

(4)
Special No. 1.

I N T R O D U C T I O N.

The preliminary steps having been taken we are now beginning our course of instructions. We start with interests which are identical. One purpose and a common object should characterize all our relations with each other. You desire to secure a position at the earliest possible date and we want you to attain your desire. We will spare neither time nor labor in our efforts to make you successful in your examination on which depends your chances for an appointment. We hope that we may find in you an able, conscientious and earnest second.

In beginning your work we wish to impress upon you the importance of carefully reading all our instructions. Nearly all errors are due to carelessness; usually displayed in a failure to follow directions which are given.

From SPECIAL NO. 2 enclosed herewith, select the examination for which you desire to prepare. In making your selection be guided by the qualifications which you possess for the place, the chance of appointment and salary offered, and the duties connected with the position.

After you have selected the examination, fill out Special No. 3, the Information Blank, and send to us at once. As soon as the kind of examination has been decided upon, we will begin, without delay, to prepare you for the examination.

Follow the instructions on Special No. 2, about writing for Application Blanks, filling out, sending in, etc. Applicants for Postal, Customs or Internal Revenue Service can write for Application Blank at any time--the earlier the better. (See Special 2.) Applicants for Departmental (including Railway Mail and Indian Service) or Government Printing Service must not write for application blank until the dates and places are known. They are announced twice each year.

Keep all the Specials we send you in the future attached to this sheet, except Special No. 3, which you will return. Refer to them often during the course of the work. Read them!!! Study them!!!

ALWAYS ASK QUESTIONS ABOUT EVERYTHING YOU DO NOT UNDERSTAND, but do not ask questions about anything fully explained in the Specials.

We beg to call your attention to our offer given below and hope you may profit handsomely by it.

Very truly yours,

NATIONAL CORRESPONDENCE INSTITUTE,
Department of Civil Service Examinations, Washington, D. C.

OUR OFFER.

We will allow you a commission of \$2 on each enrollment secured by you for us, provided it is done in either of the following ways:

1st. You must secure the enrollment direct, that is send us the application of the person desiring to enroll accompanied by the fee on the plan selected.

2nd. By sending us the names and addresses of persons whom you think will enroll. We will credit you with names, send the persons our circulars, and remit you the commission of \$2 on each one who enrolls--provided you send cents in stamps for each name to cover the cost of postage, circulars, etc. This proviso is made to prevent students from sending in long lists of names of persons when there is only the slightest probability of any of them enrolling. An investment on your part of 5 cents with a prospect of making \$2 is certainly a good one.

If the enrollment fee is paid in full we will send you the commission of \$2 at once, or if you secure the enrollment direct you may deduct the \$2 and send us the balance. If the enrollment fee is to be paid on the installment plan, the commission is not due until the last payment has been made. The commission will then be sent you at once.

Commissions will be allowed only when enrollments are secured in one of the two ways mentioned above. This rule has been made to prevent any misunderstanding and will be strictly adhered to. We keep an accurate record of all names sent to us and it will be as much to our interest to pay you the commission as it will be to your interest to be entitled to it. Send in the names or applications at once. We will not mention your name in sending circulars, unless you request us to do so.

We hope you may receive enough commissions to have your enrollment fee cost you nothing.

FIRST INSTRUCTIONS

FROM THE

National Correspondence Institute.

HOW TO SELECT AN EXAMINATION.

One of the most difficult as well as the most important steps in seeking a Government position is in making a wise selection of examination. With the information before you that is given on this Special No. 2 it is comparatively easy. This information cannot be had in this shape from any other source. *Nothing else in print gives it!*

We give here a list of all the positions, with salaries and subjects of examinations. See what examinations you will be able to pass that pay salaries that you would be willing to accept.

Then see the information under the heading "*Different Examinations*," "*Chances of Appointment*," "*Age Limits*," etc., and make your selection.

The salaries attached to the same positions vary so in different parts

of the country, that we have not attempted to give other than average ones. They will, however, undoubtedly prove accurate enough for all practical purposes. Appointments are usually in the lower rates of compensation, and the higher rates are reserved through promotion or transfer; but sometimes appointments are made to a much higher grade of pay than that which we give as minimum.

No person can be an applicant or an eligible for any two branches of the service at the same time, but an applicant or an eligible for one branch who desires to compete in another branch may, upon written request, have his application or his examination papers cancelled to enable him to apply for the other branch of the service

MAKING APPLICATION FOR EXAMINATION.

