Defense Job News

Vol. 3 No. 28

New York, March 24, 1942

Price Five Cents

MOMEN WANTED Free Training In War Production

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BREES BILL MAY BE SIGNED THIS WEEK

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CIVIL SERVICE RIGHTS UNDER MILITARY LAW

See Page 17

THE STRAIGHT **FACTS** ON PATROLMAN

See Page 3



Was Auto Examiner Test Fair?

Get Your Name on National Roster If You Want a Defense Job See Page 2

FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN -

No Questions. Please!

The United States Civil Service Commission doesn't want questions. Specifically, the Commission says this: "Do not write concerning the results of your examination, your relative standing or prospects for appointment. The Commission will be unable to answer such inquiries since personnel and facilities formerly engaged on such work must now be devoted entirely to the war program. Write to the Commission only to furnish information as to any material changes which will affect your acceptance of appointment. Be brief and to the point and give correct title of the examination you took and the rating you received."

TRAINING

A Plan to Train Administrators

A proposed program for the training of 100 potential administrators has been submitted to the United States Civil Service Commission and is now awaiting approval. The program has been drawn up by a special committee headed by Donald C. Stone, assistant director in charge of Administrative Participants in the program, which would cover from two to three years, would be selected partly from persons on the Junior Professional Assistant ellgible list and partly from persons now in the Federal service who show promise of administrative

The purpose of the program would be to develop administrative ability through a combination of study, actual work in Federal agencies and departments, and varied tests to determine progress. It is expected that close observation of participants in the program would provide information concerning personality traits and academic background that appeared to have a bearing on the development of administrative

Commission's Responsibility

According to the proposed plan, the responsibility for organizing, staffing, and operating the program would be under the United States Civil Service Commission. Four groups of 25 candidates would be selected during the coming year, with a one-month interval between the selection of each new group to be trained. Persons on the Junior Professional Assistant list would be assigned to departments through selective certification, taking into consideration: (1) the candidate's relative standing on the eligible list; (2) the candidate's relative standing on the general intelligence test, which was a part of the examination; (3) the candidate's capacity for leadership, and (4) the candidate's standing in a special interview. Persons already in the Federal service would be recommended for participation in the program by their department

A general outline of the actual mechanics of the program in-cludes an intensive orientation period in the Civil Service Commission, and a combined workstudy program in various departments and agencies. There would also be a series of rotating as-signments in Federal agencies, with periodic tests which would be designed to determine the development of administrative abil-

It's easier to take an exam now

than ever before.

If Your Name Isn't on National Roster It Should Be; Here's How It Works

WASHINGTON. - One of the great problems these days in Washington is to find the right man for the job.

Since the limited emergency was first declared in June, 1940, the war age cies have made hundreds of demands for people with a unique combination of qualifications.

For example, requests have been made for a radio physicist who speaks Islandic and who has traveled in South America.

Due to the foresight of President Roosevelt, it is now possible to locate professional and scientific people with any combination of qualifications. It can be done in a jiffy through the National Roster of Scientific and Professional Perosnnel.

The President ordered the roster set up in July 1940, when he must have felt that this country couldn't escape being brought into the war.

In Europe, Too

Hitler had set up a similar rosters in Germany. France and England have their rosters and Canada has her specialsts listed. In fact, Canada has used code numbers similar to those used in this country and when the right person can't be found in this country, a check is made in Canada. There is a constent interchange of information between the two nations.

At first the American roster, which is a point enterprise of the Civil Service Commission and the National Resources Planning Board, was limited to scientists. Then it was expanded to cover engineers, then accountants, personnel technicians, linguists, and a long list of other occupations.

Today there are more than 225,000 people on the roster. A

Commission Urges All to Register with Roster

The United States Civil Service Commission requests that all persons who have not already registered with the National Roster of Scientific and Specialized Personnel do so at once. Men and women are needed by the Federal Government for administrative positions throughout the Federal service.

Names of registrants are being suggested to appointing officers, whenever there are no available eligibles on existing registers. Questionnaires may be obtained from the National Roster of Scientific and Specialized Personnel, Washington,

week form today the number will

be more than doubled.
You see, the roster is taking over one of the files of the American Medical Association - more than 180,000 physicians-and after that it will place the names of dentists and veternarians on the roster.

The qualifications, education and general background of every person carried on the roster is coded and placed on a punch card. By punching a button the punch cards of persons desired will fly out of the machine.

College graduates in specialist lines covered are placed on the roster as soon as they are graduated.

The roster is under the direction of Leonard Carmichael, who divides his time between the roster and the presidency of Tufts College, and James O'Brien, one of the ablest young men in the Civil Service Commission. O'Brien is executive director.

If you are a specialist in one of the following fields, and if your name isn't on the National Roster, you had better write to National Roster of Scientific and Specialized Personnel, Washington, D. C., and ask for an application blank. Vast numbers of names have been referred to war agencies from the roster and many of them have been given

important posts. Field covered are:

Accounting, management engineering, personnel management, animal sciences, botany, genetics, forestry and range management. zoology and entomology, plant pathology, horticulture, and agronomy.

Aeronautical engineering, auto engineering, civil engineering, architecture, chemical engineering, electrical engineering, heating, ventilating, refrigerating, and air-conditioning engineering, housing, landscape architecture, mechanical engineering, testing of materials, air, highway, railroad and water engineering and all other engineering fields.

Foreign languages, philosophy. Medical and related fields: anatomy, bacteriology, immunology, and pathology, experimental biology and medicine, nutrition, physiology, optometry pharmacology, and experimental therapeutics, and tropical medicines.

The physical sciences such as chemistery, geophysics, mathematics, geology, ceramics, horology, physics and astronomy.

And social sciences such as anthropology, geography, professional education, recreation leadership, social welfare, statistics, trade and industrial education, radio broadcasting and motion pictures, economics, history and political science, psychology, sociology, and speech pathology.

Typewriter Rental Permitted for Tests

Although a recent order issued by the War Production Board froze the rental and sale of typewriters, the administration of typing tests by civil service agencies will not be affected. A subsequent order issued by the Board provides that "All persons may rent typewriters for the specific purpose of taking civil service. examinations, if they are returned immediately thereafter. It is assumed that presentation by the applicant of his notice appear for the test will establish proof of the purpose for which he wishes to rent the machine."

TESTS Agent Exam Closes March 31

The Civil Service Commission has announced that March 31 will be the closing date for receipt of applications for positions as Regional Agent, Trade and Industrial Education, \$4,600 a year, and Special Agent, Trade and Industrial Education, \$3,800 a year. Applications must be filed with the U. S. Civil Service Commission, Washington, D. C., on or before that date.

Full information as to the requirements for this examination, and application forms, may be obtained from the Secretary of the Board of U. S. Civil Service Examiners or from the United States Civil Service Commission, Washington, D. C. In New York City, information is available at the Federal Building, 641 Washington

LONG WEEK Post Office to Go

WASHINGTON. - By the time you read this, Congress will have passed the Post Office bill that will open the way toward a 48hour work-week in the postal ser-

On 48-Hour Week

The House passed the bill in record time and quick approval is expected in the Senate where the committee OK'd it unanimously the day it was introduced by Senator McKellar.
The LEADER has exclusive in-

formation that the New York City Post Offices will be placed on a 48-hour work-week within a very short time after the bill becomes law. For the additional eight hours-the law now requires only a 40 hour week-the employees will be paid straight time. Custodial employees aren't included in the bill.

The Post Office bill may lead to straight time for overtime being paid to all Federal workers, At least that's the goal now of employee leaders.

Time Off for Holiday Work

Feeling that time off should be permitted to accrue to the credit of those of the 22,545 employees who worked on Washington's Birthday in the Brooklyn Navy Yard, Allen Hanover, of the Federation of Architects, Engineers, Chemists, and Technicians, this week addressed a letter to Congressman Andrew L. Somers, calling his attention to the fact that "new language is needed to rectify present statutes regarding compensation for holiday work."

Mr. Hanover also refers to Con-gressman Somers' bill to renew overtime pay for Navy Department employees in the field service and to include departmental employees in Washington, D. C., who do not at present receive overtime pay for work in excess of 40 hours a week.
Mr. Hanover holds that the bill

is "defective inasmuch as it tends to cancel 50 per cent additional pay, now enjoyed by per diem employees, who work in excess of eight hours on Sunday. It is also faulty in the computation of the rate of overtime pay for per annum employees. Overtime rate of pay should be calculated on actual working time of 2,080 hours rather than 2,880 hours as per the language in H.RR. 6585 of Congressman Somers."

SALARY

'Invisible' Pay Cuts

The Customs Guards Association of the Port of New York this week registered dismay over "invisible pay reductions."

The group holds that its long sought, first increment of \$60 has been "practically annulled by the purchase of new and different uniforms costing on an average of \$90." It also points to legislation putting promotions on an 18 months' instead of one-year basis. Moreover, "now that we are supposed to work 48 hours a week, we are actually working an average of 52." It points, too, to the discontinuance of annual leave and holidays.

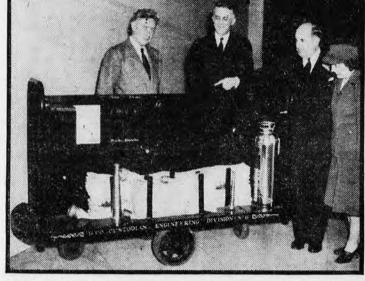
SEARLE ELECTED

Arthur W. Searle has been elected president of the U.S. Customs Inspectors Association of the Port of New York, succeeding John Slater, who served two terms.

CIVIL SERVICE LEADER

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That curious-looking gadget in the photo is a Post Office Emergency Unit. It's a fire-fighting truck built and supplied by postal employees of the custodial division of the New York Post Office. Looking at the camera is Captain Charles Scully, Director of First Aid, American Red Cross. The next three individuals, all of whom look mightily pleased with the contraption, are William J. Carey, Superintendent of the Railway Mail Service; Albert Goldman, Postmaster; and Mrs. John Carson, of the Red Cross.

RATINGS

It's Time for Efficiency

WASHINGTON. - The smart Federal employee about this time of the year will get to work on time, show a lot of initiative, and yes sir his boss to death.

Haven't you heard? It's efficiency rating time. And efficiency rating time is very important this year. The high and the low must be given an efficiency rating. In fact, everyone whose salary comes under the Classification Act, and this covers members of the "Little cabinet" as well as charwomen. Whether you get an administrative raise in the near future will depend on your efficiency rating, which must be given as of April 1. The Ramspeck-Mead uniform promo-tion act is determined by efficiency ratings.

If your rating is either excellent or very good, you can get an administrative raise under the Ramspeck-Mead act. If your rating is good you will get a raise only if your salary is under the average of the grade. If it's average or over you won't get a raise. If you are given a fair rating you must be reduced in salary one step, and an unsatisfactory rating means you must be fired or else be given a lower-type job.

CIVIL SERVICE IN NEW YORK CITY

Kill It, Says Councilman

The City Council this week was urged in a resolution by Councilman A. Clayton Powell, to press Mayor LaGuardia to rescind his six-day week order for municipal employees.

The Rev. Mr. Powell, the only Negro Councilman in the city's legislative chambers, explained that the six-day week, if permitted to remain at all, should be ment heads "as emergencies left to the discretion of depart-

The councilman favored wiping out the sixday week everywhere else because it "is not necessary for the proper functioning of all the city's departments."

He said the long week has "interfered with participation in civilian defense activities of civil service employees," that "a higher type of work is done by employees working less than a six-day week" and that "the experience of Great Britain has shown that policies such as the six-day week order for government employees impeded the country's war efforts and were abandoned."

Mean while, organizations throughout the city continued to litter the Mayor's office with written protests.

PAY RAISES **New Pay Rates** Established

Because similar workers in private industry have been receiving vacations with pay and the benefits of pensions, the city's 172 oilers involved in prevailing pay proceedings this week received as much as a 70 cents a day raise, boosting their wages to \$7.70 a day, with no deductions. Of course, being per diem employees, they are now working less, a la new budget allowances.

The \$7.70 rate was determined upon at disposition of the oilers' case before Assistant Deputy Comptroller Morris Paris,

No deductions were made in establishment of the new rate because it was found, oddly enough, that the city wasn't granting as many privileges as private industry.

The oilers had been receiving \$7 a day from January 1, 1938 to the present. The \$7.70 covers back pay as well as future pay.

Weekly paychecks in accordance with the newly established rates have been prepared for all of the prevailing rate employees and some already are reflecting the new rates. Checks in payment of back pay claims will not be forthcoming for some time, however,

LONG WEEK Patrolman Test Again 'Up in the Air' As Draft Raises Appointment Difficulties

What is to be done about the man with 1A draft classification who takes the patrolman exam, passes the test, is called for appointment, goes into the Police Academy for training, begins work as a patrolman-and then is snatched into the army?

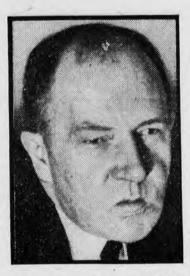
This is the problem confronting the Mayor, the Police Department, and the Municipal Civil Service Commission; a problem which a number of the city's Big Brains are trying to

A study of some 500 names on the current list revealed that more than 75 percent of the men are single. While many of these men may have dependents, it is probable that a high percentage of them will be unable to accept jobs in the Police Department by the time they are reached, because the Army will have reached them first; or-and the second alternative, from the standpoint of the city, is even worse than the first-having entered the Police Department, they will be drafted into the Army. In either case the city finds it difficult to keep the Police Department up to its necessary strength.

No Blanker Deferrment

The Selective Service Law prohibits blanket deferment for any occupational group. Deferment is always on an individual basis, and in the discretion of the local draft board, Mayor LaGuardia has asked the draft boards to defer members of the police force. And he has succeeded to the extent that General L. B. Hershey, Selective Service Director, wrote a letter, distributed to the draft board members, which said in

"There is no doubt that fire-men and policemen are entitled to be considered for deferment. I believe you will find the pres-ent regulations are more liberal





One cop in two moods. This is New York's tough Police Commissioner, who must now meet the problem of keeping his force up to snuff when the Army wants the same men he wants. It isn't an easy problem to solve, and the Commissioner, the Mayor, and other city officials are planning and planning, hoping they'll work out something.

than those of 1917, in that the regulations of 1917 required a period of three years' service, whereas a fireman or a policeman may now be deferred upon the finding that he is a necessary man, without regard to any arbitrary period of service."

In general, it may be said that New York State Selective Service headquarters has shown itself friendly to the deferment of patrolmen. In New York City, there has been no uniform policy. Draft boards have indeed exercised their discretion. At this moment, a test case on the issue of deferment for patrolmen is up before State Selective Service headquarters for determination.

agreement could be an reached between the city and the local draft boards to defer policemen, then the whole issue would

evaporate. But this appears to be

only a remote possibility.

The Mayor and the Police Department may have no alternative but to seek a legislative path out of the quandary.

One plan now receiving serious consideration is this: When a 1A eligible is reached for appoint-pointment, and there is a reasonable probability of his being called to service within a comparatively short period, then it would be possible to defer his appointment until after his return from service.

How would the contemplated plan work out in practice? Well, suppose Sam Jones, who's 1A, no dependents, comes up for appointment. He would be called for an interview, and he would be told something like this:

"All right, Mr. Jones, you've (Continued on Page Fourteen)

Is Marshal

because of the huge amount of examination necessary.

Here Are The Figures

Here Are The Figures

Bridge painters have been getting a net of \$9.50 a day based on an eight-hour day-schedule. Their new figure is \$1.75 an hour. This compares thus with the following net rates: January 1, 1935 to September 13, 1937, \$1.23 an hour; September 14, 1937 to November 30, 1939, \$1.34; December 1, 1939 to February 29, 1940, \$1.35; March 1, 1940 to September 1, 1940 to March 3, 1942, \$1.46½. Glaziers, who have been getting a net of \$11.20 a day for an eight-hour day, were pegged at \$1.88 4/7 an hour beginning February 27 last. They received \$1.64 2/7 from December 10, 1933 to February 26, 1942. Disposition in the case of flaggers is expected to be made Wed-

gers is expected to be made Wednesday of this week.

20 Years Without An Increase

The newly-formed Employees Legislative Council this week recommended to Councilmanic President Newbold Morris that the city seek to amend the administrative code provisions to allow for moderate salary increases for all municipal employees not covered by currently existing mandatory provisions especially since this could be effected at no additional cost to the city.

Estimating that about 20,000 employees would be affected by the proposal, the group pointed out through its temporary chairman, Morris Berman, that two-thirds of all sums available for salary increases should be divided among all competitive civil service employees not governed by salary increment laws, in proportion to their years of service within their grades, and inversely to their salaries. This apparently would apply to annual increments within a grade over the \$2,400 level.

Speaks for "Forgotten Men"

Said the organization in a letter to Mayor LaGuardia, Newbold Morris, and the Board of Esti-mate: "These annual increments would operate to increase the sa aries of all employees by small amounts in place of the present practice, not justified by any law, of granting very considerable in-

creases to a selected few. "For the first time in their careers, the 'forgotten men' of civil service have a real opportunity to be granted justice. It is highly discouraging, if not demoralizing, for employees to go on year after year for 20 years or more till retirement, without as much as one cent in increases as a token that their services are appreciated. Unless this proposed bill becomes law, this condition will continue, as there is little likelihood for mandatory salary increase legislation at the present time.'

The group held that the plan "will not add a cent to the budget, as no specified amounts are provided."

Mr. Berman reported much encouragement from legislative leaders, to date.

The Coast Guard needs men. If you're between 18 and 31, why not

TESTS

The Straight Facts On Patrolman Test

The official physical and mental requirements for the coming patrolman test have not yet been established by the Civil Service Commission, Only the medical requirements which were announced by the Commission in December, printed in The LEAD-EK, December 9 and reprinted last week have so far been established by the Commission.

Latest developments on the patrolman test front during the past week, as learned from several unimpeachable sources are:

1. The issuance of the applications, scheduled for the April series, may be held up several weeks because of the draft problem. (See story on left.)

2. The patroman examination will consist of two tests, a written test and a physical test, each carrying a weight of 50 in detemining the final average.

3. No extra credit will be allowed for college work or for participation in organized athletics.

4. The physical test will probably differ somewhat from previous physical examinations for patrolman and fireman. It is anticipated that it will consist of three parts-agility, strength and endurance. The coordination test, which has been the subject of much controversy, will probably be eliminated. Although it was originally planned to make the physical test similar to last summer's fireman physical, it may have to be made less tough because of the draft problem.

Further developments on the patrolman examination will be printed in next week's LEADER. When the actual physical and mental requirements are officially established by the Civil Service Commission, they will be published in The LEADER.

THE LAW

List Valid?

Isidore Hirsch, an eligible on the list for patrolman, P.D. (Special) list No. 3, has brought legal action against the Civil Service Commission, Sheriff John J. McCloskey, Jr., Comptroller Joseph D. McGoldrick and City Treasurer Almerindo Portfolio for appointing eligibles from the City marshal list to positions of deputy sheriff. Mr. Hirsch maintains that the city marshal list is not a bona-fide civil service list because the examination was held for a position not in the competitive class. Appointments from this list to a position in the competitive class are not valid, according to Mr. Hirsch's petition,

The action was instituted in Supreme Court under article 78 of the Civil Practice Act.

Attorney is Bernard A. Finkel, 22 East 40th Street, Manhattan.

'Forced Retirement'

A warning that municipal employees may have to cope with "forced retirements" when final disposition of departmental budgets is made was sounded this week by Councilman William A. Carroll.

Insisting general pay raises should be granted city civil service workers to meet soaring living costs despite Mayor LaGuardia's announced desire to cut the city budget, Councilman Carroll told The LEADER, municipal employees should be on guard for a mayoralty-inspired move having the blessings of the Board of Estimate.

This move, he believes, might well tend to "influence the removal of a number of employees from the city payroll by suggesting that those eligible to do so, should retire and accept pension benefits rather than be laid off and placed on a preferred list that may eventually mean no job at all."

(Continued on Page Fourteen)

How the Civil Service Commission Works

First of a series on the work ings of New York City's Civil Service Commission. These stories will take you behind the scenes, show you what happens from the time you apply for a test till the time you get an appointment-or don't.

One of the busiest offices in any city department these days is the Application Bureau of the Municipal Civil Service Commission on the ground floor of 96 Duane During the first two months of this year, more applications were filed by hopeful candidates for city jobs than during all of 1941-over 100,000 in all.

Responsibility for the custody of these applications rests squarely on the shoulders of Bernard F. Baecher, veteran clerk in charge. For the tremendous amount of work involved in numbering each application in five separate places, separating them in alphabetical order, sorting again by boroughs, filing the applications in three separate places and notifying the candidates when to appear for their examinations, Mr. Baecher is assisted by four clerks and two typists.

How It Works

Here's how the application bu-reau works. First, an examination is announced by the Civil Service Commission. The appli-Service Commission. cation forms are issued and received for a period of two weeks. Clerks in the application bureau hand out the applications. cashier attached to the Commission's fiscal bureau receives the applications and fees. Four times each day, one of Uncle Sam's letter carriers deposits a sackful of applications in the bureau. At the end of each day, the applications are brought to Mr. Baecher. On the following day each application is numbered.

When the application period closes, the title of the examinations are stamped on each individual application. The applications for each test are then sorted and filed in alphabetical order. A report on the total number of applications for each position is forwarded to the examing division.

On some examinations, candidates must meet certain experience requirements in order to be eligible for the test. Experience sheets are filed by the candidates with their applications. As soon as the filing period closes, these experience sheets are forwarded immediately to the examination division. The applications remain in Mr. Baecher's custody.

examining division goes over the experience sheets carefully, marking them either "quali-fied" or "not qualified." The notice cards of those marked "not qualified" are mailed out

The notice cards for the remaining parts of the examination, the application blank leaves only the top half of the blank remain-ing. This half, divided in three (Continued on Page Fourteen)

physical, written, or practical-oral, as the case may be, are mailed out by the application bureau. The detaching of the notice cards from

join up now!

HOSPITALS

Of Civil Service?

"One of the serious problems

of the Department of Hospitals

has been the high turnover

among hospital helpers and at-

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The Coast Guard needs men. If you're between 18 and 31, why not join up now!

Suggests Uniform Pay, Sick Leave, Grades, Time Rules for City Employees'

Creation of a Central City Personnel Agency to effect uniformity of operation in municipal departments was urged this week by Ellis Ranen, Industrial Relations Counselor for the Department of Welfare.

Discussing the improvement of civil service, Mr. Ranen held that progress must be made in adjusting grades, salaries, sick leaves, time rules and working conditions of the city's 160,000 em-

"The danger that employees in one department are receiving higher salaries and are performing similar duties to those paid at a lower rate in other departments, the desire to be transferred from one department to another because of longer vacation periods, more sick leave and less production pressure, must be eradicated as harmful, not only to the conduct of the war but to peacetime activity as well," said Mr. Ranen.

He said work requirements and standards of performance in the city departments have no general yardstick, not only in specialized jobs performed by technicians but in such assignments that lend themselves to production records.

No Yardstick

"A Central Personnel Agency for New York City, dealing with the varied problems of as large a staff as it commands, would promulgate—subject to the approval of the Mayor—uniform per sonnel policies for all its city em-

Mr. Ranen said that such an agency would bring about more satisfactory relationship between staff and administration and inspire more efficient service and minimize the number of inter-departmental transfers requested by employees because of advantages of one department over another, It would also provide, he went on, for uniform procedure in disciplinary cases and set up more adequate machinery for review of grievances.

"A city-wide study of work standards and production rec-ords," he held, "coupled with modern personnel practises, would

bring about economy in operation.'

