

Government of Madras.

EDUCATIONAL DEPARTMENT.

Recd.

Regd

} 1913.

Enclosures

Spare copies

G.O. No. 709, 1st August 1913.

DESPATCHED

Miss Ethel Dixon.

Furnishing the Director of Public Instruction with a copy of the agreement of — who has been appointed Superintendent of the Presidency Training School for Mistresses, Madras, and requesting him to inform Miss Jessie Patterson that she was not recommended for the appointment by the selection committee.

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GOVERNMENT OF MADRAS.

EDUCATIONAL DEPARTMENT.

READ—the following papers :—

I

G.O. No. 425, Educational, dated 12th May 1913.

ABSTRACT.—Informing the Director of Public Instruction that the Secretary of State has appointed Miss Dixon to the post of Superintendent of the Presidency Training School for Mistresses, Madras.

II

G.O. No. 576, Educational, dated 19th June 1913.

ABSTRACT.—Furnishing the Director of Public Instruction with a copy of the application and testimonials of Miss Ethel Dixon, who has been appointed by the Secretary of State as Superintendent of the Presidency Training School for Mistresses, Madras.

III

Despatch—from the Secretary of State for India.

To—His Excellency the Right Honourable the Governor in Council, Fort St. George.

Dated—India Office, London, the 4th July 1913.

No.—3, Public.

With reference to the letter of your Excellency's Government No. 4, Educational, dated the 5th December 1912, and Appointment of Miss Ethel Dixon to the subsequent correspondence, I have to inform your Excellency in Council that, as was stated in my telegram of the 6th May, I have appointed Miss Ethel Dixon to the Indian Educational Service as Superintendent of the Presidency Training School for Mistresses at Madras.

2. Miss Dixon will sail for India by the S.S. *City of Marseilles*, on the 23rd September next, and I now forward one part of her agreement. A copy of the papers relating to her candidature has already been transmitted with my Public Secretary's letter of the 9th May last, J. & P. 985.

3. I enclose also, for convenience of reference, a copy (a) of the general memorandum as to the Indian Educational Service, and (b) of the special memorandum as to the particular post supplied to the candidate before appointment.

4. The applications of Miss Jessie Patterson and Miss H. Powell were duly considered by the Selection Committee at the Board of Education, but neither of these ladies was recommended for the appointment, and I request that Miss Patterson may be so informed. Miss Powell has been in communication with this office on the

* From, dated 12th June.

To, dated 18th June.

subject, and I forward, for information a copy of the correspondence * with her.

ENCLOSURES.

(1)

AGREEMENT made the twentieth day of April one thousand nine hundred and thirteen between ETHEL DIXON of 10, Park Mansions, Fulham, London, S.W., of the first part and the SECRETARY OF STATE FOR INDIA IN COUNCIL of the second part.

WHEREAS the Secretary of State for India in Council has engaged the party of the first part to serve His Majesty in India as Superintendent of the Madras Presidency Training School for Mistresses and a member of the Indian Educational Service for the term of two years from the date of her reporting her arrival at Madras as hereinafter mentioned and subject to the conditions and agreements hereinafter contained.

NOW THESE PRESENTS WITNESS and the said parties hereto respectively agree as follows:—

1. That the party of the first part will on being provided with a first class passage to Madras proceed hither within such time as may be prescribed by the Secretary of State for India in Council.

2. That the party of the first part will on arrival at Madras forthwith report herself to the officers of Government there and will submit herself to the orders of the Government and of the officers and authorities under whom she may from time to time be placed by the Government and that she will at all times obey the rules prescribed for the time being in the memorandum of information furnished to candidates or otherwise for the regulation of the branch of the public service to which she may belong and will when required by the Government proceed to any other part of the province within which she may be serving or to any other province in India and there perform the duties of any specified office in the cadre of the Indian Educational Service.

3. That the party of the first part will devote whole time to the duties of the service and will not engage directly or indirectly in any trade business or occupation on her own account and that she will not (except in case of accident or sickness certified by competent medical authority) absent herself from her said duties without having first obtained permission from the Government or its authorised officers.

4. That if the party of the first part shall, during the said term of two years or if the service shall continue beyond such term during the next succeeding three years, relinquish the service of the Government (whether after having given notice or otherwise) she shall forthwith on demand pay to the Secretary of State for India in Council the cost of her passage to Madras.

