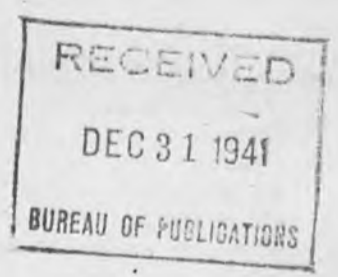


QUICK ACTION
ON DEFENSE JOBS
NO RED TAPE



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NEW NYC CLERK TEST ORDERED

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LEARN TO TYPE
GOVERNMENT JOBS WAITING
Home Course Begins In This Issue

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FEDERAL CIVIL SERVICE NEWS

TESTS Information Test In the Works

WASHINGTON.—More than 6,000 filed applications for the information specialist test announced several months ago by the U. S. Civil Service Commission. The test had two options: one for newspapermen, the second for radio men.

Papers are now being graded by a committee of information specialists already in the Government service and by technical experts of the Civil Service Commission.

Temporary appointments of a few persons already graded as eligibles are being made, in defense agencies for the most part. Robert Horton, chief of the Division of Information in the Office for Emergency Management, has been doing the most hiring. Horton hires information specialists for OEM and all its constituent agencies such as Office of Production Management, Office of Price Administration, Office of Civilian Defense, Coordinator of Information (Donovan's office) and all the other new defense agencies.

The full register isn't expected to be set up before February.

Executives Soon To Be Placed

WASHINGTON.—More than 6,000 persons who applied for the recent executive officer test announced by the U. S. Civil Service Commission soon will be in-

Are You a Stenographer?

Then Read This: It's a Vital Message from the Government

THE GOVERNMENT needs stenographers for National defense. One is prone to think of National defense in terms of soldiers, sailors and marines. But there are many types of defense work behind the lines. A large army of civilian personnel is now on duty as stenographers in the Government service to take the dictation of the thousands of executives and administrative officers, and transcribe it into typewritten documents. Some of this material is of lasting importance. Some of it will set into motion Government events of historical consequence.

It is estimated that the Government has approximately 85,000 stenographers, typists and secretaries on the payroll. Many young men and women are responding to the call. Thousands more are needed.

Opportunities Are Favorable

Aside from the present emergency, the opportunities for stenographers in the Government service are favorable. Good stenographers are always in demand. The positions pay \$1,440 a year to start, with a good chance for advancement to positions of greater responsibility, such as secretarial positions, in the case of those who have the ability.

The examination announced by the Civil Service Commission for stenographers is open until further notice. The examination consists solely of a dictation test at 96 words a minute and transcription of notes. All persons who can qualify are urged to apply NOW.

The stenographer examinations are held at several hundred cities throughout the United States. In order to arrange for greater convenience to applicants, the Commission is planning to increase the number of places where the examinations will be held.

Where to Apply

The proper application form may be obtained from the Secretary of the Board of U. S. Civil Service Examiners at any first or second class post office or from the U. S. Civil Service Commission at Washington, D. C. In New York City, applications are available at the Federal Building, 641 Washington street.

To provide more living quarters for Government employees, especially for those in the lower-income groups, there has been begun, under Government sponsorship, a building program for constructing thousands of apartments, dormitories, and homes in Washington, D. C. So say Washington officials, don't let stories about the housing shortage keep you from applying.

that efficiency declines once an individual's capacities are strained day after day.

Eyestrain

Several years ago, the A. F. G. E. declared, when employees were questioned about a five-day week, a large number said they would prefer the present five and a half day week because their capacities would be taxed unduly by the tension involved in trying to pack 39 and 40 hours into five days. Eyestrain was one of the most important factors considered in the decision.

The A. F. G. E. pointed out it is in complete sympathy with the attempt of the Government to speed up production to a maximum point and that it will do all it can to lift production to an all-time peak. But it insisted there is a maximum number of weekly hours beyond which the efficiency of production falls off.

If an employee, the group contended, can do as much in 40 or 44 hours as he can in 56, the shorter work week should obviously prevail.

On Accomplishment

Item in "On Duty," published by the Customs Guards Association of the Port of New York:

"There is no limit to what a man can accomplish if he does not mind who gets the credit for it."

PAY RAISES Xmas Present

WASHINGTON.—Employees in every agency and bureau of the Federal Service will be benefitted from the Ramspeck-Mead automatic promotion act which will become effective next week, in terms of bigger paychecks to the employees.

Budget Bureau officials estimate that approximately 190,000 Federal workers will be given one-step, in-grade promotions on January 1. Approximately 150,000 of the employees will be paid the promotions as of October 1, which means that they'll get promotions over a three-month period in a lump sum. Congress failed to appropriate the money until a few days ago.

Salary Minimum

WASHINGTON.—The team of Ramspeck and Mead is functioning smoothly again.

Chairman Ramspeck of the House Civil Service Committee has introduced a bill that would raise the base salaries of 180,000 Federal workers. He's put the bill through his committee already, and early and favorable action in the House is anticipated.

On the Senate side, Senator Jim Mead of New York, a member of the Senate Civil Service Committee, is sponsoring an identical bill. Speedy Senate action is expected.

The bill would amend the Classification Act. It's backed solidly by the Administration. A minimum salary of \$1,200 for all adult full-time workers would be fixed. Guards would be raised from a minimum salary of \$1,200 to \$1,500. Char workers would get an increase of 5 cents an hour. All custodial employees would get an increase in base salary which would average around \$150 a year. That would include building mechanics.

Meantime, The LEADER has learned that studies are being carried on in the Budget Bureau on the cost of living of Federal workers.

Bonus?

After Congress disposes of the price control bill it wouldn't surprise anybody to see Ramspeck and Mead again team up on a bill to give nearly all Federal workers a cost-of-living bonus. It's reported on good authority that no employees who earn \$3,600 or more would be benefitted by such a bill.

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formed that they have been given "preliminary eligible ratings."

This "preliminary" rating doesn't mean that these people will be finally placed on the register, but it is just about tanta-

mount to eligibility. More questions and other information will be asked of the 6,000.

The executive officer exam started out with a bang. More than 33,000 applied originally. The Commission then asked for additional information and only 20,000 returned the necessary data.

Grading Incomplete

Of the 20,000, only 6,000 have been "preliminary eligible ratings" and there still are papers to be graded. Applicants given preliminary ratings are being hired on a temporary basis. OPM, OEM, War and Navy departments are utilizing most of the executives. The jobs pay from \$3,800 to \$8,000.

Board Advises on Big Shots

Meantime, the Civil Service Commission has set up a board to act as a policy and advisory body on the selection of administrative personnel. Board chairman is Emery E. Olson, on leave of absence from the University of Southern California where he is Dean of the School of Government. Other members are: William L. Batt, Sr., director of materials at OPM; James V. Bennett, director of the Bureau of Prisons; Frederick M. Davenport, chairman of the Council of Personnel Administration; Guy Moffett, liaison consultant, Office for Personnel Management, Office of the President; Donald Stone, assistant director of the Budget Bureau, and Leonard D. White, Chicago University professor and former member of the Civil Service Commission.

The committee will assist the Commission in discovering persons competent to perform executive jobs in the Government. It will arrange for the transfer of administrators from non-defense to defense agencies.

Dean Olson will be a full-time chairman of the committee. Creation of the committee is a strong indication of the lack of competent executive officers in the Government.

WAR

Where Will They Go?

WASHINGTON.—Decentralization is the bugaboo of Federal workers in Washington. And like everything else that's happened in Washington since the Pearl Harbor attack, it's a direct result of the war.

It's now believed in responsible quarters that from 15,000 to 20,000 Federal workers will be moved from Washington. Already the President has ordered

10,000 employees in a dozen agencies out of the crowded government city.

New York May Lose Patents

Just where these 10,000 will be sent hasn't been finally decided. It was originally announced, for example, that the Patent Office would be sent to New York City. Now it's believed that the order will be amended, and the Patent Office will be moved out but not to New York.

About half of the Immigration and Naturalization Service was ordered to Philadelphia. Now it's said that the entire service of 1,600 employees may be sent to New York City. The final new locations may not be decided for several weeks yet.

Leave Cancelled

Meantime, annual leave is being cancelled in war agencies and more hours are being ordered all over the place. This is the direct result of the war generally but more specifically, the inability to hire new employees, and a place to put them. That's why decentralization was ordered.

New York appears to be a popular place. More than 200 persons in agencies unaffected by decentralization have asked to be transferred to New York City.

Getting Transferred

The Civil Service Commission has set up a unit where Washington employees can arrange transfers to remain here or to be sent into the field.

The Public Buildings Administration has established a bureau that will pack the belongings of transferred employees and ship them to the new locations.

Longer Work-Week, Does It Have Flaws?

WASHINGTON.—A tendency on the part of the Government to stretch the hours of federal employees beyond reasonable limits was noted this week by a government employee union. The union, an A. F. L. affiliate, warned that too much overtime will mean less efficiency and peril to war production.

The American Federation of Government Employees pointed out that already a large percentage of employees are working overtime and that those in the per annum class do not, for the most part, receive overtime pay. They further indicated that pressure for additional hours is increasing.

An increase in hours doesn't automatically mean an increase in production, argue union officials. They say this reasoning does not take into consideration the fact

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CIVIL SERVICE IN NEW YORK CITY

WAR

U. S. Booms N. Y. Eligibles

Manpower for Uncle Sam's government service will be supplied by the New York City Civil Service Commission. During the past ten days a number of city eligible lists have been sent over, on request, to the Office for Emergency Management to man defense agencies in the New York and New Jersey area.

For jobs in the Office of Price Administration, names on the following lists were turned over to OEM: research assistant (economics and social research), City Planning; assistant secretary to the Commissioner, City Planning; associate assistant corporation counsel, grade 4; buyer, fuels and lubricants; buyer, heating and plumbing supplies and equipment; buyer, lumber and construction equipment, supplies, and materials; senior buyer, foods (with knowledge of livestock).

For one receptionist job, the Commission submitted its lists for clerk, grade 2 (Board of Higher Education), better known as "college clerk," and for clerk, grade 2.

Opportunities Booming

There is not the slightest doubt that opportunities for New Yorkers on Federal as well as State and city lists are in for a definite boom. Defense agencies in the metropolitan area today have a total of only 600 paid employees, but each passing day brings news from Congress of further expansion of the war effort.

For example, the Office of Price Administration by last week-end had 287 employees in New York and vicinity, this being about one-fourth of the total number of OPA's employees throughout the country. But officials are already speaking in terms of a 30,000-employee staff as soon as Congress passes price-control legislation, and New York will probably take on a high percentage of them.

The greatest need is for stenographers, file clerks, typists, and messengers. Here's a good tip: file immediately for Federal steno and typist tests, even though they say they are for Washington employment only, and keep an eye out for news of all other Federal tests in these titles. There's an excellent chance now of eventually getting placed in New York City, at the \$1,440 salary for stenographers, \$1,260 for typists, and \$1,080 for messengers. Remember that although these may not be high wages for Washington, they are better than State and city salaries as well as average private industry jobs in New York City.

High-Paying Jobs

The New York office of OEM fills jobs paying \$2,600 and less for OPA, and \$1,800 and less for the other defense agencies. Washington takes care of the higher-paying jobs.

This is the procedure: when a defense agency needs an employee, OEM personnel officials contact the U. S. Civil Service Commission for eligibles from New York and New Jersey. If none are available, they may then go to other commissions. Lists from the New York and New Jersey State Commissions are also being used. While the City Commission has sent its names to the defense agencies in numerical order, they may pick people as they see fit.

The Federal Commission, incidentally, is doing its best to uphold the merit system in manning the defense agencies. Some defense officials feel that since this is an emergency and they have no chance to train eligibles, occasionally an eligible down on the list will be more competent than someone above him. The Commission is turning a deaf ear to these pleas.

Outside New York City

Eligibles in other parts of New York and New Jersey can also expect action. For example, the Division of Contract Distribution of the OPM is already established in Albany, and other agencies are soon to open sub-branches in the State Capital. Albany residents on Federal lists may soon be called; if none are available, State lists

may be canvassed for local eligibles. The same will happen when offices are opened in Buffalo, Newark, and in other spots.

Of the 600 employees already working for defense in this area, the largest number are in OPA, followed by the Office of the Coordinator of Inter-American Affairs, headed by Nelson Rockefeller, and the Priorities and Contract Distribution Divisions of OPM.

William Brody has been assigned by the City Commission to work with OEM on the use of its lists. He is located in room 716, 299 Broadway. The Commission has urged eligibles not to communicate with Federal officials but to direct all inquiries to its own offices.

Housing Prepares

The New York City Housing Authority's plans in the war emergency are yet to be completed but they have come a long way.

The building managers of each of the projects under the Authority's jurisdiction have been instructed to ascertain that adequate services exist to meet all air raid problems. These managers are working with police in their precincts so that the project organizations tie in closely with neighborhood air raid services.

Instructions to tenants on precautions to be taken in case of raids have been posted at central points in each project and plans are being made to keep each tenant aware of all changes in such instructions.

Storing Equipment

Central control rooms have been

set up in each project for storing defense equipment. Utility controls have been established so that main valves and switches will be accessible in emergencies. Messenger service has also been organized to provide for a comprehensive communication system. Protection for telephone switchboards is being installed so that operators may remain at their posts during emergencies.

The protection of combustibles is being studied and basement and other public spaces are being cleared of non-essential combustible materials.

Many employees are taking courses in first aid and air raid protection, too. The Authority has made plans to expand its in-service training program in order that all available personnel may be trained to replace semi-skilled, skilled and supervisory employees called to military service.

City Civil Service News Briefs

The transfer of Samuel Luks from social investigator in the Department of Welfare to the position of clerk, grade 2, was approved by the Civil Service Commission this week. The Commission announced his salary of \$1,799 per year will remain the same.

But the request of Marguerite T. Adams, telephone operator, grade 1, that she be declared eligible to compete in the examination for promotion to stenographer, grade 3, was denied.

Samuel L. Goldberg, computer of assessments, grade 3, in the law department, received an OK to take the examination for promotion to accountant.

The Commission approved the employment of Hamilton Gray as soil mechanics expert in the New York City Tunnel Authority at the rate of \$30 a day when employed. There is no appropriate list for this position.

The Commission declared the eligible list of assistant chemist appropriate for the job of instructor of soap making at \$1,200 a year in the Department of Correction.

The continued provisional employment of Charles Williams as chief of the applications bureau of the New York City Housing Authority was approved, but it's got to end by March 31, 1942.

Frank E. Gruber was admitted to the examination for promotion to captain of ferries and Frank P. Donegan was given the OK to take the examination for promotion to quartermaster in the ferry service.

Approval was given for the reinstatement of Thomas J. Grace as laborer in the department of the Borough President of Manhattan at \$1,690 a year.

Harry Langdon Wins Civil Service Award

Excellent administrative abilities combined with an unusual knowledge for saving time and money helped to gain for Harry R. Langdon, chief of the Division of Finance and Supply of the Department of Sanitation, the Ordway medal, given annually to the merit man who has done most for civil service.

Langdon, whose career typifies the best qualities of the merit system, swept ahead from a \$300 a year clerkship in 1917 (Department of Finance) to his current \$5,500 a year post as Chief of Supply and Finance in the Sanitation Department. He has climbed the ladder continually. Langdon came up the hard way, winning his appointment on a competitive basis.

Almost a Commissioner

The Ordway medal winner has handled his administrative duties in the Department of Sanitation with faultless efficiency, virtually assuming the responsibilities of deputy commissioner.

Responsible for the successful operation of one of the city's largest departments, Mr. Langdon has revealed himself a reliable and energetic worker. He has reduced printing costs in his own division by a considerable sum, has reorganized operations to such an extent as to save the city time and money. He is an authority in methods of procedure and practices in his department, and his advice is often sought by other departments.

The Ordway medal recipient installed a modernized audit system and established a much improved plan for handling supplies equip-



ment, too. Moreover, he reduced expenses considerably in the city's snow removal projects.

The award to Mr. Langdon points to a brilliant job by a career administrator. After serving as clerk in his first job, Mr. Langdon became a clerk in the Department of Parks in 1920 at \$840 a year. In 1927 he became an examiner in the Department of Finance at \$2,160 annually. He moved on to the position of auditor in the Department of Sanitation in 1931 at \$4,500 a year, and in 1933 became senior accountant in the same department at \$5,250 a year.

At the present time Mr. Langdon is proving that too much

work just doesn't make Harry a dull boy. He is also president of the Greater New York Neighborhood A.A., director and officer of the Municipal Credit Union, director and officer of the Welfare Honor Relief Fund of the Department of Sanitation, a member of the board of managers of the Metropolitan A.A.U., a member of the Mayor's Conservation Commission, and chief fiscal officer of the Department of Sanitation. In addition, he's public relations chairman of the Plaza Community League of the Bronx.

To the people who work with him, Langdon has the reputation of being a square-shooter and a decent person.

PRIZES Runners-Up

In addition to the medal for Harry Langdon, eight scrolls have been awarded for honorable mention in the Ordway awards for outstanding activity in Civil Service.

The following have been named for the scrolls:

Carl A. Peterson, assistant engineer in the Department of Public Works, for work performed as resident engineer on the Hunter College and new Queens Municipal Buildings.