Mr. Ranen called for creation of this agency by "extending some additional powers to the Municipal Civil Service Commission, or appointing a city-wide personnel board for practical application of personnel practises (possibly in conjunction with the office of the budget director, as this is closely related to the fiscal problems of the city), or creating a permanent advisory and review personnel council consisting of the personnel practitioners of all city departments, with special powers enabling them to offer recommendations on general recommendations on general policies to the Mayor and on individual situations to department heads, or, by the Mayor's assignment, to handle grievance matters in his Industrial Relations Bureau as well as other matters in other

agencies.
"Any of these or other methods of bringing about a uniformity in personnel practise, job specifications, work load, grades and salaries," declared Mr. Ranen, "would improve civil service."

tendants. This has been due in considerable degree to the low compensation paid to these individuals, many of whom have been able to secure better positions even after short terms of employment with us. The turnover in these important groups would be reduced and the services to the city rendered by the department would be improved if the wages

of these employees were made

more nearly comparable with

those in other departments of the

city and with outside salary

scales.

"This situation in regard to hospital helpers is pressing. We have asked that this category of hospital personnel be temporarily removed from the 'labor class of civil service and placed on a non-competitive basis' for the duration of the national emergency in order that we may better stabilize the employment of this group and fill vacant positions. The present method of making provisional appointments has not been satisfac-

been unnecessarily high." This statement is part of the 1941 report of the Department of

tory and the labor turnover has

Many Unfilled Nurse Posts

The shortage of nurses continues to be a problem, too. There were about 900 unfilled posts for graduate nurses at the year's close. All sources of additional graduates were exhausted,

Civil Service Commissioner Celebrates 20 Years on Job

Commissioner Ferdinand Q. Morton of the Civil Service Commission will be the guest of honor at a dinner in the Hotel Shelton, Wednesday, April 15. Occasion for the dinner will be the completion of twenty years in office by Com-missioner Morton. Proceeds of the dinner will go to the War-Aid Fund of the Civil Service Commission.

The only Commissioner in the city service to occupy his position for such a long period of time, Morton was appointed by Mayor Hylan January 1, 1922. Previously, he had served as an assistant district attorney for six years. At the time of his appointment to the Civil Service, he was head of the

LISTS

Three jobs as female attendants

at \$1,200 a year will be offered

eligibles on the clerk, grade 2,

female list this week. By the end

of last week the Civil Service Commission had certified 25

names, up to number 1,728 on the

list, for the vacancies. The posi-

tions open are in the office of

the Borough President of Brook-

Attendant Jobs

For 3 Gals

indictment bureau in the district attorney's office.

Born in Macon, Miss., Commissioner Morton was educated in Washington, D. C., public schools, Phillips Exeter Academy, Harvard and Boston University Law School. He was admitted to the bar in New York State in October, 1910.

Got Them to Vote on Issues

Commissioner Morton considers as one of his most satisfying accomplishments the education of the colored voter to use his suffrage intelligently. In 1915, when he became a political leader in Harlem, ninety percent of the colored voters cast their ballots for the Republicans, regardless of the

Morton was instrumental in teaching Harlemites to vote on the issues. In 1922, seventy percent of the

issues involved in the election.

colored voters cast their ballots for Mayor Hylan, who was cam-paigning on a "five-cent fare" platform. In the following year, approximately the same percent-age voted for Al Smith for governor because he had succeeded in combating unfair dispossess practises. Instead of blindly following strict party lines, the colored people were voting for candidates who would give them economic advantages.
Commissioner Morton likes the

Civil Service Commission because there is something new doing every day. He lauded the employees of the Commission.

Joseph Zweig, clerk in the payroll bureau, and John Moran, head of the stores unit in the Commission, are co-chairmen for

Emergency Defense identification card and arm band, each of which must be carried at all times.

When employees report to garages or section stations to which they are not regularly assigned, the officer in charge will make provision immediately for transferring them to their regular lo-

If an employee happens to be absent or excused on any particular day or night, he should, in case of a raid emergency, report immediately according to instruc-

Buy The LEADER every Tues-

Cleaners for Sheriff

Twenty-five eligibles on the porter list were certified to the Sheriff's office by the Civil Service Commission last week for jobs as cleaners at \$960 a year. The highest eligible reached was Salvatore Failla, number 1,541.

The names of 83 eligibles up to number 7,119 were forwarded to the Department of Hospitals for jobs as hospital helpers at \$720 a year. The porter list expires on September 19.

Training For Linguists

Intensive training courses in 15 languages for applicants for the U. S. Civil Service Commission translator exams are being given by the Language Service Center, 18 East 41st Street, Manhattan.

A series of 2-hour drill sessions

form the curriculum.

PERSONAL LOANS at a BANK RATE!

IF YOU LIVE OR WORK in Greater New York, you can borrow from \$60 to \$3,500 . . . usually, on YOUR signature ALONE. You have 12 or 18 months to repay your loan in simplified monthly installments. Loans can be made by phone or letter . . just state the amount you want to borrow—your application will receive prompt attention.

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34th St. & 7th Ave.
Bronx: 148th St. & 3rd Ave.
Jamaica: 161-19 Jamaica Ave.
Flushing: 36-51 Main St.

ALL OFFICES ONE FLIGHT UP — OPEN TO 9 P. M.
Dispensing Opticians Exclusively

Supermen Get Guard Positions

One thousand one hundred and twenty-four eligibles on the sanitation man list were certified last week by the Civil Service Commission to the Board of Water Supply for temporary jobs as guards on upstate reservoirs. The highest eligible reached was the lad whose number is 6,699. Salary for the guard jobs is \$125 a month.

In addition 17 eligibles were certified for one vacancy in the Department of Public Works in Queens as a laborer at \$1,620 a year. Highest eligible reached on this certification was 807.

243 Certified To Conductor Jobs

Temporary jobs as conductors to replace permanent employees who have entered military service were offered eligibles on the fireman list this week. Salary is at the rate of \$1,800 a year.

Eligibles who have previously accepted permanent conductor jobs at \$1,500 per year will not be considered for the temporary vacancies. Acceptance of the tempo-

rary jobs means removal of the eligible's name from the list for a period of 90 days for all departments except Transportation. Acceptance of a permanent appropriate job from the fireman list means removal of the eligible's name from the list for a period of

fireman list was certified by the Civil Service Commission for the temporary conductor jobs. The highest eligible reached was Robert Zacharias, No. 1,113.

Sanitation Is Ready

Sanitation men off duty aren't going to be caught napping if an air raid warning arrives at night on Sundays or holidays. At least not if the instructions for mobilization of demolition and clearance batteries issued by Commissioner William F. Carey mean anything.

Under the heading of departmental defense order 1, Department of Sanitation Emergency Procedure for Co-ordinating Operations, Sanitation employees not working have been instructed to report promptly to the garage or section to which they are regularly assigned, in case of night, Sunday or holiday raid warnings.

Decontamination Boys

Employees attached to Decontamination Batteries are to go to their place of assignment immediately in case of a warning. They are to prepare for decontamination work by dressing in regular gas-tight clothing, consisting of gas-proof coveralls, rubber boots, long rubber gloves, rubber hood and gas mask (the latter to be held in readiness).

They'll Wear Arm Band

A total of 243 eligibles on the

WAR

Those affected by the order will be furnished with a Public Works

IMPORTANT: PLEASE READ THIS

The highest numbers certified on New York City eligible lists for permanent, temporary, and indefinite positions at various salary ranges appear below. Do not add these figures. The first column contains the name of the eligible list; the second column, the department to which the list was certified; the third column, the salaries of the positions to be listed. The fourth column shows whether the certification was to a permanent, temporary or indefinite position. The fifth column shows the highest number reached and the last column, the expiration date of the list. Readers should remember that certification does not necessarily mean appointment as many more names are always certified than there are variancies.

appointment and appointment, and appointment, appoin	notify eligibles when in number reached on yworry about it. The y you when you are	they are your list depart- about to
Title Department	Salary P.T.1. No. 105 mo. P 946 1,500 P 946 1,800 P 400	
Able Bodied Seaman Sanitation Accountant, Grade 2 Comptroller Accountant, Grade 2 Hospitals Accountant, Grade 2 Welfare Accountant, Grade 2 Welfare Accountant, Grade 3 Grade	1,500 P 545 1,200 P 34	4.19.49
Asphalt Worker B. P., Man., Bklyn, Bx.	3,120 P 34 6.72 day P 120 1,800 P 43	4:13:42 10:28:45 4:20:42
Assistant Engineer, Gr. 4 Water Supply3.	960 P 766 ,120 P 61 1,800 P 710	4:12:43 3: 5:45 12:21:42
Assistant Supervisor, Gr. 2001	1,500 T 433	3: 1:45 1:10:44
Automobile Engineman Hospitais. Auto Engineman (app.) Transportation Automobile Machinist Transportation Automobile Mechanic Docks	1,620 P 50 13,20 day P 39	1:10:44
Bridgeman and Riveter Public Works Buildings Manager	3,000-4,800 P 14 4,500 P 42	7:10:45 7:15:45
Captain, F.D. Fire Car Maintainer, Gr. A Transportation Carpenter Boro Pres. Rich Cement Mason. Fire.	.75 hr. P 20 12 day P 41 12 day T 12 7 day T 12	2: 4:42 10:22:44 11:29:45 5:14:45
Cement Mason. Chief Life Guard. Chief Life Guard. Clerk, Gr. 2 (Higher Ed.). Clerk, Gr. 2 (Higher Ed.). Hunter College. Clerk, Grade 2. Municipal Court. Computation.	7 day T 12 960 w/m P 334 1,200 P 160 1,200 P 954	6:11:45 2:15:43
Clerk, Grade 2 (Male) Comptroller Clerk, Grade 2 (Male) Tri Bora Auth	1,200 T 1,700 900 P 7,176 858 P 7,793	2:15:43 2:15:43
Clerk, Grade 2 (Male)	840 P 10,983 1,200 P 1,728 858 P 4,680	2:15:43 2:15:43
Clerk, Grade 2 (Female) Hospitals	1,800 P 6,226 1,800 P 237 1,620 P 1,014	5:14:44
Dentist (Part-Time) Health Dental Hygienist Health	5 day P 48 1,260 P 64	11:18:45 9:15:43
DockbullderParks.	6.50 day T 36 1.800 P 60 1.800 P 224	3: 8:44 4: 2:45
Elevator Mechanic	2,400 P 79 1,800 P 45 1,800 T 1,113	11:13:44 2:13:45
Fireman Transportation Transportatio	1,500 P 925 1,500 T 1,830	12: 8:45 9: 9:45
Hospital Heiper (Men) Hospitals	360 & 480 w/m P 2,528 1,200 P 65	9: 9:45
Insp. Masonry & Carp'try Welfare Insp of Steel, Grade 3Water Supply	1,800 P 77 3,400 P 15	4:26:41 8:20:44 7:31:44
Jankor (Custodian) Gr. 2 Health	3,936 P 73 3,000 P 7	6:11:44 3:12:45 6:35:45
Junior Administrator Ass't. Housing. Junior Architect. Transportation Junior Assessor. Tax	2,160 P 45 1,920 P 39	1:21:44 4:30:44 3:11:45
Janitor (Custodian) Gr. 2 Heatth. Janitor Engineer. Education. Junior Administrator Ass't. Welfare. Junior Administrator Ass't. Housing. Junior Architect. Transportation. Junior Assessor. Tax. Junior Engineer (civil). Civil Service Comm. Junior Engineer (electric). Fire. Junior Engineer (Mech.) Gr. 3 Civil Service Comm.	2,400 P 104 2,160 P 47	11: 1:43 6:30:45
Laboratory Assistant Health	1,200 P 91 720 P 1,252	9:26:43 4:25:43
Laboratory Helper (Women) - Education	900 T 344 .42 hr. P 202 780&less P 820	9: 9:45 9: 9:45
Lieutenant P.D. (prom.) Police	780 P 1,348 3,900 P 135 4,000 P 144 624-75 hr. T 472	1: 3:45 9:11:44 2:14:44
Lineman Fire	1,500 P 10 1,200 P 28	9:24:44 1:30:44
Maintainer's Helper, Grp. A. Transportation Maintainer's Helper, Grp. A. Correction Maintainer's Helper, Grp. B. Transportation Maintainer's Helper, Grp. C. Transportation Maintainer's Helper, Grp. D. Transportation Manuscapet Assistant Housing.	1,200 63 hr. P 351 ,63 hr. P 1,290	2:19:45
Maintainer's Helper, Grp. C Transportation Maintainer's Helper, Grp. C Transportation Maintainer's Helper, Grp. D Transportation	.70 hr. P 77 .63 hr. P 325 .63 hr. P 248 .63 hr. T 317	
Management Assistant Housing	1,560 P 71 1,800 P 12	8:21:45
Mechanical Main. Grp. B Transportation	1,250 T 140 .85 hr. P 15 5 session T 24 .5 session P 184	2:18:45 4:13:42 4:19:42
Medical Imp. (Pediatrics) Health	5 session P 128 .80 ar P 150	1: 9:47
Office Appliance Opr., Gr. 2 Finance Park Foreman Parks Pathologist Hospitals	1,200 I 40 1,060 P 35 2,160 P 22	8:18:42
Patrolman, P.D., List No. 1. N.Y.C. Tunnel Auth Patrolman, P.D., List No. 1. Correction Patrolman, P.D., List No. 1. Water, Supply Patrolman, P.D., List No. 1. Welfare	1,200 P 1,259 1,800 T 1,421 1,769 P 1,427	10:1443
	1,800 P 1,265 1,200 P 1,392 1,320 P 710 11 day P 34	
Player Health Photographer Health Photographer Health Physiotherapy Tech. Hospitals Playground Director (Female) Parks	11 day P 34 1,500 P 30 1,200 P 25 1,260 T 44	5: 1:44 7:27:42 1:16:44
Playground Director (Female) Parks Playground Director Parks Playground Director Parks Plumber Docks Pollicewoman Correction Shories	1.260 P 267 G day P 27	
Policewoman Correction Policewoman Sheriff Policewoman College	1,769 P 114 1,900 P 142 1,320 P 38	2:14:43 9:20:42
Policewoman Sheriff Porter Queens College Porter Hunter Porter Sheriff Porter Hospitals	1,200 P 1,055 960 P 1,541 780 P 2,775	9:20:4:
Porter. Housing. Porter Health. Porter Hospitals.	1,080 P 1,624 960 T 1,559 720 w/m P 7,119	
Railroad Clerk (prom.) Transportation	1.00 P 406 55 Por T 83 1.500 P 470	6: 8:42
Sanitation Man. Class A Sanitation Sanitation Man. Class A DWSGE. Sanitation Man. Class A Transportation Sanitation Man. Class A Transportation	1,680 P 707 .57 hr P 3,270 .6670 hr. P 897	14: 4:44
	1 500 P 950	
Sanitation Man, Class A Hunter College Sanitation Man, Class A Water Supply Sanitation Man, Class A City College Sanit'n Man, Class B (prom) Sanitation Section Stockman (clothing). Welfare	5.50 P 868 1,980 P 70 2,340 & 1,800 P 10	9:10:45 6:25:45
Sanit'n Man, Class B (prom) Sanitation Section Stockman (clothing) Welfare. Section Stockman Purchase. Signal Maint'ner, B (prom.) Transportation. Social Investigator Welfare. Social Investigator Child Welfare. Special Patrolman. Correction Special Patrolman. Water Supply. Special Patrolman Transportation. Stationary Engineer (elec.) Markets. Stationary Engineer (steam) Public Works. Stenotypist, Grade 2 Firance.	1,800 P 43 80 hr. P 15 1,500 P 950	1:27:45 2: 6:44
Social Investigator Child Welfare Special Patrolman Water Supply	1,500 P 983 1,869 P 297 1,890 P 312 1,500 P 483	2: 6:44 10: 3:44
Stationary Engineer (elec.) Markets	9 day P 47	1:15:45 1:15:45
Steno prid Grade 2 Hospitals	960 P 63	6: 4:45
Steno. and Typewriter. Water Supply. Steno. and Typewriter. Walfare. Structure Maint'r (plumbing). Welfare. Structure Maint'r (woodwork) City College	1,200 P 1,487 960 P 1,513 5-day P 35 960 P 75	9:13:45
Tax Counsel, Grade 4 Sheriff	1,800 P 54	10:15:44
Telephone Operator. Hospitais. Telephone Operator. Transportation. Third Rall Maintainer. Transportation. Title Examiner Housing	#A L - 73 41	8:21:43 10: 8:44
Topographical Draftsman Water Supply	3,130 P. 23	6:23:42
Transportation Transportation Tunnel Sergeant Tunnel Sergeant Turnstile Maintainer Transportation Typist, Grade 1 Typist, Gra	2,400 P 25 .8095 P 25 .8095 P 2.500 .960 P 2.500 .960 T 2.000 .1,310 P 35	7:31:45 11: 5:45
Typist, Grade 1. Estimate. Typewriter Repairman Purchase. Watchman-Attendant Housing		1: 9:45
Watchman-Attendant Housing Watchman-Attendant Transportation Watchman-Attendant Hospitals. Watchman-Attendant Water Supply Watchman-Attendant Hospitals W/m means With Maintenance	1,200 P 587 25 wk. P 768 840 P 1,202 125 mo. T 3,288	a.
w/m means "With Maintenance."	600 w/m P 1,280	

Your Chances for Appointment Increased Promotion Seen In Bill to End 'Dead Ends'

Elimination of existing barriers to inter-departmental promotions is sought by a bill 'ntroduc' in the Senate last week by State Senator Seymour Halpern, chairman of the Senate Civil Service Committee.

The bill removes the limitation in the Civil Service Taw stating promotions to fill vacancies in the competitive civil service shall, so far as practicable, be promotions of persons "in the department, office or institution in which the vacancy exists."

With this limitation removed, the amended sentence would read: "Vacancies in positions in the competitive class shall be filled, so far as practicable, by promotion from among persons holding positions in a lower grade." The bill makes no other changes.

"At the present time there are numbers of 'dead ends' in the civil service, where the incumbents have no prospect of promotion within the same department, office or institution," Senator Halpern said. "The purpose of the bill is to promote a genuine career system and improve the interest and morale of civil service workers, by providing opportunities of promotion across departmental lines.

Cites Cornehl Case

"In the Cornehl decision in 1940 the courts ordered the demotion of 17 junior accountants who had been promoted from other departments into the New York City Comptroller's office by the use of a city-wide promotion list in the absence of a promotion list with-in the department, and forced the use of an open-competitive list as preferable to what they held to be illegal promotion. As a result people who had never worked for the city before displaced city employees of long standing and experience in comparable city work, who had already completed their probationary periods in the new jobs, and the latter were forced into lower positions at lower salaries in departments

where some of them have no pros-

pect of advancement,
"In such circumstances it seems
clear that the public could often get better service by the promotion of persons already trained at public expense in comparable work in other departments, and could also get better service in the other departments, by giving the employees there the incentive of possible promotion," he added. "This bill would permit the opening up of new lines of pro-

motion wherever the Civil Service authorities of a municipality or the State consider them appropriate. This should be of substantial benefit both to the public and to the employees concerned. The increasing number of vacancies due to the war and the added difficulty of filling some of them with well qualified people make the bill particularly appropriate at this time."

Park Athletic Ass'n Has Membership Drive

The Queens Council of the Department of Parks Employees' Athletic Association is sponsoring a vigorous membership campaign throughout its entire borough. An anticipated 100 percent membership of the entire borough is ex-

PATROLMAN

(APPLICATIONS EXPECTED TO OPEN IN APRIL) SIX FEATURES OF OUR COURSE

- 1. Free Medical Examination.
- 2. Outdoor Running Track on Roof of Gymnasium,
- 3. Agility Test Equipment.
- 4. Coordination Machines.
- 5. Lectures and homestudy material prepared by experienced and expert instructors.
- 6. Physical and Mental Classes at hours to suit the convenience of the student.

Attend a lecture as our guest and take a free physical trial exam.

CONDUCTOR

Mental classes meet Monday and Wednesday at 1:15, 6:15 and 8:30 p.m. Physical classes meet three times weekly at convenient hours in our modernly equipped

Free Medical Examination: Our doctors are in attendance daily, including Saturdays.

TELEPHONE OPERATOR

(STATE, CITY AND COUNTY DEPARTMENTS)

Examinations expected soon. Class forms Wednesday, March 25 at 8:30 p.m.

FINGERPRINT TECHNICIAN

Examination ordered. Class forms Thursday, March 26, at 8 p.m.

CARD PUNCH OPERATORS

Wanted in Pennsylvania and Delaware

Applications are now being issued by and must be filed with the Manager, 3d U.S. Civil Service District, Custom House, Philadelphia, Pa., until further notice.

This is what is known as an Unassembled Test; that is, there is no written or practical examination, the applicant being placed on the eligible list as soon as his application is received and graded. Therefore, any male or female between the ages of 18 and 53 who can devote the required time to instruction may file an application at the conclusion of the course and be placed on the eligible list for appointment in Philadelphia and other cities in Pennsylvania and Delaware, where Federal Government agencies are now located or about to be. However, when called for appointment, it is fair to assume that applicants will be given a test to

ever, when called for appointment, it is fair to assume that applicants will be given a test to prove their ability to efficiently operate a Card Punch Machine.

Since there are no experience or formal ed total on requirements, this presents an exceptional opportunity to secure Civil Service positions paying an entrance salary of \$1,260 per year. Classes are meeting day and evening at hours to suit the convenience of the student.

CLERK — GRADE TYPIST-GRADE

Applications closed. Classes meet TUESDAY and THURSDAY at 1:15, 6:15 and 8:30 P.M.

MQTOR VEHICLE INSPECTOR (Bus) — Class meets FRIDAY, at 8:30 p.m.

JR. TYPIST AND STENOGRAPHER - Applications Now Being Issued for Washington, D. C. and New York.

OFFICE HOURS: Open Daily, 9 A.M. to 10 P.M. - Saturday 9 A.M. to 6 P.M. - Sunday, 11 A.M. to 7 P.M.

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Governor Vetoes

The Crews bill extending the life of preferred lists from four

to six years was vetoed this week

In disapproving the measure,

the Governor cited a message

from Mayor LaGuardia as well as

opposition voiced by the State

Civil Service Commission, the Association of State Civil Service Employees and the Civil Service

"The selection of any suitable

period for the life of a civil serv.

ice list must have a practical basis: the length of time when it

may be reasonably expected that

people on a preferred list will re-

tain their special knowledge and

ability, which will qualify them for jobs to which they are to be

Buy The LEADER every Tues.

The Mayor's note read:

List Extension

by Governor Lehman.

Reform Association.

NEW YORK STATE CIVIL SERVICE IN

TESTS

Personnel People Wanted

A nationwide examination for senior personnel technician and assistant personnel technician was announced this week by the Buffalo Municipal Civil Service Commission. The test is open to citizens anywhere in the United States. The senior grade calls for \$2,500 to \$2,700, the assistant grade, \$2,200 to \$2,400.

Applicants are asked to write the Buffalo, N. Y., Municipal Civil Service Commission, Room 1001. City Hall, for forms. Filings must be in by March 31. Fee is \$2. A written test will be held April 14, in Buffalo City Hall and in such other centers throughout the nation as the number and location of candidates warrant.

Candidates must have at least one year of full-time, paid experience in technical personnel work, education equivalent to graduation from a college of recognized standing and must be citizens of the United States. Candidates for senior personnel technician must have an additional year of full-time, paid experience in classification work.

Light Filing In State Series

ALBANY.-Although more than 50 examinations, some of them for extremely choice posts, will be conducted March 28 by the State Civil Service Department, the number of applications is "very light," it was disclosed here this

Civil Service officials attribute the lack of interest in the series to the war and to the competition of private employment, although many of the State jobs awaiting appointees are equal or better than those in private industry.