5. That from the date of the party of the first part reporting her arrival at Madras the Government will pay her so long as she shall remain in the said service and actually perform her duties a salary at the rate of rupees three hundred and fifty per mensem for the first year and rupees three hundred and sixty per mensem for the second year and if she shall remain in the service beyond that period then rupees three hundred and seventy per mensem for the third year rising by annual increments of rupees ten per mensem to rupees four hundred and fifty per mensem.

6. That in addition to her salary the Government will for so long as she holds a post to which free quarters are attached find her quarters (in which it shall be incumbent on her to reside during the time she shall remain in the service) free from rent but not free from such local municipal or other rates and taxes as by local rule or custom are payable by the occupier of the quarters.

7. That the Government may at any time during the said term of two years or if the service shall continue beyond such term at any time thereafter dispense with the service of the party of the first part without notice in the event of misconduct on her part or of a breach by her of any of the conditions herein specified.

8. That on the determination of the service at the expiration of the said term of two years but not upon any subsequent determination or if prior to the expiration of the said term of two years the party of the first part shall be compelled by ill health (certified to the satisfaction of the Government) to give up the service and shall actually quit the same in India the Government will provide her with a first class passage back to England at the public expense provided she claims such passage within three months from any such determination of the service as is mentioned in this clause and leaves India on her return to England within such time as she may be directed.

9. That the party of the first part shall within the period or periods prescribed by the rules and regulations relating to examinations in vernacular languages for the time being in force in the province within which she may be serving and generally in accordance with and subject to such rules and regulations pass an examination or examinations in such vernacular language or languages as may be required by the Government and on failure to pass such examination or examinations shall be liable to the penalties prescribed by the said rules and regulations. Provided that if the party of the first part shall fail to pass an examination in

such one of the prescribed vernacular languages as may be required within the said term of two years the Government may notwithstanding any thing in the next clause or the said rules and regulations contained dispense with her services.

10. That unless she the party of the first part shall receive notice in writing from some authorised officer of the Government three calendar months before the expiration of the said term of two years that the Government no longer require her services or unless she shall give notice in writing to the Government three calendar months before the expiration of the said term of two years that she is desirous to put an end to her service under these presents she will continue in the service of Government upon the like terms and conditions as are herein contained so far as the same are applicable except that she shall not be entitled to receive or required to give notice of termination of her service under Government otherwise than as provided in the Civil Service Regulations for the time being in force or any other rules to which she may be made subject.

11. The party of the first part will during her continuance in the service pay such subscriptions to the general provident fund as shall be payable under the rules for the time being in force (by which rules she agrees to be bound); and it shall be lawful for the Government to deduct the said subscriptions from any money that may be payable to the party of the first part under these presents or otherwise.

12. That if the party of the first part shall continue to serve Government under these presents after the said term of two years her service (commencing from the date of her entering on the performance of her duties as aforesaid) shall count as service towards leave and pension under such rules as regards leave and pension as may for the time being be applicable to her case. Provided always that in case of any dispute as to the interpretation of any of the said rules or otherwise relating in any way to them the decision of the Secretary of State for India in Council shall be conclusive.

13. That in any payments which may be made in Great Britain under these presents the rate of exchange between England and India fixed from time to time by the Secretary of State for India in Council in communication with Lords Commissioners of the Treasury shall be observed.

14. That the proceedings letters and reports of the Governor-General of India in Council or of any of the Local Governments and of all others the officers and agents of Government or any copies thereof or extracts therefrom which shall be sent officially to the Secretary of State for India in Council or to any officers or servants in the Indian Service of His Majesty in England or elsewhere in any way relating to the sums of money to be paid or allowed to the party of the first part or to her conduct or in any way relating to the premises shall be received as conclusive evidence of any matter therein contained in any action or in any legal proceedings by or between the parties to these presents or in any way relating thereto.

IN WITNESS whereof the party of the first part and SIR JAMES JOHN DIGGES LA TOUCHE, K.C.S.I. and SIR STEYNING WILLIAM EDGERLEY, K.C.V.O., being two members of the Council of India have hereunto set their hands the day and year first above written.

Signed by the party of the first part
in the presence of
AGNES LASEY COLLARD,
Shelvingford, Liphoot,
Hanes, Elementary Training
College Lecturer.

