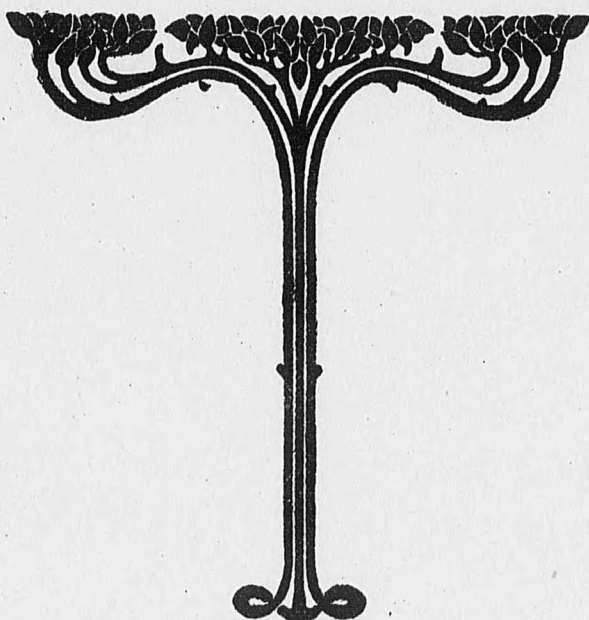


A Short Course in Civil Service

For Fourth Class Postmasters



BY

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UNITED STATES CIVIL SERVICE COMMISSION.
Washington, D. C.

INSTRUCTIONS TO APPLICANTS FOR THE FOURTH-
CLASS POSTMASTER EXAMINATION.

1. On October 15, 1912, the President issued an order classifying fourth-class postmasters. This order was amended by the President on May 7, 1913. The effect of the order is to require that thereafter all appointments (except those in Alaska, Canal Zone, Guam, Hawaii, Philippines, Porto Rico, and Samoa) at fourth-class offices where the compensation is \$180 a year or more shall be made from certification after examination by this commission: *Provided*, That in the event that for the examination for any office there are less than three applicants the commission may in its discretion authorize selection in the same manner as provided for offices with annual compensation of less than \$180. Where the compensation is less than \$180 all appointments shall be made on the recommendation of post-office inspectors after personal investigation, subject to regulations theretofore in effect in certain States.

The commission has no information as to the compensation of an office until called upon to hold an examination for filling a vacancy at such office. When a vacancy occurs at a post office the sureties of the former postmaster are responsible for the proper performance of the duties of the office until the vacancy is filled in accordance with the regulations. Examinations for the position of fourth-class postmaster will be held only as the needs of the service require.

2. Appointment to offices having an annual compensation of less than \$180 will be made in the following manner: When a vacancy has occurred or is about to occur in any such office, the Postmaster General will direct a post-office inspector to visit the locality and make report for appointment from among the persons filing applications in the order of their fitness. Due notice of such visit will be made in the locality to be visited. Such report will be based solely upon the suitability of the applicant and his ability to provide proper facilities for transacting the business of the office. The inspector will make his report in duplicate and accompany each duplicate with a list of all applicants. Such report will include a statement of the qualifications of each applicant and of the reasons for such report. The Post Office Department will transmit to the Civil Service Commission one copy of such report, showing the action thereon.

3. (a) Examinations will be held by the commission for each office having a compensation of \$180 or more at which eligibles are needed to fill an existing or contemplated vacancy. Applications will not be accepted until an examination is announced. The examination will be held at the most convenient point. Local examining boards will conduct the examinations when practicable.

(b) Persons desiring to enter the examination for an office having a compensation of \$180 or more a year will be required to file applications with the commission on Form 1753. Form 1753 and information in regard to entrance to the service may be secured after the announcement of examination from the postmaster at the office for which the examination is announced, the secretary of the local examining board