Charles Stark, supervisor of recreation in the Department of Parks, for initiating a new method of dealing with juvenile delinquents in parks and turning youthful offenders into cooperative participants in the recreation program.

Ludwig Tremel, carpenter of the Bureau of Plant Operation and Maintenance of the Board of Education, for effective direction and supervision of more than 100 mechanics of various trades performing thousands of jobs in school buildings.

Chancellor H. Whiting, director of the physiological laboratory of the Domestic Relations Court, for enlarging the scope of his duties as well as his commendable services in connection with the

physical examination of children and adults at considerable personal expense and saving of time, though he has been a part time employee.

The five-man team of the emergency tax revenue division of the Department of Finance consisting of **Edmund C. Buehler**, **Harvey E. Ehrlich**, **Robert A. Hanley**, **Solomon Itzkowitz** and **Carl A. Kuhnle**, for supplying much personal equipment at no cost to the city and for their excellent team work as investigators in which they showed initiative and ingenuity in recovering more than \$100,000 in 1941 in attempted frauds against the city.

Other runners-up in the medal contest have also been chosen. These are **Adrian B. Cockerill**, inspector of repairs in the buildings unit of the Board of Education; **Joseph E. Herman**, assistant engineer in the Manhattan Borough President's office; **Nathan C. Horwitz**, inspector of combustibles in the Fire Prevention Bureau; **Cornelius W. O'Reilly**, electrical inspector in the Department of Water Supply, Gas and Electricity; **Joseph L. Kaszowski**, accountant in the New York City Housing Authority; **Michael Schure**, title examiner of the Board of Estimate, and **John J. Kassner**, topographical draftsman in the Manhattan Borough President's office.

For Next Year's Playground Men

Candidates for Playground Director may consult a selected list of books on playgrounds, sports, and health education available at the Municipal Reference Library, Room 2230, Municipal Building, Manhattan. Some outstanding titles are listed below:

- Bancroft, Jessie H. Games.
- Hall, A. Neely. Outdoor Handicraft for Boys.
- Mason, Bernard S., and Elmer D. Mitchell. Active Games and Contests.
- Nash, Jay B. The Organization and Administration of Playgrounds and Recreation.
- Nash, Jay B., ed. Physiological Health.
- National Recreation Association. Playgrounds: Their Administration and Operation, edited by George D. Butler.
- New York State. University. Physical Education Syllabus.
- Tunis, John R. Sport for the Fun of It.

The reference assistants at the Municipal Reference Library are prepared to assist all candidates wishing to prepare for this examination. The library is open from 9 to 5 on week days and from 9 to 1 on Saturdays.

SUBWAY Promotions

Pending the holding of examinations and the establishment of civil service promotion lists, 28 provisional promotions in the Board of Transportation were approved by the Civil Service Commission at its meeting last week. One of the promotions is in the Independent division of the transit system, one in the IRT division and the remaining 26 in the BMT division.

Patrick McCann, a motorman in the IND division, was promoted to train dispatcher pending the results of the examination for this title which is now in progress. James L. Thompson was promoted from conductor to towerman in the IRT division. In the BMT division the 26 provisional promotions were made to the titles of motorman and train dispatcher. Eight street-car operators and three bus operators were promoted to motorman, while 12 motormen and three conductors were promoted to train dispatcher.

Their Names

The street-car operators promoted provisionally to motorman include Edward Boldton, Gerald J. A. Clement, Thomas P. J. Ryan, Giovanni Lobello, Joseph H. Bradner, Harold F. Ludwig, James G. Taylor, and Thomas G. Sheehan. The three bus operators promoted to motorman are Adam Dorst, Joseph J. Leete, and William T. Smith.

The twelve motormen promoted to train dispatcher are Norman W. Patterson, Gottfried Berzler, Charles Currier, Alexander Hocking, James Murphy, George A. Woodhull, Robert F. Cole, James G. Fleming, Walter T. Mible, Henry Parker, Edward F. Yarmowish, and Clarence Zazinski. The three conductors whose provisional promotions to motorman were approved by the Civil Service Commission are Joseph Doherty, Francis J. Murray, and Leo Rose.

SHERIFF

410 to Go

Less than two months after the New York City electorate decided it wanted a Civil Service Sheriff and Register, it got them last week-end when Mayor LaGuardia appointed John J. McCloskey and disabled veteran Henry W. Ralph to the two \$7,500 jobs.

Subordinate jobs are to be filled later from the new Sheriff and Register lists and from existing lists for City Marshal; Patrolman (P. D.), Special; and possibly Management Assistant (Housing).

The Court of Appeals, by a 5-2 decision, held early in the week that the propositions approved by New York City voters last election day, to replace nine elected sheriffs and registers by a city-wide Civil Service employee in each title, were constitutional.

By resolution, the State Civil Service Commission refused to give status to 410 employees in the sheriff and register offices in the five counties, switched five employees into the competitive class, and then made an excep-

SHERIFF		REGISTER	
1 Arthur J. Benline, 92.95	25 Theodore S. Wecker, 77.53	1 Hyman W. Ganso, 87.02	6 George Akelmacher, 81.30
2 John J. McCloskey, Jr., 91.54	26 Louis Hochen, 74.02	2 Lewis Orgel, 87.02	7 Henry W. Ralph, 81.25
3 Phillip Sokol, 90.11	27 Israel H. Mandel, 73.25	3 James W. Loughlin, 86.26	8 Meyer Bernstein, 80.93
4 Lewis Orgel, 89.94	28 Seymour S. Ehrenzweig, 78.11	4 Edward Gluck, 83.21	9 Samuel A. Bloom, 80.47
5 Hyman W. Ganso, 89.83		5 Meyer Scheps, 81.97	10 Paul E. Fusco, 78.63
6 Edward Gluck, 80.95		6 George Akelmacher, 81.30	11 Raymond Herzog, 78.37
7 Meyer Bernstein, 80.50		7 Henry W. Ralph, 81.25	12 Howard L. Kuttner, 78.37
8 James W. Loughlin, 86.00		8 Meyer Bernstein, 80.93	13 Abram Glaser, 78.30
9 Joseph P. Folkoff, 80.04		9 Samuel A. Bloom, 80.47	14 Stephen K. Rapp, 77.33
10 Henry W. Ralph, 85.05		10 Paul E. Fusco, 78.63	15 Theodore S. Wecker, 77.18
11 Hyman W. Kehl, 84.33		11 Raymond Herzog, 78.37	16 Samuel S. Seller, 75.35
12 Sol C. Levine, 83.94		12 Howard L. Kuttner, 78.37	17 Jacob Robinson, 74.92
13 Robert Rosenbluth, 83.41		13 Abram Glaser, 78.30	18 Louis Hochen, 74.22
14 James L. Anderson, 82.97		14 Stephen K. Rapp, 77.33	19 Samuel H. Stoller, 72.22
15 Frank Lillien, 82.91		15 Theodore S. Wecker, 77.18	
16 Joseph P. Brennan, Jr., 82.71		16 Samuel S. Seller, 75.35	
17 Stephen K. Rapp, 81.92		17 Jacob Robinson, 74.92	
18 Simon Rosenzweig, 81.42		18 Louis Hochen, 74.22	
19 Morris M. Silverman, 80.21		19 Samuel H. Stoller, 72.22	
20 Theodore H. Malmud, 78.91			
21 Howard L. Kutter, 78.70			
22 Joshua Heilinger, 78.64			
23 Jacob Robinson, 78.62			
24 A. James Jacobs, 78.40			

tion by refusing to cover in one employee with less than a year's experience.

Affected by the Commission's action were 112 positions in the New York County Sheriff's office, 69 in the Kings County Sheriff's office, 35 in the Queens County Sheriff's office, 33 in the Richmond County Sheriff's office, 105 in the Bronx County Sheriff's office; 6 in the New York County Register's office, 12 in the Bronx County Register's office, 16 in the Queens County Register's office, and 22 in the Kings County Register's office.

Among these positions are such titles as Deputy Sheriff, Assistant Deputy Sheriff, Counsel, Warden, Deputy Warden, Keeper, Matron, Cook, Cleaner, Laborer, and Foreman of Laborers.

Taken into the competitive class were these jobs: Satisfaction Clerk and Cashier (Mortgage Tax Bureau) in the Bronx County Register's office, Cashier (Mortgage Tax Bureau) in the Kings County Register's office, and Cashier and Assistant Cashier in the New York County Register's office. The incumbents all had more than ten years' service. A request to reclassify into the competitive class the position of Cashier in the Bronx County Register's office, where the incumbent had less than one year of service, was denied.

work in supplying qualified men when the bomb burst.

Out

The bomb was in the shape of a rejection by the Board of Transportation of all eligibles under five feet six. The short men who took and passed the training course without knowledge of a height requirement, squawked. They wrote letters to the Commission and to the Board of Transportation. More letters were written by the Commission to the Board of Transportation and by the Board of Transportation to the Commission. The Commission placed the whole matter in the hands of its chief subway examiner, Fred H. Hedin. Mr. Hedin studied the situation and decided that the Board of Transportation had the right to make medical and physical rejections prior to appointment. The Commission accepted Mr. Hedin's decision and ruled that auto engineman eligibles just had to be five feet six inches in height.

Safety Is the Reason

Last week letters were sent by the Commission to the eligibles who had squawked. In part, the letters stated:

"The Board of Transportation, as you know, is charged with the successful operation of the subway system and if they feel that certain height requirement is necessary for safe operation of the street car considering the fixed position of the operator and the line of vision necessary, we have no power to reverse their determination.

"It is indeed unfortunate that this decision was not made before the training course was given because then we would surely have announced it in advance and thereby saved you the trouble of taking the course. Under the circumstances, however, there is no way in which we can assist you. We can only hope that your name will be reached in regular order for auto engineman during life of the list in a department where no height requirement is specified."

LISTS

FIREMAN LIST Santa Claus Was Kind to 150 of the Boys Who Made Good

Santa Claus didn't forget the eligibles on the new fireman list after all. Two days before Christmas, the list was officially "promulgated" by the Civil Service Commission. On the same day, approximately 150 jobs as special patrolman in the Board of Transportation were offered top eligibles on the list. The jobs pay \$1,500 per year for the first six months, \$1,800 thereafter.

The "promulgation" of the list means that the four-year life of the list began on December 23. The offering of the jobs in the Board of Transportation to the top men on the list indicates that the list will be widely used for appropriate jobs. It also indicates, as revealed in last week's LEADER, that appointments to the Fire Department are not scheduled for the near future.

No Strings

The certifications to the Board of Transportation were without strings attached. If Fire Department jobs should come through, the boys can quit the subway police force and accept the fireman jobs immediately. Altogether, the names of the first 360 on the list were certified to the Board of Transportation to fill the special patrolman vacancies.

Although the number of vacancies in the subway police force is

estimated at 150, Mr. Laffan, personnel officer of the Board, stated that the "number of vacancies to be filled will be predicated upon the number of appointments to be made to the police department in January." A large number of the eligibles on the patrolman list are employed in the subways as special patrolman.

Fire eligibles who take the special patrolman jobs will not be certified for any other appropriate list for jobs for a period of one year. They will, however, be able to quit the Board of Transportation as soon as they are reached, in the order of their standing on the list, for the Fire Department jobs.

Soldiers Take Fire Test

Meanwhile, approximately 1,000 military service candidates who were unable to appear for the written test last June took a special examination Saturday at George Washington High School, the Bronx. The date for this special exam was set long before war was declared and when many more soldiers were expected to be on furlough.

Employed, Yes or No?

50 Firemen Would Like To Know the Answer

Employed, yet unemployed. This is the curious position in which many of the 50 firemen who were appointed from the old fireman list for one tour of duty on December 16, find themselves.

At least 25 of these firemen were already working for the city in appropriate jobs in the Board of Transportation when they were offered the fireman appointments. Fire officials made it clear to them that they couldn't hold two city jobs at the same time and that if they accepted the fireman appointments they would be immediately given a six months' leave of absence without pay.

Predicament

The fire eligibles thought the matter over. They had taken a test for fireman. They wanted to be firemen. For four years they had been waiting for the appoint-

ments to the Fire Department. Finally, on the last day of the list's existence, they were offered the appointments. Would they take the fire appointments, or not? It didn't take them long to decide. They would.

Jobs for healthy young men in private industry these days are plentiful. The new firemen reasoned that, even if they did lose out in the Board of Transportation, they wouldn't have much difficulty finding employment.

Jobs Vanish

They reasoned right. Jobs are plentiful in private industry—but they are not plentiful for firemen. One recently appointed fireman told The LEADER that, in the first employment agency he visited, he was offered three jobs at good salaries — until he told them that he was a member of the New York Fire Department on a six months' leave of absence. The jobs vanished into thin air. No one wants to employ anybody for a period of six months.

Employed, yet unemployed... This is a curious position in which city employees find themselves.

Phone Men Into Messengers

The telephone operator, grade 1, male list will be used to fill positions as attendant messenger, grade 1, under the process of selective certification, the Civil Service Commission ruled at its meeting last week. The attendant messenger list expired last December 21.

In order to get jobs as attendant messengers, telephone operator eligibles must meet the physical requirements of the position. According to the original announcement of the attendant messenger exam, these requirements are:

Height—not less than five feet four inches in bare feet.

Weight—not less than 130 pounds.

Normal hearing.

Vision—20/30 each eye, glasses permitted.

Readily understandable speech.

Freedom from heart and lung diseases.

No uncontrolled hernia, extensive varicose veins, paralysis, or other deficiencies, abnormalities and diseases as would impair usefulness.

Candidate must pass agility and strength tests.

the extreme right-hand keys. The fourth row contains numerals and other special marks. Each key has either two letters or two figures. By hitting a key, you will reproduce either a small letter or a figure. When you hit the key while one of the shift keys is down, you get either a capital letter or a special mark.

You will find that the fingers naturally fall on to the second row of keys. The keyboard is divided into two parts, one for the fingers of the left hand, the other for the fingers of the right hand. In the reproduction below, you will see that four keys on each side of the board have been shaded. These are the normal "homes" for the fingers. Above each of the 11 keys is a number, referring to the finger which can most conveniently hit it: 4 is the little finger; 3 the ring finger; 2 the middle finger, and 1 the index finger.

Here's a tip: learn to refer to the fingers by the letters on this row of keys that they are supposed to strike. That is, the little finger on the left hand should be known as the "A finger," the ring finger as the "S finger," the middle finger as the "D finger," and the index finger as the "F finger." Similarly, on the right hand come to know the little finger as the "semi-colon finger," the ring finger as the "L finger," the middle finger as the "K finger," and the index finger as the "J finger."

For lesson number 1, memorize the letters on the second row of keys, and get the feel of each finger on the appropriate key.

Lesson 2 next week.



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SHORT MEN They Lose Out

Auto engineman eligibles must be five feet six inches in height in order to be appointed as a street car operator in the Board of Transportation. So the Civil Service Commission ruled reluctantly this week.

Last summer the Board of Transportation was faced with a sudden need for street car operators. The Civil Service Commission declared the automobile engineman list appropriated for the job. Eligibles on the list were given courses in trolley car operation and certified to the Board of Transportation for the jobs. The Civil Service Commission, which is the personnel agency for the city, began to pat itself on the back for its quick

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Grammar Is No Bugaboo!

The Fourth of a Series of Articles on Proper Preparation for Civil Service Examinations

By Gertrude B. Slavin, B.S., M.A., and Alvin Slavin, B.A., M.A.

The scope of English grammar is very broad. It can be divided into four general fields: (1) the parts of speech, (2) the structure of a sentence, (3) spelling, and (4) punctuation. Just as any artisan must first learn the name and the use of each tool before he can begin practicing his skill, so must the person seeking to improve his facility of language usage learn the names of the various aids or tools of grammar. The parts of speech and their uses are the chief language tools. Rules for correct spelling and punctuation are additional sets of tools. Finally, a knowledge of the structure of a sentence, the basic unit of speech and writing, will perfect the skill of language usage.

The need for knowing these rules and regulations of grammar is as necessary to the civil service candidate as is the use of the awl, the file, the hammer, the cutting knife, and the needle to the cobbler. A knowledge of useful grammatical principles will aid you in using language. It will help to bring new words into your vocabulary. Moreover, it will increase understanding of difficult reading material. The practical value of grammar to the civil service candidate cannot be overestimated.

We assume that all civil service candidates have acquired fundamentals of grammar in their early training. There are principles, however, which most persons have either forgotten or have never mastered fully. We shall, therefore, devote the next three articles to exercises on grammatical principles, of those fundamentals which have been most often included in civil service examinations.

Part I: PARTS OF SPEECH

The sentence is composed of words which help to convey thought. All words, therefore, are referred to as parts of speech. Below are the names of eight parts of speech in English and their definitions:

1. **NOUNS:** A noun is the name of a person, place, thing, quality, or action.

- Examples:
- a. The dog is brown.
 - b. New York is large.
 - c. I have a desk.
 - d. Honesty is the best policy.
 - e. Walking is good exercise.

2. **PRONOUNS:** A pronoun is a word used in place of a noun.