Sending for Application Blank.—Applicants for positions in the Departmental Service (including Railway Mail and Indian Service), the Government Printing Service and for those positions in the Engineer Department at large requiring an educational examination, should apply for application blanks and circulars of instruction, in person or by letter, to the "*U. S. Civil Service Commission, Washington, D. C.*"

Applicants for positions in the Custom-House, Post-Office and Internal Revenue branches of the service and for those positions in the Engineer Department at large requiring no educational examination, should apply for application blanks of the "*Secretary of the Board of Examiners*" at the Custom-House, Post-Office or the headquarters of the Internal Revenue or Engineer district in which they desire employment.

In the Life-Saving Service, applicants must write or apply in person to the superintendent or keeper of the nearest life saving station, for application blanks and information.

Filling out Application Blank.—Before attempting to fill out the blank read all the instructions *very carefully* and thoroughly understand what is required and *answer all questions* on the blank. See to it that the *Vouchers* are properly filled out. A majority of the blanks returned for correction have the error in the vouchers or in some part that has been incorrectly done by other parties.

In answer to the question: "What examination do you desire?"

do not state the grade of examination but simply the position for which you apply. Where one examination is held for more than one position, as for example, the *Clerk-Carrier* which is given for both clerks and carriers, be careful in your answer to designate the particular position which it is your desire to secure.

Women must prefix the title Miss or Mrs. to their name.

Sending in the Application Blank.—The application blank when filled out must be sent to the officer from whom it was obtained.

CLASSIFICATION OF THE GOVERNMENT SERVICE.

The classified service is divided into five great branches. Generally speaking, to enter anyone of these requires an examination. Some few positions are exempted, and will be found noted under the several branches.

These five branches are: 1. **Departmental Service**; 2. **Custom-House Service**; 3. **Post-Office Service**; 4. **Government Printing Service**; 5. **Internal Revenue Service**.

The character of the duties in all these branches, except the Departmental, is sufficiently indicated by the name of each, and does not need to be specially mentioned.

The **DEPARTMENTAL SERVICE** includes officers and employees as follows, except those in the service of the Government Printing Office and in the service of the several custom-houses, post-offices, and internal-revenue districts.

(a) All officers and employees of whatever designation, except persons merely employed as laborers or workmen and persons who have been nominated for confirmation by the Senate, however or for whatever purpose employed, whether compensated by a fixed salary or otherwise, who are serving in, or on detail from the several Executive Departments, the commissions, and officers in the District of Columbia; the Railway Mail Service; the Indian Service; the several pension agencies; the Steamboat Inspection Service; the Marine-Hospital Service; the Light-House Service; the Life-Saving Service; the several mints and assay offices; the Revenue-Cutter Service; the force employed under custodians of public buildings; the several sub-treasuries; the Engineer Department at large; the Ordinance Department at large.

(b) All executive officers and employees outside of the District of Columbia not covered in (a), of whatever designation, except persons merely employed as laborers or workmen and persons whose appointments are subject to confirmation by the Senate, whether compensated by a fixed salary or otherwise, who are serving in a clerical capacity,

If application is made for the Customs, Postal or Internal Revenue Service, the blank *must* be sent to the "Secretary Board of Examiners" at least three weeks before the date of the examination. For the Departmental, Railway Mail, Indian Service or Government Printing Office the application cannot be filled out *until the date of the examination* is known. We notify all our students as soon as a schedule is published. **Caution:** *Do not fill out any part of the application blank until you can complete it and send it in.*

Return of Application for Correction.—"All applications which are defective in their execution, and can be corrected by the applicant, will be returned for correction, but an application which has been twice returned for correction and is still found to be incomplete or incorrect will be cancelled."

If your application blank is returned for correction make the correction and send to us before sending it to the Secretary of Board or the Commission. We will see that it is correct before you send it in the second time, and there will be no risk to run. Send to us *all the papers* that accompany the blank and we will return both to you with instructions.

You should file your application a considerable time in advance of the ten-day limit since if it is returned for correction it must be again received by the Commission at least ten days before the examination. **Citizenship and Legal Residence.**—"All applicants must be citizens of the United States; and, if foreign born, must show proof of citizenship. Applications for examinations for positions in the Departments at Washington, subject to the appointment law, must show that the applicant has been a legal resident of the country in which he claims legal residence for not less than six months preceding the date of his application. The residence of a married woman is that of her husband; if separated from him, she must show her right to a separate residence. The legal residence of minors is the same as that of their parents or guardians."

or whose duties are in whole or in part of a clerical nature; who are serving in the capacity of watchmen or messenger; who are serving in the capacity of physician, hospital steward, nurse, or whose duties are of a medical nature; who are serving in the capacity of draftsman, civil engineer, steam engineer, electrical engineer, computer, or firemen; who are in the service of the Supervising Architect's Office in the capacity of superintendent of construction, superintendent of repair, or foreman; who are in the service of the Treasury Department in any capacity; who are employed in the Department of Justice under the annual appropriation for the investigation of official acts, records, and accounts of officers of the courts.