ETHEL DIXON.

Signed by the said two members of the
Council of India in the presence of
FRANK R. MARTEN,
India Office.

J. DIGGES LA TOUCHE.
S. W. EDGERLEY.

(2)

Indian Educational Appointments.

1. The Indian Educational Service comprises those posts in the Educational Department to which appointments are made in England by the Secretary of State for India, and is thus distinguished from the Provincial Educational Service which is recruited exclusively in India.

2. It consists of two branches, the teaching, including Principalships and Professorships in the various Government Colleges and Headmasterships in certain High Schools; and the inspecting, including Inspectorships of Schools; but officers may be transferred at the discretion of Government from one branch to the other, and the conditions of pay and service are the same for both. It also includes certain special appointments, such as those of Superintendents of Schools of Art, for which special qualifications are required and special terms of engagement are prescribed. Officers of the teaching branch may be required to undertake duties in connection with the supervision of students in hostels or boarding houses and with the direction of their studies and recreations.

Selection of Candidates for Appointment.

3. Appointments are made by the Secretary of State for India as occasion may require. Only laymen are eligible, and applications should be addressed in covers marked "C.A." to the Secretary, Board of Education, Whitehall, London, S.W. Scottish candidates should apply to the Secretary, Scotch Education Department, Whitehall, London, S.W.

4. Candidates must, as a rule, be not less than 23 nor more than 30 years of age, but exceptions are sometimes made as regards the maximum limit only. Candidates must be British subjects, and must furnish evidence of having received a liberal education.

5. The application should be submitted upon the form provided for the purpose, and should be accompanied by copies of not more than six testimonials, which will be retained.

6. When a vacancy occurs, the normal procedure now is that it is referred in the first instance to the Board of Education who communicate it to the Scotch Education Department. Both Departments take steps to make the initial appointment known, not only to persons likely to know of suitable candidates but also to such applicants already on their lists as appear to possess the necessary qualifications. All the applications which are received are examined by the Board of Education, or in the case of Scottish candidates by the Scotch Education Department, and the candidates who seem to be the most suitable are asked to appear before the Selection Committee which has been constituted by the Secretary of State for India in Council. After all the selected candidates have been interviewed by this Selection Committee, a recommendation is submitted by the Committee to the Secretary of State for India.

7. In selecting candidates for appointment, weight will be given to the possession of (a) a University degree in Honours, or equivalent distinction; (b) experience as a teacher; (c) qualifications in special subjects, depending on the nature of the vacancy to be filled. In selecting candidates for inspecting appointments weight is given to linguistic talent, capacity for organisation, and knowledge, practical or theoretical, of educational methods.

General Conditions of Engagement.

8. A candidate selected for an appointment will have to be examined by the Medical Board of the India Office. If the result of this examination is satisfactory, he will be required to sign an agreement to serve the Government of India for two years. In the course of that period, during which he will be regarded as on probation, he will be required to pass such examination or examinations as for the time being may be prescribed in the recognised vernaculars of the Presidency or Province in which he is stationed. If during his probation he is transferred to another province and is required to take up the study of a different vernacular, the two years allowed for passing will reckon from the date of transfer. If he has given satisfaction during the probationary period his services will in all probability be retained. His appointment may be cancelled at the end of the period for failure to pass the examinations above-mentioned, or at any time during his service for unfitness or misconduct.

A free first-class passage to India will be provided. If for any cause other than physical or mental infirmity the officer resigns his appointment, either during his two years of probation or during the three years immediately subsequent thereto, he will be liable to be called upon to refund the cost of his passage to India. If, on the other hand, he should during the first two years of his service be compelled by ill-health to quit the service while in India, he will be provided with a free first-class passage from India to England, and if on the termination of the period of probation he decides not to remain in India, or if on the termination of that period Government decides not to retain his services, a first-class return passage to England will be granted. In the last event three months' notice will be given, and the resignation of an officer on the expiry of the term covered by his agreement is regulated by a similar condition.

