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REPORT

OF THE

CHIEF EXAMINER

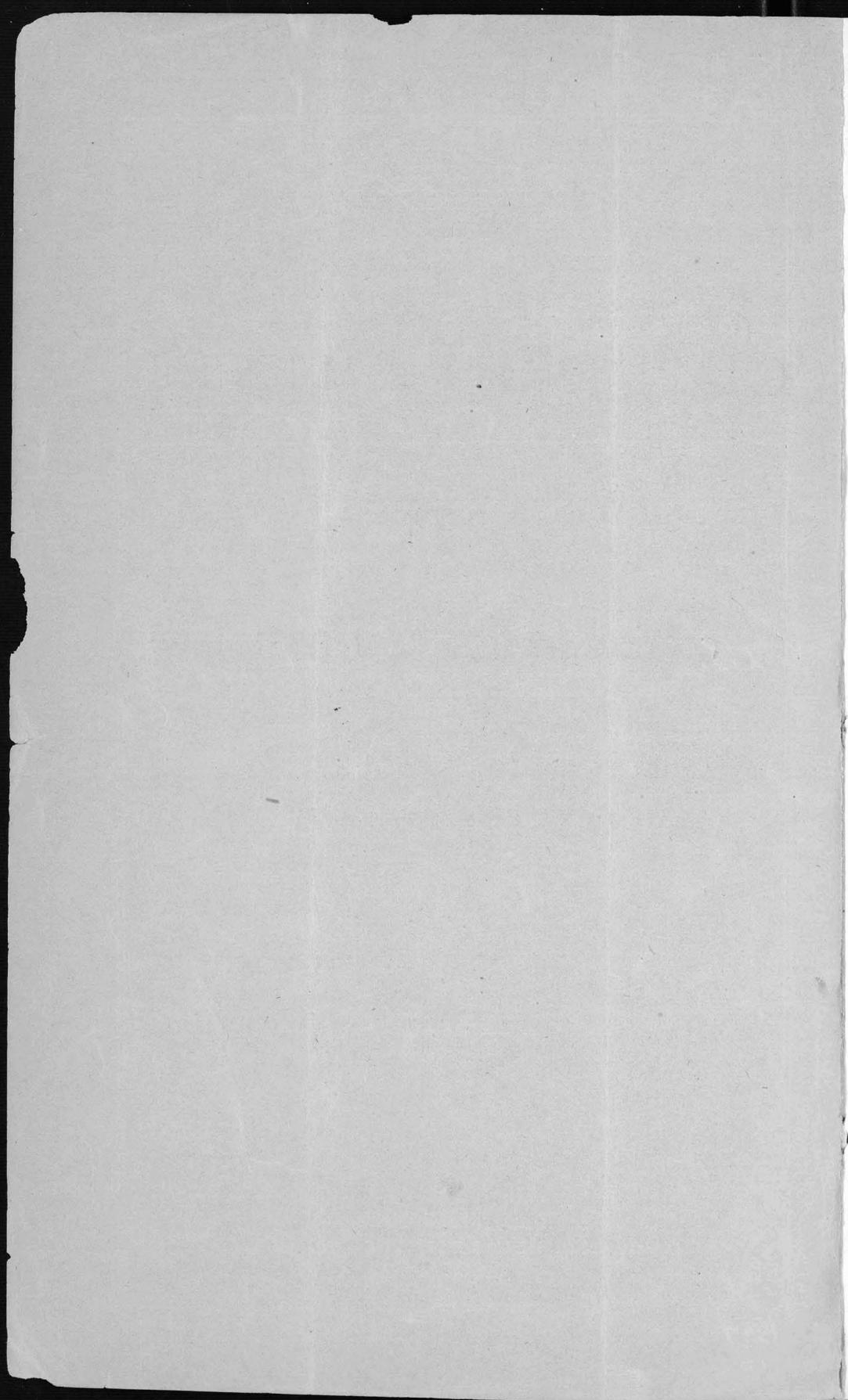
TO THE

U.S.
CIVIL SERVICE COMMISSION.

JANUARY 27, 1874.



WASHINGTON:
GOVERNMENT PRINTING OFFICE.
1874.



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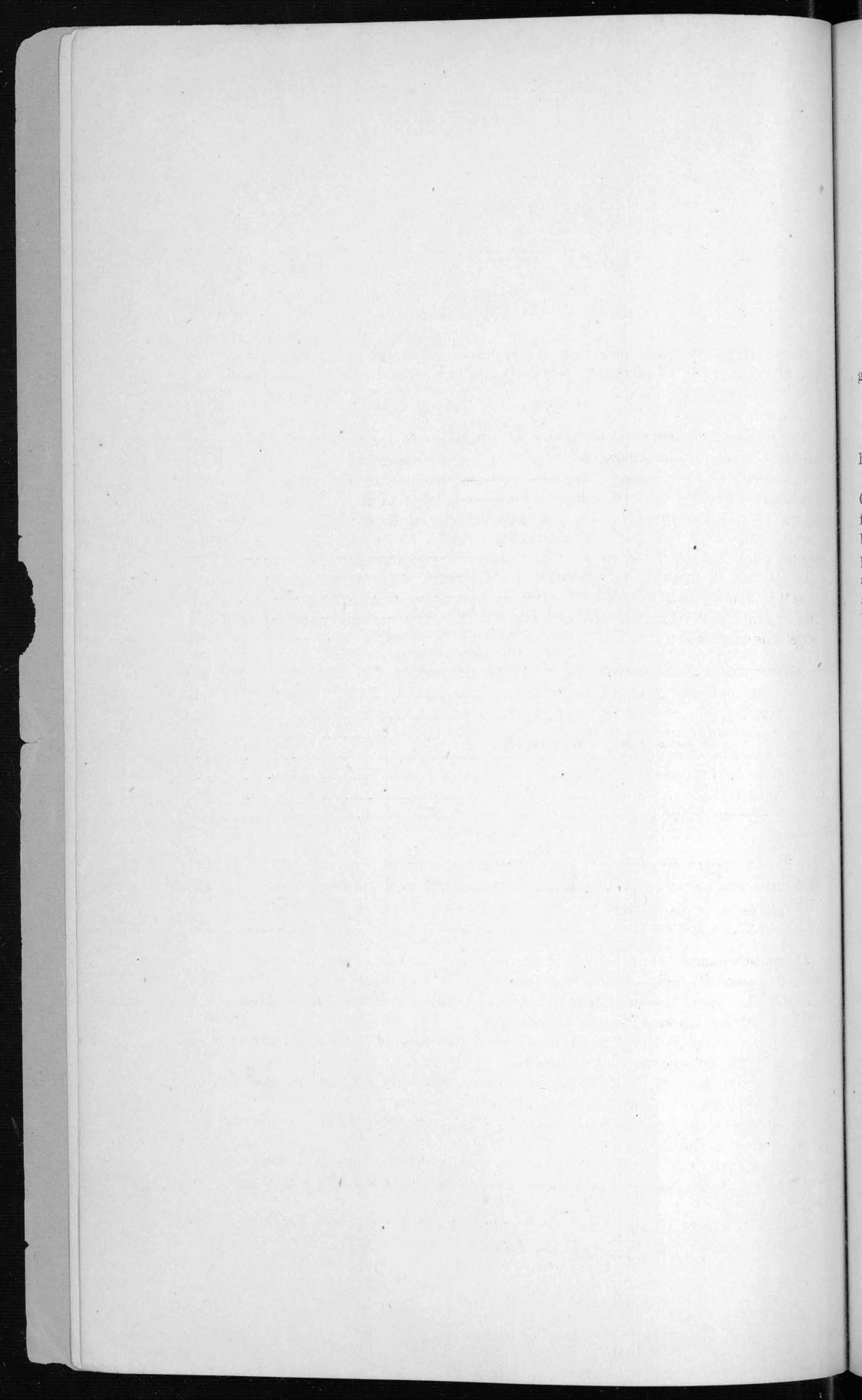
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REPORT.

CIVIL SERVICE COMMISSION,
OFFICE OF THE CHIEF EXAMINER,
Washington, D. C., January 27, 1874.

GENTLEMEN: In compliance with the requirements of the additional rules for the government of the civil service, I have the honor to submit the following report :

DISTRICT EXAMINATIONS.

The following district examinations for admission to the civil service have been held by the chief examiner in accordance with the additional rules :

In the city of New York, for the first civil service district, November 13, 1873 ; in Cincinnati, Ohio, for the third district, December 4, 1873 ; in Saint Louis, Mo., for the fourth district, December 9, 1873 ; and in Savannah, Ga., for the fifth district, December 17, 1873. Due notice of the examinations was given by advertisements in newspapers published in those cities. The notice of the examination in Savannah was also inserted in newspapers published in Charleston, S. C., Macon and Atlanta, Ga., and Montgomery and Mobile, Ala. Only applicants for clerkships of class one in the Departments in Washington were summoned. The following table shows the number of persons examined :

Department for which examined.	Number of candidates examined in—				Total for each Department.
	New York.	Cincinnati.	Saint Louis.	Savannah.	
Treasury	38	21	19	6	84
Interior	3	18	9	35
Post-Office	3	6	4	1	14
War	6	4	2	12
Agriculture	1	3	4
Total for each examination	50	51	39	9	149

The officers named below were designated by the President to act with the chief examiner as associate members of the several boards of examiners :

New York.—Hon. Thomas Hillhouse, assistant treasurer of the United States, and Silas W. Burt, esq., special deputy naval officer.

Cincinnati.—Hon. William E. Davis, assistant treasurer of the United States, and Hon. R. H. Stephenson, surveyor of customs.

Saint Louis.—Hon. A. G. Edwards, assistant treasurer of the United States, and Henry P. Wyman, esq., special deputy surveyor of customs.

Savannah.—Alvin B. Clark, esq., collector of internal revenue, and Dr. George H. Stone, Cashier of Customs.

Charles Lyman, esq., of the board of examiners for the Treasury Department, acted as the substitute for the chief examiner in conducting the examinations in Cincinnati and Saint Louis.

Acknowledgments are due to all these gentlemen for the zeal and intelligence displayed by them in the discharge of their duties as examiners.

The questions, which were prepared after consultation with the Department boards of examiners and approved by the Civil Service Commission, were the same for all the examinations. Their scope was made broad enough to embrace all the subjects of examination for clerkships of class one prescribed by the civil service rules and to cover the requirements of all the Departments. Eight hours were allowed for the completion of each examination. A copy of the questions is submitted with this report.*

The notifications by which the candidates were summoned for examination advised them that the examination would be held to fill prospective vacancies, and inclosed a circular containing the rules of examination and an outline of the subjects on which the candidates would be examined. (Appendix I.)

Examinations to fill vacancies in clerkships of class one in the Treasury and Post-Office Departments have been held by the boards of examiners for those Departments since the promulgation of the additional rules, the candidates in which have been arranged by civil service districts as required by those rules.

The general results of the district examinations have been satisfactory. The candidates compared favorably in intelligence and business capacity, as shown by the examinations, with those examined in Washington. The candidates examined in New York City were much above the average in these respects. A large proportion of them were young men of commercial training, whose experience had been of a kind likely to make them valuable clerks under the Government. It was especially observable that those of thorough business experience, as a rule, stood highest in the examination—a fact which furnishes conclusive proof of the practical character of the tests applied. Business men who inspected the examination-papers of the successful candidates were struck with the evidence of practical fitness which they furnished, and with the feasibility of applying similar tests to clerks in private employment.

Although the number of candidates has been too small to secure all of the advantages which it was hoped would flow from the institution of district examinations, it is probable that when the plan shall be better understood the number of candidates will be large enough to keep the Departments supplied with qualified candidates, and to enable them to apportion their appointments fairly among the various parts of the United States.

PROMOTION OF UNIFORMITY IN EXAMINATIONS.

The additional rules make it the duty of the chief examiner "to promote uniformity in preparing for, conducting, reporting, and grading the examinations" held by the boards of examiners for the Departments in Washington. As the first act in the performance of this duty, the examination-papers of the candidates in the district examinations were marked, under my direction, before being submitted to the Department-boards. This was done, not as an absolute direction to them, but as a step toward a uniform system, and the marking was usually adopted by them without change.

I have also made a careful investigation of the manner in which each board of examiners has performed its duties under the rules. I am gratified to be able to report that the rules have been carried out by the examiners, in all cases which have come before them, with fidelity and intelligence. I have found no deviations from the rules by them except such as have sprung from differences of interpretation, due to the dissimilar organization and practices of the various Departments and to the absence of supervision. These can be remedied without any other intervention than that of the chief examiner.

I cannot too highly praise the fidelity, intelligence, and discretion with which the examiners have performed their laborious and delicate duties. All of them are officers already laden with duties sufficiently heavy, who have been compelled to devote their

*See Appendix B of the report of the Civil Service Commission.

evenings and holidays to their duties as examiners. Intrusted by the heads of Departments with the entire responsibility of the practical application of the rules, they have borne the system almost wholly upon their shoulders, and to them is due a large share of the credit for the success which civil service reform has gained in this country.

CHARACTER OF THE EXAMINATIONS.

The examinations for admission to the Departments have all been of a simple and practical character, embracing only exercises in penmanship, arithmetic, book-keeping and accounts, syntax, orthography, letter-writing, briefing, and transcribing, and questions on the history, geography, and government of the United States. The importance of a knowledge of all of these subjects, except the last three, by every one performing clerical duty in the Departments is indisputable. The boards of examiners have endeavored to reduce their questions to a simple concrete form, so as to test not mere scholastic attainments, but present fitness for the practical duties of the desk. The questions on the history, geography, and government of the United States are usually of a very general nature, and call for only such information as can be obtained from the most elementary school-books. This branch of the examination is the one most exposed to criticism, as being of a purely scholastic nature and without any relevancy to the duties required of clerks. As to this, it may be said that the weight assigned to it is very small; that it is used chiefly as a make-weight to turn the scale in favor of general information and intelligence when other qualifications are nearly balanced; and, finally, that it is only a reasonable requirement that those who seek to enter the service of the Government shall possess some general knowledge of the history, geography, and government of their country. The examinations for admission to the service are kept wholly within the bounds of a common-school education, and give no justification to the common assertion that the competitive system gives to college-bred men an advantage over those of humbler schooling. Less, certainly, could not be exacted without making the examinations a farce and bringing both the competitive system and the public service into disrepute.

From the foregoing remarks should be excepted the examinations for admission to the examining corps of the Patent-Office, where scientific and technical knowledge are the prime requirements. In these, the ordinary subjects of examination are replaced by physics, mechanics, chemistry, engineering, and kindred subjects. These examinations have been of a very thorough and instructive character, and are universally conceded to have greatly improved the service.

The examinations for promotion turn very largely on questions pertaining to the duties, practice and organization of the offices in which the candidates are employed. The weight and scope given to questions of this character by the different boards vary widely, but a general disposition is shown to introduce them whenever it can be done safely and judiciously. Great care is required to prepare questions of a kind which will not give an undue advantage to a portion of the competitors.

For positions requiring special kinds of knowledge the examinations are so shaped as to give a controlling weight, if not the whole weight, to questions which will test the possession of that knowledge. Among these may be mentioned the examination for principal book-keeper in the office of the Treasurer of the United States, which was almost purely technical. The candidates were thoroughly tested in their knowledge of the science of accounts generally and of the peculiar Treasury system of accounts, both by general questions and by practical examples similar to those arising in commercial book-keeping and in the accounts of the Department. The result of the examination was perfectly satisfactory. This flexibility of the system is one of its greatest merits. It is often urged that, at any rate, the system cannot be applied to candidates for positions requiring manual dexterity or quickness of the senses, as for instance experts in the handling of money and the detection of counterfeits. But there is no reason why candidates for such places may not be tested in the examination-room, by requiring

them to do there the very things they would be required to do in the Departments. The money to be counted, or the coin, mingled with counterfeits to be detected, may be actually placed before them and their relative expertness accurately determined by a practical test.

In examinations of persons to examine and appraise imported goods in the office of the appraiser of merchandise in New York, this practical test has been applied with excellent results. In an examination to fill a vacancy in the position of appraiser of linens, for example, a large number of samples of linen goods was procured from A. T. Stewart & Co., and submitted to the candidates in the examination-room, to be classified and appraised without other aid than the candidates' knowledge of their grades and values. The application of these practical tests under the competitive system is perfectly practicable in all similar cases, and presents none of the difficulties which many imagine to lie in the way of testing technical qualifications. The competitive system is much more effective than the old system of personal selection in securing a high order of such qualifications for two reasons: first, it brings into the competition many qualified persons whose merits could not have been known to the appointing power under the old system, except by chance; and second, it accurately tests the relative qualifications of the competitors.

I submit specimens of the examination-questions, for both admission and promotion, which have been used in the principal Departments. (Appendix III.) These questions are fair samples of those used in the examinations. The careful attention of the Commission is invited to them. They are all of a simple, practical character and free from the objectionable features which many suppose that they possess. Many of the common arguments against the system are based upon false notions of the nature of the examinations. It is a common dictum that a man may be a good clerk and know nothing of chemistry and astronomy. But it certainly cannot be said with truth that a man who cannot spell correctly or write legibly or grammatically, who cannot perform common arithmetical calculations or state a simple account, and who knows nothing of the business on which he is to be employed, can be a serviceable clerk. It is not claimed that even the most practical examination will invariably secure the best man, but it is certain that such a test must, in the nature of things, be vastly better than none at all, and that no adequate substitute for it has been suggested.

A summary of the examinations which have been held in each of the Executive Departments in Washington under the civil-service rules is herewith submitted, (Appendix II,) showing the number and dates of the examinations, the number of competitors, and the number of vacancies filled. In all, 184 examinations have been held, 3,817 candidates examined, and 710 vacancies filled, ranging in importance from women clerkships, at \$900 a year, to the Deputy Comptroller of the Currency.

HIGHER STANDARD FOR ADMISSION TO THE SERVICE.