- Examples:
- a. She is a good girl.
 - b. John came to school with his friend who was his classmate.
 - c. It is a good book.
 - d. Who are you?

3. **VERBS:** A verb is a word which asserts, questions, or commands.

- Examples:
- a. The child runs.
 - b. Are you going home?
 - c. Give me the pencil.

4. **ADJECTIVES:** An adjective is a word which describes or limits a noun or pronoun.

- Examples:
- a. The tall man walks with a brown cane.
 - b. He is ill.
 - c. The night was cold and still.
 - d. Ten wooden houses were demolished.

5. **ADVERBS:** An adverb is a word which qualifies or modifies a verb, an adjective, or another adverb.

- Examples:
- a. He runs swiftly.
 - b. The day was very cold.
 - c. She drives too slowly.

6. **PREPOSITIONS:** A preposition is a word which connects object nouns or pronouns to other words in the sentence.

- Examples:
- a. He walked to town.
 - b. He came at ten.
 - c. Between you and me, she is lying.
 - d. We cannot go without him.
 - e. Everyone went, except him.

7. **CONJUNCTIONS:** A conjunction is a word which connects words, phrases, clauses, or sentences.

- Examples:
- a. Milk and vegetables are necessary in a person's diet.
 - b. Because we heard him, we stopped.
 - c. We shall wait until he arrives.
 - d. Mary is here, but John is still at the train.

8. **INTERJECTIONS:** An interjection is a word which expresses strong feeling or emotion.

- Examples:
- a. Oh! I lost my bag.
 - b. Horrors! The man is dead.
 - c. Goodness! She fell.

A word is not always the same part of speech in every sentence. The part of speech that any word can be is determined chiefly by its use in a particular sentence. Study the definitions given above very carefully and test your progress by determining what part of speech each underlined word is in the following short exercise:

EXERCISE VII

- | | Part of Speech |
|---------------------------------------------------|----------------|
| 1. The <u>chairs</u> have red cushions. | _____ |
| 2. Truth is <u>everlasting</u> . | _____ |
| 3. He is an <u>officer</u> . | _____ |
| 4. It is a <u>responsible</u> position. | _____ |
| 5. He was <u>finned</u> for the offense. | _____ |
| 6. The <u>fine</u> was ten dollars. | _____ |
| 7. The <u>better</u> article was written by John. | _____ |
| 8. He can talk <u>better</u> than he can write. | _____ |
| 9. Talking will not <u>better</u> the situation. | _____ |
| 10. She has <u>green</u> wallpaper. | _____ |
| 11. <u>Green</u> is a good color. | _____ |
| 12. The color is <u>bright</u> . | _____ |
| 13. The wood burns <u>brightly</u> . | _____ |
| 14. The flowers are <u>sweet</u> . | _____ |
| 15. Act <u>quickly</u> , speak gently. | _____ |
| 16. He came <u>in</u> the evening. | _____ |
| 17. Over the fence is <u>out</u> . | _____ |
| 18. Since he came, we shall stay <u>home</u> . | _____ |
| 19. <u>Although</u> he is poor, he is gay. | _____ |
| 20. Look! It is an <u>earthquake</u> ! | _____ |

The answers to the above exercise will appear in next week's issue of The LEADER. Here are the answers to last week's exercises:
Exercise IV: 1, D. 2, E. 3, D. 4, A. 5, C.
Exercise V: 1, E. 2, C. 3, A. 4, D. 5, E. 6, B.
Exercise VI: 1, E. 2, B. 3, B. 4, C. 5, E. 6, B. 7, E. 8, D. 9, C. 10, E.

Our fifth article of this series, **KNOW YOUR GRAMMAR**, will appear in next week's issue of The LEADER. It will give the important rules of functional grammar that are often incorporated in civil service examinations. Previous civil service questions on grammar, vocabulary, and reading will be included. Clip these articles and follow The LEADER for the answers.

Tips

Accused of taking tips from persons seeking birth certificates and other documents, four employees of the Vital Records Bureau of the Health Department were dismissed Friday by Health Commissioner John L. Rice. The employees involved are An-

thony J. DiFilippo, Adolph Polak, clerks; and Joseph Hoffman and Herman Trooboff, photostat operators. A fifth employee, clerk Solomon A. Rothfeld, is said to have admitted accepting picayune tips. Dr. Rice reserved decision on his case, although suspension continues.

PAY RAISE Way Must Be Found

Insisting it is time that "cash salaries rather than paper salaries be regarded as a man's official income" and that the Board of Estimate "will have to find a way of producing the money for these raises just as it finds the money for all other necessities," if evidence proves municipal employees are substantially underpaid, Councilman William Carroll opened a hearing of Civil Service employees on Monday on the problem.

Councilman Carroll heads a special committee to determine the merits of a general wage rise for some 150,000 municipal employees to meet the rising cost of living. The group was authorized by the Council to make a comprehensive investigation before sending its suggestions to the Board of Estimate.

Councilman Carroll said that the 5 p. m. starting time for the meeting is an unprecedented one and was set in order to enable as many persons as possible to attend the session. He admitted, further, that if this does not enable many Civil Service employees to turn out to rally to their own cause, "I'm willing to have the committee consider throwing open meetings in the five boroughs at as late as 7 p. m. of selected days."

What's the Tops

He revealed that "a ceiling would have to be placed some-

where" on the salaries to be boosted but he was not sure just where this "ceiling" would be except to surmise it would "not be more than the \$5,000 mark."

The determining factor as to whether or not municipal employees are entitled to wholesale pay rises will be arrived at after a comparison between what business and the city pay out to industry, in Carroll's opinion. As many public hearings will be held as seem necessary to give all employees and representatives a chance to show all instances of deficiencies, he added. Each speaker was limited to five minutes.

Council Gets Suggestions

All available statistics on the raising cost of living will be correlated and sent to the Council as suggestions. The Council, in turn, is expected to send them along in the form of an official communication to the Board of Estimate, which will study them with a view—if favorable—to including the increases called for in the February-March hearings for the 1942-43 budget. Councilman Carroll said the special committee will expire on the termination of the present council December 31, but hinted it would be reappointed by the new council.

Bugaboo

A large number of Civil Service organizations were present at the hearings: the arguments for pay raises were simple and cogent. But over the meeting hung ominously a letter received early this month by the City Commissioners. Cut your budget 7 per cent, said the letter. It was written by the Budget Director.

Bankers Less, Employees More

A new agreement between New York City and bankers holding city bonds was urged last night by Henry Feinstein, president of the Federation of Municipal Employees and organizer for the International Hod Carriers Union, at the hearing on salary increases before the City Council.

Feinstein maintained that a reduction in interest which the city pays the bankers could be applied to the funds for salary and defense purposes without increasing the budget, thus allowing the employees to meet rising living costs.

URGES 75% PAY PLAN

Skilled city employees who claim the difference between their salaries and the salaries paid in the same trades by private industry were urged to accept 75 per cent of their claims, in a statement by Henry Feinstein. He explained:

"Non-acceptance means further court cases. If the employees should win their suit—which is none too certain—and receive the full 100 per cent, they would still have to pay a substantial percentage to attorneys."

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Applications for Patrolman open in January and the examination is expected in May.

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Any young man who is interested in taking the coming Patrolman test is invited to call and be examined by our physician without cost, attend a mental class and take a physical trial examination to ascertain what percentage he can make. The special features of our physical training are the 12 laps to a mile track on the roof of our gymnasium, the agility test and the coordination machines.

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Entrance salary \$2,100 per annum. Automatic increases until \$2,600 is attained at the end of five years. This is a very attractive position, the duties of which are to examine applicants who desire to procure licenses to operate motor vehicles. The requirements are fully set forth in this issue of the LEADER.

New classes are now forming and will meet MONDAY, TUESDAY and THURSDAY at 1:15, 6:15 and 8:30 P.M. Additional class in Mathematics on FRIDAY.

STENOGRAPHER, GR. 3 (Prom.)

Mental classes Monday, Tuesday and Thursday at 6:30 p.m.

Special classes in Dictation and Typing Wednesday and Friday, 6:30 p.m., at 120 West 42d St., New York City.

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Class meets FRIDAY at 8:30 P.M.

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

D.P.U.I.

U. S. Takes Over

With federalization of the State Employment Service due to become effective on Thursday, only a handful of the many questions facing the 2,000-2,500 State employees affected by the switch to the federal Social Security Board can as yet be answered. The move, directly from President Roosevelt, came so suddenly that officials have been hard put to do the transfer job without worrying about the many quirks and kinks.

Employees Affected

One question alone indicates how gravely the affected employees may be hit. This has to do with retirement. All of them now have been members of the State Retirement System. When they go on the federal payroll they pass over into the federal retirement system. They can, however, remain in the State system simply by continuing their usual contributions.

This, however, would not apply to any transferred after January 1, 1943. According to the State Comptroller, those transferred after this date, would be required to contribute not only their own share toward their retirement allowance but also the State's share.

Who Is Affected

There's even doubt on who is to be taken over in the switch. Those assuredly to be affected are all directly employed in the employment bureau of the DPUI and all those who spend a majority of their time on problems relating to placement. Employees of claims and tax bureaus, among others, will not be affected.

Among the doubtful ones are such flexible agencies as the Bureau of Research and Statistics, headed by Meredith B. Givens; Planning, headed by Karl F. Ficek; Personnel, headed by Jacob H. Mason; Training, headed by Harold R. Enslow; Finance, headed by T. Harlow Andrews; Informational Service, headed by Assistant Industrial Commissioner Howard E. Silberstein, and Office Administration, headed by Thomas E. Halpin.

Other Possibilities

Here are some other angles of the situation:

It is likely that those who are covered in the federal service will be blanketed in at their present salary, and given probationary status by the U. S. Civil Service Commission. At a later date, a review of their salaries is to be made by federal officials, to bring them in line with salaries in other federal agencies. Some



RICHARD C. BROCKWAY
Formerly director of the State Employment Service, he now heads the regional office of the U. S. Employment Service embracing all of New York State.

will be brought up, others lowered.

The central office of the State Employment Service, when it becomes regional office of the U. S. Employment Service, is to be located in New York City. This means that employees of some of the service bureaus of the DPUI will have to move from Albany.

Employee organizations are moving to affiliate with federal organizations. The DPUI committee of the New York City chapter of the State Association plans to affiliate with the National Federation of Federal Employees. Temporary officers have already been picked: David Cohen, president; Marie Doyle, secretary; Hi Schaffer, treasurer. The association claims membership of two-thirds of the employees to be switched, 400 in New York City, 1,400 upstate.

This group has urged Harry B. Mitchell, president of the U. S. Civil Service Commission; Miss Grace A. Reavy, head of the State Commission, and Ewen Clague, director of the Social Security Board's Bureau of Employment Security, to choose an impartial consultant to straighten out employee kinks brought about by the shift. H. Eliot Kaplan, executive secretary of the National Civil Service Reform League, and contributing editor of The LEADER, is suggested for the post.

Promotion exams scheduled by the DPUI are still being planned although the dates have been placed in the indefinite future.

The LEADER will continue to publish latest available information of federalization.

Graves Again

Mark Graves, president of the State Tax Commission, has been reelected to the Board of Managers of the Council of State Governments for a five-year term. Commissioner Graves is a former acting president of the council.

TESTS

License Examiner

What State Are You From?

A large proportion of those who have already filed for Motor Vehicle License Examiner have failed to mention from what State they were licensed to drive a car during the past five years. A letter to The LEADER from Mrs. Eugenia G. McLaughlin, chief of the State Civil Service Department's Division of Examinations warns:

"The amount of clerical work will be considerably increased and the final approval of applications will be delayed, if the application has to be returned for this information."

Candidates have only until Friday, January 9, in which to file for the test to be held February 14. Full details appear on page 10.

Duties of Examiner

Here are further steps in conducting the road test for applicants for operator and chauffeur licenses, which is the main duty of an examiner:

3. Make a general inspection of the car, determining that:
 - a. Headlights are equipped with legal lenses properly adjusted.
 - b. License plates are not obstructed.
 - c. Brakes and steering apparatus are in good working order.
 - d. Vehicle has a suitable horn or other signaling device.
 - e. Trucks and motor omnibuses are equipped with a mirror or reflecting device properly adjusted so that at all times there is a clear and full view of rear traffic.
 - f. Directional signals are present where required by law.

If the examination reveals that the vehicle does not comply with these provisions, the examiner must check the reasons on the reverse side of the road test permit and refuse to give the test. The examiner returns the permit to the applicant with instructions to apply for another test with a vehicle which is properly equipped.

More on the duties next week.

Future State Tests

The State law says that titles of open competitive tests requested by departments and institutions must be publicly announced for 15 days before the State Civil Service Commission takes action. During this period employees who believe there is a field for promotion to the title are urged to communicate with the State Commission. The following titles are now being advertised (the date denotes when the fifteen days are up):

- January 1—Game Protector—Conservation, Schoharie County.
- January 2—Motor Vehicle Referee—Taxation and Finance.
- January 3—Assistant Social Worker—Mental Hygiene, Creedmoor.
- January 3—Investigator, Saratoga County.
- January 4—Industrial Foreman, Furniture Shop—Correction, Great Meadow.
- January 6—Game Protector—Conservation, Oswego County.

How Many Applied?

The sharp falling off of interest in the hospital attendant job, reported in these columns over a period of many months, stands out in stark clarity from the figures just released on the number of applicants for the December 20th series of State tests. Where 16,250 applied for the first competitive Attendant test a year and a half ago, and 6,000 filed last June, this time only 1,225 filed their applications.

Here are the complete figures for the series:

- Assistant Librarian 9
- Dairy and Food Inspector..... 850
- Head Nurse (Cardiac Service) 3
- Hospital Attendant 1,225
- Institutional Vocational Instructor (Woodworking Machinery and Cabinetmaking)..... 15

Junior Draftsman	145
Junior Milk Sanitarian	25
Junior Personnel Technician	760
1. Accounting	25
2. Engineering	25
3. Police	25
4. Public Administration	830
Junior Signal Engineer	5
Senior Hearing Stenographer	300
Senior Housing Control Architect	30
Court Officer, Rensselaer County	13
Fire Inspector, Westchester County	11
Junior Social Case Worker, Westchester County	120
Medical Record Clerk, Westchester County	18
Plant Operator, Westchester County	9
Sanitary Inspector, Westchester County	20
Total	4,445

Referee Case Drags Along

Arguments in the Firschein v. Reavy case, in which a candidate on the Unemployment Insurance Referee test held in the fall of 1940 protests the examination, will be heard during the first part of January in the Appellate Division. Attorneys for Firschein submitted their briefs last week after Attorney General Bennett had moved to dismiss the case when there was delay in filing.

When the list finally appears, between 15 and 20 referee jobs

Bootleggers

ALBANY. — Complaints to the State Liquor Authority of "bootlegging" by some state employees led last week to a stern warning from Edward J. Strodel, executive officer of the Authority, that violators would be prosecuted. The warning, over Mr. Strodel's signature, appeared on the bulletin boards of every State Department. It declared that complaints had been made that some employees had been buying liquor in New York City in case lots and then reselling it by the bottle or broken-case.

will be available. Five of the jobs were recently reclassified into the noncompetitive class as Administrative Referee since it was felt that they performed administrative and supervisory duties as well as regular referee work. Officials of the Unemployment Insurance Appeal Board expect the number of referees to stabilize at the 15-20 figure.

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Mental Hygiene Notes

By JOHN F. MONTGOMERY

War Resolution

The Willard State Hospital chapter of the New York State Hospital Employees' Association had this to say at a recent meeting about Japan's attack: "We deem it our duty and honor to support the President and our Government in this war and do all in our power to crush such a brutal nation." Officers for the year were elected: president, Alphonus P. Driscoll; vice-president, E. Allen Howard; secretary, Alton Conklin; treasurer, Merle Whitney; financial secretary, Owen Lee.

Progress of the Lists

Here's the latest on the progress of the Hospital Attendant lists:

The new list was recently exhausted for men in all zone four institutions with the exception of Manhattan State Hospital on Ward's Island. That takes in hospitals both within the five boroughs and outside.

As for women, the old list has been exhausted for institutions

outside the city. Inside, latest certification is 12,800, latest appointment is 11,093. The new list has been certified down to 3,522 for women outside the five boroughs, while appointments have reached to 2,956. The new list hasn't been touched for women inside the city.

In zone 2, 447 permanent appointments have been made from the old list, and 66 from the 1941 list. A total of 73 men have been appointed provisionally. This is the story by institutions:

	Emp. Avail.	Pro. Un.
	Male	Fem. sev. Va.
Utica	21	10
Mary	13	30
Rome	4	19
Syracuse Psychopathic	11	3
Syracuse State School 1	14	..
Binghamton	29	25
St. Lawrence	18	7

Triple Threat

Employees of Hudson River State Hospital, Harlem Valley State Hospital, and Wassau State School are united in their support of proposed legislation to put Mental Hygiene employees under the Field-Hamilton Law. John Livingstone, vice-president of the State Association as well as president of the Poughkeepsie employees, says that the state-wide group will push the measure at the legislative session opening Jan. 7. We know that John will see that no one forgets about it.

Where Do I Stand?

