

Civil Service LEADER

America's Largest Weekly for Public Employees

Vol. XXIV, No. 10 Tuesday, November 13, 1962 Price Ten Cents

GARY J. PERKINSON, DIR.
PUBLIC REL. CIVIL SERV.
ICE EMPLOYEES ASSN. 10
8 ELK ST
ALBANY, N.Y. 12242
ELE

See Page 16

Appeals Court Judge Grants 30-Day Stay in Rochester To CSEA; Full Hearing On Dec. 3



HALF CENTURY OF SERVICE — H. Eliot Kaplan, left, president of the State Civil Service Commission, is seen as Dr. Wallace S. Sayre, president of the Civil Service Reform Association, presented him with a silver tray marking Commissioner Kaplan's 50th year of service with the Reform Association. The presentation was made at a luncheon in New York City. In accepting the tray, the noted civil service figure said "My work could never have been accomplished had it not been for the unflinching loyalty and hard work of my two former assistants, Margaret Whelan and Helen Drummond (Kerker)." Both were at the luncheon, attended by public officials, important figures in the Civil Service, representatives of employee organizations and the press.

Top Level Meeting Held

CSEA Moves To Expand Career Incentives For Mental Hygiene Aides

ALBANY, Nov. 12—A top level meeting on reallocations and new promotional opportunities for Department of Mental Hygiene Attendants was held last week in Albany between CSEA representatives and ranking State officials.

The meeting, at which CSEA proposed two new titles and re-allocation of seven existing titles, was attended by Joseph F. Feily, CSEA president and members of CSEA's headquarters staff; T. Norman Hurd, Director of the Budget; J. Earl Kelly, Director of Compensation and Classification; Granvil Hills, personnel director of the Department of Mental Hygiene, and members of their staff.

The Association requested the following action:

1. Establishment of Attendant Trainee title, Grade 5.
2. Reallocation of Attendant from Grade 5 to Grade 7.
3. Reallocation of Attendant, TBS, from Grade 7 to Grade 9.
4. Reallocation of Staff Attendant

from Grade 7 to Grade 11. New Position

5. Establishment of position of Senior Attendant, Grade 9.
6. Reallocation of Staff Attendant, TBS, from Grade 9 to Grade 13.
7. Reallocation of Supervising Attendant from Grade 11 to Grade 13.
8. Reallocation of Head Attendant from Grade 14 to Grade 18.
9. Reallocation of Chief Supervising Attendant from Grade 17 to Grade 19.

The CSEA proposals were formulated by its Special Attendants Committee and approved by Mental Hygiene delegates at the Employee Association's annual meeting at Buffalo last month.

(Continued from Page 3)

Monroe Plan To Favor Lower Paid Aides

ROCHESTER, Nov. 12 — A revised salary plan, favoring the lower paid employees of Monroe County, has been submitted to the County Board of Supervisors.

Under the new pay schedule, almost half of the county employees, most of them in the lower pay brackets, would gain the greatest share of the increases.

CSEA Urged New Scale

The revised study came after the Board of Supervisors' Salary Committee took issue with an earlier salary recommendation made by the Bureau of Municipal Research which called for substantial raises for higher ranking employees and token increases for rank and file workers.

Following the first recommendation, the Monroe County chapter of the Civil Service Employees Association urged the county to reconsider the salary schedule.

Action on the new salary proposal is expected later this year or early next year.

Schenectady Weighs 3 CSEA Proposals

SCHENECTADY Nov. 12—Schenectady City Manager Peter F. Roan is studying three requests submitted for city employees last week by the Schenectady County Chapter of the Civil Service Employees Association.

Pay, Sick Leave, Vacations

The proposals would:

1. Allow city employees to earn 20 days of vacation after seven years of service. At the present time, they must have 20 years of service to earn 20 days of vacation.
2. Require the city to pay employees for all unused accumulated sick leave credits upon retirement on the basis of 25% of the cash value of such accumulated credits.
3. Require the city to pay for accumulated vacation credits upon death or separation from service for any reason other than disciplinary.

Representing city employees at the meeting with Roan were Nicholas Pintavalle, Schenectady Chapter President, and Patrick G. Rogers, area field representative for CSEA.

Membership Drive Rolls On; Feily Denounces 'Contract'

(Special to The Leader)

BUFFALO, Nov. 12—The Chief Judge of the State Court of Appeals last week stayed the City of Rochester from granting payroll deduction of dues authorization to a union which the city has attempted to recognize as sole bargaining agent for municipal employees.

The order was issued here last Wednesday by Chief Justice Charles S. Desmond and is effective until December 3, when the full appeals court will hear arguments on the merits of a suit by the Civil Service Employees Association aimed at upsetting a city ordinance which empowers Rochester City Manager Porter W. Homer to recognize a single union as bargaining agent for all city employees. Desmond signed the order following arguments by attorneys representing CSEA and the city.

Coercion Charged

The union's claimed membership in Rochester is made up of dues deduction authorizations signed by city employees. CSEA has charged that many of the signatures were secured by the American Federation of State, County and Municipal Employees by means of coercion and false promises of job security.

Meanwhile, CSEA President Joseph F. Feily denounced as invalid and an insult to the intel-

(Continued on Page 3)

Don't Repeat This!

The Winners: RFK, Bailey, Javits, Levitt—And Gov. Rockefeller, Too

LAST WEEK'S election results were a study in paradoxes, particularly in the use of the word "victory." In beating out Richard Nixon by 200,000-plus votes, Governor Edmund Brown in California is considered to have won a "great victory." Yet, when Governor Rockefeller beat opponent Robert Morgenthau by more than a half-million votes here in New York, Rockefeller cheer leaders were disappointed. Victory, to them, would have been a plurality of 700,000 or more votes.

Rockefeller's win was dimmed not only by the so-called "spite vote" of the Conservative Party, but also by the fact that political experts feel he had little competition from the Morgenthau campaign which got off to a late and a slow start and, basically, was poorly financed. Even more important was that his plurality of 518,218 votes was 55,000 less than his margin of 1958.

Talk of the Town

The stunning victories in New York State went to Sen. Jack Javits on the GOP ticket and to Comptroller Arthur Levitt on the Democratic ticket. Right behind these two champion vote-getters is Attorney General Louis J. Lef-

kowitz, whose plurality also topped Rockefeller's.

(Continued on Page 2)

Convention Reports Scheduled For Onondaga Meeting

The Onondaga Chapter delegates to the 52nd annual State Convention of the Civil Service Employees Association will present their convention reports at a chapter meeting on Tuesday, November 13th at 5:15 p.m. in the comptrollers office at the Onondaga Courthouse.

Representing the Onondaga chapter at the annual meeting were president Leona M. Appel, John J. Bachman, Hilda Young, Raymond Schumacher, Joan Snigg, and Genevieve Viau.

DON'T REPEAT THIS

(Continued from Page 1)

The talk of the town, of course, is on the Javits and Levitt wins. Some weeks ago, this column predicted that if Javits won big enough and Rockefeller won small enough Javits would be a contender for the vice president slot on the next GOP national ticket. Couple his million-vote margin with the fact that Javits is the first Republican to carry New York City and it is obvious that he looms as a giant in GOP politics on any score.

Levitt's New Status

One year ago, Arthur Levitt's status in the Democratic Party was near an all-time low following the debacle of the New York City primary contest for mayor. His tremendous victory of last week has erased the memories of last year off the slate. While it was generally conceded that he would slip in as Comptroller again, few expected the tremendous victory that was genuinely his. Most political experts were quick to note that Levitt quietly emphasized that he was not running particularly as a party candidate but, in his own words, as the "Comptroller of the people." He looms very big in revitalizing the Democratic Party, torn by bickering and feuding at the state convention in Syracuse.

None of this is to say that Rockefeller doesn't still rate big as the GOP presidential contender for 1961. While some new glamour boys have emerged on the Republican scene—William Scranton in Pennsylvania and George Romney in Michigan—Rockefeller still has the widest national reputation and will enter the contest as the most experienced and, at this point, best known GOP figure. His victory here is still a big victory.

RFK and John Bailey

The New York results were, most political experts believe, a vindication of the political judgement of Attorney General Robert F. Kennedy. Up until the last minute, he urged that either Mayor Robert Wagner or Manhattan District Attorney Frank S. Hogan take on Rockefeller but, in the end, left the choice to New Yorkers. By the time Morgenthau was agreed on locally, it was really too late for the campaign to catch fire. Because of this, the "pros" are expected to lend an even more attentive ear to Kennedy in the future.

For National Democratic Committee Chairman John Bailey, the election results were of particular signifi-

cance. Because of the campaign pressures in his own state of Connecticut, he was not as involved in other areas as much as he would like to have been.

If he had lost in Connecticut he might have been inclined to resign his national post. His tactics in Connecticut, however, were so highly successful that the President and Attorney General Kennedy, who are close friends as well, undoubtedly will not only insist he stay on as National Committee chairman but also will draft him for greater action on the national scene.

Bailey's Strategy

What was his strategy? It was to get former Secretary of Health Education and Welfare Abe Ribicoff to run and to win big as U.S. Senator in Connecticut and pull acting Governor John Dempsey along with him. There were fears that Dempsey was a weak candidate, but Bailey backed him, worked hard for his election and made no errors with the "pros" in Connecticut—and Dempsey won bigger than Ribicoff. Add to this the fact Democrats elected four of Connecticut's five Congressmen and the result is that Bailey scored a remarkable success in judge-

ment. The result—"pros" throughout the country are certainly going to want to deal with Bailey because he has shown he knows how the job can be done. And as the saying goes in politics, "victory is sweet."

One for the Back Benchers

One added note. Prior to the Syracuse convention, Bailey is reported to have received a confidential memorandum from an intimate local source, (a memo he showed to Robert Kennedy) which indicated that Morgenthau could not win in New York. The memo went on to suggest that a combination of Mayor Robert Wagner for Governor, either Robert Morgenthau or Congressman Sam Stratton for Lieutenant Governor, Manhattan DA Frank S. Hogan for U.S. Senator, Queens DA Frank O'Connor or Morgenthau for Attorney General, and an upstate Supreme Court Justice of Italian-American descent for the Court of Appeals could make it. And any combinations of the above, the memo said, would produce the best chance of winning.

Maybe so. You can bet that the back benchers will be arguing it for some time to come.

Your Public Relations IQ

By LEO J. MARGOLIN



(Mr. Margolin is Adjunct Professor of Public Relations in the New York University School of Public Administration and is Vice President, Public Relations, of A. J. Armstrong Co., Inc.)

The views expressed in this column are those of the writer and do not necessarily constitute the views of this newspaper.

Winning A Battle

PUBLIC RELATIONS has developed into the principal tool for states, cities and regional areas in the sharply competitive battle to lure industry.

THE STAKES ARE high—thousands of jobs, millions of dollars in taxes, and many more millions of dollars in consumer and industrial expenditures.

THERE IS HARDLY a state or city which isn't doing battle to convince industry that its location is best.

BECAUSE THE end results are so lucrative for these states and cities, the bait used on business is proportionately attractive—expensive land at low cost, local government-financed industrial buildings, free water, special access roads, free utility lines, and special tax advantages.

THE FIGHT to grab industry goes on in the financial pages of the nation's principal newspapers, in the magazines, on TV and radio, in the U.S. Mails with brochures and leaflets.

SOME STATES even mobilize its leading citizens to make pilgrimages to large cities where big business is headquartered. Some groups travel to Europe to make sure that European exporters ship to ports in the state being promoted.

STATES WITH active industrial

development programs include New York, Pennsylvania, North Carolina, West Virginia, Georgia, Alabama and Florida.

THE CITY of New York, which has had a good industrial development program going for some years, is now about to embark on even a better one.

THE DEPARTMENT of Commerce and Public Events has been divided into two parts. The job of promoting, retaining, attracting and expanding business in the city will now be handled by the new Department of Commerce and Industrial Development.

AS ONE OF the first steps in implementing the new department, Louis Broidi, a distinguished New York City businessman, was appointed commissioner at \$1-a-year-salary.

AND TO MAKE sure that the city has a better than even chance in the rough-and-tumble of grabbing industry—in which public relations activity looms so large—a real pro, Lou Shainmark, was chosen as public relations advisor.

THE FIELD OF industrial development for states and cities is no place for amateurs with do-it-yourself public relations kits. This is one area where the boys play rough—and for keeps—and the public relations professional is indispensable.

Welfare Official Louis Flamm Succumbs At 64

Louis Flamm, 64, executive officer in charge of personnel administration for the New York City Department of Welfare, died last Tuesday, November 6 in Mt. Sinai Hospital.

Funeral services were held on Wednesday in the Park West Funeral Home. The interment in Riverside Cemetery in Rochelle Park, New Jersey, was attended by some 300 persons, including City, State, and Federal officials.

In his position, Flamm served as liaison officer between the City and State Departments of Welfare. He had been with the City Welfare Department for over 28 years.

Welfare Commissioner James R. Dumpson in announcing his death said, "It is with deep regret that I announce the death of Louis Flamm, one of my most valuable official colleagues, a valuable friend, and a dedicated member of our staff for over 28 years."

Survivors include his wife, Irene; a daughter, Mrs. Lillian Tales; a son, Alex; and a sister, Mrs. Catherine Singer.