I am of the opinion that the minimum standard for admission to the service should be higher than 70 per cent. Under the rule which permits the head of a Department to resort to the list for any of the five districts in making appointments, candidates whose standing was but a little over seventy-two on a scale of one hundred were appointed, in one instance, in preference to candidates on the list of the same Department for another district, whose standing was over eighty-nine. There were, in all, two hundred and five candidates on the lists of the Department for the other districts, whose standing was higher than that of the lowest appointed. Such a result is manifestly detrimental to the service and unjust to the candidates of higher standing. It is doubtful whether, under the present scale of marking and scope of examination, a candidate who just passes the minimum standard of 70 per cent. gives evidence of sufficient intelligence and capacity to justify his admission to the service. As I understand it, a minimum standard was fixed, not as a point the passing of which necessarily implies fitness, but that those who fall below it may be dropped and no longer encumber the lists. Under the former rules, when the names of all the candidates for admis-

sion to each Department were arranged in the order of excellence on a single list, and the head of the Department was required to make his selection from the highest three it was a matter of comparative indifference what point was fixed as the minimum standard. One of the best three of all the competitors must then be chosen in every case. But now that it is possible to exhaust the names above the minimum on any list before resorting to any of the other four lists, it is important that the minimum standard should be high enough to insure the fitness of all who pass it. I therefore respectfully recommend that the minimum standard for admission to the service be raised to at least seventy-five.

FIXED DATES FOR EXAMINATIONS FOR ADMISSION TO THE SERVICE.

It is desirable that the times as well as the places of holding the district examinations should be fixed by the rules. If it were known that the examinations in each district were to be held on fixed days in each year, the expense of advertising and a large part of the labor incident to the present system would be saved, and persons desiring to compete could so arrange their affairs as to enable them to be present. As it is, many applicants are prevented from appearing by engagements made prior to the announcement of the dates of the examinations.

It is equally important that provision should be made for the examination in Washington of candidates for admission to the service at regular intervals. The present rules contemplate examinations by classes, and the examinations are usually deferred until a number of vacancies has occurred. In the Treasury Department the examinations have been held at intervals of about six months, and all the applicants who have had complete applications on file ten days prior to the examinations have been summoned to appear. As many as 535 candidates have been examined at a single series of examinations. This practice precipitates a great amount of labor on the boards just before and after the examinations, in preparing for them and in computing the results, and keeps the whole body of candidates in suspense until the standing of each one is computed. If an applicant presents himself in the interval between the examinations, he is unable to secure an examination, and frequently he cannot learn with certainty when an examination will be held. To remedy this, I suggest that examinations for admission to the service shall be held by the Department-boards in Washington at regular intervals, say of one month for the Treasury and of correspondingly greater periods for the smaller Departments, and that any person who shall have received a notification from a Department that his application has been accepted, shall be permitted to present himself at the next examination held for admission to that Department, on giving sufficient notice to the board. This plan would obviate the difficulties I have mentioned, and in connection with the District examinations, would keep the lists of persons eligible for appointment constantly recruited.

ONE BOARD FOR ADMISSION TO ALL THE DEPARTMENTS.

I beg to submit to the consideration of the Commission the propriety of constituting a single board to examine candidates for admission to the civil service in Washington. There is now a separate board of examiners for each Department, which holds examinations of candidates both for admission to the Department and for promotion within it. It may be necessary, in order to determine the fitness of candidates for promotion, that the examinations should be held by boards composed of officers of the Departments who are qualified to examine the candidates as to their knowledge of the business of that branch of the service in which they are employed, but no such necessity exists in respect to candidates for admission. The requirements at entrance into the service are substantially the same in all the Departments. Candidates for admission to the service are, of necessity, examined only upon their general knowledge, and the examinations for all the Departments could be conducted by a single board. Under the present plan the boards for the larger Departments are required to hold frequent ex-

aminations, in order to provide a sufficient number of qualified candidates. As the record made by a candidate before one board cannot be accepted by any other board, and as many candidates in consequence apply for examination at several Departments, there is necessarily great multiplication of labor. In the district examinations, the best candidates have so far usually sought the larger Departments, leaving the smaller Departments unprovided with a sufficient number of qualified candidates.

I suggest that one board be constituted to conduct examinations for admission to the civil service in Washington; that candidates be required to make application for admission, not to any particular Department, but to the civil service in Washington generally; that they be examined by the board, either at Washington or at the district examinations, as to their general qualifications for clerical service; that their names be arranged in the order of excellence on the lists for the civil service districts in which they have their legal residences; and that, upon the request of any head of Department, the board shall certify the three names at the head of the list for the civil service district which he designates. Should some of the Departments consider that their requirements are peculiar, the scope of the examinations of all the candidates might be made broad enough to embrace the requirements of all the Departments; the standing of each candidate might be so computed for each Department as to give such weight to each branch of the examination as that Department might assign to it; and a separate list of candidates might be kept for each Department, on which the names should be arranged in the order of their standing as computed for that Department. Under this plan the standing of the same candidate and the position of his name on the list might be different for each Department, according to his proficiency in those branches of the examination on which that Department should lay most stress. Provision might be made for filing the applications, in the first instance, with some designated officer, who should decide upon their sufficiency and summon the candidates for examination, and for forwarding the applications and examination-papers of successful candidates to the Departments in which they should be appointed. It might also be necessary to establish the order of precedence to be observed by the Departments in resorting to the lists.

By this plan a great saving of labor, time, and expense would be effected; uniformity in the examinations would be secured, and each Department, having the choice of the best of all the candidates examined for admission to the service, would secure a superior quality of clerks. The only objection that can be urged against it is that it would diminish the powers of the heads of Departments. Such an objection would not be well taken. Under the existing rules the heads of Departments are required to receive all applications which are in proper form, except such as show that the applicants are manifestly not qualified. When an examination is to be held they are required to summon either all the applicants or a "practicable number of those who are apparently best qualified." The selection of the practicable number is the only exercise of discretion prior to the choice of one from the three certified for appointment, and, as a matter of fact, this selection, which is rarely made, is usually intrusted to the boards of examiners, which are guided entirely by the appearance of the applications. The proposed plan, instead of diminishing the privileges of the heads of Departments, would greatly increase them by securing larger and better classes of candidates from which to make appointments.

PROMOTION GRADE BY GRADE.

When a vacancy occurs in any grade of a group of clerks or officers above the lowest the rules permit all the members of all the lower grades to compete for it. It occasionally happens that a vacancy in an upper grade is filled by a clerk or officer, not of the next lower rank, but of a rank two or more grades below. The executive officers of the Departments and the members of the boards of examiners are nearly unanimous in their condemnation of this feature of the rules. They allege that the promotion of a person of inferior rank has an injurious effect upon the officers and clerks over whose

heads he is advanced. They are apt to become listless and apathetic in the discharge of their duties, and to justify their apathy by the declaration that there is no longer any hope of promotion for faithful service. The officer or clerk thus promoted, it is claimed, believing that his advancement is determined by other causes than proficiency or industry at his desk, and having, perhaps, reached at a single bound the highest rank which he can hope to attain, is likely to show less zeal in the performance of his duties than if promotion had been secured by harder effort. Moreover, the advancement of a single person two or more grades at once centers in him promotions which, if made grade by grade, would be distributed among two or more persons.

It is a general belief, founded upon almost universal practice, that an officer should serve a term in each grade sufficiently long to give evidence of his fidelity and of his fitness to perform its duties before being advanced to the next higher grade. The testimony shows, I think, that the present plan, whenever it overturns the practice of orderly promotion, breeds discontent and ill feeling, and tends, on the whole, to impair the efficiency of the service. I have not overlooked the very weighty argument that the greater the hope of rapid advancement the better will be the quality of the persons that will be attracted to enter at the lowest point. I believe, too, notwithstanding the alleged injurious effect of too rapid advancement, that so far as the mere filling of the vacant offices goes, the widest competition is likely to secure the best men. "But," as the Commission has said, "the object is not only fitness in the highest post, but fitness everywhere." In my opinion, this may be most surely obtained by offering the first chance of promotion, not to all who are in the line, but to the next lower grade.

I therefore respectfully recommend that the rules be so modified that a vacancy in any grade of a group above the lowest shall be thrown open in the first instance to the competition of the members of the next lower grade only; but that if no qualified person be found in that grade, it shall be opened to the grade next below that, and so on, until a qualified person shall be found, or the group exhausted.

If this recommendation should be adopted, the minimum standard for promotion to the higher grades should be higher than 60, as it would be manifestly injudicious to promote a clerk who barely passes the minimum of 60, simply because he is already of a higher grade, over one whose standing is 80 or 90.

I am of the opinion that the efficiency of the service would be increased, and the risk of promoting unfit persons lessened, if candidates selected for promotion were required to serve a probation before being permanently appointed in the higher grade. If the boards were required to make searching inquiry into the manner in which such candidates had performed their duties during the probation, the test of actual service, added to that of examination, would be pretty sure to prevent the promotion of unworthy persons, and to put a stop to the complaint now sometimes heard that theoretical knowledge without the power to apply it can secure promotion.

"EFFICIENCY" AND "GENERAL APTITUDE."

The rules declare that in examinations for promotion "due weight will be given to the efficiency with which the several candidates shall have previously performed their duties in the Department." It has been customary to ask the head of the Bureau to mark in figures, on a scale of one hundred, his estimate of the relative efficiency of the candidates for promotion from his office, and to give these marks a weight of from 20 to 40 per cent. in computing the standing of the candidates. Although nothing seems fairer than that the proved efficiency of persons in the service should have a large weight in determining their fitness for promotion, familiarity with the practical operation of the rule has led me to the conclusion that it may wisely be rescinded.

In my opinion, the present plan is inconsistent with itself and with the competitive system. That system is based upon the belief that a thorough, impartial, practical examination, though by no means an infallible test, is the fairest method of determin-

ing fitness, and that in the long run it will secure better results than selection at discretion. The same considerations which led to the application of the competitive principle to original entry into the service logically compelled its application to promotion. In either case, efficiency, taken in its broadest sense, is just what the examination is designed to determine. To say that any person's estimate of this efficiency, rather than the examination, is to be relied upon to any extent, is to that extent to substitute arbitrary selection for the competitive principle. If that estimate is trusted to determine any part of a candidate's standing, it must be on the supposition that it is certain to be a just estimate. But if it is a just estimate, there is no reason why it should not control the promotion, instead of having a weight of but 20 or 40 per cent. in determining the result. The two modes of determining fitness are utterly irreconcilable. If selection at discretion failed to secure the best results when the head of the office controlled the promotion and was responsible for it, why should it succeed when he has only a partial control and the responsibility is divided with the examiners, if not entirely shifted upon them? Certainly, the obligation to do justice was quite as great then as now. If it be said that the requirement that the estimate shall be made on a numerical scale secures impartiality, it may be answered that if that were true justice could be insured by requiring the head of the office to mark the efficiency of his subordinates on a numerical scale, and by promoting without examination those who should receive the highest marks. But I do not think that it is possible to estimate with accuracy the relative efficiency of a large number of men. So many qualities must be considered and offset against each other that it is not likely that the head of a large office can know all of his subordinates sufficiently well to accurately estimate their efficiency. If the opinions of the heads of divisions are taken, it is a difficult matter to weigh their different judgments, against each other, and the risk of favoritism and prejudice is increased, since their natural desire to secure the promotion of their own subordinates is likely to tempt them to overestimate the efficiency of those whose promotion they desire. Of course, where the differences in efficiency are very striking, an approach to a fair estimate may be made, but even in such cases the privilege possessed by the appointing power of selecting from three names certified would be sufficient to defeat the promotion of an inefficient person.

It is certain that the present plan has sometimes led to almost as much maneuvering to secure high marks for efficiency as was formerly used to secure the promotion itself, and that, by dividing the responsibility between the board and the head of the office, it has subjected the competitive system to censure for results which could not have been brought about had the principle of pure competition been preserved.

Of the same nature are the marks for "general aptitude," under which head it was intended should be marked the impression as to the aptitude of a candidate for clerical service, made upon the minds of the examiners by his appearance and deportment, and the general appearance of his examination-papers. As these marks depend upon an arbitrary judgment, they are open to the same objections as those for efficiency, so far as they are based upon the appearance and deportment of a candidate. The neatness and care of which the examination-papers give evidence may be taken into account in marking the various branches of the examination. It is important that the judgment of the boards of examiners should be based on the examination-papers, so that the grounds of their decision may be open to inspection, and that the points on which they are to exercise an arbitrary discretion should be as few as possible.

EXAMINATIONS FOR PROSPECTIVE VACANCIES IN UPPER GRADES.

Under the rules governing examinations for promotion, only those vacancies which exist prior to the examination, and of which the board is notified, can be filled from the competitors in any examination. If another vacancy occurs immediately afterward, it cannot be filled without a new examination, even though all the persons likely to compete for it have already been examined and their standing ascertained. The disadvantages of this are the imposition of unnecessary labor upon the boards of

examiners, considerable delay in filling vacancies in the upper grades, and some interruption of the public business by frequent examinations. To remedy this, I respectfully suggest that the rules be so amended that when an examination shall hereafter be held for the purpose of filling vacancies in any grade of a group above the lowest, all vacancies in that grade, which may occur within one year, or other fixed period, thereafter, may be filled from the competitors in that examination, if a sufficient number of qualified persons be found.

OTHER RECOMMENDATIONS.

The rules are not quite clear as to whether the old minimum of sixty or the new minimum of seventy applies to examinations for the \$900 class of women-clerks. I recommend that the latter be adopted.

The additional rules permit the re-examination of candidates for admission to the service who fall below the minimum standard after the expiration of six months, but provide that the names of those who pass the standard shall remain on the registers for eighteen months. The latter provision has been construed as forbidding, by implication, the re-examination of candidates who pass the minimum standard until after the expiration of eighteen months. I can see no reason why the poorer candidate should have this advantage, and, if the construction is correct, I recommend that the time within which a re-examination is prohibited be made uniform for all candidates for admission to the service.

I beg to renew the recommendation made by the board of examiners for the Treasury Department that the boards be authorized, in their discretion, to extend the time to be occupied by an examination beyond six hours, establishing a liberal maximum limit within which candidates may take their time, and making the time occupied an element in the examination, so that, other things being equal, the most rapid candidates shall receive the highest marks.

I think that it is desirable that a maximum limit of age should be established for candidates for admission to the service. Although most of the successful candidates are in the prime of life, a person of advanced years is occasionally certified for appointment. In one Department, at least, the Secretary has objected to such persons, under the rule which permits the head of a Department to object to one of any three persons certified for appointment. If the candidate has been summoned without knowledge of the rule of the Department, this is justly considered a hardship. On the other hand, if he is appointed, he is likely, however vigorous he may be, to become superannuated and a charge upon the Department after the lapse of a few years.

Some of the Departments make relationship to persons in any branch of the service a ground of objection to qualified candidates. Although such a rule seems inconsistent with a system which makes fitness the prime consideration, the fact that the popular mind does not discriminate between the rules of the Departments and the civil service rules should not be overlooked. It is properly considered that the system of appointment is governed by all the rules applied to the selection of persons for the public service, by whatever authority prescribed. Either the two should be brought into harmony or there should be some means provided of informing candidates to what extent the competitive system is qualified by the regulations of the Departments.

In my opinion, the question of the eligibility of women for appointment to clerkships of class one should be settled. If women, born or naturalized within the United States, are citizens of the United States under the fourteenth amendment of the Constitution, they are privileged to compete under the third of the rules of December 19, 1871, for vacancies in the lowest grades of groups on the same terms as men. If this construction is correct, I submit that the rule should be either enforced in its present form or so changed as to define with certainty the positions for which women are eligible. It has been suggested that only those women who have served a probation in the \$900 class should be permitted to compete for \$1,200 clerkships. In support of this

suggestion it is urged that, as women have the exclusive entry to the \$900 class, to permit them to enter the service at the \$1,200 grade also, on the same terms as men, would give them an advantage, not only over male competitors but over women who had served faithfully in the \$900 grade.

It is desirable that higher evidence of the good moral character, temperate and industrious habits, and sound bodily health of candidates should be exacted than the mere unsubstantiated certificates now required. Hitherto, the agencies provided have been inadequate to procure higher evidence, but it is hoped that when better means shall have been furnished, it will be practicable to require conclusive evidence on these very important points. Fortunately, the power of objection has been sufficient to prevent the appointment of persons whose character, habits, or health belied their certificates, but the possibility that it may not always prove sufficient is constantly held up as one of the dangerous features of the system.

SUCCESS OF THE COMPETITIVE SYSTEM.

The testimony of those familiar with the results of the competitive system is almost unanimous as to its success in respect to admission to the service. It is conceded that the persons who have been admitted to the service under the civil service rules are superior in average intelligence, capacity, adaptability, and general usefulness to those appointed under the old system, and that the character of the service is gradually improving. It has been proved beyond question that capacity for the minor positions in the public service can be fairly and accurately tested by competitive examinations. The diminution of the importunity for office has given great relief to all officers possessing the power of appointment or nomination to places to which the rules have been applied.

The Departments are being gradually supplied with men of trained and active minds, who are working their way upward toward the higher places, and are spreading about them an influence favorable to the reform. If the process continues, it will not be many years before the Departments will be transformed by the infusion of this new element. I hope that the time may not be long deferred when the same reforming influences will be felt throughout the whole civil service; when honesty, capacity, and fidelity to the Union and the Constitution will be the sole requisites for admission to the public service, and when fidelity to duty, and not political subserviency, will determine the tenure of office.

Concerning competition for promotion, the testimony is less favorable, although I have no hesitation in saying that the greater weight of opinion is in its favor. The reasons for this diversity of opinion in the Departments are obvious. The heads of Bureaus regard the selection of persons for promotion as a right of their offices, and look with jealousy upon the system which disturbs their privileges. Moreover, as the competitors for promotion greatly outnumber the vacancies, the successful candidates necessarily bear a small proportion to those who fail. So far as current opinion takes its tone from persons in the Departments, it is not strange that it should be in some degree unfavorable, however manifest the merits of the system may be to others. Wherever I have been able personally to compare the standing of candidates in the examinations with their standing in their offices, I have found them to agree with remarkable uniformity. The tone of the service is unquestionably improving. Each man feels that his promotion depends chiefly upon his own efforts, and not upon the weight of his political influence, nor the degree of his own subserviency, and is incited to extend his knowledge, especially of the duties of the office, on which his advancement chiefly depends.