The following are the latest certifications from popular State lists in New York City and Albany. F denotes permanent; T means temporary.

Junior Clerk		
P-New York-\$900...	2,140	83.10
P-Albany-\$900.....	6,193	78.90
T-New York-\$900....	5,871	79.175
T-Albany-\$900.....	6,902	76.50
Junior Stenographer		
P-New York-\$900...	1,669	83.70
T-New York-\$900....	2,345	78.00
Junior Typist		
P-New York-\$900...	1,638	85.90
P-Albany-\$900.....	3,258	79.60
T-New York-\$900....	3,393	76.60
T-Albany-\$900.....	3,390	77.24
Assistant File Clerk		
P-New York-\$1,200..	243	88.20
P-New York-\$900....	611	86.70
P-Albany-\$1,200....	138	88.60
P-Albany-\$900.....	1,785	84.40
T-New York-\$1,200..	459	87.30
T-Albany-\$1,200....	1,615	84.60
T-Albany-\$900.....	2,653	83.20
Assistant Clerk		
P-New York-\$1,200..	138	90.17
P-Albany-\$1,200....	908	86.97
T-New York-\$1,200..	817	87.17
T-Albany-\$1,200....	1,772	85.52
Assistant Stenographer		
P-New York-\$1,200..	217	88.60

P-New York-\$1,200..	355	87.70
T-New York-\$1,200..	1,598	82.00
Assistant Typist		
P-Albany-\$1,200....	189	87.40
T-New York-\$1,200..	369	86.29
T-New York-\$900....	383	86.16
T-New York-\$900....	1,227	81.19
T-Albany-\$1,200....	1,490	77.84
Latest permanent appointments from these lists follow:		
Junior Clerk		
New York-\$900.....	1,429	84.375
Albany-\$900.....	6,003	79.90
Junior Stenographer		
New York-\$900.....	985	86.30
Albany-\$900.....	2,347	77.80
Junior Typist		
New York-\$900.....	1,243	87.04
Albany-\$900.....	3,199	80.10
Assistant File Clerk		
New York-\$900.....	165	89.60
Albany-\$1,200.....	127	84.20
Albany-\$900.....	1,581	81.70
Assistant Clerk		
New York-\$1,200....	79	90.75
Albany-\$1,200....	786	87.25
Assistant Stenographer		
New York-\$1,200....	173	89.10
Albany-\$1,200....	472	87.10
Assistant Typist		
New York-\$960.....	539	85.29
Albany-\$1,060.....	167	87.60

Fire Facts

Fuel for Thought

Ventilation—If someone was to say that ventilation of a burning building is, at times, more important than water, there are many who would disagree. But take, for example, a blazing tenement wherein many occupants are trapped. Rescue work would be delayed because of the pent up unconsumed gasses, heavy smoke and heat conditions, all potential hazards. Therefore, ventilation would immediately release this condition and life could be saved. We all know that fire, smoke, heat and fumes will not stay in if given the opportunity to get out.

When and where to ventilate are questions that cannot be answered definitely without considering the differences at different fires.

One thing is certain, however, and that is to have a charged line at a point of ventilation. Emphasis must be placed on "charged" line, for a line which is not charged at the vent point could cause serious development by time lost to start the water. It can be likened to a soldier on a battlefield with an unloaded rifle.

In considering where to ventilate, the alert officer should remember the need for checking the extension hazards, so it naturally follows that the point for ventilation is the place where the greatest extension danger exists.

A warning against lower ventilation preceding higher ventilation is included in the New York Fire Department's college curriculum. And a most important warning it is. For top floor, or roof ventilation, before any lower story ventilation would eliminate smoke and hot gases from mushrooming up to the roof, whereas, denied outlet at that point, will bank up and develop pressure, increased by barometric pressure from beneath.

What happens when too much lower ventilation precedes upper story, or roof venting? The gases on the top floor are being compressed, they haven't sufficient oxygen to support combustion, their pressure prevents the oxygen from below from mixing with them. The roof is opened up, permitting just the right mixture of oxygen, when a spark flies by. Then, bang! There's a terrific explosion that could have been prevented by different ventilating methods.

Therefore it is reasonable to figure that if an officer had to choose between immediate ventilation and rescuing a few persons stranded on a fire escape, he should choose the former because, in so doing, he would draw away from the endangered occupants that which is threatening them most, explosion. Were he to choose otherwise, he would be wrongly choosing to save a few lives at the probably cost of many. Manpower is all important in making any decision in a case of this type, because with adequate help both ventilation and rescue work can be conducted.

Welfare Dep't News

By HENRY TRAVERS

Joe's Cow

A cow is what Central Office bought as a present for Joe Strack, who is, among other things, an upstate dairy farmer. We liked Joe's letter of appreciation. Here's quote:

I have christened the cow 902, to the consternation of the herdsman—who thought Hedy or Lana or Sweater Gal was less impersonal. Her case record, then, is tagged 902. I believe the gal is bugging with resources—or somethin'. Seemingly in appreciation and a sense of the niceties inherent in the whole business, 902 has steadily increased her output from the day she passed through intake at the barn. As a result, she has become the cow of the month at Meriel Farms, an honor attended by the hanging of a huge Bull Durham sign in front of her stall.

You nice people, you.
Gratefully,
JOE STRACK.

Gertrude Makes Good

Gertrude Magill Rusk, assistant to the Director of the Division of Social and Administrative Research, has been loaned to the Volunteer Defense Headquarters at 93 Park Avenue, as office manager. Gertrude, who has an LL.B. from the Fordham University Law School, decided on public service as a career in 1935 and has been with the Department of Welfare since that date. In 1939 and 1940 she was granted the Mayor LaGuardia Scholarship which enabled her to carry on her studies at the New York University Graduate Division for Training in Public Service, receiving the degree of Master of Public Administration last June.

About People

Frank D. Gaquinto, electrical engineer in the Building Management Section, is resigning as of December 31 to take an electrical draftsman position with the Union Carbide Corporation. . . . Frank Sgarlatta, auto engineer in the department, whose tenor voice should eventually land him on the concert stage, won new laurels recently at a concert given at Master Institute of Music. . . . Mary Delaney is the first bride-to-be we know of to get a ring shower. It's a flurry of amethysts and diamonds. . . . Edward Caffrey of Medical and Nursing has told Santa Claus he wants a blond doll for Christmas—preferably about twenty-two years old. . . . Walter Moir of Commissioner Piccirillo's office, will spend the next two weeks vacationing about town. . . . Gertrude Mager of Medical and Nursing has returned from an extended honeymoon in northeastern Maine. . . . Edith Doar, the striking brunette in Medical, has already put into practice her first aid training. She helped maintain order at a local bank the other day when the crowd overflowed. . . . Clarence Timony of Resource has been re-elected president of the Ozanam Guild. . . . Dr. Turel of Medical and Nursing is

Insurance Dept. Moves to Broadway

To make way for the new Financial Responsibility Unit of the Bureau of Motor Vehicles, the State Insurance Department has moved its employees in New York City from the seventh floor of the State Office Building, 80 Centre Street, to 61 Broadway.

When the vacated offices have been painted and partitions fixed, employees of the Department of Taxation and Finance now on the second floor of the Office building will move upstairs. The new motor unit will then assume space on the second floor.

The Insurance Department is now located on the 14th floor and part of the 15th floor of the building corner Wall Street and Broadway. Its space covers 18,000 square feet, just about the same it had in the State Office Building. Its present offices are considerably closer to the insurance district than its former home. For the convenience of the public, all subway lines have station entrances at its door.

Edward McLoughlin is deputy superintendent in charge of the New York City office.

DEFENSE BONDS OUT OF PAY

ALBANY.—State employees may be asked to buy national defense savings stamps and bonds out of their pay. This proposal was discussed recently in New York City at a meeting of 15 important representatives of private and public employment. Governor Lehman was represented at the meeting of the Defense Savings Organization, of which former federal budget director Lewis W. Douglas is chairman, by State Comptroller Joseph V. O'Leary.

While nothing definite was consummated so far as the proposal affecting public employees is concerned, such a move was advocated by several speakers. Walter S. Gifford, president of the American Telephone and Telegraph Company, said payroll deductions for national defense savings had been successful in his firm. If State employees are asked to follow such a scheme it will be wholly voluntary. Special legislation will be required to permit payroll deductions since these could not now be made by the Comptroller without express permission by statute, subject then to agreement by the employee.

All Certified

All eligibles on the new promotion list for employment interviewer, DPUI, willing to accept employment in the metropolitan area at \$1,800 were certified last Friday. The complete 216-name list appeared last week.

The Virgin Islands have just been placed under the general supervision of the Fifth United States Civil Service District, and a new local examining board is being set up under the direction of the Commission's special representative in San Juan, Puerto Rico.



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LEGAL SUMMONS

will be served upon thousands of New York State motorists who may lose the right to operate an automobile unless they provide the security that is necessary under the New York Motor Vehicle Safety Responsibility Act effective January 1, 1942.

THIS NEW LAW requires the commissioner of Motor Vehicles to suspend the operator's license and revoke the owner's registration certificate, of an automobile involved in an accident causing death, bodily injury to property over \$25.00, unless sufficient security is furnished both for the accident which has happened and for future accidents, whether or not the operator is at fault. Heretofore you were permitted one accident before security was required.

UNDER THE NEW LAW can you afford in the event of an accident to put up hundreds or even thousands of dollars until the courts decide whether you or the other motorist was at fault? Unless you have made proper provision you may be required to do that or lose your right to drive.

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Civil Service LEADER

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MEMBER, AUDIT BUREAU OF CIRCULATIONS



Tuesday, December 30, 1941

To Win the War

"The U. S. must go back to school. If U. S. defense factories are to work around the clock seven days a week, at least 3,000,000 more workers must be trained within a year."
—Time Magazine, Dec. 22.

THIS being the case, and the United States being engaged in a war where production-capacity will win, it seems that all-out efforts would be made to get the men and women needed for production — to train them fast, put them to work fast.

But dat ol' debbil red tape, and dat ol' debbil short-sightedness, and dat ol' debbil discrimination they say no!

If a young man in New York City wants to get training that will land him in a war-production job, he has to go through a rigmarole which might land him just nowhere. A governmental program of pre-employment training was set up more than a year ago. Well and good. Then the program was surrounded with "conditions" that kept out most of the young men who wanted the training.

The Man Over 40

Now, officials are talking about the necessity of giving jobs to men over 40. Let a man over 40 try to get training for a war-production job, and he'll soon find himself enmeshed in a complicated web contrived by the three debbils.

Women are needed in industry. But let a woman try to get training from the New York City Board of Education, and she'll soon discover that while "the U. S. must go back to school," New York City doesn't train women for war-production.

A number of good private vocational-training schools have endeavored to perform a sincere job in turning out personnel for the government and private industry. They, too, have been stymied by red tape, short-sightedness, and discrimination.

It's Improving Slightly

The discrimination is beginning to break down. Federal officials are beginning to show that the myopia is clearing out of their eyes. The red tape still remains.

A program of training can be—must be—simple. Here's one we suggest as a basis of study:

Here's a Plan

(1) A single information-and-placement center should be set up, having complete data available about all the many training plans now available—Board of Education, Training-Within-Industry, NYA, CCC, the War Department, Navy Department, Merchant Marine, schooling by private industry, apprenticeship, colleges, private tuition schools. This center should be so organized that any person desiring training for war production can go there and obtain the necessary information. The material should be so contrived as to conform with the needs of the nation as well as the capacities of the individual.

(2) The training center should be organized so that it can make best use of the individual's ability. This may require a modicum of vocational guidance. It should be provided. Then these persons should be directed to the school, public or private, which best suits the individual situation.

(3) The training center should have the power to place people in schools, within the limits of facilities available. Where schooling by private industry is concerned, the nation's peril should provide the incentive for fullest cooperation in this respect.

An interesting sidelight on war production is this statistic, revealed by Colonel Frank J. McSherry, U. S. Director of Defense Training: 14 industrial workers are needed to equip and supply one soldier! The nation is planning an army of 7,500,000 men. Imagine what this means in terms of industrial manpower!

We had better get our American men and women trained—but quick!

The LEADER is bringing this proposal to the attention of all officials who have anything to do with training—we'll keep you informed of their responses.

Don't

Repeat This!



WHAT'S all this about favoritism over at the Navy Clothing Depot in Brooklyn? . . . City employees feel that the Mayor's prohibition against dual-job holding should go by the boards during the emergency . . . Watch for a shortage in Asst. D.A.'s. Too many are joining intelligence or going into private practice . . . New England States are up in arms about the short notice they have to federalize their employment services . . . The jam's so bad in Washington it now takes two days to get a message from one part of town to another.

SALARY DEPT.

Employees at the army base in Trinidad have been advanced to a higher salary grade. But they get less money, because their extra cash for food and board has been taken away . . . The announcements for jobs to repair the damage at Pearl Harbor no longer mention the Pacific fortress. They now say: "for work at defense bases out of the country" . . . Copies of the city payrolls have been sent to Albany for safe-keeping in case of bombings in New York . . . A move's afoot to increase the size of local draft boards from three to five members.

History

When the history of the war effort is written, the Office for Emergency Management will be known as the "holding company of defense" . . . Watch for a bill in the Legislature to change the Deputy Chief position in the Fire Department from competitive to appointive . . . A New York City



HARD BUT SOFT.

Contradictory as that sounds, it's one of the better ways of describing Second Deputy Commissioner Joseph P. Piccirillo, of the Department of Welfare.

Pleasant, polite, convivial and downright humane, Piccirillo has a great storeroom of sympathy within him for the countless needy whose daily bread is delivered as swiftly as his department functions. Nonetheless, the Commissioner can be absolutely rugged when he wants things done.

"I don't mince words," says he, adding, "and I don't like being pushed around. I can be soft and I can be hard. It all depends."

What He Looks Like

The Commissioner, who likes to stroke his chin while talking and who delights in chewing upon the end of a cigar, is lithe in appearance, abounds in energy, and has sharp, penetrating eyes that symbolize his alertness. He hasn't what you would call a pretentious office, but, then, the Commissioner isn't a pretentious character.

The fact of the matter is that Piccirillo is a war veteran whose background "has given me a broad view and vision of just what confronts me here, of just how to deal with the struggling part of humanity." For he has seen much struggling himself, in civilian and in military life. Indeed, carrying on as a sergeant through two battles in the

department is quietly asking its old-timers to retire . . . State Correction employees who took recent promotion tests claim

Merit Men

Argonne in World War I was to him just carrying on along the unpaved road of life which had always been his path. Mr. Piccirillo still imagines himself in a battle—against the despair that clouds the lives of so many today.

A charter member and organizer of the 13th Post, American Legion, in Brooklyn (that's the 13th Regiment division or, as they call it now, the 245th Coast Artillery outfit), he has held all sorts of high positions in county and State Legion activities—18 years of them. He was so enthusiastic a soldier he even took part in the athletics. In 1917, a war year, he was a guard on the Fort Hamilton, Brooklyn, football team that won the Second Corps Area championship in Ebbets Field.

Today Piccirillo confines his athletics to golf. He loves to tinker with machinery (he once worked for a Manhattan machine company). He can spend days in his hobby shop. The past week he devoted three nights to tinkering with the Christmas tree for his four children, the oldest of whom is 24. Incidentally, at 47, he's also a grandfather.

The Commissioner's big ambition today centers around veterans. He's working for the creation of a federal base hospital in New York for veterans unable to work. The hospital would effect their rehabilitation so that they might return to private industry as useful citizens.

Never Sick

Piccirillo boasts of not having missed a day's work in his career as a result of illness. Nor has he even had a headache. This luck stayed with him during his war days, too. He came away from the front without the slightest injury.

As far as his own department is concerned, Piccirillo feels "we have more severe problems than any other city department because of the nature of the work we do. Right now we're loaded down with cases in need of attention and we have to keep busy every minute in order not to fall behind. But we feel we can handle anything that comes our way." Not infrequently, Piccirillo explains, the work "we have here takes nights as well as days to finish."

Piccirillo lives at 195-06 111th avenue, Hollis, Queens, and rides to and from 902 Broadway in his car. He detests crowds and never takes the subway if he can help it.

they never had an opportunity to see the rules and regulations on which a number of questions were based.

letters

The LEADER invites all readers to write in upon any Civil Service subject. Letters receive the careful attention of the editors. Those of general interest will be printed. Letters which appear in these columns may be answered by readers with other points of view. It is the intention of this department to be an open forum for people interested in civil service.

They're Ignored

Sirs: Will you be kind enough to print this letter in your paper, and I will be very grateful if your paper would take an interest in this serious matter.

It seems that certain groups of city employees, especially the hospital helpers employed in the Hospital Department and other low-paid labor classes, are continuously being ignored by most responsible city officials when it comes to raising their standard of living through increments and promotional opportunities. Year after year bills have been introduced and passed by the City Council and State granting pay increases to many higher paid employees in the competitive class but when it comes to the Hospital Helpers and other low paid labor class employees they have been completely ignored or defeated.

In view of the fact that these labor class employees also have families and rendered long, efficient and faithful service to the city, don't you think that this lowest paid and most abused group should be entitled to the same consideration as all other groups?

