

Civil Service
LEADER

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JAN 10 1942
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New York, January 6, 1942

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Ramspeck Tests Will Be Easy

See Page 2

FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

PAY RAISES

Supplemental Paychecks

WASHINGTON. — The tens of thousands of Federal employees who are eligible for pay raises under the Ramspeck-Mead automatic promotion act will get them during January if their agencies have sent in reports to the Treasury Department.

In the field service, supplemental paychecks will be given the eligibles on the 15th and the 31st. In Washington, however, the first batch will be paid on the 8th, others on the 15th, still others on the 23rd and the last batch, it's hoped, on the 31st.

Thumbs Down On WPA Employees

WASHINGTON. — Under the Ramspeck Act that became effective on January 1, the estimated 20,000 employees paid from Works Projects Administration funds can't be brought under the Civil Service system. A rider was placed on an appropriation bill by Congress which bars these employees from Civil Service, including WPA employees themselves.

However, the President has issued an executive order which will permit employees paid from allotments of WPA funds, but not including WPA employees, to be transferred to Civil Service jobs in other agencies. Once transferred, the employees can be brought under the Civil Service system.

Ramspeck Act Shifts Into High Gear

18 Months Before Job of Testing U. S. Workers Is Completed

WASHINGTON. — The Ramspeck Act went into full effect January 1. It will benefit tens of thousands of Federal workers by giving them job protection under Civil Service, a board of appeals to settle their efficiency rating grievances, and higher salaries for many employees in the field by the extension of the Classification Act which is based on the principles of equal pay for equal work.

The act is hailed as the death blow to politics in the selection of employees in Government. Very few jobs now remain outside the merit system and many of those remaining outside either can't be touched by the politics or else the politicians don't want them.

Tests Are Coming

An estimated 180,000 employees whose jobs have been brought in under the Civil Service system now must qualify to retain their jobs. And the thought of qualifying is a real bugaboo. Each of the 180,000 will be given non-competitive mental tests and physical tests. In the past as many as 25 per cent have been disqualified by these tests.

However, The LEADER predicts that not more than five per cent, if that, will be disqualified by the Ramspeck tests. The bars are being lowered to that extent. After all, the law says that an employee who flunks must be separated from his job within six



Representative Robert Ramspeck of Georgia, whose famed act brings 180,000 government employees under civil service. The act marks one of the great advances since civil service came into effect and it marks a special tribute to the vitality of the merit system that the act goes into high gear during war.

months, and the Government just couldn't replace 30,000 or 40,000 workers at this time, especially workers who have been good enough to keep their jobs for years.

So here's what has been done:

1. A majority of the employees won't be given mental tests. They will merely be given Forms 375 to fill out, citing background and education in detail. They'll be graded on this material. Here's the way to determine whether you'll be given a mental test or be given the forms to fill out. If you are holding a job now that requires an unasssembled exam, then you won't be given a mental test, but will be required to fill out the form. But if the job you hold requires an assembled test, then you must be given a written test.
2. As a general rule, if you make

more than \$2,600 you won't be given a written test.

Experience Counts 50%

But if you are to be given a written test, don't get excited. It will be easy to pass for the simple reason that experience on the job counts a minimum of 50 of the possible 100 points. Formerly experience counted only 25 of the 100 points but the Commission recently doubled its weight.

3. And the physical tests won't be tough. Not at all. You may have physical disabilities, but if your disabilities don't interfere with your work or the work of people you're working with, well, you'll get by okay.

It'll probably be several weeks, or months, before you'll hear from the Commission on the Ramspeck tests. The Commission expects the whole job will take 18 months.

WAR

Gals As Soldiers

WASHINGTON. — Rep. Edith Nourse Rogers, Republican of Massachusetts, has introduced an administration bill which would create a Women's Army Auxiliary Corps, similar to the British organization. It's hoped to put about 250,000 women, between the ages of 21 and 45, in uniforms and put them to work on non-combatant duties now performed by enlisted men and draftees. . . . Jobs such as K. P. duty, chauffeurs and the like. The pay will be \$21 to start and \$30 after four months. Enlistments must be for the duration plus six months. Officers schools will be set up for the gals. Congressional approval is assured.

U. S. Takes Over State Employees

WASHINGTON. — Between 20,000 and 25,000 state employment office employees will be brought under the Federal Civil Service system under the order by President Roosevelt which brought the offices under Federal jurisdiction.

To employees in most state offices this will be a grand break. But to employees in the New York offices it's a distinct setback.

New York State, for example, has a much better retirement system for its employees than does the Federal Government. Other employee benefits in many cases

are much better than those offered by Uncle Sam.

Salaries to Be Continued

However, under an executive order just issued by the President, the salaries paid the former State employees will be continued at the State rate "until such time as the positions shall be classified in accordance with the administrative provisions and salary rates of the Classification Act of 1923 as amended."

Officials in Washington say the employees won't be paid the federal salary scales for months, and even years. The Ramspeck Act, which became effective on January 1, gives the President authority to extend the Classification Act to the field, but no immediate order is anticipated.

By continuing the State pay rates, it means that the 25,000 employees won't be covered by the Ramspeck-Mead automatic promotion act which guarantees Federal workers automatic promotions.

Who Is Brought Over?

The former State employees will be brought under the Federal Civil Service system provided:

1. That such employee was on the rolls on the State employment security agency at the close of business on December 31, 1941.
2. That he was previously approved for permanent or probational appointment, or within the six-month period beginning January 1, 1942, becomes eligible for such appointment, under the rules of a State merit system previously approved by the Social Security Board, and
3. That the employee has satisfactorily completed a six-month probationary period from the date of his induction into the Federal service.

However, it's still possible for vacancies and new jobs to be filled from the State eligible lists,

LISTS

Customs Guards Being Hired

The terrific pressure under which the personnel of the New York Customs House has been working is about to be relieved with the appointment of approximately 200 new guards. At the request of Harry M. Durning, Collector of Customs for the Port of New York, the United States Civil Service Commission has submitted certifications of men from the general investigator list. Late last week, a number of these men were interviewed, and some appointments were made on a probationary basis. Interviews at the Customs House are continuing during the week.

Position Pays \$1,860

The position of guard pays \$1,860 per year, and the appointments are on a probational basis. Customs officials cannot say how long the positions will last, but it is probable that they will extend at least for the duration of the war.

The Commission has prepared two lists for the Customs House: One containing names of men under 30, the second containing names of men under 40. Those certified to the position have been asked to bring their draft cards along; only draft exempt individuals are being taken.

A complication almost resulted from rumors that the New York State prison guard list would be used for the position of customs guard. A checkup with officials of the State Commission indicated that 500 names from that list had indeed been forwarded to Mr. Durning; however, permission was not secured from the second district of the Federal Civil Service Commission to use the list. The U. S. officials held that since their own investigator list was available, it wouldn't be necessary to utilize the State register.

TESTS

It's Easier Now To Get U. S. Jobs

Liberal requirements for federal jobs now open are evident in tests for science majors, radio repairmen and technicians and machine operators.

To obtain positions as junior mechanic-technician at \$1,440 a year (announcement No. 134), the following experience is required:

One year full time as radio repairman or radio operator, or six months' technical radio course of study in residence at a radio school, or one year resident study in a school of engineering or technology of higher than secondary grade which has included courses in radio, or a complete defense training course, U. S. sponsored, in any branch of radio work.

For Trainee Position

To obtain posts as junior inspector trainee, at \$1,440 a year (announcement No. 2-512), the following is required:

Either completion of one year in engineering school, or two years in a college, university or technical school above secondary grade, and six semester hours of credit each in mathematics, chemistry and physics plus one course in trigonometry taken in either college or high school.

Machine Operator

To get jobs as a machine operator at \$5.92, \$6.64 and \$7.36 a day (announcement No. 2-442), the following requirements are specified:

(Continued on Page Fifteen)

provided the merit system used for preparing the eligible lists has the approval of the Social Security Board.

Persons certified from State lists will be brought under Federal Civil Service after six months of satisfactory service.

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CIVIL SERVICE IN NEW YORK CITY

PAY RAISES

Where Is the Cash Coming From?

Where is the money coming from?

That is, the money the city is supposed to dig up to grant wage boosts to a huge number of municipal employees in order to enable them to meet the rising costs of living.

There wasn't much emphasis on this question at the meeting Monday before last—the meeting called by the special City Council committee investigating the advisability of suggesting these increases to the Board of Estimate. A pall hung over the atmosphere and symbolized the uncertainty of the whole thing while representatives of civil service groups sought to strike the only clear note by pointing out the drastic and immediate need for these increases.

The pall became even heavier when Mayor LaGuardia threw a wet rag into the meeting by suddenly ordering the loud speakers silenced. These magnifiers were carrying the details of the meeting to hundreds outside City Hall who couldn't get into the Council chambers with the 500 who did.

The Mayor contended the noise was disturbing him but there were other versions of this act. Councilman William A. Carroll, heading the special Council committee, insisted that nothing the Mayor did could pour cold water on the purpose of the meeting.

Asks Quick Action

At Tuesday's Council meeting, what loomed as the first in a series of public hearings by the special committee suddenly wound up in a recommendation to the Board of Estimate to get into action to include wage adjustments in the executive budget for the coming fiscal period. And it wasn't until that very moment that the business of deciding where the money is to come from was even touched.

Now the whole thing's in the lap of the Board of Estimate. But the board hasn't been given any more specific recommendations as to how to raise the funds than to make "practical use of accruals." The very best the board could get out of the special Council committee was a unanimous report containing no provision for definite increases either on a flat or percentage basis but merely a request that there ought to be "an adjustment of the wage scales of New York City employees, to the end that they may be brought into line with the rising costs of living in this city." The report added that "present wage levels maintained by the city are a menace to the health and well-being of those employed by the City of New York and their families."

This decision was taken in remarkably quick time—drafted less than 24 hours after the first hearing on the subject.

Perhaps the reason for the swift action was that Joseph T. Sharkey, majority leader of the Council, had pointed out that the Council would expire Wednesday and that a full report on salary increases for city employees ought to be made by the 1941 body before its expiration.

Accruals the Way

All except one member of the special Council committee—Salvatore Ninno—leaned to accruals as the source of providing the necessary money for pay boosts.

Mr. Ninno, interviewed by a LEADER reporter, said it was strictly "up to the Board of Estimate to decide on any means at all of raising the money and I don't intend to tell them even one bit about their job."

Councilman Carroll based much hope on accruals . . . vacancies (such as those caused by the draft), resignations, death. "And not only accruals as such," he said, "but there has been a large snow removal fund appropriated, none of which has been used, to my knowledge. Then there are the savings ordered for each city department to be considered. Part of whatever has been slashed from the budget can be converted



Councilman Wm. A. Carroll, who headed Special Council Committee Investigating Possibility for Wage Increases for Civil Employees.

WAR

Food and War

The LEADER is carrying a series of articles about the activities of New York City Departments in the war program. The departments covered so far include Police, Health, Fire, Welfare, Water Supply, Hospitals, Housing and Buildings, Sanitation, Transportation, Manhattan Borough President, Correction, Water Supply, Gas and Electricity, Housing Authority. Below follows a report from the Department of Markets.

The Department of Markets is concentrating intensely today upon the improvement of the quality of food consumed—this is its first concern in the war emergency program, according to former Commissioner William Fellows Morgan, Jr., who also held the job of Defense Commissioner for Food Distribution in the city.

It is the department's desire to stress the need for an adequate nutrition program, more today than in past years. Departmental officials take it as their war job to see to it that the city's nutrition is tops.

The department is completing

arrangements to have radio food commentators deliver effective, unscientific messages to build up the public's vitamin reserve and to make it easy for housewives to detect vitamin-giving foods. Civil Service employees have a hand in preparing these programs. It is also distributing sample menus containing all the necessary vitamins to assure the public a balanced diet.

These diet forms can be obtained by sending a three-cent stamp to the Department of Markets, 137 Centre street, Manhattan. The whole thing adds up to this: Making the city's population healthier and thus better able to stand this war-time tension.

Movie Shorts

Educational movie shorts and posting of statements in the subways also are furthering the department's efforts. Especial notice is given to any marked spread between wholesale and retail food prices as this is considered the starting point for malnutrition. Prices go too high and a large portion of the public just doesn't get the necessary vitamins.

Committees have been set up in all food industries to prevent profiteering wherever possible, and thus to maintain the flow of food at reasonable prices.

City Civil Service News Briefs

THE COMMISSION okayed the proposed employment of Dr. Samuel Jenkins as medical consultant (social hygiene) and Dr. Daniel Crowley as junior epidemiologist in the Health Department.

JUAN PARDO, an assistant stoker operator in the IRT, was qualified as to citizenship under the Wicks Act, the Commission decided at its meeting last week, while George Johnson, porter, and David Lynch, a wireman's helper, were rated not qualified.

NINE EMPLOYEES of the Department of Health can retain their jobs for the first six months of 1942. At its meeting last week, the Civil Service Commission approved the continued employment of Robert W. Culbert and Araham H. Kantrow, instructors in pediatrics; Lyman C. Duryea, director of project for crippled children; Katherine B. Allen, public health nursing consultant; Ruth Wadman, medical social work consultant; Pauline Murrab, instructor in nutrition; George Lawson, instructor in public administration; Alfred Cohn, laboratory research director, and Benjamin E. Holsendorf, instructor of rodent control.

MANUEL SAUREZ, a BMT assistant stoker operator, and Daniel Jones, a provisional elevator operator in the Fire Department, will be summoned to the offices of the Civil Service Commission for further investigation this week.

AN ADDITIONAL leave of absence, without pay, for the entire year of 1942 was approved for Frank J. Spinnler, a grade 3 transitman, employed in the office of the Borough President of Richmond. At the same time, approval was given Samuel T. Goldsmith, an inspector of construction, grade 4, in the New York City Housing Authority, for a continued leave until June 30, 1942.

Why Pay Raises for City Employees?

The special Council committee's report arrived at the following findings:

- 1.—With the exception of the increments given those employees of the city who come within the provisions of the McCarty Increment Law, there has been no general rise in the incomes of city employees during the last eight years.
- 2.—By virtue of reclassifications, transfer of per diem employees to a per annum basis of pay and by other means, the wage scale of countless city employees has been reduced during recent years.
- 3.—Analysis of the statistics compiled by Federal agencies indicates the general cost of living index will be approximately 20 per cent more during the coming year than it was during 1939. This, in view of the fixed ceiling on municipal salaries, is

equivalent to a 20 per cent reduction in income to city workers.