LOUIS FLAMM



YOU AND THE ARMED SERVICES

Housing Allowance May Be Flexible

The uniform quarters allowance which pays the same housing allowances all areas of the U. S. may go by the boards if the recommendations of a current study group are accepted.

Of all the living costs, the cost of housing has been found to be the most varied location and some help for the enlisted-man is anticipated.

Slow Learners May Be Dropped From Armed Forces

What happens to the technologically unemployable in the armed forces? With the forces highly mechanized and many GI's unable to cope with modern equipment, especially those taken in under Category IV (low standard), some personal will probably be released under a plan now being studied. The manpower will be

replaced with regular draftees by increasing allotments. Estimates of the draft increase run as high 100 percent.

The study is now being staffed and it may be some time before the slow learners are replaced. Another probable result of the study will be the creation of mental induction tests which requires some knowledge of simple electricity or an ability to learn this, so that inductees can be trained for the operation of modern weapons.

ROTC Incentives Planned Soon

Improvement in both quality and quantity of junior officers is expected as a result of a program now awaiting Budget Bureau approval before being presented to Congress. The program would extend aid to college men preparing for two to four year services under the ROTC scholarships.



"My name is Miller... I'm a cop - a New York City Cop!"

"WHY? That's easy... GOOD PAY, SECURITY, ADVANCEMENT, PRESTIGE; they all add up to a pretty good argument for joining the force.

"You start at \$117 a week. And in three years it's \$146 (with new increases in the works). Not bad for a 21 year old High School graduate! And this uniform I wear—it's got a lot of history behind it... and plenty of future ahead of it. That's the kind of security you can count on.

"So, that's why I'm a cop, or at least part of the story. Why don't YOU think about it?"

Join the RECRUIT-A-COP campaign to add 3,000 men to the Police Force. If you are 18-28 inclusive, at least 5'8", and a U.S. citizen, you may qualify for a future with the Finest. There are no residency requirements for taking exam, all are welcome. U.S. diploma or equivalent required by time of appointment.

FREE EXAM will be held EVERY SAT. at 9 A.M. at SEWARD PARK HIGH SCHOOL

70 Ludlow St., Manhattan (between Grand & Broome Sts.) END "D" train to Delancey St. BMT-Jamaica line to Essex St.

or, for information, call, write, or apply: Mr. Lewis—9 A.M. - 4 P.M., daily

N. Y. C. PERSONNEL DEPT.

96 Duane St., New York 7, N.Y. • COrtlandt 7-8880

CIVIL SERVICE LEADER
America's Leading Newsmagazine for Public Employees

LEADER PUBLICATIONS, INC.
97 Duane St., New York 7, N. Y.
Telephone: BEekman 8-6010

Entered as second-class matter, October 3, 1939 at the post office at New York, N. Y. and Bridgeport, Conn., under the Act of March 3, 1879 Member of Audit Bureau of Circulations
Subscription Price \$4.00 Per Year
Individual copies, 10c
READ The Leader every week for Job Opportunities

CSEA Wins New Stay In Rochester; Fight Goes On

(Continued from Page 1)
 ligence of city employees an announcement by Homer last Wednesday, the morning of the court decision, that the city had signed a contract with the union and that the city would grant all employees a five cents an hour raise, effective next January 1.

Calls Deal "Sell Out"
 Feily said "the fact that Homer waited until Wednesday to announce a pact which he admits was entered last week at a secret meeting is evidence of the extent to which city employees have been sold out."

He said the announced five cents an hour raise "is a patronizing slap in the face that will backfire on city officials who are a part of this blatant sell out of Rochester's dedicated public servants." The CSEA president said "this paltry proposal would amount to about \$100 a year per employee" and noted that "half of it, if city officials have their way, would go to pay AFSCME's exorbitant annual dues of almost \$50 a year."

Union Withdrawal
 CSEA has demanded that Homer withdraw his previous order recognizing the union and that he conduct a secret ballot to allow the employees themselves to determine who shall represent them in appropriate city units. The Em-

ployees Association claims that Homer made up his mind months ago to recognize the union and to declare it the sole representative of all city employees without giving employees any say in the matter.

Despite manipulations by Homer and the union, membership in CSEA has passed the 700 mark and is being bolstered daily by employees withdrawing from the union in favor of CSEA, Feily said.

Master Plan On Vacation, Leave Set For Auburn

(From Leader Correspondent)

AUBURN, Nov. 5—A master plan to clarify and correct inequities in vacations and sick leave of city employees here may result from the announced plan by City Manager Oliver S. Taylor, of compiling a record of time off taken by all city employees for vacations and sickness.

Taylor termed "extremely loose" the vacation and sick leave regulations adopted by the City Council more than 10 years ago and now still in effect. These regulations exclude department heads.

Cites Concern
 The city manager said earlier that he was "seriously concerned" about any policy "which does not apply to all employees. I intend to rectify it as part of the general salary problem being studied."

Saying that "it is a very time consuming job to do right," Taylor added: "Not until now I have had the opportunity to go into the question as deeply conclusively as I should before making a recommendation to the council. A piecemeal revision would have been undesirable."

Discrepancies Exist
 He declined to comment on employees practices under the current program, which gives many—but not all—city employees three weeks of vacation time, two weeks in the summer and one in winter, and one day of sick leave for each month of employment up to a total accrued leave of 60 days. No council resolution or other measure is on record for employees not covered by the program.

Employees covered by the program include firemen, policemen, and hourly workers.

the dinner included Robert Benedict, president of the Board of Visitors, Ruth Lewis, chief supervising nurse, Ruch B. Warren, principal at the school of nursing, Claude Rowell, fifth vice-president of the CSEA, James Powers, CSEA field representative and Thomas Canty, of Ter Bush and Powell.

Rogers Named CSEA Field Supervisor

ALBANY, Nov. 12—Patrick G. Rogers of Troy has been named supervisor of field men for the Civil Service Employees Association. Announcement of the appointment was made this week by CSEA President Joseph F. Feily.



PATRICK G. ROGERS

Rogers, formerly a Warrant and Transfer Officer with the State Division of Parole, joined the headquarters staff of CSEA in 1959 as a field representative after thirteen years of state service. He is a veteran of four years service with the U. S. Marine Corps.

In his new duties, Rogers will fill a post held by Frank M. Casey until his death last month.

The new supervisor of field men and his wife Eileen have seven children.

County Ignores Jefferson Aides On Fringe Benefits; Health Plan Feared Lost

(From Leader Correspondent)

WATERTOWN, Nov. 12—Officials of the Jefferson chapter, CSEA, today expressed "bitter disappointment" over the fact that none of its fringe benefit requests to the county board of supervisors appears to be included in the proposed 1963 county budget.

County employees are especially upset over the fact that the leading proposal on the list of recommendations—adoption of the state health insurance plan—has apparently been rejected by budget-makers.

"We have not pressed for pay raises but we think the health program is a vital county need

and one especially wanted by county employees," said Mrs. Fannie W. Smith, president of the civil service chapter in the county.

City Has Coverage
 Health insurance for employees, she said, is a prudent investment by private business. The City of Watertown provided the plan for its officers and employees a year ago.

"The board of supervisors must recognize that some kind of medical protection — preferably the state health plan—must inevitably be provided for county workers," Mrs. Smith asserted.

She said that in a recent countywide employee survey, county workers expressed preference for the state program.

Mrs. Smith said that while all fringe benefit recommendations made to the board of supervisors by the civil service organization "are important," the outstanding one "needed and wanted by county employees is health insurance."

She said that she hopes there will be serious study of the medical protection problem involving county employees by the board of supervisors.

"We sincerely hope that before the new budget is adopted a health insurance program will be included," said Mrs. Smith.

Notice to CSEA Group Life Plan Policy Holders

Changes in payroll deductions for CSEA group life insurance plan members took place on or near Nov. 1 and are in accordance with the terms of the insurance contract. They are caused by increases in the amount of insurance issued as a result of increased salaries during the year or increased attained age, which places policy holders in the next higher premium bracket (or a combination of the foregoing).

These changes are explained in the insurance certificate issued to each member of the group plan.

Poughkeepsie Policeman

Receives Promotion But Takes Pay Cut

(From Leader Correspondent)

POUGHKEEPSIE, Nov. 12—William F. Moehrke, executive secretary of the Dutchess County Civil Service Commission, said on Oct. 11 that it would seem that anyone getting a promotion should receive a salary increase, but added that he has no knowledge what salary plan is being used now for the Poughkeepsie Police department.

Earlier this month Detective Roland Massie, 43, was promoted to uniformed sergeant and received a \$350 cut.

Moehrke explained that he is aware that a patrolman receives more money for serving as detective, even though his civil service status rating is that of patrolman.

Moehrke noted that the County Civil Service Commission made a salary study for the Police department in 1960 with the aid of the State Civil Service Commission. This plan was scheduled to become effective Jan. 1961, but Moehrke said he had no knowledge whether this plan is in use.

Not Consulted

Moehrke said the salary plan provided that when an employee is promoted to a position in a higher class his salary shall be increased to the minimum rate in the higher class. But he explained there was a further provision that when the former rate exceeds the new minimum, that the employee should receive one increment in the higher position. Moehrke said it did not appear

that Massie had been treated that way.

Moehrke further pointed out that Poughkeepsie City Manager Kenneth E. Pearce does not consult him about salary raises in the Police Department.

Hudson River Hosp. Attendant's Unit Sets Special Meeting

Stephen Knickerbocker, chairman of the Attendant's Committee of the Hudson River State Hospital Civil Service Employees' Association, has called a special meeting of the group for Nov. 20 at 7:30 p.m. at the hospital pavilion.

The purpose of the meeting, according to Knickerbocker, is "to prepare for the Association's work toward obtaining better salaries and promotional opportunities for the attendants in the Department of Mental Hygiene."

Pass your copy of the Leader To a Non-Member

H.R. Hosp. Mourns Willis S. Chapman, Retired Employee

Willis S. Chapman, a retired employee of the Hudson River State hospital and a member of the Civil Service Employees' Association for many years, died Tuesday at the Jennings Nursing Home, Highland.

In 1948 Mr. Chapman received a "Fireman's Oscar" which was presented to him in recognition of 50-years of service and loyalty to the H. W. Rogers Hose Co. No. 2 of Hudson, N.Y. He served as a member of the fire company while employed at the hospital as a chauffeur.

He was past master of the Chapel Corners Grange and a member of St. Paul's Episcopal Church, Poughkeepsie. Survivors include three daughters, Mrs. Gertrude Hallenbeck of Hudson, Mrs. Alma Chambers of Poughkeepsie, and Mrs. Marion Murdoch of Rochester.

Mental Hygiene Talks

(Continued from Page 1)
CSEA Submits Costs
 Along with the proposals, CSEA submitted rough cost estimates and other pertinent data relating to its requests.

The Association feels that the proposals would greatly extend career opportunities to State employees in positions classified in the Attendant Series. Approximately 25 per cent of the total number of State employees would be affected by the proposals.

The State officials said they would give immediate study to the CSEA program.

Rochester State Chapter Cites 1,000th Member During Recent Dinner

Rochester State Hospital Chapter, Civil Service Employees Association has reported a membership increase of 160, bringing its total to over a thousand—83 percent of all employees.

Dr. C. F. Terrence, director of the hospital was principal speaker at the membership dinner recently which honored the one thousandth member, John Register, a five week employee.

Retiring chapter president Edward Brennan, who left State service after 35 years on Nov. 3, was toastmaster. Other guests at

Where to Apply For Public Jobs

The following directions tell where to apply for public jobs and how to reach destinations in New York City on the transit system.

NEW YORK CITY—The Applications Section of the New York City Department of Personnel is located at 96 Duane St., New York 7, N.Y. (Manhattan). It is two blocks north of City Hall, just west of Broadway, across from The Leader office.

Hours are 9 A.M. to 4 P.M. Closed Saturdays except to answer inquiries from 9 to 12 a.m. Telephone COrtland 7-8886

Mailed requests for application blanks must include a stamped, self-addressed business-size envelope and must be received by the Personnel Department at least five days before the closing date for the filing of applications.

Completed application forms which are filed by mail must be sent to the Personnel Department with the specified filing fee in the form of a check or money order, and must be postmarked no later than twelve o'clock midnight on the day following the last day of receipt of applications.

The Applications Section of the Personnel Department is near the Chambers Street stop of the main subway lines that go through the area. These are the IRT 7th Avenue Line and the IND 8th Avenue Line. The IRT Lexington Avenue Line stop to use is the Brooklyn Bridge stop and the BMT Brighton Local's stop is City Hall. All these are but a few blocks from the Personnel Department.

STATE — First floor at 270 Broadway, New York 7, N. Y., corner of Chambers St., telephone BArcley 7-1616; Governor Alfred E. Smith State Office Building and The State Campus, Albany; State Office Building, Buffalo; State Office Building, Syracuse; and Room 100 at 155 West Main Street, Rochester (Wednesdays only).

Any of these addresses may be used for jobs with the State. The State's New York City Office is two blocks south on Broadway from the City Personnel Department's Broadway entrance, so the same transportation instructions apply. Mailed applications need not include return envelopes.

Candidates may obtain applications for State jobs from local offices of the New York State Employment Service.

