

OFFICE OF

ILLINOIS CIVIL SERVICE COMMISSION

SPRINGFIELD, ILL., October 10, 1910.

In the examination held on the 7th day of September

for the position of Librarian

you passed above the minimum of seventy, and your name has, therefore, been placed upon the proper list of applicants eligible for appointment. Names from such list will be certified according to standing to such heads of departments, offices and institutions as give notice of vacancies for which you are eligible.

Your average standing is 85.86 and your name is number one

on the eligible list.

Very respectfully yours,

JOSEPH C. MASON,

Chief Examiner.

RULE IV. Sec. 1. When an eligible certified for appointment shall fail to accept an offer of appointment by mail within the four business days next succeeding the mailing of notice of appointment, or shall fail to accept an appointment within the same or next succeeding business day when notification is sent by telegram to him, he shall be deemed to have declined the appointment, and upon proper notice of such fact from the appointing officer the secretary shall certify from the list, an additional name or names to replace the names of persons so declining.

Sec. 2. An eligible may in advance designate such institution or departments to which he would not accept appointment, or may, when his name is reached for appointment, waive certification or decline an appointment tendered upon giving reasons satisfactory to the commission, without losing his position upon the register. If reasons assigned are not satisfactory to the commission, or the eligible refuses to accept an appointment tendered, then his name shall be removed from the eligible register. All waivers must be filed with the commission within five days from the date of notice of certification. In the absence of such waiver the eligible shall be removed from the register and the next eligible certified in his place. If within thirty days of the date of the notice of certification, the eligible so removed furnishes this commission good and sufficient reasons for his failure to report he may be restored to the waiting register.