It's about time that this unjust discrimination against this group of workers was stopped and treated with the same consideration given the more fortunate competitive city employees. Here's hoping that the day is not far in the distant future when the past and present wrongs of these faithful workers will be corrected.

CITY HOSPITAL HELPER.

Starvation Wages

Sirs: Do you know that the City Hospital employees on Welfare Island are working on starvation wages in these high-price times? The majority (under \$1,000 a year) are getting \$35 a month living in, and \$65 a month if one lives out.

After the rent is paid, what would you have? Nothing but distressing and undernourished conditions.

Some of these workers have faithfully given their services from five to ten years. There have been promises of Civil Service status, with pay increases, but that was a couple of years back and still the increases for them never came through.

Salaries remain stationary when living cost goes up. As usual these poor people are last to be considered. (Those making \$2,000 a year or over get more consideration, have more people to fight for them). I am fighting for the poor people, those making under \$1,000 a year. Their living standard is endangered.

Many cities nearby have given 10% increases to those receiving less than \$2,500 to meet the present conditions of increased cost of living. Such action might properly be taken by the heads of our City Dept.

Could you help these poor people, these distressing conditions in the hospitals, by forwarding this letter where it might do some good?

IN DEFENSE OF THE PEOPLE

The City Council is at present considering bills to raise pay.—Ed.

Does a Provisional Have Any Rights?

Sirs: We provisional subway men possess much interest but little energy in our own interests, so I endeavor to voice our sentiments briefly.

Should not a "provisional," competently filling a position, striving in every effort to continue in efficiency, be given some consideration by the Civil Service Commission, that he too may have some security and opportunity to earn a living for himself and his family? Must we, who are now effectively filling these jobs, when other men are unavailable, be compelled to sacrifice our rights to the same opportunity and be put out, while men who have been trained for other departments, and the public at large, be given preference over those of us who are capable and versed in the required kind of work?

We are and have been the underdog, and a helpless minority, and our efforts, our sacrifices and our services are buried as the emergency passes. We are not ungrateful, but we do not wish to become the "forgotten men."

C. L. P.

To all men who strive to hold on to their jobs, The LEADER extends its sympathy. But Civil Service law doesn't extend any "rights" to a provisional. He is in his position legally only until such time as the position may be filled by the processes of the merit system—examination, setting up of a list, and appointment according to civil service rules.—Ed.

**Civil Servants
In Civil Defense**

In recent weeks we have heard a good deal about the part that Civil Service employees play in civilian defense. They have responded cheerfully and with much sacrifice to the great problems of the day. But have they done enough? Partial answer is given in the following letter, received in The LEADER office from Murray L. Watt, attorney:

Sirs: I am writing to you because I feel that through the medium and cooperation of your newspaper some good can be accomplished for the people of the City of New York. The other day, our Mayor expressed astonishment that the people of the City of New York did not act properly during the "air raid."

I have taken occasion to speak to many householders and I dare say, that in the event of an actual air raid, loss of life will be appalling, largely because the people of this city would not have been intelligently informed on what action to take.

The Air Raid Wardens have assumed a big job, taking care of their many assignments, and because of their courage and patriotism will serve the community most effectively, after a little more practice. However, most of the Air Wardens are volunteers who must attend to their private duties in the day time, and in the evenings perform Air Warden services.

I have spoken to numerous people and inquired of them whether they have been approached by Air Wardens to advise them what precautions to take in their own homes. Their reply was in the negative. The Air Wardens have been too busy with other matters to take care of this important task.

To Give Information
As I see it, there is a definite need for some group to call personally upon each tenant and advise them exactly what to do in relation to their own apartments and the house generally. This method of illustration will convey far more effectively to the tenant his duties than anything read or heard on the radio.

Therefore, may I suggest that your newspaper advocate and request that the Mayor call between 3,500 and 5,000 civil service employees to volunteer in this cause.

These employees should be allowed to leave their employment at an earlier hour and appear at a set place, where they can be competently instructed on how to advise the people to conduct themselves in their own homes and on the street during an air raid.

Unless tenants are physically shown how to turn off gas meters and pilot lights and electrical appliances, they may do the wrong thing and it may prove fatal not only to themselves but to the entire household. If the tenant is shown what to do, he or she will not forget. The civil service employee may see or hear many objectionable things in the apartment or the house, which should be reported and eliminated by some civil authority, for the benefit of all the tenants but also the janitors and superintendents of houses. Each tenant should know exactly where to go immediately during an air raid and be informed in advance of the safest place in the house.

Raids usually occur at dawn when people sleep. On awakening they should automatically go to the designated places. Landlords should provide adequate space, chairs, candles, etc., for such emergencies.

When to Call
After short instruction to these employees, they should be ready to call upon the people, preferably during the hours of 6 to 9 p.m., when people are home. The advice and information given to the tenants and others will tend to eliminate confusion, which is most important, and also do away with existing dangers in the home.

I believe that if such a movement as calling personally upon the people were begun, it would instill much confidence in the people in the effectiveness of the defense measures of our civilian defense. The City Administration can then be satisfied that it has taken extreme precautions on behalf of the people.

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DEFENSE news

'Quick-Action' Jobs In Private Industry

The following defense positions are available in private industry. If you feel that you can qualify for any of these jobs, telephone the designated interviewer at the New York State Employment Service. Applications from those employed in essential defense industries will not be considered.

Technical

(Phone LEXington 2-0160)

Aeronautical Draftsman and Engineer—Must have recent experience on aircraft. May consider professional training of college grade in place of experience. Must be citizen. (Ask for Mr. Moore).

Designers of Structural Steel and Reinforced Concrete—Must have recent experience on heavy industrial buildings, power plants, bridges, etc. Must have worked for consulting engineering firm or steel fabricators. Experience with architectural or general contracting firm not acceptable. Must be citizen. (Ask for Mr. Pope).

Electrical Engineer—For experimental and development work on radio equipment. Must have E.E. degree from a recognized college of engineering or equivalent experience. (Ask for Mr. Pope).

Marine Draftsman—Experienced on hull, structure or mechanical equipment of deep water cargo and passenger ships. Experience on small pleasure crafts not acceptable. Must be citizen. (Ask for Mr. Moore).

Oil Refinery Designers and Draftsmen—To work for consulting engineer firm on design and detailing of oil refineries. To work on structural details, plant layout, piping diagrams, mechanical equipment, electrical circuits or fractionating tower details. Must have recent experience in a related field. (Ask for Mr. Moore).

Tool Designers—With at least two years' recent experience. Must be citizen. (Ask for Mr. Pope).

Industrial

(Phone LEXington 2-8910)

Armature Winders—Experience on AC and DC motors. Must be citizens. (Ask for Miss Zimmermann).

Assemblers—Female, on fine mechanical and electrical instruments. Must be citizens under 35 years of age. Able to handle tools. Some blueprint reading preferred. (Ask for Mr. Burnham).

Bench Molder—Must have recent experience on brass and aluminum, two and three-parted work. Must be citizen. (Ask for Mr. Cauldwell).

Blacksmith—Coal fires only. Will accept hand hammer experience, but prefer steam, electric or air hammer. To make chains, clips, brackets and other marine parts. Layout experience preferred but not essential. Must be citizen. (Ask for Mr. Hawes).

Boilermakers (Shipbuilding)—Able to perform all machine and hand operations, read blueprints and do own layout. Able to roll tubes. Must be citizen. (Ask for Mr. Hawes).

Coil Callibrators—Experienced making AC bridge measurements and coil adjustments. (Ask for Mr. Burnham).

Coil Winders (Female)—Experienced on single and multiple wire-winding machines. (Ask for Mr. Burnham).

Coppersmiths (Marine)—Experienced in marine work. Kitchen equipment and related lines not acceptable. Must be citizen. (Ask for Mr. Hawes).

Exhaust Operators—Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests. Able to do all work pertaining to making stems. (Ask for Mr. Burnham).

Flare and File Setters—Job setters experienced in manufacture of radio tubes, to set, adjust and inspect die blocks, seal-in pins, etc. Able to do all work pertaining to making stems. (Mr. Burnham).

Foreman—Setup man, to supervise night shift of machinists and assemblers. Must be able to set up Brown & Sharpe automatic screw machine, hand screw machine, turret lathe, milling machine, forming and punch presses. Must be citizen not engaged in defense production. Good salary. (Ask for Mr. Dean).

Grinders—External and internal grinding, Universal machine, precision work. Must have at least five years' similar experience. Must be citizens. (Ask for Miss Rafter).

Instrument Assemblers—At least three years' experience assembling fine instruments. Must read blueprints. Must have worked on such instruments as electric clocks, control devices, speedometers. Must be citizens. (Ask for Mr. Betz).

Lathe Hands (Marine)—Experienced setting-up and operating 24 in. to 48 in. swing lathes on all types of heavy marine work. Must be citizen. (Ask for Mr. Hawes).

Machinists, Tool and Die Makers, Instrument Makers—First class men only. Must be able to work from blueprints, do own planning and set-up all machine tools, work to close limits, machine wide variety of material. Must be citizens not employed in defense work. (Ask for Mr. Dean).

Plor Workers—Must be experienced claspers, tippers, beadlers, stringers, pasters, enamellers and have had other similar experience. (Ask for Mr. Brosseau).

Radio Laboratory Technicians—Must have heavy manufacturing experience on URF transmitters. (Ask for Mr. Burnham).

Radio Service Men—Must have recent experience in retail radio shop. (Ask for Mr. Burnham).

Radio Wiremen—To do cable lacing, bus bar wiring, etc. Must have transmitter or set manufacturing experience. (Ask for Mr. Burnham).

Shpiffitters—On new and repair work. Able to make templates, lay-out special forms not predetermined in mold loft and able to lift templates. Must be citizen. (Ask for Mr. Hawes).

Tool and Die Makers—Experienced on jig and fixture work. Combination blanking and foreman. Must be citizens. First class men only. (Ask for Miss Rafter).

Toolmaker—First class, to do experimental work in a Queens laboratory. Must be citizen. Prevailing rate of pay. (Ask for Mr. Daughtry).

Wires and Electric Hand Iron Solderers (Female)—Must be experienced in radio set manufacture. (Ask for Mr. Burnham).

Wood Pattern Makers—Must have recent experience in foundry work, jobbing shop pattern works or ship yards. Must operate all woodworking machines. Experience on machinery parts. (Ask for Mr. Cauldwell).

Navy Wants College Men

A progressive training program has been put into practice under which thousands of college men may become officers in the Naval Reserve for deck, engineering and flying duties without interrupting their studies. This was announced this week by Secretary Knox in Washington.

A huge number of those undergraduates who enlist now, the Secretary said, may remain in college until graduation before entering the service actively. The Navy requires 7,000 unmarried seniors currently in college, or graduates of colleges, between 19 and 28, for deck and engineering duties, Mr. Knox said. There is also a need for 7,000 college juniors for deck and engineering duties.

College students enlisting now to become naval aviation officers will not be asked, the Secretary pointed out, to begin training until the completion of their current college year. The Navy intends to step up pilot training in the Reserve as early as possible until 2,500 recruits are received each month.

Training Welders

The Citizens Prep Center has opened a welding school at 9 West 61st street, with a curricula of instruction conforming with the recognized Code of Minimum Requirements for Instruction of Welding Operators, as set forth by the American Welding Society. The course includes 170 hours of actual shopwork by both acetylene and electric, plus a complete 80-hour theory course.

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Tuition, Placement Service. Easy
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Examination Requirements

State Tests

Assistant Tabulating Clerk

State and County Departments and Institutions. Usual salary range \$1,200 to \$1,700; appointment expected at minimum but may be made at less. Several appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, \$1. File by January 23. Test will be held after February 1.

Requirements

Either (a) four years' office experience, of which six months must have been in tabulating machine work including the operation of Hollerith power-driven sorters and printers, and the other various types of tabulating equipment in common use; or (b) six months' tabulating machine work, including the operation of Hollerith power-driven sorters and printers, and the other various types of tabulating equipment in common use, and graduating from senior high school; or (c) an equivalent combination. The successful completion of an acceptable course in tabulating machine work, including training in the operation of Hollerith power-driven sorters and printers, and the other various types of tabulating equipment, will be accepted in lieu

of the required experience in tabulating machine work.

Basis of Rating

Written examination on the duties of the position or practical test in the operation of Hollerith Alphabetic Tabulating Equipment, or both, 7; training and experience, 3. Note: If eligible, candidates may compete also for Junior Key Punch Operator.

Junior Key Punch Operator

State and County Departments and Institutions. Usual salary range \$900 to \$1,400. This list will also be used for appointments to the positions of Junior Tabulating Clerk. A number of appointments expected in the Albany offices of the Division of Placement and Unemployment Insurance. Fee, 50 cents. File by January 23. Test will be held after February 1.

Requirements

Either (a) four years' office experience, of which three months must have been in the operation of electric key punch machines; or (b) three months' experience in the operation of electric key punch machines, and graduation from senior high school; or (c) equivalent combination. The successful completion of an acceptable course in key punching will be accepted in lieu of experience. Candidates must be able to demonstrate their ability to operate the Hollerith electric numeric key punch which will be used in the performance test.

Basis of Ratings

Performance test in key punch operation, 10. Note: Candidates who claim eligibility by reason of having completed a course in key punching operations must submit with their applications a statement signed by the person in charge of such course certifying that the course has been successfully completed by the individual in question. Note: If eligible, candidates may compete also for Assistant Tabulating Clerk.

Motor Vehicle License

Examiner

Bureau of Motor Vehicles, Department of Taxation and Finance. Usual salary range \$2,100-\$2,600. Fee, \$2. Six immediate appointments expected at \$2,100. (As a result of the last examination, there were 16 immediate appointments and 28 subsequent appointments during the 4-year life of the list.) Appointees will be required to wear uniforms furnished at their own expense (approximate cost, \$90). File by January 9, 1942. Test will be held February 14, probably at 1 p. m.

Requirements

Age: Candidates must not have passed their 45th birthday on the date of the written examination. Physical and Medical: Candidates

How to Apply for a Test

For City Jobs: Obtain applications at 96 Duane Street, New York City, (9 a. m. to 4 p. m.), or write to the Application Bureau of the Municipal Civil Service Commission at 96 Duane Street and enclose a self-addressed 9-inch stamped envelope (4 cents for Manhattan and Bronx, 6 cents elsewhere).

For State Jobs: Obtain applications at 80 Cent in a letter to the Examinations Division, State Civil Service Department, Albany.

For County Jobs: Obtain applications from Examinations Division, State Civil Service Department, Albany. Enclose 6 cents.

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a. m. to 4:30 p. m.), in person or by mail. Also available from first and second class post offices, Second District.

U. S. citizens only may file for exams and only during period when applications are being received.

Fees are charged for city and State exams, not for federal.

Applicants for most city jobs must have been residents of New York City for three years immediately preceding appointment.

Applicants for State jobs must have been New York State residents for one year.

dates must not be less than 5 feet 6 inches in height and weigh not less than 135 pounds stripped; they must have good hearing; not less than 20/40 vision in each eye, with or without glasses; must be mentally sound and alert; physically strong, active and well proportioned, and free from any physical defect that would have a tendency to incapacitate.

Experience and Character: Candidates must be and have been licensed to drive automobiles driven by internal combustion motors for a period of five years since January 1, 1932, and must state on the Civil Service application from what state license was obtained for the past five years. They must be of good character; never convicted of a felony or any violation of law or ordinance for which a mandatory revocation of driving license would follow; never have had a license to drive in New York State or elsewhere suspended or revoked. They must have integrity, reliability, and the ability to meet and deal effectively with people, to secure cooperation and avoid antagonisms; must be neat in appearance, courteous, and must possess good judgment.

Basis of Rating

Written, 7; training and experience, 3.

Prior to certification from the eligible list a qualifying practical test in driving and a physical examination may be required.

U. S. Tests

Investigator

Salary: Head investigator, \$4,600; principal investigator, \$3,800; investigator, \$3,200. For employment in the material division, air corps, War Department. Applications will be issued and received until further notice at the U. S. Civil Service Commission, 641 Washington Street, New York City.

Duties

Under general direction and supervision of the military officer in charge, to perform responsible investigation work for the purpose of safeguarding military information and protecting Air Corps projects and materials against loss by theft, willful destruction or sabotage; to investigate the cause of damage to or destruction of property; to make investigations of violations of pertinent laws, rules, and regulations and of persons suspected of participation in sabotage or other subversive activities; to assemble pertinent information and present it in the form of comprehensive written reports; to present evidence in connection with criminal prosecutions instituted as a result of information developed during investigations; and to perform other related duties as assigned.

Requirements

Two to 6 years' experience, a good part of which must have been of a supervisory nature as (a) an investigator of major criminal activities for a federal, state, or municipal agency; (b) as an investigator with a federal plant protection organization or other responsible plant protective agency carrying on a wide scope of investigative and protection activities (c) as an investigator in a criminal investigative agency whose operations are nation-wide in scope (d) as an investigator of cases of major destruction of property by violence for a large railroad or other large industrial or commercial concern corporation (e) as a supervisory investigator with a private plant protection organization.

Basis of Rating

No written test. Candidates will be rated on their education and experience as outlined in sworn statements in their applications.