FEDERAL — Second U.S. Civil Service Region Office, News Building, 220 East 42nd Street (at 2nd Ave.), New York 17, N. Y., just west of the United Nations building. Take the IRT Lexington Ave. Line to Grand Central and walk two blocks east, or take the shuttle from Times Square to Grand Central or the IRT Queens-Flushing train from any point on the line to the Grand Central stop.

Hours are 8:30 a.m. to 5 p.m., Monday through Friday. Telephone number is YU 6-2626.

Applications are also obtainable at main post offices, except the New York, N.Y., Post Office. Boards of examiners at the particular installations offering the tests also may be applied to for further information and application forms. No return envelopes are required with mailed requests for application forms.

FREE BOOKLET by U. S. Government on Social Security. Mail only. Leader, 97 Duane Street, New York 7, N. Y.

U.S. Service News Items

Pay Increase Questions

Because of the number of questions on the federal pay increase bill which was signed by President Kennedy recently, John Macy, Chairman of the U.S. Civil Service Commission has answered the most frequently asked questions for The Leader. The concluding section will be printed next week.

Q. What is the size of the within-grade increases?

A. They range from \$105 per year in grades GS-1 and 2 to \$515 in grade GS-15 in 1964.

Q. Is a minimum raise provided for an employee who is promoted from one grade to another?

A. Yes. His salary will be increased an amount that is at least the equivalent of two within-grade increases in the grade from which he is promoted. For example, an employee in the 9th rate of GS-6, whose salary is \$6,395 and whose within-grade increases are \$170, would be promoted to a rate in GS-7 that is at least \$340 (twice the \$170 within-grade increase) more than his \$6,395 salary. In this case, the employee would be promoted to the 8th rate in GS-7, \$6,835.

Q. The new law provides that an employee will receive on promotion an increase equivalent to at least two within-grade increases in the grade from which he is promoted. What size increase would an employee receive when promoted from grade 3, where the within-grade rates are not all equal?

A. To meet this special situation, employees in grade 3 at the time of promotion receive a minimum of two within-grade increases in the following way: (1) employees in rates 1 through 4—\$210; (2) employees in rate 5—\$215; (3) employees in rate 6—\$235; (4) employees in rate 7 or above—\$250.

Q. Does the pay reform law continue to provide longevity rates?

A. In effect, yes, although they are not so named. Instead of 7 rates to the top of the grade in GS-1 through GS-10 and then 3 longevity rates, for example, the new law provides 10 regular rates. This eliminates the requirement for 10 years in grade in order to be entitled to the first longevity rate, a provision that caused inequities to employees who, on promotion, entered a grade at an intermediate step.

Q. How about employees who had been in the seventh rate of the grade for a long time but who were prevented from getting longevity rates because they had been in the grade for less than 10 years?

A. They will be converted to the corresponding rate, and then their time in the 7th rate will be applied toward the time requirement for the next rate. For example, a person who had served 4 years in the top (seventh) rate of GS-5 will be put in the 7th rate of the new grade 5, then moved to the 8th because he had served the 3-year service requirement for that rate. However, the extra year will not count toward his 3 years for moving up to the 9th rate.

Q. How would the conversion affect employees in grades GS-12 to GS-17 who under the former system served 18 months in order to earn an increase?

A. They too will be put in the corresponding rates. For example, a GS-12 employee in the 2d rate will be converted to the 2d rate. If he has already served at least a year at the 2d rate, he will be moved automatically to the 3d rate. However, if he has already served less than a year, his conversion will be to the 2d rate and, upon conversion, he will continue serving his 1-year requirement for the 3d rate.

Q. Employees in grades 1, 2, and 3 are entitled to an extra within-grade increase when the law becomes effective. Employees in these grades who are in the top longevity rate are, in effect, in the tenth rate. On conversion, how will they be given an extra within-grade increase when there are only ten rates in the new salary schedule?

A. The law recognizes this situation by providing that such employees be paid at the highest rate

of the grade plus an amount equal to the value of the maximum within-grade increase provided for that grade.

Q. What is meant by "acceptable level of competence" and who determines when work is of an acceptable level of competence?

A. Where specific work standards have been established for a position, the determination as to whether an employee's work is of an acceptable level of competence would ordinarily be made on the basis of whether the employee meets these standards. Generally, work of an acceptable level of competence denotes work of a degree above that typified by the marginal employee. To state it differently, work is not of an acceptable level of competence when quality or quantity of work is such that the employee concerned barely escapes removal from his position. Mere retention in the job does not justify the conclusion that work is of an acceptable level of competence. The actual determination of what is an acceptable level of competence is a responsibility of the employing agency.

Q. If an agency determines that an employee's performance does not meet an acceptable level of competence, what right does the employee have?

A. First, an employee may request a reconsideration of the agency's determination that his work was not of an acceptable level of competence. If the determination upon reconsideration is favorable to the employee, the

new determination replaces the earlier one and is effective as of the date of the earlier determination. Second, when an employee's work is determined not to be of an acceptable level of competence, the agency shall make a new determination within one year. If the new determination is favorable to the employee, the effective date for the within-grade increase is the first day of the first pay period beginning on or after the day the new determination is made.

Q. Does the new law contain a "saved pay" provision for employees who are downgraded for reasons beyond their control?

A. Yes. In fact, salary retention provisions have been liberalized in two respects. First, this protection has been extended to include employees who are in positions in grades 16, 17, and 18. Second, the requirement for eligibility for salary retention—that is, that the employee served two continuous years "in the same grade or the same and higher grades"—has been changed to "in any grade or grades higher than the grade to which demoted."

Q. What happened to the proposal regarding establishment of new grades GS-19 and GS-20?

A. The law does not provide for these two new grades, not because Congress disagrees with the proposal but, rather, because it believes that appropriate salary levels for the relatively few career positions of this order can be determined in a more appropriate manner in conjunction with a reform of top-level executive salaries. The Senate Post Office and Civil Service Committee, in fact, has urged the President to recommend increases in Federal executive salaries at all levels.

Q. Will the new law correct the situation that sometimes occurred when a supervisor received no more or even less pay than some of his subordinates paid under another pay system?

A. Yes. The situation sometimes occurred when a supervisor was paid under the Classification Act and his employees were paid at wage-board rates. The new law authorizes raising his pay to any rate of his grade necessary to make his salary higher than the pay of his employees.

Better Jobs Go to High School Graduates!

Our Students have entered over 500 Colleges!

No Classes to Attend!

Important Information For People Who Did Not Finish

HIGH SCHOOL!

EARN A DIPLOMA OR EQUIVALENCY CERTIFICATE AT HOME IN SPARE TIME!

Standard Text Books Used

If you are 17 or over and have left school. Write for free High School booklet—tells how.

AMERICAN SCHOOL, Dept. 9AF-70
130 W. 42 St., New York 36, N.Y. Ph. BRyant 9-2604, Day or Night
Name _____ Age _____
Address _____ Apt. _____
City _____ Zone _____ State _____

OUR 65th YEAR

IF YOU OWNED THE GOOSE THAT LAID THE GOLDEN EGGS

WOULD YOU INSURE IT?



Of course you would—for as large an amount as you could buy.

Have you ever stopped to think that in everyday life your earning power is really the source that produces golden nuggets. These "golden eggs" in terms of dollars and cents provide the food, clothing, shelter and the other things you have, and do, to make your family comfortable and happy.

Are you protecting your earning power? Would you receive an income if an accident or sickness kept you away from work?

The C.S.E.A. Plan of Accident and Sickness Insurance, which covers over 38,000 members, will pay you an income each month if you are totally disabled from covered sickness or injury. You receive your check even though you are still getting sick leave pay or benefits from other insurance.

Call or write for full information.



TER BUSH & POWELL, INC.

MAIN OFFICE
148 Clinton St., Schenectady 1, N.Y. • Franklin 4-7751 • Albany 5-2032
Wolbridge Bldg., Buffalo 2, N.Y. • Madison 8353
342 Madison Ave., New York 17, N.Y. • Murray Hill 2-7895

Border Patrolmen Receive \$5,355 During Trainee Year

A new examination for immigration patrol inspector has been announced by the U.S. Civil Service Commission to fill positions paying \$5,355 a year with the Immigration and Naturalization Service of the U.S. Department of Justice.

These positions offer young men interested in immigration law enforcement, an opportunity to begin a career in such work with on-the-job training for positions of greater responsibility.

As immigration patrol inspectors, they patrol areas along international boundaries by automobile, on foot, by boat, or as observers in aircraft, in search of aliens who have entered or are attempting to enter the United States unlawfully.

No experience is required for these positions. To qualify, applicants must pass a written test of verbal abilities, judgement, and aptitude for learning a foreign

language; those who pass the test will be interviewed to determine if they have the personal qualities needed for the work. Since the duties are arduous, applicants must be in sound physical condition. They must be at least 68 inches tall, weight at least 140 pounds, and have reached their 21st birthday at the time of appointment.

The closing date for receipt of applications is December 14. Full information is given in announcement Number 298B which may be obtained, with application cards, from the Executive Secretary, Board of U.S. Civil Service Examiners, General Post Office, Room 413, 271 Washington St., Brooklyn 1.

Starting Salary \$73.60 Offered Typists By Army

The U.S. Army Transportation Terminal in Brooklyn is accepting applications for clerk typists GS-3, salaries to start at \$73.60 per week. High school graduates who can pass a typing test at a speed of not less than 40 words per minute will qualify.

For further information and application forms interested persons should contact Civilian Personnel Division at Brooklyn Army Terminal, 1st Avenue and 58th Street, Brooklyn, or phone GEdney 9-5400 Extension 2111.

Professional Jobs Open At \$7,095

Health physicists, industrial hygienists, and analytical radiochemists are being sought to fill positions open with the Atomic Energy Commission. These positions, which require a bachelor's degree in the respective field, offer salaries beginning at \$7,290.

Further information and applications may be obtained by writing to the Personnel Officer, U.S. Atomic Energy Commission, 376 Hudson St., New York City.

Teacher Groups Demand Wagner State Position On Health Plan Choice

The Secondary School Teachers Association and the City Teacher's Association have written an open letter to Mayor Robert F. Wagner urging passage of the choice of health insurance plans for City employees.

The associations, through their consultant on health insurance, Max Weinstein, have asked for a meeting with the mayor and answers to several questions on his stand in relation to the health plan option.

The text of the letter follows. Dear Mr. Mayor:

Your personal failure and that of Messrs. Beame and Screvane, in to redeem your pre-election pledge to provide Optional Choice of Health Insurance for New York City employees, with its implication for early enactment, has left many of us shocked, dismayed, disappointed and discouraged.

The many New York City employee organization representatives who sought to be heard at the May 10, 1962 Board of Estimate hearing were preemptorily denied this privilege by Mr. Cavanaugh and at the previous meeting by Mr. Screvane. Both based undemocratic ruling on the statement, "the hearing is closed!" We left with an exceedingly frustrated feeling on May 10, 1962 and found cold and exceedingly small comfort in Mr. Cavanaugh's statement, (in reply to my representations), "the Board views Optional Choice with favor but there just isn't the money for it."

Too, we are not encouraged by: 1.) the thousands upon thousands of dollars voted in salary increases for those you consider deserving, commencing with yourself and

2.) Availability of funds for every purpose you view with favor. Whatever the cost would be for 90% or even full participation by all New York City employees in the favored H.I.P., it would be no greater if our City employees (who thus far are disenfranchised by your actions) were to join any of the three remaining choices studied and presented in the Report of the New York City Health Insurance Board.

It is our sincere hope that you will initiate the necessary positive action to remove the Optional Choice resolution which you and your colleagues relegated to "deferred status" and restore it on the Board of Estimate Calendar for quick passage.

Mr. Mayor, after reading the above, can you not understand and sympathize with our disenchantment and discouragement? Can you not gauge our disillusionment and growing bitterness at your lack of interest in the New York City employees hopes

based on your promise — never kept—for Free Choice of Health Insurance?

Will you graciously grant us an interview that we may have the privilege of presenting our plea for:

1. Free Choice of Plan
2. Retiree Coverage
3. Extending the benefits of Blue Cross?

Yours very truly,
MAX WEINSTEIN
Consultant on Health Insurance

Visual Training

OF CANDIDATES FOR
**PATROLMAN
FIREMAN**

FOR THE EYESIGHT TEST OF
CIVIL SERVICE REQUIREMENTS

DR. JOHN T. FLYNN

Optometrist - Orthoptist
16 PARK AVE., N. Y. C.
(SW Cor. 35th Street)
MU 9-2333 WA 9-5919

Be Prepared! DELEHANTY STUDENTS SUCCEED

Enroll NOW! Join the Thousands Who Have Achieved Success with the Aid of Our Specialized Training. Moderate Fees.

Lecture & Gymnasium Classes - Day & Eve - Manhattan or Jamaica
PATROLMAN — Appointments: \$7,615 A YEAR
Thousands of: After 3 Yrs.

Classes Preparing for NEXT N.Y. CITY LICENSE EXAMS For
MASTER PLUMBER — Classes MON. & THURS. at 7 P.M.
MASTER ELECTRICIAN — Class FRIDAYS at 7 P.M.
REFRIGERATION OPERATOR — Class THURS. at 7 P.M.
STATIONARY ENGINEER — Class MONDAYS at 7 P.M.

HIGH SCHOOL EQUIVALENCY DIPLOMA

Needed by Non-Graduates of High School for Many Civil Service Exams
5-Week Course. Prepare for EXAMS conducted by N.Y. State Dept. of Ed.