4.—A number of technicians and other skilled employees of the city have left their municipal posts to accept positions in defense and other industries because of inadequate compensation offered by the city.

5.—Many other American cities, including Detroit, Seattle, Atlanta, Cincinnati, Kansas City, Louisville, St. Paul and Portland, have recently made salary adjustments calculated to lighten the burden on city employees caused by rising living costs.

6.—In view of the rising costs, present wage levels maintained by the city constitute a menace to the health and well-being of those employed by the city and their families.

Asks Present Limits

The report added that the committee believes the wage adjust-

ment can be made "within the present constitutional debt and budgetary limits; that, in view of the war emergency, which has made it possible for the city to obtain priorities, expenditures for maintenance of the city's plant, as well as for capital improvements, will be cut to the bone. In addition, the vacancies caused by the absence of men serving in the armed forces are steadily mounting in number.

The report goes on to point out that "the Committee is convinced that a more prudent and practical use of the resultant accruals than has been heretofore will enable the city to bear a considerable portion of the expense involved without any undue derangement of the city's fiscal set-up." It concludes that its recommendations are "imperative" to the welfare of the City of New York and its employees."

LISTS

Firemen As Patrolmen

First appointments to top eligibles on the new fireman list to positions as special patrolman in the Board of Transportation were still pending as The LEADER went to press. The appointments will be made as soon as the Police Department fills 200 vacancies some time this month. Most of the police eligibles are employed as special patrolman in the subway system.

To date, 51 of the 360 fireman eligibles certified by the Civil Service Commission to replace the prospective policemen have been examined by the medical officers

of the Board of Transportation. Medical examinations will continue during the week for the remaining eligibles who have signified their willingness to accept the special patrolman jobs.

Clerks As Clerks

The request of Milton Poster, eligible on the Clerks, grade 2 list, that his list be utilized for the position of railroad clerk in the Board of Transportation, was denied by the Municipal Civil Service Commission at its meeting last week.

In denying the request, the Commission pointed out that clerk, grade 2 eligibles were previously canvassed for the position and that a large number of the eligibles declined the offers of appointment.

tax rate for paying off city stock and bond holders."

Mr. Feinstein called for a \$1,200 minimum annual wage for municipal employees.

Legislature Must Give OK

William T. Flood, former Alderman and legislative representative of the Federation of Municipal Employees, felt that "a new banker's accord entered into with the Board of Estimate, would solve the problem instantly. An average 3 or 2 and one-half per cent interest rate on the city's funded debt could certainly be achieved without too much trouble if all are sincere in seeing that these pay raises are granted. I suppose it may even be necessary for the State legislature to pass an enabling act to

honor this accord. But this can be done."

He said that good city credit is in inverse ratio to good city government, that it may even be possible for the city to issue 15-year corporate stock and serial bond issues to raise funds.

CIO Offers Plans

Ewart Guinier, acting president of the New York District of the State, County and Municipal Workers of America, CIO, urged a \$1,200 minimum annual salary for city employees and a \$180 overall minimum increase for employees earning less than \$3,600 a year. In an interview with The LEADER, he suggested that the money could also be raised by accruals, or possibly borrowing by the city and a request to the State legislature to increase the 2 per cent limit on city funds now set aside for municipal employees, at least during the war emergency.

George Curran, legislative representative of the Federation of Architects, Engineers, Chemists and Technicians, CIO, favored the use of accruals to provide a 10 per cent minimum increase for all employees earning up to \$3,600 a year. Curran would like to see a minimum pay boost of \$180 to all city employees.

Patrick W. Harnedy, president of the Patrolmen's Benevolent Association, declared that "anybody hazarding a guess as to where the Board of Estimate can get this money is merely sticking out his neck."

Frederick E. Libby, president of the Civil Service Forum, stated "we are not asking for any specific increase, because we are confident the Board of Estimate will perform its task honestly, with the interests of the city and its employees in mind."

toward these pay raises."

Councilman Carroll also stated that, with the permission of the State legislature, excess funds on the former 2 per cent city sales tax could be transferred to help meet the pay raises. He pointed out, too, that of the \$80,000,000 capital outlay budget on hand, "probably half will never be used, as far as the immediate future is concerned."

He said that "if some of these suggestions could be accepted, there would be no need for swelling the city budget at all to get the raises. And we ought to have those raises in time to get them into the new budget."

Councilman McCarthy agreed with Councilman Carroll that accruals and the capital outlay money "could reasonably be converted toward meeting these raises." Councilman Conrad had his mind on accruals, too, when sought for his suggestion. He added, moreover, that "a number of projects planned by the city but never started have left some money in the bag. This could be used to meet the raises."

Councilman Cohen was not especially satisfied with the accruals idea in general but admitted that "the fact that many men are being drafted, may set up an accrual fund of large enough proportions."

Bankers' Agreement

Henry Feinstein, president of the Federation of Municipal Employees and organizer for the International Hod Carriers' Union, brought up another idea at the meeting, called for a new banker's accord with the city to meet the salary increases.

"The biggest need in city government today," said Mr. Feinstein, "is for the banker to flash the interest rates paid them on city bonds in order to help the

city out of this mess. It is high time the bankers do as much in this national emergency as they expect of labor. It's time the bankers reduced their 4 per cent average interest on city bonds to a 2 and one-half per cent average and especially knock down that seven per cent interest rate. This ought to save the taxpayers a mere \$45,000,000 a year. "That ought to be enough to take care of pay raises and a lot of other necessary things."

Mr. Feinstein pointed out that, under the law, the city cannot pay more than 2 per cent of the assessed valuation of real estate in the city for municipal salaries. "This is hardly fair the way matters stand," he said. "This old ruling doesn't at all take into consideration the rising costs of living as a result of war conditions. Yet there's an unlimited

LISTS

25 Unemployed Firemen

Happy New Year!
 Things looked pretty dark last week for 25 city firemen who were without jobs. The firemen were among the fifty appointed for one tour of duty on December 15 and promptly given a six month's leave of absence without pay. The 25 firemen had been employees of the Board of Trans-

portation and in order to accept the appointments to the Fire Department they had to quit the subway jobs. They quit the subway jobs because they wanted to be firemen, even though it meant the possibility of six months without pay.

Things look pretty good this week because officials of the Fire Department want and found 25 jobs for the young men. And, best of all, the jobs are as firefighters. The jobs are in the special fire departments maintained by the federal government in Fort Hamilton and Camp Upton. Retired Captain Moje, in charge of the Fort Hamilton Fire Department, has promised to hire ten of the young firemen. Retired Lieutenant Crescek, in charge of the Camp Upton force, will take 15 more. The firemen will work a two-platoon system and be paid at the rate of \$1,500 per year.

Happy New Year!

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Learn to Type

Last week we memorized the four keys on the second row, and we learned to refer to the four fingers of each hand by the appropriate shaded letter. When a finger is not engaged in striking a letter, it is to return to a position just above the shaded letter, which is its home.

Observe now the position of the letters E and I with relation to D and K. The small number 2 above the E and K means that the middle finger on each hand—the D finger and the K finger—is used in striking them.

Without looking at the keyboard, hit the letter K three times in a row, then hit the space bar

once with the right thumb. Next, hit the letter D three times, following this by hitting the space bar with the right thumb.

Now up to the row above. Hit the K, then the I, then back to the K. Space with the right thumb. Similarly, hit the D, then the E, then back to the D. Again space with the right thumb.

The paper in your typewriter should read: kkk ddd kik ded. Continue typing this until you do it smoothly.

You will find that the four letters you now can type—K, D, I, and E—spell out a number of words: did, kid, die, eke, deed. Practice on these words.

Lesson No. 3 next week.



TRANSIT

Answers to Subway Exams

Motorman

IND Division, N.Y.C. Transit System (Promotion), 6 P.M. Group:
 Candidates have until January 20th to file objections to any of these tentative key answers.

(1)A (2)C (3)B (4)A (5)A (6)D (7)C (8)C (9)A (10)B (11)C (12)C (13)C (14)D (15)C (16)D (17)D (18)B (19)A (20)A

(21)A (22)B (23)B (24)B (25)C (26)C (27)A (28)A (29)D (30)A (31)D (32)B (33)A (34)C (35)B (36)B (37)A (38)C (39)A (40)A

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Motorman

IRT Division, N.Y.C. Transit System (Promotion), 1 P.M. Group:
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(1)D (2)C (3)D (4)A (5)B (6)A (7)A (8)C (9)C (10)C (11)D (12)D (13)B (14)C (15)A (16)D (17)B (18)C (19)A (20)A

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TITLES

Engineers Reclassified

The reclassification of 906 employees in eight departments into the new engineering and architectural service was approved by the Civil Service Commission at its last meeting of 1941. The reclassification will go into effect on July 1, 1942, the first day of the city's fiscal year. Recommendation to assign these employees to their new titles was made by the Commission's chief engineering examiner, S. W. Mosher.

Engineering and architectural employees in the following departments were covered in the reclassification: Law Department, 13; Borough President of Manhattan, 269; Department of Hospitals, 18; Borough President of the Bronx, 127; New York City Tunnel Authority, 230; City Planning Commission, 26; Office of the Comptroller, 34; Department of Housing and Buildings, 89. Salaries of the employees affected range from \$2,160 to \$8,000.

The reclassification of engineering employees in various departments has been going on for several months. Last week's batch was the largest single group approved by the Commission at one time. Approval of further reclassifications will continue to come up each week at meetings of the Commission.

AUTO ENGINEERMAN ELIGIBLES MEET

The Auto Engineerman Eligibles Association will hold a general membership meeting Tuesday, January 6, at 8 p. m., in the Rand School, 7 East 15th Street, Manhattan. All eligibles on the list are invited to attend the meeting. Membership dues have been set at \$.25 per month.

- (19)A (20)D.
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Railroad Clerk

IRT Division, New York City Transit System (Promotion):
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(1)D (2)C (3)A (4)C (5)B (6)B (7)C (8)B (9)C (10)A (11)D (12)A (13)C (14)A (15)C (16)D (17)D (18)A (19)D (20)C.

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Motorman

BMT Division, N.Y.C. Transit System (Promotion), 1 P.M. Group:
 Candidates have until January 20th to file objections to any of these tentative key answers.

(1)C (2)A (3)B (4)B (5)C (6)C (7)D (8)B (9)B (10)A (11)A (12)B (13)A (14)D (15)A (16)C (17)B (18)B (19)A (20)A

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Motorman

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Motorman

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Know Your Grammar!

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

By Gertrude B. Slavin, B.S., M.A., and Alvin Slavin, B.A., M.A.
 Correct speaking and writing is a matter of learning and forming good grammatical habits. It cannot be achieved by instinct or guessing. Far too many of us depend upon intuition in determining correct language usage. A word or a sentence is either grammatically correct or incorrect. As in other practical sciences, grammar offers no second alternatives. The civil service candidate must learn the rules of grammar so that the process of guessing and of indecision in language usage can be entirely eliminated.

Because it is impossible for us to include in one article all grammatical principles, we have selected those fundamental principles of grammar upon which most civil service grammar questions are based. These occur over and over again in various types of examinations. Those candidates who feel the need of a more thorough review of the entire field of grammar should consult a good text on grammar. May we suggest a few books of the many available on the subject:

1. "Get It Right," by William Opyde.
2. "Using English," by Lucy H. Chapman.
3. "Grammar in Action," by J. C. Tressler.
4. "Practice Handbook in English," by Easley S. Jones.

Below you will find a list of the basic grammatical rules that the civil service candidate must be thoroughly familiar with.

1. Singular subjects take singular verbs; plural subjects take plural verbs.

Example: (a) The smoke of burning leaves is **fragrant**. (b) The rooms in the house are large. (c) The man, together with the boys, is here.

2. Two subjects connected by a conjunction "and" take a plural verb.

Example: (a) **Bookkeeping and arithmetic** are important for the student.

3. Words like **each, one, any, every, no one, either, neither, anybody, everybody, somebody, nobody, everyone, everything** are singular and must take singular verbs.

Example: (a) In a democracy **everybody** plays a role. (b) **Neither Jack nor Tom** is here.

4. Words like **all, both, few, many, others, several, some** must take plural verbs.

Example: (a) **Some** are more careful than others. (b) **Both** problems are difficult.

5. A pronoun must agree with its antecedent in number—a singular antecedent must take a singular pronoun, a plural antecedent must take a plural pronoun.

Example: (a) **Everybody** must obey his air raid warden. (b) **All** heard their names called.

6. The object of a preposition must always be in the objective case.

Example: (a) **Between you and me**, these are hard times. (b) They all went **except him** and his friend.

7. Pronouns following parts of the verb to be (is, are, was, were, have been, etc.) must be in the Nominative Case.

Example: (a) It is **he**. (b) It could have been **she** who did it.

8. Verbs of the senses (smell, taste, look, sound, feel) are followed by adjectives unless they imply action.

Example: (a) This apple tastes **sour**. (Adjective) (b) The maid looks at her **sourly**. (Adverb)

9. Pronouns before nouns ending in **ing** must be in the Possessive Case.

Example: (a) I like **his playing** very much. (b) The supervisor disliked **everybody's reporting** late.

10. The Objective Case must be used for compound objects of verbs.

Example: (a) They heard my **sister and me** call. (b) She saw **Father and her** coming.

11. When making comparisons, always use pronouns in the Nominative Case.

Example: (a) John is as old as **I**. (b) Mary is taller than **he**.

12. Use of **who** and **whom**: Use **who** when it is the subject of a clause; use **whom** when it is the object of a clause.

Example: (a) **Tom Sawyer** is the story of a boy **who** loved adventure. (b) This is the person **whom** we met.

13. Use of **lie** and **lay**: The principal parts of these two verbs are as follows: **lie, lay, lie, lay**; Present participle, **lying, laying**; Past tense, **lay, laid**; Past participle, **lain, laid**.

Lie is intransitive and does not take an object. It means to recline. **Lay** is transitive and takes an object. It means to place something.

Example: (a) He had **laid** the book down. (This is a transitive-verb-book is the object.) (b) He had **lain** in bed all day. (This is an intransitive verb—there is no object.)

