (Female) who have qualified previously for an allowance of \$87 per annum for attaining 50 words per minute typing standard.
- 58 Typists (Female) who have qualified previously for an allowance of \$87 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 \$87 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 concerned.

This notification should be read in conjunction with the Common Conditions for Entry to Examinations, notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct tests as required.

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 1922-1968.

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.

† To be held only as required.

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. 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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct tests as required.

TO ENABLE TYPISTS (FEMALE) TO QUALIFY FOR AN ALLOWANCE OF \$87 PER ANNUM FOR FIFTY 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 \$2,038 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 eighty words per minute—to obtain part-qualifications 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 \$87 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 fifty 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 concerned.

This notification should be read in conjunction with the Common Conditions for Entry to Examinations notified in this Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct tests as required.

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) (\$1,082-2,038 (\$)), 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 1922-1968, 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.

Candidates must also be persons who are resident in Canberra or its environs.

(Note—Candidates will not be permitted to sit for Typist-in-training examinations at intervals of less than 6 months.

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. **Selection Tests**—The examination consists of a test of English and a number of aptitude tests. Candidates must pass the English test and achieve a satisfactory standard in the examination as a whole in order to pass and be eligible to enter the training course. An interview will assist in determining successful candidates' suitability for training.

Candidates will need to attend the examination centre for approximately 3 hours.

4. **Exemption Provisions**—Several of the tests for the Typist-in-training examination are common to those for the secretarial trainee examination. Candidates who have sat for such an examination less than 12 months before the Typist-in-training examination is to be held should provide details of that examination when making application and they will be granted exemption from the common tests. Candidates who sat more than 6 months but less than 12 months before the Typist-in-training examination is to be held may choose to sit for the common tests again. Candidates will not be permitted to sit for the common tests at intervals of less than 6 months.

Candidates who have passed a Typist-in-training examination less than 12 months previously may claim exemption as above, or, provided that the interval is not less than 6 months, they may choose to sit again.

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: Meaning of words, punctuation, and detection and correction of basic grammatical errors.
- (ii) The other tests do not require specific study.

Note—Descriptions of the tests may be obtained from the Public Service Inspector's Office but past examination papers will not be available for the English test or the aptitude tests.

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 1922-1968).

(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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspector, Canberra, who will conduct examinations of this type as required.

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

QUALIFYING examinations will be held as required for entry into classes in Sydney, Hobart and Canberra providing training in the duties of Typist (Female) (\$1,082-2,038 (\$)), 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 1922-1968, 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 be eligible to contest an examination under these conditions.

Sydney candidates are also required to have passed in English at the School Certificate Examination or its equivalent.

Candidates at examinations for entry to Canberra classes are also required to have passed in English at the School Certificate Examination or its equivalent, and to be resident in Canberra or its environs.

Note—Candidates will not be permitted to sit for Typist-in-training examinations at intervals of less than six months.

* See under 'Concession to Ex-Servicemen' on p. 355 of this Gazette.

3. **Selection Tests**—The examination consists of a test of English and a number of aptitude tests. Candidates must pass the English test and achieve a satisfactory standard in the examination as a whole in order to pass and be eligible for entry to the training course. An interview will assist in determining successful candidates' suitability for training.

Candidates will need to attend the examination centre for approximately 3 hours.

4. **Exemption Provisions**—Several of the tests for the Typist-in-training examination are common to those for the Secretarial Trainee examination. Candidates who have sat for such an examination less than twelve months before the Typist-in-training examination is to be held should provide details of that examination when making application and they will be granted exemption from the common tests.

Candidates who have sat more than six months but less than twelve months before the Typist-in-training examination is to be held may choose to sit for the common tests again. Candidates will not be permitted to sit for the common tests at intervals of less than six months.

Candidates who have passed a Typist-in-training examination less than twelve months previously may claim exemption as above or, provided that the interval is less than six months, they may choose to sit again.

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: Meaning of words, punctuation, and detection and correction of basic grammatical errors.

(ii) The other tests do not require specific study.

Note—Descriptions of the tests may be obtained from the Public Service Inspector's Office but past examination papers will not be available for the English test or the aptitude tests.

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 1922-1968).

(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 as follows:

Sydney	23 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

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.

(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 Gazette. Copies of conditions and further information may be obtained from Public Service Inspectors, who will conduct examinations of this type as required.

APPOINTMENT OR TRANSFER AS WORKSHOPS ASSISTANT, GRADE 1

QUALIFYING examinations for appointment or transfer as Workshops Assistant, Grade 1 (\$1,002-2,189 (S) male rate; \$926-1,787 (S) female rate), 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 1969.

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 1922-1968.

7. Syllabus

- (i) Oral: Candidates will be required to answer questions in relation to commonly used components of telecommunication 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

**APPOINTMENT, PROMOTION OR TRANSFER AS
WORKSHOPS ASSISTANT, GRADE 2**

QUALIFYING examinations for appointment, promotion or transfer as Workshops Assistant, Grade 2 (\$2,152-2,324 (\$ male rate; \$1,750-1,922 (\$ female rate), 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 1969.

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—permanent 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; only those who pass in (i) Oral will be eligible to contest (ii) Practical.

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 1922-1968.

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, resistance 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 (e) 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 Gazette. Copies of conditions and further information may be obtained from Directors of Posts and Telegraphs, who will conduct examinations of this type as required.