In the Departmental Service the following are exempted from examination by the order of President McKinley:

(a) Private secretaries or confidential clerks (not exceeding two to the President or to the head of each of the eight Executive Departments).

(b) Indians employed in the Indian service at large, except employed as superintendents, teachers, teachers of industrial arts, and physicians.

(c) Attorneys or assistant attorneys in any department whose duties are connected with the management of cases in court.

THE CUSTOM-HOUSE SERVICE includes all class officers and employees who are serving in any customs district. The following are exempted from examination: (a) One cashier in each customs district; (b) One chief or principal deputy or assistant collector in each customs district; (c) One principal deputy collector at each sub-port or station.

NOTE.—Appointment to these positions shall be subject to an examination to be prescribed by the Secretary of the Treasury, and not disapproved by the Commission, equal to the examinations held by the Commission for positions of like grade.

THE POST-OFFICE SERVICE includes all classified officers and employees who are serving in any free delivery post-office. **The following are exempted from examination:** (a) One assistant postmaster, or chief assistant to the postmaster, of whatever designation, at each post-office; (b) One cashier of each first-class post-office when employed under the roster title of cashier only.

THE GOVERNMENT PRINTING SERVICE includes all positions in the Government Printing Office except the Public Printer and unskilled laborers.

THE INTERNAL REVENUE SERVICE includes all officers and employees in any internal revenue district who are classi-

fied under the civil service act. **The following are exempt from examination:** (a) One employee in each internal revenue district, who shall act as cashier or chief deputy or assistant collector, as may be determined by the Treasury Department; (b) One deputy collector in each internal-revenue district where the number of employees in the office of the collector exceeds four; (c) One deputy collector in each stamp (or branch) office.

NOTE.—Appointment to these positions shall be subject to an examination to be prescribed by the Secretary of the Treasury and not disapproved by the Commission, equal to the examinations held by the Commission for positions of like grade.

DIFFERENT EXAMINATIONS.

I.—DEPARTMENTAL SERVICE.

There are five different examinations, with an auxiliary examination in addition, given for positions in this branch of the service, scholastic or educational examination is known as the **Basis Examination**, and has three grades, viz., First, Second, Third.

Auxiliary Examination is intended to test the proficiency of applicant in the practical work of the position which he seeks, given in addition to the **Basis Examination**.

FIRST GRADE.

Following will be found a list of positions, with salaries, for which the first grade basis examination is required. The subjects of this examination are Spelling, Arithmetic, Letter-writing, Penmanship, Copying from plain copy and Copying from rough draft. When, in addition to the basis examination, an auxiliary examination is required the subjects included in it are given.

Clerk.—\$840 to \$1,800. No auxiliary examination.

Bookkeeper.—\$840 to \$1,800. Auxiliary examination: Practical questions on the whole subject of bookkeeping.

Fish Culturist.—\$600 to \$900. Auxiliary examination: Geography and fish culture. The practical work of this examination is in line with the employment sought, the fish culturists being engaged in four classes of work, as follows: (1) Pond culture operations; (2) Salmon, trout, and whitefish operations; (3) Marine operations; (4) Shad and pike perch operations.

Statistical Field Agent.—\$300 to \$1,200. Auxiliary examination: Compilation of statistics, commercial fisheries. *Examination held only when vacancy occurs.*

Station Superintendent.—\$900 to \$1,500. Auxiliary examination same as for "Fish Culturist" above given. *Examination held only when vacancy occurs.*

Special Pension Examiner.—\$900 to \$1,300. Auxiliary examination: Law and Pension Law. In addition to a thorough knowledge of Pension Law, the applicant must possess a legal education sufficient to enable him to pass an average examination for admission to the bar.

Law Clerk.—\$900 to \$2,000. Auxiliary examination: Law. The competitor must possess a sufficient legal education to qualify him to pass an average examination for admittance to the bar.

Modern Languages.—\$600 to \$2,100. Auxiliary examination: Translating to and from any one or more of the following languages: Danish, French, German, Italian, Spanish, and Swedish.

Observer (Weather Bureau).—\$720 to \$1,400. Auxiliary examination: Meteorology, English composition, Geography.

Proof-Reading.—\$900 to \$1,600. Auxiliary examination: Practical questions in orthography, syntax, punctuation, accent, sound, proof-reader's marks and questions about the printer's art in general.

State Department Clerk.—\$900 to \$1,800. Auxiliary examination: Geography, History, Law, International Law, Diplomatic Law, Government. *Examination held only when vacancy occurs.*

Stenography.—\$600 to \$1,800. Auxiliary examination: Practical Stenography. (Second grade Arithmetic in basis examination.)