In many of the exams there will be very little competition, on the basis of applications up to now. The most popular are those for park patrolmen, particularly for Westchester County.

Protests License Examiner Test

The LEADER this week received a letter of protest against the propriety of a number of questions in the motor vehicle license examiner test February 14.

The writer, pointing out he is one of thousands who took the exam, complained that "the fact that we were not allowed to keep our question booklets precludes the possibility of intelligently reviewing all the questions and making protests to contestable questions.

He continued:

"An example of one of the questions which appeared on the examination and which I believe is an invalid question is 113, which appeared in Part 2. This question read as follows: 'An automobile which an applicant desires to use in his test for an operator's license must have certain equipment in working condition. of the following is not required: (a) rear vision mirror, (b) horn, (c) adequate hand brake, (d) windshield wiper.'

'.Checking the answer to this question with the driver's manual, we find the following statement made on page eight: 'The car you appear in for examination must be properly registered. It must be roadworthy; have its head-lights properly adjusted and in

Check-O-Matic THE CONVENIENT CHECKING ACCOUNT FOLEY SQUARE OFFICE

Empire Trust

Cumpany 30 LAFAYETTE STREET noor WORTH STREET

Democrats, Republicans Oppose Plan To Bring DUI Under U. S. Control

ALBANY .- Strong opposition to federalization of the State Division of Unemployment Insurance was expressed this week in the annual report of the powerful Joint Legislative Committee on Industrial and Labor Conditions, of which GOP Assembly Leader Irving M. Ives is chairman. The report, signed unanimously by the Democratic and Republican members, was submitted to Governor Lehman and the Legisla-

"The committee believes that it would be harmful to New York State if there were further federalization of unemployment insurance," says the report. "The original balance between the Feder-"The oral and State governments in this field, established by the Social Security Act, has worked well-here and throughout the country. There are no sound reasons for altering the balance."

good working order; have ade-

quate foot and hand brakes, rear

vision mirror, muffler, unobstruct-

ed equipment must be in good

condition. You will not be al-

lowed to take the driving test un-

less the automobile meets there

with the foregoing paragraph, one

would believe that (d) windshield

wiper was the correct answer in-

asmuch as a windshield wiper is

not mentioned as specifically nec-

Checking Further

"However, upon further check

with the motor vehicle and traf-

fic law, it is found that on page

149, section 15, re: Equipment,

subdivision 11, reads as follows:

bus, when driven or operated

upon a public highway, shall be

equipped with a mirror or other

reflecting device so adjusted that

the operator of such vehicle has a

clear and full view of the road

and condition of traffic behind such vehicle.'

graph states that an ordinary

pleasure vehicle, which I presume

is meant by the term 'automobile'

in question, is required to have a

rear vision mirror; hence, I believe that either (a) or (d) should

be accepted as correct answers

or the entire question invalidated

and struck from the examination.

Aside from the facts stated in the

law, I also seriously doubt that

an examiner would in actual prac-

tice permit an applicant to take

a road test on a rainy day with-out a suitable windshield wiper.

This is a further reason for in-

Questions Should Be Public

questions which I also believe

contestable, but cannot recall. It

seems to me the State Civil Serv-

ice Commission should allow the

candidates to retain their exami-

nation booklets and then notify

the candidates of the key an-

swers, as was done on the State

protest any key answers which

he believes contestable and thus

have a chance of having his an-

swer declared appropriate. This

procedure is successfully followed

on all New York City tests and

I fail to see why it could not be

followed on State tests as well.

Reproductions of State tests are

published by various companies

offering State books for sale, so

why isn't the candidate allowed to

The State law says that titles of open competitive tests request-

ed by departments and institu-

tions 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 promo-

tion to the title are urged to com-

municate with the State Con-

retain his question booklet?"

In the Future

"In this way, a candidate may

clerk test.

"There were a number of other

validating the entire question.

"Nothing contained in this para-

" 'A motor truck or motor omni-

essary in the paragraph.

"Thus, comparing the question

conditions.'

Federalization of the employ-ment section and functions of DPUI, already consummated as of January 1 by executive order of the President, is described in the report as "a further substantial invasion of the field of State action-a field which has been contracting for a long time.'

Can't See Any Reason "So far as unemployment insur-ance is concerned," the report goes on, "two aspects of the problem are worth noting, one is personnel, the other fiscal. Neither supplies any real reason, at least as to New York State, why this important function should be transferred to Washington.

"As to personnel, there is a real value in keeping selection and ad-ministration in the hands of the State. Like the employmentservice personnel, unemployment insurance officials are directly and intimately concerned with the economic life of the State. The protection of the unemployed will be most satisfactory if officials represent the community through

local residence and neighborhood acquaintance.

Fear for Reserves

The committee says flatly that it fears under a national pooling plan the reserves of conservative states, like New York, would be used up by other states. "In effect," says the report, "New York industries which have already paid the tax to cushion unemploy ment in this State would find their payments—past and future would be used to pay for unemployment in competing industries in other states. Such a result of centralizing funds in the national government is not economically or politically sound."

The committee fears also that centralization would have the effect of resulting in a nationaliza-tion of rates and "experience with Federal grants-in-aid has shown not only that the richer states pay for subsidized services or activities in the poorer states, but that decisions affecting the states are not determined by State representatives."

ment system from one system to

the other, in order not "to lose

all benefits of this service when he transfers from, say, State to Federal government. It seems to

me that the only practicable solu-

tion of this problem is to permit a transfer of credits between sys-

tems along the lines already in

Pointing to the similarity that

now exists between the New York

State and Federal systems, thus

assuring practicability for the idea, Mr. DeGraff called upon

Senator Mead to sponsor pension

transfer legislation in Congress

while similar legislation is pressed

in the State Legislature. He said

he "would be very glad to cooper-

ate in requesting the introduction

Mr. DeGraff referred to Section

73 of the Civil Service Law, providing that any member of any

retirement system operated on a

sound financial basis shall be per-

of corresponding legislation."

effect in this State."

day for complete, impartial, well, written civil service news cov. erage.

BALDNESS

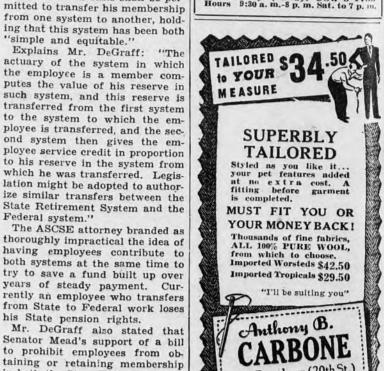
Can Be Prevented



Excessive hair loss, dandruff, dry, oily, or ithy scalp can cause baldness unless checked at once. Here is a sincere offer. If you cannot be helped we will not accept your case for treatment. Don't wait until it is too late. Come in today for a FREE analysis and learn how you, too, can avoid baldness. Men and women.

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Postpone Decision On Use of State Lists

in both the State Retirement Sys-

tem and the Federal Retirement

System, even if they could afford

to do so, is not in itself sufficient

to solve the problem existing to-

day, "a problem exemplified by

the recent transfer of hundreds

of State employees to the Federal

Decision on the use of State and Federal lists to fill city jobs where

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NEW BILLS Extra Credit For Armed Men

ALBANY.-Assemblyman George Torsney, Queens Democrat, this week appealed personally on the floor of the Assembly for passage of a bill which he has introduced to give ex-service men and women wide preference treatment in civil service examinations.

His bill provides that any man or woman enlisting or entering the military or naval service under the draft after September 1, 1940, shall be given extra credits for time-service in the armed forces.

It provides that each candidate for a state or municipal civil service job shall be given a one percent additional rating for each month of service in uniform. No person would be entitled to this added rating who had not received a passing mark in the examination. Total monthly onepoint credits, could not exceed 20. This would mean a candidate who had passed 20 months in the military or naval service and had achieved thereafter an examina-tion rating of 75 would be credited with a mark of 95.

,"In all justice to the boys and girls who are sacrificing life and limb in this war we can do no less than provide this advantage to them to enter public life in civil service when they come home," said Torsney. "They will be out of touch with books and trained practice for such examinations. They should not be at a disadvantage. This bill will help to equalize their opportunities when they come back."

PENSIONS

Transferring for N. Y. State to U. S.

Legislation to permit transfer of employees' membership from the State and Federal retirement systems was urged this week by John T. DeGraff, counsel to the Association of State Civil Service Employees, in a letter addressed to United States Senator James M. Mead.

Mr. DeGraff cited the current need for some procedure whereby an employee would be able to transfer his credit in the retire-

mission. The following titles are now being advertised (the date denotes when the 15 days are

-dentist. March 27-Psychiatric Institute and Hospital-assistant research psychiatrist.

March 25-Elmira Reformatory Elekman 5 - 5335 900 Broadway (20th St.) Entire 2d Floor. ALg. 4-9292

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Federal system."

no city eligible list exists was postponed by the Civil Service Commission last week. The matter will be taken up again during the first week in May.

From Tytell Typewriter Co.,

PAY RAISES

New Benefits for HospitalEmployees

ALBANY .- The Barrett bill extending the salary benefits of the Civil Service Career Act of 1937 to employees in the Department of Mental Hygiene was signed this week by Governor Lehman, who signed also the Ostertag bill for employees of the Correction Department.

The bill repeals the existing salary schedules of employees in this department and provides that their salaries after July 1, 1943, shall be fixed in accordance with schedules set up in the Civil Service Law. These schedules grade and group employees based on their particular work; provide the salaries for each grade and allows yearly salary increases of \$100 a year for five consecutive years.

Under the Barrett bill employees will reach their maximum pay in five years instead of waiting twenty as at present. Some eighteen thousand employees are substantially benefited under the new

No Word On Increase

Governor Lehman had no comment on the Pillion-Warner bill providing a \$100 increase for inemployees, payable in July, this year. This pay bonus, which will advance the Feld-Hamilton plan for them by one year, is tied up with a cost-of-living increase for all State employees, effective in June, 1943. The bill probably will be passed next week, the Governor meantime reserving his decision until the measure reaches his desk.

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State Employees Sacrifice Pay Gains To Aid Underpaid Institutional Workers

ALBANY. - Foregoing any "cost of living" pay increase until at least June 1, 1943, State employees last week announced they had accepted the sacrifice to make possible a \$100 pay rise for some 20,000 low-paid institution employees, effective on July 1, this year.

Conferences with Republican leaders of the Senate and Assembly resulted in drastic amendments to the Pillion-Hampton pay bill providing for the changes, which, incidentally, also go a step further than what Governor Lehman had proposed with with respect to institution em-

The Governor had recommended that the institution employees be given a pay boost of \$72 effective July 1, 1942, exclusive of time service increments. The amend-ed bill will provide \$100 increases for all institution workers getting \$1,500 a year or less, exclusive of their maintenance or other allow-

It also provides that all these employees will come under the Feld-Hamilton salary increment law, or "career act," effective on July 1, 1943. This means giving them an additional increment, effective this year and serving to help hold present employees in their jobs and attract new ones. In addition, they would be guaranteed fixed annual increments of \$100 a year beginning in 1943.

What The Bill Does

As now revised and probably in the form in which it will be passed, the Pillion-Hampton bill does these other things: It fixes

Extra Credit for Civilian Defense

ALBANY-One of the most unique bills introduced this year affecting civil service would give civil service rating and recognition for time served in any of the civilian detense activities. Extra credits would be given under such subjects as record and seniority, training or experience as a results of civilian defense service.

Aiming to give a permanent value to the time of those who may have joined any of the various branches of the civilian defense agencies, Assemblyman Bernard Austin, of the 4th Assembly District of Kings, introduced the bill which would recognize time so spent by providing a system of merit ratings applicable to civil service entrances or promotions.

The measure enlarges the scope of a statute within the civil service law which for some years has given similar recognition to members of the armed or naval forces.

The legislation would include air raid warden, auxiliary police, auxiliary fire, bomb squad, rescue squad, medical force, nurses aides, emergency food and housing corps, messenger, driver, road repair crew, demolition crew, decontamination corps, or any other volunteer civilian defense agency or activity.

The ratings would be fixed by the Civil Service Com-

the base of the pre-war cost of living for the period between 1935 and 1939, inclusive; it provides that the Commissioner of Commerce establish, monthly, a percentage increase in cost of living in this State based on the 1935 - 39 level; it provides that when the cost of living rises 20 percent above that base (not per cent of December 7, 1941, as in the previous measure), State salaries would then be increased.

After the cost of living has risen

20 percent or more, all employees earning \$1,200 or less would obtain a 10 percent pay increase; all those getting up to \$2,000 would get an additional five percent on the salary above \$1,200. Nobody getting \$2,000 or more would be affected,

If the cost of living falls below 10 points above the "pre-war cost" for three consecutive months, all increases would stop and the bill would be repealed

automatically.

Where Do I Stand?

tifications from popular State lists denotes permanent; T means tem-

Junior Clea	rk		
P-New York-\$900 P-Albany-\$900 T-New York-\$900 T-Albany-\$900	2,889 6,877 6,856 5,285	82.15 77.40 77.75 79.65	
Junior Stenogr	apher		
P-New York-\$900 T-New York-\$900	2,213 1,937	$80.40 \\ 82.40$	
Junter Typ	ist		
P-New York-\$900 P-Albany-\$900 T-New York-\$900 T-Albany-\$900	1,878 3,333 3,391 323,1	85.20 78.80 77.08 79.00	
Assistant File	Clerk		
P-New York-\$1,200. P-New York-\$900. P-Albany-\$1,200. P-Albany-\$300. T-New York-\$1,200. T-Albany-\$1,200. T-Albany-\$900.	243 611 638 2,490 459 1,250 3,590	88.20 86.70 86.70 83.40 87.30 85.30 82.20	
Assistant C	lerk		
P—New York—\$1,200. P—Albany—\$1,200 T—New York—\$1,200. T—Albany—\$1,200	138 908 972 3,073	90.17 85.97 86.83 83.95	
Assistant Steno	rranher		
P-New York-\$1,200. P-Albany-\$1,200. T-New York-\$1,200. T-Albany-\$1,200. T-New York-\$900	372 355 925 1,350 1,383	87.50 87.70 85.09 83.20 79.68	
Assistant Typist			
P-Albany-\$1,200 T-New York-\$1,200. T-New York-\$960 T-New York-\$900 T-Albany-\$1,200 T-Albany-\$1,200	189 369 383 1,388 1,490 1,490	87.40 86.29 86.16 79.60 77.84 77.84	
Latest permanent from these lists follow	appoint	tments	
Junior Cler	k		
New York-\$900 Albany-\$900	2,436 6,899	82.72 76.50	
Junior Stenographer			
New York—\$900 Albany—\$900	1,663 2,347	83.70 77.80	
	1 4		

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Junior Typist

Assistant File Clerk

Assistant Stenographer

Assistant Clerk

Assistant Typist

New York—\$960 539 85.29 Albany—\$1,060 167 87.60

New York—\$900 1,576 Albany—\$900 3,390

New York—\$900 310 Albany—\$1,200 413 Albany—\$900 2,369

New York-\$1,200 188 Albany-\$1,200 472

New York-\$1,200 79 Albany-\$1,200 1,016

Leonard's Back

ALBANY. - Eddie Leonard, former head of the machine room in the State Civil Service Department enlisted in the Naval Reserve a few weeks ago-but he was back at his civil job this week working without pay.

Mr. Leonard walked into the offices of the Civil Service Commission-which with Eddie's associates had given him a royal sendwhen he enlisted-and said:

"Got anything for me to do around here?

It was revealed that while Leonard is in the Navy and a fullfledged tar, he has not been called to active duty and may not be called for some time.

"So I just decided to go in and work," he said. He can't go far from home because the call to orders may come any moment, but just the same he doesn't want to be idle. He is not getting Navv pay and will not until called to

Brees Bill Enacted

Brees bill, which passed the Senate March 17 without debate, will mean some changes in regulations governing public employees who entered the military or naval reserve forces.

As The LEADER approached press time, it was indicated that the Brees bill was going to the Governor's office. It appeared probable that the bill would be signed within a week, though this was not absolutely certain.

The bill stops differential pay for substitutes who entered the service from higher paid positions than those they vacated, the dif-ferential continuing for them at the lower salary. It stops difthe lower salary. It stops dif-ferential for all who enter the service after the Governor signs.

Every angle affecting civil employees in the armed forces has been set forth by regulation and law either in the Page Law, en-acted last year by ruling of the Attorney General, or by regulations affecting the rights and privileges of employees in the military service as promulgated by the State Civil Service Commis-

All of these provisions, dating back a year, are still in force and effect, except as they will be modified by the provisions of the Brees act.

Changes in the rules and regulations, whether emanating from the Law Department or the Civil Service Department, will be made soon, it was said here this week. These changes will be based upon situations and problems posed by those charged with enforcement of the law.

One of the most complex of questions is whether an employee will be entitled to pay differential under Section 245 of the Military Law (the pay differential section) if he has merely applied for admission to one of the reserve forces, like the Naval Reserve or the Marine Corps Reserve, but is not called for duty before the Brees act becomes law.

In other words, do those employees, and there are a lot of them throughout the State, who took advantage of their opportunity before the law becomes effective get differential if they applied for admission to service but failed to be called for duty before the bill became law? Attorney General Bennett's office declined last week to give out an opinion on this at this time. The law department held there is a question whether application for membership is tantamount to acceptance if the applicant subsequently-no matter how much later-is actually called in. Does the law apply where application is made but an oath of allegiance has not yet been administered?

Joe R. Hanley, Republican majority leader of the Senate, gave this explanation for supporting the Brees bill: "This bill plugs the hole. Men who went into the Reserve under the law passed during World War 1, I think, should be protected, and they should receive the differential. It is an implied contract that the State has with these men because many of them entered the Reserves relying on that law, many of them had dependents and went in because of that law. This bill would not hurt them and protects all those in the Reserve now. wouldn't think - even though it has been suggested - of hurting those people who are perhaps now fighting, and who wouldn't have a thing to say about it even though it affects them adversely. However, the State hasn't got an implied contract with substitutes or those who go into the Reserve with sufficient notice, and these people shouldn't be protected any more than any other citizen."

RACE BIAS

"Jim Crow" At Creedmoor

ALBANY.-Assemblyman Hulan E. Jack this week publicly protested on the floor of the Assembly what he described as the introduction of "Jim Crow methods" among employees of Creedmoor State Hospital.

"Negro attendants at this hospital are being unjustly treated because they are Negroes. They are being subjected to Jim Crow, treatment and are not permitted to eat at the same table with white attendant employees," he told the Assembly.

"I want to say that the situa-tion there is bad and should be brought to the attention of the Legislature. I am saying this now so that we can watch developments at that institution."

He referred to a report of Negro discrimination prepared by Eugene E. Helbig, president of the Creedmore Local 70, CIO, copies of which were sent to Governor Lehman, leaders of the Legislature, and several other legislators, **Denied Commutation**

report charged among other things that Negro civil service employees at Creedmoor are denied commutation in lieu of maintenance at the institution; that Negroes are segregated in living quarters supplied by the hospital administration; that Negroes are discouraged from participation in local war efforts within the hospital; that Negroes are required to eat at tables separate from other employees.

Mr. Helbig's group sent copies of a telegram addressed to Assemblyman Abbot Low Moffat to the Governor and legislative leaders protesting the "Jim Crowism" at the institution. The telegram

"Tuesday, March 10, you stated that the Assembly majority would assure action against racial discrimination. Creedmoor Local 70, CIO, presented facts of racial discrimination and Jim Crowism that is encouraged by members of the administration. We asked immediate remedial action. To date the administration refused to answer or act. We ask legislative investigation of conditions of mental hygiene department." Legislative leaders said they

would take the situation "under advisement."

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DEFENSE NEWS

SPECIAL SECTION CIVIL OF THE SERVICE LEADER

Essay Contest Reading Begins

Essays submitted in the Civil Service LEADER contest have been sorted and were being given their first reading last week. Some 2,000 papers were submitted.

Contestants have been entered from all parts of New York State in spite of the fact that the five prizes offered were courses in New York City defense training institutions. Various aspects of the subject: "What Can I Do to Help In The Battle of Produc-tion?" were discussed by contestants. A cursory examination of some of the essays indicated that suggestions emphasized such points as "buy defense bonds," draw posters (by an artist), do volunteer work in the collection of scrap materials, use less of es-sential materials, etc. The variety of suggestions was almost as great as the number of essays submitted.

The committee of judges: Lieutenant Governor Charles Poletti; Kichard C. Brockway, director of the New York State Employment Service, and Tex McCrary, chief editorial writer of the New York



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Excellent Post-War Opportunities



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Women Sought for Free Gov't Training In Technical War Production Subjects

Because of the new sudden demand of defense industries for trained women technicians. Dr. Harry, W. Reddick, director of the Defense Training Institute of the Engineering Colleges of Greater New York, this week announced a new tuition-free daytime course to begin on April 20. The course, he said, will place emphasis on the training of women.

While the institute, which is located at 375 Pearl Street, Brooklyn, will continue to train a limited number of men, as many qualified women as possible will be accepted. In a class which completed its training last week, more than a score of positions were offered to the three women graduates. The aeronautical industry, in particular, is anxious to employ women technicians, Dr. Reddick said. A class presently enrolled in the institute has approximately 30 women trainees, and Dr. Reddick said that it is hoped that in the April course, for which applications must be filed immediately, here will be at least four times that number.

Requirements

Applicants for the course must be high school graduates, 18 years or older, and citizens of the United States. They must have completed three years of English, one year of algebra, one year of geometry, and one year of chemistry or physics. The course is offered wholly in the day time for a thirty-week period

Women who have completed previous training programs at the institute have been placed with war industries as inspectors, testers, computers, engineering assistants, draftsmen, tracers, and in personnel work.

"Contrary to a general feeling six months ago that the demand for technical personnel in defense plants would begin to level off this spring, the greatly accelerated war production program, and the enlarging of our armed forces, has only tended to intensify the demand. Despite increased training going forward in engineering colleges, trade and vocational schools, and other emergency training centers, industry is still

So they can't do a man's job, eh! Well, men, see for yourself. Take a look at this gal, at an NYA Work Experience Center in Long Island City, and make up your minds quick that the gals have a big part to play in this man's war. Want to hear a secret? At some war production jobs, women do better than men. The pretty Miss in the picture is welding, in case you didn't know.

below its peak-load personnel capacity," Dr. Reddick pointed out.

Dr. Reddick said that men unavailable for military service are in demand by war plants, in addition to women.

Here's the Course

The courses included in the Institute's curriculum are mathe-matical analysis, physics of engineering, drafting, shop practice, chemistry of engineering materials, applied mechanics and industrial orientation. The courses are taught by members of the engineering faculties of the co-

operating institutions, as well as outside experts from industry. Cooperating in the operation of the Institute, which is supported by the United States Office of Education, are Brooklyn Polytechnic Institute, Columbia University, College of the City of New York, Cooper Union, Manhattan College, New York University, Pratt Institute, and the Webb Institute of Naval Architecture.

Persons who would like to apply may communicate with the Defense Training at Institute by phoning MAin 4-6877, or going directly to 375 Pearl Street, Brook-

War Dept. Offers Training

WASHINGTON .- About 100,-000 civilians, many of them women, will be trained for jobs in the War Department within a year, it was anounced by William H. Kushnick, director of Civilian Training of the department.

Men won't be accepted for training if they are in the draft age. They must be over 44 or between the ages of 17 and 20. They

must pass a mechanical aptitude

Training will be given in schools scattered throughout the country, both public and private.