14. Use of **shall** and **will**; **should** and **would**: Use **shall** and **should** with the pronouns **I** or **we**, and **will** and **would** with the pronouns **you, he, she, they, it** when you wish to express futurity (a statement of simple future). Use **will** and **would** with the pronouns **I** or **we** and use **shall** and **should** with the other pronouns to express determination.

Example: (a) **I shall** keep the appointment tomorrow (Future.) (b) **I will** always remember Pearl Harbor (Determination.)

EXERCISE VIII

Choose the correct form in the following sentences:

1. Two of (us, we) boys brought presents. _____
2. If anybody came early (he, they) missed supper. _____
3. There (is, are) your new hat and cane on the table. _____
4. The food tastes (bad, badly) today. _____
5. Either John or Mary (is, are) sure to be here. _____
6. (Lay, Lie) down, Rover! _____
7. I met Alvin (who, whom) looks ill. _____
8. Each of the girls (wear, wears) a mink coat. _____
9. Everybody closed (his, their) eyes. _____
10. She hated (him, his) working so late. _____

EXERCISE IX

(Reading) "Every human group is organized; its individual components do not behave independently of one another but are linked by bonds, the nature of which determines the type of social unit."

According to the quotation, every social organization has (a) independent units (b) individuals of one social level (c) centralized authority (d) a uniting agency (e) a definite program

EXERCISE X

1. MALADROIT means most nearly (A) swerving (B) leisurely (C) unwholesome (D) enormous (E) awkward _____
2. SALUTARY means most nearly (A) healthful (B) luxurious (C) athletic (D) drastic (E) unbiased _____
3. INNUENDO means most nearly (A) communication (B) introduction (C) indiscretion (D) insinuation (E) slander _____
4. ENERVATE means most nearly (A) torture (B) weaken (C) invigorate (D) infuriate (E) perplex _____
5. EXPUNGE means most nearly (A) impair (B) efface (C) disconnect (D) revise (E) isolate _____

Here are the answers to Exercise VII: 1—noun 2—noun 3—pronoun 4—pronoun 5—verb 6—noun 7—adj. 8—adverb 9—verb 10—adj. 11—noun 12—adj. 13—adverb 14—adj. 15—adverb 16—prep. 17—prep. 18—conj. 19—conj. 20—interjection.

Our sixth article, HOW DO YOU SPELL? will appear in next week's issue of The LEADER. Words and means of improving habits will be discussed. Previous civil service questions on spelling, grammar, vocabulary, and reading will be included. Clip these articles and follow The LEADER for the answers.

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AGE LIMITS—All persons, regardless of age, may compete in this examination but must be GRADUATES OF SENIOR HIGH SCHOOL or about to be graduated in February or June of 1942.

WRITTEN TEST—Appointments will be made solely as a result of a written competitive examination.

APPLICATIONS for this examination are now being issued and may be procured by calling in person or writing to the Civil Service Commission at 299 Broadway. When filled out and notarized, applications may be forwarded by mail but must be postmarked not later than JANUARY 26, 1942.

OUR COURSE

The number who will compete in this examination will be large. Consequently, competition will be keen and only those who are thoroughly prepared on the subject matter contained in the written examination can hope for success.

INSTRUCTION will include lectures, trial tests and home study material on all the subject matter that is to be contained in the mental examination.

CLASSES WILL FORM on Tuesday, January 6, at 6:15 and 8:30 P.M., and will meet each Tuesday and Thursday thereafter at the same hours.

INVITATION—Anyone interested is invited to attend a class session with a view of observing the type of instruction offered, after which he may enroll if he so desires.

TYPIST—GRADE 1

Applications now open. For details as to our course VISIT — WRITE — PHONE.

PATROLMAN PREPARATION

Applications for Patrolman are expected to open in February and the examination is expected in May.

Few men regardless of physical condition or education can hope to pass either the physical or mental test with a high percentage without specialized training. During the last twenty-five years close to 90% appointed to and promoted in the Police Department have been prepared by us.

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

APPLICATIONS NOW OPEN — CLOSE JANUARY 9

MOTOR VEHICLE LICENSE EXAMINER

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

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

CARD PUNCH OPERATOR

Applications will be received until further notice for Alphabetic Card Punch Operator. Another test for Numeric Card Punch Operator is expected within the next few months. Our course not only prepares you for Federal and city examinations that are expected in the near future, but also qualifies you for employment in the commercial field. A good typist may efficiently operate a card punch machine after 60 hours of instruction.

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

MOTOR VEHICLE INSPECTOR (Bus)

Entrance salary \$2,400 per annum. Classes meet on WEDNESDAY and FRIDAY at 8:30 p.m.

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Classes in preparation for this examination which should be held within the next few months are meeting on MONDAY and FRIDAY of each week at hours to suit the convenience of the student.

INSPECTOR OF ELEVATORS (Gr. 3) — Class meets Friday at 8:30 P.M.

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CIVIL SERVICE IN NEW YORK STATE

By MORTON YARMON

THE LAW Claims Examiners Against D.P.U.I.

Another in a long line of legal actions against the Division of Placement and Unemployment Insurance came into court last week when a number of employees sought to cancel recent appointments in the metropolitan area from promotion lists for assistant and senior Unemployment Insurance claims examiner. Sixty-five employees are in the assistant title, and 26 as seniors.

According to the petitioners, whose case is handled by attorney Julius Schnapper, they were "misled and dissuaded from filing applications by the announcements and by what they were told or given to understand by persons in authority."

They maintain that they were led to believe that positions to be filled existed only in the claims bureau in Albany.



Quotation of the year is the one by Grace Reavy with reference to State employees taken over by the U.S. Said she: they're now working for "their grandmother instead of their mother." Miss Reavy is chairwoman of the State Civil Service Commission.

Discipline

ALBANY.—Joseph Schechter, counsel to the State Civil Service Commission, will conduct the first hearing on Friday, under the new Halpern discipline act in which a state employee is resisting an order ousting him from his position. The hearing, in which the plaintiff, a toll collector for the New York State Bridge Authority, will be represented by counsel, will take place in Albany. Minutes are to be taken.

Since the Commission authorized a hearing in this initial case a second complaint has been filed, this time by an attendant at Creedmoor State Hospital, who also was removed. No action has yet been taken by the Commission on the second appeal.

LISTS 10 Appointed

Here are some recent appointments from State lists:

- Factory Inspector—No. 28.
- Junior Economist—No. 3, in New York office, \$2,000.
- Toll Collector—Nos. 1, 2, 3, 4, 5, 6, 9, permanent, at \$5 a day.
- Payroll Examiner—No. 235, in Albany, at \$1,800.

Hospital Attendant Lists Progress

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

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

As for women, the old list has been exhausted for institutions outside the city. Inside, latest certification is 13,405, latest appointment is 11,093. The new list has been certified down to 3,522 for women outside the five boroughs, while appointments have reached to 3,328. The new list hasn't been touched for women inside the city.

All zone 1 male and female eligibles from the new list have been canvassed. A total of 437 permanent appointments have been made from the old list, 93 from the new list. In addition, 74 provisional appointments have been made. This is the situation:

Institution	Elig.		Prov. empl.		Cert. outside	
	M.	F.	M.	F.	M.	F.
Buffalo	0	12	0	0	0	0
Chgo. Col.	3	0	1	0	0	3
Cowanda	0	12	13	0	0	3
Newark	0	26	12	0	0	0
Rochester	1	59	10	0	0	0
Willard	1	23	1	0	1	4

In zone 2, 453 permanent appointments have been made from the old list, and 67 from the 1941

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U. S. Protects Rights of DPUI Employees Taken Over in Federalization Process

(EXCLUSIVE)

ALBANY.—All employees in the placement section of the DPUI are now on the payroll of the federal government and have been since January 1. They have been transported, on paper at least, to the National Employment Service by executive order of President Roosevelt.

In this Governor Lehman has concurred, but on the assumption that all pension rights, sick, maternity, and military leaves would be strictly honored and safeguarded.

Conferences have been under way for several weeks among representatives of the State Labor Department, the State Civil Service Commission, and the federal Social Security Board to decide and determine insofar as possible the status of the transferred employees. These conferences, which will continue, have resulted in some definite "understandings" accepted by the State's representatives as more or less binding, but subject, nevertheless, to ultimate decisions in Washington.

Agreed Points

These agreed points may be briefly summarized thus:

It is probable, according to federal officials, that the transfer will not have affected more than 1,600 employees, as against estimates of 2,300 to 2,500 previously made.

In line with the thought expressed by Miss Grace A. Reavy, chairwoman of the State Civil Service Commission, that the transferred employees now are working for their "grandmother instead of their mother," there will be a period of two months for adjustments. This will give the candidate opportunity to decide whether to remain in the State Retirement System, whether to accept the new assignment, what to do.

Get U. S. Status at Once

Transferred employees acquire at once the status of federal Civil Service, which means permanent appointment. This is unlike the State service, where failure of the Legislature to appropriate for a position or where a job is abolished results in the em-

ployee going on a four-year preference list. Appointment in the federal Civil Service provides that an employee who resigns or loses his position is always eligible for reinstatement until he reaches the compulsory retirement age.

To Stay in New York

The New York State employees of DPUI taken over by the federal government will not be sent elsewhere. They will remain physically in the existing set-up which will be retained as "the New York State unit." Employees in Massachusetts, Connecticut, and half a dozen other states, however, will be subject to physical transfer.

All assistant interviewers will remain on the State payroll. They will not be transferred to the federal service. They will continue in the insurance bureaus of the DPUI—which, of course, now becomes the Division of Unemployment Insurance, or DUI.

All temporary employees in the placement section were taken over as temporaries. The maximum for a temporary in State service is nominally six months, in federal service, 12 months.

Those in the competitive and non-competitive classifications will get probationary indefinite appointments. After six months, if they survive, they assume permanent status.

All Rights Reserved

All rights are reserved to the transferred employees, including military, sick, maternity leaves, and even pay differentials, although it was not made clear how the federal government would work this out.

All existing promotion lists will be retained, as will announced lists and forthcoming examinations planned by the State.

The transferees will be entitled to increments under the federal plan—after 18 months in the lower brackets; 30 months in the higher brackets; with credit for time elapsed in the State service since they got their last State increment.

There will be some reclassification of titles following the transfer—but how extensive it will be none can say definitely.

Rights Protected

Rights of federalized employees who are on State promotion lists for unemployment insurance positions are protected. Technically they assume suspended State status, and are therefore subject to canvass.

Some State legislation will be required—not to tell the federal government what it can do with respect to the transferees, as that is impossible, but to protect those employees in their State rights. None knows how much more extensive will be the range of federalization of State agencies. The Labor and Civil Service Departments are going to work on legislation that will protect the State's workers as far as possible in the light of what is happening.

It is definitely ascertained now that the persons transferred from State to federal service may continue in the State Retirement System but only on condition that they contribute not only their own share of retirement payments but the State's as well. This is under Section 52A of the Retirement Law, which provided for just this course on and after January 1, 1933 and not January 1, 1943, as had been erroneously reported previously.

Employee Groups

Organization of the federalized employee is going ahead. Officials of the DPUI committee of the New York City chapter of the State Association has voted to recommend affiliation with the National Federation of Federal Employees after establishing a new organization. "The Association of Employment Security Employees." Although set up as yet only for the metropolitan area, the group expects to move upstate and then to the other 47 States of the Union.

A conference of officials of the State, County and Municipal Workers of America (CIO) is scheduled for this week, at which time organizational changes are to be discussed. Since federalization seems to be a permanent proposition, it is likely that present SCWA employees in the placement service will be transferred to the United Federal Workers, CIO union in the federal service.

PROMOTION Lists Rushed

ALBANY.—Dozens of State promotion lists, based on examinations conducted in October and November, were rushed through rating and writing up last week to permit department heads to make appointments before January 1 so that appointees could get their increment with the start of the fiscal year.

Every agency of the Civil Service Department, particularly the examination bureau, pushed other work aside to get the lists out and into the hands of the appointing officers in time. The week before last, for instance, the examination bureau cleared 31 promotion lists alone and others were rushed up to the last moment.

Many Promoted

How many promotions were made throughout the State service is unknown but the guess is that from one to three were made from each list. Many of the jobs to which promotion appointments were made had been vacant since last July 1.

Under the Feld-Hamilton Act, persons appointed by January 1 will automatically get the increment accruing to the new position on July 1. Appointments made later will not carry the increment until a year and a half later, or July 1, 1943. Thus failure to achieve the increment on next July 1 would put every successive increment back a year.

TESTS License Examiner

Filing for the State test for motor vehicle license examiner is due to close Friday, January 9. Application blanks are still available at room 576, 80 Centre Street, New York City, and by mail at the Examinations Division, State Department of Civil Service, Albany. The test is scheduled for the afternoon of Saturday, February 14.

Complete details of the test appear on page 12.

Preparation

As preparation for the test, The LEADER has been publishing duties of the job. Here are further details on conducting the road tests for applicants for operator and chauffeur licenses:

4. Have first car properly placed at the painted line on the curb. Accept the examination permit only from the applicant in the first car. Require the applicant to sign the affidavit on the reverse side of the examination permit. Acknowledge the signature by signing full name and shield number in a legible manner. Compare the signature with the learner's permit if one has been issued. Size up the applicant as to description and physical de-

facts. Above all, be observant. Examine the accompanying chauffeur's or operator's license.

- a. number
- b. picture (if chauffeur)
- c. description

Conduct first the vision test; second, the English test; third, the color test; fourth, the road test.

5. Enter the make and registration number of the vehicle used in the road test in the space provided under the affidavit on the road test permit.

6. Not more than five road tests an hour are to be given. The hours for giving tests are from 9 to 5 p.m., inclusive.

7. From November 15 to March 1, no road tests are conducted after 4 p.m.

More next week.

Duty With A Typewriter

ALBANY.—State employees facing the draft and who can operate a typewriter were invited today to sign up with medical forces of the army service in the State—for duty at a typewriter. Notices were posted on department bulletin boards inviting enlistments at \$21 a month plus maintenance which would include hotel accommodations and food while on duty outside Albany. The notice particularly invites men "likely to be drafted and who would prefer this type of work to regular army life in camp." Applicants are advised to address Major McCormick, Medical Armory, Lark and Elk streets, Albany.

Future Tests

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

January 8—Assistant Photostat Operator—Division of Placement and Unemployment Insurance.

January 10—Assistant Veterinarian Bacteriologist—Health.

January 13—Canal Maintenance Foreman—Public Works.