Type-writing.—\$600 to \$1,200. Auxiliary examination: Tabulating, Copying, and spacing, Writing from dictation. (Second grade Arithmetic in basis examination.)

Type-writing and Stenography Combined.—\$600 to \$1,800. Auxiliary examination: Practical work of both "Stenography" and "Type-writing" examinations.

SECOND GRADE.

In this grade the subjects of the basis examination are the same as in the first, with the omission of "Copying from rough draft," although the work is more simple in character. The positions for which this examination is required are as follows:

Chief Inspector.—\$1,200 to \$3,600. Auxiliary examination: Primary Anatomy, and Physiology, Veterinary Pathology, Meat inspection. *Applicants for this examination must be graduates of veterinary colleges, and this fact must be shown in the application.*

Inspector.—\$900 to \$1,600. Auxiliary examination: Practical questions relating to the diseases of meat-producing animals. *Applicants for this examination must have had at least three years' experience in handling meats or meat-producing animals, and such experience must be shown in the application.*

Inspector.—\$720. No auxiliary.

Railway Mail Clerk. (See separate heading.)

THIRD GRADE.

The subjects of the third grade basis examination are the same as those of the second grade, although the work is less difficult in character. Those required to take this examination are as follows:

Assistant Microscopist.—\$600 to \$1,200. Auxiliary examination: Elementary practical questions on use of microscope.

Electrician or Wireman.—\$480 to \$900. Auxiliary examination: Practical questions. Experience is taken into consideration. *This examination is held only when vacancies occur.*

Elevator Conductor.—\$360 to \$720. No auxiliary. Experience is taken into consideration.

Engineer (Steam).—\$900 to \$1,400. Auxiliary examination: Practical questions. This examination is divided into three classes according to the grade or difficulty of the practical questions.

Fireman.—\$600 to \$720. Auxiliary examination: Practical questions. Experience and character as workman taken into consideration.

Map-Printer.—\$3.25 to \$4.60 per day. Auxiliary examination: Practical questions. Experience considered.

Messenger.—\$720 to \$840. No auxiliary.

Messenger Boy.—\$360. No auxiliary.

Skilled Laborer.—\$300 to \$1,200. No auxiliary.

FOURTH GRADE OR TRADE EXAMINATIONS.

In this examination no educational test is required, but applicants are rated and graded on age, character as a workman, experience and physical qualifications.

The list of positions for which this kind of examination is required is as follows:

Apprentice, blacksmith, cabinet-maker, carpenter, coachman, decorator, general mechanic, hardener, hostler, knife grinder, laundress, leather worker, locksmith, machinist, mason, miller, painter, plasterer, plate cleaner, plate printer, plumber, roller-maker, sawbuck, sawyer, steam-fitter, stone-cutter, tailor, transfer, transferer, wheelwright.

SPECIAL OR TECHNICAL EXAMINATIONS.

The examinations are complete in themselves, no basis examination being required. For the most part they require a knowledge of the physical science or of higher mathematics or of the two combined. We note the following, viz:

Assistant, Department of Agriculture.—As these examinations are held for a great number of scientific and technical positions, each requiring of the applicant different attainments, no brief description of the examinations could be given. It may be said however that they are very rigid and also that the compensation attached to the positions for which they are held, is not as great as would be justified by the character of the employment.

Aid Examination, Coast and Geodetic Survey.—Entrance salary \$900; age limitations, 18 to 25 years; subjects of examination: Mathematics (advanced), Astronomy, including the use of the Telescope in field work, Physics, Surveying, Geography, Modern Languages.

Junior Civil Engineer Examination (Engineer Department Service).—Salary \$720 to \$1,500 per annum. Subjects.—Inspector's grade: Spelling, Arithmetic, Mathematics and Mechanics, Letter-writing, use of Drawing Instruments; Use, care and adjustment of Surveyor's and Engineer's Instruments; Knowledge of materials and theory and practice of construction. Surveyor's grade: Subjects same as above with one exception, Hydrographic, Topographic and Geodetic Surveying is substituted for last subject.

The following positions are filled from the Junior Engineer's Examination: Computer, hydrographer, inspector, sub-inspector, levelman, overseer, sub-overseer, recorder, sextant observer, surveyor, assistant surveyor, topographer, transit-man and rodman receiving over \$75 per month.

Superintendent of Construction Examination.—Minimum salary \$1,800. Subjects: Letter-writing, Practical arithmetic, Mathematics and mechanics; Knowledge of building materials and construction. Specifications, Building supervision.