Students for mechanical jobs, known as mechanical learners, paid at rates ranging from \$900 to \$1,020 while they are learning. Training for these jobs ranges from 15 weeks to 4

Men and women selected for procurement inspectors will be paid \$1,440 while learning. A high school education is required for these jobs and preference will be given applicants who have had a college education.

In the Ordnance Department alone men and women are being trained for junior optical workers, instrument makers and lense grinders. Also apprentice machin-ist and toomakers, machine oper-ators, senior clerks, auto mechanics, storekeepers, engineering aids, armament machinists inspectors of many different types of ordnance materials.

The information on which this story is based came from the War Department in Washington. Indications were that applications for training would be available at the offices of U. S. Civil Service Commission, but by the time The LEADER went to press, the two agencies had not yet worked out recruiting details. We'll tell you in the next issue where and how

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to apply.-Ed.

'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 local U. S. Employment Service office. Applications from those employed in essential defense industries will not be considered.

Technical

10 East 40th Street-LExington 2-0160

Development Test Engineer-To direct and train group of eight men on testing aircraft accessories. Must be graduate engineer with extensive aircraft background and thorough knowledge of hydraulics. Prefer man aged 35 to 40. (Ask for Mr. Pope.)

Draftsman-For Panama Canal Zone. Men with at least 5 years' recent experience-in architectural design, structural steel or reinforced concrete drafting work for private contractor. Experience must have been on heavy industrial work. Under 40 years of age, preferably single. (Ask for Mr. Alexander.)

Electrical Engineer-Must have professional degree and some experience in research development or design in electrical field, preferably electronics. (Ask for Mr. Moore.)

Inspector-With general construction experience in masonry, especially on reinforced concrete work, to work outside continental United States for the duration of the war. (Ask for Mr. More.)

Mechanical Draftsman-With marine experience, to do drafting and detailing of auxiliary motor, davits, torpedo mounts, depth bomb mounts, machine gun mounts and similar marine parts. Employment in New Jersey, within New York City commuting area. (Ask for

Mr. Pope.) Mechanical-Electrical Draftsman-To do layout, some designing. Experienced on radio station equipment, cables, conduits, transmitting and receiving apparatus. Experience on power plant or heavy industrial plant layout will be acceptable. (Ask for Mr. Pope.)

Naval Draftsman-With recent experience on hull, structure or

marine equipment. (Ask for Mr. Moore.) Plant Superintendent—For a tool and guage manufacturer in the Middle West, to take complete charge of 750 employees with full responsibility for the production and output of deep drawing dies, heading tools, trimming tools, working guages, inspection guages and special machine parts used for the production of 30 and 50 caliber working machine parts used for the production of 30 and 50 caliber appropriately. Must be an experienced tool room supervisor accuraammunition. Must be an experienced tool room supervisor, accustomed to mass production of machine parts of close tolerances. He must be familiar with present production methods and equipment... able to maintain good relations with labor production staff, co-ordinating committees and the public. A man with a college background and pertinent experience is desired but additional experience may be substituted for professional training. Interviews will be held in New York (Ask for Mr. Moore.)

Piping Draftsmen-Experienced on drafting and detailing of piping sections 2 to 10 inches. All low-pressure work. (Ask for Mr. Pope.)
Surveyors—A Chief of Party and two transit men to do all types of surveying work including line and grade, location of buildings, roadway grading, location of sanitation mains and systems, etc. Contract for duration of war. Jobs outside country. Must be citizen, eligible for British visa. (Ask for Mr. Moore.)

Industrial

87 Madison Avenue, Phone LExington 2-8910

Armature Winders-Experience on AC and DC motors up to 100 h.p.

Must be citizens. (Ask for Miss Zimmerman).

Assemblers—Female—Must be experienced on fine mechanical and electrical instruments. Must be citizen under 30 years of age. Able to handle tools. Some blueprint reading preferred. Apply in person. (Ask for Mr. Burnham).

Assemblers — Female, to do bench assembly work — or learn machine operations making small machine parts. Must have some previous industrial experience and have good finger dexterity. Age 20 to 28. (Ask for Mr. Dean or Mr. Betz.)

Automatic Screw Machine Operator-Experienced man able to set up and operate; to take charge of department as night foreman. (Ask for Mrs. Rafter.)

Bench Molders-Experienced on alloy or bronze casting. Top wage for men who have recently worked in foundry (Ask for Mr. Cauldwell.)

Blacksmith-All-around forge man. Able to repair road construction equipment. Job out of country. Top salary. Insurance liability on employee. (Ask for Mr. Cauldwell.)

Boiler Makers-Able to do all types of plate work including riveting, caulking, acetylene burning and welding, building up and making repairs on all types of tanks, pressure vessels, attacks, structural steel work, marine repairs and the replacement of high pressure tubes in stills and steam boilers. Should be able to do layout, (Ask for Mr.

Coil Winders (Male or Female)-Experienced on single and multiple wire-winding machines. Apply in person only, (Ask for Mr. Burn-

Exhaust Operators-Experienced on high voltage in manufacture of air-cooled radio tubes, complicated process sealing, breakdown tests,

etc. Apply in person only. (Ask for Mr. Burnham).

Flare and Fire 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. Apply in person only. (Ask for Mr. Burnham).

Foreman-Tool and Die Maker-First class men only, to supervise tool and die room in machine shop making tools, dies, jigs and fixtures for company use. Must have recent checkable references and must operate all machine tools. Good salary and lots of overtime. (Ask for Mr. Dean.)

Gauge Makers, Tool and Die Makers, Machinists-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. Will consider non-citizens not employed in defense work.

Good pay; lots of overtime. (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).

Grinders-Must know how to set up and operate Cincinnati centerless grinder for work on shafts, bearing rods and roller bearings. Also grinders on surface, internal and external precision work on wide variety of material. Must be first class man. Must be citizen. (Ask

Hand Screw Machine-Turret Lathe Set Up Men-Must be experienced setting up and working with Warner & Swazey, Gridley or similar machines. To take charge of day or night shifts. Good pay and lots of overtime. (Ask for Mr. Dean.)

Machinists, Tool and Die 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. Will consider non-citizens not employed in defense work. (Ask for Mr.

Metal Pattern Maker-First class man only. Must be citizen. (Ask for Mr. Cauldwell).

Metal Spinners-Experienced spinners on brass, copper, steel and

aluminum. (Ask for Mr. Brae.)

Radio Laboratory Technicians-Must have heavy manufacturing experience on URF transmitters, Apply in person only, (Ask for Mr. Burnham).

(Continued on Page 14)

U. S. Asks Vast Increase in Training Of Air Pilots and Ground Mechanics

While the Academy of Aeronautics at La Guardia Field and the Casey Jones School of Aeronautics in Newark, N. J., are equipped to graduate more than 150 students every 11 days and eventually will hit a rate of 8,000 a year (16 times the number of two years ago), the Civil Aeronautics Administration this week announced from Washington, D. C., that an increase of more than 100 percent in pilot training is necessary to expand the Army air forces to 2,000,000

Vast Numbers Needed

In agreement with the War Department, the C.A.A. intends to provide elementary pilot training to 45,000 students each year, more advanced training to 30,000 and to condition 31,000 as ground tech-

Preference will be given students who meet Air Corps requirements and agree to become Army aviation cadets.

Flight training will also be given to students qualified to become flying instructors, though unable to meet military aviation requirements. Those in this category must agree to "contribute their

future effort to a field of aeronautics adapted to serve the na-tional interest."

The program will be correlated with the Army Air Corps expan-sion. The C.A.A. program, begun in 1939, has already taught about 775,000 students to fly. The training of ground technicians is a new activity for the C.A.A. Just as the pilot candidates, the technicians will have reservists' status in the Air Corps.

The C.A.A. civilian pilot training program is currently being carried out in about 580 colleges and 135 other centers, each conand 135 other centers, each con-sisting of a college or civic unit conducting the ground school and a nearby flying center which gives the actual flight training.

Expenses are being met by the Government, aside from fees paid by students for registration, mediexams and insurance.

Such monetary aid is especially to be noted in the training of students at such centers as the Academy of Aeronautics. The U. S. Civil Service Commission provides \$75 a month in salary for the boys taking the 15-week course at La Guardia Field. The State Department of Education pays the tui-

Application Blanks

Candidates for the Academy of Aeronautics course may report to the Academy office at La Guardia Field for application blanks and

a personal interview. They will then have to submit to an exam when the U. S. Civil Service Commission officially announces one. Applicants must have a high school education and be either between 16 and 20 or 22 and 50.

Help Win the War Become a Draftsman

Thousands of trained draftsmen, young men as well as women, are urgently needed in all branches of national defense -Civil Service, shipyards, aeroplane factories, industrial plants.

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Manpower Survey

An inventory of the nation's manpower, covering skills necessary to war production, is to be started this month by the United States Employment Service. The purpose of the inventory will be to supplement existing information on war labor requirements gathered from employees in war industries. The information, when assembled, will include the occupational skills of forty million men, and it is anticipated that it will be of material aid in locating the estimated ten million additional workers who are needed for the war effort. The inventory is to start with the nine million men between the ages of 20 and 44 who registered for selective service February 16. Later the inventory will be extended to other civilians between the ages of 18 and 64, including both selective service registrants and those awaiting registration.

Requirements For Messengers

Eligibles on the preferred list for attendant messenger must meet the following medical and physical requirements if they wish to obtain employment as special patrolmen in the Department of Welfare, the Civil Service Commission announced this week: Height, 5 feet 6 inches; vision 20-30 both eyes, glasses permitted; normal heart, lungs, hearing. Varicose veins, hernia, paralysis or any other disease, injury, or abnormality that tends to impair health or usefulness will dis-

Candidates must pass a strength test which consists of lifting a 50-pound dumbbell with the

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successfully clear a rope 3 feet 6 inches high in a running high The preferred list for attendant

right hand and a 40-pound dumb-bell with the left. They must also

messenger will be certified to the Department of Welfare for positions as special patrolmen under the process of selective certifica-

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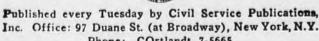
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MEMBER AUDIT BUREAU OF CIRCULATIONS

Tuesday, March 24, 1942

Retirement Benefits Shouldn't Be Lost

TATE employees who are transferred to Federal jobs lose the benefits which they have built up in the State Retirement system. The only alternative is for them to pay into both systems, but the cost would be prohibitive.

Last week, John DeGraff, counsel for the Association of State Civil Service Employees, sent a letter to United States Senator James Mead, suggesting legislation by the State and Federal Governments which could make it possible for an employee who goes from one jurisdiction to another to lose nothing in the process. He would just bring with him his accumulated benefits.

This seems an eminently practical and worthwhile suggestion. It's the sort of thing which everybody can agree on. Congress and the State legislature should whip the proposal into proper form and do something about it.

A Good Act, But Only a Start

T WAS good to learn, last week, that the Governor had signed the bill bringing the employees of the State Mental Hygiene Department under the Career Act. It was a reform long needed. Next step is to see that hospital attendants get their pay raise now. Step after that is to look into working conditions in the State hospitals. There's still much to be done.

Civil Service Under Hitler

The LEADER goes out of its way to gather news and feature stories of interest and importance to you. Plans are in the making for a striking series of stories on phases of civil service life everywhere. First of these describes civil service under Hitler. If you're a government employee, you'll never forget this expose of what it's like to work for a fascist government. In a forthcoming issue. Watch for it.



Repeat This!



ALLACE SAYRE, ousted NYC Civil Service Commissioner, has a job with the Office of Price Administration in Washington . . . Which reminds of an NYU professor who applied for a U.S. job. He was asked to bring all his credentials to the personnel manager of the agency -who turned out to be a former "B" student of his . . . Remember this column told you a City Commissioner was going to quit? Well, Rappleye, Hospitals, did it... Now watch for another resignation . . Will former Chief Justice Crane handle the case of Paul Kern against the Mayor on appeal? . . . Item of the year: Little, encyclopedic Eliot Kaplan used to play football.

Civil Liberties Front

Last week Wendell Willkie said he doesn't like the way the Navy treats Negroes . . . Wonder if Willkie knows about the delegation of Negroes and whites who recently visited a top admiral in Washington. "We're fighting a war for democracy," they told him. "That means equality for all races." The admiral answered: "You're only wasting your words and my time. It's going to remain the way it is." . . . Washington columnists Pearson and Allen, hit by a libel suit from Rep. Martin Sweeney, will receive Civil Liberties Union support.

Superman Does It Again

Vincent Stigi, sanitation eligible, saved a 5-year-old from being hit by a Brooklyn bus . . . There's much embarrassment these days for the 69th Precinct cop who's on the force 28 years and has been listed in the City Record for the past two years as a cleaner . . . Mrs. Bruce Bromley, new NYC Civil Service Commissioner, has moved into the same office with Harry Marsh, Civil Service Prexy, to save space . . . James McEntree, CCC director, never attends meetings of Federal Security Board. Mad at somebody, Jim? Maybe Paul Mc-Nutt? . . . Censorship Office releases okayed by Byron Price have been killed by Army and Navy bigshots.

Merit Gal

FEW FIELDS of endeavor attract as great a variety of persons with complicated problems as civil service. Because of the very nature of the civil service structure, there are few city officials more sought after than the president of the Civil Service Commission. Chief liaison between the Civil Service president and the public, a necessary and invaluable buffer, is his secretary.

Secretary to three successive presidents of the Civil Service Commission is the unusual achievement of capable, efficient, tiny Miss Catherine Hunt. A dynamo of energy despite her calm, unruffled appearance, Miss Hunt, secretary to President Marsh, has been the secretary to former presidents James E. Finegan and Paul

Requires Tact

Holding a position which calls for unusual tact and diplomacy in handling people, an extensive knowledge of civil service technique plus the usual attributes of the competent stenographer - typist, Miss Hunt insists that "there is nothing spectacular about my job or me." She credits whatever success she has had in her job to the fact that "everything about the job is interesting." She likes her work; she likes people.

Big secret in handling people, she hints, is in adopting a genial attitude, in listening to their problems with an open mind.

"If you listen to their problems with your mind made up before, hand, you're going to have trouble," she says.

Legalistic Turn

Possessing a legalistic turn of mind and law office experience, she obtains all the facts of his case from the visitor with the highly complicated, civil service problem, presents them succinctly to the president of the Commission. The president of the Com. mission can then meet his visitor on equal terms. He knows what to expect and can form his decisions quickly. Fortunately, for both Miss Hunt and the President of the Commission, its offices are so organized that many problems can be handled by one of its component bureaus.

Prior to coming to the Civil Service Commission eight years ago, Miss Hunt worked in the private law office of James E. Finegan. A native New Yorker, she has been educated in the city's school system. She makes her home in Brooklyn, and, loyal to her borough, she is an ardent Dodger fan. Whenever she gets the opportunity, she goes to see the "Bums" in action. But she doesn't call them "Bums."

She has no particular hobby out. side of office hours. Lively, energetic, she likes social life, danc-ing, cards — "mostly rummy; bridge occasionally.", She reads best sellers, likes romantic, historical novels. Also, the "movies,"

QUESTION, PLEASE

Translator List Is Active

R.W.: The fact that you were already certified and interviewed for a position as a translator indicates that your list is an active one. You must remember that the appointing officer has the right to fill this vacancy with one out of any three names submitted to him by the Civil Service Com-mission. Past experience as a translator may, or may not influence his selections. You do not have to be 21 years of age in order to be appointed as a translator in a Federal department or agency.

When War Is Over

P.K.: Most of the positions which have been created for the war emergency will probably be abolished when the war is over. We have no way of telling whether funds to pay for your particular position as an ordnance man will be provided in the budget when the war is over. If the funds to pay for your job are not appropriated, you will be laid off, even though you have received a permanent appointment. As a permanent employee, you will be entitled to the privileges of reinstatement, provided you can find a vacancy in a department for which you are qualified,

Reinstatement

As long as Federal civil service status, you are entitled to the privilege of reinstatement. You should visit or write the personnel officers of Federal agencies which employ persons in positions for which you are qualified. The position does not necessarily have to be in the same title in which you were previously employed.

Can't Tell Chances Of Appointment

E.S.: Sorry, but we cannot estimate your chances for appointment from the Federal examination which you recently took for mechanic learner. The U.S. Civil Service Commission will send your rating to you as soon as it completes marking the papers. The Commission does not release registers of eligibles for publication, as do the State and city commis-

Competitive Tests

S.B.V.: The two Federal examinations, junior clerk and storekeeper, which you took, are both competitive. The fact that the clerk test was assembled and the

storekeeper exam unassembled, does not mean that the latter test wasn't competitive. Permanent appointments from both lists carry full civil service status. The fact that you were offered permanent appointments in the one title, underclerk, from both lists, should prove to you that both lists were bona-fide competitive civil service registers. The fact that you have been given a permanent appointment as under-clerk, CAF 1, means that you have full civil service status with all the rights and privileges of a regular civil service employee.

If Job Goes **During Absence**

M.K.P.: A city emplyee who has been given a leave of absence has the right to be placed on a preferred list if his position should be abolished during his leave. Appointments to any vacancy in this title must, of course, be made from the preferred list before they can be made from any open-competitive list.

May Accept City Job

B.R.: The fact that you are employed as a cook in the War Department will not prevent you from accepting appointment in a city department from the open-competitive city list for clerk, grade 2. The freezing order to which you refer prevents you from being transferred to another Federal department. The War Department cannot refuse to release you in order for you to accept a position in a city depart-

Don't Confuse U. S. and State Test

D. B.: The junior stenographer examination you took last June was a U. S. Civil Service Commission test for appointment in Federal agencies and departments located in New York State. The assistant clerk-stenographer test which you took on October 4 was a New York State Civil Service Commission examination for appointment in New York State agencies and departments.

If you passed the Federal examination, you were placed on an eligible list for appointment to Federal departments in New York State. Upon the request of an appointing officer of a Federal department to the U.S. Civil Service Commission, your name is certified, in the order of your standing on the list, to the personnel officer for appointment.

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. All letters should be signed, but names will be kept confidential if requested.

What About This Bill?

Sirs: As a friend of civil service, I think you will be interested to know that Senator Young has introduced in the New York State Senate a bill, No. 1675, Int. 1386, entitled: "A bill to amend the Civil Service Law in relation to the eligible lists for the positions of Special Deputy Clerks and Assistant Special Deputy Clerks, Supreme Court, First Judicial Department."

This bill is designed to extend the life of these lists for an additional term up to four years, notwithstanding they have already been in existence for almost four years, which is the maximum period permitted under existing law. The bill benefits only a

handful of the employees of the Supreme Court in New York and Bronx counties, and the great majority of the civil service employees of the Supreme Court in these counties strongly oppose it.

Since the existing lists have been active ones, comparing favorably in number of appointments with similar lists in previous years, and since they have already been extended for a full list of four years, there seems to be no valid reason to justify this unusual preferment now sought by a favored few at the expense of the merit system. If "private grabs" of this character are to be permitted there will be no security in civil service.

A bill so dangerous to the cause of civil service should not be allowed to slip through silently. CIVIL SERVICE EMPLOYEE.

Fan Letter

Sirs: I must say The LEADER is doing an excellent job of keeping us civil service employees informed. I think the information you ran on the Brees bill which ends pay differentials was won-derful. Your story this week on the coming patrolman exam is being talked about by many of my friends. I see, too, where you had first word of the new series of State exams. For one, like myself, who is interested in the general progress of civil service, your series of articles, "Civil Service In Wartime," makes required read-

Frankly, this is a fan letter. You're doing the kind of job that needs to be done-that's why I buy The LEADER every week.

J. R. DOUGLAS.
Thanks, J. R. We get plenty of
fan mail, and we're going to continue improving The LEADER in every way we know how .- Ed.

Study Guide for Coming NYC Conductor Test

Part VI Question 45

While proceeding about your duties as a Conductor, you notice an accident in which a passenger has been injured by a passing train. After geeting the details you are in doubt as to the proper procedure to follow in getting up your accident report. In such a case it would be best for you to (a) get in touch with the Chairman of the Board of Transportation (b) ask one of the other Conductors to help you figure it out (c) get the advice of your immediate supervisor (d) look it up in the Official Departmental reg-

Question 46

If a passenger asked you the best way to get to the Prospect Park Zoo, you should recommend that he use the B.M.T. (a) West End Line (b) Broadway Line (c) Culver Line (d) Brighton Beach

Question 47

The Queensboro Bridge connects Manhattan with Queens at (a) 38th Street (b) 59th Street (c) 125th Street (d) 86th Street.

Question 48

Assume that you are a Conductor and have been assigned a certain schedule for a particular day, and for an urgent personal reason you could not report for duty that day. Under these circumstances it would be wisest procedure for you to (a) get in touch with another Conductor with whom you are friendly and ask him to take over for the day (b) report for duty at the scheduled time and indicate why it is urgent that you be relieved for the day (c) get touch with your supervisor either in person or by phone at least a half hour before your assignment is scheduled (d) prepare a detailed letter of excuse and see that it is handed in to your supervisor the following day.

Question 49

The one of the following rail-road lines which has a terminal in the Pennsylvania Railroad Station is the (a) Long Island Railroad (b) New York Central Railroad (c) New York, New Ha 🐔 1 & Hartford Railroad (d) Erie Railroad.

Question 50

The new central branch of the Brooklyn Public Library is now located in Brooklyn at (a) Montague Street (b) Borough Hall (c) Grand Army Plaza (d) Flatbush Avenue.

Question 51

Assume that you are a Conductor and have been assigned temporarily to the work of a Platform Man on a busy station during a rush period. You should properly feel that it is your most important duty to (a) keep too many people from getting into the train (b) signal the Conductor before trains pull out, that it is entirely safe to proceed (c) prevent crowds from coming too near the edge of the platform as trains are pulling into the station (d) render all assistance which is necessary to facilitate the movement of regularly scheduled trains.

Answers to Last Week's Questions

35, C; 36, B; 37, D; 38, B; 39, C; 40, A; 41, B; 42, B; 43, C, and 44, D.

This series of study articles will appear in The LEADER until the time of the Conductor test. Study carefully!

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Office Practice

PART I: FILING

The Sixteenth 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.

All civil service examinations given for stenographic or clerical positions contain questions on general office practice. The candidate must be acquainted with general office procedures in public offices in order to be able to answer this type of question.

It is the purpose of this article to give civil service candidates a

general outline of correct office behavior.

The chief guiding principles of correct office behavior are cooper-The enter guiding principles of correct office behavior are cooperation, perseverance, resourcefulness and initiative, promptness and accuracy, and to a lesser degree personality, tact, good manners, cheerfulness, cleanliness, honesty, loyalty, ambition, and aptitudes.

One of the most important factors governing a supervisor's rating of a junior employee is a person's ability to work with others.

This quality involves cooperation in the performance of routine duties. It requires the tact of knowing how to accept orders and how to accept criticism with "good face." He will readily admit errors on his part and seek to avoid them in the future. The successful person will work with others. A job well done must come through the combined cooperative efforts of several persons.

Perseverance or persistance in a person's assignment is indicative of a "stick-to-itiveness" attitude that will not swerve in the face of obstacles. The person who can start a job with a determination to do it and do it well will never be satisfied in just "getting by." He will persist in doing his job until it reaches a successful conclusion.

Alertness is another trait that distinguishes the successful worker from others. An alert person will seek and find new and better ways of getting results. He will think about his daily problems and assignments searching to find newer and better methods. He will be prompt to make suggestions to his supervisors with the purpose of improving or simplifying daily routine procedures.