The incentive to study and self-improvement furnished by the competitive system is one of its most wholesome features, the effect of which upon the service has been very marked. Not only do candidates for promotion strive to become familiar with the subjects of the examinations, but the questions used become topics of discussion in the Departments among those who are not competitors. A sort of reproach attaches to igno-

rance of subjects, on a knowledge of which promotion depends, and an impulse is given to the study, both of elementary subjects and of the regulations and practices of the Departments and the laws which govern them. This effect is in every way salutary. Not only does the accession of knowledge make better clerks and officers, but the habit of study once formed becomes fixed and is carried into other fields. There is aroused in the Departments a spirit of research, of inquiry, of independent thought, the like of which was never known before.

With the adoption of the improvements which I have suggested in the rules governing promotions, the provision of *ampler and better means for conducting examinations*, the improvement of the service in the lower grades, and, above all, the growth of the belief that the competitive system is the fixed policy of the Government, from which it can be swerved neither by captious complaints from within nor by interested interference from without, I have no doubt that the success of the competitive principle as applied to promotions will be quite as marked as it has been in its application to original entry into the service.

It should not be forgotten, however, that the chief benefits of civil service reform, whether the improvement of the service or the purification of politics is considered, are to be gained by jealously guarding admission to the public service; and no defects, whether real or assumed, in its application to promotions, should be permitted to endanger the essential object of the reform.

EXTENSION OF THE RULES.

More than two years have passed since the adoption of the original civil service rules, and more than twenty-one months since the completed scheme was promulgated by the President; yet the rules have been put in force only in the Departments in Washington and in the custom-house and sub-treasury in the city of New York. This is a very small part of the field which they nominally cover, which is little less than the whole civil service of the United States. They have now been thoroughly tested at every point within their field of operation, and there seems to be no good reason why they should not be extended to at least a large portion of the other branches of public service. All the larger custom-houses and all the sub-treasuries fall within the general rules which have been applied to the New York offices. In the light of the experience had in that city, it would be an easy matter to bring all of them within the operation of the same scheme. In the spring of last year, members of the board of examiners for the Treasury Department visited the principal custom-houses on the southern seaboard for the purpose of selecting subordinate boards and making other preparations for the enforcement of the rules. The results of this tour were submitted to the Commission, but it was not deemed practicable to extend the rules to the southern custom-houses at that time. It would seem as if sufficient experience had now been gained to warrant their extension, with such amendments as that experience may suggest, to the whole customs-service.

The present postmaster of New York City, soon after his appointment, instituted of his own motion a very thorough and praiseworthy system of competitive examinations for admission to the post-office. These have not only remarkably improved the quality of the persons admitted to the service, but have stood as a barrier against the torrent of pressure, which, if unopposed, would have swept nearly every officer from his place. Although this system does not come strictly within the civil service rules, it is governed by the same principles, and it might with ease be made to conform to the methods prescribed by the rules. Thus harmonized with the general plan, it might readily be made the model for a similar system of examinations in all of the larger post-offices. The quiet and unostentatious manner in which this measure has been set in operation shows that the fancied obstacles to the reform speedily vanish before an intelligent effort to improve the service.

CONCLUSION.

The complete success of the reform in its application to the minor positions in the public service has been hindered by the lack of sufficient provisions for the applica-

tion and proper trial of the system. The whole burden of the practical enforcement of the rules has fallen upon Department officers, engrossed with other duties, unprovided with proper assistance, and working without the hope of reward, but with the certainty of unfriendly criticism. Some of the boards have no clerical assistance nor any sufficient conveniences for conducting examinations. In one Department, every set of examination-papers has been copied by some member of the board. Considering these drawbacks, the success of the measure has been very gratifying. Still, it is less complete than it would have been had proper agencies been provided for carrying out the methods prescribed by the rules.

There is a disposition to decide the fate of civil service reform according to the degree of success with which it has thus far met. The friends of reform have nothing to fear from the application of this test; but it must not be forgotten that the measure has not yet been so applied as to secure all the good results of which it is capable. The sphere of its application has been small and the agencies to which it has been intrusted inadequate. The true test to apply to it is to compare its results, not with the imaginary results of a theoretically perfect system, but with the actual, notorious results of the system which it has to some extent supplanted. Judged by this standard, even the inadequate trial which has been accorded to it has demonstrated its great advantages. The time has come when it should be treated by all branches of the Government with the liberality and consideration due to a great and needed reform, to which the people of this country are committed by the formal declarations of both of their great political parties, and which has enlisted the sympathies of all earnest and intelligent men who desire to correct the abuses of the public service due to vicious methods of appointment.

I have the honor to be, with great respect, your obedient servant,

EDWARD O. GRAVES,

Chief Examiner.

The CIVIL SERVICE COMMISSION.

APPENDICES.

2 C E

APPENDICES.

APPENDIX I.—FORMS USED IN CONNECTION WITH THE DISTRICT EXAMINATIONS.

1.—Notification to male candidates.

CHIEF EXAMINER, }
Form I. }

CIVIL SERVICE COMMISSION,
OFFICE OF THE CHIEF EXAMINER,
Washington, D. C., ———, 187—.

SIR: You are hereby notified that you may appear at ———, in the city of ———, on the ——— day of ———, 187—, at 9 o'clock a. m., to compete in an examination to be held under the rules and regulations for the civil service, for the purpose of filling ——— vacancies in clerkships of class one in the ——— Department ———.

Your careful attention is invited to the inclosed copy of the "rules of examination."

This notification must be presented at the examination-room as evidence of your right to appear for examination.

Very respectfully,

—————,
Chief Examiner.

—————, ———.

2.—Notification to female candidates.

CHIEF EXAMINER, }
Form II. }

CIVIL SERVICE COMMISSION,
OFFICE OF THE CHIEF EXAMINER,
Washington, D. C., ———, 187—.

———: You are hereby notified that you may appear at ———, in the city of ———, on the ——— day of ———, 187—, at 9 o'clock a. m., to compete in an examination to be held under the rules and regulations for the civil service, for the purpose of filling vacancies in clerkships of class one in the ——— Department ———.

Your careful attention is invited to the inclosed copy of the "rules of examination."

This notification must be presented at the examination-room as evidence of your right to appear for examination.

As this examination is mainly for vacancies to occur, it is not practicable to state what portion of them will be open to women.

Very respectfully,

—————,
Chief Examiner.

—————, ———.

3.—Rules of examination.

CHIEF EXAMINER, }
Circular No. 1. }

CIVIL SERVICE COMMISSION,
OFFICE OF THE CHIEF EXAMINER,
Washington, D. C., October 30, 1873.

The following rules are prescribed for the guidance of candidates in the examinations to be held in the First, Third, Fourth, and Fifth Civil Service Districts:

1. Candidates must present themselves punctually at the times and places specified in their notifications.

2. The examinations will begin at nine o'clock a. m.

3. The questions used in the examination are printed, with sufficient space after each question in which to write the answer. The answers must be written on the paper furnished; and the time occupied and the candidate's name must be written at the foot of each paper.

4. There are eleven papers used in each examination, the subjects of which are as follows: (1) Letter and brief: the candidate is required to write a letter, of about one foolscap page in length, on a given subject, and to fold and brief it. (2) Addition: two exercises in simple addition. (3) Notation and numeration of whole numbers and decimals: eight exercises. (4) Fractions: eight exercises in the addition, subtraction, multiplication, division, and mutual conversion of common and decimal fractions. (5) Arithmetic: six miscellaneous examples involving common and decimal fractions, percentage, discount, and simple interest. (6) Book-keeping: a very few elementary questions, and an exercise in journalizing. (7) Accounts: the statement of a simple account from items given. (8) Orthography: about twenty examples of false orthography for correction. (9) Syntax: ten or twelve examples of false syntax for correction. (10) Transcribing from a rough draught: a fair and legible copy of a rough draught of a letter is required; and (11) History, geography, and Government of the United States: five general questions upon each.

5. Candidates will be furnished with pens and ink, and with paper on which to make the arithmetical computations and the first draughts of their answers. The whole operation used in solving the arithmetical examples must be copied on the sheets on which the questions are printed.

6. The first five papers will be given out in the morning at the beginning of the examination, and after their completion the remaining six papers will be given out. Candidates will be permitted to leave the examination-room only after they have given up the first five papers, and before they have received the remaining six.

7. Any candidate who is dissatisfied with the pens, ink, or paper supplied to him may apply to one of the examiners; but any one who is accustomed to use a particular kind of pen should bring it with him.

8. Any candidate who shall attempt to use books or manuscripts, either in the examination-room or elsewhere, during the hours of examination, or who shall copy from the papers of another, or permit his own papers to be copied, or receive or give assistance of any description, will expose himself to the penalty of having his papers thrown out, at the discretion of the Civil Service Commission.

9. After the examination, the papers of each candidate will be forwarded by the chief examiner or his substitute to that Department or office which the candidate has made application to enter, in order that his standing may be computed by the board of examiners for such Department or Office.

10. The attention of candidates is invited to the following extract from the ninth of the additional rules for the government of the civil service, promulgated by the President, August 5, 1873:

“(7.) The several heads of Departments must also cause to be made in permanent form, and to be preserved, a ‘Record of persons eligible for appointment,’ arranging under separate headings those resident in each separate district, wherein shall be entered the names of the persons who have been examined within twelve months now last past, and who are still eligible to nomination or appointment; and to such record must, from time to time, be added the names of those persons who shall hereafter pass an examination which shall show them to be so eligible for nomination or appointment. And such ‘Record of persons eligible for appointment’ shall be so kept, and the names therein be so classified, that all those whose residences appearing as aforesaid to be in the same districts shall be tabulated together, so as to show their relative excellence in each said district; except that the names of all those examined under the fourth rule of this series shall be separately entered upon the ‘Record of persons eligible for appointment’ for each Department, so as to show where they reside.

“(8.) That the officer having the power of making nomination or appointment may resort, for that purpose, to those so entered in the ‘Record of persons eligible for appointment’ as residing in either of said civil service districts; but (except in respect of those examined under said rule 4) the method of competition heretofore provided must be regarded as applying among those so registered as residing in any such district, and as requiring the nomination and appointment to be made from some one of the three persons graded as the highest on some one of said five several arrangements of persons so eligible.”

Notifications will be sent to candidates selected for appointment from the Departments or Offices in which they are to receive appointments.

EDWARD O. GRAVES,
Chief Examiner.

4.—Certificate of the boards of examiners for the district examinations.

_____, _____, 187—.

We hereby certify that an examination of candidates for admission to the civil service of the United States was held by us in the city of _____, on the _____ day of _____, 187—, in accordance with the rules and regulations for the civil service; that

the persons named in the list hereto attached presented themselves as competitors for prospective vacancies in clerkships of class one in the _____ Department _____; and that the papers herewith transmitted are the examination-papers of the said competitors.

_____,
_____,
_____,
Board of Examiners.

List of candidates for vacancies in clerkships of class one in the _____ Department _____, examined in the city of _____, on the _____ day of _____, 187—.

APPENDIX II.—SUMMARIES OF THE CIVIL SERVICE EXAMINATIONS IN EACH DEPARTMENT.

THE TREASURY DEPARTMENT.

Number of examination.	Date.	Office.	Vacancies filled.								Number of competitors, excluding names brought forward.		
			\$900 class.	Class 1.	Class 2.	Class 3.	Class 4.	Head of division.	Deputy Comptroller of the Currency.	Chief clerk of Light-House Board.		Principal book-keeper, Treasurer's Office.	Total.
	1872.												
1	June 5	Third Auditor.....			3							3	21
2	June 6	Auditor of Treasury for Post-Office Department.....			2	1						3	23
3	June 6	Commissioner of Customs.....			1							1	3
4	June 10	Treasury Department.....		4								4	39
5	July 2	do.....		12								12	43
6	July 3	Auditor of Treasury for Post-Office Department.....			10	5						15	46
7	July 6	Bureau of Statistics.....			1							1	3
8	July 6	Supervising Architect.....				1						1	3
9	July 6	Light-House Board.....					1					1	1
10	July 8	Second Auditor.....			1							1	23
11	July 9	Secretary's Office.....			5	4	2					11	36
12	Aug. 2	Comptroller of the Currency.....							1			1	4
13	Oct. 11	Treasury Department.....		5								5	44
14	Oct. 12	do.....		5								5	38
15	Oct. 14	do.....		5								5	39
16	Oct. 15	do.....		5								5	50
17	Oct. 16	do.....	28									28	51
18	Nov. 25	Fourth Auditor.....			1							1	3
19	Nov. 25	Fifth Auditor.....			2							2	8
20	Dec. 4	Second Auditor.....			7	2						9	51
	1873.												
21	Jan. 4	Third Auditor.....			10	1						11	38
22	Jan. 23	First Comptroller.....			4	4	1					9	15
23	Jan. 23	Second Comptroller.....			1	1						2	9
24	Jan. 23	First Auditor.....			2							2	7
25	Jan. 23	Loan Bureau.....					2					2	7
26	Jan. 23	Commissioner of Customs.....			1							1	(*)
27	Jan. 23	Bureau of Statistics.....			1							1	(*)
28	Jan. 31	Internal Revenue Bureau.....						1				1	8
29	Feb. 7	Treasurer of the United States.....			2	2						4	15
30	Feb. 7	Comptroller of the Currency.....			2	2	1					5	13
31	Feb. 21	Internal Revenue Bureau.....			10	9	5					24	48
32	Feb. 24	Register's Office.....					3					3	19
33	Mar. 24	Treasury Department.....		2								2	55
34	Mar. 25	do.....		1								1	52
35	Mar. 26	do.....		1								1	58
36	Mar. 27	do.....		1								1	48
37	Mar. 28	do.....		2								2	59
38	Mar. 29	do.....		2								2	61
39	Mar. 31	do.....		4								4	61
40	Apr. 1	do.....		1								1	66
41	Apr. 2	do.....		62								62	75

* One candidate whose name and standing were brought forward from a prior examination.

The Treasury Department—Continued.

Number of examination.	Date.	Office.	Vacancies filled.									Number of competitors, excluding names brought forward.			
			\$900 class.	Class 1.	Class 2.	Class 3.	Class 4.	Head of division.	Deputy Comptroller of the Currency.	Chief clerk of Light-House Board.	Principal book-keeper, Treasurer's Office.		Total.		
42	1873.	Treasury Department	14											60	
43	May 5	do													56
44	May 6	do													62
45	May 7	do													47
46	May 8	do													44
47	May 9	do													57
48	May 10	do												6	
49	June 23	Internal Revenue Bureau						1					1	2	
50	June 23	Light-House Board								1			1	2	
51	July 8	Secretary's Office			5	7							20	35	
52	July 8	Comptroller of the Currency			3	3	5						7	14	
53	July 8	Fifth Auditor			1		1						2	6	
54	July 9	Auditor of Treasury for P. O. D.			14	11	1						26	64	
55	July 10	Second Auditor			6	3							9	49	
56	Aug. 7	Treasurer of the United States									1		1	8	
57	Aug. 7	Fourth Auditor			2		1						3	10	
58	Aug. 7	Commissioner of Customs			3	2							5	8	
59	Oct. 20	Third Auditor			3		2						5	13	
60	Oct. 28	Treasury Department	12										12	61	
61	Oct. 29	do	7										7	66	
62	Oct. 30	do	14										14	66	
63	Oct. 31	do	5										5	68	
64	Nov. 1	do												2	
65	Dec. 10	Internal Revenue Bureau			9	2	1						12	37	
66	Dec. 11	Bureau of Statistics			1	1	1						3	11	
67	Dec. 11	First Auditor			3		1						4	6	
68	Dec. 12	Fourth Auditor			2	1	1						4	6	
69	Dec. 12	Second Comptroller			1	1							2	9	
69	1874.	Register of the Treasury			6								6	9	
		DISTRICT EXAMINATIONS.	14	178	128	63	28	2	1	1	1	416	2,125		
1	1873.	Treasury Department		7								7	38		
2	Nov. 13	do												21	
3	Dec. 4	do												19	
4	Dec. 9	do												6	
		Aggregate	14	185	128	63	28	2	1	1	1	423	2,209		

THE DEPARTMENT OF THE INTERIOR.

Number of examination.	Date.	Office.	Vacancies filled.							Total.	Number of competitors.	
			Class 1.	Class 2.	Class 3.	Class 4.	3d assistant examiner.	2d assistant examiner.	1st assistant examiner.			
1	June 18, 1872	Patent-Office								3	3	15
2	June 18, 1872	do								1	1	1
3	June 18, 1872	do								2	2	19
4	June 19, 1872	do								1	1	1
5	June 19, 1872	do								1	1	1
6	June 20, 1872	do							3	3	3	2
7	June 27, 1872	Land-Office		3						3	3	16
8	July 18, 1872	Patent-Office		4						4	4	10
9	July 20, 1872	Pension-Office	1							1	1	12
10	July 18, 1872	Patent-Office	4							4	4	24

The Department of the Interior—Continued.