The position of superintendent of Government buildings in process of construction is filled from this examination. The duties of this position necessitate the appointee's continuous residence in the city where the building under his superintendence is being constructed. *Competitors must have had at least five years' practical experience in building construction, either as superintendent proper, builder, contractor, architect or engineer, and must furnish prima facie evidence in support thereof to the Commission before he can be admitted to the examination.*

Pension Examining Surgeons.—Subjects: Thesis on some common medical theme, Anatomy and Physiology, Physical Diagnosis, General and special Pathology, Surgery. *Applicants must be graduates of some reputable medical college, above the age of 20, and not barred by state or other laws.*

Assistant Examiner, Patent Office.—Entrance salary \$1,200. Subjects: Physics, Techniques, Mathematics (advanced), Chemistry, Mechanical Drawing.

Mechanical Draftsman.—Entrance salary \$1,200. Subjects: Arithmetic, Letter-writing, Shading, Shade and sectional lines, Mechanical Drafting.

Topographical Draftsman.—Entrance salary \$840 to \$1,500. The examinations are different for offices but all include the following subjects: Letter-writing, Geography, Arithmetic and advanced Mathematics, including Trigonometry and Geographic projections.

Special Agents, Treasury Department.—Vacancies filled by certification from the *Clerk* register or when necessary through special examination. Those desiring to become eligible should take the clerk examination.

Special Inspectors, special employees, Chinese inspectors, inspectors on the Panama and first-class island agents, Treasury Department.—Examinations held only when vacancies occur. Subjects: Identical with those of first grade basis with addition of practical questions.

Immigrant Inspector Examination.—The examination will be given only when a vacancy exists. In addition to the first-grade basis examination there will be questions appropriate to the duties of the special position in which a vacancy exists.

Pension Agencies.—Vacancies filled from the clerk or other appropriate registers of eligibles. Any person desiring to become eligible should apply for the clerk examination.

Post-Office Inspector Examination.—Examination cannot be taken by those outside of the service.

Secret-Service Examinations, Treasury Department.—Positions filled by promotion of those already in the service.

Land Offices and Surveyor-Generals' Offices.—Eligibles certified from "*Clerk*" or other appropriate register. Those who desire to become eligible should take clerk examination.

Shipping Commissioner's Examination.—Held only when vacancy occurs. Subjects: Basis (first-grade), Practical questions, Elements of Bookkeeping and Accounts, Experience.

Telegraphy Examination.—Held only when vacancy occurs. Subjects: Basis (first grade), Practical questions relating to matters connected with practical telegraphy.

RAILWAY MAIL SERVICE.

Although this branch of the service is now embraced in the "Departmental," its importance justifies us in giving it special notice.

There is but one examination for all the positions in the Railway Mail Service, namely, the Railway Mail Clerk Examination. This includes the subjects of the "*Second Grade Basis*" (see corresponding grade under "Departmental") with the addition of Geography, Railway Systems, and Reading Addresses. The usual entrance salary is \$800, with chance of promotion to \$1,400, and to other positions in the service paying as high as \$2,000 per annum.

Special Qualifications.—No application for this branch of the service will be approved if the applicant is under five feet four inches in height, or weighs less than 125 pounds, or who is defective in any one of the following particulars:

Rupture in any degree, varicose, heart disease, or who have lost an eye, hand, or foot, or who have badly crippled arms or legs, or badly defective hearing, sight, or speech. It will be useless for persons so afflicted to apply for this examination.

Each applicant must undergo a *rigid physical examination* by a reputable physician (home one preferred), the result of which, as shown by the physician's statements in the application, must be perfectly satisfactory to the United States Civil Service Commission.

INDIAN SERVICE.

Owing to its importance, this branch of the Departmental Service is given special notice.

The examinations given for positions in the Indian Service are topical rather than textual in character—that is the applicant is asked to state what he knows about a given subject instead of answering questions found in text-books. This information is usually given in the form of an essay which the applicant is required to write on a given subject. Practical knowledge is the essential thing here.

Following will be found a list of the positions embraced in this branch of the service, a description of the examination through which it is filled and also the entrance salary attached to each position.

Industrial Teacher.—\$1,500 to \$900. This examination is identical with that of the farmer, and is as follows: Penmanship, Spelling, Farm Economy, Keeping accounts, and Practical questions in farming.

Farmer.—See "Industrial Teacher."

Kindergarten Teacher.—\$600. Subjects: Penmanship, Spelling, Pedagogy, Arithmetic, Geometry, Geography, Natural History, Drawing, Physiology and Hygiene, use of Kindergarten materials, Songs, Games and Stories; Psychology of childhood.

Matron.—\$450 to \$720. Subjects: Penmanship, Spelling and Copying; Domestic Economy, Keeping accounts, Nursery management.