Patrolman David Salter, twice-elected president of the Police Honor Legion, speaking to members of the Legion at a dinner in the Ruppert Brewery. Deputy Inspector Valentine W. Corell, also a member of the Honor Legion, is seated behind Patrolman Salter. Harry M. Birsner, Ruppert production manager, is at the right of the picture.


Civil Service LEADER

Published every Tuesday by Civil Service Publications, Inc. Office: 97 Duane St. (at Broadway), New York, N.Y. Phone: COrtlandt 7-5665 Copyright 1941 by Civil Service Publications, Inc.

Jerry Finkelstein, *Publisher*; Seward Brisbane, *Editor*; Maxwell Lehman, *Executive Editor*; Charles Sullivan, *Washington Editor*; H. Eliot Kaplan, *Contributing Editor*; David Robinson, *Art Director*; N. H. Mager, *Business Manager*.

—Subscription Rates—

In New York State (by mail) \$2 a Year
Elsewhere in the United States.....\$2 a Year
Canada and Foreign Countries.....\$3 a Year
Individual Copies5 Cents
Advertising Rates on Application

MEMBER, AUDIT BUREAU OF CIRCULATIONS 

Tuesday, January 6, 1942

Pay Raises Should Come Immediately

LAST week, hundreds of civil servants crowded into the New York City Council chamber to ask that their pay be increased. More bluntly, they requested that the city which they serve refrain from making them economic scapegoats of the war.

This is a perfectly reasonable request. It has been recognized by the Federal Government and by many cities throughout the nation that some parity must be maintained between the pay-rises accorded to workers in private industry and the earnings of Civil Service employees.

It is perhaps unfortunate that more attention wasn't given during the meeting to the question: Where is the money coming from? Those present felt, and rightly, that this is a problem for the Board of Estimate to solve. But it would have made their arguments stronger if they had shown that money is, or can be made available.

Elsewhere in this issue there's further discussion of the problem by officials and employees. It appears from these discussions that enough cash is available in accruals—that is, money allotted in the current budget but not used—to pay the increases requested. The requests, we might add, were for the most part quite modest, quite in keeping with the civil employee's sense of responsibility toward his city and its problems. It is known that the Budget Director and the Board of Estimate are studying the question of raising salaries. It is to be hoped that the "study" won't drag out until the next budget is made up. The accruals are available now; they were originally placed in the budget to pay for salaries; and they should be used for pay increases immediately.

Training Americans

FOR several weeks now, The LEADER has been plugging away for a plan that would break the training-bottleneck and provide man- and woman-power quickly for war production.

Many of our readers have been giving us their thoughts on the subject. One chap wrote us:

"Congratulations on your editorials of the past two weeks in regard to the lack of defense training courses and reliable information in regard to them . . . At present it is virtually impossible to go to any office in New York and receive information that is worth anything . . ."

"May I suggest, first, that you do all in your power to see that more and more beginner courses are established both by government and private industry; secondly, invite all schools and companies to notify you of all training courses that they offer and publicize the courses . . ."

The letter symbolizes the deep understanding of Americans about the necessity of training men quickly; it typifies, too, the lack of coordination and confusion prevalent with respect to training.

There are signs in Washington that some government officials are beginning to think in terms of the unprecedented industrial man-power we shall have to develop. It is late, but not too late. All training efforts, public and private, must be quickly coordinated. Training must be planned in terms of our production needs. A single training center must be organized to collate all training data, have complete information at all times, keep files on the labor market, place individuals in courses where they will best utilize their capacities, and do its work in a manner geared to place each trainee in a war-production job as soon as he is capable of handling it. And in such a program, there is ample room for women, for men over 40, for the handicapped.

It requires 14 industrial workers to equip every soldier. Do you realize what an industrial army this means?

Don't
Repeat This!



WATCH for a shake-up in the police alien squad . . . A number of city departments are bucking the Budget Director's request that they reduce their budgets 7 per cent . . . Criticism of the "grandfather clause" for admission to Naval Intelligence is mounting . . . First thing a federal stenographer is taught is how to keep her mouth shut . . . Non-defense federal departments are grumbling about not getting the same privileges in hiring that emergency agencies enjoy . . . Sponsors of pay-raise legislation are worried about what time limit to set. They feel that things may be even worse when the emergency is over . . .

Radio Dept.

There was much stumbling on the WNYC New Year's Day broadcast: Mayor LaGuardia forgot Commissioner Moses' title while the announcer introduced the Mayor as Newbold Morris . . . Ex-councilman Bob Straus will issue a report explaining his unexpected vote to accept the Ellis report on the Civil Service Commission . . . That tabloid columnist had a bum steer with his item that the U. S. plans to buy up small radio stations. What's really happening: the Navy is dicker for the lease of commercial radio telephones to facilitate naval communications . . .

Police News

Police precincts frequently are without sufficient cops but they have strict orders never to let the public know when they are short-handed . . . The Oxford Movement is attracting the wives of several city commissioners . . . Every agency ought to follow the lead of the Police Department, which is preparing a booklet of wartime instructions for cops . . . OPM is displeased with emphasis of merchants on placing blackout cloth on sale . . . The material is needed for defense, and OPM

letters

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

'Quota' System In Wartime

Sirs: Your helpful story in today's "Leader," under the headline "U. S.—BOOMS N. Y. ELIGIBLES," brings home forcibly a situation which might result in considerable benefit if it were remedied.

Obviously the Federal Government needs workers. It needs them so much that it has been empowered to get qualified people from the eligible lists of States and municipalities. Your report indicated that the U. S. Commission is even getting them from New York City and New York State.

But having obtained the people it wants will the Government be able to use them? A letter from the U. S. Civil Service Commission to an eligible on the list for junior personnel technician indicated that his prospects for appointment are "unfavorable, as New York is in excess of its quota."

Judging from the past, New York will continue to be "in excess of its quota," and New York State eligibles will continue to be passed



CHANCELLOR H. WHITING, the man who directs the physiological laboratory of the Domestic Relations Court, never got a chance to see any active service in the army when he enlisted in 1917 during his internship in the University of Buffalo medical school. But he has been doing plenty of fighting since, battling human deformities.

Dr. Whiting is not only one of our more able civil service men; he's a surgeon with a large record of accomplishment, too.

Consulting urologist in the New York State Reconstruction Hospital as well as assistant surgeon in the New York Hospital Out-patient Department of Urology, Dr. Whiting divides his time between his civil service duties and his private practice and perhaps devotes more of it to public welfare than seems healthy for his own pocket-book.

Works With Children

It is as a private surgeon that Dr. Whiting makes a living but it is as a part-time director of the physiological laboratory of the Domestic Relations Court—particularly in his assistance to physically handicapped children—that he satisfies his ambitions in life. For there's a large humanitarian streak running through this wiry, fast-talking 47-year-old individual of medium stature, dark grey eyes and black hair.

Precisely, Dr. Whiting not only examines adults in the Domestic Relations Court laboratory to determine their fitness to work and to decide whether or not they are suffering from alleged illnesses forcing their incapacitation. He also determines the need for hospitalization or orthopedic treatment and appliances for physically handicapped children under 21. And these children consume most of his time and interests.

The fact of the matter is that Dr. Whiting, who lives with his wife and three children at 3333

would like the public to use what they have on hand . . . Crime has

Merit Men

164th Street, Flushing, has become known for his willingness to serve children in distress—even if he has to use his own time, money and facilities. Often he has permitted juvenile patients unable to get to the court laboratory to come to his private office at home and as many times he has used his own car (he gets no car allowance) to pick them up. At still other times, he has clothed some of those children who were too shabby to be presentable.

Wants Children's Hospital

Out of all his experience Dr. Whiting has developed one major desire: to work for the creation of an institution in this city where children with extraordinary physical ailments may be housed and treated. To date, the city has no institution such as that which is located in Ithaca, N. Y., where there's a refuge for children not sufficiently disabled to be classed as mental defectives and yet not normal enough to compete with ordinary children.

Many of these borderline cases, Dr. Whiting contends, have nowhere to go after they fail to qualify for the regulated categories in hospitals in the city. Most of these defectives—such as those with brain impairments—are known in medical parlance as spastics, children born with deformities that, according to certain standards, do not make them quite acceptable to society. Many of them have parents on relief who cannot even support them at home. These, says Dr. Whiting, are just the "difficult to place" type of patients.

He's a New Yorker

Born in Medina, N. Y., Dr. Whiting attended Medina High School in that city, then studied medicine in the University of Buffalo. During World War One, he was assigned to the Post Graduate Hospital in New York to continue his internship, subject to call. After the war, he stayed on as-instructor. In 1920, he was appointed clinical assistant in surgery and in 1921 became instructor in surgery. He was transferred to the Department of Neuro-pathology as clinical assistant in 1926. Then he took a three-year post graduate course in surgery in the New York University-Bellevue Hospital Medical College. Following this Dr. Whiting served with the City Hospital and New York hospital staffs.

In 1933, he received a fellowship in the American College of Surgeons. He is a member of the county and State medical societies, and also an American Legionnaire.

Last week Dr. Whiting was cited for one of the scrolls presented to nine runners-up to Harry R. Langdon in the Ordway award contest for outstanding civil service during the past year.

What does Dr. Whiting do for recreation? He goes off in the woods and hikes.

zoomed downward since war began . . .

stated editorially that the "quota" system has no place in civil service. Certainly we agree that in time of war, such red-tape has no place in government service.—Ed.

On Race Bias

Sirs: The old argument that white employees will not work with Negroes has been refuted so often that it no longer bears any semblance of truth.

In the New York City Subway System, in the clothing and other industries where large groups of Negroes work side by side with whites both in shop and union, we see the two races working together without any signs of animosity or lack of cooperativeness.

The space you allotted to the subject of "Race Bias in Civil Service" is further proof of your sincere public-spiritedness on this question. INTERESTED NEGRO.

With the life of democracy at stake, Americans cannot afford to permit discrimination against any of our citizens.—Ed.

MILTON GLADSTONE. The LEADER has many times

TRAINING

21 Courses

The City College School of Technology will offer 21 defense training courses in engineering, science, and management during the spring semester beginning next month, according to an announcement by Dean Albert B. Newman. The courses, to be given free of charge under the national emergency program being administered by the United States Office of Education, will prepare more than 600 men for work in vital defense industries.

- The courses are:
- Commercial use and military interpretation of aerial photographs;
 - Elementary structural analysis and design;
 - Optical instruments;
 - Advanced physical metallurgy;
 - Practical detailing of defense structures;
 - Physical properties and methods of testing alloy steels and non-ferrous metals;
 - Shop processes, gauging and inspection specifications, sampling and inspection problems;
 - Theory of projection and drafting room practice in mechanical drawing.
 - Applied descriptive geometry for aircraft works;
 - Chemical plant equipment design;
 - Chemistry of powder and explosives;
 - Elements of modern industrial building and hangar design;
 - Fuels and lubricants;
 - Geodetic computation;
 - Map preparation and use;
 - Mechanics and strength of machine and structural elements;
 - Organic constructional materials;
 - Physical metallurgy and pyrometry;
 - Physical properties and methods of testing ferrous materials;
 - Powder metallurgy.
- A special class in descriptive geometry for aircraft work will be held in a building near the plant of the Brewster Aeronautical Corporation in Long Island City for employees of the company only, said Dr. Allan.

All the courses will be from eight to sixteen weeks in length, and classes will meet during the evening. The requirements for admission vary with the intensity of the course and range from high school graduation to a college degree in engineering. Applicants for the classes will be admitted on the basis of their previous training and education, following an interview with members of the faculty. Candidates may obtain detailed information by writing to Professor William Allan, City College School of Technology, 140th street and Amsterdam avenue, New York. Interviews will be conducted on the evenings of January 12, 13 and 14.

Wanted: Radio Amateurs

Federal Security Administrator Paul V. McNutt last week called upon licensed amateur radio operators to apply at State employment offices for free training in marine radiotelegraphy in preparation for positions as radio operators on America's new merchant vessels. Enrollment of radio operators is a part of the nation-wide drive to recruit 40,000 trainees to man new merchant ships of the United States Maritime Commission.

DEFENSE news

JOBS OPEN Skilled Workers Needed in Hawaii

There is an exceedingly urgent need for skilled workers for the Pearl Harbor Navy Yard at Honolulu, Hawaii. The United States Civil Service Commission last week issued a special announcement to this effect.

Skilled workers who are properly qualified with at least two years' trade experience are needed. Some of the many kinds of skilled tradesmen wanted are: boilermaker; chipper and caulker (iron); gas cutter and burner; instrument maker; machinist, inside; machinist, outside; ordnanceman (mechanic); electrician (ship and shop); pipecoverer and insulator; pipefitter; rigger; shipfitter; electric welder; and helper shipfitters, helper sheetmetal workers, helper machinists, and helper grades in other trades.

With certain exceptions two years of trade experience are required. Exceptions are the positions of chipper and caulker (iron), gas cutter and burner, electric welder, and the helper grades for which six months of experience are necessary.

Maximum Salaries

To speed this recruiting program, the Commission stated that the Federal Government is bearing all the costs of transportation of workers who are accepted for appointment. Maximum salaries are offered for each position, and compensation begins on the date of sailing from the West Coast for Honolulu. Transportation costs will be paid to the workers from their homes to California, including Pullman fares and subsistence allowances at the rate of \$4 a day.

No dependents can go to Hawaii now or later during the war.

Working Conditions

A cantonment, located near the Navy Yard and operated on a cost basis, offers accommodations to employees at reasonable rates. Cafeteria service, operated by a concessionaire, is provided and prices for food at the cafeteria are regulated by the commandant in order to provide food and service at a fair price.

The Commission announced that complete information on Pearl Harbor jobs may be obtained from the Manager, Second U. S. Civil Service District, 641 Washington street, New York City.

'Quick-Action' Jobs In Private Industry

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

Technical

(Phone LExington 2-0160)

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

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

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

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

Plumbing Draftsman and Designer—Recent experience in industrial work. No other experience acceptable. (Ask for Mr. Pope).

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

Industrial

(Phone LExington 2-8910)

Arc Welders—Able to pass Navy tests. Must have shipyard experience. (Ask for Mr. Hawes).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Radio Wires (Male or Female)—Must have transmitter or set manufacturing experience. (Ask for Mr. Burnham).

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

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

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

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

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

WOMEN!

