

SUGGESTIONS FOR IMPROVEMENT.

Under P.S. Reg. 17, officers are invited to forward for the consideration of the Commissioner any fresh ideas or proposals that are likely to improve the organization or efficiency of the Service. Such suggestions are appreciated and are given every consideration. In cases where a suggestion of merit is brought forward, it is the practice to make a small monetary reward.

Though no such monetary consideration was granted, the following suggestions, made during the year, are worthy of special mention :—

Name.	Department.	Suggestion.
Wood, A. E.	Agriculture	Adoption of printed sticker for the purpose of conveying instructions regarding the charging of freights.
Williamson, A. A.	Public Works	Use of stencilled extracts of "Estimates and Appropriations" in Department.
Boyes, F. C. B.	Land and Deeds	Regarding work of Land Transfer Office.

SPECIAL RECOGNITION OF DEPARTMENTAL OFFICERS.

The undermentioned officers were commended for special services during the year, and a gratuity was awarded in recognition of the excellent work of the officers concerned :—

Wardell, W. C., Assistant Examining Officer, Customs Department, Auckland : Detection of breach of Tobacco Act, whereby some thousands of pounds duty was recovered by Department.

Greensmith, E. L., Assistant Accountant, Head Office, Public Works Department : Compilation of a book of General Instructions for the guidance of officers of Department.

Shand, G., Charge Attendant ; Cuthbertson, E. M., and Rogers, F., Attendants ; Sheldon, D. S., Prince, L. M., and Toms, L. M., Deputy Charge Nurses ; of the Mental Hospitals Department, Nelson : Work in connection with fighting an outbreak of fire in the boiler house at Ngawhatu.

Carter, H., Overseer, Printing and Stationery Department, Wellington : Special services rendered and economies effected.

In addition, H. Rose, Night Overseer, Printing and Stationery Department, Wellington, was specially commended for initiative in connection with an outbreak of fire in the Printing Office.

APPOINTMENTS TO CADETSHIPS.

It was decided in 1932 to substitute the University Entrance Examination for the Public Service Entrance Examination as the minimum qualification for appointment, and, at the same time, the age-limit was extended from nineteen to twenty-one years. Consequently a high standard of education is attained by candidates desiring appointment.

In the circumstances, the practice adopted in selecting appointees is to give preference firstly to lads who have passed a section of the Accountants' Professional Examination or of a University degree ; secondly, to those who have passed the University Scholarship Examination with credit ; then to those with University Entrance together with a Higher Leaving Certificate, and lastly to those who have passed the University Entrance Examination. An order-of-merit list is prepared according to the marks obtained in the various examinations.

Owing to economic conditions, in the years 1931 and 1932 two appointments only were made to cadetships ; in 1933, 137 were appointed ; in 1934, 207 ; while for the period January to August of this year the number has risen to 227.

It may be mentioned that in 1934 a School Certificate Examination was instituted by the Education Department for the purpose of enabling students who do not intend to proceed to the University to obtain a certificate indicating the standard of education acquired in a post-primary school. As this examination does not encourage or facilitate a lad studying towards a degree, it was decided not to accept it as a qualifying examination for appointment to a cadetship.

PUBLIC SERVICE EXAMINATIONS FOR SHORTHAND-TYPISTS.

The usual examinations for shorthand-typists were held in November and December of last year.

The Junior and Senior Entrance Examinations were held in thirty-one centres and there were 1,114 entries, an increase of 137 over the previous year. Four hundred and eighty-one candidates were successful in passing the examinations, 617 failed, and 16 did not present themselves.