Nurse.—\$600. This examination is identical with the matron examination, except that in the third subject practical questions in nursing are given in lieu of domestic economy. The competitor is required to write an essay on each of two topics relating to the practical work of nursing. No specimen questions in this subject can be furnished.

Seamstress.—\$600. This examination is identical with the matron examination, except that in the fifth subject cutting, fitting and sewing are given in lieu of nursery management. The competitor is required to write an essay on each of two topics relating to the practical work of cutting, fitting and sewing. No specimen questions in this subject can be furnished.

Physician.—\$720 to \$1,200. Subjects: Letter-writing, Anatomy and Physiology, Chemistry, Materia Medica and Therapeutics, General Pathology, and Theory and practice of medicine, Surgery, Bacteriology and Hygiene, Obstetrics.

Applicants are required to state when, where and for how long they

studied medicine and also to mention any special qualifications which they may possess for the position sought.

Superintendent.—\$720 to \$1,200. Subjects: Penmanship, Spelling, School management and Pedagogy, Elements of Bookkeeping and Commercial Arithmetic, Geometry, Geography, Natural History, History and Government of the United States, Industrial Economics, American Literature, Physiology and Hygiene. The competitor is required to write an essay of not less than 150 nor more than 300 words on one of two topics assigned. The following topic has been used: "Your views as to the proper selection, care and management of a herd of twenty cattle at an Indian school farm."

Teacher.—\$500 to \$1,200. Subjects: Penmanship, Spelling, Pedagogy, Arithmetic, Geometry, Geography, Natural History, History and Government of the United States, Drawing, American Literature, Physiology and Hygiene. Essays are required on all these topics and an exercise in drawing is also given.

Manual Training Teacher.—\$600. Subjects: Penmanship, Spelling, methods of Manual Training, Arithmetic, Geometry, Drawing, Industrial Economy, Mechanical or Industrial Drawing (optional), Free-hand Drawing, Physics. Essays are required on the elements of Physics are given, and also exercises in drawing required.

Supervisor of Indian Schools.—The salary of this position is \$1,500 per annum, with a per diem of \$5. There are only two positions of this class, and no examination will be held until a vacancy exists.

Day School Inspector.—The salary of this position is \$1,200 per annum. There are only two or three day school inspectors in the Indian service, located at large agencies connected with which are a large number of day schools. No examinations for this position will be held until a vacancy exists.

Disciplinarian.—The salary of this position is from \$600 to \$900 per annum. The duties of this position are implied in the title. Applicants for this position will be required to pass the superintendent examination, the subjects of which may be found above.

Clerical Positions.—Vacancies in clerical positions will be filled by certification from the clerk or other appropriate registers of the Commission, and no separate or special examination for them will be held. Persons desiring to apply for such positions should apply for the clerk examination, Departmental Service.

II.—CUSTOM HOUSE SERVICE.

Positions in this branch of the service are filled through either the first, second or third grade of *basis* examination, the subjects of which we give under the "Departmental" Service. Those taking the first grade of examination are given an additional subject, Geography.

Following will be found a list of positions open to outside competition and the entrance salary paid at the New York Office:

FIRST GRADE.

(For subjects see corresponding grade under "Departmental.")
Clerk, \$540 to \$1,000; **Day Inspector,** \$3.00 to \$4.00 per day; **Sampler,** \$1,150 per annum.

SECOND GRADE.

(For subjects see corresponding grade under "Departmental.")
Assistant Weigher, \$3.00 per item; **Messenger,** \$600 to \$840.

THIRD GRADE.

(For subjects see corresponding grade under "Departmental.")
Watchman, \$720 to \$840 per annum; **Night Inspector,** \$3.00 per day; **Opener and Packer,** \$840; **Inspector,** \$3.00 per day; **Foreman,** \$40 to 1,000; **Janitor,** \$730; **Attendant,** \$840.

NOTE.—The salaries paid employees in the Custom House Service vary greatly, depending upon the office in which employment is sought. The rate of compensation, as recently published, of officials at the Philadelphia Custom House is as follows: Clerk, \$700 to \$2,500 per annum; Day Inspector, \$3.50 per day; Assistant Weigher, \$1,100 per annum; Night Inspector, \$840; Watchman, \$600 to \$840; Sampler, Opener and Packer, \$800.

III.—POST-OFFICE SERVICE.

Examinations for the Post-Office service will be held for the positions of *Clerk* and *CARRIER*. Under the title "clerk" are included all classified positions except that of carrier. There is but one grade of examination, which is designated the *Clerk-Car Examination*. It consists of the "*Second Grade*" basis (for subjects see corresponding grade under "Departmental"), with the addition of subjects of geography and reading addresses. There will be two lists of eligibles—the "clerk" register and "carrier" register. Eligibles for all other positions than carrier will be entered in the clerk's register.