9. Officers of the Indian Educational Service are expected to give their whole time to the duties of the Service. The salaries paid are as follows:—A newly-appointed Inspector or Professor receives Rs. 500 a month, rising by annual increments of Rs. 50 a month to Rs. 1,000 a month. When this point has been reached, the increase of his emoluments depends upon his promotion, and takes the form of allowances ranging from Rs. 200 to Rs. 500, in addition to the salary of Rs. 1,000. There are at present 30 such allowances. There is in every Province a Director of Public Instruction. The posts of Director of Public Instruction are reserved for the Indian Educational Service so long as members of that Service can be found well qualified to fill them. Their pay differs in different Provinces:—

Three receive a salary of Rs. 2,000—100—2,500 a month.

Two receive a salary of Rs. 2,000 a month.

One receives a salary of Rs. 1,750—50—2,000 a month.

Two receive a salary of Rs. 1,500—100—2,000 a month.

One receives a salary of Rs. 1,250 rising to Rs. 1,500 a month.

Headmasters are appointed on an initial pay of Rs. 500, rising by annual increments of Rs. 50 a month to Rs. 1,000 a month, except in cases in which Local Governments may prefer to recruit on the scale of Rs. 500 a month, rising by annual increments of Rs. 50 a month to Rs. 750 a month. Headmasters are eligible for subsequent transfer to inspectorships or, if qualified, professorships. In all cases, increments of salary are given for approved service only.

For some years the exchange value of the rupee has been about sixteen pence.

In addition to the salaries and allowances mentioned above, exchange compensation allowance is at present granted to officers of the Indian Educational Service appointed from England. This allowance, under present conditions, is equivalent to an addition of $6\frac{1}{4}$ per cent. to the officer's pay, subject to certain limitations.

Quarters are provided for a few of the headmasters, professors, and principals, but usually an officer has to arrange for his own board and lodging. Members of the Indian Educational Service draw travelling allowances for journeys on duty as officers of the first-class under the Civil Service Regulations.

10. Officers of the Indian Educational Service are eligible for leave and pension under the rules in the Civil Service Regulations ordinarily applicable to the European civil officers of Government. A summary of these rules and also of those relating to the Provident Fund will be found in appendices I and II. In the case of an officer who is engaged in the first instance on probation, but whose services are permanently retained, the period for which he was on probation counts as service for pension. An officer does not contribute towards pension, but he is required to contribute to the Provident Fund. An officer appointed at an age exceeding 25 is entitled to reckon as service for superannuation pension (but not for any other class of pension) the number of completed years by which his age may at the time of appointment have exceeded 25 years, subject to the proviso that five years shall be the maximum period which can be so added. A superannuation pension is a pension granted to an officer entitled or compelled by rules to retire at a particular age.

Appointments open to women.

11. For the appointments dealt with above men only are eligible. There are, however, some posts in the Indian Educational Service which are open to women and these comprise appointments as Inspectresses of Girls' Schools, Principals of Training Colleges, and occasionally Headmistresses of Schools. The salary attached to these appointments is ordinarily Rs. 400 a month rising by annual increments of Rs. 20 a month to Rs. 500 a month. The procedure in connection with application and selection for these posts is the same as that prescribed in paragraphs 5, 6 and 8 above, and the conditions as regards leave and pension are the same as those stated in paragraph 10 above. Candidates must, as a rule, be not less than 23 nor more than 30 years of age, but exceptions may sometimes be made as regards the maximum limit only. Candidates must be British subjects and must furnish evidence of having received a liberal education. In selecting for appointment, weight will be given to (a) teaching experience, and (b) linguistic talent and capacity for organization.

Temporary appointments.

12. The Secretary of State is sometimes requested by the Government of India to supply persons to fill temporary vacancies in the Indian Educational Service, generally professorships in colleges.

Such appointments are made for not less than a university year (about nine months), with a prospect, in the case of thoroughly approved service, of future selection to fill either a temporary or a permanent appointment.

The salary is Rs. 500 a month rising by annual increments of Rs. 50 a month.

A free passage (first class) to India is given, and a free return passage on the termination of the engagement, provided it is claimed within six months from that date.

APPENDICES.

[*Note.*—This memorandum is merely intended to show the principal leave and pension rules in the Civil Service Regulations applicable to the Indian Educational Service without going into minute details, and does not profess to deal with every case that may arise. Any disputed question must be decided with reference to the authorized text of the Civil Service Regulations for the time being.]

APPENDIX I.

(See paragraph 10 of the Regulations.)

LEAVE.

1. The following is a summary of the principal regulations relating to the leave admissible to officers appointed to the Indian Educational Service by the Secretary of State from the United Kingdom.

