

MISCELLANEOUS GENERAL DIVISION SALARY SCALES

Position.	Yearly Rate of Pay.		Annual Increments.
	Minimum.	Maximum.	
Office Assistant (Male) (maximum at any point)	£ ..	£ 480	£ ..
Shorthand-typist (Male) (at any point)	£ ..	£ 400	£ ..
Sorter	£ ..	£ 325	£ ..

SCALE FOR FEMALE TYPISTS, SHORTHAND-TYPISTS, AND MACHINISTS

Without qualifying examination	£ 125
With Junior Examination	£ 140
With Senior Examination	£ 165
	£ 190
	£ 215
Maximum for Junior Examination	£ 240
	£ 260
Maximum for Senior Examination	£ 275
	£ 300
Rates for reporters and typists in charge according to responsibility, qualifications, and ability	£ 325
	£ 350
	£ 375

NOTES

(a) Shorthand-typists who pass the Intermediate Examination will be paid an allowance at the rate of £15 per annum provided their scale salary does not exceed £275 per annum, and provided they are employed on shorthand-typing duties of a standard consistent with their examination qualifications.

(b) Shorthand-typists who pass the Special Examination will be paid an allowance at the rate of £10 per annum provided their scale salary does not exceed £275 per annum, and provided they are employed on shorthand-typing duties of a standard consistent with their examination qualifications—this is, to be in addition to the £15 allowance referred to in (a) above.

(c) The allowances payable for the Intermediate and Special Examinations referred to in (a) and (b) above will be subject to periodical review, and in the event of the work not being up to the standard required the allowances will be discontinued. They will also cease when an officer is promoted to a graded charge position.

(d) Typists in charge of a staff of ten or more are to receive a salary of not less than £300 per annum.

Typists in charge of more than five but less than ten, or deputy charge typists of a staff of twenty or more, are to receive a salary of not less than £290 per annum.

Officers occupying charge positions, and not graded in such positions will be paid an appropriate allowance.

(e) The above scale will apply to female machinists. In the immediate application of the above scale to machinists, those officers employed on the more straightforward types of office machines are to be regarded as having an initial maximum salary of £240 per annum. Those officers employed on the more complicated types of machines or engaged on better class work will be regarded as having a maximum of £275 per annum provided their standard of work is satisfactory.

(f) Shorthand-typists who enter the Service with the Junior Examination at a commencing salary of £140 per annum and who pass the Senior Examination during their first year of service will receive an increment to £165 per annum from 1st December following the Senior Examination and an increment to £190 per annum from the anniversary date of their appointment.