Still another trait most necessary to successful civil service employment is accuracy. Acquiring the habit of arriving at work promptly and answering immediately to telephone calls or verbal summonses to other sections of the office indicate complete reliabil-ity. Furthermore, a person who checks his assignment or reviews his daily reports seeking to submit only complete, accurate, and detailed information will likewise reveal a complete understanding of the duties and responsibilities involved in his assignment.

These factors, together with qualities like cleanliness of one's person, neatness and orderliness of one's desk and other work parapherson.

nalia, good manners, a healthy and cheerful outlook toward other persons and work, will reveal in one a well-rounded character and emotional potentialities and will determine the degree of success that will be obtained in civil and the contract of the co

will be obtained in civil service employment.

All these traits alone, however, are not enough in securing a posi-You must possess a good command of English, a good educational background, and more particularly, you must have a thorough knowledge of such important office "subjects" as filing systems, telegram and cablegram communications, transportation of persons, mail, and goods, and elementary knowledge of banking and finance, and, finally, a glossary of business terms, business forms, and abbrevia-

tions and contractions.

We shall discuss first, methods of various filing systems. In later articles we shall discuss the remaining particular office "subjects" enumerated above. In addition, we shall include in practice exercises some problems of each.

METHOD OF FILING

- 1. Alhpabetic System.
- 2. Numerical System.
- Subject System. 4. Geographic System.

ALPHABETIC SYSTEM

The simplest form and most often used system of filing is arrang-ing papers or other records by the name of the writer. This is straight alphabetic filing. This method is based directly on the alphabet. Here are several guiding rules used in the Alphabetic System.

1. The surname (last name) is filed as if written with the last or (family name) first. The first name of the person comes next, followed by a middle name or initial.

Example: Name-J. Smith. Filed as -Smith, J. Name-J. Thomas Smith. Filed as-Smith, J. Thomas.

2. Additions to surnames, such as Sr., Jr., 3d., are filed at the end

of the name and are enclosed in parentheses.

Example: Name—Louis J. Jones, 3d. Filed as—Jones, Louis J. (3d.). Name—Charles Jones, Sr. Filed as—Jones, Charles, (Sr.).

3. Titles like Rev., Dr., Capt., Prof., are likewise placed at the end of the name and enclosed in parentheses as above.

B. Business Names. Example: Name—The Johns Mfg. Co. Filed as—Johns Mfg. Co. (The).

 When the name of a person is part of the business name, the record is filed as if the last name of the person were written first.
 Example: Name—J. Howard Clothing Co. Filed as—Howard, J. Clothing Co.

C. Order of Filing.
1. Abbreviations: All abbreviations, such as Co., St., Wm., are filed as though they were spelled in full.

Names containing articles or prepositions, such as "a", "an", "for", "of", are disregarded in filing.
 Names with prefixes, such as "di", "de", "von", are considered.

as part of the surname.
4. "Mac", "Mc"—Names beginning with either of these two pre-

fixes are filed as spelled and filed as if one name. 5. Numerals used as names should be filed as though spelled in full. Example: Name-5th Avenue Bus Co. Filed as-Fifth Avenue

6. Compound or hyphenated names like New York, Parker-Kalon,

are filed as spelled and as one word.

Example: Name-N. Y. Life Insurance Co. Filed as-Newyork Life Insuranc Co.

II. NUMERICAL SYSTEM

The Numerical System of filing uses numbers instead of names. All records are given a reference number. This method is obviously indirect, inasmuch as the file clerk when confronted with a name will first be compelled to search the alphabetic file to obtain the reference number. It is advantageously used, however, in filing insurance records in unemployment insurance offices because these records are based on a person's social security number. The numerical method can be likewise used advantageously by combining it with a chron-This is accomplished simply by prefixing the reference numbers with the year number. For example, reference number 70243 relative to a record transpired in the year 1938, would be filed as 3870243. If the year were 1941, the reference number would

be 417,0243. This system is effectively used in the State Fund Unit of the N. Y. State Division of Workmen's Compensation.

Subject filing is the arrangement of names indexed under a subject heading. A typical example of subject filing is the alphabetic file in public libraries. All records pertaining to various subjects, such as Claims, Adjustments, Insurance, Invoices, etc., are used as subject indices. Behind these indices the various records are compiled in accordance with the alphabetic system.

IV. GEOGRAPHIC SYSTEM

The Geographic System of filing places records according to place names. The most common geographic method is filing of records by State and town, using various place names as an index behind which respective records are filed alphabetically.

Note: The Tickler File-Some offices need a method of "following up" various determinations. The most common tickler file is your date or diary book. We all make special notes on our calendars or date books to remind us of a particular duty or job to be accomplished as of a certain date. If we were to maintain a card file similarly listing notes as to special events on certain dates we would then have a typical tickler or "follow-up" file.

Here are the answers to last week's problems: Problem I-250; Problem II-37 5/7 feet; Problem III-A; Problem IV-C; Problem V-50 M.P.H.

Next week's article will continue the discussion of office practice methods, with special emphasis upon the other office "subject" enumerated above. Previous civil service questions on filing and office practice will be included.

Follow The LEADER for future article.

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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.

U. S. Tests

Persons appointed from these or other examinations subsequent to March 16, 1942, will be given "War Service Appointments" and will not thereby acquire a classified (competitive) civil service status. Appointments will generally be for the duration of the war and, in no case, will extend more than six months beyond the end of the war. Applications for the following positions will be received (at the places indicated below) until the needs of the service have been met.

Address: Recorder, Labor Board, U. S. Navy Yard, Brooklyn, N. Y. Announcement Number and Title 2-4/4—Forger, Drop, Machinist, Toolmaker.

2-475—Anglesmith, Heavy Fires, Anglesmith, Other Fires, Blacksmith, Chipper and Caulker, Iron, Coppersmith, Diesinker.

2-475—Flange Turner, Frame Bender, Loftsman, Sailmaker, Shipfitter, Shipwright, Welder, Electric

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Address: Secretary, Board of U. S. Civil Service Examiners, Air Corps Eastern Procurement Dis-trict, 90 Church Street, New York, Announcement Number and Title 2-480—Junior Administrative Pro-curement Inspector, Senior Pro-curement Inspector, Procurement Inspector.

curement Inspector,
Inspector,
2-480—Associate Procurement Inspector, Assistant Procurement Inspector, Junior Procurement Inspector (12 optional branches, each creade).

Address: Secretary, Board of U. S. Civil Service Examiners, Pine Camp, Great Bend, New York, Announcement Number and Title 2-501—Automotive Mechanic.

Address: Secretary, Board of U. S. Civil Service Examiners, Sen-eca Ordnance Depot, Romulus, New York.

Announcement Number and Title 2-8-Senior Guard. 2-9 - Firefighter (motor equipment).

Address: Secretary, Board of U. S. Civil Service Examiners, Syracuse Engineer District, Syra-cuse, New York. Announcement Number and Title 2-349—Assistant Inspector (gener-al construction), Inspector (general construction).

ar construction), Inspector (general construction). 2-349—Inspector, Engineering Ma-terials (construction), Inspector, Engineering Materials (mechani-cal).

Address: Secretary, Board of U. S. Civil Service Examiners, Watervliet Arsenal, Watervliet, New York,
Announcement Number and Title 2-441-Machinist.
2-443-Benchman.
2-444-Gauge Checker.
2-20-Senior Guard.
2-35-Toolkeeper.
2-48-Machine Operator (boring mill), Machine Operator (engine lathe), Machine Operator (milling machine), Machine Operator (milling machine), Machine Operator (shaper), Machine Operator (shaper), Machine Operator (shaper), Machine Operator (surface grinder), Machine Operator (turret lathe).

Address: Secretary, Board of U. S. Civil Service Examiners, United States Military Academy, West Point, New York. Announcement Number and Title 2-23—Attendant (mess attendant).

Address: Manager, Second U. S. Civil Service District, Federal Building, Christopher Street, New York

York.

Announcement Number, Title and Place of Employment

2-194 - Boilermaker, A. T. S.

Brooklyn, N. Y.

2-196-Deck Engineer, A. T. S.

Brooklyn, N. Y.

2-292-Second Assistant Engineman (marine), A. T. S., Brooklyn, N. Y.

2-392-Senior Inspector Engineering Materials, Associate Engineering Materials, Associate Engineering Engineering Materials, Assistant

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2-393—Senior Inspection Ship Construction, Inspector Ship Construction, Associate Inspector Ship Construction, Asy Department (N. J. and New York as assigned).
2-420—Under Inspector Ordnance

Materials, Minor Inspector Ord-nance Materials, Rochester Ord-nance District.

2-449-Mechanic Learner, Waterv-liet Arsenal, Watervliet, N. Y.

2-452-Junior Stenographer (male), Junior Typist (male), State of New York.

nance District.

2-449—Mechanic Learner, Watervliet Arsenal, Watervliet, N. Y.

2-452—Junior Stenographer (male),
Junior Typist (male), State of
New York.

2-459—Machinist, Picatinny Arsenal, Raritan Arsenal, Watervliet
Arsenal, Brooklyn Navy Yard,
Lakehurst Naval Air Station.

2-496—Senior Inspector Naval Ordnance Materials, In spector Naval Ordnance Materials, In spector Naval Ordnance Materials, Associate Inspector Naval Ordnance Materials, Assistant In spector Naval Ordnance Materials, Gall 4 options), New York
Naval Ordnance Materials, Junior Inspector Naval Ordnance Materials, Gall 4 options), New York
Naval Inspection District and Schenectady Naval Inspection District.

2-497—Junior Communications Operator (H.S.R.E.), States of Delaware, New Jersey, and New York.

2-498—Junior Stenographer (female), Junior Typist (female),
State of New York (except the five boroughs of New York, and West-chester County).

2-503—Chief Engineering Aid, Senior Engineering Aid, Engineering Aid, Assistant Engineering Aid, (all 8 options), States of New Jersey and New York).

2-504—Under Communications Operator (H.S.R.E.), States of Delaware, New Jersey and New York.

2-508—Junior Inspector Trainee, Ordnance Materials, Rochester Ordnance District.

2-512—Junior Inspector Trainee, Ordnance Materials, New York Ordnance District.

2-11—Attendant (ward-np and mess), Canandaigua, N. Y.

2-12—Attendant (hospital and mess), Canandaigua, N. Y.

2-13—Attendant (hospital and mess), Enne Camp and Madison Barracks, N. Y.

2-14—Attendant (hospital and mess), Fort Niagara, N. Y.

2-15—Attendant (hospital and mess), Fort Niagara, N. Y.

2-17—Attendant (hospital and mess), Fort Slocum, N. Y.

2-18—Attendant (hospital and mess), Fort Slocum, N. Y.

2-19—Attendant (hospital and mess), Fort Niagara, N. Y.

2-17—Attendant (hospital and mess), Fort Slocum, N. Y.

2-18—Attendant (hospital and mess), Fort Slocum, N. Y.

2-19—Attendant (hospital and mess), Fort Slocum, N. Y.

2-17—Olmaker, Picatinny Arsenal, Raritan Arsenal, Watervliet Arsenal, Wat

N. Y.

2-27—Toolmaker, Picatinny Arsenal, Raritan Arsenal, Watervliet Arsenal, Brooklyn Navy Yard.

2-30 — Assistant Communications Operator, C. A. A., Region 1.

2-33 — Instrument Maker, Fort Monmouth, N. J.

2-37 — Attendant, Cosmital, and C.

Monmouth, N. J.
2-37 — Attendant (hospital and mess), Bath, N. Y.
2-39—Senior Inspector Ordnance Materials, Inspector Ordnance Materials, Associate Inspector Ordnance Materials, Associate Inspector Ordnance Materials, Junior Inspector Ordnance Materials, Junior Inspector Ordnance District and Rochester Ordnance District.
2-54 — Trainee-Repairman (Signal Corps equipment) States of New Jersey and New York
2-62—Senior Fireman (high pressure), Mitchel Field, N. Y. (Closing date for receipt of applications: March 19, 1942.)

Applications for the following federal examinations can be obtained until further notice at the local office of the U. S. Civil Service Commission, 641 Washington Street, New York

File by March 30 Safety Instructor, \$1,800 a year. File by June 30, 1942

Junior Engineer, \$2.000 a year; Options: Aeronautical, naval archi-tecture and marine engineering. Radio Monitoring Officer, \$2,600 to \$3.200 File by June 30 1942. Multilith cameraman, platemaker and multillth press operator. Rated as received until June 30, 1942. Junior meteorologist, \$2,000. Applica-

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Blueprint operator, \$1,260 to \$1,440.
Last filing date is June 30, 1942.
Technical and scientific aid (including optional branches), \$1,800 to \$2,000. File to June 30, 1942.
Naval architect: \$2,000 to \$5,600. June 30, 1942 is last filing date.

Marine engineer: \$2,600 to \$5,600. June 80, 1942 is last filing date. Shipyard inspector: \$2,300 to \$3,800.

Engineer, \$3 800. File by June 30, 1942. Chief engineering aid, \$2,600; principal, \$2,300; senior, \$2,000; engineering aid, \$1.800. Last filing date June 30, 1942.

File Until December 31 Air Safety Investigator, \$3,800 a

year.
Engineer, \$2,600 to \$6,500 a year.
Engineering draftsman, \$1,440 to \$2,600 a year.
File by June 30, 1943
Junior Engineer, \$2,000; Options:
All branches of engineering except naval architecture and marine engineering.

File Until Further Notice

Junior Aeronautical Inspector (Trainee), \$2,600 a year.
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Radio Operator, \$1,620-\$1,800.

Engineering Aid, \$1,440-\$2,600.
Maintenance Supervisor, \$2,900
and \$3,500 a year.
Inspector Naval Ordnance materials, \$1,620 to \$2,600 a year. Engineering Ald, \$1,440 to \$2,600

a year.
Junior Inspector, Engineering
Materials, \$1,620 a year.
Machinist, \$1,800 a year to \$1.06

per hour.
Shipfitter, \$6.81 to \$8.93 a day.
Toolmaker, \$7.20 a day to \$1.08 an

Loftsman, \$1.04 to \$1.12 per hour. Lens Grinder, \$5.92 to \$1.08 a day. Instrument Maker, \$7.44 a day to \$1.24 per hour. Investigator, \$3,200 to \$3,800 a

year. Inspector, Defense Production Protective Service, \$2,600 to \$5,600

a year.
Training Specialist, \$2,600 to \$5,600 a year. Instructor, \$2,000 to \$3,800 a year Automotive Spare Parts Expert, \$3,200 a year.

Home Economist, \$2,600 to \$5,600 a year. Student Instructor, Air Corps Technical School, U. S. Army and aviation service schools, U.S. Navy, \$1,620 a year, Economist, \$2,600 to \$5,600 per

Departmental Guard, \$1,200 per

Research Chemist, \$2,600 to \$5,600

Technologist, \$2,000 to \$5,000 per Engineer, \$2,600 to \$6,500 per year.

Pharmacologist, \$2,600 to \$4,600 a year. Toxicologist, \$2,600 to \$4,600 a

year.
Meteorologist (any specialized branch), \$2,600 to \$5,600 a year.
Expeditor (marine propelling and outfitting equipment), \$3,200 a year.
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), \$2,600 to \$5,600.

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Airport Traffic Control Examiner, \$3,500. Alphabetic card - punch operator, \$1,260.

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Inspector, engineering materials (optical), \$2,000.
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Inspector of hats, \$2,000.
Inspector of textiles, \$2,000.
Inspector of ordnance materials.
\$2,300.

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Inspector (ship construction), \$2,300. Inspector (signal corps equipment)

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Junior veterinarian, \$2,000. Under mimeograph operator, \$1,260. Senior radiosound technician, \$2,000,

Industrial specialist, \$2,600 to \$5,600. Agent, trade and industrial educa-tion, \$3,800 to \$4,600. Radio mechanic-technician, \$1,620 to \$2,300.

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 speciales), \$3,200. Under tabulating machine operator,

\$1,260. Coal mine inspector, \$3,800; senior, £4,600; associate, \$3,200; assistant,

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Trainee, traffic controller (airway and airport), \$1,800. Civil Aeronautics Administration, Department of Com-

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 Lepartment. Department.

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ester Ordnance District.

Instructor, various grades, \$2,000 to \$4,000. 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.

ty Agency.
Graduate nurse, general staff duty.
\$1,800. Indian Field Service, including
Senfor inspector, naval ordnance materials, \$2,600: inspector, naval ordinance materials, \$2,300. Optional
branenes; optical or fire control instruments, naval guns and accessories;
munitions and ordnance units; associste inspector, naval ordnance materiste inspector, assistant inspector, naval
ordnance materials, \$1,300, and junior

inspector, naval ordnance materials, \$1,620. Assistant air-way traffic controller, \$2,300.

\$2,300.
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Senior ground school supervisor, \$3,500. Ground school supervisor, \$2,900. Medical officer, \$3,200 to \$3,800. Medical guard attendant, \$1,620. Medical guard attendant, \$1,620. Junior graduate nurse, \$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. Junior laboratory believe \$1,400.

\$1,800. Junior laboratory helper, \$1,440. Public Health Nursing Consultant, \$2,600-\$3,200.

\$2,600-\$3,200.
Graduate nurse. Optional branches; general staff duty and psychiatry, \$168.75 a month. Panama Canal service only.
Trainee-Repairman, Signal Corps Equipment, \$1,440 a year.
Aircraft Armament Mechanic, \$2,200 a rear.

Aircraft Armament Mechanic, \$2,200 a year.

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Machine Operator, engine lathe, rates of pay a day, \$5.92, \$6.64, \$7.36.

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Machine Operator, milling machine, rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, planer, rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, shaper, rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, shaper, rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, surface grinder (Blanchard), rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, turret lathe, rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, turret lathe, rates of pay a day, \$5.92, \$6.64, \$7.36.

Machine Operator, turret lathe, rates of pay a day, \$5.92, \$6.64, \$7.36.

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Aircraft mechanic, \$1,680 to \$1,860 a

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Aircraft mechanic, \$2,000 a year.

Junior machinist, \$1,680 a year.

Machinist, \$1,860 a year.

Aircraft instrument mechanic, \$1,860 a year.

Junior machinist, \$1,080 a year.

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Physician, year.
Addressograph Operator, \$1,260 to \$1,440 a year.
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The complete list of titles follows. Requiremens will appear in The LEADER as soon as availabie, probably in next week's issue. The numbers in front of each title should be indicated when you ask for an exam announcement.

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4081. Assistant Office Appliance Operator, State and County Departments and Instituions. Salary, \$1,200 to \$1,700. Fee, \$1.

4082. Assistant Principal, School of Nursing, Mental Hygiene Department. Salary, \$1,500 and maintenance. Fee, \$2.

4083. Assistant State Geologist, Education Department. Salary, \$3,120 to \$3,870. Fee, \$3. Open to non-residents.

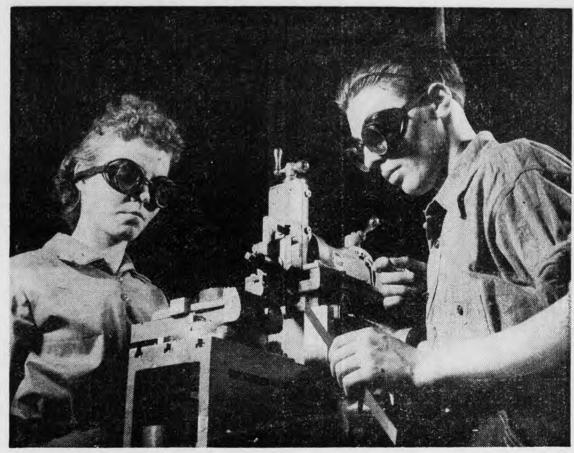
4084. Assistant Superintendent of Tuberculosis Nurses, Health Department. Salary, \$1,800 plus maintenance. Fee, \$2.

4085. Associate Economist, Division of Housing, Executive Department. Salary, \$3,900 to \$4,900.

4086. Damages Evaluator. Salary, \$2,100 to \$2,600. Fee, \$2.4087. Home Economist, Social Welfare. Salary, \$2,400 to \$3,000.

4088. Housing Control Adminis-(Continued on Page Fifteen)

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If you're looking for training, we'll bring to your attention, from time to time, such training opportunities as may be helpful to you. We keep a record of all reputable schools, public and private, free and tuition.

Exams which open in the City, State, and Federal government service, and some fense openings in private industry, for which, in the opinion of our job-finding expert you qualify, will be personally brought to your attention by mail. We try to make this service as complete as we can.

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Patrolman Test Unsettled

(Continued from Page Three) passed the test and you're ready for appointment, but the Army needs you. Now, if we take you on, and we bring you into the Police Academy for intensive training, then you're on the force a few weeks and the Army calls you—it would be a real loss to the city. New York won't get the advantage of that training, and the Police Department won't be a stable body of men. Now, we want to guard your rights, and we'll hold the job open for you when you return. But we must be reasonably sure that any man we take on will stay with the de-

It has been suggested by one authority that the probationary period be eliminated for men returning from the wars, on the theory that their work as soldiers has given them experience which may well take the place of probation. Upon return from service, these men would be taken on without further examination except medical, to ascertain that they are in condition to perform the duties of the job.

Canvassed for Draft Status

Under any plan, all men meeting the requirements could participate in the patrolman exam, whatever their draft status. The LEADER anticipates that a

new setup might work somewhat

in this manner: Once the list is established, each man will be canvassed and asked to indicate his draft status. The city would then know, in advance, just how many draft-deferred men would be available. It might even be possible to provide 1A men, when reached, with temporary positions, perhaps as subway patrolmen or in other depart-

"It is a simple matter of being practical," said one official. "We must find some way of having a continuous police force, even more important in time of war than in peacetime.

To accomplish the ends sought would probably require legislation in Albany

Other Plans

Meanwhile, various other suggestions are developing. It would not be at all surprising to find, in the not-distant future, women filling certain specific jobs now reserved

for men. It has even been proposed by one authority that, if recruitment results in too few candidates, and if standards must be cut severely, appointments be made on a temporary basis for the duration of the emergency. This is a highly improbable con-

tingency, however.

In any case, the situation at this point is distinctly "up in the air."
City officials are exploring these and other possibilities to arrive at the best formula under the circumstances. It may be added that the requirements for the examination have not yet been established. And the patrolman examination, so often postponed in the past, and scheduled for the April series of city tests, may yet be held up several weeks more.

'Forced' Retirement

(Continued from Page Three)

Councilman Carroll suggested that city employees band together through their organizations and form "advisory" boards to combat any city move of this nature.

He said, too, that there is no reason to slash the departmental

budgets now up for approval. "Departmental heads know better than anybody else their personnel needs. Especially since they are taking into consideration rising living costs."

BUSINESS SCHOOL TAKES OVER LARGER QUARTERS

The Combination Business School located in the heart of Harlem, 139 West 125th Street, N. Y. C., has grown so rapidly during the past few months under the capable leadership of its principal, Prof. Norris F. Roach, that it has taken over space four times as large as the present school. The enrollment of the school is the biggest of its existence and because of the thorough training given to the students and the high standard required for graduation there is a long waiting list for the graduates of the school. Therefore students attending this school should have no trouble in getting employment in private in-

Civil Service-How It Works

(Continued from Page Three) parts is separated. The first part, which contains the space for the candidate's ratings and averages, is forwarded to the examining division as soon as the test is held. The second part is filed permanently with the candidate's examination papers in the Record Room, a separate bureau of the Commission. The index card, the fifth remaining part of the application blank remains on file permanently in the application

Most Filed in 1939

The largest number of applications, for a single year-252,084were filed during 1939. In December of that year, over 85,000 young men filed for the sanitation man test alone The first two weeks in February of this year were the busiest the application bureau has experienced in Mr. Baecher's memory. During this period, the first time the Commission's ap-plication period was reduced from three to two weeks, over 50,000 applications were deposited for 11 open-competitive and 16 promotion tests.