Probationers.

2. During the probationary period of two years, officers are eligible for vacation leave or privilege leave, *vide* rule 8), and, if necessary, leave with medical certificate, not more than six months of such leave carrying allowances. Such leave is not admissible for a period

extending beyond the term of an officer's contract unless or until it has been decided to retain him in permanent employment. Leave allowances when admissible will be calculated in accordance with rule 6 (1) below.

Officers other than Probationers.

Long Leave.

3. Furlough and special leave with allowances (*see* paragraph 6) are admissible to an aggregate maximum amount of six years during an officer's service. The amount of furlough "earned" is one-fourth of an officer's active service, and the amount "due" is that amount less any enjoyed.

4. Furlough without medical certificate can, if due, be generally taken after eight years' active service, and again after intervals of not less than three years' continuous service. It is limited to two years at a time.

5. Furlough on medical certificate may be granted (a) to an officer who has rendered three years' continuous service, for not more than two years in the first instance, but capable of extension up to three years; and (b) to an officer who has not rendered three years' continuous service, up to one year in any case, and up to such longer period, if any (but not exceeding two years in all), as the officer may have furlough "due" to him.

6. The allowances admissible during furlough are—

(1) During furlough without medical certificate and during so much of furlough with medical certificate as may be "due"—half average salary, subject to certain maximum and (in the case of furlough with medical certificate) minimum limits.

(2) After the expiration of the period of leave with medical certificate for which the foregoing allowances are admissible—one quarter of average salary, subject to certain maximum and minimum limits.

7. Special leave may be granted at any time for not more than six months, with intervals of six years' service, and may be taken in instalments; but allowances, calculated as during furlough, can only be drawn for six months in all.

Short Leave.

8. An officer of the Indian Educational Service is eligible for such vacation leave as may be admissible in the circumstances of the appointment which he holds. During such leave he is granted a leave allowance equal to the salary which he would receive if he were on duty in his appointment. While holding appointments, the conditions of which do not entitle the holder to vacation leave, an officer may be granted "Privilege leave" carrying a similar allowance, in lieu of vacation leave. Privilege leave is a holiday which may be granted to the extent of one-eleventh part of the time that an officer has been on duty without interruption; and it may be accumulated up to three months, earned by 33 months' duty.

Subject to certain conditions vacation leave or privilege leave may be combined with furlough, special leave, or extraordinary leave without pay.

9. Subsidiary leave in India for a minimum of ten days, usually with half average salary, is granted to an officer proceeding on or returning from leave out of India, or on retirement to enable him to reach the port of embarkation or to re-join his appointment. It is admissible only at the end and not at the beginning of combined leave.

10. Short leave is also granted to enable officers to appear at examinations, etc.

11. Extraordinary leave without allowances may be granted in case of necessity, and, except in certain specified cases, only when no other kind of leave is by rule admissible. It may be granted in continuation of other leave.

General Rules.

* 12. Leave of absence, whether on furlough or on privilege leave, can never be claimed as of right, and is given or refused at the discretion of Government.

13. After five years' continuous absence from duty, an officer is considered to be out of the employment of Government.

14. When leave allowances other than vacation or privilege leave pay are paid at the Home treasury, or in a colony where the standard of currency is gold, rupees are converted into sterling at the rate of exchange fixed for the time being for the adjustment of financial transactions between the Imperial and Indian treasuries, unless any other rate has been exceptionally authorized. But for the present the rate of conversion is subject to a minimum of 1s. 6d. to the rupee. Privilege leave or vacation leave pay when issued from the Home treasury (this is only admissible when leave of these kinds is combined with other leave) is converted at 1s. 4d. to the rupee.

APPENDIX II.

Pensions and Provident Fund.

(See paragraph 10 of the Regulations.)

1. The following is a summary of the pension rules applicable to officers of the Indian Educational Service appointed by the Secretary of State from the United Kingdom.

An officer of the Indian Educational Service becomes eligible for a pension on completing 30 years' qualifying service or on attaining the age of 55 years. If at an earlier date he is compelled to retire from the service through ill-health not occasioned by irregular or intemperate habits, he becomes eligible for an invalid pension or a gratuity according to the length of his service. Retirement is ordinarily required at the age of 55 years, but for special reasons an officer is sometimes retained after attaining that age.