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Examination Requirements

City Tests

Assistant Building Manager (Housing Authority)

Salary: \$3,000 up to but not including \$4,000 per annum. Vacancies: 2; 1 at Harlem River Houses (2650 Seventh Avenue, Manhattan), and 1 at South Jamaica Houses (158-03 109th Avenue, South Jamaica). These vacancies are to be filled by Assistant Buildings Managers who will reside in the project.

Duties

Under direction, to be responsible for the general management of a small housing project, or to assist the manager of a large housing project; supervise the operation and maintenance of the physical plant and project personnel; manage store premises; assign tenants and collect rents; handle tenant relationships and activities; secure public and private agency cooperation; supervise the keeping of accounts and records; submit reports and perform related duties. The Assistant Buildings Managers assigned to Harlem River Houses and to South Jamaica Houses must reside in the project.

Requirements

Graduation from a senior high school or equivalent education, plus four years of progressively responsible work in the field of housing management; or a satisfactory equivalent. At least one year of experience in complete charge of the management of either a housing development of fifty or more dwelling units or a group of houses aggregating two hundred or more dwelling units is required.

Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 60. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$2.00. Applications: File by January 23.

Assistant Mechanical Engineer

Salary: \$3,120 up to but not including \$4,260 per annum. Vacancies: Occur from time to time.

Duties

Under supervision, to perform work of moderate difficulty and importance in the investigation or development of mechanical engineering projects, the design, construction, inspection, testing, operation or maintenance and repair of mechanical engineering work for city power plants, rapid transit railroads, vehicles, public buildings, schools, pumping plants, sewage disposal plants, bridges, etc.; do scientific research in mechanical engineering, supervise the keeping of records and preparation of reports; perform related work. Some latitude is given for independent action or decision.

Requirements

An engineering degree recognized by the University of the State of New York and at least three years' satisfactory mechanical engineering experience, at least one year of which must have been on responsible work, or a satisfactory equivalent; a sound knowledge of the principles of mechanical engineering; ability to plan working details, supervise and coordinate mechanical engineering work, and to prepare mechanical engineering plans and reports. A New York State Professional Engineer's License may be required for some certifications.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$3. Applications: File by January 26.

Chief of Project Planning, Housing Authority

Salary: \$4,000 per annum. Vacancies: 1 in the Housing Authority.

Duties

Under general direction, to prepare lists of sites for public housing projects, assemble and collate all pertinent data, supervise investigations, and make recommendations to the Housing Authority for final selection; assemble and prepare applications for financial assistance to various governmental lending agencies for proposed projects; plan program of project, including apartment distribution, location of non-dwelling space, determination of building heights and coverage, etc.; assist in directing work of architects assigned to prepare plans for projects; confer with other city departments such as City Planning Commission, Offices of Borough President, Board of Education, etc., on such matters as street closings, zoning, school accommodations, etc., in connection with projects; confer with Federal, State and Municipal officials on development of the application and financial loan contracts; perform related work.

Requirements

An architectural degree recognized by the University of the State of New York, plus four years' practical experience in architectural or allied fields, at least two years of which must have been in an administrative capacity of a character to qualify for the duties of the position, in a public or private agency engaged in the development of housing projects equivalent in magnitude to projects under control of the New York City Housing Authority, or a satisfactory equivalent of the above education and experience. Candidates must hold a Registered Architect's certificate for New York State at the time of certification.

Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 60. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$3. Applications: File by January 26.

Clerk, Grade 1

Salary: Up to but not including \$1,200 per annum. Appointments are being made at the present time at \$840 per annum from the list for clerk, Grade 2. Increments to \$1,199 in almost all departments. Vacancies: Occur frequently during the life of the list.

Duties

To perform under supervision routine clerical work and elementary office duties, including the operation of mechanical devices such as the mimeograph and addressograph, and similar simple appliances; assist with the reception of the public; act as messenger in minor errands; perform related work. This examination is expected to attract young people recently graduated from high school.

Requirements

Candidates must be graduates of a senior high school or have equivalent education. Graduates in February or June, 1942, will also be eligible. The written test will include tests of mental alertness, reasoning ability, vocabulary, spelling, arithmetic, capacity to follow written directions, elementary office practice, knowledge of civic affairs and other appropriate information and abilities.

Subjects and Weights

Written test: weight 100. The

How to Apply for a Test

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

For State Jobs: Obtain applications at 80 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examinations Division, State Civil Service Department, Albany.

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

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 641 Washington Street, New York City, (9 a.m. to 5:30 p.m.), in person or by mail. Also available from first and second class post offices, Second District.

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

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

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

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

passing grade will be set in accordance with the needs of the service. Fee: \$.53. Applications: File by Jan. 26.

Inspector of Live Poultry

Salary: \$1,500 per annum. Vacancies: Occur from time to time.

Duties

To inspect the live poultry transported to the City of New York as provided by law. This includes the examination of live poultry to prevent the sale of overcropped poultry; perform related duties as required.

Requirements

Candidates (a) must have had at least two years of experience in the inspection of live poultry either in industry or for a governmental agency or (b) must be graduates of a recognized school of agriculture (c) must be graduate veterinarians or (d) must have a satisfactory equivalent.

Subjects and Weights

Written, weight 50; Training, experience and personal qualifications, weight 50. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

Marine Engineer

Open to all citizens of the United States, regardless of residence. Salary: \$2,520 and \$2,340 per annum, subject to budget. Vacancies: 9.

Duties

To supervise and direct or assist in the supervision and direction of the crew below deck on steam, Diesel, and Diesel-electric ferry boats during a watch; be responsible for the regulation, operation, care, maintenance, adjustment, and repair of all boilers, oil-burning equipment, power machinery, auxiliaries, heating and lighting equipment, etc.; supervise the filling of fuel oil tanks; make out reports on the nature and extent of repairs; make out personal injury reports and damage reports; prepare log sheets and time sheets; perform all the functions of Chief Marine Engineer in the latter's absence or under the latter's supervision; perform related work.

Requirements

At least 3 years' practical experience below decks on harbor or sea-going self-propelled boats of more than 300 tons, and in addition, prior to the date of the practical test a Department of Commerce unlimited chief engineer's license for ocean-going vessels or a chief engineer's license for ferry boats of not less than 2,500 tons or a chief engineer's license for lakes, bays, and sounds for not less than 2,500 tons, and in addition, a chief engineer's license for Diesel-powered boats of not less than 350 tons. The steam license must be exhibited prior to taking the practical test on the Diesel ferry boat.

Note: While this examination is open on a non-residence basis, the effect of the Residence Law is that persons with three years of New York City residence, or persons who may be exempted from the Residence Law, shall be certified first from the list resulting from this examination.

Subjects and Weights

Written, weight 20; Training, experience and personal qualifications, weight 40; Practical, weight 40. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The written test will be divided into two qualifying parts. The first part will have to do with steam boats, and the second part with Diesel and Diesel-electric boats. Both parts are of equal weight. The practical test, to be held in New York City, will be divided into two qualifying parts. The first part will be held on a

steam ferry boat and the second part will be held on a Diesel ferry boat. Both practicals are of equal weight. The passing grade will be set in accordance with the needs of the service. Fee: \$2.00. Applications: File by Jan. 25.

Occupational Aide

Salary: \$1,500 per annum. Vacancies: Occur from time to time.

Duties

Under direction, to administer therapeutic arts and crafts, including design, leather, metal, plastic arts, textile, wood, fine and applied arts and certain pre-vocational activities for mental or physical re-education and in addition to give instruction to student nurses on the theory and practice of occupational therapy.

Requirements

Candidates must be (a) graduates of a school of occupational therapy which is approved by the American Medical Association, or (b) registered therapists.

Subjects and Weights

Written, weight 40; Training, experience and personal qualifications, weight 30; Practical, weight 30. Training, experience and personal qualifications may be rated after an examination of the candidate's application, and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 25.

Office Appliance Operator

Grade 2 (Burroughs Accounting or Book-keeping Machine)

Salary: \$1,200 up to but not including \$1,800 per annum. Vacancies: Occur from time to time.

Duties

To operate the Burroughs Typewriter Bookkeeping or Accounting Machine; to be thoroughly familiar with all functional operating control keys and their uses; to perform other incidental work as required.

Requirements

Candidates must have had at least one year of experience, or the equivalent in educational training at a school accredited by the State Board of Regents, in the operation of the Burroughs Typewriter Accounting Machine. Candidates in the practical test will be tested in the operation of a Burroughs Accounting Machine, models 7200 and 7900. They should be touch typists. If a vacancy occurs for any other model of a Burroughs Bookkeeping or accounting machine, candidates on this list will be examined on the additional machines.

Subjects and Weights

Practical, weight 100. A qualifying written test may be given. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 23.

Psychologist

Salary: \$1,800 up to but not including \$2,400 per annum. Vacancies: 6 expected in the Department of Hospitals; other vacancies occur from time to time in the Department of Correction and the Domestic Relations Court.

Duties

Under supervision, to administer standard mental, educational, personality and vocational tests; interpret results and make recommendations on the basis of such interpretations; prepare psychological reports; act as qualified examiner

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in mental deficiency when required; perform related work.

Requirements

A master's degree in psychology from an institution accredited by the University of the State of New York or a baccalaureate degree plus one and one-half years of graduate work in psychology; in addition, candidates must also show three years of clinical experience in accredited mental hygiene or psycho-educational clinics or psychiatric hospitals; or a satisfactory equivalent or combination of the foregoing. Certification as psychologist by the State of New York is required at the time of appointment.

Subjects and Weights

Written, weight 60; Training, experience and personal qualifications, weight, 40. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$1.00. Applications: File by Jan. 26.

Senior Chemist

(Simultaneously with this examination there will be held a promotion examination for the Department of Hospitals. The promotional list will be certified first to fill vacancies. It is not expected that the promotional list will be sufficient to meet the needs of the service and candidates on the open competitive list may expect about four immediate vacancies to be filled from this list.)

Salary: \$3,300 up to but not including \$3,900 per annum. Vacancies: 5 in the Department of Hospitals.

Duties

Under direction, to perform chemical work requiring a very high degree of technical knowledge, judgment and skill; analysis of exogenous and endogenous poisons; identification of organic substances; quantitative gasometric determinations by volumetric and manometric Van Slyke apparatus for CO₂ and CO and methemoglobin; quantitative estimations of enzymes in blood such as phosphatase, etc.; estimation of Vitamin C, ascorbic acid in blood and urine; complete quantitative and qualitative analysis of urine; related work as required.

Requirements

An appropriate doctorate degree from an accredited institution and not less than two years of experience along the lines set forth under "Duties"; or a satisfactory equivalent.

Subjects and Weights

Written, weight 30, 75 per cent required; Training, experience and personal qualifications, weight 70, 75 per cent required. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. Fee: \$3.00. Applications: File by Jan. 26.

Typist, Grade 1

Salary: Up to but not including \$1,200 per annum. Appointments are being made at the present time at \$960 per annum. Increments to \$1,199 in almost all departments.

Duties

Under supervision, to transcribe on the typewriter from written or oral material; or from Ediphone or Dictaphone; operate Vari-typers; perform related work as required.

(Continued on Following Page)

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

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 Avianty Institute—11 E. 16th St.—Day and Eve. Classes—300 hr. Course. STuyvesant 9-6900.

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

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

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 Avianty Institute—11 E. 16th St.—Day & Evening Classes—200-300 hr. Courses—STuyvesant 9-6900. Machine Shop Practice—1043 6th Ave., N. Y. C.—Day & Evening Classes—PE. 6-0913. Technical Machinist School—109 Broad St.—Machinist school only. BO. 9-6495.

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

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

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

study to file school study forms until formally requested to do so by this Commission.

Scope of Examination
 The written test will be designed to test the candidate's knowledge and judgment in connection with fundamental legal principles such as are included in the average law school curriculum.

Subjects and Weights
 Record and Seniority, weight 50, 70 per cent required; Written, weight 40, 75 per cent required; Training, experience and personal qualifications, weight 10, 70 per cent required. Training, experience and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. Candidates are warned especially to list under Item 4 of their experience form their college and law school honors. Fee: \$1.00. Applications: File by Jan. 26. Applications mailed and postmarked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission. Before filing read the "General Instructions and Conditions" which is to be considered a part of this advertisement.

under "Duties;" or a satisfactory equivalent. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

Duties
 Under direction, to perform chemical work requiring a very high degree of technical knowledge, judgment and skill; analysis of exogenous and endogenous poisons; identification of organic substances; quantitative gasometric determinations by volumetric and manometric Van Slyke apparatus for CO₂ and CO and methemoglobin; quantitative estimations of enzymes in blood such as phosphatase, etc.; estimation of Vitamin C (ascorbic acid) in blood and urine; complete quantitative and qualitative analysis of urine; related work as required.

Subjects and Weights
 Record and Seniority, weight 50, 70 per cent required; Written, weight 15, 75 per cent required; Training, experience and personal qualifications, weight 35, 75 per cent required. Training, experience and personal qualifications may be rated after an examination of the

candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. Fee: \$3.00. Applications: File by Jan. 26. Applications mailed and postmarked up to and including 12 midnight on the last day for the receipt of applications will be accepted by the Commission. Before filing read the "General Instructions and Conditions" which is to be considered a part of this advertisement.

Promotion to Stenographer Grade 2
 This examination is open to all departments. In departments for which there is an eligible list in existence, the list resulting from this examination will not be promulgated until the expiration of the existing eligible list. As of December 10, 1941, such departments are: Comptroller, E.R.D. Administration, 5 names remaining; Board of Estimate, 1 name remaining; Police Department, 1 name remaining; Department of Purchase, 1 name remaining; Water Supply, (Continued on Following Page)

Promotion to Senior Chemist
 Salary: \$3,300 to but not including \$3,900 per annum. Vacancies: 5. Date of Test: The written examination will be held February 28, 1942.