ENROLL NOW for Classes in Manhattan or Jamaica
MANHATTAN: MON. & WED. at 5:30 or 7:30 P.M.
JAMAICA: TUES. & THURS. at 7 P.M.

CLASSES ALSO FOR FOLLOWING EXAMS—
(Applications Have Closed)

CARPENTER — Class Meets MONDAYS at 7 P.M.
ELEVATOR OPERATOR — Class MONDAYS at 6:30 P.M.

POST OFFICE CLERK-CARRIER BOOK

On sale at our offices or by mail. No C.O.D.'s. Refund \$4.75
in 5 days if not satisfied. Send check or money order.

VOCATIONAL COURSES

DRAFTING **AUTO MECHANICS** **TV SERVICE & REPAIR**
Manhattan & Jamaica Long Island City Manhattan

The DELEHANTY INSTITUTE

MANHATTAN: 115 EAST 15 STREET Phone GR 3-6900
JAMAICA 89-25 MERRICK BLVD., bet. Jamaica & Hillside Aves.
OPEN MON TO FRI 9 A.M. 9 P.M. —CLOSED ON SATURDAYS



"Is this Baisley's TV Service? I need you desperately. My TV set isn't working!"

An upset like this reminds us of the many electric appliances we've come to depend on around the house.

Because of such labor savers as automatic clothes washers and dryers, dishwashers and refrigerator-freezers, folks use more electricity now than they used to — so, of course, their electric bills are somewhat higher.



But with Con Edison's step-down rates, the more electricity you use the less it costs per kilowatt-hour. That's why electricity is still one of your biggest household bargains.

Con Edison
POWER FOR PROGRESS

City Seeking Psychologists; Start At \$6,400

Openings for psychologists have been announced by the New York City Dept. of Personnel. These positions have a salary range from \$6,400 to \$8,200 per annum.

Applications will be issued and received daily, until further notice. These applications are obtainable at the Application Section of the Department of Personnel at 96 Duane Street, New York.



Now...family insurance

PLUS
Cash at age 65

You can insure yourself, your wife and your children—and build a cash retirement fund at the same time—with Metropolitan's new Family Endowment policy.

I'll be glad to give you full details. Just call or write today. There's no obligation, of course.



SHERMAN WINNICK

Representative

105 COURT STREET, BROOKLYN, N. Y. MA 4-7566
Metropolitan Life Insurance Company, New York, N. Y.



Civil Service LEADER

America's Largest Weekly for Public Employees
Member Audit Bureau of Circulations

Published every Tuesday by

LEADER PUBLICATIONS, INC.

97 Duane Street, New York 7, N. Y.

BEekman 3-6010

Jerry Finkelstein, Publisher

Paul Kyer, Editor

Jon Deasy, Jr., City Editor

James T. Lawless, Associate Editor

Mary Ann Banks, Assistant Editor

N. H. Mager, Business Manager

Advertising Representatives:

ALBANY — Joseph T. Bellew — 303 So. Manning Blvd., IV 2-5474

KINGSTON, N.Y. — Charles Andrews — 239 Wall Street, FEderal 8-8350

10c per copy. Subscription Price \$2.22 to members of the Civil Service Employees Association, \$4.00 to non-members.

TUESDAY, NOVEMBER 13, 1962 31

Jefferson County Should Give Aides Health Plan & Choice Needed In NYC

HEALTH INSURANCE coverage is an employee benefit that New York City pioneered in and the State's public employees have enjoyed coverage under a variety of insurance plans designed to fit varying family needs. Health insurance is a standard benefit throughout industry. In all these areas, part of the cost is borne by the employer.

When the State health insurance program was approved by the Legislature, the law was written so as to allow local units of government to share the cost of this vital fringe benefit, should they choose to do so. Happily, most of the forward looking communities in our state have taken advantage of this law.

Upstate, employees of Jefferson County find themselves in a state of bitter frustration. They placed a good deal of importance on getting the excellent coverage available under the State health plan, so much that they put aside requests for pay raises this year. Now comes word that the county budget for 1963 will make no provision for any fringe benefits, including the health plan.

We urge the County Board of Supervisors to have deep second thoughts before committing themselves to rejecting this badly-needed coverage, requested by the Jefferson County chapter of the Civil Service Employees Assn. The cost is not excessive, the program is of the highest quality. It is not a question of whether or not these employees "deserve" such a fringe benefit. They need it!

In another vein, the pioneer city—New York—has fallen far behind the State and Federal governments in their health plan coverage. Although many City employees are satisfied with the single plan offered them, they all want a free choice.

Three alternate plans have been suggested by the Health Insurance Committee, a group set up under former Comptroller Lawrence Gerosa, and introduced into the Board of Estimate by Borough President John Clancy of Queens. In its many reports to the Board, the committee pointed out that such a choice would cost the City no more than the present plan if all employees were to take advantage of HIP, the only plan now available.

A breakthrough in the offering of a choice to City employees took place a year ago when the Transit Authority, in a contract with two labor groups representing hourly employees, granted the choice as a fringe benefit.

The Board of Estimate, to make the City's health insurance program a "modern" fringe benefit, should vote to give employees a choice in order that they might choose the type of coverage that best suits their individual needs.

Plans Made For World's Fair Display

ALBANY, Nov. 5 — Seymour H. Knox of the State Council on the Arts has outlined plans for making a New York State showcase of the arts during the World's Fair opening in April, 1964.

The State Theatre in Lincoln Center, slated for completion that spring, will bring from around the world and throughout the state the finest in the performing arts to visitors in New York City.

Named To New Post

Mrs. Lee Goodwin, of New York City, has been appointed executive assistant to the commissioner, according to James Wm. Gaynor, State Commissioner of Housing and Community Renewal.

In her new capacity, Mrs. Goodwin will report directly to the Commissioner, serving as liaison officer between the Division of Housing and Community Renewal, other State agencies and civic and community groups. She will also assist the Commissioner in coordinating the policies and legislative recommendations of the Division.

LETTERS TO THE EDITOR

Letters to the editor must be signed, and names will be withheld from publication upon request. They should be no longer than 300 words and we reserve the right to edit published letters as seems appropriate. Address all letters to: The Editor, Civil Service Leader, 97 Duane St., New York 7, N.Y.

Says Editorial Capsules Problem

Editor, The Leader:

In the November 6th issue of The Leader, there appeared an editorial captioned, "Human Side Of Police Must Be Recognized". As usual, The Leader has put into capsule form the problem of civil servants in fine journalistic style.

As for the president of the Patrolman's Benevolent Association, John J. Cassese, he is correct in stating that the "human side of being a policeman must be recognized too". If any group in the City of New York can truly represent a victim of callous indifference and "political dishonor", it is the N.Y.C. Welfare Patrolmen and their families.

Just as The Leader so aptly put it, "Certainly, a man whose job involves the possible loss of his life is entitled to the highest of considerations on all scores".

On numerous occasions, The Leader has published letters and editorials declaring the shocking and condoned plight of welfare patrolmen. It has also made the obvious fact known that not one public official, outside of the Senator Compasto and Assemblyman Mangano, has even "attempted" to help these men out of their "barrel". Instead of trying to maintain the concept of "clean" city government, the groups of self-seekers continue to misuse their powers and "pressure" public officials at the expense of the civil servant and engulf him in a maze of "political" intrigues and double-talk.

PTL. BERT BEZA
Vice Pres. W.P.B.A.

Social Security

"When I applied for social security benefits, my estimate of this year's earnings was 'less than \$1,200' and I have been getting my checks ever since the first of the year. I based this estimate on my last year's net earnings from self-employment of \$1,000. Business is good, though, and I think I might net anywhere between \$1,400-\$1,900, depending on the last part of the year. Should I change my estimate at this time or let it go until the end of the year?"

It would be best if you made this revised estimate now rather than waiting until the end of the year. By submitting this revised estimate now, you will stop your checks for the remainder of this year and avoid any possible overpayment. When you submit your annual report for this year, we can determine if you were overpaid or if too many checks were withheld.

"I plan to retire when I am 62 later this year. Should I apply for social security benefits now, or would I get more out of it if I waited until I am 65?"

This is a decision you will have to make yourself. If you begin getting benefits at 62, you will get 20 percent per month less than had you waited. On the other



Civil Service LAW & YOU

By HAROLD L. HERZSTEIN

Mr. Herzstein is a member of the New York bar

(The views expressed in this column are those of the writer and not necessarily constitute the views of this newspaper or of any organization.)

Know The Route

ON FRIDAY, October 26, 1962, Supreme Court Justice Clare T. Hoyt made a profound ruling. Every civil service employee should know about it. It is to be found in Matter of LaQuadra v. Civil Service Commission of the City of Yonkers (New York Law Journal, 10/29/62). It settled the law on the subject of where to go when you want to make a complaint about a civil service examination and whose rules to follow. I commend the Court on its excellent treatment of the subject.

NOW, LET us see what happened.

THE FACTS

PATROLMAN LAQUADRA of the Yonkers Police Department had taken an examination for sergeant. He received a final rating of 85.4% and his name was put on the eligible list. He requested, and was granted, an opportunity to examine his paper and the questions. During the inspection he protested four questions, and saw two others which he felt warranted a protest, but which for lack of time, he did not formally protest.

THE PATROLMAN requested another day for inspection, but this was refused. He also requested the right to make copies of other questions which he wished to protest and choices of the answers permitted to them. This, too, was refused. He then brought this proceeding under Article 78, Civil Practice Act. The respondent, the Municipal Civil Service Commission of the City of Yonkers, to which I will refer as the "Yonkers Commission," and the respondent, State Civil Service Commission to which I will refer as the "State Commission," both moved to dismiss the petition.

IT WAS GRANTED, and I will tell you why. Please note what I write because I would like to see that this sort of error, which I believe is quite often committed by carelessness, does not recur.

THE RULING

THE YONKERS Commission could have given the examination and graded the papers. However, like many other local commissions in this State, it turned this work over to the State Commission under the authority of the Civil Service Law. Since the Yonkers Commission chose to have the State Commission give the examination, the Yonkers Commission and the persons who took the examination are subject to the rules and regulations promulgated by the State Commission in connection therewith, and not those of the local commission. Subdivision 2 of Section 23 of the Civil Service Law provides, that when the State Commission gives an examination at the request of a local commission, the following shall apply:

Only the State Civil Service Department and Commission shall have jurisdiction to correct any errors in rating in any examination prepared and rated by such department pursuant to the provisions of this subdivision.

THE COURT held that the rules of the State Commission prohibit the copying of any questions or answers; and that these rules prevailed. The Court further held that the rules of the Yonkers Commission were silent on this subject. It would follow from this that it would make no difference even if the local rules were construed to permit copying, because they did not apply but only the State rules did apply.

CONSEQUENTLY, the motion to dismiss the petition by the Yonkers Commission was granted because its rules were inapplicable and the motion to dismiss by State Commission was granted because no copying was permitted from their papers.

KNOW THE route before you start to walk!

hand, you will get benefits for three years longer. You will be ahead in total benefits for about 15 years by applying at age 62.

"My benefit is \$105.00 a month. I have gone back to work and will make \$1,600.00 this year. Will I be able to draw any social security?"

Yes. You can get \$100.00 of

your social security—giving up \$200.00.

"When I enter college this fall, I will work part time for the college. Will my work be covered under the Social Security Act?"

No. If you are enrolled in the college and are regularly attending classes, such work is not covered by the Social Security Act.

This Week's Civil Service Telecast List

Television programs of interest to civil service employees are broadcast daily over WNYC, Channel 31.

This week's programs telecast over New York City's television include:

- Tuesday, November 13**
 2:30 p.m.—Around the Clock—Police Department program.
 3:00 p.m.—Around the Clock—Civil Defense training program for the Police Department.
 7:00 p.m.—What About College—First program of counselling series produced by the New York State Education Department.
- Wednesday, November 14**
 2:30 p.m.—Your Lions Share—New York Public Library program.
 3:00 p.m.—Around the Clock—Civil Defense training program for the Police Department.
 5:30 p.m.—Nutrition and You—Department of Health program.

- 7:30 p.m.—On the Job—Fire Department training course.
 9:30 p.m.—Science Club—State Education Department series.
- Thursday, November 15**
 2:30 p.m.—Around the Clock—Police Department program.
 3:30 p.m.—Around the Clock—Civil Defense training program for the Police Department.
 6:00 p.m.—Your Lions Share—Public Library program.
 7:00 p.m.—The Big Picture—U.S. Army film series.
 7:30 p.m.—On the Job—Fire Department training course
 9:30 p.m.—Daily Miracle—Transit Authority film feature.