The amount of pension or gratuity is regulated as follows:—

After a service of less than ten years.—A gratuity not exceeding one month's emoluments for each completed year of service.

After a service of not less than ten years.—A pension not exceeding the following amounts:—

Years of completed service.	Sixtieths of average emoluments.	Maximum limit of pension.
		RS.
10	10	2,000 a year.
11	11	2,200 "
12	12	2,400 "
13	13	2,600 "
14	14	2,800 "
15	15	3,000 "
16	16	3,200 "
17	17	3,400 "
18	18	3,600 "
19	19	3,800 "
20	20	4,000 "
21	21	4,200 "
22	22	4,400 "
23	23	4,600 "
24	24	4,800 "
25 and above	30	5,000 "

Officers who have shown special energy and efficiency during an effective service of three years as Director of Public Instruction may, at the discretion of the Government of India, be allowed an additional pension of Rs. 1,000 a year, subject to the condition that an officer must not retire voluntarily before the completion of a total qualifying service of 28 years.

Subject to certain prescribed conditions, rupee pensions are now issued at the rate of exchange of 1s. 9d. the rupee to pensioners residing in countries in which the Indian Government rupee is not legal tender. At this rate of exchange, the pension of Rs. 5,000 admissible after 25 years' service is equivalent to 437l. 10s.

2. A general Provident fund, to which contribution is compulsory, has also been established on the following basis:—

(1) The contribution is compulsory up to 6½ per cent. on salaries, with voluntary contributions of not more than a further 6½ per cent. Subscriptions on leave of any kind are optional. (2) Compound interest on such payments is annually credited by Government to each officer subscribing, the rate being at present 4 per cent. per annum.

(3) The sum which thus accumulates to the credit of an officer is his absolute property, subject to the rules of the fund, and is handed over to him, unconditionally, on quitting the service; or in the event of his death before retirement, to his legal representatives.

(3)

The appointment of a Superintendent for the Presidency Training School for Mistresses in the Madras Presidency.

1. The Government of India require a Superintendent for the Presidency Training School for Mistresses at Madras.

2. Candidates should be not less than 23 nor more than about 30 years of age. They should have practical experience of the work of a Training College for women and be acquainted with the most recent developments in the training of teachers. Preferably, candidates should be graduates of a British University or have been classed in honours at Oxford or Cambridge and trained in a Secondary Training College.

3. The appointment will be in the Indian Educational Service and will be subject to the conditions stated in section 11 of the annexed Memorandum (C.A. No. 5), except that the initial pay will be Rs. 350 a month, rising by annual increments of Rs. 10 a month to Rs. 450 a month. Free quarters are provided.

4. The largest institution in the Madras Presidency for the training of mistresses is the Government Upper Secondary Presidency Training School, almost half the pupils in which are Europeans and Eurasians. The Government also maintain three Lower Secondary Schools in the districts and a small Primary Training Class for Muhammadan Mistresses at Gunaibeed; the Mission institutions comprise four Upper Secondary Schools and nine Lower Secondary Schools. In Madras the Female Normal Schools follow the general course for the training of teachers. The female students undergo the same practical training as the men, and receive stipends under the same regulations as the male students.

The Presidency Training School has ten students in the Secondary Training Class, and 48 pupils in the Elementary Training Class. These pupils consist of 20 Europeans and Eurasians, 22 Native Christians, Brahmans and 13 other Hindus. A model school is attached to the Training school, and in August 1912 it contained about 400 pupils. The exact number of teachers on the staff cannot be stated from the information available, but there are three teachers holding professional certificates engaged at the Training school.

The subjects of study in the Upper Secondary Class of the Training school are: (1) Organisation, (2) Discipline and Moral Training, (3) Teaching, (4) Reading and Recitation, (5) Blackboard exercises, (6) Freehand drawing, (7) Model lessons and criticism lessons, (8) Teaching in Practising school. The subjects of study in the Lower Secondary Class and in the Primary Class are the same as in the Upper Secondary Class, except that items (3) and (8) are modified. The length of the course is one year, and the examination takes place at the end of the course. The preliminary educational qualifications for the Upper Secondary Class are Matriculation or the Upper Secondary Examination of the Presidency. The preliminary educational qualifications for the Lower Secondary Class and for the Primary Class are the Lower Secondary Examination and the Primary Examination of the Presidency, respectively.