Number of examination.	Date.	Office.	Vacancies filled.								Number of competitors.	
			Class 1.	Class 2.	Class 3.	Class 4.	3d assistant examiner.	2d assistant examiner.	1st assistant examiner.	Principal examiner.		Total.
11	July 22, 1872	Patent-Office							6		6	23
12	Aug. 7, 1872	do								4	4	155
13	Aug. 8, 1872	do							6		6	182
14	Aug. 9, 1872	do							3		3	13
15	Aug. 10, 1872	do		5							5	14
16	Sept. 9, 1872	do		5							5	5
17	Sept. 9, 1872	do									5	20
18	Jan. 2, 1873	Pension-Office	1								1	3
19	Jan. 10, 1873	Patent-Office								2	2	15
20	Jan. 13, 1873	do							3		3	21
21	Jan. 14, 1873	do							3		3	18
22	Jan. 15, 1873	do				1					1	1
23	Jan. 15, 1873	Land-Office		2	1						3	22
24	Jan. 23, 1873	Patent-Office				1					1	3
25	Jan. 24, 1873	do			1						1	3
26	Jan. 25, 1873	do	1								1	5
27	Jan. 30, 1873	do		3							3	42
28	Mar. 12, 1873	do								1	1	5
29	Mar. 13, 1873	do						1			1	8
30	Mar. 22, 1873	do	1								1	1
31	Apr. —, 1873	Pension-Office				4					4	9
32	May 17, 1873	do				4					4	43
33	May 17, 1873	do			2	4					2	2
34	June 2, 1873	Patent-Office								3	3	18
35	June 10, 1873	do							3		3	21
36	June 11, 1873	do						7			7	23
37	June 12, 1873	do					14				14	46
38	June 13, 1873	Pension-Office			12						12	73
39	June 26, 1873	Patent-Office					4				4	33
40	July 26, 1873	Pension-Office		18							18	35
41	Oct. 8, 1873	Land-Office		6	2	1					9	27
		DISTRICT EXAMINATIONS.	7	49	18	11	18	17	28	14	162	669
1	Nov. 13, 1873	Dept. of the Interior										8
2	Dec. 4, 1873	do										18
3	Dec. 9, 1873	do										9
		Aggregate	7	49	18	11	18	17	28	14	162	704

THE POST-OFFICE DEPARTMENT.

No. of examination.	Date.	Office.	Vacancies filled.						No. of competitors, excluding names brought forward.	
			Class 1.	Class 2.	Class 3.	Class 4.	Chief clerk of office of foreign mails.	Total.		
1	June 17, 1872	Money-order office		1					2	3
2	June 17, 1872	Office of foreign mails			1				1	11
3	July 8, 1872	Appointment office		1					1	2
4	July 8, 1872	Contract office		2	1	1			4	9
5	July 8, 1872	Money-order office		1					1	3
6	July 13, 1872	Appointment office		1	1				2	6
7	July 15-19, 1872	do		4					4	4
8	July 15-19, 1872	Contract office		3					3	52
9	July 15-19, 1872	Money-order office		2					2	3
10	July 30, 1872	Contract office			3				3	6
11	July 30, 1872	Finance office		1	1	1			3	9
12	Sept. 30 and Oct. 1 and 2, 1872	Contract office		1					1	3
13	Sept. 30 and Oct. 1 and 2, 1872	Finance office		3					3	36
14	Sept. 30 and Oct. 1 and 2, 1872	Money-order office		1					1	3
15	December 18, 1872	Contract office		1	1	1			3	14
16	January 7 and 8, 1873	Finance office					1		1	19
17	January 13, 1873	do		1	1	1			3	8

The Post-Office Department—Continued.

No. of examination.	Date.	Office.	Vacancies filled.					No. of competitors, excluding names brought forward.	
			Class 1.	Class 2.	Class 3.	Class 4.	Chief clerk of office of foreign mails.		Total.
18	January 14, 1873	Money-order office		1				1	2
19	January 15-18, 1873	Contract office	1					1	
20	January 15-18, 1873	Finance office	4					4	45
21	January 15-18, 1873	Money-order office	2					2	
22	February 11, 1873	Finance office		1				1	1
23	May 5, 1873	do		1				1	2
24	May 13-15, 1873	do	5					5	32
25	May 28, 1873	do		1	1			2	6
26	June 12, 1873	Office of foreign mails					1	1	1
27	June 27, 1873	Finance office			1			1	8
28	July 3, 1873	Office of foreign mails			1			1	1
29	July 15, 1873	do			1			1	19
30	July 15, 1873	Finance office		1				1	17
31	August 1, 1873	Contract office			2			2	11
32	August 19-25, 1873	Appointment office	3					3	78
33	August 19-25, 1873	Contract office	3					3	
34	August 19-25, 1873	Finance office	3					3	
DISTRICT EXAMINATIONS.			35	18	13	6	1	73	401
1	November 13, 1873	Post-Office Department							3
2	December 4, 1873	do							6
3	December 9, 1873	do							4
4	December 17, 1873	do							1
Aggregate			35	18	13	6	1	73	415

THE WAR DEPARTMENT.

No. of examination.	Date.	Office.	Vacancies filled.					No. of competitors, excluding names brought forward.	
			Copyists.	Class 1.	Class 2.	Class 3.	Class 4.		Total.
1	July 10, 1872	Chief of Engineers					1	1	2
2	July 23, 1872	do					1	1	1
3	July 24 and 26, 1872	War Department		2				2	23
4	July 29, 1872	Quartermaster-General	1					1	18
5	August 20, 1872	Chief of Engineers			1			1	3
6	September 10, 1872	Adjutant-General			1			1	3
7	September 27 and 28, 1872	War Department		5				5	25
8	October 12, 1872	Adjutant-General			2		2	4	10
9	October 15, 1872	Chief of Ordnance			1			1	6
10	December 20, 1872	Adjutant-General			1			1	8
11	January 22, 1873	Quartermaster-General		1				1	5
12	January 23 and 24, 1873	War Department			1			1	36
13	February 5 and 6, 1873	Quartermaster-General		3				3	26
14	February 15, 1873	Adjutant-General					1	1	16
15	February 18, 1873	Paymaster-General			1			1	6
16	March 18, 1873	Adjutant-General			1			1	0
17	March 19, 1873	Bureau Military Justice				1		1	1
18	April 18, 1873	Surgeon-General			1			1	3
19	April 22, 1873	Quartermaster-General		1				1	4
20	May 5, 1873	War Department		1				1	51
21	May 16, 1873	Adjutant-General			1			1	5
22	June 2, 1873	Secretary of War					1	1	8
23	July 8, 1873	Chief of Ordnance			1			1	1
24	August 6, 1873	Quartermaster-General					1	1	28
25	November 20, 1873	Chief of Engineers					1	1	4
26	December 1, 1873	Chief of Ordnance			1			1	4
27	February 2, 1874	Quartermaster-General	1					1	34
28	do	do		1				1	6

The War Department—Continued.

No. of examinations.	Date.	Office.	Vacancies filled.					No. of competitors, excluding names brought forward.	
			Copyists.	Class 1.	Class 2.	Class 3.	Class 4.		Total.
29	February 3, 4, and 7, 1874.....	War Department.....		2				2	89
30	February 27, 1874.....	Quartermaster-General.....			1			1	18
	Total.....		2	17	14	1	7	41	443
DISTRICT EXAMINATIONS.									
2	December 4, 1873.....	War Department.....							6
3	December 9, 1873.....	do.....							4
4	December 17, 1873.....	do.....							2
	Aggregate.....		2	17	14	1	7	41	455

THE NAVY DEPARTMENT.

No. of examination.	Date.	Office.	Vacancies filled.				No. of competitors.
			Class 1.	Class 2.	Class 3.	Total.	
1	Dec. 14, 1872	Bureau of Provisions and Clothing.....			1		1
2	Jan. 13, 1873	do.....	1				1
3	May 15, 1873	do.....		1			1
4	May 15, 1873	Bureau of Navigation.....			1		1
5	May 29, 1873	do.....			1		1
	Aggregate.....		1	3	1	5	12

THE DEPARTMENT OF JUSTICE.

No. of examination.	Date.	Vacancies filled.				No. of competitors.
		Class 1.	Class 3.	Class 4.	Total.	
1	September 25, 1873.....	3	1	2	6	18

THE DEPARTMENT OF AGRICULTURE.

Number of examination.	Date.	Vacancies.	No. of competitors.
DISTRICT EXAMINATIONS.			
1.....	November 13, 1873.....		1
3.....	December 9, 1873.....		3
Aggregate.....			4

General summary of all of the examinations held in Washington under the civil-service rules.

Department.	Number of examinations held.			Number of vacancies filled.			Number of candidates examined.		
	For admission.	For promotion.	Total.	In lowest grade.	Above lowest grade.	Total.	For admission.	For promotion.	Total.
Treasury	26	43	69	192	224	416	1,428	697	2,125
Interior	* 6	35	41	*25	137	162	*123	546	669
Post-Office	13	21	34	35	38	73	243	158	401
War	11	19	30	19	22	41	317	126	443
Navy	1	4	5	1	4	5	8	4	12
Justice	1	1	3	3	6	18	18
District examinations	4	4	17	7	149	149
Grand aggregate	62	122	184	282	428	710	2,286	1,531	3,817

* Including third assistant examiners in Patent-Office.

† In Treasury Department.

APPENDIX III.—SPECIMENS OF EXAMINATION-PAPERS FOR ADMISSION AND FOR PROMOTION IN EACH DEPARTMENT.

TREASURY DEPARTMENT.

EXAMINATION No. 43.—ADMISSION—MAY 6, 1873.

To fill vacancies in the grade of female clerks at \$900 a year.

[Please to read the directions at the head of each sheet and carefully comply with them.]

PRELIMINARY.

Upon completing the answers to the questions, the candidate should note on the paper the exact time that she has been engaged upon it and place it upon the examiner's desk.

The answers must be given immediately under the questions to which they pertain.

1. Name and address.
2. Residence.
3. Place of birth.
4. Date of birth.
5. State briefly as to your education.
6. What experience in business or profession?
7. What experience as a clerk?

ARITHMETICAL.

Care must be taken to insert the proper points.

8. Write in figures the following numbers:
Thirteen thousand and twenty-two.
Three hundred and one thousand and six.
Five hundred and seventy-two millions six hundred and one.
9. Write at length the numbers expressed by the following figures:
25,601.
307,003.
2,706,103.
572,601,300.

10. Add the following columns of figures, and give each answer immediately under the column to which it pertains:

\$311, 533 83	\$118, 248 30
194, 572 32	92, 718 50
14, 709 46	150, 476 14
118, 248 30	103, 880 82
92, 718 50	149, 004 15
150, 476 14	175, 111 81
	193, 636 59
	269, 803 41
	315, 022 36
	205, 217 87
	379, 558 23
	384, 720 19
	445, 485 18
	464, 546 52
	427, 124 98
	337, 032 62

Show the operation at length in each case.

11. How long will it take one hundred ladies to count \$3,000,000 in fractional currency, one-third of which is in notes of the denomination of 50 cents, one-third in 25 cents, and the remaining third in 10-cent notes, if each lady counts at the rate of 50 notes per minute?

12. The Treasury Department purchased 756 reams of foolscap-paper, for which it paid \$1,784.16; 672 reams of letter-paper, for \$1,518.72; and 345 reams of note-paper, for \$741.75. What did the whole cost, and how much was paid per ream for each kind?

13. How many dollars in greenbacks can fifty presses print in one hour, if each press prints 30 impressions of paper per minute and each impression contains 12 notes of the denomination of \$5?

ORTHOGRAPHY AND PUNCTUATION.

14. Copy the following passage clearly and legibly, correcting mistakes of spelling and punctuation, but not otherwise altering either the words or their order:

The moste evident cause of superier productiveness is what air called naturel advantagis. These air various. fertillity off soil is won of the principle. in this there air grate variety, from the deaserts of arabia to the alluvial planes of the ganges the niger and the mississippi. a faverable climate is even more imporent than a ritch soil. thair air countrees capible of being inhabitted butt to cold to bee compatable with agriculcher. Their inhabitents cannot pass beyond the nomadic stait; thay must live like the laplanders by the domestication of the raindear if knot by hunting or fishing like the miserble esquimaux. there air countrees whare oats will ripen, but not wheat sutch as the north of scotland; others whare wheat can be groan but from exsess of moyschure affords but a precarius crop as in parts of ireland.

SYNTAX.

The exercises are not all incorrect.

15. Copy the following sentences, and correct such as contain errors in syntax:

Not one of the ladies knew what they were to do.

That desk is the smallest of the two.

More than a year has elapsed since the organization of the system.

It is not practicable to dispense with the services, neither of the counter nor the copyist.

Our public debt as well as finances are under the control of the Treasury Department.

The Attorney-Generals opinions are given in writing.

Taxes are either direct or indirect.

Who is the Supervising Architeect appointed by?

The work was did remarkable well.

No one can make a good copyist unless they are careful.

COPYING.

16. Copy the following passage, taking care to write as well as you can :

Let us suppose in any country a circulating medium purely metallic, and a sudden casual increase made to it; for example, by bringing into circulation hoards of treasure, which had been concealed in a previous period of foreign invasion or internal disorder. The natural effect would be a rise of prices. This would check exports and encourage imports; the imports would exceed the exports, the exchanges would become unfavorable, and a newly-acquired stock of money would diffuse itself over all countries with which the supposed country carried on trade, and from them, progressively, through all parts of the commercial world. The money which thus overflowed would spread itself to an equal depth over all commercial countries. For it would go on flowing until the exports and imports again balanced one another; and this (as no change is supposed in the permanent circumstances of international demand) could only be, when the money had diffused itself so equally that prices had risen in the same ratio in all countries, so that the alteration of price would be for all practical purposes ineffective, and the exports and imports, though at a higher money valuation, would be exactly the same as they were originally. This diminished value of money throughout the world (at least if the diminution was considerable) would cause a suspension, or at least a diminution, of the annual supply from the mines, since the metal would no longer command a value equivalent to its highest cost of production. The annual waste would, therefore, not be fully made up, and the usual causes of destruction would gradually reduce the aggregate quantity of the precious metals to its former amount; after which their production would recommence on its former scale. The discovery of the treasure would thus produce only temporary effects.

TRANSCRIBING FROM ROUGH DRAUGHT.

17. Make a fair copy of the following rough draught of a letter, writing correctly and neatly, and writing out all abbreviations at full length :

[The rough draught being photo-lithographed, it is not practicable to reproduce it here.]

EXAMINATION No. 63—ADMISSION—NOVEMBER 1, 1873.

To fill vacancies in clerkships of class one.

[Please to read the directions at the head of each sheet and carefully comply with them.]

PRELIMINARY.

Upon completing the answers to the questions, the candidate should note on the paper the exact time that he has been engaged upon it and place it upon the examiner's desk.

The answers must be given immediately under the questions to which they pertain. [The first seven questions are the same as in the examination for \$900 clerkships.]

ARITHMETICAL.

Care must be taken to insert the proper points.

8. Write in figures the following numbers :

Seventy-nine thousand six hundred and one.

One hundred and fifty millions five thousand and one.

Three millions one thousand and two, and decimal two thousand and two hundred-thousandths.

9. Write at length the numbers expressed by the following figures :

525,637.

10,355,607,305.

75,226.032.

87,317,216.01001.

10. Add the following columns of figures, and give each answer immediately under the column to which it pertains:

\$983,742,898 93	\$893,746,498 99
209,464,215 25	109,741,134 10
309,226,813 42	209,464,215 25
266,027,537 43	309,226,813 42
191,087,589 41	266,027,537 43
158,356,460 86	191,087,589 41
311,533 83	158,356,460 86
194,572 32	311,533 83
24,709 46	194,572 32
118,248 30	24,709 46
92,718 50	118,248 30
150,476 14	92,718 50
103,880 82	150,476 14
	103,880 82
	149,004 15
	175,111 81
	193,636 59
	269,803 41
	315,022 36
	205,217 87
	379,558 23
	384,720 19
	445,485 18
	464,546 52
	427,124 98
	337,032 62
	315,783 47

Show the operation at length in each case.

11. The duty on brown and bleached linens, valued at 30 cents or less per square yard, is 35 per cent. *ad valorem*, or upon the value. What is the amount chargeable on a bale containing 56 webs, each being $37\frac{1}{2}$ yards long, 30 inches wide, and valued at 27 cents per square yard?

12. A dealer in wood and coal sold $150\frac{1}{2}$ cords of hard wood at \$8.50 and $87\frac{1}{2}$ cords of soft wood at \$5.87 $\frac{1}{2}$ per cord; 96 tons and 1,500 pounds of Schuylkill coal, at \$7.62 $\frac{1}{2}$ per ton, and 125,000 pounds of bituminous coal, (2,240 lbs. per ton,) at \$475 per ton. What did the whole amount to after deducting $2\frac{1}{2}$ per cent. for losses and delivery? Give operation and result in common fractions.

13. How long will it take \$16,500 to gain an interest of \$2,117.50, at the rate of 7 per cent. per annum?

14. If the premium on gold is $8\frac{1}{2}$ per cent., what amount of gold must be sold to pay a note of \$356 in currency?

15. What would be the total cost of 17,350 pounds of flour, at \$8.875 per bbl., (196 lbs. to the barrel); 12,275 pounds of sugar, at \$10.3125 per 100 lbs.; and $2\frac{1}{2}$ tons (2,000 lbs. to the ton) of rice, at .0825 cts. per pound?

Give operation and result in decimal fractions.

16. An officer of the United States deposits in the Treasury \$49,739.55 $\frac{3}{4}$, having retained $1\frac{1}{4}$ per cent. on the whole amount collected. What amount did he collect?

17. The Treasurer sells for the Interior Department certain Southern State bonds at $78\frac{1}{2}$, and purchases with the proceeds exactly \$20,500 in five-twenty bonds, at a premium of $12\frac{1}{4}$. What was the face value of the bonds sold?

18. James Smith commenced business January 1, 1871, as agent for Henry Brown, with a cash capital of \$15,000. He bought of John Jones, for cash, 701 barrels of flour, at \$11 per barrel, and of Thomas Miller 1,800 bushels of oats, at 55 cents per bushel, for which he gave his note for three months, with interest at the rate of 7 per cent. per annum; and of John Doe, for cash, 6,201 bushels of corn, at 70 cents per bushel. He sold to George Thompson, for cash, 413 bushels of oats, at 60 cents per bushel; to Henry Johnson, February 15, 1871, 409 bushels of corn, at 75 cents per bushel, to be paid for in four months, with interest, at the rate of 7 per cent. per annum; and to Philip Tucker, June 30, 1871, 141 barrels of flour, at \$10.25 per barrel, cash. All of the notes were paid at maturity. Make a statement of James Smith's account with Henry Brown, on the form below, as it stood after the last transaction.

HISTORY, GOVERNMENT, AND GEOGRAPHY.