Requirements
 Open to all permanent employees of the Department of Hospitals who have served continuously for a period of not less than six months in the title of Chemist next preceding the date of the written test and who are otherwise eligible. All candidates for promotion must also meet the following requirements—an appropriate doctorate degree from an accredited institution and not less than two years of experience along the lines set forth

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 III. The location of the principal place of business is 1390 Broadway, City, County and State of New York.
 IV. The name and residence of each general partner is:
 JACK MARCUS, 20 West 86th Street, New York, New York.
 HELEN MARCUS, 20 West 86th Street, New York, New York.
 RAE COHEN, 173 West 78th Street, New York, New York.
 HELEN MARCUS, 20 West 83th Street, New York, New York.
 V. The partnership is to exist until December 31st, 1951.
 VI. The contribution of each of the partners is as follows:
 JACK MARCUS, as general partner \$22,000.00
 HELEN MARCUS, as general partner \$7,000.00
 RAE COHEN, as special partner \$22,000.00
 HELEN MARCUS, as special partner \$4,000.00
 VII. RAE COHEN, as special partner, will be entitled to receive 12 1/2% of the profits. HELEN MARCUS, as special partner, will be entitled to receive 25% of the profits.
 The right is given to RAE COHEN to increase her share of the profits from 12 1/2% to 25% by contributing \$25,000 to the capital of the partnership. In such event the interest of HELEN MARCUS as general partner will be reduced by 12 1/2% and HELEN MARCUS will be entitled to withdraw \$25,000.00 from the capital of the partnership.
 The partnership is given the right to continue on the death, retirement or insanity of a general partner.
 HELEN MARCUS
 JACK MARCUS
 RAE COHEN

STATE OF NEW YORK) ss:
 COUNTY OF NEW YORK)
 On the 31st day of December, 1941, before me came JACK MARCUS, HELEN MARCUS and RAE COHEN, to me known to be the individuals described in and who executed the foregoing instrument, and acknowledged that they executed the same.
 MILDRED S. REISMAN,
 Notary Public
 Queens Co. Chs. No. 2940, Reg. No. 5336
 N. Y. Co. Chs. No. 561, Reg. No. 31350
 Kings Chs. No. 63, Reg. No. 3294
 Commission Expires March 30, 1942.

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City Tests

(Continued from Preceding Page)

Requirements
 Candidates must be graduates of a senior high school or have equivalent education. Private experience of a responsible character will be accepted in lieu of formal education on a year for year basis, but in no case will candidates be admitted with less than two years of high school training in a school accredited by the State Board of Regents.

Subjects and Weights
 Practical, weight 100. The practical test in typewriting will be given at the rate of 40 words per minute for 15 minutes. Candidates must furnish their own typewriting machines and will be completely responsible for their operation. No allowances will be made where machines are missing, late in arriving, defective, or out of order. A written test may also be given; this written test will be qualifying only, except that ties resulting from the ratings in the practical test will be resolved on the basis of the written test results. The passing grade will be set in accordance with the needs of the service. Fee: \$50. Applications: File by Jan. 26

Promotion to General Foreman, Grade 4
 This examination is open only to employees of the Borough President of Manhattan.
 Salary: \$3,000 per annum and over. Vacancies: 1; subject to budget. Date of Test: The written examination will be held February 17, 1942.

Eligibility Requirements
 Open to permanent employees who have served continuously for a period of not less than one year on the date of the written test in the titles of Foreman or Sewer Repairs or General Foreman at a salary of \$2,400 per annum or over; and who are otherwise eligible according to the rules of the Commission. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

Duties
 To supervise Foremen, grades 3 and 4; inaugurate new methods of procedure; coordinate various branches of service in the different bureaus of the Maintenance Division; direct the construction, maintenance and repair of all types of sewers and their appurtenant structures; direct repairs to road beds; cope with any emergency such as a sewer rupture, street cave-in or other similar emergencies; perform related work.

Subjects and Weights
 Record and Seniority, weight 50, 70 per cent required; Written, weight 20, 70 per cent required; Training, experience and personal qualifications, weight 30, 70 per cent required. Training, experience and personal qualifications may be rated after an examination of the candidate's experience paper and after an oral interview or such other inquiry or investigation as may be deemed necessary. Fee: \$2.00. Applications: File by Jan. 26.

Promotion to Law Assistant Grade 2
 Salary: \$1,800 to \$2,400 per annum. Date of Test: The written examination will be held March 7, 1942.

Requirements
 Open to all permanent employees of the Law Department who have served continuously in the following titles and grades for a period of not less than one year next preceding the date of the written test, and who are otherwise eligible. Persons in grades 2 and 3 of the clerical service; Investigators; persons in grade 2 of the legal service, except Law Assistants; Jr. Accountants; Jr. Topo. Draftsman; Process Servers, Grades 1 and 2. (All persons must be admitted to the Bar of the State of New York prior to certification.) It is no longer necessary for candidates seeking credit for completed courses of

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City Tests

(Continued from Preceding Page)
 Gas and Electricity, 1 name remaining; Department of Welfare, 14 names remaining; Board of Transportation, 1 name remaining.
 Salary: \$1,200 to \$1,799.99 per annum. Vacancies: Occur from time to time.
Date of Test
 The written examination will be held March 28, 1942.
Eligibility Requirements
 Open to all permanent employees in the city service who have served continuously in the following service or services for the period of one year next preceding date of the first assembled test; and who are otherwise eligible: Clerical Service, Grade 1 and 2, except Stenographer Grade 2; Attendance Service, Grade 1. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.

machines will so state in their applications, and will be required to furnish their own stenotype machines and paper. The Commission is not responsible for machines, nor will allowance be made for late arrival or defective condition on the day of the examination.

Subjects and Weights
 Record and Seniority, weight 50, 70 per cent required; Transcription, weight 30, 70 per cent required; General paper, weight 20, 70 per cent required. Fee: \$1. Applications: File by January 26.
 Applications mailed and post-marked up to and including 12 midnight on the last day for receipt of applications will be accepted by the Commission. Before filling read the "General Instructions and Conditions," which is to be considered a part of this advertisement.

Promotion to Stenographer, Grade 3
Amended Notice

Candidates who filed under the advertisement of December 9 to December 23, 1941 need not file again. Open to all departments. Departmental lists will be established.
 Salary: Range \$1,800 to but not including \$2,400 per annum. Vacancies: Occur from time to time. Date of Test: The first assembled

test will be held March 21, 1942.
Requirements
 Open to all permanent employees in the city service who have served continuously in the following service or services for the period of one year next preceding date of the first assembled test, March 21, 1942; and who are otherwise eligible:
 All persons in Grade 2 of the Clerical Service who have served for 2 years in the grade; and in Grade 3 of the Clerical Service who have served for 1 year in the grade, except Stenographers, Grade 3. Eligibility is also extended to persons formerly employed in the IRT and BMT who have been classified into the City service and have not actually been employed by the City for the 2-year period required by the Commission's rules. Such persons are permitted to enter the examination on the strength of their service with the above named companies prior to unification. It is no longer necessary for candidates seeking credit for completed courses of study to file school study forms until formally requested to do so by this Commission.
Duties
 The duties of a third grade sten-

ographer are to supervise a group of stenographers, stenotypists, and typists or to perform secretarial work. The material to be transcribed will be of such difficulty as ordinarily expected of third grade stenographers in the city service and will be dictated at the rate of 110 words per minute for 5 minutes. The general paper will be designed to test the candidates' ability to perform secretarial and supervisory duties and will include matters pertaining to the work of their particular departments.
 Candidates must furnish their own notebooks, pen, ink and typewriting machine. Those using stenotype machines will so state on their application, and will be required to furnish their own stenotype machines and paper. The Commission is not responsible for machines, nor will allowance be made for late arrival or defective condition on the day of the examination.
Subjects and Weights
 Record and Seniority, weight 50, 70 per cent required; Transcription, weight 30, 70 per cent required; General Paper, weight 20, 70 per cent required. Fee: \$1. Applications: File by January 19.

LEGAL NOTICE

CERTIFICATE OF LIMITED PARTNERSHIP
 of
PHELPS, FENN & CO.
 WHEREAS, the limited partnership heretofore existing between Basil Harris as limited partner, and Augustus W. Phelps, William H. M. Fenn, Orlando S. Brewer, Leonard R. Sullivan, Daniel E. Fitzpatrick, James D. Zimmerman, Harvey P. Whitcomb and Richard E. Whitcomb constituted under Certificate of Limited Partnership filed and recorded in the Office of the Clerk of the County of New York on December 15, 1938, minutes on December 31, 1941, pursuant to the provisions thereof,
 NOW THEREFORE,
 The undersigned, being desirous of forming a limited partnership pursuant to the Statutes of the State of New York in such case made and provided, do hereby first severally duly sworn, do certify as follows:
 I. The name of the partnership is "PHELPS, FENN & CO."
 II. The character of the business to be transacted by said partnership is the general business of buying, selling and dealing in stocks, bonds, notes, securities, negotiable instruments and other evidences of debt or ownership for account and for others.
 III. The location of the principal place of business is No. 39 Broadway, in the Borough of Manhattan, City, County and State of New York.
 IV. The name and place of residence of each member of such partnership, as follows:
 Augustus W. Phelps, residing at Overlook Road, Scarsdale, New York.
 William H. M. Fenn, residing at 11 Park Avenue, New York City.
 Orlando S. Brewer, residing at Rye, New York.
 Leonard R. Sullivan, residing at Locust Street, Floral Park, Long Island, New York.
 Daniel E. Fitzpatrick, residing at Floral Avenue, Murray Hill, New Jersey.
 James D. Zimmerman, residing at Vanderveer Court, Rockville Centre, Long Island, New York.
 Harvey P. Whitcomb, residing at 27 Marshall Place, Plainfield, New Jersey.
 Richard E. Whitcomb, residing at 14 Path, Mountainside, New Jersey.
 The above-named persons are all general partners of such partnership.
 Basil Harris, residing at Rye, New York, is the only limited partner of such partnership.
 V. The term for which the partnership is to exist is from the 1st day of January, 1942, to the 31st day of December, 1944, both inclusive.
 VI. The amount of cash and a description of and the agreed value of the other property contributed by said limited partner is as follows: Three Hundred Thousand Dollars (\$300,000), consisting of his interest in the capital of said partnership, and the former firm of Phelps, Fenn & Co., consisting of cash, securities, stocks and accounts receivable of the agreed value of at least Three Hundred Thousand Dollars (\$300,000) over and above all liabilities.
 VII. The said limited partner has agreed to make any additional contributions to such partnership.
 VIII. The contribution of said Basil Harris as such limited partner, is to be returned to him only upon the termination of the partnership.
 IX. The said Basil Harris, as limited partner, is to receive annually by way of income a sum equivalent to six per centum (6%) per annum on the capital contributed by him out of the profits of such partnership, and in addition thereto a sum equivalent to nine and nine-tenths per centum (9-9/10%) of the net profits of such partnership remaining after the payment to all partners who have contributed capital to such partnership of sums equivalent to six per centum (6%) per annum on the amounts of their respective contributions of capital.
 X. No right is given to the said limited partner to substitute an assignee as contributor in his place.
 XI. No right is given to the partner to admit additional limited partners.
 XII. As the said Basil Harris is the only limited partner of such partnership, no right is given to one limited partner to priority over any other limited partner.
 XIII. Upon dissolution of said partnership by reason of the death, retirement or insanity of a general partner the remaining general partners shall have the right to continue the business of the partnership under the firm name.
 XIV. No right is given to the limited partner to demand and receive property other than cash in return for his contribution.
 IN WITNESS WHEREOF, the parties hereto have signed and sworn to this Certificate the 11th day of December, 1941.
 Subscribed and sworn to by
 AUGUSTUS W. PHELPS,
 WILLIAM H. M. FENN,
 ORLANDO S. BREWER,
 DANIEL E. FITZPATRICK,
 JAMES D. ZIMMERMAN,
 HARVEY P. WHITCOMB,
 RICHARD E. WHITCOMB and
 BASIL HARRIS
 before me this 11th day of December, 1941.
 A. W. Phelps (L.S.)
 Wm. H. M. Fenn (L.S.)
 O. S. Brewer (L.S.)
 Leonard R. Sullivan (L.S.)
 Daniel E. Fitzpatrick (L.S.)
 James D. Zimmerman (L.S.)
 Harvey P. Whitcomb (L.S.)
 Richard E. Whitcomb (L.S.)
 General Partners. (L.S.)
 Basil Harris
 Limited Partner.
 E. R. Whitton
 NOTARY PUBLIC Queens County
 Queens County Clerk's No. 1957
 Queens County Register's No. 28
 Certificate filed in New York County
 Clerk's No. 199, Register's No. 8W128
 Commission expires March 30, 1943
 [Notarial Seal]

State Tests

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

Requirements
 Age: Candidates must not have passed their 45th birthday on the date of the written examination.
 Physical and Mental: Candidates must not be less than 5 feet 6 inches in height and weigh not less than 135 pounds stripped. They must have good hearing; not less than 20/40 vision in each eye, with or without glasses; must be mentally sound and alert; physically strong, active and well proportioned, and free from any physical defect that would have a tendency to incapacitate.
 Experience and Character: Candidates must be and have been licensed to drive automobiles driven by internal combustion motors for a period of five years since January 1, 1932, and must state on the Civil Service application from what state license to operate a motor vehicle was obtained for the past five years. They must be of good character; never convicted of a felony or any violation of law or ordinance for which a mandatory

revocation of driving license would follow; never have had a license to drive in New York State or elsewhere suspended or revoked; They must have integrity, reliability, and the ability to meet and deal effectively with people, to secure cooperation and avoid antagonisms; must be neat in appearance, courteous, and must possess good judgment.
Basis of Rating
 Written, 7; training and experience, 3.

