

NOTICE OF RATING.

UNITED STATES CIVIL SERVICE COMMISSION.

Second Civil Service District—Headquarters, New York City.

Address :

Secretary, Second U. S. Civil Service District,  
Custom-House, New York, N. Y.

*F. J. Shields*

DEC 9 - 1908, 19

The average percentage attained by you in the  
examination, taken at *BROOKLYN, N. Y.*, on *AUG 1908*  
is *85.80*

The names of competitors who obtain an average percentage of 70 or more (or, if preferred soldiers or sailors, an average percentage of 65 or more) are entered upon the register of eligibles in the order of ratings obtained; but those whose average percentages are below 70 (or 65, if preferred soldiers or sailors) are not eligible for appointment. Only those persons have right to a claim of preference who have been honorably discharged from the military or naval service by reason of disability resulting from wounds or sickness incurred in the line of duty. (See back of this sheet.)

Very respectfully,

*H. N. Saxton*

District Secretary.



1. Eligibles must keep the district secretary informed of any change of post-office address. A failure to do so will be treated as the fault of the eligible, and may result in his losing an opportunity of appointment. Requests to have address changed should be made by letter, and such letters should relate only to the change in address.

2. Inquiries should be concise and should state kind, place, and date of examination, and the average percentage obtained. Confine the inquiry to one subject.

3. For permission to inspect examination papers or to secure therefrom the average attained in each subject, application should be made to the district secretary.

4. Inquiries in regard to relative standing on the eligible registers should be addressed to the district secretary.

5. The relative standing of persons on any register may be changed by the addition of names of eligibles having higher ratings. The average percentage obtained, and not the date of examination, determines the relative position of a name upon a register.

6. The civil-service rules require that when there is a vacancy to be filled, upon request of the appointing officer, certification shall be made from the proper register of the names of the three persons having the highest average percentages on that register, and from among these three names a selection shall be made to fill the vacancy. It is not mandatory that the highest name be selected. An applicant is not permitted a choice respecting salary. Information regarding vacancies to be filled can not be furnished by the district secretary.

7. The prospects of appointment can not be given, but the mere passing of an examination does not of itself insure either certification or appointment. As the highest possible rating is 100 and the lowest eligible rating is 70, the nearer a rating is to 100 the more likely it is that it may be reached for certification within the period of eligibility. In this connection, however, see paragraph 13 in reference to "preference claimants."

8. The conditions of appointment in the various branches of the service are such that nothing can help or hinder the certification of a name in the order of its standing on a register.

9. The Commission can not interfere with the proper exercise of the discretion vested in the appointing officers by the rules which permit them to select for appointment any one of the three names certified.

10. The name of an eligible can not be certified more than three times by the same department or office from the same register, except as the result of passing another examination.

11. The period of eligibility on all registers for original appointment to the service is one year from the date of entering the name on the register, which entry is made as soon as practicable after the completion of the rating of the papers.

12. An eligible who declines an appointment tendered will not be certified again unless such eligible shall request the benefit of the remaining certifications which the rules allow, stating reasons, *which must be satisfactory to the Commission, for declining the appointment.*

13. Section 1754 of the Revised Statutes provides that persons honorably discharged from the military or naval service *by reason of disability resulting from wounds or sickness incurred in the line of duty* shall be preferred for appointments to civil offices, provided they are found to possess the business capacity necessary for the proper discharge of the duties of such offices. A person coming under this provision of law has the following advantages: (a) He is released from all age limitations; (b) he has to attain an average percentage of only 65 to be eligible, while for all others the required minimum is 70 per cent; (c) having attained an average percentage of 65, his name is placed upon the register above, and is certified before all others who have not been allowed preference; and (d) he is released from all laws relating to apportionment of appointments. If on the same register the names of more than one preference claimant appear, the name of the claimant having the highest average percentage will be placed at the head of the list.

14. Examination papers are rated with great care by examiners of the Commission at Washington according to published rules for rating, under a system which insures accuracy and absolute fairness, and all ratings are reviewed by examiners who take no part in the first rating. For this reason the average percentages of competitors whose papers are reviewed on appeal are seldom raised or lowered, but if any changes are made in the ratings the chances are that they will be against the competitor, because in the original ratings examiners are more likely to overlook errors than to overcharge them.

15. Section 10, Civil Service Act, provides:

"That no recommendation of any person who shall apply for office or place under the provisions of this act, which may be given by any Senator or Member of the House of Representatives, except as to the character or residence of the applicant, shall be received or considered by any person concerned in making any examination or appointment under this act."