

Preface

You have now become a member of the Singapore Public Service and will be anxious to know what that really means and how you can become a good Public Servant.

You may have joined the Service for one of many reasons. You may have followed in the footsteps of a member of your family who is already a Public Servant. You may have been attracted by the variety of work offered or by the size of the salaries paid, or even by the distant prospect of a pension.

The Public Service covers an immense range of occupations. The places of work range from head offices in the City to small post offices in distant villages. A Clerk in the Records Branch of the Chief Secretary's Office is a public servant, as is a School Teacher in Pulau Tekong; so is a Customs Preventive Officer on the wharf at Telok Ayer, a labourer on a road project at Bukit Timah, a typist in the Printing Office at Bidadari, or an Inspector of Timber in the Kallang Basin; in other departments we find scientists, engineers, lawyers, economists, research workers and general administrators.

In this small handbook, we do not aim to explain all the detailed procedures and organisation of the Singapore Public Service. We concentrate on the common features of the Service. There is much to learn; at the beginning the important thing is to present a broad picture of the work of a public servant.

Read it through carefully and it will help you to see your place in the whole Service simply and clearly. As you settle down in your job, sections of this handbook will take on more meaning. Keep it beside you and read it over again occasionally. You will still get some new ideas from it.

When your departmental training begins you will learn how your particular department, division and section operate, and what is expected of you in your particular job. This more detailed information will have to be expressed in more formal language and will fill out the present brief sketch. This handbook is written quite informally, aiming to do no more than describe the setting of your job in the Service as a whole and not replacing or overruling any more formal instructions which you may receive.