The entrance salary varies greatly, depending upon the position and more directly upon the salary attached to the vacant place. Some of the offices the salaries of certain employees are as low as per annum, although this is of course far below the average rate of compensation. By promotion positions may be obtained paying as high as \$3,000. The usual salary on appointment of clerks and carriers in the large offices is about \$600.

Special Qualifications.—Every male applicant for any position (clerk, carrier, etc.) in any one of the fifty-three large offices, a list of which is given in our schedule of examinations, and every applicant for the position of carrier in *any office*, must be at least 5 feet 4 inches in height and weigh at least 125 pounds. This regulation does not

apply in the case of applicants for the position of clerk in the smaller offices. No application for the position of carrier will be accepted of the following persons:

Deaf mutes; hunchbacks; persons having badly defective hearing, sight or speech; persons totally blind or blind in one eye; one-armed, one-handed, or one-legged persons, or those having badly crippled arms or legs, and those suffering from asthma, consumption, or severe syphilis.

NOTE.—The requirements for clerks are not quite so rigid.

IV.—GOVERNMENT PRINTING SERVICE.

Two grades of examination, known, respectively, as the "Second" and "Third Grade Basis," are given for the positions in this branch of the service. *For Compositors the examination is the second grade; for all other positions, the third grade.* (For subjects of basis examination, see "Departmental" Service.) In estimating an applicant's standing, his experience and character as a workman will be taken into consideration, as well as his grade on the examination.

Gain of the positions there are auxiliary or supplementary classifications. These have been noted in the following list, which shows the positions and *per diem* salaries:

Compositor, \$3.20—auxiliary examination—subjects: Copying from rough draft, correcting proof, tabulating, abbreviations; **Pressman**, \$4.00; **Bookbinder**, \$3.20; **Stereotypist**, \$3.76 to \$4.24; **Electrotype-finisher**, \$3.76 to \$4.00—auxiliary examination—subject: Correction of proof; **Electrotype-moulder**, \$3.76 to \$4.00; **Skilled Laborer**, salary varies.

Special Qualifications.—No applicant for the position of compositor, pressman, bookbinder, stereotypist, or electrotypist will be admitted to examination unless it is shown that he has served five years in the particular trade in which he desires to be employed, three of which years he must have served as an apprentice, and at least one year as a journeyman.

Each applicant must file with his application a detailed statement showing the office or offices in which he learned his trade, for whom and for how long he worked while an apprentice and while a journeyman, and the character of work upon which he was engaged.

V.—INTERNAL REVENUE SERVICE.

But one examination is held for all positions in this branch of the service. The subjects of examination are those of the "First Grade" basis (see corresponding grade under "Departmental") with "Copying from Rough Draft" omitted, another subject, "Elementary Physics Pertaining to Gauging," being substituted.

The positions and salaries are as follows: **Gauger**, \$3.00 to \$5.00 per day; **Storekeeper**, \$3.00 to \$4.00; **Storekeeper and Gauger combined**, \$3.00 to \$4.00; **Clerk**, \$600 to \$1,800 per annum (entrance salary usually \$900); **Messenger**, \$400 to \$600 per annum.

OTHER POSITIONS.

There is a vast number of other positions, the greater part of which is embraced in the Departmental Service, about which it is impracticable to give detailed information at this time. Among these we mention the following:

Steamboat Inspection Service.—POSITIONS: Local Inspector of Hulls, Assistant Inspector of Hulls, Local Inspector of Boilers, Assistant Inspector of Boilers. EXAMINATIONS are practical in character, relating to the class of work performed.

Marine Hospital Service.—POSITIONS: Sanitary Inspector,

Acting Assistant Surgeons, Internes, Hospital Stewards, Marine Engineer. EXAMINATIONS are technical in character, requiring of the applicant a thorough knowledge of medicine.

Light House Service.—POSITIONS: Master, Assistant Engineer (Marine), Keeper. EXAMINATIONS: Clerical, supplemented by practical questions. Experience considered. No educational test in Keeper's examination.

Mint and Assay Service.—EXAMINATIONS are mostly technical in character, and are held only when the needs of the service require. **Revenue Cutter Service.**—POSITIONS: Cadet and Second Assistant Engineer. EXAMINATIONS: Cadet—Severe technical and physical. Second Assistant Engineer—Held only when vacancies occur.

Custodian Service.—POSITIONS: Elevator-conductors, Engineers, Firemen, Janitors and Watchmen in public buildings. EXAMINATIONS: Third grade basis and practical questions. Experience considered.