- Friday, November 16**
 2:30 p.m.—Department of Hospitals Training Program with Louis Halprin.
 3:00 p.m.—Around the Clock—Civil Defense Training program for the Police Department.
 6:00 p.m.—Nutrition and You—Department of Health program.
 7:00 p.m.—Science Club—State Department of Education series.
- Saturday, November 17**
 1:30 p.m.—Science Club—State Education Department series.
 2:00 p.m.—The Big Picture—U.S. Army film series.
 2:30 p.m.—Driver Education
 3:00 p.m.—Around the Clock—Civil Defense training program

- for the Police Department.
 4:30 p.m.—What About College—Counselling series produced by the New York State Education Department.
 7:00 p.m.—Parents Ask About Schools—National Education Association film series.
 7:30 p.m.—On the Job—Fire Department training course.
- Sunday, November 18**
 2:30 p.m.—Your Lions Share—Public Library program.
 3:00 p.m.—Around the Clock—Civil defense training program for the Police Department.
 7:00 p.m.—The Big Picture—U.S. Army film series.
 8:30 p.m.—City Close-up—In-

- terview with city officials.
Monday, November 19
 2:30 p.m.—Department of Hospitals Training Program for Nursing Personnel.
 3:00 p.m.—Around the Clock—Civil Defense training program for the Police Department.
 5:00 p.m.—City Close-up—Interview with city officials.
 5:30 p.m.—Driver Education.
 7:30 p.m.—On the Job—Fire Department training course.

LOANS \$25-\$800
 Regardless of Present Debts
 DIAL "GIVE MEE"
 (GI 8-3633)
 For Money
Freedom Finance Co.

FOR THE BEST IN ALL SECTIONS — PAGE 11

Atlantic City
 For the Golden Years Ahead, Consider **ATLANTIC CITY, NEW JERSEY and WINSTON HALL**

An exceptionally well planned 18 story, fireproof co-operative. Efficiency, one bedroom, 2 bedroom 2 bath units. Scheduled for completion—Fall 1963. Membership \$1500 to \$4000. Modest monthly costs. Central location. One block to Ocean.

All details in brochure now available, thru
Janice Sullivan
 192 South Kensington Rd.,
 Garden City, New York
 IVanhoe 3-3104

Prepare For Your
\$35—HIGH—\$35
SCHOOL DIPLOMA
IN 5 WEEKS

GET your High School Equivalency Diploma which is the legal equivalent of 4-years of High School. This Diploma is accepted for Civil Service positions and other purposes.

ROBERTS SCHOOL
 517 W. 57th St., New York 19
 PLaza 7-0300
 Please send me FREE information. HSL
 Name _____
 Address _____
 City _____ Ph _____

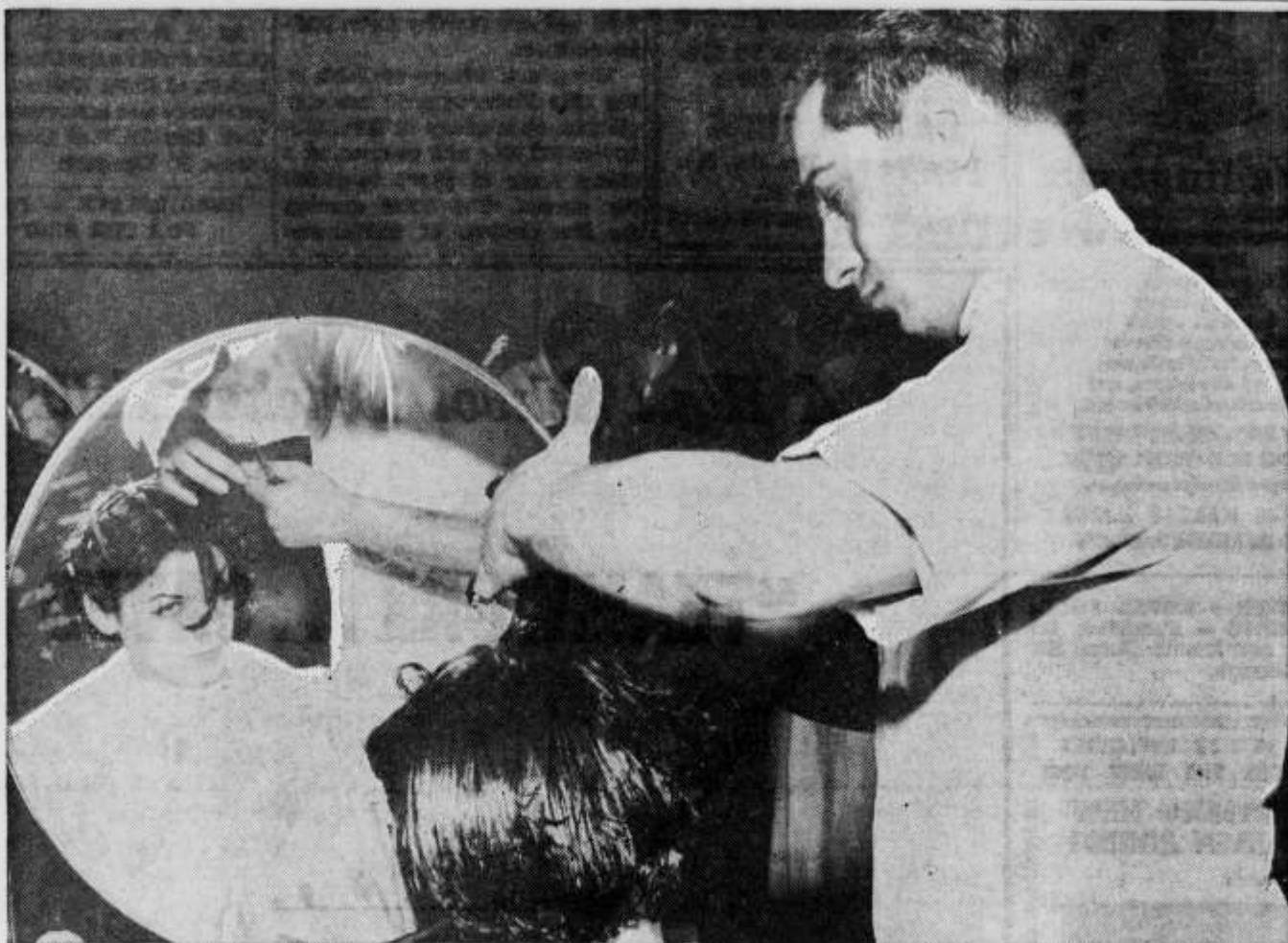
Men's Fine Clothes



Factory To Wearer

30TH ANNIVERSARY TOPCOAT - OVERCOAT SPECIALS — NOW

KELLY CLOTHES, Inc.
 621 RIVER STREET
 TROY
 2 blocks No. of Hoosick St.



An Applicant For a State License As a Hairdresser Demonstrates His Proficiency In a Practical Examination. Hairdressing is one of the numerous vocations licensed through the Department of State.

A tribute to New York State's Department of State #14 in a series on State Government

One of the most interesting aspects of the work of the Department of State is that it affects the lives of people literally throughout their lives. The cradle that serves as a child's first bed and the adult's final resting place both are likely to be within the jurisdiction of the Department of State. The Department licenses real estate salesmen and brokers, hairdressers and cosmetologists, private investigators; appoints notaries public; requires articles of upholstery and bedding to bear a law tag describing their contents; accepts corporation papers for filing; registers trademarks and service marks.

The Secretary of State is chairman of the State Cemetery Board which has 2,000 cemeteries in its jurisdiction. The Division of Cemeteries, which is in the Department of State carries out the policies of the Cemetery Board.

The Department publishes the Election Law and has jurisdiction over specified election matters relating to areas larger than a single county.

THE STATEWIDE PLAN . . . a combination of Blue Cross, Blue Shield and Major Medical provided by the Metropolitan Life Insurance Company . . . provides security and protection against hospital and medical costs — not only for most of the employees of the State Department but for the majority of all State employees as well.

Confidence in the security offered by the STATEWIDE PLAN by an overwhelming number of State employees who subscribe to it, reflects the value of the Plan in providing the most liberal benefits at the lowest possible cost.

THE STATEWIDE PLAN is available to all employees of the State. It provides realistic coverage for all employees, active and retired.

If you have recently joined State service and have not yet secured any protection, see your Payroll or Personnel Officer. Get all the facts about the STATEWIDE PLAN. Do it now.



BLUE CROSS® & BLUE SHIELD®
 ALBANY • BUFFALO • JAMESTOWN • NEW YORK • ROCHESTER • SYRACUSE • UTICA • WATERTOWN

PETIT PARIS RESTAURANT

ACCOMMODATIONS FOR PARTIES. — OUR COTILLION ROOM, SEATING 200 COMFORTABLY.
COLD BUFFETS, \$2.25 UP
FULL COURSE DINNERS, \$2.50 UP
 BUSINESS MEN'S LUNCH
 OAK ROOM — \$1.00
 12 TO 2:30
 — FREE PARKING IN REAR —
1060 MADISON AVE.
ALBANY
 Phone IV 2-7864 or IV 2-9881

SPECIAL RATES for Civil Service Employees

IN THE CENTER OF ALBANY



HOTEL Wellington
 DRIVE-IN GARAGE
 AIR CONDITIONING • TV
 No parking problems at Albany's largest hotel... with Albany's only drive-in garage. You'll like the comfort and convenience, too! Family rates. Cocktail lounge.
136 STATE STREET
 OPPOSITE STATE CAPITOL
 See your friendly travel agent.
SPECIAL WEEKLY RATES FOR EXTENDED STAYS

MAYFLOWER - ROYAL COURT APARTMENTS — Furnished, Unfurnished, and Rooms. Phone HE 4-1994, (Albany).

CIVIL SERVICE EMPLOYEES NOW FOR THE FIRST TIME

SOMETHING NEW HAS BEEN ADDED!

Neil Hallman's



WASHINGTON AVE., ALBANY
 1/2 Mile From Thruway Exit 24
 OPPOSITE STATE CAMPUS SITE

OFFERS SPECIAL NEW LOW RATES TO CIVIL SERVICE TRAVELERS
SINGLE ROOM \$8.00
DOUBLE ROOM \$14.00

The Capital District's Finest Luxury Motor Inn—Offering Full Hotel Accommodations and Facilities.

DINING ROOM From 7 A.M. — 10 P.M.
COCKTAIL LOUNGE — WITH ENTERTAINMENT NIGHTLY!

First Run Motion Pictures At Adjacent Hallman Theatre on the Premises.
WRITE OR PHONE IV 9-7431 FOR RESERVATIONS

ALBANY BRANCH OFFICE

FOR INFORMATION regarding advertising Please write or call
JOSEPH T BELLEW
 303 SO MANNING BLVD.
 ALBANY 8, N.Y. Phone IV 2-5474

ARCO CIVIL SERVICE BOOKS and all tests

PLAZA BOOK SHOP
 380 Broadway
 Albany, N. Y.
 Mail & Phone Orders Filled

In Time of Need, Call M. W. Tebbutt's Sons

176 State Albany HO 3-2179
 12 Colvin Albany IV 9-0116
 420 Kenwood Delmar HE 9-2212
 11 Elm Street Nassau 8-1231
 Over 112 Years of Distinguished Funeral Service

Jobs Open to Asst. Laundry Supervisors

The Monroe County Civil Service Commission has announced an open competitive examination for the position of assistant supervisor of laundry. This post, which is in the Monroe County Home and In-



CAPITAL DISTRICT CSEA MEMBERS

FOR SNOW TIRES

USE YOUR CSEA GROUP PURCHASE CARD SAVINGS FROM 35% TO 50% ON ALL SIZES & TYPES

DAYTON TIRES

Terry-Haggerty Tire Co., Inc.
 44 MARKET ST.
 Albany, N.Y. Tel. HE 4-5185

firmery, has an annual salary range of \$5,296 to \$6,415.

Applicants must be high school graduates and have had ten years experience in large scale commercial or institutional laundry work, five of which shall have been in a supervisory capacity involving responsibility for directing laundry operations. An equivalent combination of training and experience will also be accepted.

Further information and applications may be obtained from the Monroe County Civil Service Commission, 39 Exchange St., 3rd floor, Rochester.

New Rochelle Has Jobs In 3 Fields

The City of New Rochelle has two openings in the City planning field and one opening for a traffic engineer.

The jobs which are available in the City Planning field are city planner, at a salary of from \$9,360 to \$11,970; and planner, at a salary range of \$6,055 to \$7,495 per annum. The third opening for the position of traffic en-

gineer, has annual salary of from \$10,600 to \$13,160.

Applications and complete information can be obtained from the Municipal Civil Service Commission, 52, Wildcliff Road, New Rochelle, NE 2-2021.

Senior Shorthand Reporters Sought On Provisional Basis

Senior shorthand reporters are being sought by the New York City Department of Investigation to fill positions which are open on a provisional basis. The jobs start at \$5,450 a year. For further information contact M. L. Whitelaw at WH 3-3232.

Dumpson Appoints

As of November 15, Elizabeth C. Beine will be the Director of the Bureau of Child Welfare. The appointment was announced by New York City Welfare Commissioner James R. Dumpson.

REAL ESTATE — PAGE 19 FOR THE BEST IN

Promotion Exams Are Now Available For Custodian Jobs

Applications are now being accepted by the New York City Department of Personnel for promotion examinations for building custodians. The final filing date for these grade 11 titles will be Nov. 21. Salary range is from \$4,850 to \$6,290 per year.

For further information and application forms contact the Department of Personnel, Applications Department, 96 Duane St., New York 7.

Atomic Energy Comm. Seeking Scientists

There are positions available in four job titles with the U.S. Atomic Energy Commission. The four titles are health physicist, GS-9; aerosol physicist, GS-12; industrial hygienist, GS-9; and analytical radiochemist.

A High School Teacher Tells H.I.P.

