

C O
8817
REC'D
MAR 22 1912

EAST AFR. PROT.
GENERAL
8817

Sons, and Henderson,
in their capacity of advisers
to the Magadi Soda
Company, have given a
certificate of approval.

Lan

(Signed) H. J. READ.

for the Under Secretary of State,

Appals
Date
1912
21 Feb.
previous Paper
5490
subsequent Paper
19262

CAP 80 } 2 April 9/1
Copy forwarded Mr. B. B. }
J. Aug. 29 Aug 1912

Clerical Appts.
Qualifications in shorthand & Typewriting.

Submit obtain ^{provision} suggest that candidates be
compelled to certificates of proficiency from a
recognized school of instruction. e.g. Pitman's Society
of A. S. States as to standard required. &
await further orders

~~Mr. B. B.~~
Mr. Macpherson
I think that we may agree to his
arrangement as far as clubs for
East African Protectorates are concerned.
It is for these clubs to say whether
they would like to fall into line with
his proposal as regards clubs, & go on
for these colonies and protectorates.
Private Secretary.
H. J. R.
So it not your experience
that such candidates are asked for

only for East Africa, & generally for Nyaland?

I doubt whether we need consult other septis.

T.C.H. 25/3

Mr Macnaghten

I agree. I cannot remember the
qualifica being asked for for any
W. Afr. App^t except that in
an app^t which we may be
asked to fill on the Lagos
railway - such qualifica wd be
an advantage - but this post
is 'sui generis'.

R.D.F. 26/3/12

Mr Bead.

Proceed as proposed of Mr Gattalun

T.C.H. 26/3.

at once.

H. J. R.

26/III

C.R.

M
Misc 1062

ALL COMMUNICATIONS
TO BE ADDRESSED TO THE
CROWN AGENTS FOR THE COLONIES,
THE ABOVE REFERENCE AND THE
DATE OF THIS LETTER BEING QUOTED.

TELEGRAMS, "CROWN, LONDON."
TELEPHONE 1632 VICTORIA.



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WHITEHALL GARDENS,
LONDON, S. W.

21st March 1912

Sir,

I have the honour to acknowledge the receipt of your letter No 5490/1912 of the 4th instant enquiring whether we could arrange some kind of examination with view to ascertaining whether candidates by the Secretary of State selected for clerical appointments in the East Africa Protectorate possess a good knowledge of shorthand and typewriting.

2. In reply I beg to state that we could arrange to examine candidates whom the Secretary of State may select for appointment as we do at the present time in respect of candidates selected by ourselves for similar appointments. We would however suggest that the more satisfactory course to adopt would be for the Secretary of State to make it a sine qua non that candidates for such appointments should produce certificates for both shorthand and typewriting from a recognised instruction such as the following:-

Pitman's School
Society of Arts
London Chamber of Commerce
National Union of Teachers.

3. In the event of a candidate not having any such certificate he can always attend for examination

The Under Secretary of State

at

&c &c &c

Colonial Office

2.

at Pitman's School. The fee for this examination is 5/- plus 2/6 for the certificate.

4. We understand that Pitman's School and the other institutions do not issue a certificate for commercial business unless the candidate can do shorthand at a speed of 100 words a minute and typewrite 35 words a minute. We understand however that for candidates in the Civil Service in this country 80 words a minute for shorthand is considered sufficient and we think this ought also to suffice for colonial appointments. We would suggest that the minimum for typewriting should be 30 words a minute.

5. If the Secretary of State approves of this suggestion we would propose to adopt a similar course in respect of any candidates we may select for colonial employment.

6. We await the Secretary of State's further instructions in the matter.

I have the honour to be,

Sir.

Your obedient Servant,

J. B. ...
for Crown Agents

C.D.
MAR 27

ca 887:12
~~HS~~ EAT

~~HS~~

28 March

Glavin

I am to acknowledge the

receipt of your letter ^m misc 1062

of the 27th of March & to inform you that he approves of candidates for clerical appts in the E.A. Prot's being required to produce certifs. of efficiency in shorthand stop writing from a recognised institution such as those mentioned in para 2 of your agreed letter -

DRAFT.

To Ad.

MINUTE.

- Mr. Lyning
- Mr. Streat
- Sir G. Fiddes.
- Sir H. Just.
- Sir J. Anderson.
- Lord Emmott.
- Mr. Harcourt.

27/3
27

Capr 180 } 20 Apr 11
Capr 136 }
Capr 50 }
Copy for 196. 29 March 11

Copy of 187: 3290, of 17, of the 27.

mentioned in para 2 of your agreed letter -