Except for a two-year stretch in the army, in which he served for over a year in France as a corporal with the 77th Division, genial, efficient, Bernard Baecher has been employed in the Commission's application bureau since April 12, 1907. In the past thirtyfive years he has seen the average yearly number of applicants for city civil service jobs rise from about 18,000 to 20,000 in the years prior to World War I, to an approximate 100,000 annually each year since the depression started.

A student of civil service trends, Mr. Baecher thinks that one result of this war will be the lobbying for and eventual establishment of veterans' preference for exsoldier-sailor candidates. "When that happens," Mr. Baecher said. 'civil service tests will be competitive only so far as they con-cern ex-soldiers. The young man who isn't drafted won't stand much of a chance for a civil service job when the war is over."

'Quick-Action' Private Jobs

(Continued from Page Nine)

Radio Wirers (Male or Female) - Must have transmitter or set manufacturing experience. Apply in person only. (Ask for Mr. Burn-

Set-up Men-On Brown and Sharp automatic screw machines, hand screw machines and Warner and Swazey turret lathe. To set up and operate machines on various size parts and various metals, to (Ask for Mrs. Rafter.) Sheet Metal Workers-Must read blueprints and do layout work

on heavy gauge metal. Must be able to operate power brake, shears and rollers. Also men with experience on stainless steel kitchen equipment. (Ask for Mr. Brae.)

Tool and Die Makers-Experienced on jig and fixture work. Combination blanking, forming and small progressive dies. Must be citizens. First class men only. (Ask for Miss Rafter).

Welders — First class are and acetylene welders, light and heavy gauge metal, including stainless steel. Must be able to work in all positions. At least two years' experience required. (Ask for Mr. Carr.)

Wirers and Electric Hand Iron Solderers (Female)—Must be experienced in radio set manufacture or similar field, Apply in person only. (Ask for Mr. Burnham)

only. (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).

Bill to Continue Townsend Harris

Legislation to assure the continuance of Townsend Harris High School, the three-year high school for selected boys, whose struggle for survival in the courts ended with an adverse decision of the Court of Appeals on March 5, 1942, was introduced last week by Assemblyman Trwin D. Davidson of New York City. Mr. Davidson asserted that his action represented an honest difference of opinion with Mayor LaGuardia, who reduced the appropriation for the school by one-third last April, as the first step towards closing it, and said that the Mayor's move was a false economy since the cost of educating the students now at Townsend Harris would be the same in other schools to which they might be sent, and gifted boys would be unneces-sarily retarded a year. In times like these a school which does the work of four years in three should be given every encouragement, he added, for its distinctive graduates are thereby made available for other service to the country so much the sooner.

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Brooklyn Business Machine School—7 Lafayette Ave.—Comptometry, Billing, Bookkeeping, Typing—Day and Evening—ST. 3-7660.

Delchany Institute—115 E. 15th St.—City, State and Federal Examinations. Day and Evening Classes—STuyvesant 9-6900.

Schwartz School—147 Fourth Ave.—Police, Fire—Entrance and Promotion—GRamercy 3-0808.

DRAFTING

Delchany Institute—11 E. 16th St.—Complete 500-hr, Course—Day or Eve. STuyvesant 9-6900.

New York Drafting Institute — 276 W. 43d Sf. — Day and Evening Classes.

Wisconsin 7-0366.

Manhattan Technical Institute — 1823 Broadway (59th) — Day and Evening Classes—Circle 5-7857.

Mondell Institute—230 W. 41st St.—Day & Evening Classes—Wisconsin 7-2086.

FINGERPRINTING

Delehanty Institute—115 E. 15th St.—City examination ordered. New class forming. STuyvesant 9-6900.

Delehanty Institute—11 E. 16th St.—Day & Evening Classes — 200-300 hr.

Lurz—Machine Shop Practice—1043 6th Ave., N. Y. C. — Day & Evening
Classes—PE. 6-0913.

Practical Machinist School-109 Broad St.-Machinist school only, BO. 9-6498. MECHANICAL DENTISTRY

New York School of Mechanical Dentistry — 125a W. 31st St. — Day and

Evening Classes—Employment Service—Free Booklet—CHickering 4-3994.

MEDICAL - DENTAL

Manhattan Assistants School-60 East 42d St.-3 Month Special Course—
Laboratory Technique &-X-Ray-Day and Evening. Cat. L-MU. 2-6234.

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N. Y. College of Music - 114 E. 85th St. - For the Professional and Non-Professional. BU. 8-9377.

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Delehanty Institute—Day and Evening Classes. Branches in Manhattan,
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Complete Secretarial Courses—Including Comptometry.

Lamb's Business Training School—370 Ninth St., at 6th Ave., Brooklyn—
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Merchants and Bankers Business School—55th Year—Day and Evening—
220 East 42d St.—MU. 2-0986.

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Delehanty Institute—11 E. 16th St.—Day and Eve. Classes—STuyvesant 9-6900 Accounting Machines Institute—221 W. 57th St.—Day and Evening Classes. IBM Accounting Machines, Tabulators, SortersT and Key Puunches—Circle 5-6425.

Card Punch Course Starting March 16.

Delchanty 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.

State Tests

(Continued from Page Thirteen) tration Superintendent, Salary, \$1,000 to \$5,000.

4089. Institutional Vocational Instructor (electricity), Department of Correction. Salary, \$1,800 to \$2,300. Fee, \$1. Appointment at Walkill Prison.

4090. Junior Librarian (medical), State Library. Salary, \$1,800 10 \$2,300. Fee, \$1.

4091. Nutritionist. Health Department. Salary, \$2,400 to \$3,000.

4092. Psychiatric Social Worker. Social Welfare Department. Salary, \$1,800 to \$2,300. One appointment expected. Fee, \$1.

partment. Salary, \$1,650 to \$2,150.

4094. Senior Damages Evalua-

tor. Salary, \$2,500 to \$3,100. Fee, 4095. Sentor Medical Social

Worker, Health Department. Salary, \$2,760 to \$3,360. Fee, \$2. 4096. Senior Psychiatric Social Worker, Social Welfare Department. Salary, \$2,400 to \$3,000.

4097. Senior Superintendent of Nursing, Education Department. Salary, \$3,120 to \$3,870. Fee, \$3.

4098. Tax Collector, State Departments. Salary, \$1,800 to \$2,300. Fee, \$1. Openings in departments of Tax and Finance, and in Department of Unemployment Insur-

4099. Telephone Operator, State and County Departments. Salary, \$1,200 to \$1,700. Fee, \$1.

Unwritten Tests

To be held not later than May 23. Applications on the following be in by May 22.

4100. Institution Educational Supervisor, Home Economics. Correction Department. Salary, \$1,800 to \$2,300 plus maintenance. \$2. One appointment at Westfield.

4101. Public Relations Assistant, State Departments. Salary, \$2,600 to \$3,225. Fee, \$2. There is an opening now in the Department of Civil Service.

Maintainer's Appointments

A total of 103 appointments as maintainer's helper, groups A, B and C, is being made in the Board of Transportation from among the names of 230 eligibles on these lists certified last week by the Civil Service Commission; 61 of the appointments are permanent, 42 temporary to replace employees who should have entered military service. All of the appointments call for wages of \$.63 per

To fill 7 permanent and 22 temporary jobs as maintainer's helper, group A, the names of 51 eligibles, up to number 502 on the list list, were submitted by the Commission. For 23 permanent and 9 temporary B jobs, 116 eligibles were certified. The highest lad reached was number 1,325. For 31 permanent and 11 temporary C vacancies, the Commission forwarded 63 eligibles, up to number 325 on the register.

Variety of Studies At Irving High

Free courses for men and women in English, mathematics, science, social studies, languages, commerce, meteorology, art, trade and extra curricular activities are being offered at Washington Irv-ing Evening High School, 17th Street and Irving Place, Manhat-

POLICE CALLS

By MIKE SULLIVAN

In the Job

Is it true that a young patrol-man, overburdened with extra civilian defense work, suffered a nervous breakdown and is now recuperating in a sanitarium? . . that a case study has been made by a civilian employee in headquarters of all police suicides? . . .

Busy Bert

Bert Wray, retired acting lieutenant, is doing a bang-up job for Uncle Sam as chief clerk in the Treasury's Foreign Funds Control office. Part of his duties include the supervision of the special officers assigned to guard seized alien property, a task for which ace Police-instructor Wray is eminently qualified. . . .

Pay-Raise Bill

The pay-raise referendum bill has been sent to the rules committee in the State Assembly. Before final action by this commit-tee a resolution of approval must be obtained from the City Council. The resolution is expected to be introduced in this Tuesday's meeting of the Council. . . .

Meanwhile, continued pressure on State Assemblymen for the passage of both police bills, (Crews 1,178 and Crews 1,739) is important. . . . Instead of mailing the coupons to Leo W. Breed, chairman of the local finance committee of the Assembly as heretofore, we are now suggesting that you write your own assemblyman. Tell him how important these bills are to you and

he will know what to do when they come on the floor. . . .

Congratulations are in order for young, energetic Ptl. Fred Neumann, his side-kick Ptl. Clarence Davis and all of the boys in the 46th Precinct for their excellent job in gathering names on the pay-raise petitions. . . . To date they have forwarded over 1,500 signatures to Albany.

For your convenience we are printing a complete list of all New York City assemblymen. Send the pay-raise coupon to your own representative, State Assembly, Albany, N. Y. Have your friends write, too. And your friends' friends!

	K County
A,D,	A.D.
1. J. J. Dooling	13. J. McNamara
2. L. De Salvio	14. W. McCarron
3. M. E. Downing	15. A. I. Moffat
4. L. Farbstein	16. J. P. Morrissey
5. O. McGivern	17. H. E. Jack
6. M. M. Mintz	18. H. Catenaccio
7. I. D. Davidson	19. D. L. Burrows
8. S. J. Jarema	20. A. Guida
9 I. H. Holley	21. W. T. Andrews
10. M. Mitchell	22. D. Flynn
11. P. H. Sullivan	23. W. J. Glancy
12. E. J. Delaney	

| Queens | County | 4, H. J. Latham | 2, G. F. Torsney | 5, J. H. Ferril | 3, J. V. Downey | 6, G. Archinal

County
5. J. J. Gans
6. P. A. Quinn
7. L. Bennet
8. J. Devaney, Jr Bronx
1. M. McLaughlin
2. P. J. Fogarty
3. A. Wachtel
4. I. Dollinger Kings County

1. L. W. Olliffe 13. R.
2. L. F. Rayfiel 14. H. G.
3. M. A. Gillen 15. J. S.
4. B. Austin 16. L. J.
5. J. Starkey 17. F. G.
6. R. J. Crews 18. I. S.
7. J. F. Furey 19. M.
8. C. Beckinella 20. Roy
9. E. F. Moran 21. T.
10. F. E. Dorn 22. J. G.
11. E. Bannigan 23. R.

Richmond County

Richmond County County
13. R. Schwartz
14. H. Gittelson
15. J. Smolenski
16. L. Friedman
17. F. G. Morrit
18. I. Steingut
19. M. Turshen
20. Roy H. Rudd
21. T. Dwyer
22. J. Corcoran
23. R. Giordano

Richmond County mann 2. A. Maniscalco

1. C. Bormann POLICE AND FIREMEN

If you want the pay raise bill passed, act now! Don't let the bill die in committee! Fill out the coupon below, paste on a postcard, or place in an envelope, and mail it to your assemblyman, State Assembly, Albany, N. Y. If you wish, you may mail the coupon to The LEADER, and we'll send it along. Do it now!

Dear Sir: I urgently request that you do everything in your power to help pass Assembly Introductory Bill No. 1178. This bill provides a necessary increase in the salaries of policemen and firemen to help offset the rapidly rising cost of living.

ADDRESS

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MARACINA'S BEAUTY SHOP, 734 Nostrand Ave., Brooklyn. Features \$7.50 Duart Permanent for \$5 to Civil Service Employees. Items daily, 8 for \$1.25. STerling 3-9044.

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BEAUTIFUJ, Jewish Memorial Park-15 minutes from New York; private sec-tion, six graves \$225. Terms. Box No. 113,

FOR that youthful figure see Jane Stringer. Spencer Corsetlerre for style, beauty, and comfort. Also surgical corsets. Jane Stringer, 500 5th Ave., Room 906, PEnnsylvannia 6-5928.

Employment Agencies

A BACK DOOR to your employmen problems. BEekman 3-9474-5 for offic help, commercial legal, stenographer bookkeepers, telephone and operators Fairmount Employment Agency, 36 Broadway, Room 105.

Entertainment

BRIDGE, Baliroom, Square Dancing Rythmics, Glee Club, Languages, Lec-tures, Sports, Dances, Parties. New York League of Girls Clubs, 55 West 44th St., VA. 6-3954.

Funeral Directors

MICKEY FUNERAL SERVICE, INC., 228
Lenox Ave., in the HARLEM SECTION,
offers its best attention to CIVIL SERVICE EMPLOYEES of N.Y. C. LE, 4-0699 COMPLETE FUNERALS as low as \$125. Free chapel, Financed to meet condi-tions. Chas. Peter Nagel, 332 E. 87th St., N. Y. C. ATwater 9-2221.

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VITAMIN Headquarters for Tasty Health Foods. Keep fit with our products, Columbus Health Food Shoppe, 104 West 57th St., at Columbus Avenue. SC. 4-1207.

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EVERGREEN HEALTH REST Convalescent, incurables, age., Specialize in massage, baking lamps, cabinet treat-ments, arthritis, paralysis, nervous cases, 540 Warburton Ave., Yonkers. Phone YOnkers 5-19243.



A BACKGROUND of SATIS FACTION in personnel service since 1910. Secretaries Stenographers, File—Law Clerks, Switch board Operators, Brody Agency board Operators. Brody Agency (Herlette Roden, Licensee), 240 Broadward BArclay 7-8135.

BArclay 7-8135.

BOOKKEPPERS — Stenographers — Billing and Bookkeeping Machines operators, all office assistants, Desirable positions available daily. Kan Employment Agency, Inc., 15 West 38th St. WI. 7-3900.

Instruction

"UNCLE SAM" JOBS. War increasing appointments, \$24.23-\$40.38 week, MEN-WOMEN. Prepare immediately for examinations. List positions—full particulars FREE. Franklin Institute, Dept. 27. Rochester N. Y.

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

Nursing Homes

NURSING care, board, rcom, private home; porches, grounds; doctor's su-pervision; diets. Non-sectar an; \$18-\$22 weekly. Mrs. Pragnell, 2886 Valentine Ave., Bronx. FOrdham 5-1744.

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Clean, quiet, attractive 2-room apartments. Real kitchens. Easy transportation. All conveniences. \$45 to \$48. COrtlandt 7-3741.

SHORE ROAD NURSING HOME, 40 to 46
94th St., professional nursing and com-fort for the chronically ill; licensed.
SHore Road 5-8940. Pawnbrokers

LIBERAL LOANS on Personal Property, Jewelry, Watch Bargains, G. Edelstein & Co. Oldest Established Bronx Pawn Brokers, 2629 Third Ave., at 141st 8t, MO. 9-1055.

Real Estate

CIVIL SERVICE Workers. Be satisfied by dealing with us. Sales, rentals. Jamaica, Cotona, Greater New York. Jerome Rufus Realty Service, 169-18 110th Ave., Jamaica, L. I. JAmaica 6-9050.

Sewing Machines

SEWING MACHINES Bought, Sold, Rented, Exchanged. Expert repairing on all types machines. Write, Phone, A. N. TAIN, 62 West 30th St. MUrray Hill 4-5378.

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COATS and SUITS of the better type at budget prices. One of a kind samples from FASHION SHOWS low as \$1,95, Magnificent FUR JACKETS from \$23,00, "Wonderful buys." Stunning dresses \$7,95. Dorothy Frances Studio, 22 East 41st St., N.Y.C. (near Madison Ave.), Open until 7 p. m.—Thursdays 9, p. m.

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JR. STENOGRAPHER CAF2-N. Y. Navy Yard-\$1.440 (plus time and a half pay for Saturday, Sunday, holidays and over 10 hours), permanent appointment, promotion opportunities; seeks transfer to Bronx Veterans Administration Hospital, Box 114, 97 Duane St., New York City.

WAR DEPARTMENT Auditor, CAF-9, Buffals, N. Y., wishes transfer to New York City or vicinity, C.P.A. Has diversified accounting experience. Buffalo position requires cost accounting experience. Box 112, 97 Duane St., N. Y. C.

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ALL GRADES of wastepaper bought for cash. Files, old records. Guaranteed iestruction. Troiano & Defina, 225 South St. WOrth 2-2061.

Is Your Exam Here?

Below is the latest news from the New York City Civil Service Commission on the status of exams. The LEADER will publish changes as soon as they are made known.

Open Competitive Tests Able Seaman, Deck Hand and Scowman: 85 candidates filed for this examining. A qualifying practical was held on March 12.

Air Traffic Control Recorder: The report on the final keys is being considered.

Apprentice (Automotive Trades): 1,185 candidates for this examina-tion. The written examination was held on February 28.

Assistant Buildings Manager (Housing Authority): The rating of qualifying experience has begun.
Assistant Gardener: The qualifying iteracy test was held on February 14th at Stuyvesant High School in Manhattan.

Haven Avenue, 227

Corner West 177th St.

High-class apartment house with 24-hour elevator service; overlooking Hudson River. Extra large, light, airy rooms, off foyer. Venetian blinds and linoleum supplied. Convenient for shopping and schools; 2 blocks west of 8th Ave. subway.

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SUITABLE FOR 2 PEOPLE

Assistant Mechanical Engineer:
The rating of qualifying experience
is in progress.

Bridge Painter: The practical
tests are being held.
Car Maintainer, Group F: This
examination is being held in abeyance pending promotion examinatious in the IRT and BMT Divisions.

sions.
Chief of Project Planning, Housing Authority: The rating of qualifying experience is completed.
City Medical Officer, Police Surgeon and Medical Officer, Medical Examiner: The oral interview tests are being held this month.
Clerk, Grade 1: Applications for this examination closed on January 26, 31,607 candidates filed applications.
Court Stenographer: The transcription test was scheduled for March 14.
Dental Hyglenist: The written

Dental Hygienist: The written

test w Dentist (Part Time): The qualifying practical tests are being continued.

rying practical tests are being continued.

Dietitian: The rating of Part II is nearing completion.

Director of Air Control and Airport; The oral interview was held last week.

Director of Education (Dept. of Correction: The rating of qualifying experience has begun.

Director of Education (Dept. of Hospitals): The rating of qualifying experience has begun.

Electrician: The practical test will be held as soon as practicable.

Housekeeper: The oral interview tests will probably be held this month.

month.

Inspector of Elevators, Grade 3: The written test will be held soon.

Inspector of Housing, Grade 2: Objections to the tentative key answers are being considered.

Inspector of Live Poultry: The rating of qualifying experience has begun.

Inspector of Live Poultry: The rating of qualifying experience has begun.

Inspector of Plastering, Grade 3: The written test will be held soon. Inspector of Printing and Stationery, Grade 2: The written test was held March 7.

Interpreter: The rating of Part I has been completed.

Junior Civil Engineer: Applications closed February 14. The test was held March March 14.

Laboratory Assistant (Bio-Chemistry): The written test was held February 27.

Lifeguard (Men) Temporary Service: 191 candidates filed for this examination.

Marine Engineer: Applications for this examination closed on January 26, 1942.

Occupational Aide: Applications for this examination closed on January 27, 1942. 33 candidates filed for this test.

Office Appliance Operator, Grade (Burnarche Accounting or Book.)

this test.

Office Appliance Operator, Grade 2 (Burroughs Accounting or Book-keep Machine): The rating of qualifying experience has begun.

Office Appliance Operator, Grade 2 (I.B.M. Alphabetic Accounting Machine): The rating of qualifying experience has begun.

Office Appliance Operator, Grade 2 (I.B.M. Numeric Accounting Machine): The practical test will probably be held this month.

Office Appliance Operator, Grade 2 (I.B.M. Numeric Punch Machine): The rating of practical test has begun.

gun. Office Appliance Operator, Grade

Furnished Rooms

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Unfurnished Apartments

RIVERSIDE DR., 530 (opp. Grant's Tomb) — Recently remodeled elevator apts., 2 rms., \$45; 2½; rms., \$47.50; 3 rms., \$50. Supt. or Cretin & Humphries, Inc., 51 East 42nd St. VA. 6-3757.

2 (Remington Rand Powers Key Punch Machine): The rating of the practical test has begun. Physio-Therapy Technician (Women): The rating of the writ-ten test is completed. Printing Specifications Writer: The written test was held on March 7.

March 7.

Psychologist: Applications for this examination closed on January 26, 1942.

Radio Repair Mechanic: The practical test will be held soon.

Senior Buyer: The oral interview test will be held soon.

Senior Chemist: Applications for this examination closed on January 26, 1942.

Spectroscopist-Microanalyst: The practical test was held in February.

Stenographer, Grade 2 (Male): Rating of the practical test has begun.

gun.
Supervising Tabulating Machine
Operator, Grade 4: The practical
test was held on Feb. 6.
Typist, Grade 1: Applications for
this examination closed on January 26, 1942. 16,755 candidates filed.
Promotion Tests

Promotion Tests

Accountant (City-Wide): The rating of this written test is in progress. Airbrake Maintainer (N.Y.C.T.S., All Divisions): The written test was held in March 4, 1942.

Assistant Foreman (Sanitation): The rating of the written test is in progress.

Assistant Supervisor, Grade 2 (Social Service), City-Wide: The rating of the written test is still in progress.

Bus Maintainer, Group B (BMT Division, N.Y.C.T.S.): The written test will be held on March 25, 1942. Car Maintainer, Group E (N.Y.C. T.S.)—All Divisions): The written test was held on February 10, 1942. Clerk of District, Municipal Court: The written test will be held April 11.

Court Attendant: The rating of the written test is in progress. Court Clerk, Grade 3: The rating of the written test is in prog-

Court Clerk, Grade 4: The rating of the written test is in progress. Deputy Warden: Applications for this examination closed Febru-

Deputy Warden: Applications for this examination closed February 14.

Director of Housing Publicity: Applications for this examination closed February 14. The written test was held February 27.

Electrical Engineering Draftsman: Applications for this examination closed February 14. The written test was held on March 19.

Electrician: The practical test will be held as soon as practicable. Elevator Operator, Dept. of Hospitals: The report on the final key answers has been forwarded to the Commission.

Fire Telegraph Dispatcher: The rating of the written test has been completed.

Foreman of Bridge Painters (City-wide): All parts of this examination have been completed.

Foreman (Electrical Power, N.Y. C.T.S.—All Divisions): Applications for this examination closed February 14. The written test will be held July 9, 1942.

Foreman of Laundry, Grade 1 (Men): The rating of the written

held July 9, 1942.

Foreman of Laundry, Grade I (Men): The rating of the written test is in progress.

Foreman (Lighting (N.Y.C.T.S.—All Divisions: The written test was held on March 20.

Gardener (Parks): The rating of the written test is about 70 percent completed. The practical test is tentatively scheduled for April.

Housekeeper (Women), Hospitals: The oral interview test will be held as soon as practicable.

Inspector of Housing, Grade 3: The rating of the written test is in progress.