"TEAMWORK... SAVED MY LIFE"

August 24, 1962

My Dear Dr. _____:

I want to express my gratitude for the efficient manner in which our H.I.P. Medical Group heandled my recent serious illness. The ambulance that met my airplane, the doctors that were waiting to give me emergency treatment as soon as I got to the hospital room, the excellent skill of Dr. _____ who operated on my incarcerated diaphragmatic hernia, all point up the excellent care and skill the "Group" patient receives in cases of serious illness.

I was amazed at the amount of attention I received in the hospital. I had very frequent visits from Dr. _____ (family doctor), Dr. _____ (internist), Dr. _____ (thoracic surgeon), and from you (general surgeon).

I realize that it was the excellent teamwork of everyone involved that saved my life, and I am very grateful. Please convey my heartfelt thanks to all. The treatment I received could not have been improved upon.

Sincerely yours,

/s/ L _____ S _____

The above letter was written by the head of a high school department to the Medical Director of one of the thirty-two medical groups affiliated with H.I.P. All of the various specialist services he describes and the ambulance service were covered without extra charge.



HEALTH INSURANCE PLAN OF GREATER NEW YORK

625 MADISON AVENUE, NEW YORK 22, N. Y.

Plaza 4-1144

BENRUS WATCHES



INCLUDED IN THIS FABULOUS PREVIEW ARE:

- Self-Winding Watches
- Waterproof* Watches
- Diamond Dial Watches
- Diamond Watches
- Fashion Watches
- Calendar Watches
- Embraceable Watches

Priced from
\$59.50



BENRUS

BENRUS UNCONDITIONALLY GUARANTEED 3 YEARS

EVERY BENRUS WATCH MOVEMENT MUST PERFORM PROPERLY FOR 3 FULL YEARS OR BENRUS WILL REPAIR OR REPLACE IT FREE.

\$59.50
Your Choice of A Benrus Watch

When You Get **\$20.00** For Your Old Watch

You Pay Only \$39.50

TABCO

1225 BROADWAY
NEW YORK 1, N. Y.
MU 6-3391

LIMITED TIME OFFER IN
TOWLE STERLING

VERSATILE TABLE SILVER CHEST

NOW FOR
\$10⁹⁸

WITH YOUR
PURCHASE OF
8 PLACE SETTINGS
IN ANY
TOWLE PATTERN



Limited Time

*Chest may also be bought
separately at \$50⁰⁰*

Gracious serving with the Towle Touch! This beautifully finished table also serves as a convenient chest for your treasured silver, with tarnish-proof lining. Has enough space to store a silver service for 12, plus serving pieces. Its lid and drop-leaves close to form a decorator's dream table. Can't you just see it in your home?

*Table Silver Chest
and Towle Sterling Silver
Service for 8*

... Why wait? Here's one of those rare opportunities to own the kind of sterling service you have always wanted... and a wonderful place to keep it! Come in today and choose any one of the exquisite designs from our large collection of Towle patterns. You're sure to find the one you love!

A. JOMPOLE

391 EIGHTH AVENUE

NEW YORK CITY

Lackawanna 4-1828

REAL HOMES

CALL
BE 3-6010



ESTATE VALUES



LONG ISLAND

LONG ISLAND

LONG ISLAND

THE ADVERTISERS IN THIS SECTION HAVE ALL PLEDGED TO THE SHARK EY-BROWN LAW ON HOUSING

INTEGRATED

4 OFFICES READY TO SERVE YOU!

Call For Appointment

IMMENSE 2-FAMILY INCOME HOME

No Cash Down
11 ROOMS, 2 1/2 baths, excellent deal to live rent free. Owner's sacrifice at only \$12,000, full price. No cash needed by sincere buyer. See this immediately.

BRING DEPOSIT
135-19 ROCKAWAY BLVD
SO. OZONE PARK
JA 9-4400

SO. OZONE PARK \$15,500

DETACHED, 1-family, features master size bedrooms, tiled bath, cabinet lined kitchen, full basement, oil heat and much more. Vacant.

WE HAVE THE KEY!
JA 3-3377

159-12 HILLSIDE AVE.
JAMAICA

BETTER REALTY

ALL 4 OFFICES OPEN 7 DAYS A WEEK
FROM 9:30 A.M. TO 8:30 P.M.

HOLLIS-QUEENS VILLAGE

ALL BRICK ENGLISH TUDOR
8 huge rooms, plus rentable basement or good for mother & daughter set-up, garage, many extras, immediate occupancy. Only \$500 DOWN.
LONG ISLAND HOMES
108-13 Hillside Ave., Jamaica
RE 9-7301

LAST STOP!!

(If You Are Hard to Please)
We do not have:

- Run down houses
 - No down payment
 - Phony ads
 - High pressure salesmen
- We have Capes, Ranches, Colonials, Tudors, 2P's, 3 P's, rent-options, etc.
WHAT WE DON'T HAVE, WE WILL FIND

Queens Village \$700 Cash
7 rm shingle, 3 bedrooms, 1 1/2 baths, oil heat, full basement, garage, clean as a whistle.

ASKING \$16,990
\$25.50 WEEKLY

St. Albans \$2,400 Cash
2 Family, Modern Kitchen & Bath, 5 down 0 up, full basement, gas heat, 35x100 plot.
ASKING \$25,900
\$35 WEEKLY

We'll Find You a House

Homefinders, Ltd.

Fieldstone 1-1950
192-05 LINDEN BLVD.
ST. ALBANS
Belford D. Harty, Jr., Broker

2 GOOD BUYS

NEW! NEW!

SPRINGFIELD GDNS.

1-FAMILY, detached, 6 rooms, brick and frame, economical gas heat, driveway, very modern. Call to see this beauty; only \$21,000

HOLLIS

1-FAMILY, detached, brick and stucco, 5 rooms and full bath on main floor, 2 rooms and 1/2 bath on 2nd floor, oil heat, wood burning greplace, 45x100 plot, 2 car garage, many extras, including air-condition.

\$21,000

Other 1 & 2 Family Homes

HAZEL B. GRAY
168-33 LIBERTY AVE.
JAMAICA
AX 1-5858 - 9

ROSEDALE GARDENS

RENT WITH OPTION TO BUY
Detached Cape Cod, large rooms, beautiful landscaped plot, available for immediate occupancy.

LONG ISLAND HOMES

168-12 Hillside Ave., Jamaica
RE 9-7300

HEMPSTEAD \$18,500

NASSAU COUNTY—CLOSE TO CITY

NEW RANCH

6 LARGE ROOMS

IMMEDIATE OCCUPANCY

LOW DOWN PAYMENT—BUILDER

PR 5-4892 PI 1-5280

Farms & Acreages - Ulster Co.

LARGE VARIETY of hunting land from \$100 per acre. M. Lown, Shaadaken, N.Y. Tel. Overland 8-9084.

INTEGRATED

3 CONVENIENT OFFICES AT



HEMPSTEAD & VICINITY

G.I. NO CASH

LARGE

MODERN HOME!

DETACHED ranch, 7 beautiful rooms with attic space. Front enclosed porch and rear enclosed sun porch. Oil unit, full basement, garage, aluminum sidings. A completely modern home — to see is to appreciate. Don't delay.

HEMPSTEAD

FINE TUDOR HOME

DETACHED, 6 1/2 large rooms with fireplace, extra lav., finished attic, full basement, breakfast nook, 2 car garage, oil unit, Extras. Top area. Call to see this outstanding home to-day.

FREEMONT

MODERN AS

TOMORROW!

RANCH, detached, 6 large rooms, attractive brick patio, beautifully finished basement with bar, extra lav., oil heat, garage. Many extras. This won't last! As modern as tomorrow.

LAKEVIEW

G.I. EXTRA SPECIAL

DETACHED Bungalow, 5 rooms, plus full attic for 2 more rooms, plus semi-finished basement. Good condition, oil heat, garage. A solid buy at \$14,900. No cash down G.I.

HEMPSTEAD & VIC.

LIST REALTY CORP.

OPEN 7 DAYS A WEEK

14 SOUTH FRANKLIN STREET, HEMPSTEAD, L. I.

IV 9-8814 - 8815

Directions: Take Southern State Parkway Ext. 10, Peninsula Boulevard under the bridge to South Franklin Street.

135-30 ROCKAWAY BLVD., SO. OZONE PARK
JA 9-5100

160-13 HILLSIDE AVE., JAMAICA

OL 7-3838

OL 7-1034

INTEGRATED

SPRINGFIELD GDNS. \$13,990

NO CASH G.I. MOVE IN TODAY

Fully detached, 5 rooms, full basement, oil heat, garage. \$83.90 pays bank.

ASK FOR B-22

E-S-S-E-X

143-01 HILLSIDE AVE.
JAMAICA

Take 8th Ave. 'E' Train to Sutphin Blvd. Station. OPEN 7 DAYS A WEEK

AX 7-7900

Home - Brooklyn

CROWN HEIGHTS, 3-family, 7 rooms, gas heat, decorated, good transportation. \$1,500 cash down.

GLOVER Phone ST 3-5433

Central Islip

RENT FREE, plus income, 4-family, 1 1/3 acres, 2 car garage. Walk to railroad, bus, shopping. \$29,900. CH 3-4223, eyes or see supt. Mrs. Sterling Realty—516 BR 3-8415.

Farms & Acreage - N.Y. State

LOVELY Village Colonial, 3 rm home, all modern imprts, 1 1/2 baths, garage, barn, hen house. A-1 Cond. \$15,500.
6 ROOM village home, all imprts, driven well, 1 acre. \$4,100. Widow must sacrifice. D. Carrasco, Licd. Br., Cobleskill, N.Y. AF 4-2915.

BRENTWOOD, L.I., N.Y.

FORECLOSURE, 3-bedroom ranch, \$9,750. \$200 down, \$76 month pays all. No closing fees—many others. STERLING REALTY, 516 BR 3-8415.

Farms & Acreage - Delaware County

FULL PRICE \$8,500
3 bedroom home, all utilities, garage. Newly decorated & repaired. Very easy terms. Hamilton Realty, Stamford, NY.

Unfurnished Apartments

2nd ST. WEST, near work. Newly renov. Small 1 1/2, walk-in hiteh, tiled baths, hardwood flrs, lge closets. \$100-\$110. CH 3-4223, eyes or see supt. Mrs. Sullivan, 440 W. 22 St.

Farms & Acreages - N.Y. State

FREE LIST, COUNTRY PROPERTIES. All kinds. Please state wants. MORT WIMPLE, REALTOR, Sloansville, N.Y.

Farms & Acreages - N. Y.

40 ACRES of good hunting land. Handy to everything. Schkommermeyer & Archer, Rt. 82, Hopewell Junction, N.Y. Dial 914 CA 6-7400.

Farms & Acreages - Ulster Co.

300 ac. adjoining State land, 1,000 ft. creek frontage. Ulster Country. \$14,500. Lown Realty, Shaadaken, NY. OV 8-5648 or OV 8-9984.

Farms & Acreage - N.Y. State

COUNTRY vacation, retirement home. \$2,000 up. Churches, schools, shopping, come now. E. Bloodgood, Realtor, 40 West Main, Cobleskill, N.Y.

Exam Study Books

to help you get a higher grade on civil service tests may be obtained at The Leader Bookstore, 97 Duane Street, New York 7, N. Y. Phone orders accepted. Call BEekman 3-6010. For list of some current titles see Page 15.

SULLIVAN COUNTY — New York State Dairy-Poultry farms, taverns, Boarding Houses, Hotels, Dwellings, Hunting & Building Acreage. TEGELER, INC., JEFFERSONVILLE, NEW YORK.

Farms & Acreages - Ulster Co.

ACCESSIBLE wooded acreage, joins 40,000 acres, state owned forest. Hunting & fishing area. Terms. Howard Terwilliger, Kerhonkson, N.Y.

LEGAL NOTICE

CITATION—THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God, Free and Independent—TO: ANDREAS KULENKAMPEFF and GABRIELA KULENKAMPEFF, infants under 14 years of age, and MARIA ROSA GUILDEMEISTER DE FERREYROS, as Guardian of the Person and Property of Andreas Kulenkampff and Gabriela Kulenkampff; being the persons interested as creditors, legatees, devisees, beneficiaries, distributees, or otherwise, in the estate of AREND KULENKAMPEFF, deceased, who at the time of his death was a resident of Lima, in the Republic of Peru, SEND GREETING: Upon the petition of FIDUCIARY TRUST COMPANY OF NEW YORK, a corporation duly organized and existing under the laws of the State of New York, having its principal office at No. 1 Wall Street, City, County and State of New York.

You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records in the County of New York, on the 20th day of November, 1962, at ten o'clock in the forenoon of that day, why the Account of Proceedings of Fiduciary Trust Company of New York as Ancillary Administrator of the Estate of Arend Kulenkampff, deceased, should not be judicially settled and allowed; why the personal claim of Fiduciary Trust Company of New York in the amount of \$97.13 for investment management services should not be allowed; why Fiduciary Trust Company of New York should not be directed to distribute the balance of the estate remaining in its hands to Maria Rosa Guldemeister de Ferreyros as Guardian of the Person and Property of Andreas Kulenkampff and Gabriela Kulenkampff, infants, subject to withholding therefrom of a reserve equal to 30% of the income collected and to be collected and the capital gains realized and to be realized subsequent to December 31, 1961, and interest thereon pending the final determination of the Federal Tax liability thereon. IN TESTIMONY WHEREOF, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. WITNESS, HONORABLE JOSEPH A. COX, a Surrogate of our said County, at the County of New York, the 11th day of October, in the year of our Lord one thousand nine hundred and sixty-two. Philip A. Donahue, Clerk of the Surrogate's Court. (L.S.)