19. During what war did the engagement between the Kearsarge and the Alabama take place?
20. Who was the first Vice-President of the United States?
21. By whom was Quebec captured during the old French war?
22. In what ways may an act of Congress become a law without the approval of the President?
23. How only can capitation or other direct taxes be laid?
24. In what does treason against the United States consist?
25. May the Senate propose amendments to bills for raising revenue?
26. Name the two largest lakes lying entirely within the limits of the United States.
27. Of what States does the Ohio River form the southern boundary?
28. In what States or Territories are the following places situated, viz: Kansas City, Saint Paul, Detroit, Sandusky, Lowell, Erie, Frankfort, Nashville, Little Rock, Baton Rouge?

ORTHOGRAPHY AND PUNCTUATION.

29. Copy the following passage clearly and legibly, correcting mistakes of spelling and punctuation, but not otherwise altering either the words or their order:

The succes of columbus in his bold carear in navigation and discovrey under the patronidge of ferdinand and isabella of spain elevated him to the hiest posishun among the ground heads of europe and exsited their ambishun and hopes, Al rewlers egerley sot too shair in the nu world wich the genious of the grate navigater had given to mankind. spain took the lead but portugal and england egerly prest on: Each suvrin clamed the ownership off all lands discovered by hiz subjecks. ingland scent out her explorers hoo saw a porshun off our atlantic coast; she soon assumed to own and controle from maine to florida and north including canady and the lakes and indefinitely west. altho inhabited by numerus injun tribes she soon ignoared the rights of theas reel native americans.

SYNTAX.

The exercises are not all incorrect.

30. Copy all of the following sentences, and correct such as contain errors in syntax: No one can be a good clerk unless they are diligent.
That desk is the smallest of the two.
Which of the two banks is the most preferable?
It is not practiciable to dispense with the revenue, neither from tobacco nor malt liquors.
Our public debt as well as finanees are under the control of the Treasury Department.
The Attorney-Generals opinions are given in writing.
Some changes have been made in the organization of the office.
The collection of the tax begun in 1862.
A large amount of funds have been on deposit with the Treasurer.
The work was did remarkably well.

LETTER AND BRIEF.

31. Write a letter, addressed to the board of examiners, upon any business subject with which you are familiar, of not less than one page and a half in length, and fold and brief it.

EXAMINATION No. 30—PROMOTION—FEBRUARY 7, 1873.

To fill vacancies in clerkships of classes two, three, and four, Office of the Comptroller of the Currency.

PRELIMINARY.

Upon completing the answers to the questions, the candidate should note on the paper the exact time that he has been engaged upon it and place it upon the examiner's desk.

The answers must be given immediately under the questions to which they pertain. [The first seven questions are the same as in the examination for admission.]

8. State in what division of the office you are now employed, and the character of the duties you perform.

ARITHMETICAL.

9. Write in figures the following numbers :
 Seven hundred thousand and three.
 Three hundred and twenty-one millions one thousand and six.
 Twenty-three millions and twenty-one, and decimal twenty-three ten-thousandths.
10. Write at length the numbers expressed by the following figures :
 907,263.
 300,001,001.
 476,021,0012.
 27,300,021.01003.
11. Add the following columns of figures, and give each answer immediately under the column to which it pertains :
 [The columns of figures are of about the same length as those in the examination for clerkships of class one.]
- Show the operation at length in each case.*
12. The following is a statement of the resources and liabilities of a national bank in the city of New York :

Loans and discounts.....	\$7,994,987 70	Capital stock	\$5,000,000 00
Overdrafts.....	2,375 67	Surplus fund.....	1,219,472 37
U. S. bonds to secure circulation...	1,700,000 00	Undivided profits.....	241,903 72
U. S. bonds to secure deposits.....		National-bank notes outstanding...	971,165 00
U. S. bonds and securities on hand.....		State-bank notes outstanding.....	9,418 00
Other stocks, bonds, and mortgages.....		Dividends unpaid.....	12,572 00
Due from redeeming agents.....		Individual deposits.....	5,136,756 53
Due from other national banks.....	115,659 90	U. S. deposits.....	
Due from State banks and bankers.....	369,156 62	Deposits of U. S. disbursing officers.....	
Real estate, furniture, and fixtures.....	300,000 00	Due to national banks.....	825,958 38
Current expenses.....	15,152 25	Due to State banks and bankers...	795,546 76
Premiums paid.....		Notes and bills rediscounted.....	
Checks and other cash items.....	89,529 82	Bills payable.....	
Exchanges for clearing-house.....	1,705,951 91		
Bills of other national banks.....	83,010 00		
Fractional currency.....	2,111 80		
Specie.....	223,957 09		
Legal-tender notes.....	1,350,900 00		
Three per cent. certificates.....	260,000 00		
Total.....	14,212,792 76	Total.....	14,212,792 76

Compute the lawful-money reserve which it should have on hand ; state whether its reserve is more or less than the lawful amount, and give the amount of the excess or deficiency.

13. On December 16, 1871, the total amount of specie, legal tenders, three per cent. certificates, and clearing-house certificates (being the only cash funds available for their reserves) held by the national banks of the United States was \$140,273,524. The total liabilities to be protected by their reserves were as follows :

Of the country banks.....	\$460,710,213
Of the banks in the city of New York.....	207,635,813
Of the banks in other cities of redemption.....	248,430,418

What was the percentage of the total *cash* reserve on the total liabilities? (*Give the answer in words.*)

14. The Treasurer sells for the Interior Department certain Southern State bonds at 76½, and purchases with the proceeds exactly \$24,500 in five-twenty bonds at a premium of 14½. What was the face value of the bonds sold.

15. Semi-annual duty is levied on national banks on their average circulation, deposits, and capital (in excess of United States bonds,) for each six months, as follows : On circulation, ½ of one per cent., and on deposits and capital, ¼ of one per cent. each. The total amount of duty paid by national banks on these items for the six months preceding January 1, 1872, was as follows: On circulation, \$1,575,442.28; on deposits, \$1,549,015.27; on capital in excess of United States bonds, \$191,588.05. What were the average circulation, deposits, and capital (in excess of United States bonds) of the national banks for that period?

16. What rate per cent. is required to make \$10,050 gain \$632.00½ interest in 11 months and 19 days, reckoning 360 days to the year.

ORTHOGRAPHY AND PUNCTUATION.

17. Copy the following passage clearly and legibly, correcting mistakes of spelling and punctuation, but not otherwise altering either the words or their order:

Let us I say asume this and a problem the most interesting presents itself to us namely how shuld we or whoever else might in that event have bin living in england have supplied the absence of these words. what would englishmen have dun if the langwidge had never recieved these addishuns, it would be a slite and a shallow anser. In fact no anser at awl to reply we shuld hav dun without them; we could not have dun without them the words which we thus poses and which it is sugested we might have dun without; expres a mulltitude of facts thawts feelings concepshuns which rising up before a peple growing in civillisation in noledge. In lerning in in-tercourse with other lands in conciousness of its own vocation in this world must find uterance by one means or another.

SYNTAX.

18. Copy the following sentences, and correct such as contain errors in syntax:

Every member of the company but he were present.

We lay down our burdens and then laid down ourselves.

Leave the papers lay where I have lain them.

The defaulters had flown before their guilt was discovered.

The difference between he and me is not very great.

Jay Cooke's and Companies bank is not organized under the national currency act.

There have been several financial crises in this country.

The person with whom money is deposited is called a depositary, but the place in which it is deposited is called a depository.

Discount is quite a different thing than premium.

LETTER AND BRIEF.

19. Answer the following inquiries *seriatim*, in the form and style of a letter to the Secretary of the Treasury, and fold and brief your reply:

TREASURY DEPARTMENT, *February 6, 1872.*

SIR: I will thank you to furnish me with answers to the following inquiries, for the information of a committee of Congress:

1. Into what divisions is the Currency Bureau divided?
2. What papers are required in the organization of a national bank?
3. What reports are national banks required to render to the Comptroller of the Currency?
4. What is the mode of issuing circulating-notes to a national bank?
5. What is the mode of retiring worn out and mutilated national currency?

Very respectfully,

GEO. S. BOUTWELL,
Secretary of the Treasury.

Hon. JOHN J. KNOX,
Comptroller of the Currency.

NATIONAL-CURRENCY ACT.

20. How is the national currency secured?
21. What amount may now be issued?
22. What is meant by the term "United States bonds," as used in the national currency act?
23. What proportion of the capital stock of a national bank must be paid in before it can commence business, and in what manner must the remainder be paid?
24. Of what kinds of funds may the lawful money reserve of a bank consist?
25. How large an amount may a national bank with a capital of \$150,000 and a surplus of \$10,000 lend to any one person?
26. What is meant by the term "cities of redemption?"
27. What proportion of its net profits must a national bank carry to its surplus fund, and when does the obligation to add to the surplus fund cease?

ACCOUNTS.

28. The following were the resources and liabilities of a national bank October 3, 1871: Due to national banks, \$317.90; bills of other national banks, \$2,445; individual deposits, \$105,475.06; loans and discounts, \$196,810.98; due from redeeming agents,

\$17,902.22; fractional currency, \$433.24; due to State banks and bankers, \$555.48; legal-tender notes, \$37,459; United States bonds to secure circulation, \$102,500; due from other national banks, \$4,045.44; capital stock, \$100,000; premiums paid, \$556.43; undivided profits, \$12,312.29; current expenses, \$2,260.05; due from State banks and bankers, \$10,248.37; national-bank notes outstanding, \$90,500; real estate, furniture, and fixtures, \$3,500; and surplus fund, \$63,000.

Make a balanced statement of the same in the frame beneath.

HISTORY, GOVERNMENT, AND GEOGRAPHY.

29. Give the names of the Secretaries of the Treasury since March 4, 1861.
30. In what year was the office of Comptroller of the Currency created?
31. During whose administration was Texas admitted into the Union?
32. To whom is the power to coin money delegated, and to whom denied, by the Constitution?
33. How only can money be constitutionally drawn from the Treasury?
34. Mention the State or Territory in which each of the following towns is situated: Tucson, Santa Fé, Olympia, Charleston, Carson City, Boise City, and Denver.
35. Where is the island of San Juan, and to what nation does it belong?
36. The Government contract with Adams Express Company does not extend westward beyond Omaha and Nebraska City, in Nebraska, and Atchison and Leavenworth, in Kansas. Which of the following places are within, and which without, the territory covered by the contract: Detroit, Denver, Kansas City, Salt Lake City, Saint Paul, Santa Fé, and New Orleans?

EXAMINATION No. 55—PROMOTION—AUGUST 7, 1873.

To fill a vacancy in the position of principal book-keeper, Office of the Treasurer of the United States.

Please to read the directions at the head of each sheet and carefully comply with them.

PRELIMINARY.

Upon completing the answers to the questions, the candidate should note on the paper the exact time that he has been engaged upon it and place it upon the examiner's desk.

The answers must be given immediately under the questions to which they pertain. [The first seven questions are the same as in the examination for admission.]

ARITHMETICAL.

Show the operation at length in each case.

8. The true value of the £ sterling is \$4.8665 in American gold coin, but it is computed in drawing exchange at \$4.44 $\frac{1}{2}$, the difference between the nominal and the real value being charged as premium. What is the real premium on exchange on London when the nominal premium is 10 $\frac{1}{2}$ per cent., and what amount in United States currency is required to purchase a bill of exchange on that city for £400 at that rate when the premium on gold is 15 $\frac{1}{2}$?

9. The standard gold and silver coins of the United States contain 9 parts of pure metal and 1 part of alloy, (the latter being considered worthless for the purposes of this calculation.) The weight of the United States eagle is .5375 ounces Troy. The value of a given weight of pure gold is 15.6 times that of an equal weight of pure silver. What is the value in United States gold coin of a Troy ounce of pure silver?

TREASURY SYSTEM OF ACCOUNTS.

10. What are the functions of the Secretary, the Treasurer, the Register, the Auditors, (collectively,) and the Comptrollers, (collectively,) in the settlement of accounts?
11. Give the titles of the several Auditors, and state what classes of accounts are settled by each of them.
12. How many Comptrollers are there, and what are the functions of each?
13. What is the Treasurer's general account?
14. How often, and by whom, is it settled?
15. To what credits is the Treasurer entitled in its settlement, and by what vouchers must they be supported?
16. With what is he charged, and on what are the charges based?
17. What is meant by the term "covering money into the Treasury?"

18. Explain the difference between an original receipt and a repayment.
19. On what authority are counter-entries made in the Treasurer's general account?
20. Can receipts which have been "covered in" be counter-entered?
21. Explain the difference between "receipts" and "transfers."
22. Is money received on account of new fractional currency a "receipt" or a "transfer"? Why?
23. What is the purpose of the Treasurer's transfer account?
24. By whom is it settled?
25. Are the balances of the transfer account included in the balances of the general account? Why?
26. How does the Treasurer obtain credit for the payments made by transfer checks?
27. If the Treasurer issues a transfer check in redemption of \$100,000 in legal-tender notes, on what evidence does he obtain credit for the payment?
28. A national bank depository deposits \$50,000 to the credit of the Treasurer's currency transfer account with the assistant Treasurer of the United States in New York, and receives from the treasurer a transfer order for a like amount on the assistant treasurer of the United States in Saint Louis, Mo. What entries should be made in the Treasurer's general and transfer accounts at Washington?
29. By whom is the Treasurer's account of receipts and expenditures for the service of the Post-Office Department settled?
30. How is money advanced to disbursing officers?
31. Are funds to the credit of disbursing officers included in the Treasurer's balance?
32. What is the outstanding liabilities account?
33. To whose credit are deposits on that account placed on the Register's books?
34. When bonds of one loan are converted into those of another, what entries are made in the Treasurer's general account?

ACCOUNTS.

35. On April 30, 1873, there was due the "general Treasury of the United States" \$108,149,042.52. The Treasurer United States, Washington, owed \$21,366,191.02; the assistant treasurer United States, New York, owed \$45,194,463.65; the assistant treasurer, Boston, owed \$6,500,823.77; the assistant treasurer, Philadelphia, owed \$9,159,645.59; the assistant treasurer, Saint Louis, owed \$780,153.41; the assistant treasurer, San Francisco, owed \$3,521,698.95; there was due the assistant treasurer, Charleston, \$13,794.15; the assistant treasurer, New Orleans, owed \$1,373,306.97; the assistant treasurer, Baltimore, owed \$2,093,707.19; the United States depository at Cincinnati owed \$1,404,220.45; the United States depository, Chicago, owed \$389,742.12; there was due the depository, Louisville, \$7,890.89; the depository, Buffalo, owed \$125,692.03; the depository, Pittsburgh, owed \$232,008.81; the depository, Mobile, owed \$146,870.05; the depository, Tucson, owed \$28,157.19; there was due the depository, Santa Fé, \$38,636.86; United States mints owed \$8,654,347.84; national banks owed \$7,237,558.49; and suspense account owed \$776.86.

Required, a trial balance from the above.

BOOK-KEEPING.

36. What are the distinctive features of book-keeping by double-entry?
37. What books are required, and what are the functions of each?
38. What is meant by "journalizing" a day-book entry?
39. William Sample bought, September 3, 1871, of D. Morgan & Co., two cases prints:

No. 1.	4 pieces,	120 yards,	at 8 cents;
	20 "	600 "	at 10 cents;
No. 2.	10 "	400 "	at 15 cents;
	15 "	580 "	at 20 cents;

for which he paid one-half in cash, one-fourth in a note of D. Morgan & Co., and the remainder on account.

Required, the journal entry on the books of William Sample.

40. James French bought of Samuel Burch & Co., July 5, 1872, 10 barrels flour, at \$14.50 per barrel, for which he paid one-third in general merchandise, one-third in his note at 60 days, and the remainder in a debt against George Brown, which Burch & Co. agreed to accept without recourse.

Required, the journal-entry on the books of James French.

41. The collector of customs at New York deposits, July 1, 1873, with the assistant treasurer of the United States in that city, \$10,000, coin.

A collector of internal revenue also deposits \$10,000 in currency.

Required, the journal-entry of the above on the books of the Treasurer of the United States.

42. July 2, 1873, the Treasurer of the United States draws drafts on the assistant treasurer, New York, in payment of Government indebtedness, amounting to \$250.

It is found that of the \$10,000 received from the collector of customs July 1, \$1,000 was paid in error, and is, therefore, by direction of the Secretary, to be returned.

Required, the journal-entry of the above on the books of the Treasurer United States.

43. On July 5, 1873, the assistant treasurer United States, Baltimore, receives—

From assistant treasurer United States, New York, \$50,000, coin certificates.

From Third National Bank, Baltimore, \$25,000 as a transfer of funds.

From sale of internal-revenue stamps, \$5,000.

From Capt. John Hunter, paymaster, U. S. A., \$12,000 as a repayment of money heretofore advanced to said Hunter.

From Treasurer United States, for collection and credit of his account, check of the Second National Bank of Baltimore, on itself, in payment of semi-annual duty, \$800.

From First National Bank, Frederick, Md., its check on Central National Bank, Baltimore, \$325, in payment of semi-annual duty.

Required, the journal-entry on the books of the Treasurer United States, Washington.

44. On July 3, 1873, the United States depository at Chicago transmits—

To assistant treasurer, New York, \$10,000 redeemed coin certificates, \$5,000 worn and mutilated United States notes, and \$1,000 mutilated fractional currency, which latter proves to be but \$998.

To the United States mint, Philadelphia, \$8,000, gold coin, for recoinage, which the mint finds to be worth but \$7,996, the Government sustaining the loss.

Required, the journal-entry on the books of the United States depository at Chicago, and the corresponding entry on the books of the Treasurer United States.

SYNTAX.

The exercises are not all incorrect.

45. Copy the following sentences, and correct such as contain errors in syntax :

The legal-tender act become a law in 1862.

Him, who the money was intrusted to, should be held accountable.

The wisdom of these measures has been established.

He writes more rapidly than me, but my writing is the most legible.

Neither national bank notes or fractional currency are a legal tender.

The Secretary, with the Register and the Treasurer, were present.

The principal book-keeper learned him how to keep the account.

Coin, and not legal-tender notes, is receivable in payment of duties on imports.

There has been five Secretary's of the Treasury since 1861.

The two first Presidents were Washington and Adams.

ORTHOGRAPHY AND PUNCTUATION.

