

Mr. Thomas J. Murphy, Secretary
Civil Service Commission

(continued)

You are informed, therefore, that you may continue with your present practice of certifying to the department heads eligible lists even if the number of eligibles is limited to one person, from which list the department head is required to choose the candidate to fill the vacancy; it follows, therefore, that the department head may not by-pass the list because it has fewer than five names and select, provisionally, a person whose name does not appear on the list, and request that another examination be given for the same job.

If you have any further questions, please do not hesitate to call upon us.

Very truly yours,

/s/ FRANCIS B. BURCH
City Solicitor

/s/ BLANCHE G. WAHL
Assistant City Solicitor

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