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

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

LEGAL NOTICE

DRYSDALE & CO. - Notice is hereby given that a certificate of limited partnership of Drysdale & Co. was filed and recorded in the office of the County Clerk of the County of New York, on the 26th day of December, 1941, and that the substance thereof is as follows: The undersigned do hereby certify, pursuant to section 91 of the Partnership Law of the State of New York, that we have on this date formed a copartnership for the transaction of business at No. 71 Broadway, in the City of New York, the particulars whereof are as follows:
FIRST: The name of the said partnership shall be Drysdale & Co.
SECOND: The business to be carried on shall be a general brokerage and commission business.
THIRD: The principal place of business shall be at No. 71 Broadway, Borough of Manhattan, City, County and State of New York.
FOURTH: There shall be six general partners, whose names and places of residence are as follows:
 Robert A. Drysdale, residing in the Town of Montclair, State of New Jersey.
 Lawrence Craufurd, residing in the Town of Westport, State of Connecticut.
 William E. Bergen, residing in Forest Hills, County of Queens, State of New York.
 Robert A. Drysdale, Jr., residing in the Town of Montclair, State of New Jersey.
 John A. Wright, Jr., residing in the Borough of Essex Fells, State of New Jersey.
 David G. Wakeman, Jr., residing in the Town of Montclair, State of New Jersey. There shall be one limited partner, whose name and place of residence is as follows:
 Charlotte B. Drysdale, residing in the Town of Montclair, State of New Jersey.
FIFTH: The partnership shall begin on the 1st day of January, 1942, and terminate on the 31st day of December, 1944, except that Robert A. Drysdale shall have the right to terminate at any time on one week's notice.
SIXTH: The amount of cash contributed by the limited partner, Charlotte B. Drysdale, is one hundred thousand dollars (\$100,000.00), payable on the signing of the partnership agreement.
SEVENTH: No additional contribution from the limited partner has been agreed upon.
EIGHTH: The contribution of the limited partner is to be returned on the dissolution of the partnership on the 31st day of December, 1944.
NINTH: The limited partner, Charlotte B. Drysdale, shall receive sixteen per cent. (16%) of the net profits of the said firm in addition to three per cent. (3%) interest on the capital subscribed by her.
TENTH: No right is given to the limited partner to substitute an assignee as contributor in her place.
ELEVENTH: No right is given to the partners to admit additional limited partners.
TWELFTH: On the death of any of the general partners the remaining partners may continue the business during the term of this agreement with the consent of the representatives of the deceased partner.
THIRTEENTH: No right is given to the limited partner to demand and receive property other than cash in return for his contribution.
 In witness whereof, the parties hereto have subscribed and signed their respective hands and seals this 15th day of December, 1941.
 ROBERT A. DRYSDALE (L.S.)
 LAWRENCE CRAUFURD (L.S.)
 WILLIAM E. BERGEN (L.S.)
 JOHN A. WRIGHT, JR. (L.S.)
 DAVID G. WAKEMAN, JR. (L.S.)
 CHARLOTTE B. DRYSDALE (L.S.)
 Duly signed and acknowledged by Robert A. Drysdale, Lawrence Craufurd, William E. Bergen, Robert A. Drysdale, Jr., John A. Wright, Jr., David G. Wakeman, Jr., and Charlotte B. Drysdale.

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 Queens County Register's No. 28
 Certificate filed in New York County
 Clerk's No. 199, Register's No. 8W128
 Commission expires March 30, 1943
 [Notarial Seal]

Civil Service employees should follow the LEADER regularly every week. The LEADER contains special articles dealing with forthcoming and current tests.

FOLLOW THE LEADER

Bargain Buys For Leader Readers

By BILL BENNETT

Bowling

Bowling was introduced into this country by the Dutch of New Amsterdam, now New York City, in the 17th century. The Puritans in New England legislated against the game of "nine pins." An alert bowling fan, noticing that the law said "nine pins," quietly added another pin, thus legalizing and improving the game. For a pleasant afternoon and evening, bowl at these academies: Park Slope Bowling Academy, 100 Seventh Avenue, corner Union Street, STerling 8-9132; Lincoln Road Recreation at 31 Lincoln Road, between Flatbush and Ocean Avenues, BUCKminster 4-8977. Free instruction is given to beginners. You will find an atmosphere of refinement at both academies. For reservations call Charles Fischetti, who has been operating Bowling and Billiard Academies for 20 years.

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Typewriters

Now that most of the holidays are behind us, many more Civil Service exams will again be scheduled. For those of you contemplating taking one of the many typing examinations, we highly recommend the J. S. Morse Typewriter Co., at 296 Broadway, for the rental of a typewriter for the exams. They have thousands of typewriters ready at a moment's notice with selections of all makes and all models for you to choose from. They will deliver your typewriter to the examination room and call for it after the test. Call J. S. Morse at CORTlandt 7-0405.

Inventions

We know that many of our readers have excellent ideas for new inventions. These ideas when not protected may often be lost to their originator. If you are one of America's budding inventors, send a sketch or model of your idea to Z. H. Polachek at 1231 Broadway for confidential advice on patenting your brainchild. Write to Mr. Polachek for his interesting booklet, "American Inventors May Win the War."

Prison Guards

Albany angles on the use of the prison guard list will be discussed Wednesday night, January 7, at a general membership meeting of the eligibles association at Jacob Riis Settlement House, 48 Henry street, New York City. A group of delegates who visited the capitol last week plan to report.

In reply to communications from the eligibles, both Governor Lehman and Mayor LaGuardia have told the embryo guards that they will be considered for emergency positions. The State Department of Public Works at the same time told the eligibles that it has its own guard list.

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CARS WASHED, 59c
Davis Auto Laundry Corp.
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Automobiles Stored - Modern Fireproof
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U. S. Tests

(Continued from Page Twelve)

Toolmaker

For employment in the Picatinny Arsenal, Dover, New Jersey, \$3.88 to \$10.56 per day; Raritan Arsenal, \$7.20 to \$8.40 per day; Watervliet Arsenal, \$5.56 to \$10.48 per day; Brooklyn Navy Yard, \$8.96 to \$9.92 per day. Age limits: Ordinance service, 65; Navy, 62. Applications can be obtained and filed until further notice at the office of the U. S. Civil Service Commission, 641 Washington Street, New York City.

Requirements

Completion of a four-year apprenticeship or four years of practical experience in the trade applied for.

Basis of Ratings

No written test. Applicants will be rated on the quality and quantity of their experience and fitness, on a scale of 100 as outlined by sworn statements made in their applications.

Assistant Communications

Operator, \$1,620

Junior Communications Operator, \$1,440

For employment at LaGuardia Airport, Region I, C.A.A. Age limits, 18 to 50. Applications can be obtained and filed until further notice at the office of the second district, U. S. Civil Service Commission, 641 Washington Street, New York City.

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LIVE IN
Comfort and Safety
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400 ROOMS
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COMPLETELY EQUIPPED KITCHEN
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LARGE OUTSIDE ROOMS
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First Class HOTEL SERVICE
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Take a
WINTER VACATION
Shoot the works and point for Plum Point—
for a day, a week, or longer. It'll do you good
... to ski ... ice skate ... toboggan ...
horseback, inside there's a roaring fire, delicious
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Friend
RESTAURANT
Bar and Grill
"Ask for the Famous B1"
HAPPY NEW YEAR
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"ASK THOSE WHO EAT HERE"
The Old Reliable
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RESTAURANT
We Serve a Full Course DeLuxe Dinner
from 4 P.M. to 8 P.M.—55c
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Dairy and Vegetarian Restaurant
Serving Civil Service Employees
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De Luxe Dinner 5 to 8 P.M.—55c
Orders Delivered to Your Office
Between 10-12 A.M. and 2-6 P.M.
327 Broadway (Nr. Worth St.)
New York City WOrth 2-8272

mission, 641 Washington Street, New York City.

Duties

To operate radiotelephone or radiotelegraph transmitters, directional or non-directional radio aid, radio receivers, teletyp. wires, and associated equipment; to guide a number of aircraft radio transmitting frequencies and communicate with aircraft by radiotelephone or radio telegraph; to monitor and report on operation of radio ranges and other aids including schedule weather broadcast stations; to report arrival, departure or passage of aircraft; to broadcast weather reports and airway information; to observe and report on operation of airport or intermediate landing field and other lighting aids; to make observation under U. S. Weather Bureau rules and regulations and perforate or transmit weather reports by means of teletypewriter equipment at minimum typing speed of 35 words per minute (touch method typing must be used in this operation); to exchange weather reports, messages, and other signals or types of information with other stations by radiotelegraph, sending, and copying to typewriter at minimum speeds of 30 words per minute.

Requirements

Applicants must be able to operate a regular typewriter with accuracy at a minimum speed of 40 words per minute using the touch system. Applicants must also be able to transmit and receive international Morse code by radiotelegraph at a speed of at least 20 words per minute. In addition candidates must have had at least one year's experience within the past seven years as a commercial radiotelegraph operator on board ship or at a wireless communication station, or as radiotelegraph operator in the Navy, Coast Guard, or other government vessel.

Basis of Ratings

No written test. Applicants will be rated on the quality and quantity of their experience and fitness, on a scale of 100 according to sworn statements made in the application.

Investigator

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

Duties

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

Requirements

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

Basis of Rating

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

Junior Inspector, Trainee, Ordnance Material

Salary, \$1,440. For employment in various federal agencies in New York and New Jersey. Age limits 18 to 35. Applications can be obtained and filed at the office of the U. S. Civil Service Commission, 641 Washington Street, New York.

Duties

As trainees in the capacity of under inspector of ordnance materials, to receive training and instruction in the fundamentals of the inspection of ordnance materials to determine compliance of such materials with technical specifications.

Requirements

At least one year of an engineering course in a college of recognized standing or at least two years of resident study in a college or technical school above the secondary grade, including at least six semester hours credit each in mathematics, chemistry, and physics.

Basis of Rating

Competitors will be rated on the subject of mechanical aptitude tests on a scale of 100.

GENERAL

File by January 8:
Office Appliance Repairman, \$1,680.
Senior Electrician, \$1,800.
Electrician, \$1,680.
Head Investigator, \$4,600.
Principal Investigator, \$3,800.
Investigator, \$3,200.
Principal Field Representative (Apprenticeship), \$2,600 to \$4,600.
File by January 15:

Junior Occupational Analyst, \$2,000.
Personnel Assistant, \$2,500-\$3,800.
File until further notice.
Technical Assistant (Engineering), \$1,800
Junior Astronomer, \$2,000
Chemist (Explosives), \$2,600 to \$5,600.
Chemical Engineer (any specialized branch), \$2,600 to \$5,600.
Physicist (any specialized branch), \$2,900 to \$5,600.
Radio Monitoring Officer, \$2,600 to \$3,200. File by June 30, 1942.
Airport Traffic Controller, \$2,000 to \$3,200.
Airport Traffic Control Examiner, \$3,500.
Multifilm cameraman, platemaker and multifilm press operator. Rated as received until June 30, 1942.
Alphabetic card-punch operator, \$1,200.
Artistic lithographer, \$1,800.
Inspector, engineering materials (aeronautical), \$2,300.
Inspector, engineering materials (optical), \$2,000.
Inspector of clothing, \$2,000.
Inspector of hats, \$2,000.
Inspector of textiles, \$2,000.
Inspector of ordnance materials \$2,300.
Inspector (powder and explosives), \$2,300.
Inspector (signal construction), \$2,300.
Inspector (signal corps equipment), \$2,600.
Instrument maker, \$2,200.
Junior communications operator (air navigation), \$1,440.
Junior communications operator (high speed radio equipment), \$1,620.
Junior copper plate map engraver, \$1,440.
Junior meteorologist, \$2,000. Applications will be rated as received until June 30, 1942.
Junior stenographer, junior typist Washington, D. C., only.
Junior stenographer, \$1,440, and junior typist, \$1,200. Open for men only for employment in the various government agencies in the State of New York.
Horizontal sorting machine operator, \$1,260. Appointment in Washington, D. C. only.
Link trainer operator instructor, \$3,200; link trainer operator, \$2,900 Civil Aeronautics Administration.
Student physiotherapy aid, \$420 w. m.; apprentice physiotherapy aid \$1,440.
Senior medical officer, \$4,600; medical officer, \$3,800; and assistant medical officer, \$3,200.
Head photographer, \$2,600; senior photographer, \$1,620; under photographer, \$1,260. Last filing date is June 30, 1942.
Tabulating machine operator, \$1,260 to \$1,440 a year.
Junior veterinarian, \$2,000.
Blueprint operator, \$1,260 to \$1,440 Last filing date is June 30, 1942.
Under mimeograph operator, \$1,260.
Senior radiosonde technician, \$2,000.
Industrial specialist, \$2,600 to \$5,600.
Agent, trade and industrial education, \$3,800 to \$4,600.
Radio mechanic-technician, \$1,620 to \$2,300.
Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.
Junior physicist, \$2,000.
Negative cutter, \$1,800.
Physiotherapy aid, \$1,800.
Procurement inspector, \$2,300.
Regional agent, trade and industrial education, \$4,600.
Shipyard inspector (various specialties), \$3,200.
Under tabulating machine operator, \$1,260.
Coal mine inspector, \$3,800; senior, \$4,600; associate, \$3,200; assistant, \$2,600.
Dental hygienist, \$1,620.
Medical guard attendant, \$1,620.
Medical technical assistant, \$2,000.
Under mimeograph operator, \$1,260. For appointment in Washington, D. C., only.
Specialist in maternal and child health, various grades, \$3,200 to \$5,600.
Inspector, engineering materials (aeronautical), various grades, \$1,620 to \$2,600.
Air carrier inspector (operations), \$3,800. Associate Air-Carrier Inspector (operations), \$3,500. Civil Aeronautics Administration, Department of Commerce.
Trainee, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Commerce.
Assistant veterinarian, \$2,600; junior veterinarian, \$2,000. Bureau of Animal Industry, Department of Agriculture; United States Public Health Service; Federal Security Agency and War Department.
Procurement inspector, various grades, \$1,620 to \$2,600 a year. Material Division, Air Corps, War Department. Twelve optional subjects.
Junior administrative procurement inspector, \$2,900; Material Division Air Corps, War Department. Twelve optional subjects.
Inspector ordnance material, various grades, \$1,620 to \$2,600. Ordnance Department at large, War Department, New York Ordnance District and Rochester Ordnance District.
Border patrolman, \$2,000. Border Patrol, Department of Justice. File by February 2.
Instructor, various grades, \$2,000 to \$4,600. Optional branches: Radio engines; internal combustion engines; motorcycles; automotive (chassis less engine); radio operating and radio electrical, War Department.
Public health nurse \$2,000. Indian Field Service, including Alaska. Department of the Interior, United States Public Health Service, Federal Security Agency.
Graduate nurse, general staff duty \$1,800. Indian Field Service, including Alaska. Department of the Interior.
Senior inspector, naval ordnance materials, \$2,600; inspector, naval ordnance materials, \$2,300. Optional branches: optical or fire control instruments, naval guns and accessories; munitions and ordnance units; associate inspector, naval ordnance materials \$2,000; assistant inspector, naval ordnance materials, \$1,800, and junior inspector, naval ordnance materials \$1,620.
Assistant air-way traffic controller \$2,300.
Senior flight supervisor, \$3,800. Flight supervisor, \$3,200.
Senior ground school supervisor, \$3,500. Ground school supervisor, \$2,900.