46. Copy the following passage clearly and legibly, correcting mistakes of spelling and punctuation, but not otherwise altering either the words or their order :

the opperrations of the treasury have reeched unpresanted magnatude these are conducted under the direcion of the secratary by the tresurer, the assistent tresurers and the designated depositories by whom monies which go into or out of the nashunal treasury are recieved and disbursed the labor cair and anxiety insidant to the borrowing recieveing and paying of the sums nessasary to meat the det becomeing dew duering the year or in other words the makeing and aplying of the lones nessasary to the renewing of maturing lones embraise transackshuns often complex and nessasarilly multatudenous which reeched duering the year an agragate of more than a hundred and eighty one millions of dollers the responsabily and labor of the whole money opperrations of the government may be inferred from this staitment consurning a comparatively small part.

LETTER AND BRIEF.

47. Answer the following letter, and fold and brief your reply :

TREASURY DEPARTMENT, August 6, 1873.

SIR: I will thank you to furnish me with answers to the following inquires, to be used in my forthcoming annual report :

1. What are the duties of the Treasurer of the United States as defined by law ?

2. Name the divisions of his Office, and briefly describe the duties of each.

3. What duties are paid to the Treasurer by national banks ?

4. On what terms are new legal-tender notes and fractional currency furnished to private parties ?

5. If coupons which matured after the cessation of interest on a "called bond" are lacking, what course is pursued in redeeming the bond ?

6. In what cases are notes of which less than one-half is presented redeemed in full?
 7. What are the requirements of law in regard to powers of attorney for the collection of drafts issued in payment of claims upon the United States?

Very respectfully,

WM. A. RICHARDSON,
Secretary of the Treasury.

Hon. F. E. SPINNER,
Treasurer of the United States.

HISTORY.

48. Name the Presidents of the United States in their order.
 49. Give the date of the act creating the Independent Treasury.
 50. Why is the system established by that act sometimes called the Independent Treasury and sometimes the Sub-Treasury?
 51. By what Presidents were the acts renewing the charter of the United States Bank vetoed.

GOVERNMENT.

52. May the States lay duties on imports?
 53. How only can capitation or other direct taxes be laid?
 54. Describe the mode of electing the President.

GEOGRAPHY.

55. Name the States and Territories, distinguishing the former as Eastern, Middle, Southern, Western, and Pacific.

DEPARTMENT OF THE INTERIOR.

ADMISSION.

Examination to fill vacancies in clerkships of class one.

Write a letter addressed to the head of the Bureau in which you desire an appointment, covering at least two pages of paper, giving place of your birth, a history of your education, your occupation to the present time, your legal residence, and the reasons why you seek an appointment.

SENTENCES TO BE CORRECTED.

Between you and I, there is no truth in the report.
 William has broke the chair.
 I learned him how to do it.
 My Christian and surname begin and end with the same letters.
 The man is neither great or good.
 There's the book you wanted.
 I am not so good a scholar as him.
 They have done much more than us.
 He has ran from the house into the garden.
 When I was as young as her I could sing better than her.
 The man called on me agreeable to promise.
 You must think very mean of me if you think I done it.
 It was him who you consider your friend.
 A man ought to live suitable to his station.
 Every one of those boy are idle.
 Neither William nor John were present.
 You was there at the time.
 Seven and five is twelve and four is sixteen.
 Who is there? Me.
 Was that you or him.

ARITHMETIC.

1. Place the following numbers in a column of figures and add them up:
 Two thousand and two thousandths.
 Two hundred-thousandths.
 Nine millionths.

Seven million and seventy-nine.

Four hundred thousand seven hundred and ninety-seven.

One hundred and sixty-seven million eight hundred and seventy-one thousand two hundred and forty-nine.

Nine hundred and eighty-seven million six hundred and fifty-four thousand three hundred and ninety-one.

Ten hundred-thousandths.

One hundred and eighty-nine thousand one hundred and sixty-seven.

2. Multiply 874.0691 by 79 0473.
3. Divide 1979 by 11.225, and
Divide 127.555 by 63.
4. What is a pile of wood 15 feet long, $10\frac{1}{2}$ feet high, and 12 feet wide worth at \$4 $\frac{1}{2}$ per cord?
5. Find the interest on \$419.10 for 1 year 8 months and 15 days at 6 per cent., and also at 8 per cent. per annum.
6. Find a common divisor of 72 and 90.
7. $2\frac{1}{2}$ cents is what per cent. of 10 cents?
8. 10 cents is what per cent. of $2\frac{1}{2}$ cents?
9. If seven men can mow a field in 19 days, in how many days will 20 men mow it?
10. What is the gold value of a currency dollar when gold is 13 per cent. premium?
11. Reduce $7\frac{5}{8}$ to a decimal.
12. Add $\frac{2}{10}$ to $\frac{1}{3}$.
13. Subtract $\frac{2}{3}$ from .97.
14. Divide $\frac{1}{4}$ of $\frac{1}{12}$ by $\frac{1}{3}$ of $\frac{1}{2}$.

GOVERNMENT.

1. When was the Constitution of the United States adopted, and how?
2. How is each State represented in the House of Representatives in Congress, and how in the Senate? and give a reason for the difference.
3. Name the co-ordinate branches of our Government; in which branch is the patronage of the Government principally vested?
4. Which of these branches embraces what are called the Departments of the Government?
5. Why is the appointment and removal of the heads of Departments and Bureaus vested in the President of the United States?

GEOGRAPHY.

1. What is the difference between geography and geology?
2. Define latitude, longitude, zones, tropics, and isothermal lines.
3. Give the latitude and longitude of Washington City, New York City, and San Francisco.
4. What is the width of the temperate zone, and what zone embraces the greatest and most enlightened population?
5. What State has the greatest area in square miles? What State has the smallest? What State has the largest population? What State has the smallest? What is the population of the United States?

HISTORY.

1. Define the several kinds of government. Which kind is ours?
2. Name the thirteen original States?
3. How many States and Territories in the United States?
4. What rights and privileges do citizens of States have over citizens of Territories?
5. Why is general education and moral rectitude more indispensable in a republic than in an absolute monarchy?
6. What is the process of amending the Constitution of the United States?
7. What is the mode of electing a President of the United States?

PROMOTION.

Examination to fill vacancies in clerkships of classes two, three, and four, Pension-Office.

1. State briefly the history of an original pension-claim from the filing of the declaration to the issuing of the certificate.
2. What are the rates of pension provided by the act of March 3, 1873, for total disability of officers and enlisted men of the Army, Navy, and Marine Corps?

3. State the disabilities for which pensions greater than those provided for total disability are allowed, the rates fixed for such disabilities, and the dates from which such rates take effect.

4. State the conditions under which rank conferred by a commission must be recognized by the Pension-Office, and the date from which such commission must be regarded as conferring rank.

5. State the exceptions which occur to the rule that a soldier on furlough is not in the line of duty.

6. State under what circumstances the service of a soldier must be construed to extend beyond the date of discharge.

7. State the conditions under which persons are entitled to pensions on account of injury received or disease contracted in the military and in the naval service since July 27, 1868.

8. State in the order of relative weight the different classes of evidence accepted by the office as proof of marriage, and the conditions under which the lower grades of evidence have been accepted.

9. State what evidence of marriage the law provides shall be accepted as sufficient to establish the fact of marriage in the claim of the widow of a colored soldier.

10. Under what circumstances and upon what evidence does the law deprive a widow while unmarried of her pension, and confer the same on the minor children of the soldier?

11. What is evidence? Mention the various classes of evidence.

12. Under what circumstances as to origin of disability is an acting assistant or contract surgeon entitled to a pension?

13. Under what conditions as to origin of disability is a provost-marshal entitled?

14. Under what circumstances is a survivor of the war of 1812 entitled to a pension under the act of February 14, 1871; at what rate and from what date?

15. Under what conditions is the widow of an officer, soldier, or sailor of the war of 1812 entitled to a pension under the act of February 14, 1871?

16. State the provisions of the pension-law in regard to limitation as to the prosecution of claims.

17. What effect upon a claim for a pension, under the decision of the Department now in force, has the fact that the soldier *deserted*?

18. What are the provisions of the general law in regard to the rate, commencement, and continuance of pensions allowed by special acts?

19. State the provisions of the pension-law in regard to the further prosecution of claims barred by the limitation of five years.

20. State the full amount of pension to which the widow of a captain in the Navy, pensioned under the act of August 11, 1848, is entitled for the period commencing January 1, 1865, and ending January 1, 1867.

21. A person held positions of different rank in the military service. He is entitled to a pension. What circumstance governs the rate of pension?

22. State the provisions of the law in regard to officers before whom declarations for pension must be taken.

23. State the limitation as to date of filing claims, provided by the law for claims, in which the cause of disability or death originated in the service prior to March 4, 1861, and the limitation in cases in which the cause of disability or death originated since March 4, 1861; and also state what classes of persons are in the latter case exempted from all limitation as to date of filing claims.

24. State the provisions of the law in regard to the accrued pensions of any pensioner who has deceased; and the accrued pension of any person entitled to a pension who has deceased while a claim for such pension is pending.

25. State the different dates at which the right of the several classes of persons entitled to pension may accrue.

26. State the conditions under which a mother shall be assumed to have been dependent upon her son for support.

27. State the different classes of persons entitled to pension on the ground of having been dependent upon a soldier for support, the facts which each class must prove to establish a claim, the bearing of the question of legitimacy upon the claims of each class, and whether minor brothers and sisters of the half-blood are entitled.

28. Under what circumstances does the law provide pensions for persons who were not enlisted into the service of the United States?

29. State the change from former legislation made by the act of March 3, 1873, in regard to the increase of a widow's pension on account of the minor children of the person on account of whose death she is entitled.

30. A person is receiving a pension for one-half disability. He was discharged December 10, 1864, at which date this pension commenced. On the 8th of January, 1870, he filed an application for increase of pension on account of another disability, which claim he established by evidence filed February 10, 1871. At what date should the increase of pension commence?

31. State the provision of the law in regard to dropping the name of a pensioner from the rolls on account of his or her failure to claim pension within a certain period; and also state by whom application for restoration to the rolls of the name so dropped can be made, and the evidence required in the claim.

32. A first lieutenant was taken prisoner at the battle of Chancellorsville, May 4, 1863, while in line of duty. A commission as captain was issued to him by the governor of his State May 7, 1863, giving him rank from that date, a vacancy then existing. He contracted a disability while in rebel prison in December, 1863, on account of which he is now entitled to a pension, being totally disabled. To what amount of pension per month is he entitled? State the ground upon which you decide that he is entitled to the amount you name.

33. Define the following terms: Carpus, metacarpus, tarsus, metatarsus. Give the anatomical name of the bone of the thigh. Name the bone of the arm and the bones of the forearm. Name the bones of the leg.

34. What is the highest tribunal to which questions on appeal from decisions of the Commissioner of Pensions can be carried?

35. Write a short letter, addressed to the board of examiners, stating the character of your education, whether scholastic, collegiate, or professional, and the character of the duties in the Pension-Office upon which you are now engaged.

PATENT-OFFICE.

Examination for third assistant examiner, June 12, 1873.

[Number the answers consecutively; write on one side only of the sheet; sign your name to each page; pin the sheets of questions and answers together and hand to the secretary as soon as completed.]

1. What is a patent?
2. Who may obtain a patent in this country?
3. For what purpose are patents granted, and what have been the effects of the system in this country?
4. When were railroads first introduced into the United States, and what has been their effect upon the industries and general development?
5. What was the original and what the acquired territory of the United States, and how and when acquired?
6. Name and bound the dependencies of Great Britain.
7. What are the powers of the States, and what of the General Government?
8. What wars have been fought by the United States, and what were the general causes of those wars?
9. Name the co-ordinate branches of the Government, and define their respective powers and duties.
10. What were the great powers of Europe in the reign of Queen Elizabeth of England, and what important wars were carried on?
11. What are the different races of men, and what the various forms of government?
12. Describe a galvanic battery.
13. What are the distinctive qualities of metals? What metals can you name?
14. What is fire?
15. What are the principal forces used by man to produce mechanical results?
16. What are the mechanical uses of water in its various forms, and upon what qualities do its various uses depend?
17. What is air, and what are its uses?
18. Suppose a tree 100 feet in height to be broken off by the wind, and that the top of the tree strikes the ground 40 feet from its base, while the other end of the part broken off rests on the top of the stump. Required, the length of the part broken off.
19. A log of wood is 15 inches broad and 11 thick; what length of it will make 10 cubic feet?
20. A garden 500 feet long and 400 broad is surrounded by a terrace-walk, the surface of which is one-eighth of that of the garden; what was the breadth of the walk?

Examination for second assistant examiner, June 11, 1873.

1. Under what circumstances will a patent be refused to an applicant?
2. Can a patent ever be granted to an applicant for a device known or used previous to his invention?
3. What is required of an applicant who seeks to introduce a claim not substantially embraced in the original affidavit?
4. What are the rules relating to specifications?
5. What errors in the specification may be corrected by the examiner, and what by the applicant, and when should such errors be corrected?

6. What questions may be appealed in the Office, to what tribunals, and with what conditions?
7. In what cases will an interference be declared, and what questions should the examiner first settle?
8. What are the rules relating to re-issues?
9. What is the practice of the Office in relation to the utility of an invention?
10. Is it a valid objection to an application for a patent that it is for an obvious change from an old device, requiring only ordinary skill?
11. What is the difference in construction between the microscope and the telescope?
12. Explain the commonly-received theory of light.
13. What are the essential differences between the manufactures of pottery and glass?
14. What are the essential parts of a loom?
15. What are the mechanical uses of the air-blast?
16. Describe a double-acting force-pump.
17. Describe a galvanic battery.
18. Explain what is meant by the terms physical science, chemistry, geology, mineralogy, zoölogy, and botany. Explain their respective limits.
19. What is the difference between a mixture and a chemical compound?
20. State the distinction between organic and inorganic bodies.

Examination for first assistant examiner, June 10, 1873.

1. State fully all the questions which may arise upon the examination of an application for re-issue.
2. What is the duty of an examiner in relation to an application for extension?
3. State exactly what questions may be appealed to the Commissioner, and what to the board.
4. Amended claims being rejected on the ground that they were the same as those originally rejected, and were anticipated by the references, to whom should the appeal be taken?
5. When devices are described by letters in a claim, to what is the claim restricted?
6. What criticism would you make on a claim for certain devices so arranged as to produce a specified mechanical result?
7. To what extent may the new process by which an article is made enter into a claim for that article?
8. What general rules can you state in regard to the structure of claims?
9. Can you mention any cases in which the introduction of a new element would not change the nature of a combination?
10. What is necessary to form a legitimate combination?
11. What is the rule relating to foreign patents, their effect upon patents obtained in this country either previously or subsequently?
12. What oath and statement should an applicant make whose invention has already been patented abroad?
13. Can a patent under any circumstances be granted for an invention which has been in use in this country over two years?
14. In what sense is the term "new" used in patent-law, if in any respect differing from the ordinary sense?
15. What are the radical parts of a truss in carpentry and bridge-building?
16. Explain the process of manufacture of the ordinary illuminating-gas.
17. How does the governor of a steam-engine operate?
18. What is meant by perpetual motion in mechanics? What answer would you make to an applicant for a patent for such a machine?
19. What is a telescope? Explain the different kinds.

Examination for principal examiners, January 10, 1873.

1. State what is the difference between mechanical skill and invention; by what rule (if any exist of general application) you would judge special cases. What is the special province of a skilled artisan? And where does the proper office of the inventor begin?
2. What is the law relating to foreign inventions?
3. What do you understand to be the rule of the Commissioner relating to dispensing with models in applications?
4. To what extent does the Office go in judging of the usefulness of inventions?
5. What is the law relating to the rights of purchasers of a patentable machine or article before a patent is applied for?
6. What is the effect upon a patent of prior knowledge or use, in a foreign country, of the thing patented?

7. Is it an infringement of a patent for a composition to use one made up of different materials?

8. To what extent can an applicant for re-issue introduce equivalents into his specification?

9. How should doubts as to the patentability of a device be resolved?

10. If an applicant proposes to use nothing less than the whole of the machine which he describes, on what ground should he be refused a claim for part of it?

11. Can any just criticism be made on the form of the following claim:

"Preparing the end of the beam as described, in a machine fitted with a web-cutter, *n*, and flange-cutters, *h h*, made substantially as described, and combined and operated with reference to each other to cut away the flanges and trim the end of the web, substantially as set forth?"

12. Supposing, upon examination of an application for letters-patent, it appears that a foreign patent exists for the same device, are there any further inquiries to be made?

13. Describe the essential parts of machines used in electro-telegraphy.

14. Explain the principles of the *plenum-pneumatic* mode of sinking piers, as applied at Saint Louis and at the East River bridge in New York.

15. Explain the construction and operation of the air-brake commonly known as the "Westinghouse brake."

16. How are submarine explorations performed?

17. What is the purpose and what the effect of subsoiling? How is it accomplished?

18. What are the principal modes of boring rock in well-sinking and tunneling?

19. What is the principle of the hydrostatic press? Its uses in practice?

20. Make a brief of the decision on the following pages:

[The decision to be briefed is a printed judicial decision in a case arising under the patent laws.]

POST-OFFICE DEPARTMENT.

EXAMINATION G—ADMISSION.

To fill vacancies in clerkships of class one.

PRELIMINARY.

1. What is your full name?
2. Where and when were you born?
3. Of what State or Territory are you a citizen?
4. What was the nature of your education?
5. In what profession or business have you been engaged?

GRAMMAR.

1. Write a letter, addressed to the Postmaster-General, consisting of not more than two pages nor less than one full page, upon any subject you may consider suitable to exhibit your skill in plain English composition. Sign the letter, fold it, and indorse upon the back a summary of its contents.

NOTE.—From this letter, principally, the board of examiners will judge of your proficiency in *orthography* and *punctuation*; but errors in those branches found anywhere in the examination-papers will be taken account of, and for each error in *orthography* five units will be deducted from the final result of the examination. Errors in *punctuation* will detract from the value to be assigned to the answers in which they may be found in proportion to the importance of the errors.

SYNTAX.