Junior Inspector, Trainee, Ordnance Material Salary, \$1,440. For employment in

Inspector of hats, \$2,000.
Inspector of textiles, \$2,000.
Inspector of ordnance materials, \$2,300.
Inspector (powder and explosives), \$2,300.
Inspector (signal construction), \$2,300.
Inspector (ship corps equipment), \$2,600.
Instrument maker, \$2,200.
Junior communications operator (air navigation), \$1,440.
Junior communications operator (high speed radio equipment), \$1,620.
Junior copper plate map engraver, \$1,440.
Junior photorealist, \$2,000. Applications will be rated as received until June 30, 1942.
Junior stenographer, junior typist, Washington, D. C. only.
Junior stenographer, \$1,440, and junior typist, \$1,200. Open for men only for employment in the various government agencies in the State of New York.
Horizontal sorting machine operator, \$1,260. Appointment in Washington, D. C. only.
Link trainer operator instructor, \$3,200; link trainer operator, \$2,000. Civil Aeronautics Administration.
Student physiotherapy aid, \$420 w. m.; apprentice physiotherapy aid, \$140.
Senior medical officer, \$4,600; medical officer, \$3,800; and associate medical officer, \$3,200.
Head photographer, \$2,000; senior photographer, \$1,620; under photographer, \$1,260. Last filing date is June 30, 1942.
Tabulating machine operator, \$1,260 to \$1,440 a year.
Junior veterinarian, \$2,000.
Blueprint operator, \$1,260 to \$1,440. Last filing date is June 30, 1942.
Under mimeograph operator, \$1,260.
Senior radiophone technician, \$2,000.
Industrial specialist, \$2,600 to \$5,000.
Agent, trade and industrial education, \$3,800 to \$4,600.
Radio mechanic-technician, \$1,620 to \$3,200.
Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.
Junior physicist, \$2,000.
Negative cutter, \$1,800.
Physiotherapy aid, \$1,800.
Procurement inspector, \$2,300.
Regional agent, trade and industrial education, \$1,600.
Shipyard inspector (various specialties), \$3,200.
Under tabulating machine operator, \$1,260.
Coal mine inspector, \$3,800; assistant, \$4,600; associate, \$3,200; senior, \$2,600.
Dental hygienist, \$1,620.
Medical guard attendant, \$1,620.
Medical technical assistant, \$2,000.
Under mimeograph operator, \$1,260.
For appointment in Washington, D. C., only.
Specialist in maternal and child health, various grades, \$3,200 to \$5,000.
Inspector, engineering materials (aeronautical), various grades, \$1,620 to \$2,600.
Air carrier inspector (operations), \$5,800; Associate Air-Carrier Inspector (Operations), \$3,500. Civil Aeronautics Administration, Department of Commerce.
Trainee traffic controller (airway and airport), \$1,500. Civil Aeronautics Administration, Department of Commerce.
Assistant veterinarian, \$2,600; junior veterinarian, \$2,000. Bureau of Animal Industry, Department of Agriculture; United States Public Health Service; Federal Security Agency and War Department.
Procurement inspector, various grades; \$1,620 to \$2,600 a year. Material Division, U. S. Army. Material Twelve optional subjects.
Junior administrative procurement inspector, \$2,900; Material Division Air Corps, War Department. Twelve optional subjects.
Inspector, ordnance material, various grades, \$1,620 to \$2,000. Ordnance Department.

Naval Architect: \$2,000 to \$5,000. June 30, 1942 is last filing date.
Machine engineer: \$2,600 to \$3,600. June 30, 1942 is last filing date.
Shipyard inspector: \$2,900 to \$3,800.

Naval Architecture

Naval architect: \$2,000 to \$5,000. June 30, 1942 is last filing date.
Machine engineer: \$2,600 to \$3,600. June 30, 1942 is last filing date.
Shipyard inspector: \$2,900 to \$3,800.

Medical

Medical officer, \$3,200 to \$3,800.
Medical guard attendant, \$1,620.
Medical technical assistant, \$2,000.
Dental hygienist, \$1,620.
Junior graduate nurse, \$1,620.
Junior public health nurse, \$1,800.
Public health nurse, \$2,000.
Graduate nurse, general staff duty, \$1,800.
Medical technician, \$1,620 to \$2,000.
Junior laboratory helper, \$1,440.
Public Health Nursing Consultant, \$2,000-\$3,200.
Graduate nurse, Optional branches; general staff duty and psychiatry, \$1,620 to \$1,800. Panama Canal service only.

Engineering, Also Ordnance and Explosives Inspection

Engineer, \$3,800. File by June 30, 1942.
Junior engineer, \$2,000. File by June 30, 1942.
Chief engineering aid, \$2,600; principal, \$2,800; senior, \$2,000; engineering aid, \$1,500. Last filing date June 30, 1942.

There are less applicants than ever before—your chances of getting a civil service job are greater than ever before. Apply now!

Welfare Dept.

"Over Quota"

Social investigators in the Welfare Department are "way over quota," says Budget Director Kenneth Dayton. Which means that although no one presently employed is to be dropped, ensuing vacancies are probably not to be filled until after the war emergency or until such time as the defense boom is over. Defense employment has reduced relief loads, cutting investigatory work.

First jobs to be left vacant are those of 104 veteran investigators now being continued in their jobs on a day-to-day basis while Mayor LaGuardia tries to place them elsewhere.

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This Week's State Lists

ASSISTANT CIVIL ENGINEER
Highways Dept., Suffolk County
1 Krieger, Anna G., 84.90
2 Williamson, W. G., 83.84
Salary: \$3,120-\$3,870.

CASHIER
County Clerk's Office, Suffolk Co.
1 Dull, Bertha, 86.12
Salary: \$1,200-\$1,400.

PROBATION OFFICER
Franklin County
(Open Competitive)
1 Vondell, Laurence J., 88.34
2 Krieger, Anna G., 84.90
3 Vondell, Kathryn B., 82.40
4 Kadore, Dorothy, 80.62
5 Dapkin, Marie, T., 79.12
6 Martin, Mark, 79.04
7 McGowan, Isabel A., 78.98
8 McElwain, Grace, 78.13
9 Cooke, Kath., H., 77.57
10 Armstrong, Ethel H., 75.10
Salary: \$1,200-\$1,500

PRINCIPAL AUDIT CLERK
Social Welfare Unit, Department of Audit and Control
(Promotion)
1 McArdle, Vinc, 85.06
2 Vanamburgh, Wm., 82.41
3 Socensen, Edw. G., 82.36
4 Graham, Thomas, 79.96
Salary: \$2,400-\$3,000.

MEDICAL CONSULTANT IN
PNEUMONIA CONTROL
Health
(Open Competitive)
1 Bahke, Anne M., 80.50
Salary: \$4,000-\$5,000.

JUNIOR BIOCHEMIST
Division of Tuberculosis, Health
(Open Competitive)
1 Atlas, Meyer, 86.19
2 Behrens, Paul, 81.88
3 Soodak, Morris, 84.75
4 Gorfinkel, Leo, 82.97
5 Graf, Ernst L., 82.19
6 Kelley, Sinah E., 80.38
7 Blumenthal, Jack, 77.19
Salary: \$1,800-\$2,300

ASSISTANT BIOCHEMIST
Division of Laboratories and Research, Health Department
(Promotion)
1 Blau, Nathan, 82.80
2 Bovernick, M. R., 81.10
3 Siny, Marg, Nlee, 79.90
4 Carr, Julius, 75.00
5 Heinemann, R., 75.00
Salary: \$2,400-\$3,000.

ASSIST. TABULATING CLERK
Health Department
(Promotion)
1 Jones, Audrey, 81.03
2 McCarthy, Sally, 80.95
3 Grogan, Met. E., 78.04
Salary: \$1,200-\$1,700.

JUNIOR EPIDEMIOLOGIST
(Open Competitive)
1 Florin, Alvin A., 80.50
2 Duden, Wm. R., 78.13
Salary: \$2,400-\$3,000.

ASSISTANT DISTRICT HEALTH OFFICER
Health Department
(Promotion)
1 Schlessinger, Edw., 81.00
2 Drachman, Theo. S., 82.50
3 Monaghan, Terry, 82.50
4 Degen, John A., 82.50
5 Mattison, Berwyn, 82.00
6 Platt, Louis, 81.50
7 Rubin, Art, M., 81.00
8 Harris, Earle H., 80.00
Salary: \$4,000-\$5,000.

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SCHOOL DIRECTORY

LISTING OF CAREER TRAINING SCHOOLS

ACCOUNTING MACHINES
Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Hollerith, Printers, Sorters, Key Punchers.—Circle 5-6425.

AUTO DRIVING INSTRUCTION
Bill's Auto Driving School—171 Worth St. (opp. State Bldg.)—WOrth 2-6990.

AVIATION PRODUCTION MECHANIC
Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—300 hr. Course. STuyvesant 9-6900.

BENCH ASSEMBLY—AVIATION
Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—100 hr. Course—STuyvesant 9-6900.

BUSINESS MACHINES
Delehanty Institute—115 E. 15th St.—Day and Evening Classes—Card Punch, Comptometry—STuyvesant 9-6900.

CIVIL SERVICE
Delehanty Institute—115 E. 15th St.—Day & Eve. Classes—STuyvesant 9-6900. Schwartz School—147 Fourth Ave.—Police, Fire—Entrance and Promotion—GRamercy 3-0808.

DRAFTING
New York Drafting Institute—276 W. 43d St.—Day and Evening Classes. Wisconsin 7-0366.
Manhattan Technical Institute—1823 Broadway (59th)—Day and Evening Classes—Circle 5-7857.
Mondell Institute—230 W. 41st St.—Day & Evening Classes—Wisconsin 7-2085.

FINGERPRINTING
Delehanty Institute—115 E. 15th St.—New class forms Friday, 8 p. m. STuyvesant 9-6900.
New York School of Fingerprints—22-26 E. 8th St.—GRamercy 7-1268.

MACHINE SHOP
Delehanty Institute—11 E. 16th St.—Day & Evening Classes—200-300 hr. Courses—STuyvesant 9-6900.
Lurz—Machine Shop Practice—1043 6th Ave., N. Y. C.—Day & Evening Classes—PE. 6-0913.
Practical Machinist School—109 Broad St.—Machinist school only. BO. 9-6498.

RADIO—TELEVISION
Radio Television Institute—480 Lexington Ave.—Laboratory Training—Day and Evening Classes—PLaza 3-4585—Dept. L.

SECRETARIAL SCHOOLS
Delehanty Institute—Day and Evening Classes. Branches in Manhattan, Jamaica, Newark—Main office, 120 W. 42d St.—STuyvesant 9-6900.
Bowers—228 W. 42d St.—Graded Speed Classes—BRyant 9-9092.
Washington Business School—130 W. 42d St.—Wisconsin 7-8811
Complete Secretarial Courses—Including Comptometry.
Mary A. Mooney, Browne's Business College—7 Lafayette Ave.—Brooklyn—NEvins 8-2941.

TABULATING MACHINE OPERATION
Delehanty Institute—115 E. 15th St.—Day & Eve. Classes—STuyvesant 9-6900.
Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Hollerith, Printers, Sorters, Key Punchers—Circle 5-6425.

WELDING
Delehanty Institute—11 E. 16th St.—Day and Evening Classes—224-hr. Course—STuyvesant 9-6900.

X-RAY and ANALYTICAL TECHNICIANS
Harvey School—384 E. 149th St.—Day and Eve. Classes—Mott Haven 9-6655.

Sanita Stocks

The Honor Welfare and Relief fund of the Sanitation Department will finance improvements on the new Sanita at Pawling, N. Y., through the sale of bonds to Sanitation employees. The bonds come in denominations of \$20, \$50, \$100, and \$500 and can be purchased on time payments. The purchase price of the twenty dollar bond is \$16. Employees can buy these bonds by paying 50 cents a week for 32 weeks. The bonds mature in five years. To date several employee organizations have already subscribed for the following amounts: Hebrew Spiritual Society, \$500; Columbia Association, \$500; Irish American Association, \$500; Association of Competitive Employees, \$100.

When improved, Sanita will be used for as a vacation place for Sanitation employees and also as a refugee camp for citizens in case of air raids.

Civil Engineer Won't Replace Engineer (civil)

The eligible list for junior engineer (civil) grade 3 will not be cancelled when the new list for junior civil engineer is ready, the Civil Service Commission ruled this week. The old list for junior engineer (civil) grade 3 will be kept to fill drafting positions.

Civil Service Car Owners

PROTECT YOUR RIGHT TO DRIVE

Under the new N. Y. Motor Vehicle Responsibility Act effective January 1, 1942, your right to drive is in danger of being lost if you cannot furnish sufficient security when you are involved in an accident causing death or bodily injury in excess of \$25.00.

INSURANCE will protect you under the law. See these reputable and reliable Insurance Agents at once. THEY WILL PROTECT YOU.

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- WILLIAM J. O'BRIEN**
2488 Grand Concourse
Bronx, N. Y. RAYmond 9-1277
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Forest Hills, L. I. BO. 8 4040
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CLASSIFIED ADVERTISEMENTS

(Rates: 40c for each six words. Minimum 3 lines. Copy must be submitted before noon on Friday preceding publication.)

Beauty Culture
ATTENTION! Ladies Regular \$7.50 Individual Oil Permanents only \$3. Experts on difficult hair. Mr. Charles. MU. 2-0041. Strand Beauty Shop, 12 East 42d St.

Apartments
BARBOUR HOUSE—330 W 30th—A Residence for young men and women. Rates include breakfast-dinner. Delightful lounges. Bowling, dancing, bridge; congenial atmosphere.

Dancing Instruction
THE ANDERSON STUDIO of DANCING. All types of dancing taught. Toe, Tap, Aerobic, and Ballroom. Babies—Children—Adults. 108-02 89th Ave., Jamaica. REpublic 9-6418.

ALL BALLROOM DANCES. Modern Dance. Class, Private. Dance Sessions Every Saturday, 3-5:30. Morelle, 108 4th Ave. (12th St.) ORchard 4-1903.

Entertainment
BRIDGE, Ballroom, Square Dancing, Rhythmic, Glee Club, Languages, Lectures, Sports, Dances, Parties, New York League of Girls Clubs, 55 West 44th St. VA. 6-5954.

Foods
IF IT SWIMS we have it. Fresh Sea Food for Shore Dinners. Frogs' Legs, Brook Trout, Maine Lobsters, Petrossino Bros. Washington Market, BA. 7-5399.

Funeral Directors
COMPLETE FUNERALS as low as \$125. Free chapel. Financed to meet conditions. Chas. Peter Nagel, 352 E 87th St., N. Y. C. ATwater 9-2251.

MICKEY FUNERAL SERVICE, INC. 228 Lenox Ave., in the HARLEM SECTION offers its best attention to CIVIL SERVICE EMPLOYEES of N. Y. C. LE. 4-0669.

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PAUL GRABOIS, Specialist in re-styling, repairing. New coats and jackets to order at reasonable prices. Storage, glazing, ironing. 210 W. 29 St. LA. 4-9634.

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ELECTROLYSIS—SUPERFLUOUS HAIR painlessly removed by doctor. Your home at no extra cost. Finest references. NEvins 8-4281.

Women Can Do

Women should be able to do at least 75 per cent of the assembly work in making aircraft instruments, according to Mary Anderson, director of the women's bureau of the United States Department of Labor. Miss Anderson sees wide possibilities for women workers in aircraft factories working on parts, military medical units and fire-control instruments, including the aiming and firing of guns, torpedoes and bombs.

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Protect your right to operate your automobile after Jan. 1 by procuring the proper automobile policy. LET US INSURE YOU ADEQUATELY

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A BACKGROUND of SATISFACTION in personnel service since 1910. Secretaries, Stenographers, File—Law Clerks, Switchboard Operators, Brody Agency (Henriette Roden, Licensee), 240 Broadway, Barclay 7-8135.

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HYPNOTIST, available for lecture and demonstration to private and public groups. RAPHAEL H. ROSENBLUTH, 11 W. 42d St. PENn. 6-2916.

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FREE Trial Lesson—Learn to play the Accordion at the De Bellis Accordion School. Accordionists furnished. 159 West 4th St and Sixth Ave. CH. 3-3420.

SPANISH conversation, private lessons, \$1.50. Groups \$1. Afternoon, evenings. South American Lady. Madame De Edgar MU. 4-2868.

SWIM for health and safety—Instructions to men, women and children. Women's Swimming Assn., 470 West 24th St. CH. 2-2227

Massage
CORRECTIVE MASSAGE INSTITUTE—BATHS—34 West 28th St. Reducing, Body Corrections, Gymnasium. Special hours: 9 A.M. to 1 P.M., 5 for \$6. Phone MURray Hill 6-9181.

ULRICH MASSAGE STUDIO, 31 E. 60 St. Special for ladies—10 treatments, \$20. Separate department for men Vapor cabinets, vibrators, rollers. REGent 4-3688.

