

then, he shall order the employment of such veteran by such appointing officer, and a copy thereof shall be sent to the veteran eligible or to his designated representative; in case there is no eligible list for the class, the Commissioner shall forthwith call an examination, and shall post the eligible list resulting therefrom within sixty days from the time of holding said examination, and in case no eligible list results, the Commissioner shall repeat such call and continue to hold examinations until an eligible list results. If necessary to prevent the stoppage of public business, but not otherwise, the Commissioner may authorize temporary appointment as prescribed in Section 11 of this Article.

The list of eligibles for each class of position in the classified service shall be made up first of names of persons who have previously held positions in such class and who were laid off in good standing under Section 16 of this Article, and then of names of persons in the order of merit, who have been examined by the Commissioner and found qualified.

The Commissioner shall divide all classes of positions into two groups known, respectively, as "active" and "inactive", and shall by schedule, made a part of his rules, indicate which classes fall into each group, and shall revise such schedules annually. All classes in which at least three vacancies are anticipated during the ensuing year shall be placed in the active group and examinations for such classes shall be held whenever there are fewer than five names left on the eligible list. All other classes shall be placed in the inactive group, and examinations for such classes shall be held only when there is no eligible list and vacancies occur.

9. Examinations held by the Commissioner to establish lists of persons eligible for appointment may be written or oral or in the form of a demonstration of skill or any combination of these and shall be of a character fairly to test and determine the relative figures and ability of candidates actually to perform the duties of the class of positions to which they seek to be appointed. Any investigation of training and experience and any tests of technical knowledge, manual skill or physical fitness that in the judgment of the Commissioner serves to this end may be employed.

In all examinations to determine the qualifications of a preference applicant, credit shall be given for all valuable experience, including experience gained in civic, service and organization activities, even though no compensation was received therefor.

Examination shall be competitive, free and open to all persons who may be lawfully appointed to any position within the class for which the examination is held, with such limita-