1. Is the following correct? If not, wherein does its incorrectness consist? "I hoped to have seen you."
2. What number must the verb be in when two or more singular subjects are taken together?
3. Write an incorrect sentence, point out the error, and explain why it is such. Correct the sentences following that are incorrect:
4. Both were unfortunate, but neither are to blame.
5. Who do you charge with the crime?
6. Who was you speaking to when I came in?
7. He learns me grammar, but neither of us speak English correct.
8. Wisdom and folly govern us.

9. There comes three persons, either of which accomplish with ease what you propose.

10. I, they, and you, having completed your studies, it becomes us to be as they are respected by all for their virtues.

ARITHMETIC.

1. Write in figures the following numbers:
One million one hundred and eleven thousand and two, and decimal one thousand one hundred and one millionths.

2. Write in words the following figures:

263,478,978.0003469.

3. Add the following figures, and in your answer give only the amount:

26,342,981 82
87,063,562 04
63,572,386 50
49,682,463 05
76,435,879 45
89,572,641 06
47,326,121 80
74,623,112 45
67,472,809 63
643,752 05
847,962 45
206,473 65
784,962 37
536,487 94
683,548 75
468,684 57
372,890 45
683,572 46
736,683 64
673,386 41

In the following examples give the whole work:

4. What is the sum of the following fractions: $\frac{1}{18}$, $\frac{1}{2}$, $\frac{1}{3}$, $\frac{2}{3}$, $\frac{7}{5}$, $\frac{5}{3}$, $\frac{8}{9}$?

5. Add together two hundred and nine thousand and forty-six millionths, ninety-eight thousand two hundred and seven and fifteen ten-thousandths, fifteen and eight hundredths, and forty-nine ten-thousandths.

6. What is the interest on \$760.89 for nine months and twenty days, at 5 per cent. per annum?

7. At the rate of 10 per cent. per annum, (360 days to the year,) what time will it require for \$24,000 to gain \$0.208 $\frac{1}{4}$?

8. If \$664.20 $\frac{20}{100}$ gold will pay a note of \$763 in currency, what is the premium on gold?

9. By act of March 3, 1873, the pound sterling is declared to be equal to \$4.8665. What amount of United States coin would it require to pay a debt of £780 18s. 11d.?

BOOK-KEEPING.

John Waters, postmaster at Ralston, on 1st July, 1872, had a credit-balance of \$74.58 due from the United States. On the 10th July he received from the Department postage-stamps amounting to \$354; on the 15th July he collected a draft for \$940 on the postmaster at Sackville; on the 2d August he paid a contractor his dues for the previous quarter's service, less a fine of \$28.75 for neglect of duty, on a route upon which the compensation was \$980 per annum. On the 7th August he paid a draft on him for \$462.37; on the 30th September he paid his own salary for the quarter, rated at \$1,800 per annum; also the quarterly salaries of three route-agents, at \$900 per annum each. During the quarter he collected \$9.75 on unpaid letters, \$3.75 on newspaper-postages, and \$75.34 for box-rents.

State his account with the United States, in proper form, for the quarter ended September 30, 1872.

HISTORY, GEOGRAPHY, AND GOVERNMENT.

1. For what length of time did General Harrison hold the office of President of the United States? Give the date of his death.

2. When did President Lincoln issue his first proclamation for troops to suppress the rebellion, and for what number did he call?
3. When did General Grant's army enter Richmond?
4. Name the States that do not border on the ocean, gulf, or great lakes.
5. Name the States and Territories crossed by the parallel of Washington City, commencing at the east?
6. Name the States crossed by the meridian of Washington.
7. What are the three principal mountain-systems of the United States?
8. For what three purposes may Congress provide for calling forth the militia?
9. In what two cases only may the writ of *habeas corpus* be suspended?
10. What is the subject of the fifteenth amendment to the Constitution?

PROMOTION.

To fill a vacancy in a clerkship of class three, Office of the Third Assistant Postmaster-General.

Answer the following interrogatories in the form of a letter addressed to the board of examiners. Fold the letter and brief it in the usual official style.

1. What is your full name?
2. When and where were you born?
3. What was the nature of your education?
4. What was your business or profession prior to your appointment to a clerkship in the Post-Office Department?
5. How long have you been in the Department?
6. What are your duties?

SYNTAX.

Correct the following sentences:

1. Do you know who you are speaking to?
2. The wheel killed another man, which is the sixth which have lost their lives by this means.
3. Let you and I act honorable, whatever others may do.

ARITHMETIC.

In your answers to the following questions give the work in full:

1. Add the following numbers: Five tenths; twenty-five hundredths; five one-thousandths; seven tenths; seven thousandths; seven hundredths; seven thousand and seventy-two ten-thousandths; thirty-four ten-thousandths; forty-three hundred-thousandths.
2. The nominal value of drafts, &c., found in dead-letters in the year 1871 was \$3,075,869.23, and in 1872 it was \$3,320,300.38. What was the per cent. of increase in 1872 over 1871?
3. How long a time will it take \$1,560, at 10 per cent., simple interest, to gain \$426.83 $\frac{1}{2}$, estimating 360 days as a year? Give the number of years, days, and months.

GEOGRAPHY, HISTORY, AND GOVERNMENT.

1. What are the three principal mountain-systems of the United States?
2. Who was Aaron Burr, and for what offense was he tried?
3. Can a person of foreign birth be elected to the Vice-Presidency of the United States? Why?

TECHNICAL.

1. At what rates does the law require postage-stamps, postal cards, and stamped envelopes to be sold to the public?
2. What penalty does the law impose for counterfeiting postage-stamps?
3. What disposition is a postmaster instructed to make of damaged stamps in his custody, and for what purpose is such disposition to be made.
4. What provision does the law make for selling postage-stamps at a discount?
5. In what way do postage-stamps enter into a postmaster's salary?
6. How may a postmaster obtain relief for losses of postage-stamps by fire or burglary?
7. How is a stamp cut from a stamped envelope to be regarded in payment of postage?
8. What restriction does the law impose upon the printing of stamped envelopes?

9. When are parties desiring special-request envelopes required to pay for them, and what is the object of the requirement?
10. What postmasters are required to make monthly reports to the Third Assistant Postmaster-General of postage-stamps received, sold, and remaining on hand?
11. What are official postage-stamps and stamped envelopes, and for what purpose are they provided?
12. What offices are supplied with official postage-stamps, and what offices with official stamped envelopes?
13. At what rates are official stamped envelopes charged to postmasters?
14. To whom, in what manner, and how often are postmasters required to account for official postage-stamps and stamped envelopes?
15. What provision is made for supplying postmasters with postal cards and newspaper-wrappers for official business?
16. What are post-office envelopes, and for what purpose are they provided?
17. Name the several different sizes of post-office envelopes furnished.
18. State, as far as you are acquainted with the subject, what printing is done on post-office envelopes.
19. What are registered-package envelopes, and for what purpose are they provided?
20. What record is required on each registered-package envelope passing through the mails?
21. In what manner, and whence, are registered-package and post-office envelopes issued to postmasters?
22. What are registered seals, and for what purpose are they provided?
23. What is the lowest number of registered-package envelopes and seals furnished to a postmaster?

WAR DEPARTMENT.

ADMISSION.

To fill vacancies in clerkships of class one.

1. Write a letter of about one page in length, addressed to the board of examiners, stating the character of your past and present occupations.
2. Make a fair copy of the following rough draught of a letter:
[It is not practicable to reproduce the rough draught here.]
3. Correct any errors that may exist in the following sentences:
 Explain the difference between the old and new plan.
 I intended to have answered when you called.
 The dead and wounded were left on the field.
 Every one must judge of their own situations.
 He were not act thus if he were with them.
4. Correct the orthography of any of the following words that may be spelled incorrectly:
 Irregularity, naration, consientions, seperate, catagory, buisness, vigorous, necessary, imediately, briefly, equivilent, debbet, prommisory, judgement, government, comutasion, medecins, allopathey, tryumphant, aforsaid, honerable, suplyes, memmorandum, eligibile, comisary.
5. Write out, in full, the following, correcting all abbreviations, and placing capitals and punctuation where they properly belong:
 office of the depot qr mr ft leavenworth Kansas april 1 1873 sealed proposals will be recd at this office until 11 o'clock a m saturday may 3 1873 for building supts lodges of brick or stone at the ft leavenworth and ft scott Karsas natl cemeteries for further informn & plans & specifications apply to this office proposals to be endorsed proposals for supts lodges & addressed to the undersigned jno g chandler maj & qr mr U S A.
6. How many dollars make an eagle?
 How many shillings one pound?
 How many feet one rod?
 How many quarts one bushel?
 How many feet one cord?
7. Express, in words, the following amounts: 2009001; 6.00107; $9807300.026\frac{281}{37}$;
 $725\frac{1}{4}$.
8. Subtract 754.75478 from 9026.8399.
9. Divide 12.82561 by 1.505.
10. What is the product of $\frac{1}{4}$ of $\frac{3}{8}$ of 3 of $15\frac{1}{2}$?
 State the result in vulgar and decimal fractions.
11. What is the interest on \$378.42 for 1 year 5 months and 3 days, at 7 per cent.?

12. A man purchased a house for \$10,000 on the following terms: \$5,000 in cash; \$2,500 in 3 months, and the balance in 6 months. What was the cash value of the property, interest being calculated at 6 per cent.?
13. What is a pile of wood, 8 feet long, 7 feet wide, and 5 feet high, worth, at \$4.50 per cord?
14. When bank-stock sells at a discount of $7\frac{1}{2}$ per cent., what amount of stock at par value will \$3,700 purchase?
15. An army fought two battles. In the first it lost 15 per cent., and in the second 20 per cent. of the original number, after which it mustered 19,500 men. What was the original strength, and how many men were lost in each engagement?
16. What is the cost of each of the following items of a soldier's ration?
- 12 oz. of pork, at \$17.87 $\frac{1}{2}$ per bbl., (200 lbs.)
 - 1 lb. 6 oz. of flour, at \$6.62 $\frac{1}{2}$ per bbl., (196 lbs.)
 - 2.4 oz. of beans, at \$2.20 per bushel, (60 lbs.)
 - 1.6 oz. of rice, at \$6.75 per 100 pounds.
 - 4.8 oz. of potatoes, at 95 cents per bushel, (60 lbs.)
 - 1.6 oz. of coffee, at 22 $\frac{1}{2}$ cents per pound.
 - 1.4 oz. of sugar, at 6 $\frac{1}{2}$ cents per pound.
17. Name four battles occurring in the war with Great Britain in 1812, and four in the war with Mexico.
18. Name the first three or four States admitted into the Union of the thirteen colonies after the Revolution.
19. What were the principal events occurring during President Jefferson's term of office?
20. Bound the State of which you are a resident, give its capital, and two of its principal cities.
21. Describe the Missouri River, giving its rise, course of flowing, through what States it passes, and where it empties.
22. Where are the Adirondack Mountains, Lake Tulare, and Puget Sound?
23. What are letters of marque and reprisal, and what is a capitation tax?
24. Name six of the powers granted to Congress by the Constitution.
25. What provisions exist in the Constitution regarding the adjournment of Congress?

PROMOTION.

To fill vacancies in a clerkship of class four, Office of the Quartermaster-General United States Army.

1. Write a letter, addressed to the board of examiners, stating the time you have been employed in the Quartermaster-General's Office, and what your duties have been during that time.
2. Make a fair copy of the following rough draught of a letter:
[It is not practicable to reproduce the rough draught here.]
3. Copy the following words, correcting the orthography of any that may be spelled incorrectly: Reconoitring, acomodate, suferage, rondavous, superentendant, business, disasterious, ossilation, embarasment, amunnition, consciencious, eroneously, inventery, accountiblaty, minerology, paralel, equalatterall riciprocle, phylosophecal, aparant, avordepoise, changeable, hyroglyphic, imemmorial, mathimetician, negociasion, lythographey, imperterbilty, ballence, commutasion.
4. Correct the false syntax in the following sentences:
I always have and I always shall be of this opinion.
I do not deny but that he has merit.
False accusation cannot diminish from real merit.
He has made alterations and additions to the work.
A detachment of two hundred men were immediately sent.
5. Copy the following, inserting capitals and punctuation where necessary:
proposals for building office of chief qr mr first qr mr dist new york july 10 1873
sealed proposals in duplicate with a copy of this advt attached to each are invited
and will be read at this office until 12 m august 1 1873 for the construction at ft wads-
worth n y h of 2 frame buildings to be used respectively as laundresses and ord sergts
quarters plans and specifications may be seen at this office a written guarantee signed
by 2 parties for the prompt execution and fulfillment of the contract should it be
awarded must accompany the proposals which should be addressed to the chf qr mr
1st qr mrs dist d e and indorsed proposals for laundresses & ord sergts qrs
A C JONES
lt col & depy qr mr gent u s a
6. Place the following numbers in a column of figures and add them up:
Two thousand and three thousandths.
Two one-hundred-thousandths.
Nine millionths.

Seven million and seventy-nine.

Ten one-hundred-thousandths.

7. Multiply 9.846358 by 49.05.
 8. Divide $\frac{7\frac{3}{8}}{\frac{4}{9}}$ by $\frac{2}{3}$ of $\frac{2}{3}$ of $\frac{5\frac{1}{2}}{\frac{8}{7}}$ and give the result in both vulgar and decimal fractions.
 9. What is the interest on \$765.34 for 93 days, at $5\frac{1}{2}$ per cent. per annum?
 10. What is the present value of a note for \$202.58, payable 1 year 7 months and 18 days hence, bearing 6 per cent. interest?
 11. What is a pile of wood 16 feet long, 14 feet wide, and 10 feet high worth, at \$4.50 per cord?
 12. A regiment of 940 men, during the war, lost 532 of their number by death, and 125 by desertion. What was the percentage of loss in each case, and what percentage remained for service?
 13. If a garrison of 3,600 men eat a certain quantity of bread in 35 days, at 24 ounces per day to each man, how many men at the rate of 14 ounces per day will consume twice as much in 45 days?
 14. On a note dated May 1, 1866, for the sum of \$349.99, with interest thereon at 6 per cent., payable on or before April 15, 1870, the following payments were indorsed:

Dec. 25, 1866.....	\$46 99
July 10, 1867.....	.4 99
Sept. 1, 1868.....	15 00
June 14, 1869.....	99 99
- What amount was due on the note on April 15, 1870?
15. When and where was the treaty of peace concluded with Great Britain after the close of the revolutionary war; when and where after the war of 1812; and when and where after the war with Mexico?
 16. In what wars did the following battles occur: North Point, King's Mountain, Contreras, Massacre at Fort Mims, and Long Island?
 17. Name some of the principal events occurring during President Washington's term of office.
 18. Bound Wyoming Territory.
 19. Which of the following cities are on the sea-coast, and which are inland: Hartford, Savannah, New Orleans, Sacramento, and Raleigh?
 20. Where are the following: Gila River, Iron Mountain, Cape Canaveral, Mount Desert Island, and Lake St. Clair?
 21. What provisions are made in the Constitution for the drawing of money from the Treasury, and the accounting therefor?
 22. What provision exists in the Constitution regarding the quartering of soldiers in citizens' houses?
 23. What is meant by an *ex post facto* law, a court of admiralty, an embargo, a quorum, and a bill of attainder?
 24. What is the military organization of the Quartermaster's Department?
 25. State generally the duties of the same.
 26. How does the Quartermaster-General communicate instructions to officers of his Department?
 27. How are general orders of the War Department affecting the Quartermaster's Department issued?
 28. How are quarters and fuel supplied to the Army?
 29. What constitutes a forage-ration, and how may it be increased?
 30. Name the principal depots of the Quartermaster's Department.
 31. Name the several heads of appropriations for the Quartermaster's Department.
 32. What is your knowledge of a money account, and what of a property return?
 33. How are officers supplied with funds for disbursement?
 34. How is clothing procured for issue to troops?
 35. Name the several branches of the Quartermaster-General's Office, and the duties of the respective branches as far as you can.

NAVY DEPARTMENT.

EXAMINATION No. 1--FOR ADMISSION.

To fill a clerkship of class one in the Bureau of Provisions and Clothing.

[NOTE.—Time engaged in answering questions on each page to be noted, and the signature of the candidate to be annexed. Answers to be given opposite or under the questions. The operation in the examples must be shown in full in each case.]

1. Name.
2. Residence.

3. Place and date of birth.
4. Brief statement as to your education.
5. What experience in business or profession?
6. What clerical or other experience in Government service?

ARITHMETICAL.

7. Write in figures the following numbers:
Twenty-four millions and six and decimal forty-two thousandths.
Nine hundred and six millions two hundred thousand and one and decimal six hundred-thousandths.

8. Write in words the numbers expressed by the following figures:

2,308.3051

.97500

9. Express in decimal form by figures:

 $7\frac{17}{10000}$

Express by figures:

Seventy-nine million two thousand and six hundred five-thousandths.

Ten thousand five hundred and five millions.

10. Add the following column of figures:

\$37,640,787 95
109,741,134 10
209,464,215 25
309,226,813 42
266,027,537 43
191,087,589 41
158,356,460 86
311,533 83
194,572 32
24,709 46
118,248 30
92,718 50
150,476 14
103,880 82
149,004 15
175,111 81
193,636 59
269,803 41
315,022 36
205,217 87
379,558 23
384,720 19
445,485 18
464,546 52
427,124 98
337,032 62

11. Multiply the following figures:

 $\$896,745.54$ $726,047.86$

12. Give in figures the difference between the above two results.

13. A clerk agreed for a house as follows: To pay the contractor 3 per cent. profit on the cost of the materials, and $4\frac{1}{2}$ per cent. profit on the cost of the labor, and was himself to be allowed $3\frac{1}{2}$ per cent. on the total cost of the materials and labor in consideration of prompt cash payment. The materials used were 132,000 bricks, at \$12.54 per thousand; 64,846 feet of lumber, at 3 cents per foot; paint and other articles, \$1,846.24. The labor cost one-quarter as much as the materials. What did the clerk pay for the house, what did the contractor receive, and what was the contractor's profit?

