

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd.

} 1912.

Enclosures

Spare copies

G.O. No. 928, 18th October 1912.

Indian Educational Service.

Recording letter from the Government of India forwarding copy of certain instructions issued on the subject of applicants for employment in the — who are already in private employ in India.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following paper :—

Letter—from the Hon'ble Mr. H. SHARP, M.A., C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

To—the Secretary to the Government of Madras, Educational Department.

Dated—Simla, the 3rd October 1912.

No.—2255.

I am directed to forward, for the information of the Government of Madras, a copy of certain instructions which are issuing on the subject of applicants for employment in the Indian Educational Service who are already in private employ in India. In the case of a candidate resident in the Madras Presidency applying for an existing appointment in that Presidency, the application would be transmitted direct by the Local Government to the India Office. When an applicant resident in the Madras Presidency appears to be suitable and the Local Government desire to recommend him but have no vacancy to which he could suitably be appointed, the application should be forwarded to the Government of India for disposal.

ENCLOSURE.

Letter—from the Hon'ble Mr. H. SHARP, M.A., C.I.E., Joint Secretary to the Government of India, Department of Education (Education).

To—
 the Secretary to the Government of the United Provinces, Education Department.
 the Secretary to the Government of the Punjab, Education Department.
 the Secretary to the Government of Burma, Education Department.
 the Chief Secretary to the Government of Bihar and Orissa.
 the Chief Commissioner of the Central Provinces.
 the Chief Commissioner of Assam.

Dated—Simla, the 3rd October 1912.

No.—2258—2263.

I am directed to address you on the subject of applicants for employment in the Indian Educational Service who are already in private employment in India.

2. It appears that such candidates occasionally address the India Office direct either without any previous reference to the Local Government or the Government of India or after an application has already been rejected by one or other of those Governments. It is the custom in the India Office to supply to such candidates the usual memorandum giving particulars of the service, etc., and to explain that the Selection Committee in London cannot consider any one whom they are not able to interview and that interviews cannot be arranged save with reference to particular vacancies for which that Committee may have been asked to recruit; and it is further stated that the candidate's claims will be considered with those of others for such vacancies as may occur while he is in England or when he comes to England.

3. This course is in some ways inconvenient. It may be quite impossible for a candidate (even one who would be suitable for employment in this service) to appear before the Selection Committee in London. Moreover, it might be possible for a candidate so to appear without the Selection Committee or the India Office being apprised of the character of his work in India and the opinion in which it was held by the Local Government or the Government of India. The Secretary of State has expressed himself as fully recognising the necessity of reference to the authorities in India in such cases and it is accordingly proposed to adopt the following procedure :—

(i) When a candidate working in India applies direct to the India Office, the India Office will add, in making the reply which has just been described, that it is the ordinary course for any one who is actually employed in India to make his application first to the Local Government within whose jurisdiction he is employed.

(ii) Should the candidate so apply or should he do so without having first approached the India Office, the Local Government concerned may either reject the application or may (after the applicant has been interviewed) forward it to the Government of India for consideration in cases where they consider the candidate eligible.

(iii) In cases where the application is for an actual and existing vacancy in another province, the Government of India, after having referred the matter to the Local Government with whom the vacancy has occurred, will forward the application to the Under Secretary of State for India if the Local Government or Governments concerned consider the applicant to be qualified and if the Government of India also regard him as suitable. Should they consider the applicant unsuitable, they will inform the Local Government who will intimate the same to the applicant.

(iv) Ordinarily speaking, candidates should apply not for employment in general but for employment in some particular existing or imminent vacancy. But in cases of men who are obviously suitable for employment in this service this condition is not absolutely necessary. Nor should the application of any candidate whom the Local Government considers generally suitable be withheld simply because no appropriate vacancy is in sight.

4. These instructions are in no sense to be interpreted as indicating any relaxation of the standard which has hitherto been exacted in the case of candidates for the Indian Educational Service. The intention of the order is rather to regularise the procedure in such cases as have been described in order that there may be no chance of the views of Local Governments in such matters being overlooked; and in order that suitable candidates in this country may not be deterred from entry into the service by the condition that they will have to appear before the Selection Committee in London—a condition which, in their case, will no longer be required.

5. All candidates are required to submit the attached form duly filled.

Educational Appointments in India.

1. Name in full	
2. Address	
3. Age last birthday, with date and place of birth.	
4. Married or single (number and ages of children, if any).	
5. Health (past and present).	
6. Father's name, nationality and occupation (state whether living or dead).	
7. Post and approximate salary desired	..
8. Duration of visits or residence abroad	..
9. Names of districts abroad of which the applicant has special knowledge.	
10. Particulars and dates of any important appointments, e.g., Headmasterships or Principalships, administrative posts, University Professorships, Lectureships, or the like, for which the applicant has stood or is standing.	
11. Athletics—(a) experience in organizing games; (b) proficiency in athletics.	
12. Date of application	

	Name of school or college.	Name of Principal.	Dates of joining and leaving.	Scholarships, Certificates, Degrees and other Honours.
13. School education 14. University education, if any 15. Professional training as a teacher, if any. (If a holder of the Board of Education's parchment certificate, the date of the examination and the class in which the applicant was placed in each part of the examination must be shown.)				M.A.—1912.
	Name of school (or place) where employed.	Name of Principal (or employer).	Dates of joining and leaving.	Position and character of work done, also salary received.
16. Teaching employment 17. Other employment (All employment to be entered in order of time.)				

18. References—

- (1) Name,
Address,
Occupation or position.
- (2) Name,
Address,
Occupation or position.

(These should be persons resident in the United Kingdom, who have known the applicant intimately, and are in a position to answer any enquiries that may be made of them. They should not be relations, and should be holders of responsible positions who are acquainted with the applicant's character and work in recent years. The names of officers of the Board of Education should not be given.)