FREE BOOKLET by U. S. Government on Social Security. Mail only. Leader, 97 Duane Street, New York 7, N. Y.

Hempstead \$18,500

NEW! 6 ROOM RANCH

IMMEDIATE OCCUPANCY!

Quiet Residential Community. Free! Convenient to everything! Other locations in Hempstead.

from \$17,500

FOR INFORMATION PHONE

EDLU

CUSTOM BUILDERS, INC.
PR 5-4892 PI 1-5280

RIVERSIDE DRIVE, 1 1/2 & 2 1/2 private apartments interracial. Furnished. Telephone 7-4115

LEGAL NOTICE

CITATION. — THE PEOPLE OF THE STATE OF NEW YORK, By the Grace of God, Free and Independent, TO: Attorney General of the State of New York; George Edward Burgess; Ethel Weatherly; Gertrude Laramore; Elizabeth Lale; And to the distributees of Charles Chandler, deceased, whose name and post office addresses are unknown and cannot after diligent inquiry be ascertained by the petitioner herein; being the persons interested as creditors, distributees or otherwise in the estate of Charles Chandler, deceased, who at the time of his death was a resident of 1795 Riverside Drive, New York, N.Y. Send GREETING:

Upon the petition of The Public Administrator of the County of New York, having his office at Hall of Records, Room 309, Borough of Manhattan, City and County of New York, as administrator of the goods, chattels and credits of said deceased; You and each of you are hereby cited to show cause before the Surrogate's Court of New York County, held at the Hall of Records, in the County of New York, on the 31st day of December, 1962, at ten o'clock in the forenoon of that day, why the account of proceeding of The Public Administrator of the County of New York, as administrator of the goods, chattels and credits of said deceased, should not be judicially settled.

IN TESTIMONY WHEREOF, We have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed. WITNESS, HONORABLE JOSEPH A. COX, a Surrogate of our said County, at the County of New York, the 20th day of October, in the year of our Lord one thousand nine hundred and sixty-two.

Philip A. Donahue, Clerk of the Surrogate's Court.

File Continuously With City

The New York City Personnel Dept. is accepting applications on a continuous basis for positions in 18 different job titles. The examinations, for jobs in various locations and positions, are being held on an open-competitive basis.

For most of the exams, applications are available at the Applications Section, New York City Department of Personnel, 96 Duane St., New

York 7, N.Y.

The titles, with salary ranges, are:

Assistant architect, \$7,100 to \$6,290.

Assistant architect \$7,100 to \$8,900 a year.

Assistant civil engineer, \$7,100 to \$8,900 a year.

Assistant mechanical engineer, \$7,100 to \$8,900 a year.

Assistant plan examiner (building), \$7,450 to \$9,250 a year.

Civil engineering draftsman,

\$5,750 to \$7,190 a year.

Dental hygienist, \$4,000 to \$5,080 a year.

Junior civil engineer, \$5,750 to \$7,190 a year.

Junior electrical engineer, \$5,570 to \$7,190 a year.

Junior mechanical engineer, \$5,750 to \$7,190 a year.

Occupational therapist, \$4,850 to \$6,290 a year.

Patrolman, \$6,132 to \$7,616 a year.

Public health nurse, \$5,150 to \$6,590 a year.

Recreation leader, \$5,150 to \$6,590 a year.

Senior street club worker, \$5,150 to \$6,590 a year.

Social investigator trainee, \$4,850 a year.

Social case worker, \$5,480 to \$6,890 a year.

X-ray technician, \$4,000 to \$5,080 a year.

For the following secretarial jobs apply to the Commercial Office of the New York State Employment Service, 1 East 19th St., Manhattan. After passing the test candidates will be given City application forms which they will then file at the Application Section of the Department of Personnel, 96 Duane St., New York 7, N. Y.

Building Custodian Applications Being Accepted By City

There are immediate openings with the City of New York for building custodians at a starting salary of from \$4,850 to \$6,290 per year. Filing for these positions will end Nov. 21 and the examination is tentatively set for March 2, 1963.

Minimum requirements for these titles are graduation from an elementary school and at least four (4) years of experience in cleaning and maintaining a moderately sized building and preferably one (1) year of supervisory work.

Duties for this position are: under general supervision, the applicant must be able to perform work of moderate difficulty and responsibility in supervising the cleaning and maintaining and enforcing safety standards in large public buildings or in supervising a large number of custodial employees.

The written test for this position requires that the applicant pass at least 70% of a practical-oral examination weighted at 50.

For further information, write to or apply in person at the De-

partment of Personnel, 96 Duane St., New York.

Clerk-Stenos; \$3,820

Immediate openings are now available for clerk-stenographers and dictating machine operators at the Bronx Veterans' Administration Hospital at a starting salary of \$3,820 per year.

The minimum typing speed is 40 words per minute and the stenography test is dictated at the rate of 80 words per minute.

Applicants who pass the examinations will be offered appointments leading to a career in the federal service.

Interested persons may obtain additional information from the Placement Officer, Veterans Administration Hospital, 130 West Kingsbridge Road, Bronx 68, or by calling LU 4-9000, Ext. 217.

Key Answers To Saturday's Laborer Exam

The following are the tentative key answers to the qualifying written examination for the position of laborer (No. 9416) which was given on Saturday, Nov. 10.

Candidates who wish to protest any of these answers have until Nov. 30 to submit such protests along with evidence of manifest error. All claims postmarked after midnight, Nov. 30 will be disallowed.

1.T; 2.F; 3.F; 4.T; 5.F; 6.T; 7.F; 8.F; 9.T; 10.F; 11.T; 12.F; 13.F; 14.T; 15.T; 16.F; 17.F; 18.F; 19.T; 20.F; 21.F; 22.T; 23.T; 24.T; 25.F; 26.T; 27.F; 28.F; 29.F; 30.T; 31.T; 32.F; 33.T; 34.F.

35.T; 36.F; 37.F; 38.F; 39.F; 40.T; 41.T; 42.F; 43.T; 44.F; 45.F; 46.T; 47.F; 48.T; 49.F; 50.T; 51.F; 52.T; 53.T; 54.F; 55.T; 56.F; 57.F; 58.T; 59.T; 60.F; 61.F; 62.T; 63.F; 64.F; 65.T; 66.T; 67.F; 68.T; 69.T; 70.F.

College secretarial assistant A, \$3,700 to \$5,100 a year.

Stenographer, \$3,500 to \$4,580 a year.

Shoppers Service Guide

Appliance Services

Sales & Service recond. Refrigs, Stoves, Wash Machines, combo sinks. Guaranteed TRACY REFRIGERATION—CY. 2-6900 240 E 149 St. & 1204 Castle Hills Av. Bx TRACY SERVICING CORP.

Help Wanted

ACCOUNTANTS

CPA FIRM specializing in bars and grills seeks several accountants on a part-time basis all year round. Write details, Box 1121, c/o The Leader, 97 Duane St., New York 7, N.Y.

Help Wanted

Male & Female

Civil Service employees—new organization seeks Community Representation part-time work. Does not conflict with your job. Substantial commissions. No investment.

Few full time jobs for people 50 years or over. Salary \$2,000 per a., plus commissions. Employment starts early 1963. Send resume, strictly confidential, Box 155, c/o The Leader, 97 Duane St., New York 7, N.Y.

MOTELS

NEW YORK STATE vouchers accepted year round. Best accommodations—Continental breakfast, SOUTHSORE MOTOR LODGE, INC., Dunkirk, N.Y.

TO BUY, RENT OR
SELL A HOME — PAGE 11

Bakers Wanted

GOOD EXPERIENCED all around baker and baker's helper for small retail shop. Opportunity to buy, population 19,000. Write: BOREL'S BAKERY, 59 BRIDGE ST., CORNING, N.Y.

TYPPWRITER BARGAINS

Smith-\$17.50; Underwood-\$23.50; others Pearl Bros., 476 Smith, Bkn, TR 5-3024

CHRYSLER - FOR SALE

1958 CHRYSLER, limousine, custom GHIA body; was chauffeur driven, 30,000 miles. Excellent condition. Bargain. Murray Hill 8-5320.

TYPEWRITERS RENT A TYPEWRITER MANUAL & ELECTRIC

For Examinations - By the Month Long Term
TAC BUSINESS MACHINE RENTAL Corp.
313 B'WAY, N.Y. 7, CO 7-8800



Adding Machines
Typewriters
Mimeographs
Addressing Machines
Guaranteed. Also Repairs, Repairs
ALL LANGUAGES
TYPEWRITER CO.
Chelsea 3-8086
110 W. 23rd ST., NEW YORK 1, N. Y.

\$25

SCHECHTER'S has the best of all designs for giving



HEIRLOOM*

Sterling

Save on Sets
at Christmastime!

What a wonderful gift for yourself, for your family! A place setting of HEIRLOOM STERLING is silver craftsmanship in the grand manner—each piece designed to reveal enduring beauty and pride of possession. Choose your favorite pattern from our HEIRLOOM collection (only five illustrated), then decide how much you want to save... the larger the service, the larger the savings! Come, see how economical it is to add silver loveliness to your dining.

SAVINGS FROM \$11 TO \$51
on service for 4, 8 and 12 persons.

Example: Save \$22.00 on service for 8 persons
(one 4-pc. place setting \$27.50)

8 four-pc. place settings (32 pcs.) .. \$198⁰⁰
prices incl. fed. tax

(above prices apply to Young Love and Sentimental)
Other patterns slightly higher with corresponding savings.

HEIRLOOM STERLING—by ONEIDA SILVERSMITHS

A. New Vivant* B. Grandeur*
C. Young Love* D. Damask Rose*
E. Sentimental* *Trade-marks of Oneida Ltd.
MONTHLY PAYMENTS ARRANGED

SAMUEL C. SCHECHTER

5 BEEKMAN STREET

BARclay 7-9044

NEW YORK CITY

SPECIAL PURCHASE PLAN

to all City, State &
Federal Employees
on 1963

RAMBLERS

Unbelievable Savings

Remember
A Good Deal Starts
with a Good Dealer

SAFE RAMBLER Corp.
88 Remsen Ave., Bklyn
PR 8-1600

FOR THE BEST IN
IN ALL SECTIONS — PAGE 11

You Can Take It With You!

PORTABLE PLUS STEREO



Enjoy the magic sound of rich, full stereo! See the Trimline's sleek, lightweight, compact styling! A real beauty to show off wherever you take it. Tan or Antique White non-marring vinyl is washable, always looks new. Speaker wings swing forward or can be detached and separated up to 11 feet for extended stereo.

- DROP-DOWN CHANGER
- BALANCED SOUND SYSTEM
- SCUFF-PROOF, WASHABLE VINYL
- 4-SPEED AUTOMATIC CHANGER
- AUTOMATIC SHUT-OFF
- PLAYS BOTH STEREO AND MONAURAL
- DUAL STEREO AMPLIFIER
- 2 DYNAPOWER SPEAKERS

ARGUS RADIO

241 EAST 59th ST.

(Corner 2nd Ave.)

N. Y. C.

ELdorado 5-1572

TOASTS ANYTHING! Bakes Too!



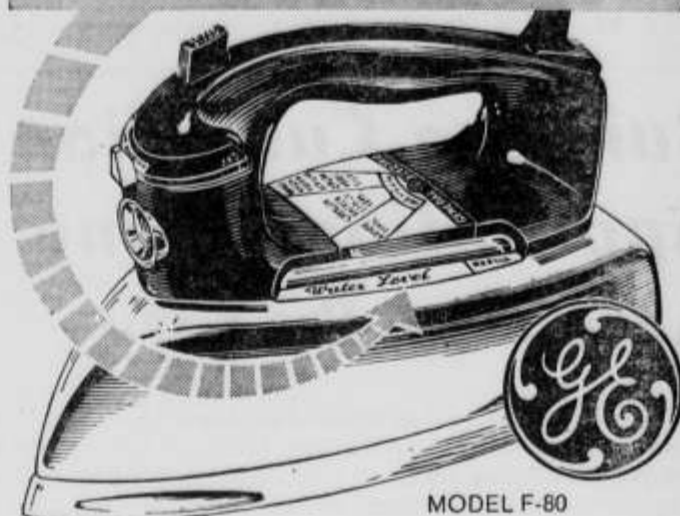
NEW MODEL T93
Deluxe TOAST-R-OVEN*
 * Trademark of General Electric Company

AT OUR LOW, LOW PRICE

- **Automatic Toasting** — When done, door opens and toast slides out automatically.
- **Bakes Like An Oven** — Perfect for rolls, frozen meat pies, baked potatoes, melted cheese sandwiches.
- **Brown Top Side** — Special setting for top side browning. Great for English Muffins, hors d'oeuvres.

SEE IT TODAY AT

NEW GENERAL ELECTRIC STEAM IRON HAS A VISIBLE Water Supply



PLUS

- Deep, Steady Steaming
- Special "Wash and Wear" Settings
- Built-in Fabric Guide
- "Even-Heat" Soleplate
- Cook, comfortable handle

SEE US FOR OUR LOW PRICE

WE CARRY A COMPLETE LINE OF G.E. PRODUCTS

Lowest Price Ever FOR A GENERAL ELECTRIC 6-TRANSISTOR Vest-Pocket Radio!