Music Instruction
CONSERVATORY OF MUSICAL ART Chartered by Board of Regents 1908 R. VAN VALKENBURGH, Director. Classical and Modern Music Taught. 353 Fort Washington Ave. Cor. 176th St. Catalogue upon application. Auditions free. WADSWORTH 3-9876

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TEACH you to read, play piano well in ten weeks. Graded Self-Instructor, \$1.25. No exercises. Lella Tyndall Moss. 315 West 86th St. SC. 4-6351.

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NURSING care, board, room, private home; porches grounds; doctor's supervision; diets. Non-sectarian; \$18-\$22 weekly. Mrs. Pragnell, 2886 Valentine Ave., Bronx. FORDham 5-1544

WHITE NURSING HOME
Ideal home for aged and convalescents; spacious rooms with home atmosphere, registered nurses. 2739 Bedford Ave. MANsfield 6-9639

Optometrist
Have Your Eyes Examined Today. Finest glasses at lowest prices. Special courtesy given to civil service employees and families. Dr. J. L. Lozea, 100 Canal St. WA. 5-8816.

EYES examined, prescription furnished. Fee \$2. No inducement forms to prescribe unnecessary glasses. Dr. John Wilday, Times Building, 42nd Street and Broadway. BRyant 9-2282

Pawnbrokers
LIBERAL LOANS on Personal Property. Jewelry, Watch Bargains. G. Edelstein & Co. Oldest Established Bronx Pawn Brokers, 2623 Third Ave., at 141st St. MO. 9-1055.

LIBERAL LOANS on Diamonds, Watches, Jewelry, Silverware, Clothing. Special courtesy to Civil Service Employees. Confidential Service. Edelstein Bros., 252 1st Ave. (14th St.) ALgonquin 4-1658.

Quilts and Pillows
CALL Wm. Mallman, Applegate 6-7330 to renovate or make to order your quilts and pillows. Expert workmanship. Reasonable. 969 Sutter Ave. Brooklyn, Mr. Mallman.

Ravioli
BRUNO RAVIOLI CO.—Home made style Ravioli, Macaroni, Spinach-Egg-Noodles, etc. Fresh made. Deliveries to all boroughs. 363 W. 42nd St. Circle 6-9043.

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COLD KEG BEER and Sodas Delivered to your home. Special rates on quantities. Call SKidmore 4-3360 for prompt service. Remsen Beverage Co., Brooklyn

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THERE'S no need to throw that broken doll away. It can be repaired like new. New York Doll Hospital, 1137 Second Ave. VOLunteer 5-0151

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Social Rooms
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Waste Paper
ALL GRADES of wastepaper bought for cash. Files, old records. Guaranteed destruction. Troiano & DeRina, 225 South St. WOrth 2-2061.

Wines and Liquors
FOR choice wines and liquors, all popular brands, conveniently located for Civil Service patronage. L. J. Newman, 806 Broadway. WOrth 2-2005.

Postal News
By DONALD MacDOUGAL

Wartime Instructions For Postal Workers

It is the solemn duty, obligation, and responsibility of every Postal Employee to make certain that the inviolability of the mails is maintained at all times under any conditions that may arise, and that the mails be protected under any and all circumstances.

This terse statement, issued last week by the Postmaster General, summed up the wartime instructions to every postal employee.

The United States Post Office Department has created an emergency departmental board with full responsibility for co-ordinating departmental assistance during the war. This board will act on a 24-hour a day basis.

The unification of the work of this board with the field service will be effected through the chief inspector's office.

The following plans are being completed in order to preserve the efficiency of the post office in spite of any disruptions:

- The postmaster must establish a working arrangement with Civil Defense Council. Each employee must familiarize himself with available civil defense information in his locality. A complete file of civil defense council instructions will be kept by the postmaster and be made available for use in instructing his personnel.
- The postmaster will arrange for appropriate protective measures for buildings and other equipment. Precautions will be taken to prevent unauthorized access to or handling of the mail in case the public be admitted into the post office during a raid.
- An emergency supply of stamps must be kept on hand in case of damage to the main stamp vault. Plans must be made to keep a portion of the stamp stock apart from the main stock to be used in gravest emergencies. Similar arrangements may be made with regard to money order forms and postal saving certificates.
- The postmaster is to conduct a survey of first aid facilities in the post office and station and cooperate with the Red Cross, the Public Health Service and other agencies in handling of first aid facilities.
- The owners of suitable buildings for temporary post office or garage quarters are to be con-

sulted for availability of their facilities, if needed.

6. Postal employees not on duty must, in case of an emergency, report to the post office for instruction.

Retired Employees

7. Arrangements will be made with qualified former personnel to report to the post office to give voluntary assistance in case of stress. Retired employees must contribute their services gratuitously so that their retirement benefits may not be impaired.

8. A list is to be prepared by postmasters at first and second class offices describing the post office equipment and furniture (except sacks, pouches and locks) not in everyday use so that they might be available for emergency use. These postmasters will also report the number of Government-owned vehicles on hand and particulars concerning their availability.

9. Postmasters are to familiarize themselves with the availability of local transportation facilities such as trucking concerns, fleet owners and operators to make sure of what emergency equipment is on hand.

10. Postmasters are to ascertain from Railway Mail Service officials the name and location of the person in that service to be contacted in cases of interruption of transportation.

Railway Mail

11. The postmaster is to anticipate the problems that may arise as a result of the emergency and to set plans in motion to care for developments himself and to authorize his fellow employees to act in his stead.

In Case of Trouble

On disruption of postal facilities, the postmaster will be required to:

- Inform the inspector in charge of the division concerned and the inspector designated to act in that area of the nature and extent of disruption of postal service.
- Give similar notice to the appropriate official of the Railway Mail Service.
- Use all available facilities and personnel for the protection of the mail, salvage of Government property, and the resumption of postal service at the earliest possible time.

Each Division Superintendent is to formulate plans to meet all emergencies that might disrupt that portion of the postal service under his jurisdiction.

These instructions have been issued to meet all emergencies.

CHOICE APARTMENTS FOR RENT

Address	Rooms & Rent	Description of Property
2333 Loring Place West Fordham Convenient Subway	4 1/2-5 Rms. \$48 Up	Outside, colored tile bathroom, kitchen; overlooking park, playground, block Catholic Church, high school, markets, Fordham College. Fordham 5-3997

Question, Please

by H. Eliot Kaplan
Contributing Editor

Rights Protected When In Military Service

N.D.S.C.: City employees who volunteer for military service will have their civil service rights protected just as much as those who are drafted. The Municipal Civil Service Commission has special military regulations covering your situation. You may obtain a copy of these rules and regulations at the Bureau of Information, Municipal Civil Service Commission, 299 Broadway, New York City.

Leave of Absence

G.W.: Leaves of absence in the city service are discretionary with the department head. In order for you, a patrolman in the Police Department, to obtain a leave

of absence, you should apply in writing to Lewis J. Valentine, Police Commissioner, Police Headquarters, New York.

Fire Eligible In Federal Job

R.K.: Your chance for appointment to the Fire Department is good within one year, from your excellent position on the list. Due to your status as a student instructor with the War Department, they may refuse to allow you to resign. If you leave the War Department contrary to their wishes, it will be considered a resignation with prejudice and may have some affect on future appointments to Federal positions. However, it cannot affect your appointment to the Fire De-

partment. Firemen are not automatically deferred from the draft because of the position they hold. This question is entirely discretionary with the individual local boards. If you remain on your present job your name will continue on the fireman list during its existence, which is regularly for four years. You may continue filing for New York City and State Civil Service examinations, if you wish.

Difference in Pay Doesn't Hold Here

M.S.: Since you were not a member of the reserves prior to their being called out, you are not entitled to the difference in pay between your city salary and army salary. You would not be entitled to this differential by joining the Naval Reserve now.

First Find Vacancy, Then Ask Transfer

A.C.S.: In order to obtain a transfer from a federal department in Washington, D. C., to another federal department in New York City, it is necessary to canvass the federal agencies in New York City in order to find an existing vacancy, for which you are qualified. Then you must request the appointing officer of that particular agency to hire you to fill the vacancy. It is also necessary, before transfer may be effected, to obtain the consent of your department head in Washington for the transfer. You must remember that a transfer in the federal service is a privilege, not a right.

Draft Board Regards City Employees Fairly

F.S.: There is no local draft board discrimination against a city employee having a wife and child, and you have the same chance for deferment as a person who is employed by a private concern. The question of your employer, whether he be a private person or a city, state or federal agency, has no bearing on your being drafted or not, everything else being equal. Each case is considered separately on its own merits by the individual draft boards.

Park Topics

By B. R. MEEHAN
Playground Director
Study Series No. 3

Directions: Examine each of the items and decide whether it is "true" or "false" according to the best modern standards and practice in the teaching of health. If a statement is "true," write the word "true" in the correspondingly numbered space on the answer sheet. If a statement is "false," write the word "false."

1. First degree burns are more serious than third degree burns.
2. Libia is the shin bone.
3. The large artery which carries blood away from the left side of the heart is called the aorta.
4. Electrical vibrations in the brain of man was discovered by Dr. Hans Berger in 1929.
5. The pituitary gland is located beneath the brain in the floor of the skull.
6. Insulin cures diabetes.
7. Cancer when discovered in its initial stage can be cured.
8. There is little danger of infection in a simple fracture.
9. In a second degree burn the skin does not become blistered.
10. Schafer is an artificial respiration method.
11. Red corpuscles are oxygen carriers.
12. There are more white corpuscles than red ones in the blood.
13. In a cut artery, blood comes in spurts.
14. Lack of vitamin D is not a cause for convulsions in children.

Directions: Complete each of the following statements by the addition of the proper word or words.

15. The normal temperature of the body is _____.
16. _____ is referred to as the "sixth vitamin."
17. A purpose of the eyebrow is _____.

Answers to the above questions and to those of last week's questions will appear in next week's LEADER.

W W R L

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97 Duane St., New York City

Police Calls

By MIKE SULLIVAN

Newsnotes

Pat Harnedy, PBA president, is being swamped with telephone calls from patrolmen who want to know if there is any truth in the rumors, first almost daily, in the wayward press, that cops will go immediately on a 12-hour day . . . a 16-hour day . . . a 24-hour day . . . Approximately one out of every three of the eligibles canvassed on the patrolman list for the January appointments, is in military service. Chief Clerk Vincent Finn is canvassing eligibles up to number 1,170. The last number appointed on September 4 was 876.

More Newsnotes

The Honor Legion's December 23 kiddie show, was a huge success, as scheduled. Each guest got his share of refreshments, prizes, and laughs. . . . The Police Athletic League gave away 327,000 toys last Tuesday and Wednesday. Thanks have been extended to Fire Chief and Commissioner Patrick Walsh and to the toy repair shop of WPA for their cooperation. . . . Police Post 460, American Legion, has officially congratulated five of its members on recent successes. Felicitations were accorded Ross P. Monroe, who was elected president of the SBA., Kerry O'Connor, president of the Traffic Squad Benevolent Association, Francis A. Quigley, who was promoted to the rank of major in the army, Past Commander John J. Lawlor, who was appointed to the National Distinguished Guest Committee by the National Commander of the American Legion, and Past Commander James J. Twohie, who was elected vice commander of the New York County American Legion. . . .

The Post will hold a real New Year's Eve party at the Clubhouse, 440 W. 33rd street.

Back Pay

A decision on the back pay case affecting 700 patrolmen appointed since July 5, 1940, will be handed down in a few days by Supreme Court Justice Denis O'Leary Cohalan. . . . The boys received \$1,200 during their probationary period instead of the \$2,000 as required in the administrative code. James H. Tully, attorney for the PBA, has been handling the case. Mr. Tully contends that the city sought to establish a new grade with the designation of probationary patrolman. . . . The dispute originated in a difference of opinion over the wording of the old and new charters.

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Payments Arranged. A Single
Graves for three interments
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without perpetual care but
including the first opening **\$100**

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2139 Amsterdam Ave. (168th St.)
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New York, N. Y. AC. 2-8600

LEGAL NOTICE

CERTIFICATE OF LIMITED PARTNERSHIP

of
PHELPS, FENN & CO.

WHEREAS, the limited partnership heretofore existing between Basil Harris, as limited partner, and Augustus W. Phelps, William H. M. Fenn, Orlando S. Brewer, Leonard R. Sullivan, Daniel E. Fitzpatrick, James D. Zimmerman, Harvey P. Whitcomb and Richard E. Whitcomb constituted under Certificate of Limited Partnership filed and recorded in the Office of the Clerk of the County of New York on December 15, 1938 terminates on December 31, 1941, pursuant to the provisions thereof,

NOW THEREFORE, the undersigned, being desirous of forming a limited partnership pursuant to the Statutes of the State of New York in such case made and provided, being first severally duly sworn, do certify as follows:

- I. The name of the partnership is "PHELPS, FENN & CO."
- II. The character of the business to be transacted by said partnership is the general business of buying, selling and dealing in stocks, bonds, notes, securities, negotiable instruments and other evidences of debt or ownership for its account and for others.
- III. The location of the principal place of business is No. 39 Broadway, in the Borough of Manhattan, City, County and State of New York.
- IV. The name and place of residence of each member of such partnership, is as follows:
Augustus W. Phelps, residing at 19 Overlook Road, Scarsdale, New York.
William H. M. Fenn, residing at 1120 Park Avenue, New York City.
Orlando S. Brewer, residing at Rye, New York.
Leonard R. Sullivan, residing at 42 Locust Street, Floral Park, Long Island, New York.
Daniel E. Fitzpatrick, residing at Floral Avenue, Murray Hill New Jersey
James D. Zimmerman, residing at 30 Vanderveer Court, Rockville Centre, Long Island, New York.
Harvey P. Whitcomb, residing at 735 Marshall Place, Plainfield, New Jersey.
Richard E. Whitcomb, residing at Deer Path, Mountainside, New Jersey.

The above-named persons are all the general partners of such partnership.

Basil Harris, residing at Rye, New York, is the only limited partner of such partnership.

V. The term for which the partnership is to exist is from the 1st day of January, 1942, to the 31st day of December, 1944, both inclusive.

VI. The amount of cash and a description of and the agreed value of the other property contributed by said limited partner is as follows: Three Hundred Thousand Dollars (\$300,000), consisting of his interest in the capital and undivided profits of the former firm of Phelps, Fenn & Co., consisting of cash, securities stocks and accounts receivable of the agreed value of at least Three Hundred Thousand Dollars (\$300,000) over and above all liabilities.

VII. The said limited partner has not agreed to make any additional contributions to such partnership.

VIII. The contribution of said Basil Harris as such limited partner, is to be returned to him only upon the termination of the partnership.

IX. The said Basil Harris, as such limited partner, is to receive annually by way of income a sum equivalent to six per centum (6%) per annum on the capital contributed by him out of the net profits of such partnership, and in addition thereto a sum equivalent to nine and nine-tenths per centum (9-9/10%) of the net profits of such partnership remaining after the payment to all partners who have contributed capital to such partnership of sums equivalent to six per centum (6%) per annum on the amounts of their respective contributions of capital.

X. No right is given to the said limited partner to substitute an assignee as contributor in his place.

XI. No right is given to the partners to admit additional limited partners.

XII. As the said Basil Harris is the only limited partner of such partnership, no right is given to one limited partner to priority over any other limited partner.

XIII. Upon dissolution of said partnership by reason of the death, retirement or insanity of a general partner, the remaining general partners shall have the right to continue the business of the partnership under the firm name.

XIV. No right is given to the limited partner to demand and receive property other than cash in return for his contribution.

IN WITNESS WHEREOF, the parties hereto have signed and sworn to this Certificate the 11th day of December, 1941.

Subscribed and sworn to by
AUGUSTUS W. PHELPS, (L. S.)
WILLIAM H. M. FENN, (L. S.)
ORLANDO S. BREWER, (L. S.)
LEONARD R. SULLIVAN, (L. S.)
DANIEL E. FITZPATRICK, (L. S.)
JAMES D. ZIMMERMAN, (L. S.)
HARVEY P. WHITCOMB, (L. S.)
RICHARD E. WHITCOMB and (L. S.)
BASIL HARRIS, (L. S.)
General Partners, (L. S.)

Basil Harris, Limited Partner, (L. S.)

E. R. Whitton

NOTARY PUBLIC Queens County
Queens County Clerk's No. 1965
Queens County Register's No. 6138
Certificate filed in New York County
Clerk's No. 199, Register's No. 3W126
Commission expires March 30, 1943
[Notarial Seal]

STATE OF NEW YORK } ss:
COUNTY OF NEW YORK }

On the 11th day of December, 1941, before me personally came AUGUSTUS W. PHELPS, WILLIAM H. M. FENN, ORLANDO S. BREWER, LEONARD R. SULLIVAN, DANIEL E. FITZPATRICK, JAMES D. ZIMMERMAN, HARVEY P. WHITCOMB, RICHARD E. WHITCOMB and BASIL HARRIS, to me known and known to me to be the individuals described in and who executed the foregoing instrument and they duly severally acknowledged to me that they executed the same.

E. R. Whitton

NOTARY PUBLIC Queens County
Queens County Clerk's No. 1965
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[Notarial Seal]

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Bargain Buys For Leader Readers

By BILL BENNETT

Eastern Aircraft

The Eastern Aircraft Instrument School of 100 West 42d Street and 116 Newark Avenue, Jersey City, announces that enrollments have been so heavy in the past two weeks that they have already taken all space and added thousands of dollars worth of new equipment. New instructors are being taken on daily. Men without any previous mechanical training will have the opportunity of preparing themselves as instrument mechanics.