14. A paymaster had on hand \$8,345.24, and received from sale of condemned stores \$1,379.83 $\frac{1}{2}$. He paid for advertising \$120.37 $\frac{1}{2}$, and deposited in the Treasury \$3,076.48. On being relieved he transferred one-third of the public funds in his hands to his successor, and divided the remainder between two other paymasters (A and B) in such manner that A received twice as much as B. How much did A and B receive, respectively?

15. June 20, 1869, John Jones bought six acres of land for \$375 per acre, borrowing money for that purpose at 8 per cent. On the 2d of July, 1872, he sold one-third of it for \$400 per acre, and the residue for \$475 per acre. Did he gain or lose, and how much?

16. What sum should be put at interest at 10 per cent. to amount to \$1,260 in 1 year 6 months and 9 days?

17. What sum in double millreis of Brazil is equal to \$123,036, at \$1.0253 per double millrei?

18. Government purchased 96 acres of land, at \$41.34½ per acre; 185 acres, at \$53.42½ per acre; and 36 acres, at \$13.14½ per acre. What was the area of the land, what its cost, and what the average price per acre?

19. A clerk had an income of \$1,100 per annum; he pays 10 per cent. of it for board, ½ per cent. for washing, 2 per cent. for incidentals, 15 per cent. for clothing, 9 per cent. for other expenses, and loses in various ways 50 per cent. of the amount then remaining. What does each item cost, what amount does he lose, and what sum does he have left?

20. Make up for John Jones, disbursing agent of the United States, in the form annexed, his account-current for the quarter ending December 31, 1872; his transactions having been as follows:

Due United States per account of previous quarter, \$2,846.72; received on Treasury warrant, October 12, \$3,000; disbursed in October, \$2,764.10, on which he was entitled to a commission of one-quarter of one per cent; received November 17, on Treasury warrant, \$2,826.40; disbursed in November and December, \$5,672.44, on which he was entitled to a commission of 2 per cent.; and deposited, December 31, balance due to the credit of the United States.

HISTORY, GOVERNMENT, AND GEOGRAPHY.

21. When and where did Washington resign his commission?

22. Where, and in what year, was the United States frigate Chesapeake boarded by the Leopard for the impressment of seamen?

23. The United States are now in what year of their independence?

24. When did the Constitution of the United States go into operation?

25. What is treason against the United States, and what is necessary to convict a person thereof?

26. In choosing a President of the United States by the House of Representatives, to how many votes would the State of New York be entitled?

27. Through what States would a line pass if drawn directly from New York to New Orleans?

28. Name the States and Territories of the United States bordering on Mexico.

29. Where is the island of St. Helena?

SYNTAX.

Write out the following sentences, making any corrections that may be necessary:

30. Who servest thou under?

31. All friendship between you and I are severed.

32. Every one should know his duty.

33. Is that him who you were speaking of?

34. Your note, with its inclosures, have been referred to the Bureau, agreeable to your request.

35. The ship rode out the storm beautifully.

36. Neither your letter or its accompaniments have any bearing on the subject.

37. I speak now of John Q. Adams, the greatest orator of the two; he who died in the Capitol.

38. If thy hand or thy foot offend thee, cut them off and cast them from thee.

ORTHOGRAPHY AND PUNCTUATION.

Copy the following passage clearly and legibly, correcting mistakes of orthography and punctuation, but not otherwise altering either the words or their order:

39. There is however a much more palperble violation of gramar. In the use of the virb was it fall uppon a gramatical ear like a hiddeous discord in waying such expressions. We must devest ourselves off every vestage of reverrance; for meer names poets orraters historyans critticks when throne into the grammatical crusabel come out simple as men. Striped off all adventicious ornaments you was insted of you ware in point of perpriaty stands on a parr with thou ware the orthoraty of addison. In maters of grammer of bently who evadently never made english gramer his studdy of boling-broke pope and others is as nothing nothing short of unaversel addoption before which all must bow can ever sanesion the expresion. You was, it can find no reffuge but in ignorence or silley efectacion.

LETTER AND BRIEF.

40. Henry L. Bell, a member of the House of Representatives, writes, under date of December 6, 1872, to the Secretary of the Navy, recommending Thomas Lyons for a clerkship in the Navy Department.

You are required to draw up, for the signature of the Secretary of the Navy, a courteous, official reply, embodying the following points: Vacancy exists—why Mr. Lyons cannot be appointed—inclose civil service rules and instructions for applicants—state when examination will take place, (fixing date yourself,) and the latest date at which applications for examination can be received, (allowing an interval of two weeks,) and refer him to inclosures for further information.

Fold the sheet, and indorse subject of inquiry and the answer in brief.

EXAMINATION No. 5—FOR PROMOTION.

To fill a clerkship in class two in the Bureau of Navigation.

[NOTE.—The signature of the candidate to be annexed. Answers to be given opposite or under the questions. The operation in the examples must be shown in full in each case.]

[The first six questions are the same as in the examination for admission.]

ARITHMETICAL.

Copy and add the following column of figures :

\$37,640,787 95
109,741,134 10
209,464,215 25
309,226,813 42
266,027,537 43
191,087,589 41
158,356,460 86
311,533 83
194,572 32
24,709 46
118,248 30
92,718 50
150,476 14
103,880 82
149,004 15
175,111 81
193,636 59
269,803 41
315,022 36
205,217 87
379,558 23
384,720 19
445,485 18
464,546 52

Multiply the following figures :

\$896,745.54
726,047.86

Give in figures the difference between the above two results.

Write in figures the following numbers :

One million one thousand and six and decimal two thousandths.

One and decimal two millionths.

Write in words the numbers expressed by the following figures :

2,308.3051
1,001,001.0004

Express in decimal form by figures :

104 $\overline{16000}$	$\overline{1000000}$
------------------------	----------------------

Express by figures :

Two millions, and seventeen four-thousandths.

Ten thousand one hundred, and sixty-four fortieths.

A paymaster had on hand \$8,345.24, and received from sale of condemned stores \$1,379.83½. He paid for advertising \$120.37½, and deposited in the Treasury \$3,076.48. On being relieved, he transferred one-third of the public funds in his hands to his successor, and divided the remainder between two other paymasters (A and B) in such manner that A received twice as much as B. How much did A and B receive, respectively?

What sum in double millreis of Brazil is equal to \$123,036 at \$1.0253 per double millrei?

A ship has provisions to last her crew of 450 men 5 months. How many men must be discharged to make the supply hold out 9 months?

The Bureau had 10,336½ square yards of bunting, which it ordered to be made into flags as follows: 10 measuring 6×9¼, 20 measuring 7×14½, 5 measuring 14×33½ feet, and the remainder 3¼×6½ feet. How many of the latter were made?

Make up for John Jones, disbursing agent of the United States, in the form annexed, his account-current for the quarter ending December 31, 1872; his transactions having been as follows:

Due United States per account of previous quarter, \$2,846.72; received on Treasury warrant, October 12, \$3,000; disbursed in October, \$2,764.10, on which he was entitled to a commission of one-quarter of one per cent.; received November 17, on Treasury warrant, \$2,826.40; disbursed in November and December, \$5,672.44, on which he is entitled to a commission of 2 per cent., and deposited, December 31, balance due to the credit of the United States.

HISTORY, GOVERNMENT, AND GEOGRAPHY.

When was the Bureau system of the Navy Department established by law?

Name the thirteen original States.

Who commanded the naval force at the victory of Roanoke Island, and when was it?

Are there any offenses against the United States which the President cannot pardon?

Where do bills to raise revenue originate?

What is the term of office for judges of the Supreme Court?

On what river is Memphis, Tenn.?

Where is Du Luth?

Where is Montauk Point?

Name the Territories of the United States.

ORTHOGRAPHY AND PUNCTUATION.

Copy the following passage clearly and legibly, correcting mistakes of orthography and punctuation, but not otherwise altering either the words or their order:

a breach off law havving benne comited; in the equipping or arming off a vessel. For beligerant purpurses all that the government could: Do under the foreign enlistmente ack was too seeze the delinquente vessel and bringe it into a proppur coate of condemnation this. Done and the everdandse of the facts in such a case: having been submitted by the publick prossceter to the coat, the funeshions off thee gouvnrnente, are at an ende it can doc no more the reste is with the law in england in america in every consterfuted an well reggerlated state the exekertive and judishial powers are seperated by a broade and impasible barrier, their is no orthorerty in the state however high that would venture to intefere withe the discharge of the judishal office it would be consideredd a violation of the most sacerid prinsipals and an outraige on all perprierty to seak to controle the desishion of a judge even of the most infeerier tribunal.

OFFICE QUESTIONS.

What number and kind of officers constitute a naval general court-martial?

What number and what kind of officers constitute a naval court of inquiry?

What does a sentence to loss of life require?

How are the line-officers of the Navy classed by law?

How are appropriations for a Bureau drawn from the Treasury?

When is the term "forwarded," indorsed by a superior officer on a communication sent to the Department, *insufficient* under the regulations?

What is the number of men allowed by law for the Navy?

SYNTAX.

Write out the following sentences, making any corrections that may be necessary, retaining the number of words and their order:

I was going home on Wednesday last and stay all day.

The letter, with inclosures were improperly referred.

She and you were not mistaken in her conjectures.

He acted conformably with his instructions.

Of the three governments, France is the weaker.

John, Thomas, or Henry will go on Tuesday.

If John goes on Tuesday then I shall go.
 The civil service, also its rules, are defective.
 The class of 1872 was quite large.
 He or I is to blame.
 She sings sweet and looks beautifully.

LETTER AND BRIEF.

Draw up, for the signature of the chief of the Bureau of Navigation, a letter to Capt. R. M. Thompson, navigation-officer at the navy-yard, Philadelphia, calling his attention to presumed violations of paragraphs 1169 and 1170, Navy Regulations. Give sufficient of the substance of each paragraph, or that part of it violated, as will enable the chief to understand the case without referring to the regulations; indicate in what way the violations were committed, and ask an explanation.

Fold, indorse, and give brief statement of contents of letter.

DEPARTMENT OF JUSTICE.

ADMISSION.

Questions propounded to candidates for the position of first-class clerk in the Department of Justice, September 25, 1873.

The candidate will first please write a letter, directed to the Attorney-General, applying for a position in this Department, and giving a short account of his education and past life, the letter to be not less than a page and a half nor more than three pages long, of letter paper.

I. In the reduction of £'s (English currency) to shillings, which is the multiplier and which the multiplicand?

II. What is the rate per cent. on an investment of 7 per cent. stock at $12\frac{1}{2}$ per cent. discount?

III. Express $\frac{3}{20}$ decimally.

IV. Find the sum of two and twenty-five thousandths, five and twenty-seven ten-thousandths, forty-seven and one hundred and twenty-six millionths, one hundred and fifty and seven ten-millionths.

V. Divide 6 by .005.

VI. I have \$947.86, and wish to remit to London £364 18s. 8d., exchange being $8\frac{1}{4}$ per cent.; how much more money do I need?

VII. What is ratio?

VIII. What is cancellation and its effect?

IX. Divide 714,394,756 by 1,754.

X. What is the sum of—

7,569,813,420
 2,850,497,361
 4,961,738,053
 6,407,581,329
 1,098,635,247
 9,768,015,234
 3,891,437,205
 5,076,921,438
 7,804,193,826
 1,073,945,862
 3,196,478,250
 4,207,561,839
 9,476,541,083
 2,851,370,694
 5,182,067,349
 8,017,354,926
 6,348,572,019
 7,681,095,423
 3,962,840,375
 9,076,583,241
 2,470,968,153
 8,014,257,963
 4,971,365,280
 1,275,906,348
 5,140,732,986
 8,039,217,465
 2,963,804,751
 7,206,539,471
 1,068,254,739
 9,587,014,263

- XI. A merchant buys goods to \$2,965, and loses 15 per cent. by damage; his loss ?
 XII. Five-eighths of 48 is $\frac{2}{3}$ of how many times 9 ?
 XIII. What is the analysis of a proposition ?
 XIV. What is decimal currency ?
 XV. What is the unit of French money, and what is its value in American money ?
 XVI. If a stack 10 feet high has 2 tons of hay, how high is a similar one of 16 tons ?
 XVII. What are the solid contents of a cube ?
 XVIII. What is proportion ?

QUESTIONS IN BOOK-KEEPING.

Memoranda: John Jones, Grocer.

1874.

- (Jan. 11. Began business with cash, \$3,500.
 " Bot. 110 bbls. flour, at \$8.
 12. Sold Colt & Wilson 20 bbls., at \$8.50 cash.
 " Pd. for set of books, \$15.
 13. Bot. of Wm. Gray 10 bales cotton on account, \$1,000.
 14. Sold Spencer & Bro. 50 bbls. flour, at \$10.
 15. Bot. of G. Jones 95 bbls. flour, at \$9.
 16. Bot. 10 bags Rio, \$70.
 18. Repair of store, \$15.
 " Bot. 10 bbls. sugar, at 20 cts., (200 lbs each.)
 19. Pd. drayage, \$3.
 " Pd. Wm. Gray on account, \$200.
 20. Sold factory 9 bales of cotton, \$1,200.
 21. Sold Brown & Son 40 bbls. flour, at \$10.50.
 22. Sold Packard 8 bbls. sugar on account, at 22 cts.
 23. Sold factory 65 bbls. flour, at \$10.
 25. Received from Rockwell on account, \$150.
 26. Sold Spencer & Bro. 10 bbls. flour, at \$10.
 27. Sold Brown & Son 5 bags Rio, \$65.
 28. Pd. Wm. Gray on account, \$750.
 29. Pd. clerk to Feb. 1, \$30.
 30. Pd. rent " \$66.
 " Bot. hhd. bacon, \$410.

1. Make inventory mchdse. unsold 31st January, 1874, at rates of sales.
2. Make balance account indicating "resources," "liabilities," and "gain."

PROMOTION.

Additional questions propounded to candidates for the position of third-class clerk in the Department of Justice, September 25, 1873.

The candidate will answer, first, the questions propounded to candidates for the position of first-class clerk, and the following questions in addition :

- I. When was the Constitution of the United States adopted ?
- II. How many States were there in the Union at that time, and which were they ?
- III. Name the Presidents of the United States in order from the beginning.
- IV. Name those officers of the Government who are members of the Cabinet.
- V. What is the capital of Illinois, of California, of Alabama, of Brazil, of Chili, of Sweden, of Belgium ?
- VI. Where is the river Po, the river Indus ?
- VII. What form of government exists in Brazil ? What in Italy ?
- VIII. When was Florida acquired by the United States ?
- IX. Tell who the following persons were, and the times about which they flourished: Alexander Hamilton, De Witt Clinton, Edward Livingston, Silas Wright ?
- X. What is a protective tariff ?
- XI. When is a statute of a State void ? When is a statute of the United States void ?
- XII. How is the President of the United States elected ?
- XIII. What are the two Houses of Congress, and how are the members of each appointed ?
- XIV. How are the judges of the United States appointed, and for what period ?
- XV. Which are the two great English revolutions, and when did they take place ?
- XVI. When did Queen Elizabeth reign ?
- XVII. Who was the English sovereign at the time of the Reformation ?

XVIII. Name some of the English statesmen prominent at the time of the American Revolution ?

XIX. When was the Independence of the United States recognized by France, and by what king ?

XX. When did the first French revolution take place ?

XXI. When did Napoleon Bonaparte rise to power in France ? What was his first title, what his last, and when did he abdicate ?

XXII. What are the principal English possessions in North America, and when did Great Britain acquire them, and from whom ?

Questions propounded to candidates for the position of fourth-class (law) clerk in the Department of Justice, September 25, 1873.

I. What is international law ? What is municipal law ?

II. What are the two great divisions of municipal law in the United States ?

III. When is a statute of a State void ? When is a statute of the United States void ?

IV. When was the Constitution of the United States adopted ?

V. What court or courts are created by the Constitution of the United States ?

VI. Name the United States courts now existing.

VII. Define the jurisdiction of the Supreme Court of the United States.

VIII. Define the jurisdiction of the United States circuit and district courts.

IX. Name the Chief-Justices of the Supreme Court of the United States.

X. Name the reporters of the Supreme Court of the United States since its establishment.

XI. Name the States to which the following reports belong: Johnson's Reports, Sergeant & Rawle's Reports, Pickering's Reports, Grattan's Reports, and Dana's Reports.

XII. What judges, by law, can hold a United States circuit court ?

XIII. How are the judges of the United States courts appointed, and for what period ?

XIV. Define equity ; define admiralty.

XV. Have the State courts any admiralty-jurisdiction ?

XVI. What is an indictment ?

XVII. In what general class of cases can a writ of error be brought from a State court to the Supreme Court of the United States ?

XVIII. Where is the power to determine whether a statute be or be not void conferred ?

XIX. If no time is fixed by the statute itself, when does an act take effect ?

XX. What is a declaratory statute ? What is a penal statute ? What is a remedial statute ?

XXI. Define an *ex post facto* law.

XXII. What is the distinction between a retroactive statute and an *ex post facto* statute ?

XXIII. How can a statute be enforced that prohibits an act, but provides no penalty for its violation ?

XXIV. In construing a statute, how are you to arrive at the intention of the legislature ? Will the intention when ascertained prevail over the literal sense of terms ?

XXV. When the language is so obscure as to cloud the intention, or when it is couched in ambiguous terms, how are you to arrive at the intention of the legislature ?

XXVI. In construing a statute, what sense must be given to the words employed ?

XXVII. In the construction of a statute, what force is to be given to the maxim *noscitur a sociis* ?

XXVIII. How are revenue-statutes to be construed ?

XXIX. How are statutes *in pari materia* to be construed ?

XXX. When an offense prohibited by a penal and temporary statute has been committed, but the offender has not been punished, and the act subsequently expires or is repealed, what is the effect ?

XXXI. How may a statute be repealed ?

XXXII. If a statute be repealed, and afterward the repealing act be repealed, what is the effect at common law ?

XXXIII. What is a saving clause in a statute ?

XXXIV. What is a proviso in a statute ?

XXXV. If a saving clause or a proviso is repugnant to the body of the statute, what is the effect ?

XXXVI. In construing a statute, what effect is to be given to its title and preamble ?