Inspector of Housing, Grade 3:
The rating of the written test is in progress.
Junior Accountant (City-wide):
The rating of the written test is about 75 percent completed.
Light Maintainer, (N.Y.C.T.S.—All Divisions): The written test was held on March 18.
Maintainer's Helper — Group B (N.Y.C.T.S.—All Divisions): Applications for this examination closed on February 14. The written test will be held April 18, 1942.
Motorman (BMT, IND, and IRT Divisions, N.Y.C.T.S.): The rating of the written test has been completed. The list, subject to a qualifying practical test, will be published this month.
General Foreman, Grade 4: The written test was held last month.
Law Assistant, Grade 2: The written test was held March 7.
Sergeant on Aqueduct: Applications for this examination closed February 14. The written test will be held April 11, 1942.
Sergeant (P.D.): The rating of Part II is in progress.
Senior Accountant (City-Wide): The rating of the written test will be the test will the test will be the countant of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The rating of the written test will be the countant (City-Wide): The

Sergeant (F.D.): The rating of Part II is in progress.

Senior Accountant (City-Wide): The rating of the written test will begin shortly.

Signal Maintainer, Group B (N.Y. C.T.S.-All Divisions): Applications for this examination closed February 14. The written test will be held July 21, 1942.

Special Patrolman, Grade 2 (N.Y. C.T.S.): Applications for this examination closed February 14. The written test will be held June 6, 1942.

Stenographer, Grade 2: Applications for this examination closed on February 14. The written test is scheduled for March 28.
Stenographer, Grade 3: The written test was held on March 21.
Stock Assistant: The written test has been postponed.
Supervisor, Grade 3 (Social Service): The rating of Part I has been completed. The rating of Part II has begun.

Well Done

For "eminently satisfactory services performed in addition to their regular duties," four employees of the Brooklyn Navy Yard have received letters of commendation. They are: Frances W. Schwab, Virginia A. Gonzalo Mayol.

FIRE **FACTS**

Massing of Colors

"The Massing of the Colors," a traditional feature at all functions of the Fire Department Post No. 930, reached the zenith of perfection at the Post's 22nd annual entertainment and dance held last week at the Astor Hotel. The military precision of the guards and bearers was an inspiration which left the audience in a spirit of greater determination in our war effort and a knowledge that we can lick the yellow Sons

of the Rising sunners.

Batt. Chief P. Joseph Connolly,
commander of the post, and his committees, did a marvelous job of maintaining a spirit of joviality throughout the entire evening. And the souvenir journal did jus-tice to a brilliant affair. The Companies which devoted their advertisement space to the memory of departed members, have demonstrated the unselfish and comraderic spirit for which the New York Fire Department is so well known.

Geller Installed

Deputy Chief George Geller, Marine Division, was installed as president of the Naer Tormid Society at a special dinner held in the Park Central Hotel last week. Practically an entire new slate of officers were in-ducted with Chief Geller. Commissioner Walsh and

Deputy Commissioner Archer delivered short talks on cooperation. Chaplain Edward Lissman, spiritual leader of the society, introduced the speakers.

Fire Lines

Assistant Chief in Charge John J. McCarthy, who was grand marshal of the St. Patrick's Day parade, can learn from this pillar that all the women, and men, along the line of march, said, in effect "He's the handsomest grand marshal we ever had." You're welcome . . . D. A. O'Dwyer, of Kings County, instructed Assistant D. A. Perlman to prepare the Lehman, Dietz arson case for next month. Good work by the fire marshal's office on that case, should be brought out at the trial . . . Detective William Copeland who died of a heart attack last week, was the son of the late Bill Copeland, Chief Assistant Fire Marshal, one of the best liked men in the F. D.

Now turn to page 15. There's a coupon there of great interest to

LIQUOR LICENSES

Notice is hereby given that License No. RL 3817 has been issued to the undersigned to sell liquor at retail, in a restaurant under the Alcoholic Beverage Control Law at 33 West 52nd Street, City and County of New York for on-premises consumption. Leon & Eddle, 33 West 52nd Street

Notice is hereby given that License No. HL 365, has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 42 West 58th Street, City and County of New York, for on-premises consumption. Edwin McGany, agent for the premises of the Hotel Wyndham, 42 West 58th Street.

Notice is hereby given that License No. HL 298 has been issued to the undersigned to sell liquor at retail, in a hotel under the Alcoholic Beverage Control Law at 2 West 55th Street, City and County of New York, for on-premises consumption. Kirkeby Hotel, Inc., Hotel Gotham, 2 West 55th Street.

Notice is hereby given that License No. HL 36 has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 148-150 East 50th Street, City and County of New York for onpremises consumption. Stelger Hotel Operating Co., Inc., San Carlos Hotel, 148-150 East 50th Street.

Notice is hereby given that License No. No. RW 472 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law, at 53½ Spring Street, City and County of New York for on-premises consumption. Gennaro Lombardi, 53½ Spring Street.

Notice is hereby given that License No. RW 497 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 2287 First Avenue, City and County of New York for onpremisea consumption. Patsy's Pizzeria, Inc., 2287 First Avenue.

Notice is hereby given that License No. L 248 has been issued to the undersigned to sell wine and liquor at retail under the Alcoholic Beverage Control Law at 39 Yesey Street, City and County of New York, for off-premises consumption. L. J. Callanan & Co., Inc., 39 Yesey St.

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Your Rights Under the Military Law As a Civil Service Employee

PROCEDURES affecting civil employees, State and municipal, drafted into military service or ordered into active service in one of the reserve corps are set forth in a memorandum prepared by Frank H. Densler, chief executive officer, and Joseph Schechter, counsel, for the State Civil Service Department.

These regulations are based upon the Page Law enacted in 1941 and have not been modified or changed since they were promulgated. They affect all employees whether State or municipal, who go into military serv-

Changes that may be made will not occur until after the close of the 1942 session of the Legislature and Governor Lehman's subsequent action upon all legislation effecting the employees in their military service. Changes will have to be made to conform with the Brees law amendments to the Military Law on pay differentials but again these will not be at-tempted until the Attorney General has ruled on questions put to him later.

Here are the civil service rules drawn up by Messrs. Densler and Schechter and sent to all munici-

10:00 A.M.—Musicolorama

11:45 A.M.—Sing and Swing (excl. Sat.) 1:00 P.M.—On the Beam (Sat. only) 1:15 P.M.—Sylvern Presents— 1:45 P.M .- Winstrumentalists

12:45 P.M.—Friday—Sports—Personalities 1:15 P.M.—Saturday—Between Rounds 3:30 P.M.—Thursday—Highlights of Sports

pal commissions and to all appointing officers:

I. EXAMINATIONS

I. EXAMINATIONS

Persons who are in the Federal military, naval or marine service will be given a reasonable opportunity to take open-competitive and promotion examinations. Wherever possible, such examinations will be held near the places where such persons are stationed. If a person who is on military leave is unable to compete in a promotion examination because of military service, he will be given a comparable promotion examination upon his discharge from military service and return to his position in the public service. His name will be placed on the eligible list if found qualified and he will be certified in accordance with the Civil Service Law and Rules.

II. STATUS OF EXISTING LISTS

II. STATUS OF EXISTING LISTS

Any public employee or other person, whose name is on any eligible list shall, while in military duty, retain his rights and status on such list. If such eligible list expires or is exhausted during such military duty, such person or employee, upon request, shall be placed in a special eligible list and shall be certified in the order of

his original standing on the list to any available vacancy before certification shall be made from a subsequent eligible list for the same position. Names may be placed upon such special eligible list only in the event such names were reached for certification during the life of the original list. Such names shall remain on such special eligible list for a period of one year after the termination of such military duty. (Military Law, Section 246, Subdivision 7).

III. APPOINTMENT WHILE ON MILITARY DUTY

III. APPOINTMENT WHILE ON MILITARY DUTY

Any appointing officer or body may, in his or its discretion, fill a vacancy by the appointment or promotion of a public employee or any other person legally eligible for such appointment or promotion, notwithstanding the absence of such person or employee in military duty. (However, such appointment or promotion shall not serve to increase in any degree any civil compensation which he may have been receiving pursuant to section two hundred forty-five of the Military Law, applicable only to members of the national guard, naval militia and Federal reserve corps or force). Such employee, upon the termination of his military duty shall have the same rights, privileges and obligations as if he had served continuously in such position from the date of his appointment there to. (Military Law, Section 246, Subdivision 6).

IV. LEAVE OF ABSENCE AND

IV. LEAVE OF ABSENCE AND REEMPLOYMENT

Every public employee shall be entitled to absent himself from his position while engaged in the performance of military duty and shall be deemed to have a leave of absence for the duration of such military duty. Such public employee shall be reinstated to his position provided he makes application for such reinstatement within sixty days after the termination of his military duty. He may be so reinstated, at any time after such sixty-day period and within one year after the termination of his military duty, in the discretion of the appointing officer or body. (Military Law, Section 246, Subdivision 2).

V. RIGHTS UPON RESTORA-TION TO POSITION

V. RIGHTS UPON RESTORATION A public employee restored to his position after the termination of his military duty shall thereafter be entitled to the rate of compensation he would have received had he remained in his position continuously during such period of military duty and shall be deemed to have rendered satisfactory and efficient service in such position during the period of his leave of absence and shall not be subjected directly or indirectly to any loss of time service, increment, or any other right or privilege, or be prejudiced in any way with reference to promotion, transfer, reinstatement or continuance in office (Military Law, Section 246, Subdivision 5).

VI. SUBSTITUTES

A position held by a public employee who is absent on military duty shall, so far as practicable, be continued in existence but shall be deemed temporarily vacant and shall be filled only when the public interest so requires. Any appointment to fill such vacancy shall be designated as a substitute appointment and the request for certification, the certification and the indicia of appointment shall show that the person is being appointed as a substitute. Every such appointment shall be for a period not exceeding the leave of absence of the former incumbent and shall be made in accordance with the provisions of law applicable to such position, provided, however, that a temporary appointment may be continued for a period in excess of one year, not withstanding the provision of section fifteen of the civil service law. Such substitute employee shall acquire no right to permanent appointment or tenure by virtue of his service as a substitute. His rights, if any, with respect to appointment or tenure shall not, however, be impaired in any way by his acceptance of an appointment and he shall be certified by his acceptance of an appointment as, a substitute and his name shall remain on any eligible or other list and he shall be certified as eligible for any other appointment authorized by law during the existence of such list. (Military Law. Section 246, Subdivision 3, 1st Paragraph).

If vacancies in the competitive class created by military leaves granted to civil service employees are to be filled, they shall be filled by temporary employment as follows:

permanent total disability of the former incumbent or (c) upon failure of the former incumbent to return to said position within sixty days after the termination of his military duty or (d) upon the appointment or promotion of the former incumbent to another position as authorized by subdivision three of this memorandum, and, upon the happening of any such events, said position may then be filled in the manner provided by law. (Military Law, Section 246, Subdivision 3, 2nd Paragraph).

VII. SERVICE AND EFFICIENCY RATINGS

RATINGS

A public employee who is absent on military duty shall be credited with the same service or efficiency rating which he received for the period immediately prior to his absence on military duty which rating shall not be less than a passing grade for the period of such absence. In computing seniority and service requirements for promotion eligibility, such period of military duty shall be counted as service in the position held by such employee. (Military Law, Section 246, Subdivision 8).

VIII. PROBATIONARY SERVICE

If a public employee or other per-

VIII. PROBATIONARY SERVICE

If a public employee or other person enters military duty before the expiration of the probationary period in any position to which he may have theretofore been appointed, or to which he may thereafter be appointed or promoted pursuant to subdivision three of this memorandum, the time he is absent on military duty shall be credited as satisfactory service during such probationary period. (Military Law, Section 246, Subdivision 3).

IN. PHYSICAL EXAMINATION

IX. PHYSICAL EXAMINATION

IX. PHYSICAL EXAMINATION
If a physical examination is required for employment in or promotion to any position in the public service, the physical disability of a candidate incurred by reason of injury sustained or disease contracted while in military duty, as herein defined, or during the World War shall not be deemed to disquaify him for such position unless the disability is of such a nature as to prevent him from efficiently performing the duties of such position. (Military Law, Section 246, Subdivision 10).

X. PENSIONS

X. PENSIONS

tion. (Military Law, Section 246, Subdivision 10).

X. PENSIONS

Any public employee who is a member of any pension or retirement system may elect, while on military duty, to contribute to such pension or retirement system the amount which he would have contributed had his employment been contribution he shall have the same rights in respect to membership in the retirement system as he would have had if he had been present and continuously engaged in the performance of the duties of his position.

Time during which a member is absent on military duty, shall not constitute an interruption of continuous employment, but such time shall not be counted or included in determining the length of total service unless such member contributes to the retirement system the amount he would have been required to contribute if he had been continuously employed during such period. Such contribution, or any part thereof, may be paid at any time and from time to time, while in military duty, or within five years after the date of his restoration to his position.

A member of a pension or retirement system who receives civil compensation, pursuant to section two hundred forty-five of the Military Law, in excess of the amount of his required contributions to such system shall, while on military duty, continue to contribute the amount which he would have contributed had his employment been continuous and such contributions shall be deducted from his civil compensation.

Any such member, while on military duty, or his beneficiary, as the case may be, shall be entitled to all benefits of the retirement system of which he is a member except accidental disability retirement and accidental death benefit. (Military Law, Section 246, Subdivision 4).

NI. PREFERRED LISTS

If the position occupied by a public employee is abalished prior to

XI. PREFERRED LISTS

XI. PREFERRED LISTS

If the position occupied by a public employee is abolished prior to the termination of his military duty his name shall be placed forthwith upon a preferred list, as herein provided. Public employees in the competitive class of the civil service shall have their names placed upon a preferred eligible list, pursuant to the provisions of section thirty-one of the civil service law, and public employees (teachers, etc.) subject to section eight hundred eighty-one of the Education Law shall have their names placed upon a preferred list as provided in such section. (Military Law, Section 246, Subdivision 11).

XII. MILITARY REEMPLOY-

tablished by the officer who makes payment of the wages or salary for such position. Separate lists shall be established for positions in the non-competitive and the labor class of the classified civil service. After the establishment of a mill-tary reemployment list it shall be made available to appointing officers and bodies and no position shall be filled until the appointing officer or body certifies to the civil service commission or to the disbursing officer, as the case may be, that no person on such military reemployment list, who formerly held the same or a similar position, is qualified to fill and willing to accept appointment to such vacancy. The civil service commission or the disbursing officer, as the case may be, shall refuse to approve the payroll for such position until such certificate is filed. Appointments from a military reemployment list may be made without regard to the order of standing on said list, Refusal to accept an offer of appointment to a position similar to that last held by such public employee shall cause the removal of his name from such list. Nothing in this subdivision shall be construed to apply to positions in the exempt class of the classified civil service. (Military Law, Section 246, Subdivision 12).

XIII. COURT ACTION

Upon a failure or refusal to com-

XIII. COURT ACTION

VIII. COURT ACTION

Upon a failure or refusal to comply with the provisions of subdivisions eleven and twelve of this memorandum, the Supreme Court is empowered, upon the filing of a petition or other appropriate pleading, by the public employee entitled to the benefits of such provisions, to specifically require compliance therewith, and may, as an incident thereto, compensate such employee for any loss of wages suffered by reason of such unlawful action. The court shall order a speedy hearing in any such case and shall advance it on the calendar. (Military Law, Section 246, Subdivision 12).

XIV. PUBLIC EMPLOYEES

XIV. PUBLIC EMPLOYEES APPOINTED FOR A DEFINITE TERM

APPOINTED FOR A DEFINITE TERM

A public employee appointed for a definite term shall be deemed to have a leave of absence until his successor has been appointed, but not thereafter, for the purpose of determining his rights under this memorandum. (Military Law, Section 246, Subdivision 14).

XV. ELECTIVE OFFICERS

The provisions of subdivision ten of this memorandum shall be applicable to an elective officer and he shall be deemed to continue in his office until his successor has been elected, but not thereafter, for the purpose of determining his rights under such subdivision. No other provisions of this memorandum shall be applicable to elective officers. (Military Law, Section 246, Subdivision 15).

XVI. TEMPORARY AND SEASONAL POSITIONS

The provisions of subdivisions five and six of this memorandum shall not be applicable to a public employee shall, nevertheless, be placed upon a military reemployment list, as provided in subdivision twelve of this memorandum and so far as practicable, shall be restored to a position similar to that held at the time such employee entered military duty. (Military Law, Section 246, Subdivision 13).

XVII. CERTIFICATES AS TO SERVICE

time such employee entered military duty. (Military Law, Section 246, Subdivision 13).

XVII. CERTIFICATES AS TO SERVICE

A certificate, signed by the adjutant general of the army as to persons in the army or in any branch of the United States service while serving pursuant to law with the army of the United States; signed by the chief of the Bureau of Navigation of the Navy Department as to persons in the United States; signed by the chief of the Bureau of Navigation of the Navy Department as to persons in the United States service while serving pursuant to law with the United States Marine Corps, as to persons in the Major General Commandant, United States Marine Corps, or in any other branch of the United States service while serving pursuant to law with the marine corps or signed by an officer designated by any of them, respectively, for the purpose, shall when produced be prima facie evidence as to any of the following facts stated in such certificate: That a person named has not been, or is, or has been in military service; the time when and the place where such person entered military service, his residence at that time, and the rank, branch, and unit of such service that he entered, the dates within which he was in military service, the monthly pay received by such person at the date of issuing the certificate, the time when and the place where such person ded in or was discharged from such service. It is the duty of the foregoing officers to furnish such certificate on application, and any such certificate when purporting to be signed by any one of such officers or by any person purporting upon the face of the certificates to have been so authorized shall be prima facie evidence of its contents and of the authority of the signer to issue the same. (Military Law, Section 246, Subdivision 17).

Watch next week for more authoritative material on this sub-

Watch next week for more authoritative material on this sub-



LEADING SHOWS OF THE WEEK MUSICAL Featuring Hank Sylvern's Orchestra and Vocalists Monday Through Saturday

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6:15 P.M.-Monday Through Saturday-Sports News

NEWS

Civil Service Leader News 11:45 A.M .- Jo Ranson-Travel News (Sat. only) 1:00 P.M .- "Copydesk" -- Monday Through Friday

News Commentators-Maurice C. Dreicer & Frank Engle

Book Reviewer-Charles A. Wagner (Monday) 6:30 P.M.-Waverley Root-Monday Through Saturday.

Scheduled Newscasts-Monday Through Saturday 8:30, 8:55 and 9:45 A.M.-12 Noon, 2, 3, 5 and 7 P.M.

Sunday

News Bulletins Broadcast Throught the Day as Received

8:15 A.M.—Tuesday, Wednesday and Thursday

6:30 P.M.—Selwyn James (Sundays only)

10:00 A.M.-12 Noon, 2:15, 4:30, and 5:30 P.M.

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BARGAIN BUYS

By Prudence Shopper

For the Men

HIS week's column goes to the men. After all, they have to look up to snuff for

that Easter Parade, too! There's a feeling around that,

unless you stock up on clothes, you're going to be caught short. Actually, clothing for spring and summer wear was cut and toilored many months ago, and in the usual quantities. Of course, cloth for the Army and Navy

cloth for the Army and Navy forces comes first.

Spring clothing is mostly of the semi-sport type—baggy, casual and comfortable. India whipcord in cavalry color is high-style, both shade and fabric reflecting the military influence. Sportsmen have been using this cloth for years, for fishing jackets, hunting coats and riding breeches because of its long-wearing stability.

Now that the college trade has taken it up, it promises to rival the beloved covert and gabardine. The fatter is being shown in a suntan shade, color of the Army summer uniform. The gabardine suit is a practical one, as the trousers may be worn with any odd sport jacket, and the coat looks well with contrasting trousers.

That Baggy Look

Single and double-breasted models, in grey flannel, are both popular. This material does not show the dirt and holds its pressing well. As a matter of fact, grey flannel "bags" don't have to be well pressed; they look smarter after a few wearings, when they've gotten that "baggy" look. Grey flannel, with a chalk stripe in white, makes a smart pattern for a business suit.

In the dressier suit, the unfinished worsted in blue-grey (later described) seems to be a favorite, either in simple or striped pattern. In the double-breasted model, worn without a vest, it has a long roll and lapel collar, giving the wearer a tall, broad appearance.

For sports and country wear, the "butter and cream" color combination is popular. Yellow stripes or plaids, on a light tan or cream background jacket, and worn with cream, yellow or tan shirts, ties, handkerchiefs, socks and tan slacks, looks particularly smart. (Here's where those gabardine slacks come in handy.)

Brown's Still Best

Brown's Still Best

Brown for your shoes is still your best bet in wing-tip style.

Hat situation: The brown felt, raw-edged, brimmed hat with the tapered crown and contrasting trim, is the favorite with sports clothes. The black Homburg leads as a formal dress hat.

"Brownstone" is the new color leader this season, and makes up handsomely in flannel slacks; you wear foulard or paisley ties as complements. A smooth flanel-finish shirt with a homespun wool tie is grand for clubhouse wear these still-cool days, worn under a two-button sports jacket (gaining daily in popularity) in sandwich stripe Shetland pattern. Grey glen plaid suit worn with a yellow flan-



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nel waistcoat looks very gay and dashing at the Fights, Races or Golf Matches. Get a pair of those Tattersall checked suspenders—real-ly keen!

ly keen!

If the day is cool, covert cloth topcoats are still good, particularly in the short sports models.



No gingerbread and emphasis on the tailored classic in this coat at Hearns. It looks like a sure winner to me! Patterned after the Trench Coat, it's just as practical. Oversized armholes make it a joy to wear over suits; two tricky pleats in the back give the full skirt extra dash and chic! One hundred percent Virgin wool, it comes in luscious tones of Blue, Brown, and Grey Plaid on a creamy background!

Sells for \$19.90, sizes 10 to 20; 2nd Floor, Fashion World.

Here's How

Here's How

If you happen to be one of those tall, lanky men, you can shorten the effect by wearing clothes that emphasize breadth rather than height. Remember that horizontal lines make for the illusion of width. This goes for your striped ties, socks, collars, and shoes, as well as suit patterns. Such lines may be formed by the textures and designs of the cloth and by the actual cut of the suit. Cheviots, tweeds and unfinished worsteds are best, as they have a rough finish that tends to add pounds.

The shape of your collar and the size of your tie knot give breadth to your appearance. Wear fairly wide trousers, double-breasted topcoats and overcoats, bulky-looking, thick-soled shoes, horizontally striped crocheted ties, two rows of buttons and wide lapels on double-breasted jackets, Glen Urquhart plaids and overplaids, widespread collars, Windsor Knot ties, and low crowned hat. These details help subtract from height and make for increasing width.

Going Higher!

Hank Epstein has merchandise on hand, but he tells us we'd bet. ter buy now as prices will un-doubtedly go higher, and higher and higher! Mr. Epstein runs his own retail store directly on the premises of the wholesale coat and suit factory he manages at 57 West 23rd Street, on the 9th floor,

Naturally, he knows what's to be had in the market and he gets the merchandise at such a low price that he is able to sell his goods for only \$1 over the wholesale price, topcoats and overcoats sell for \$16.25 and his suits, 100cent wool pure worsted, retail at \$18.90; The values are well over \$25.

Sports Center

How does Tennis sound to you? Pretty swell, I bet, and this time it's really just around the corner! Spring's finally gotten here and I feel as though I can send over Ace and Ace, lam across spectacular backhands, lobs, slams, in other words jump all over the Court. I'm just raring to go! Get the feeling? Decided to look over my equipment and saw I needed new socks, shirts, sneaks, and I want to have my racquet restrung. Am getting the whole job done at The Sports Center, Inc., at 561 Fifth Avenue, New York City. Jule Tavalin, who owns the shop, understands sporting goods and has everything in the way of sports equipment. I particularly liked his new socks, the Fred Perry socks for women, which are ultra-professional, having a cushion heel, toe and sole, and are sweat absorbent. They come in white only, and in all sizes. Really swell looking! His Bonzo women's tennis shirts, with non-wilt collars, come in white, with white, pink or blue collars, and in all sizes. They make you look like Alice Marble, and that's saying something! and Ace, lam across spectacular

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Opposite Macy's

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GRamercy 5-5454 Open Sun., 9-5; Mon., Fri., 9-6 CLOSED SATURDAY

VALUED OVER \$25

FOR YOU BLACKOUT NO IF YOU SAVE!