5. Madras City is the capital of the Madras Presidency and the third largest town in the Indian Empire. The population in 1901 was 509,346. The chief vernacular is Tamil, which is spoken by three times as many people as any other tongue. Approached from the sea, little of Madras is visible except the first row of its houses; the railways naturally enter by way of the least crowded parts; and the European quarter is anything but typically urban in appearance. Most of the roads in this part run between avenues, and are flanked by frequent groves of palms and other trees; the shops in the principal thoroughfare, the wide Mount Road, though many of them are imposing erections, often stand back from the street with gardens in front of them; the better European residences are built in the midst of compounds which almost attain the dignity of parks; and rice-fields frequently wind in and out between these in almost rural fashion. The city as a whole is, in fact, rather a fortuitous collection of villages, separated from the surrounding country by an arbitrary boundary line, than a town in the usual sense of the word. A cheap and speedy service of electric trams is in operation in the more crowded parts of Madras, and the Corporation maintain 187 miles of metalled roads. There is a telephone exchange and a hourly postal delivery throughout the city.

The climate of Madras has been described with considerable accuracy as three months hot and nine months hotter. The cooler months are never cold, the mean temperature of December and January being 76 degrees; but the heat in summer does not approach that of Northern India, the mean for May and June being the moderate figure of 90 degrees. The mean for the year is 83 degrees. The annual rainfall, based on figures for 85 years, averages 49 inches, of which 29½ inches are received during the north-east monsoon from October to December and 15 inches from June to September in the south-west monsoon. The city is salubrious to Europeans.

6. Applications should be submitted as soon as possible in covers marked "C.A.," and addressed to the Secretary, Board of Education, Whitehall, S.W. Scottish candidates should apply to the Secretary, Scotch Education Department, Whitehall, S.W.

The candidate appointed will be required to take up duty at Madras as soon as can be conveniently arranged.

(4)

VILLA PANERA, LUGANO,
SWITZERLAND.

12th June 1913.

Dear Sir,

I shall be glad if you will kindly let me know whether the appointment to the post of Principal of the Presidency Training College, Egmore, Madras, has yet been made and, if so whether I am appointed.

ORDINARY.

PREFERENCE.

URGENT (a).

EDUCATIONAL
LEGISLATIVE DEPARTMENT.

Current No. 2244, dated 1.1.1913.

G.O., No. 709, dated 1.1.1913.

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

Docket. Miss E. Thel. D. ...
... with a copy of the ...
... appointed ...
... on ...
... from ...
... was not recommended for the ...
... by the ...

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	...	20
Ooty Records	...	5
For filing with original	...	...
Total	...	25

FOR ISSUE.†

	Letter only.	Complete G.O.	(d) Special issue copies of G.O.		Notes.
			No.	Papers.	
Signature copies.....	3				
India Office.....					
Govt. of India.....Dept.					
Public Department.....	1				
Judicial Department.....					
Financial Department.....					
Revenue Department.....					
Public Works Department.....					
Local and Municipal Department.....					
Dept.					
Total					
The Director of Public Instruction.....	10				
The Comr. for Govt. Examinations.....					
The Superintendent, Govt. Museum.....					
The Surgeon-General.....					
The Accountant-General.....	5				
The Collector of.....					
The P. V. B.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
The.....					
Total					

Spare copies.

INSTRUCTIONS FOR THE SECRETARIAT.

(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.

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

(c) The number of copies and the details of distribution should be filled in by the Superintendent or reference concerned.

(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 finally 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..... (Despatcher.)

TO PRESS, MADRAS.
OOTY.

A
Please send proof in triplicate. The papers have been carefully edited.

B
Proof returned corrected. Please strike off and send number of copies as indicated.
Type may be released after usual interval at once.

C
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 after usual interval.

.....Clerk.

.....Clerk.

.....Clerk.

7/8
5-8-13.....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.....	4/9/13
First proof furnished on.....	14/8/13
Call for revised proof received on.....	12/8/13
Revised proof furnished on.....	22/8/13
Corrected proof received for striking on.....	28/8/13
Final copies supplied on.....	29/8/13

Account of copies.	Complete copies.	Notes.	Issue copies.
Supplied to Secretariat for Record.....	26		
" " " Issue.....	20		
For Volumes.....	16		
For E. T.....			
Total ...	62		