Medical guard attendant, \$1,620.
Medical technical assistant, \$2,000.
Dental hygienist, \$1,620.
Junior graduate nurse, \$1,620.
Junior public health nurse, \$1,800.
Public health nurse, \$2,000.
Graduate nurse, general staff duty, \$1,800.
Medical technician, \$1,620 to \$2,600.
Junior laboratory helper, \$1,440.
Public Health Nursing Consultant, \$2,600-\$3,200.
Graduate nurse. Optional branches: general staff duty and psychiatry, \$168.75 a month. Panama Canal service only.
Engineering, Also Ordnance and Explosives Inspection
Engineer, \$3,800. File by June 30.
Vacation—Travel

Medical guard attendant, \$1,620.
Medical technical assistant, \$2,000.
Dental hygienist, \$1,620.
Junior graduate nurse, \$1,620.
Junior public health nurse, \$1,800.
Public health nurse, \$2,000.
Graduate nurse, general staff duty, \$1,800.
Medical technician, \$1,620 to \$2,600.
Junior laboratory helper, \$1,440.
Public Health Nursing Consultant, \$2,600-\$3,200.
Graduate nurse. Optional branches: general staff duty and psychiatry, \$168.75 a month. Panama Canal service only.

Engineering, Also Ordnance and Explosives Inspection
Engineer, \$3,800. File by June 30.
Vacation—Travel

TRAVEL BY CAR
Approximate Cost to
MIAMI \$10.00
Passengers and Private Car Owners
Meet and Share Expense to All Points
Chaufet Travel Service
551 5th Ave. cor. 45th St. VA. 6-3650

1942. Junior engineer, \$2,000. File by 30, 1942.
Chief engineering aid, \$2,000; principal, \$2,300; senior, \$2,600; engineering aid, \$1,500. Last filing date June 30, 1942.

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Discover for yourself the homey comfort of this most popular hotel
FINE ROOMS
PRIVATE BATH
Radio In Every Room
1 Person \$2.50
2 Persons \$3.00
Special Weekly Rates

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3 DINING ROOMS
Breakfast from 25c
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129 W. 48th St.
New York City
BR 9-8400

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PER WEEK, beautiful outside single room with private bath, radio, Simmons Beautyrest mattress, all rooms both tub and shower. A 24-story fireproof hotel with every comfort, convenience and luxury at moderate rates. Ten minutes to Times Square, one short block to subway and bus lines. Broadway street cars pass our door. Daily rates: \$2 single, private bath; \$3 double, private bath. Weekly: double with private bath, \$8.50. P. 7-1901. A new hotel. Phone SUS. 7-1901.

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WINS

LEADING SHOWS OF THE WEEK

MUSICAL
Featuring Henry Sylvern's Orchestra and Vocalists
Monday Through Saturday
10:00 A.M.—Musicolorama
11:45 A.M.—Sing and Swing
1:45 P.M.—Winstrumentalists

SPORTS
Don Dunphy, This Year's Discovery in Sportscasting, Keeps Sports Fans Posted on Latest Events
4:00 P.M.—Monday Through Saturday—Sports News
4:30 P.M.—Thursday—Highlights of Sports
1:00 P.M.—Friday—Sports Personalities
1:15 P.M.—Saturday—Between Rounds

NEWS
10:45 A.M.—"Copydesk"—Monday Through Friday
News Commentators—Maurice C. Dreicer and Senator Phelps Phelps
1:00 P.M.—Sunday—Waverley Root
8:15 A.M.—Tuesday, Wednesday and Thursday
Civil Service Leader News
Scheduled Newscasts—Monday Through Saturday
8:30, 8:55 and 9:45 A.M. — 12 Noon, 2, 3, and 4:45 P.M.

Sunday
10:30 A.M. — 12 Noon and 4:30 P.M.
News Bulletins Broadcast Throught the Day as Received

1000
"On Your Dial"

Naval Architect; \$2,600 to \$5,600. June 30, 1942 is last filing date.
Machine engineer; \$2,600 to \$5,600. June 30, 1942 is last filing date.
Shipyard inspector; \$2,300 to \$3,800.
Medical
Medical officer, \$3,200 to \$3,800.



JIMMY DORSEY who heads the "in person" show at the N. Y. Strand.

Stage News

Marc Connelly's new play, "The Flowers of Virtue," which Cheryl Crawford is producing, will open in Washington on January 19. This is Mr. Connelly's first work since "The Farmer Takes a Wife," which he wrote with Frank B. Elmer and which followed his Pulitzer Prize-winning "The Green Pastures." The locale of Mr. Connelly's new play is southern Mexico, and "The Flowers of Virtue" is the name of the village where an American family is vacationing at the home of a well-known American author and lecturer... Peggy Wood, star of "Blithe Spirit," and John Cecil Holm, who did the book for "Best Foot Forward," and whose play "Three Men On A Horse" serves as the plot for recent guests on "Double or Nothing" over WOR and the Mutual Network... Cheryl Crawford's production of George Gershwin's "Porgy and Bess," opened in Boston prior to the New York opening. Todd Duncan and Anne Brown play the title roles, as they did in the original Theatre Guild production, and Alexander Smlansky will again be on the podium as musical director... "Yours for a Year," the musical comedy about a baseball pitcher which is in the making, now has Mr. Green lined up to compose the melodies. The story and lyrics are by Mr. Marion... The action of the Ben Hecht fantasy, "Lily of the Valley," takes place in the Manhattan morgue. One of its principal characters is a Bowery mission preacher who, spending the night in a morgue, begins preaching to the souls of seven unclaimed dead who think he had been sent there to help them... Another play about the war is "Apple Hill," by Dorothy Cummings, which concerns an English family living in the country... Warren P. Mungell, Jr., has just completed a new play, "Dot, Dot, Dash," an English spy drama.



HUGH HERBERT in "Hellzapoppin'" at the Rivoli Theatre.

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

OPENS THURSDAY, JAN. 1
Bette Davis • Ann Sheridan
Monte Woolley • Jimmy Durante
"THE MAN WHO CAME TO DINNER"
A Warner Bros. Hit
In Person JIMMY DORSEY AND HIS ORCH.
Featuring HELEN O'CONNELL

Amusement Parade

By Joseph Burstin



JESSIE ROYCE LANDIS who has a leading role in The Theatre Guild's production of Patterson Greene's new comedy, "Papa Is All," opening at the Guild Theatre tonight. The play has been directed by Frank Carrington and Agnes Morgan, with setting by Emeline Clark Roche.

Nite Life

Mary Raye and Naldi, America's foremost dance team, has been signed to return to the PERSIAN ROOM of the Hotel Plaza, on January 6. They have just completed a tour and created new dance routines for this appearance... Guy Lombardo, maestro of the Royal Canadians, will receive a citation at the ROOSEVELT GRILL this Wednesday evening, designating him as one of America's ten best-dressed men. For the last seven years, or as long as the Tailor's Guild of America has been announcing its list of the best-dressed, Lombardo has been amongst the first ten each year... The CHATEAU MODERNE, at 42 East 50th Street, this week inaugurates a series of low-priced luncheons at which host Gabriel Dovel will entertain regularly... Ramona and Vi Bradley, the night club pianists, have been signed by Liberty Records to make a piano album of the songs from Eddie Cantor's hit musical, "Banjo Eyes"... The NUT CLUB, now under new management, presents an all-star zany show with Nutsey Fagan and Joe Little, plus a host of swell entertainment... Joe Moss's BEACHCOMBER offers Toy and Wing in one of the most astonishing acts of the season...



MICKEY MALLORY singer at Tony Pastor's

Movie Notes

From the "Mr. and Mrs. North" set where Gracie Allen sparks considerable laughter with her scatter-brained characterization comes today's giggle about two boys in the "bug-house." One was busy typing a letter. The other said, "Who are you writing to? You haven't seen a soul for twenty years." The busy one said, "I'm writing to myself." "And what does the letter say?" asked the first. "How should I know?" was the retort. "I won't receive the letter until tomorrow"... "The Man Who Came to Dinner" has provided Monty Woolley with a fine dramatic opportunity, but at a cost. In the course of playing the role 738 times on the stage and then in the movie version, the bearded impersonator of

the wheelchair menace wore out three pairs of pants... Charles Lederer, who wrote such formidable hits as "The Front Page" and "Double or Nothing," has put aside his pen and turns director for "Fingers at the Window," starring Lew Ayres... The Parent's Magazine has awarded its January medal-of-the-month to "Kathleen," the Shirley Temple film... The thrilling experiences of three fliers and a girl during World War I are to be told in "Fall Glory," a story by William A. Wellman and Lester Koenig... "The Girl from Leningrad," breaking all records for Russian motion pictures, will be held over for a third week at the Stanley Theatre... "Citizen Kane," the Orson Welles production, has been chosen as the best film of the year by the Committee on Exceptional Photoplays of the National Board of Review on Motion Pictures... "China Catavan," the new story about the Far East, starring Lorraine Day and Barry Nelson, is ready for release.

Movies
RADIO CITY Music Hall
50TH ST. and 6TH AVE.
STARTS TOMORROW
MICKEY ROONEY • JUDY GARLAND
'Babes On Broadway'
M-G-M Picture
ON STAGE: "Ring Out the Bells," Florence Roggi's Colorful Revue and Dance spectacle, with Rockettes, Corps de Ballet, Glee Club, Symphony Orchestra, direction of Erno Rapee. First Mezz. Seats Reserved. CI. 6-4000

Stage Review

"In Time to Come," drama by Howard Koon and John Houston, produced by Otto L. Preminger at the Mansfield Theatre, is a vivid portrayal of the life of Woodrow Wilson. Richard Gains gives an outstanding performance as Woodrow Wilson, displaying the same scholarly poise, confidence, and determination of the World War I President. It is noteworthy to add that the authors, Koch and John Houston, have in no way exaggerated the role of Wilson and have characterized him as he was from the day the United States declared war to his crushing defeat at the hands of a people who loved him but didn't approve of the proposed League of the Nations plan.

It's Easier Now To Get U. S. Jobs

(Continued from Page Two)

Applications will be accepted from persons if they are otherwise qualified, who are enrolled in school courses which, upon successful completion, will qualify them for a defense position.

Also, applicants can qualify by showing three months experience in a particular class of operating machines which are listed below: boring mill, engineering lathe, horizontal boring mill, milling machine, slotter, surface grinder, turret lathe, shaper and planer.

Defense Course Accepted

Persons may also qualify by showing the successful completion of an intensive vocational defense training course under the training program administered by the federal office of education, or by the national youth administration in connection with authorization for such training during the fiscal year 1942 in one of the options listed above.

Scientific Aid

To obtain jobs as junior technical and scientific aid, at \$1,440

a year (announcement No. 133), there are six options under which one may qualify (and in all of them candidates must have successfully completed a full four-year high school course or 14 units of high school study):

1. Physics - Eight semester hours in college physics and one year of study at a recognized college or university.

2. Chemistry - Eight semester hours in chemistry plus one year in college.

3. Explosives - Five hours in chemistry and at least one laboratory course in both organic chemistry and explosives and one year of college.

4. Radio - One year of college plus three semester hours in electricity or a course at a recognized resident radio school and practical experience with radio or electronic equipment.

5. Metallurgy - One year college and six semester hours in any or combination of metallurgy, geology or chemistry, provided one can show two semesters or three months' experience in metallurgy.

6. Fuels - Six semester hours in any combination of fuels, geology or chemistry, provided one has two semester hours or three months' experience in fuels. A person can also qualify for any of these options by merely showing a minimum of one year of paid technical or scientific experience in one of the optional branches.

Applications may be obtained at 641 Washington Street, New York City, for any of these government jobs.

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NEW YORK CITY AND STATE ELIGIBLES
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NYC Opens Tests for Clerks and Typists

Beginning today (Tuesday, Jan. 6), applications will be issued by

the Municipal Civil Service Commission for the two most popular basic tests for entrance into the city service, examinations for clerk, grade 1 and typist, grade 1.

The clerk exam is open to high school graduates and high school seniors who will graduate in either February or June. Candidates who have had only two years of accredited high school education may file for the typist test, provided that they have had two more years of full-time private experience of a responsible character.

Applications

The applications for these two tests can be obtained at the Application Bureau of the Municipal Civil Service Commission, 96 Duane street, until Monday, January 26. The applications must be filed with the Civil Service Commission by 4 p. m. Monday, January 26. A fee of 50 cents must be paid at the time the application is filed.

The usual starting salary for clerk, grade 1, in the city service is \$840 per year. The usual beginning salary for typists is \$960 per year. Annual raises of \$120 per year are paid until the grade one clerk or typist reaches the top salary for the grade, \$1,199.99. The best feature of these positions, however, is the wide opportunity the grade one clerk or typist has to take promotion examinations for a variety of grade 2 positions. The starting salary for grade 2 jobs is \$1,200 per year and annual raises of \$120 per year are then automatically granted until the employee receives \$1,799.99.

The Exams

A written examination will be given those who file for the clerk test. The examination will consist of questions designed to test mental alertness, reasoning ability, vocabulary, spelling, arithmetic, the ability to follow written directions, elementary office practice and knowledge of civic affairs.

A practical typist examination will be given those who file for the typist test. Candidates will be required to type at the rate of 40 words per minute for 15 minutes. Later on, a written qualifying exam may be given typist candidates. The written exam will not have any effect on the mark received on the typist test. It would be used to decide between ties on the typing exam.

No Age Limits

Perhaps the most significant fact in the announcement of these two tests by the Civil Service Commission is the omission of age limits. Candidates of any age, who meet these requirements, are allowed to file for these tests. The importance of these examinations cannot be underestimated as it is the policy of the city, today, to fill important positions by promotion from the lower grades.

The complete requirements for these tests are printed on page 12 of this issue of The LEADER. Study material appears on page 5, and will be published each week.

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* We prefer to see you personally but you may phone or write.

* We try to keep you informed which jobs are open with governmental agencies which are not under civil service.

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

REMEMBER! UNLESS YOU KNOW WHEN TO FILE AND FOR WHAT, YOU ARE GROPING IN THE DARK. LET US GUIDE YOU TOWARD THAT CIVIL SERVICE JOB IMMEDIATELY! BY TELLING YOU WHETHER OR NOT YOU ARE ELIGIBLE FOR WHAT JOB, WE ARE SOLVING YOUR PROBLEMS AND AT NO COST TO YOU!

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