19. * Copies of testimonials from—

* Original testimonials may be required, should the applicant be selected for interview. Copies of testimonials should be submitted in duplicate.

20. Observations—

[Subjects the applicant is prepared to teach and any special qualifications or experience (e.g., in music and singing, commercial subjects, languages, literary work, organization or inspection) not mentioned under heads 13–17 above should be given here.]

Order—No. 928, Educational, dated 18th October 1912.

Recorded.

(True Extract.)

L. DAVIDSON,
Ag. Secretary to Government.

To the Director of Public Instruction.

Submitted

[L. & M.]
98

4,000-17-12-09.

5
Educational
LOCAL AND MUNICIPAL DEPARTMENT.

Pap ers to be read in Proceedings: -

6 P

Again G.O., No. , dated 19 .

Again G.O., No. , dated 19 .

Current No. *2772* From the *Govt of I.* , No. *2255* , dated *3-10-1912* .

" " " " " "

" " " " " "

ORDER. No. *928* , dated *18-6-1912* .

P.S. *Reco*

Recorded.

4/1
18-10-12

7K. Ca
15-10-12 (7.10.12)

4/1

not for E.T.

8/1
20-10-12

desp't 20-10-12

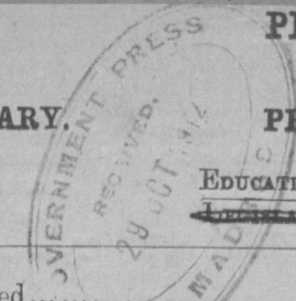
The D.P.I. ✓ spc dept
an 11-11-12
NA

ORDINARY.

PRESS SLIP.

PREFERENCE.

URGENT (a).



EDUCATIONAL DEPARTMENT.

Current No., dated 190 ..

G.O., No. 928., dated 18-10-1912

Number of MS. pages sent { Correspondence including order or orders (b)
Notes..... (b)

Docket. Indian Educational Service
Recording letters from the Govt
of India forwarding a copy of
certain instructions issued by
Subject of application for employ
ment in that office who are already
in private employ in India

Number (c) of copies required when struck off (not including
copies for volumes and editors' table which are retained
in the Press).

Complete
Correspondence
and orders.

Notes

FOR RECORD.*

Madras Records 30
Ooty Records 4
For filing with original 1

Total 35

FOR ISSUE.†

	Letter only.	Complete G.O.	(b) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....					
India Office.....					
Govt. of India.....Dept.					
Public Department.....					
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
.....Dept.					
Total ...					
Spare copies.					
Total ...					

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(a) If a paper is marked to be printed urgently, the Superintendent of the section concerned should sign the Press slip. The Superintendent should exercise a careful discretion in the matter.

(b) Each letter, memorandum, or order, or set of orders, in the file of correspondence should be headed in succession with the Roman numeral I, II, III, etc., the number being written in red ink or blue chalk above the item. The particular papers to be printed in the special issue-copies should be indicated by the Roman numeral (I, II, etc.) by which that item has been headed in the correspondence file. All matter, including marginal remarks or references, to be printed should be written in ink and matter which should not be printed should be encircled. Initials and signatures that are not quite legible should be re-written distinctly.

(b¹) For rules regarding printing of notes, see the rules in G.O., No. 1220, Public, dated 30th November 1900.

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(d) In the absence of special instructions to the Press to keep matter standing for a specified period, ordinary papers of 8 pages and under will be kept standing for one week, and larger papers for two weeks only. The type of notes and of all confidential papers is distributed immediately after striking.

(e) This slip, properly and completely filled in, should accompany every paper sent to Press; it will be returned by the Press when proofs are furnished; it should be sent to the Press when a call is made for revised proofs or when a corrected proof is sent for striking. When finally returned by Press it should be filed with the original order or letter.

INSTRUCTIONS FOR THE PRESS.

(a) If, in the opinion of the Superintendent of the Press, a paper has been marked urgent unnecessarily, he should send the Press slip to the Deputy Registrar with a remark to that effect.

(b) Unless a note to the contrary is made against the matter, pencil entries should not be printed. The Superintendent of the Press may bring to the notice of the Deputy Registrar any instance of incomplete or careless editing.

(c) Signature copies of letters to the Secretary of State or to the Government of India should be printed on hand-made paper.

(d) This slip should be returned by the Press to the Secretariat when proofs are furnished; it will be sent back to the Press when proofs are returned corrected and should be returned to the Secretariat when struck-off copies are supplied.

(e) The names of the Secretary and Members should be printed in full when they occur on the right hand side, but only the first time when they appear on the left side, the initials alone being printed later.

* Copies distributed on..... (Press Clerk.)

† Copies distributed on 16-11-12-NA (Despatcher.)

A	B	C
Please send proof in triplicate. The papers have been carefully edited.	Proof returned corrected. Please strike off and send number of copies as indicated.	As the matter is clear manuscript and has been carefully edited, (b) proof need not be sent. Please print and supply number of copies as indicated.
	Type may be released <u>after usual interval</u> at once.	Type may be released after usual interval.
.....Clerk.	Clerk.	Clerk.
.....Supdt.	Supdt.	Supdt.

(b) Three copies of proof of all notes should be sent for approval, except when instructions are given to the contrary.

SPECIAL INSTRUCTIONS.

TO BE FILLED IN BY THE PRESS.

Diary.	Initials of Press official.
Received in Press on.....	29-10-12
First proof furnished on.....	
Call for revised proof received on.....	
Revised proof furnished on.....	
Corrected proof received for striking on.....	
Final copies supplied on.....	11-11-12

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	25		
" " " Issue.....	5		
For Volumes.....	16		
For E. T.....			
Total ...	58		