Broadlooms and Rugs

In Flushing, New York, the Bagdad Carpet and Linoleum Co., at 136-59 Roosevelt Avenue (near Main Street), offers excellent buys in broadlooms and rugs. They have all wool-face broadlooms that will be cut from rolls to your size.

Parties

"In season" . . . Yes! . . . Holiday parties are coming into their peak at this time of the year. What to serve . . . that's always the problem that the hostess has to contend with, but here's another step towards its successful solution. At that next party be sure to treat your guests to those delicious Treat Potato Chips. They are ideal with soft drinks, cocktail or cold buffet suppers. Your guests will thank you for the Treats. Buy them at your dealer's now.

Ski Tour

Ski-Scape Tours with offices at the Park Central Hotel are offering all expense ski trips for your sporting enjoyment during the present winter season. These moderately priced trips make a pleasant enjoyable and reasonable week-end vacation. Every Sunday Ski-Scape Tours runs one day excursions to famous ski slopes. Phone Ski-Scape Tours at PENn. 6-3777 and make your reservations now.

Radio

Brigg's Radio Store at 79½ Cortlandt Street carries over 700 radios from pocket size to large living room radio - phonograph sets. Brigg's has always been and is the small store with the large service. Visit Brigg's today and receive your special Civil Service Discount.

Auto Laundry

Mr. Davis, of the Davis Auto Laundry, called your reporter this week and asked that he convey New Year's Greetings to his many Civil Service patrons of past and present. Davis will continue its same excellent service at its extremely reasonable rates, throughout the coming New Year.

Smart Shoes

Bob's Smart Shoes at 13 John Street has been serving the girls in the downtown district for the past fifteen years. Its famous top line which does not cut the instep is offered in custom lasted dress shoes. Special attention is given to large sizes and narrow widths. Bob's is the official agent for Treadeasy shoes to fit mother and daughter. And men! You can take shoes home to the woman folk and return them if they are not satisfactory. At Bob's you'll find sizes from 2½ to 11 and widths from AAAA to EEE.

Learn to Dance

Learn to dance well for that next social affair. This time of the year is simply cluttered with social functions and you don't want to be the proverbial wall-flower. Mr. and Mrs. Oscar Durycia are giving semi-private dancing lessons on Tuesdays and Fridays at 7:15 p. m. at only \$1 per hour. Write for a trial lesson card to The Ballroom, Hotel Ansonia, Broadway, between 73rd and 74th Streets.

And now my time is up, so until next week . . . same time, same corner, this is BILL BENNETT saying, "If it's about this or that, just write to your pal at the LEADER."

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Docs Wanted

A call for 2,000 doctors to volunteer their services immediately to the Red Cross as instructors in first aid was issued this week by Col. Franklin D'Olier, regional director of the Second Civilian Defense Area.

Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be filled.

The Civil Service Commission does not notify eligibles when they are certified. If your number is lower than the number reached on your list and you have not been notified yet, don't worry about it.

Table with columns: Title, Department, Salary, P.L.I., Latest No, List Expires. Lists various job titles like Able-Bodied Seaman, Accountant, and others with their respective salaries and list expiration dates.

C. S. Follies

ALBANY.—Executives and employees of the State Civil Service Department last Monday night held their second annual Christmas Party, featured by a stunt show in which various aspects of Civil Service administration, and personalities, were lampooned by the employee-cast.

Advertisement for Hotel Manhattan Towers. Features a large '\$10' graphic and text describing amenities like private bath, radio, Simmons Beautyrest mattress, and location on Broadway at 76th St., New York.

Advertisement for Hotel Bristol. Features a globe graphic and text describing amenities like private room with bath, fine dining, and location at 129 W. 48th St., New York City.

Advertisement for Kenmore Hall. Features a graphic of the building and text describing amenities like 23-story hotel, all transit lines, and location at 145 East 23rd Street, New York.

Advertisement for New Benjamin Franklin. Features text about 400 rooms, fireproof, and 100% fireproof, located at 77th, 222 West, At Broadway.

Advertisement for Resorts. Features text about New Windsor, N. Y., and a winter vacation package.

Advertisement for Plum Point. Features text about attractive rates, free booklet, and location in New Windsor, N.Y.

Advertisement for Toomey's Grill. Features text about good food, reasonable prices, and location at Cor. Rogers Ave. & Empire Blvd., Brooklyn, N. Y.

Advertisement for John the Dutchman. Features text about moving to the corner of 20th Street and 11th Avenue, New York City.

Advertisement for Broderick's. Features text about being the civil service employees' friend, restaurant, bar, and grill, located at 196 Ninth Ave., N. Y. City.

Advertisement for Greenstein's Dairy & Vegetarian Restaurant. Features text about serving a full course deluxe dinner, located at 332 Broadway (near Worth St.), New York City.

Advertisement for Pappas. Features text about restaurant and cocktail lounge, seafood, steaks, chops, located at 254 W. 14th St., New York City.

Advertisement for Mama Ritz. Features text about dairy and vegetarian restaurant, serving civil service employees, located at 327 Broadway (Nr. Worth St.), New York City.

WINS

Advertisement for 'Wins' featuring leading shows of the week. Lists musicals like 'The Merry Widow' and 'The Great Waltz', sports events, and news bulletins.

Advertisement for '1000 On Your Dial'. Features a large '1000' graphic and text about news bulletins broadcast throughout the day.

THIS WEEK'S OPENINGS

Stage Plays

TONIGHT—"The Lady Comes Across," a musical comedy by Fred Thompson and Dawn Powell, at the 44th Street Theatre.

FRIDAY—"The First Crocus," by Arnold Sundgaard at the Longacre Theatre. Cast includes Martha Hedman, Edwin Phillips and Herbert Nelson.



Mischa Auer

Motion Pictures

WEDNESDAY—"Babe on Broadway," an M.G.M. Musical co-starring Judy Garland and Mickey Rooney, at the Radio City Music Hall.

"Two Faced Woman," with Greta Garbo and Melvyn Douglas at the Capitol Theatre.

"Louisiana Purchase," with Bob Hope, Zorina, Victor Moore and Irene Bordoni at N. Y. Paramount.

THURSDAY—"The Man Who Came to Dinner," Warner Bros. film, starring Bette Davis, Ann Sheridan and Monty Woolley, at the New York Strand Theatre.

The Nemerson Reunion And Dance Saturday

The Hotel Nemerson of So. Fallsburg, N. Y., is staging its annual reunion and dance at Manhattan Center, 34th Street and 8th Avenue, this Saturday evening.

6 More Appointed To Motor Bureau

Names of six more appointees to the new Motor Safety Responsibility Unit in the Motor Vehicle Bureau have been announced by Tax Commissioner Mark Graves.

Movies

OPENS THURSDAY, JAN. 1 Bette Davis • Ann Sheridan Monte Woolley • Jimmy Durante

"THE MAN WHO CAME TO DINNER"

A Warner Bros. Hit In Person JIMMY DORSEY AND HIS ORCH. Featuring BOB EBERLY - HELEN O'CONNELL

STRAND BROADWAY & 47th St.

Bob Hope Victor Vera Moore Zorina In Paramount's "LOUISIANA PURCHASE" with IRENE BORDONI in Technicolor IN PERSON GENE KRUPA and DEAN MURPHY • SHORE

PARAMOUNT

FIRST SOVIET FILM ABOUT WORLD WAR II ARTKINO PRESENTS "GIRL FROM LENINGRAD" with ZOYA FYODOROVA Russia's Heroic Women at the Front War Nurses in Action

Films of the Week

At the N. Y. STRAND, "You're In The Army Now," starring the new comedy team of Jimmy Durante and Phil Silvers, produced by Warner Bros., was just the Christmas present the doctor ordered to chase away the blues.

Yes, you've guessed it, Durante and Silvers answer the call to arms, and what a laugh-riot they make out of Uncle Sam's Army. Jimmy Durante and Phil Silvers are both Vacuum Cleaner Salesmen, who decide to sell the recruiting sergeant a vacuum cleaner, and in their excitement of making the sale, our bewildering heroes sign the wrong papers, and find themselves right behind the plough.

There's romance too, with Jane Wyman, the Colonel's daughter, and Regis Toomey, the young Captain. Donald McBride, the Colonel, turns in another blood pressure performance, and not to be overlooked is Joseph Sawyer, as Sergeant Madden, who helps keep Jimmy Durante in trouble all the time. The Navy Blues Sextette and Matty Malneck's orchestra keep up the pace of this delightful film, under the direction of Lewis Seiler.

It's good to see Jimmy Durante in films again, and your reporter feels he couldn't have chosen a more opportune time or a more timely motion picture, than "You're



CLAUDETTE COLBERT and JOHN PAYNE in a scene of 20th Century Fox picture, "Remember The Day" currently playing at the Roxy Theatre.

In "The Army Now," On the Stage: Will Osborne and his orchestra, in addition to Alan Carney, impressionist, Maysy and Brach, novelty act and the Four Samuels, dancing stars.

of Bernard Bernardi, former talent agent... Thelma Nevins, Georgie Mann, Nicky Mallary, Janice Walker and Pat Rossi round out a good show at TONY PASTOR'S on W. 3rd St. Dolores & De Vago, dancers have been added to CHARLIE'S ALL NITE CLUB in Little Ferry, N. J.

MOVIE NOTES

"Girl From Leningrad," the first Soviet film about World War 2, at the Stanley Theatre, portrays the heroism of a nurses' unit under fire at the Northern Front. The title role is played by Zoya Fyodorova. Wednesday all the RKO neighborhood theatres throughout Greater New York and Westchester will show Gary Grant and Joan Fontaine in "Suspicion," and W. C. Fields in "Never Give a Sucker an Even Break"...

Up to No. 1

Henry W. Ralph, the wounded war veteran who automatically has jumped from seventh to first place in the city register's examination, and who today is executive officer of New York City's ABC Board, has seen more than a few years of Civil Service life.

Mr. Ralph, who is 55 and the father of three daughters, has an extensive engineering background. A graduate civil engineer of Princeton University, this Queens man worked for the American Cotton Oil Co., in this city, moved into Civil Service jobs in 1910 in construction engineering and railroad electrification positions and as inspector for the Board of Water Supply, then quit because he couldn't get a desired promotion.

That job lasted from 1924 to 1928 and Mr. Ralph decided to go into business for himself. He opened an office in this city as a consulting management engineer and performed that work until 1934. It was then, battered by the depression, that he took the civil service examination that landed him in his present ABC job.

The top qualifier in the register's test was a captain in the 306th machine gun battalion for two years during World War One and was wounded in France. He entered the war as quite a physical specimen. For at Princeton he was intercollegiate wrestling champion and a member of the cross country team. He lives at 148-42 86th Avenue, Jamaica, N. Y. He is your new Register,

Amusement Parade

By Joseph Burstin

throughout the United States, lists the following as the five best motion pictures of 1941: "Sergeant York" . . . "How Green Was My Valley" . . . "One Foot In Heaven" . . . "Dumbo" . . . "The Maltese Falcon." In addition, the five outstanding performances of 1941 have been selected as—Gary Cooper (Sergeant York) . . . Bette Davis (The Little Foxes) . . . Humphrey Bogart (The Maltese Falcon) . . . Joan Fontaine (Suspicion) . . . Robert Montgomery (Here Comes Mr. Jordan) . . . Matty Malneck and his crew, currently in the film, "You're In The Army Now," have been signed for the film version of "Pal Joey."



MENASHA SKULNIK, star of one of the season's outstanding Yiddish hits, "Live and Laugh" now in its fourth month at the Second Ave. Theatre.

Stage Plays

AMBASSADOR THEATRE - 49th St. W. of B'way GOOD UNTIL JAN. 15 "CUCKOOS ON THE HEARTH" "NUMBER ONE LAPP MYSTERY OF THE SEASON" EXCHANGE At Box Office Before 8:30 Evs. 2:30 Mats. Otherwise May Not Be Available

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* We advise registrants eligible to take an examination of the proper manner of proceeding and the best way to study for the test.

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CLERK TEST Important N.Y.C. Exam is Among 12 Ordered by Civil Service Commission

Open-competitive examinations for clerk, grade 1, male and typist, grade 1, and promotion tests for stenographer, grade 2 and clerk, grade 4, are among seven open-competitive and five promotion tests ordered by the Municipal Civil Service Commission at its meeting last week. No date has been set as yet for the issuance of applications. As soon as the date is set, full requirements for these exams will appear in The LEADER.

Included in the five other examinations open to the general public are tests for the following positions: Shoemaker, assistant building manager, (Housing Authority), blacksmith, inspector of water consumption, grade 2, and trackman, New York City transit system. The three other promotion tests ordered are for director of housing publicity, New York City Housing Authority, chief engineer of water supply, Department of Water Supply, Gas and Electricity, and equipment repairer, toll bridges, Triborough Bridge Authority.

High School May Be Necessary

The clerk, grade 1 test is another one of three highly popular open-competitive exams which will be held in 1942 by the City Civil Service Commission. The previously ordered patrolman and conductor tests will make the forthcoming year a banner one for civil service candidates.

There were no education requirements on the last clerk, grade 1, exam. However, the announcement of the examination contained the following succinct statement: "No candidate may reasonably expect to pass this exam who has not attained a senior high school education or its equivalent. The written part of the exam was designed to test whether the candidates possessed the understanding, orderliness, thoroughness, ability and facility which are developed by systematic and sustained schooling, at least equivalent to a four-year high school course."

Graduation from a senior high was specifically required for the last typist, grade 1, test. Candidates had to type at the rate of 40 words per minute to pass the typist test.

Lizee Out, Carey In

Albert Lizee is no longer Deputy Commissioner of Sanitation, salary \$5,000. He has resigned to become Superintendent of Landfills in the same department, salary \$5,000. William Carey, Commissioner, had quietly taken the exam for Landfills Super, came out number 1 on the list. Lizee had taken the exam, come out number 2. Carey declined the job, sticks to his post as Commissioner.

Filling Lizee's shoes as Deputy Commissioner is another Carey, Michael—brother of William. His salary, \$3,500.

The job-somersault has been OK'd by the Board of Estimate, the Budget Bureau, presumably by the Mayor.

Navy Mechanics

Certificates have been given 33 men qualifying as mechanics after serving as apprentices for a full term of four years in the Navy Yard in New York, it was announced this week. The awards were made by the Masters of nine different shops. The men, who completed their course during the July, 1940, to October, 1941, period follow:

- Electricians, Shop 51: S. Rabaczyk, L. Jemiellita, T. Plaskiewicz, R. T. Levine, B. W. Ridley.
- Coppersmiths, Shop 53: J. Larkin, J. F. Longstreet, A. R. Gulezia, L. J. Gorman.
- Pipefitters, Shop 56: J. P. Quinn, J. G. Good, E. P. Crudo.
- Machinists, Shop 31: A. M. Moosen, S. Solarsh, H. Schmidt, L. C. De Sena, C. Geller, M. Hechtman, B. I. Lichtenberg, F. B. Hughes.
- Sheetmetal, Shop 17: R. Arnold, V. M. Gilson, H. S. Walcoff, L. Skoinick, A. Margulies, A. D. Graves, L. M. Tritter.
- Patternmaker, Shop 94: J. F. Murphy.
- Ordinance Machinists, Shop 36: A. J. Gargano, W. C. Tooker.
- Shipwright, Shop 61: C. E. Hofleit.
- Boilmakers, Shop 41: J. A. Babat, J. C. Skiba.

Kern-Ellis Battle In Final Stage

At its final meeting on Tuesday before it gives way to its successor, the City Council is to decide what action to take on the report of the investigating committee that for 18 months has probed the Civil Service Commission and its president, Paul J. Kern. Ouster of Kern and establishment of a non-partisan five-man commission are highlights in the final report of the committee, submitted last week by counsel Emil K. Ellis.

In typical Kernesque fashion, the president of the Commission has this to say:

"This office is engaged upon so many important matters right now that I have had no chance to read the third regurgitation of the Smith-Ellis Committee.

"It should just be remembered that this is the same Emil K. Ellis who was cited recently by name in the Fraud Order of the United States Post Office Department for running a crook-

ed lottery. The chairman of this committee is the same Alfred E. Smith, Jr., who was cited recently for disbarment by Special Prosecutor John Harlan Amen for 11 alleged offenses, including the fraudulent acceptance of money from a candidate for a Civil Service job."

The "Civil Service job" referred to was State Trooper. Smith is accused of having taken money from a candidate on the promise that he would get him a Trooper job.

Denouncing Kern's "one-man" rule of the Commission, Ellis held that the president has violated the City Charter by engaging in the political activities of left-wing groups. In advocating a five-man commission which would be chosen by panel, Ellis further suggested that this panel have power to remove commissioners. He also urged tightening of charter restrictions on political activities of Commission members.

The Civil Service Commission was further charged with laxity in enforcing the Devany Anti-Communist Act, in its fiscal affairs, and in handling perjured statements on applications for Civil Service exams.

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