Sub-treasury Service.—EXAMINATIONS are held only when the needs of the service require.

Engineer Department Service.—POSITIONS AND EXAMINATIONS: Boarding master, clerk, coal weigher, etc., first grade basis; barge tender, messenger-janitor, etc., third grade basis; stengraphers, typewriters, pressmen and compositors—vacancies filled by certification from other registers. Many positions require no educational test. For information in reference to Junior Civil Engineer Examination see "Special or Technical Examinations."

AGE LIMITS.

The age limitations for entrance to positions in the different branches of the service were amended by the President on January 2, 1897.

The following table gives the age limitations as amended for all branches of the service:

Departmental Service:	Minimum.	Maximum.
Page, messenger boy, apprentice or student.	14	20
Printer's assistant and messenger.	18	No limit.
Positions in the Railway Mail Service.	18	35
Internes and hospital stewards in the Marine Hospital Service, and acting second assistant engineer in the Revenue Cutter Service.	21	30
Cadet in the Revenue Cutter Service, and aid in the Coast and Geodetic Survey.	18	25
Surfman in the Life-Saving Service.	18	45
Superintendent, physician, supervisor, day school inspector, and disciplinarian in the Indian Service; inspector and assistant inspector of hulls, and inspector and assistant inspector of boilers in the Steamboat Inspection Service.	25	55
All other positions.	20	No limit.
(The age limitations shall not apply in the case of the wife of the superintendent of an Indian school who applies for examination for the position of teacher or matron.)		
Custom-House Service:		
All positions.	20	No limit.
Post-Office Service:		
Letter carrier.	21	40
All other positions.	18	No limit.
Government Printing Service:		
All positions (male).	21	No limit.
All positions (female).	18	No limit.
Internal Revenue Service:		
All positions.	21	No limit.

CHANCES OF APPOINTMENT.

Departmental Service.—The best chance for appointment as Clerk is for persons living in the South Atlantic, Northwestern, Southwestern, and South Central States, with the exception of Delaware, Maryland, and Virginia.

Appointments from the North Atlantic and North Central States are chiefly made from the Special Register. Of these, male Stenographers, Typewriters, and Assistant Examiners, Patent Office, are in demand. Very few appointments are made on the other special examinations, those positions being filled almost wholly by transfer.

The Railway Mail Service offers probably the best chance for attainment of any branch of the Government Service. Those who at or near the head of the list are almost sure of an appointment the first year. From the larger States they are absolutely sure. Letters are made from the Railway Mail Service to any classified office in the United States or to the Post-Office Department here, where made from the Post-Office Department here to any of the other Departments, except where special skill or qualifications are required. Nearly 1,000 appointments are made in the Railway Service yearly.

The Postal Service ranks next to the Railway Mail Service in offering good chances for appointment. The chances are equal to the Railway Mail Service in the larger cities. About 2,000 appointments are made yearly in the Postal Service. After appointment one is eligible to transfer to any Post-Office in the United States or to the Post-Office Department in this city.

The Customs Service offers excellent chances for appointment. After appointment one is eligible to transfer to any other custom-house or to the U. S. Treasury Department in this city.

The Internal Revenue Service offers quite as good a chance of

appointment as the Customs Service. Transfers are made from one Internal Revenue district to another, and also to the Treasury Department in Washington.

The Government Printing Office offers splendid chances of appointment. All appointments (except Public Printer and unskilled laborers) must be made from those who have taken the Civil Service Examination. The Commission has had trouble to get eligibles enough, from which appointment could be made, to supply the demand.

The Indian Service, for the position of Teacher, male or female, Physician and Matron, offers a good chance. The demand for persons to fill these positions has been greater than the supply. This cannot be said of any other branch of the Government Service.

Special or Technical. The only really practical way to secure appointments to positions for which no regular examination is held, is by transfer. So few appointments are made to these, as well as to positions requiring special or technical knowledge, that we never advise our students to attempt the examination unless they are already in the service in some other capacity. **GET APPOINTED!** Then we will gladly advise you about transfers without extra expense to you. It need hardly be mentioned that it is useless to try any of the technical examinations, such as "Law Clerk," "State Department Clerk," "Modern Languages," etc., without a thorough acquaintance with the subjects which each includes.

For Women the best chance of appointment is as Teacher or matron in the Indian Service. A few are appointed as Typewriters in the Departmental Service, as Clerks in the Postal Service, and Inspectresses in the Customs Service. The Indian Service, however, offers chances of appointment far superior to any other.

IF NOT DELIVERED IN 5 DAYS, RETURN TO

509 Seventh St.. N. W.

Washington, D. C.

M

T. Emory H. Davis,

Tollgate,

Hendricks

Co.



Ind.

