



BRITISH GUIANA

SEVENTH REPORT

ON THE WORK OF

THE PUBLIC SERVICE  
COMMISSION

FOR THE PERIOD  
1 JANUARY, 1959.  
31 DECEMBER, 1959.

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This report covers the work of the Public Service Commission for the period 1st January to 31st December, 1959.

Composition  
of the  
Commission

2. Mr. A.A. Abraham, Jnr., resumed the office of Chief Establishment Officer and His Excellency the Governor re-appointed him to be a Member of the Commission for a period of two years from 18th February, 1959, in the place of Mr. C.H.P. da Silva, who had been acting Chief Establishment Officer.

3. The terms of office of Mr. A.A. Bannister, Mr. G.W.E. Cooper and Mr. H.A.M. Beckles expired on 31st May, 1959, and His Excellency approved the re-appointment of Mr. Bannister for a further period of one year, and that of Mr. Cooper and Mr. Beckles for a further period of two years.

At 31st December, 1959, the membership of the Commission was -

Mr. P.W. King, C.B.E., Chairman	
Mr. A.A. Bannister	) Members
Mr. G.W.E. Cooper, O.B.E.	
Mr. H.A.M. Beckles, O.B.E.	
Mr. A.A. Abraham	) Members
Mrs. I. Brazao	
Mr. J.N.H. Bayley	

/ Leave

Leave of  
absence

4. Miss A.M. Cheong, Woman Secretary, was granted six months' vacation leave during the year. Miss G.E. Harewood, Senior Clerical Assistant, was appointed to act as Woman Secretary during Miss Cheong's absence.

Work of the  
Commission

5. The Commission remained a purely Advisory Body to His Excellency the Governor. During the year under review the Commission held 106 meetings and dealt with 180 references.

2,475 applications were received in respect of 171 vacancies advertised to the public, and 52 vacancies notified by 28 Staff Vacancy Circulars which were open to serving officers only. Of these applicants 889 were selected for consideration. In addition there were 112 vacancies in respect of specialised posts confined to limited candidates. A total of 722 candidates were interviewed during the year.

Twelve disciplinary cases were dealt with during the year, and in all cases the recommendations of the Commission were accepted.

6. During 1959, 2,622 Annual Confidential Reports of officers were considered by each Member of the Commission independently.

7. With regard to recruitment to the Classified Clerical Service, during the year under review, the Commission continued to advise on the suitability of candidates.

Administrative and Clerical Grade: Candidates interviewed in respect of entry into this grade during 1959 were as follows

	<u>Suitable</u>	<u>Not suitable</u>
<u>Boys</u>	109	11
Girls	40	7

In addition 17 of the qualified candidates who applied during the year subsequently withdrew their applications.

Steno-Typist Grade: 14 girls passed Proficiency Tests, were interviewed and found suitable for employment in this grade.

Typist-Clerk Grade: 13 girls passed Proficiency Tests, were interviewed and found suitable for entry in this category of the Service. Twenty-eight girls, having failed the Proficiency Tests, were deemed not suitable for employment.

8. In January and again in April the Commission met representatives of the British Guiana Civil Service Association and held discussions on matters affecting the Public Service, most note-worthy of which was the launching of a much needed training scheme for public officers.

9. An examination for Administrative Cadets was held during March-April. Of the forty-four candidates who took the Preliminary Examination only ten qualified for the Final. Nine of these reached the minimum standard required.

days to the working year, gives a figure of 7 years. The Commission can see little justification for this state of affairs and feels that the attention of all Officers should be drawn to General Orders 154 to 156.

13. Due to the strike by the Federation of Unions of Government Employees in December the work of the Commission was held up as it was only possible to hold two meetings in that month. Consequently several references which should have been dealt with during the year under review had to be deferred until the next year.

14. The Commission wishes to thank Mr. I.R. King, Chief Clerk, for conducting shorthand and typewriting speed tests for applicants for posts of Official and Court Reporters.

15. The willing co-operation and assistance generally given by Heads of Departments and Staff Associations are much appreciated by the Commission.

16. The Commission is also grateful to all Public Service Commissions in the several parts of the British Commonwealth and elsewhere for sending their annual reports.

17. The Chairman and members take this opportunity to record their appreciation of the efficient manner in which the Secretary and Staff continue to carry out the administrative and clerical work of the Commission.

PERCY W. KING  
Chairman.

Public Service Commission.  
25th February, 1960.