SMALL • LIGHTWEIGHT • POWERFUL!

Handsome quality-built radio with combination carrying handle and easel stand . . . a sensational buy at this price!

- Fits easily into pocket or lady's purse.
- Weighs only 7½ ounces.
- 6 quality transistors plus diode.
- Choice of two color combinations.

AT OUR LOW, LOW PRICE

Budget Special!

Quality Features and Styling

GE Table Radio



SEE US FOR LOW, LOW PRICE

The most powerful General Electric Radio ever offered at this price! Comes in three colors: slate gray, honey beige, mint green (honey beige and mint green at slight additional cost).

TEST AND LIST PROGRESS - N. Y. C.

Below is the complete progress of New York City examinations, listed by title, latest progress on tests or list and other information of interest to anyone taking City civil service open-competitive or promotion examinations, and the last number certified from each eligible list. Only the most recent step toward appointment is listed.

Table with 3 columns: Title, Latest Progress, Last No. Certified. Lists various job titles and their corresponding exam dates and certification numbers.

Travel To Spain And Caribbean

The 1963 travel program designed by Civil Service Travel Club Inc., for members of the Civil Service community and their families will be launched in March with a European tour, that features the Iberian Peninsula, and Caribbean cruise. These were two of the most popular offerings earlier this year.

The first offering will be a jet flight to Europe that will feature mainly the cities of Portugal and Spain, the island of Majorca and the city of Tangiers in Morocco, where the famous Casbah is located. The tour is 24 days long and departs for Amsterdam on March 8 via KLM Royal Dutch Airlines jet. Second stop is Paris.

Complete Tour

The travelers then go on to Spain, visiting Madrid, Toledo, Barcelona and Granada and from there go on to Portugal, Majorca and Morocco in Africa.

Price of the complete tour, including round trip jet fare, all hotel rooms, most meals, sight-seeing tours, tips, etc., is only \$799. Those wishing to purchase air fare only for \$344 may do so, but this amount of space is very

limited. Because of the heavy demands for jet space the whole tour is limited to 50 persons this year.

Applications and brochures may be had by writing to Celeste Rosenkranz, 55 Sweeney St., Buffalo, N.Y., telephone TX 3-2250, or by writing to Civil Service Travel Club, Inc., Time & Life Bldg., New York, 20, N.Y., telephone JU 2-3616. This Iberian tour is open to Civil Servants throughout the State.

Caribbean Cruise

For the third year in a row, the ever-popular Caribbean cruise is being repeated and the American Export liner S.S. Atlantic is the cruise ship again. Departure date for the 14-day trip around the Caribbean is March 29 from

New York, with prices starting at \$380.

Ports of call will include San Juan, Puerto Rico; St. Thomas, Virgin Islands; Fort de France, Martinique; Port of Spain, Trinidad; Curacao, Dutch West Indies, and Kingston, Jamaica.

Fun At Sea

There will be a "Welcome Aboard" cocktail party, dancing and Broadway entertainment while at sea, shipboard parties and games and the swimming pool will be open. First run movies are another feature.

As a special bonus, tour members will be given free shore excursions in San Juan, Trinidad and Kingston.

The amount of space available is limited because the cruise takes place at the height of the season and the Atlantic is one of the most popular ships in the Caribbean cruise trade.

Immediate application may be made by writing to Rebella Eufemio, Box 233, Pearl River, N.Y., or by contacting Civil Service Club at the above-mentioned address and telephone number.

News of other travel offerings to Mexico and Europe will appear in future issues of The Leader.

Local 832 Named Agent For Operators

The New York City Department of Labor this week granted Terminal Employees Local 832 a Certificate of Representation for all telephone operators and senior telephone operators in the Department of Public Works.

The certificate, dated November 5, states that the local won the certificate without any objections having been filed by any other local. Local 832, in its petition, proved that over 60 percent of employees in the titles included in the certificate were members of the Local and on dues check-off.

Terminating the awarding of this certificate significant, Herbert S. Bauch, president of the local said that the telephone operators involved were employed on the city's biggest switchboards, those in all of the various municipal buildings, and that this award would step up the drive to enroll all telephone operators.

The local's Municipal Building representative, John Addeo, said that much of the credit for the local's success could be attributed to William Carberry, telephone operator representative for the local.

The local president said that he would continue to press for promotion examinations for telephone operators and senior telephone operators.

Stock Jobs Pay \$78

The Veterans Administration Hospital, 800 Poly Place, Brooklyn 28, New York, has a vacancy for an inventory or stock control clerk, GS-4, preferably with a knowledge of key punch operations. Salary from \$4,110 to \$5,370 a year is offered.

For further information, visit or write the Personnel Office at hospital, or call Mrs. Baron at TE 6-6600, Extension 389.

Table with 3 columns: Title, Last No. Certified, and a numerical value. Lists various job titles and their corresponding certification numbers.

Aviation Positions Are Available With Federal Agencies

There are openings with the Veterans Administration and the Federal Aviation Agency in this country and in foreign countries.

Aviation safety officers are needed at \$5,540 to \$9,495 a year, and airplane pilots at \$6,675 to \$11,150, for duty with the FAA. The jobs involve considerable travel in the U.S. and overseas.

No Test

No written test is required. Applicants must have had progressively responsible experience in aviation activities pertinent to the optional area for which they apply. See announcement No. 271 B.

Hospital recreation specialists are also needed, at \$4,345 to \$7,560 a year, with the VA throughout the U. S. and in Puerto Rico.

No written test is required. Applicants must have completed a full four-year college course including major study in one of the specializations covered by the ex-

amination. See announcement No. 272 B.

Information and applications for the above positions may be obtained from your local post office, or from the U. S. Civil Service Commission's Information and Examining Office, 800 E St. N.W., Washington 25, D.C.

Radio and Radar Repairmen Needed At Griffiss Base

Griffiss Air Force Base has immediate need for radio and radar repairmen at a starting salary of \$2.41 per hour.

No special length of service is required for these positions but applicants must have had experience in duties of the position at the level for which they are applying.

Information and applications for these positions may be obtained by contacting the Executive Secretary, Board of U.S. Civil Service Examiners, Griffiss Air Base, Rome, N.Y.

Steno Jobs Now Open At Fort Jay

Stenographer positions are now available at Fort Jay, on Governor's Island with a starting monthly salary of \$342. These positions are open on a continuous basis and have a job title of (GS-4).

Minimum requirements are 80

words per minute for the stenographers. Federal civil service status is required.

Applicants may write to the Civilian Personnel Office, Headquarters Fort Jay, Building 400, Section D, Governor's Island, or call WH 4-7700.

Professional Jobs Being Filled From State Career Test

College students have the opportunity to work with the New York State Department of Civil Service after graduation in jobs that have a starting salary of \$5,500 per year. The filing for the positions will be handled by the Professional Testing Program and is open to juniors and seniors.

College juniors and seniors are eligible to file for and take the test. However, they will not be appointed until they have received their degree.

Openings exist in a wide variety of professional and technical fields including administration, law, economics, statistics, accounting, publicity and the actuary, the biological, and the physical sciences. There are vacancies throughout the State.

After completing a year of training at \$5,500, most persons entering State service through the program are raised to \$5,910 and then receive five annual increases to \$7,205. Candidates with appropriate work experience, spe-

cialized graduate study, or outstanding aptitude may be appointed directly to \$5,910 level.

Full details of the Program are contained in a eight-page illustrated brochure which may be obtained at college placement offices, at local offices of the New York State Employment Service, or from Recruitment Unit 31A New York State Department of Civil Service, The State Campus, Albany 1.

HIGH SCHOOL EQUIVALENCY DIPLOMA

Approved by State Educational Dept. 5-week accelerated course covers: Required Mathematics, English, Spelling, Paragraph Reading of Literature, Science, Social Studies.

MONDELL INSTITUTE—WI 7-2086
Classes Days & Sat 230 W 41 Times Sq
Tues & Thurs Even 154 W 14 (7 Av)

SPECIAL NOTICE—ATTENTION !! FEDERAL ENTRANCE APPLICANTS

Mondell Institute is offering 5-week accel. course at a nominal fee for Nov. only. Complete training to pass HIGH on Federal Entrance Exam. Visit, write or phone after 4 PM Mondell Inst., 154 W 14. CC 3-3876

Ozanam Guild Will Nominate Officers

The Ozanam Guild, Catholic Employees of the Department of Welfare has planned a membership meeting for Tuesday evening, November 13 at 122 East 22nd Street.

President Blanche M. Vitollo has announced that a nomination of officers is scheduled for this meeting. Colored slides and a talk on the Catholic Lay Missionary in Chile are also on the agenda.

CIVIL SERVICE COACHING

City, State, Federal & Prom exams
Jr & Asst. Civil, Mech, Elect, Engr
Civil, Mech, Elect, Engr, Draftsman
Civil Engr-Design Bank Examiner
Elevator Inspector Fed. Est. Exams
Electrical Inspector P.O. Clk-Carrier
Ride Custodian Transit Exams
Math-Arith Alg Geom Trig Cal Physics
License-Statry Refrig Elec Plumb
Class & Personalized Instr. Day-Ev-Sat

MONDELL INSTITUTE
Times Square 230 W 41. WI 7-2086
154 W 14 (corner 7 Ave) CH 3-3876

TRUCK INSTRUCTION PREPARE NOW FOR POST OFFICE CARRIERS EXAMINATION

AND
DEPT. OF SANITATION
CLASS 3
GL 2-0100

HIGH SCHOOL DIPLOMA

If you are over 21 you can secure a High School Diploma! Our course will prepare you in a short time — outstanding faculty — low rates — call Mr. Jerome at KI 2-5600

MONROE SCHOOL OF BUSINESS
E TREMONT C. BOSTON RD. BRONX - N.Y. 2-5600

Earn Your High School Equivalency Diploma

for civil service for personal satisfaction
Class Tues. & Thurs. at 6:30 beginning Nov. 8

Write or Phone for Information

Eastern School AL 4-5029
721 Broadway N.Y. 3 (at 8 St.)

Please write me free about the High School Equivalency class.

Name
Address
Boro PZ. L3

Do You Need A High School Diploma?

(Equivalency)
• FOR PERSONAL SATISFACTION
• FOR JOB PROMOTION
• FOR ADDITIONAL EDUCATION

START ANY TIME
TRY THE "Y" PLAN
\$50 Send for Booklet CL \$50

YMCA Evening School
15 W. 63rd St., New York 23
TEL.: ENdicott 2-8117

L. RACKOFF
has the best of all designs for giving

HEIRLOOM
Sterling

Save on Sets at Christmastime!

What a wonderful gift for yourself, for your family! A place setting of HEIRLOOM STERLING is silver craftsmanship in the grand manner — each piece designed to reveal enduring beauty and pride of possession. Choose your favorite pattern from our HEIRLOOM collection (only five illustrated), then decide how much you want to save... the larger the service, the larger the savings! Come, see how economical it is to add silver loveliness to your dining.

A. Newl Vivant* B. Grandeur*
C. Young Love* D. Demask Rose*
E. Sentimental* *Trade-marks of Oneida Ltd.

MONTHLY PAYMENTS ARRANGED

SAVINGS FROM \$11 TO \$51
on service for 4, 8 and 12 persons.

Example: Save \$22.00 on service for 8 persons (one 4-pc. place setting \$27.50)

8 four-pc. place settings (32 pcs.) . . \$198.00
prices incl. fed. tax

(above prices apply to Young Love and Sentimental)
Other patterns slightly higher with corresponding savings.

HEIRLOOM STERLING — by ONEIDA SILVERSMITHS

L. RACKOFF JEWELER, INC.

New York 306 GRAND STREET CA 6-6870

SCHOOL DIRECTORY

BUSINESS SCHOOLS

ADELPHI BUSINESS SCHOOLS IBM—Keypunch, Sorter, Tabs, Collator, Reproducer, Operation, Wiring, SECRETARIAL—Med., Leg., Exce. Elec. Typ., Switchbrd., Comptometry, All Stenos, Dictaph. STENOGRAPHY (Mach. Shorthand), PREP. for CIVIL SVCE. Day-Eve, FREE Placmnt. 1712 Kings Hwy. Bklyn. (Next to Avalon Theat.) DE 8-7200, 47 Mineola Blvd., Mineola, L.I. (at bus & LIRR depots), CH 8-8900.

MONROE SCHOOL—IBM COURSES Keypunch, Tab Wiring, SPECIAL PREPARATION FOR CIVIL SERVICE IBM TESTS. (Approved for Vets.), switchboard, typing H.S. Equivalency, English for Foreign born, Med. Legal and Spanish secretarial. Day and Eve Classes East Tremont Ave. Boston Road, Bronx, KI 2-5600.

SPECIAL IBM XMAS OFFER—Complete 6 Weeks IBM Key Punch Course—(Reg. \$5.00)—\$45.00—(Supplies \$5.00)—Saturdays, only from 1 to 5 p.m. Class Begins Sat., Nov. 24, ends Sat., Dec. 29, 1962—College Typing and Spelling inclusive. —COMBINATION BUSINESS SCHOOL, 139 West 125th St., UN 4-3170. Send \$2.00 for Class Reservation.