NOW IS THE TIME FOR EVERYBODY TO SAVE . . and the way to do it is to buy carefully not only for the right products but at the RIGHT PRICES. MUNICIPAL EMPLOYEES SERVICE is the answer to this shopping and saving question. We Have on Hand Hundreds of Guaranteed

Nationally Advertised Items at BIG SAVINGS

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AT BIG DISCOUNTS

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41 PARK ROW (opposite City Hall Park) N. Y. C.

LADIES, SAVE YOUR STOCKINGS!! SILK - NYLON - RAYON, Etc. MARVELOUS - NEW - COLORLESS S EASY TO APPLY \$

VITA PRESERVER

\$1.00 ONLY one dip necessary. Gives you 3 to 10 times longer wear. Sheds water-arrests run and catches. Mud or water will leave no stain. Comes in handy dip jar-enough for 10 stockings. Sold only at Municipal Employees Service.

Juits Between Acts

Rex Williams, who was recently seen on Broadway in the leading role in "The Man With Blond Hail," has been signed to a term contract by Warner Bros. His first role will be a supporting part in "Desperate Journey," now in production with Errol Flynn, Ronald Reagan and Raymond Massey heading the cast . . . Bette Davis has just returned to Hollywood, to begin work on her next Warner picture, "Now, Voyager" ... Jack Benny's first film for Warners will be "George Washington Slept Here," based on the Broadway comedy hit . . . Paul Muni will return to the screen in Columbia's "The Commandos" to be adapted from a forthcoming magazine story by C. S. Forrester ... Nunnally Johnson will adapt and produce "The Light of Heart" at 20th Century For Ray Noble and his orchestra have been signed by Samuel for "The Pride of the Yankees." They will work in a night club sequence with the dance team of Veloz and Yolanda . . . George S. Kaufman has signed a producer-director contract with Warner Bros. . .

Paramount is negotiating a threepicture contract with Fred Astaire, under which his first film would be "Lady in the Dark"

Frank Ross has been signed by RKO to produce two pictures

and will report to the lot im-

and will report to the lot inmediately to set up his own independent production unit. First
of the films will be "Another
Dawn," his own story . . . Eddie
Albert will be seen in "Lady
Bodyguard," instead of "Merton
of the Movies" under his one

of the Movies," under his one-

picture commitment with Para-

mount . . . Clark Gable will next

be starred in "Shadow of the

Wing" for Metro . . . Victor Fleming is to direct this story of the Army Air Corps. Movie Greats to

Honor De Mille

Film notables, including Nicholas Schenck, Adolph Zukor, Barney Balaban, George Schaefer and Will Hayes, will sponsor a luncheon honoring Cecil B. De Mille for his 30th anniversary production, "Reap the Wild Wind," at the Waldorf-Astoria, Thursday, That day, the film, starring Ray Mil-land, Paulette Goddard and John Wayne, opens at the Music Hall.

An Inexpensive Vacation for the Entire Family!

Newly furnished Bungalows on sturdy structures, beautifully landscaped . Kitchenette facilities. Lake on premises, Tennis, Handball, Rowing, Canoeing, Fishing, Bathing, Horseback Riding, etc. Write or phone for booklet,

Jomerset Bungalow Colony
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SPRING MEANS GOLF and TENNIS

Golf means tennis equipment for be-ginners and experts. Rackets restrung Also complete line o sories and equipment for all s. Special discounts to all Civil ervice employees. All Ski and Bad-linton equipment at 40% off.

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"ASK THOSE WHO EAT HERE"
The Old Reliable Greenstein's Dairy & Vegetarian RESTAURANT

RESTAURANT
We Serve a Full Course DeLuxe Dinner
from 4 P.M. to 8 P.M.—550
We Bake on Premises
Orders Delivered from 10 to 12 A.M.
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Special Banquet Rooms Charles Blum, President

Envisem EN L Parade By Joseph Burstin

OPENING ON BROADWAY THIS WEEK



OLIVIA DE HAVILLAND in Warner Bros.' "The Male Animal," at the Strand Theatre which opens this Friday.

with Irving Berke as M. C. and Mary Stevens heading a chorus of

beautiful girls . . . Carol Chapelle heads the new show at the GREENWICH VILLAGE INN . . . "Keep 'Em Laughing' revue at the NUT CLUB has Jean

Bedini, Fred Walker and Nut-sey

"BEDTIME STORY" a Columbia Picture at the Radio City Music Hall, offers Fredric March

and Loretta Young in a gay farce

that is thoroughly entertaining if

not startlingly original. Story

concerns a successful producer-

actress-husband-wife combination.

When the actress wants to retire

and lead the simple life on a Con-

necticut farm, the producer man-

euvers to keep her on the stage

-and being also the husband-he gets himself into all kinds of

trouble. Miss Young has never

looked more beautiful, and March

makes use of all the tricks that

have made him so popular in light comedy roles. The strong sup-

porting cast includes Robert

Benchley, Allyn Joslyn, Eve Ar-

den and Helen Westley. It's good

all-around film fare that will reap its reward at the box office-

as it was undoubtedly designed

Stage show is eye-appealing and

ear-compelling, Outstanding num-bers are from the "Nutcracker Suite." Dance Of The Mirlitons

as performed by the Kockettes

is delightful and Waltz of the

Flowers by the Corps de Ballet

is spectacular even for Music

Hall fare.

MOVIE REVIEW

Fagan, M. C.

Nite Life



MAUREEN O'HARA with John Payne and Randolph Scott in "To the Shores of Tripoli" at the Roxy Theatre tomorrow.



RAY MILLAND co-starring with Paulette Goddard and John Wayne in Paramount's "Reap the Wild Wind," at the Radio City Music Hall Thursday.

Margaret Gray, dancer at JIMMY KELLY'S, has introduced a new number called "Three "A Kiss For Cinderella," star-Moods and Love" . . . Guy Lomring Luise Rainer at the Music Box, will play Sunday evening bardo, completing his 12th seaperformances and omit Monday son at the ROOSEVELT GRILL, . Myron McCormick is is working out a pamphlet advisreported likely for the lead in "Comes the Revelation," comedy ing slow, sweet music for enter-tainment during blackouts . . . which is promised for Broadway The ALOHA club in Brooklyn has next month . . . Max Leibman, who is placing "Autumn Hill," the melodrama by Norma Mitchell just premiered a new spring revue headlining Dave Fox, the Broadway jester, in the comedy spot-light . . . Mille. Eva Barcinska, and John Harris, in rehearsal this week, has engaged Beth Merrill Clyde Franklin, Gordon Oliver and Elizabeth for the cast Parisian musical comedy star, is now playing an engagement at Madeleine's LE POISSONNIER . . . Adelaide Moffett neads the . Henry Jones, who has been playing Frank Lippencott, the show at Ben Marden's soda fountain clerk, in "My Sister Eileen," has left to join the RIVIERA'S Winter Room, with Myrus, prognosticator, and Mar-Army. Eliott Reid will assume the role . . . "Lady in the Dark," lyn Stuart, blues singer . . . The Music Hall Boys and Tex the Gertrude Lawrence show at Fletcher's Cowboys, appearing at the Alvin, has been extended inthe VILLAGE BARN, will enter-tain the navy men abroad their definitely, due to the Child Labor laws in Washington, where the vessel here . . . Hildegarde and Bob Grant and his orchestra return to the Cafe Lounge of the SAVOY-PLAZA . . . There is a new show at the RAINBOW INN



PHIL BAKER who joins forces with Lou Holtz and Willie Howard to bring vaudeville back to the 46th Street Theatre in a revue called "Priorities of 1942."

musical was to have started its spring tour...Danny Kaye, star of "Let's Face It!" has been named "Page-One Comedian of the Year" by Leonard S. Smith, benefit chairman of the Newspaper Guild Ball, which will take place on April 10, at the Hotel Astor . . . George Jessel's "High Kickers" will end its stay at the Broadhurst Theatre on Saturday night . . . Edwary Duryea Dowling of the Shubert production staff, is preparing an intimate, untitled revue for touring in Army camps with the co-operation of Camp Shows, Inc. The acting company will include Jose Ferrer, Mr. Cronin, Jack Gilford, Melissa Mason, Jean Kean and Virginia

CATHOLIC GUILD. PARKS DEPARTMENT

The Catholic Guild of Park Department employees will hold its fourth annual Communion at St. Patrick's Cathedral on Sunday, March 22. Following Mass at 9 o'clock, breakfast will be served at the Hotel Commbdore.

The principal speakers at the breakfast will be the Most Rev. Bishop J. Francis A. McIntyre, Commissioner Robert Moses, Bill Robinson, the Rev. Edward Lodge Curran, the Rev. Charles Mc-Intyre, S.J., and William Walsh.

Movies

RADIO CITY MUSIC HALL 50th STREET and 6th AVENUE

'Reap the Wild Wind'

MILLAND WAYNE GODDARD A Paramount Picture Produced and directed by Cecil B. De Mille

Gala Easter Stage Show

TO THE COLORS'
A brilliant new revue, produced by Leonidoff, and the impressive pageant, "GLORY OF EASTER," which has become a far-famed Music Hall tradition. tradition. First Mezz, Seats Reserved, CI. 6-4600

OPENS (FRIDAY) MARCH 27

"THE MALE ANIMAL"

HENRY FONDA • deHAVILAND SHEP FIELDS And His New Orchestra

MARY SMALL

STRAND & 47th St.

THE SHORES OF TRIPOLI"

Payne - O'Hara - Scott

A 20th Century-Fox Picture

Plus a Big Stage Show

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GREENWICH SHERIDAN SQUARE CH. 2-6165 OUR FACILITIES ON SUNDAYS.

Thelma Nevins — Georgie Mann, M.C. PASTOR'S

Pat Rossi and All Star Show
Binner 6-10 P.M., \$1. Wingy Carpenter's Or. GR. 8-8839

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Elaborate New Girlie Revue, Featuring IRVING BERKE, M.C. Betty BLAINE - Shelmer DENE Doris LaVerne - Sid Saunders Orch, Aamon Torres Rumba Bd. No Cover

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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 min-utes 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, \$12.50. Singles with connecting bath, \$8.50 Per Wk, Phone SUs. 7-1900. A new hotel.

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Roller Skating

EVENINGS, 8 to 11 P.M. SAT.-SUN. MAT. 2-5-30c Largest Skating Rink in N. Y. ORGAN MUSIC

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Foxtrot, Waltz, Lindy, Tango Conga, Rumba, Samba, Polka

12 1-HR. LESSONS \$3 You Save \$10

TEMPORARY OFFER! Thousands have learned to dance by Miss Ray's modern system. You too can become a good dancer.

MISS RAY STUDIO 1547 Broadway, Cor. 46th St. (5th FL) 11 A.M.-10 P.M., Sun. 2-8 I'.M.

Simpler City

Operations (Exclusive)

New York City has a Committee on Simplification of Procedures.

Budget Director Kenneth Dayton last week informed all city department and agency heads that the Committee will make an analysis of departmental methods and technique to simplify operations and assure that the loss of personnel through military leaves and other "related" causes won't affect the efficient operation of the local government.

Liaison Men

The committee also requires that each department or agency head appoint one individual to act on a full-time basis in a liaison capacity between the agency and committee (this liaison man to be given a short inservice training course by the Civil Service Commission). The training schedule, to be announced soon, is to cover the principles of organization and include instructions on the preparation of organization charts.

An overall organization chart reflecting all major organizational units in the departments is to be submitted to the committee.

The following departments have a series of operating units generally similar in character and are preparing a typical chart for one such unit in addition to a chart of the central administration: police (station houses), fire (houses), purchase (storehouses). welfare (district office), hospitals (institutions), health (centers), courts and sanitation (section stations and garages).

The Department of Education will not be required to chart its school unit organization.

Inquiries should be directed to W. Haslett, secretary to the Department, Office of the Comptroller, Room 530, Municipal Building, Manhattan.

Supermen Meet

The next meeting of the Sanitation Eligibles Association will be held Wednesday, March 25, at 8.30 p. m., in P.S. 27, 42nd Street, Manhattan. Relatives of eligibles who have been drafted or have enlisted in the armed forces are invited to attend the meeting. Details on how the drafted eligibles can go about having their names placed on a special list after the war will be explained by officers of the association.

Eligibles interested in obtaining temporary provisional jobs as porter are urged to attend the meeting.

Buy The LEADER every Tues-

CITY HALL Stenos: If You'll Work in Washington, You Can Have a Job Immediately

An S.O.S. for an unlimited field of jobs should not apply and number of junior stenographers and typists for immediate work in Washington's war - throbbing agencies was sounded this week by the U. S. Civil Service Commission at its office, 641 Washington Street, Manhattan.

The need is so pressing, in fact, that applicants will be rushed through an hour's exam in the Commission offices, rated the same day and shoved off to Washington the day afterward. Requirements have been reduced to a minimum: just 80 words of dictation a minute.

'You can almost write that fast in long hand," commented one official at the Commission.

Must Work in Washington

Applicants for this wide open

will not even be interviewed unless they are willing to work in the nation's capital. Moreover, they must pay for rental of a typewriter for the test (dealers have been told that an official o. k. has been received from Washington to permit rentals for the occasion). In addition, they must pay their own fare to Wash-

Salary Is \$1,44\$

The salary for junior stenographer and senior typist-only females to be considered - is pegged at \$1,400 a year. Positions are expected to continue for the duration of the war.

Those seeking to fill the jobs are asked to report to Room 960 of the Federal Building at Christopher and Washington Streets, Manhattan, where arrangements have already been made to examine them almost immediately after the necessary application forms have been filled. Applicants must merely arrange to have their typewriters delivered.

About Housing

Recruits will be furnished information by the Commission as to what to expect in Washington. There are several agencies in the capital that will pick up from there in assisting newcomers to locate suitable quarters.

Rooms are available in Washington within 30 to 45 minutes transportation time from Government departments and agencies, it was announced at the Commission's offices. Single rooms range in price from \$25 to \$35 a month, although some can be procured at \$20.

Double rooms range in price from \$20 to \$30 a person. Rooms with board, when obtainable, range from \$45 to \$55 a month.

the line to meet rising living

Those Pay Raises!

The Joint Conference of Affiliated Postal Employees of Greater New York will stage a mass meeting next Sunday afternoon in the Central Commercial High School auditorium at 42nd Street and Third Avenue, Manhattan. The purpose? Salary increases for all postal workers . . . the opening of the city-wide campaign to boost wages to meet increased living costs. Watch for adoption

of a special program of action.

The Columbia Association of the New York Post Office had a delegation at the Solemn Requiem Mass for Frederick J. Fortunate recently after the somewhat sud-den death of the Grand Central

Annex worker.

POSTAL NEWS

By DONALD MacDOUGAL

Rather Unanimous

William T. Browne, Jr., head of the New York Federation of Post Office Clerks, Local 10, who was installed as president of the group, for a third time, carried with him last Wednesday the return to office for a second term of all of the other 1941 officers.

to office for a second term of all of the other 1941 officers.

Others installed: Max R. Schissel, first vice-president; Otto Gottlebe, second vice-president; Carl Lieberstein, third vice-president; Charles O. Maxwell, fourth vice-president; Solomon Bocher, fifth vice-president; Ephraim Handman, recording and corresponding secretary; Samuel Levitt, financial secretary; Max Klarreich, treasurer, and Joseph Ecker, guard.

In addition: John A. Morris, Abraham Aront and Benjamin Weiner, trustees; William T. Browne, Jr., Max R. Schissel and Henry Berman, delegates to Central Trades and Labor Council; Philip Berman and Abraham Muntner, delegates to the Central Union Label Council; Charles Goldblatt, National Sick Aid Collector; Samuel Eiseman, chairman of the Ways and Means Committee, and Morris Thorne, Irving Rose, Nathan Weisburd, Lynwood W. Devonish and David Leone, Sick Aid Board of Management.

Mrs. Anne Handman was installed as president of the Woman's Auxiliary. Others installed: Mrs. Essie Greenbaum, vice-president; Mrs. Shirley Schoener, recording and corresponding secretary; Mrs. Rose Silverman, treasurer; Mrs. Dotohy Edelson, sergeant-atarms, and Mrs. Adeline Sussman, membership director.

Newly Elected

Just boosted into office by the Post Office and Railway Mail

Service Laborers, Local 1, are:
Albert DuMola, president; Harry
Schlenoff, first vice-president;

Louis Fischetti, second vice-prestdent; Samuel Wachtell, third vicepresident; Gerald Levine, financial secretary; Frank Ash, recording secretary; Rufus Robinson, treasurer; Joseph DeSalvo, sergeant-atarms, and Benjamin Kreiger, Isi-dore Kramer and Harry Mintzer, trustees for one, two and threeyear terms, respectively.

Mr. Schlenoff, delegate of G. P. O. mails, advocate of a change of title from that of laborer to mail handler, and supporter of the rescinding of the Howes Subbing rule, gained his position after a three-cornered fight.

The group has already gone on record for salary increases down

Mental Hygiene Notes

New Sick Leave Rules By JOHN F. MONTGOMERY

The State Department of Mental Hygiene's announcement of the formulation of new sick leave rules, effective July 1, 1942, for employees of institutions under

its jurisdiction.

The rules have been drafted by a special committee appointed by Commissioner of Mental Hygiene Dr. William J. Tiffany and have already been approved by Gover-

nor Lehman and Dr. Tiffany. Briefly, they provide that sick leave shall be given with pay up to 12 working days per year for all employees who have been employed by the State at least one year. These days may be accumulated, after one year's service, at the rate of one day per month up to a total of 60 working

Employees in the institutions on July 1, 1942, who have been continuously employed for one year, will be starting with a back ac-cumulation of 12 days and will be given credit for an additional day month of past continuous employment over the one year up to a maximum in all of five

The regulations, too, provide for certain leaves to any employee necessarily absent from duty be-cause of the serious illness or death of an immediate member of his family; to an employee isolated or quarantined because of exposure to a communicable disease; to employees disabled by injury or disease incurred in line of duty, and to an employee required to attend workmen's compensation hearings or exams.

Capping Exercise

The class of 1944 of the Hudson River State Hospital School of Nursing held its capping exercises in the Amusement Hall of the hospital last Wednesday night. The junior class consists of:

The junior class consists of:
Virginia Amelia Carico, Mary Elizabeth Brady, Elizabeth Carmella Cacchie, Alice Eugenia Doeinck, Beatrice Marie Donohue, Gertrufe Gash, Katherine Cecelia Giuliano, Grace Grant, Evelyn Carolyn Kline, Ruth Catherine Lowery, Edward Michael Bush, Patrick Joseph Coccoma, Theresa Julia Mastrovich, Rita Ann Mazziott, Lillis Elizabeth

McCarthy, Barbara Agnes McKenna, Lena Josephine Monsipapa, Veronica Elizabeth Puryea, Jeanette Ruth Reichle, Patricia A. Silvernaii, Helen Kathryn Valenti, Leonard Frederick Devine and Donald Alton Phinne

Telephone Test To Be Reopened

,The Telephone Operator, Grade 1, (women) test will be reannounced in the near future by the Civil Service Commission. High school graduation will be eliminated as a requirement. Applications are expected to be issued in April.

Telephone Operator, Grade 1 (Women)

Salary: \$1,200 up to but not including \$1,900 per annum. Appointments may be made at salaries below \$1,200 per annum.

Vacancles: Occur from time to

Duties: To operate a telephone switchboard; keep records of telephone calls; perform clerical and other incidental work.

other incidental work.

Requirements: Applicants must have had at least one year full-time experience as telephone attendant or operator with operating telephone companies, public utilities or large industrial, commercial or governmental organizations.

Subjects and Weights: Written, weight 40; experience, weight 60. Qualifying practical tests will be given to those who pass the written test as the needs of the service require.

Draft Deferment

Despite conflicting reports, national selective service officials must be cooperating with the Police Department. Only recent-ly, a patrolman was classified as 1A, inducted into the army and sent to camp. After one day in camp he was yanked right out of the army and returned to his job in the Police Department. . . . Two other young patrolmen, classified as 1A and inducted into the army, were on the train headed for camp when orders were received to rescind their induction and return them to the sidewalks of New York. . . .

City Civil Service News Briefs

At it's meeting last week, the

Civil Service Commission okayed

leaves of absence for Robert Duffy, clerk, and May Boyle, assistant court clerk in the Municipal Court . . , reserved decision on similar leaves for Thomas McGowan and James S. McCaffrey, court attendants . . . okayed the continued temporary employment of investigators Benjamin H. Weiss and Simon Travis for one month in the office of the Comptroller . . . of station engineers Thomas R. Halton and Jo. seph G. Carroll in the Department of Hospitals for six months . . of clerks Manny Reiss and Morris Seigel in the Law Department and of process server Milton Raisch in the same department . gave Domenick Stringlisi, a Department of Hospitals cook another opportunity to show cause why his provisional employment should not be ended immediately . marked Joseph P. Barry, bus maintainer, group A, Tom Pa-turno, bus maintainer, group B in the New York City Transit System qualified for provisional employment . . . ditto Jerome A. Kelly, inspector of elevators, Department of Housing and Buildings, and Peter F. O'Dea, stationengineer, Hunter College decided that Gerard H. Winter and Roger A. Bryant can remain on eligible lists for car main-tainer, group A, and sanitation man, class A, respectively . . . restored Ira Wollison to the eligible list for city marshal . . . marked Samuel Englemeyer qualified for the same list and Philip Levanda okay for the office appliance operator, grade 2 list . . . rein-stated Paul E. Decsi as IRT signal repairman in a non-competitive category . . . ditto Antonio Migues, as BMT assistant stoker operator . . . okayed May Catherine O'Boyle for non-competitive employment as a ticket-taker in the subway system . . . marked Hattie Wellons and Mary E. Bidgell, hospital helper eligibles, not qualified . . . decided that Thomas J. McMurray can keep the title of administrative assistant in the office of the Sheriff only until April 30 . . . after that Sheriff Mc-Closkey, Jr., must assign him a new title. . . .

License Examiner Candidates Unite

An organization of prospective motor vehicle license examiner eligibles is being formed. If you've taken this test, and would like to join with others, send your name and address to Box 23, Civil Service LEADER. 97 Duane Street, New York City.

DON'T TAKE THIS LYING DOWN . . .

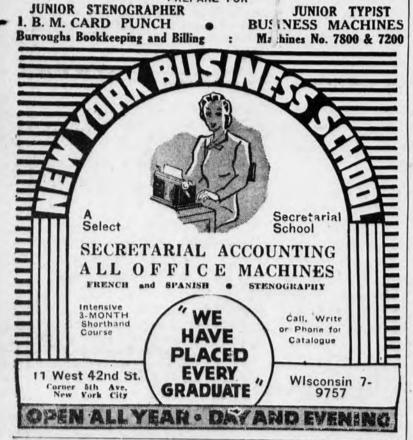


When men are fighting and dying, you must do your part. Be sure you enlist your DOL-LARS for DEFENSE. Back our armed forces—and protect your own life-with every single dollar and dime you can.

America must have a steady flow of money pouring in every day to help beat back our and mies.

Put Dimes into Defense Stamps. And put Dollars into Bonds. Buy now. Buy every pay day. Buy as often as you can.

Don't take this lying down.



PREPARE FOR