

# NEW NYC EXAMS

## *Full Requirements*

**APPLICATIONS READY ON MONDAY**

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READ OF PUBLICATIONS

# JOB MARKET SURVEY

## *Occupations Now In Demand*

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# DUTIES OF NYC CONDUCTOR

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# PARK EMPLOYEES ON WAR SCHEDULE

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# ENLIST IN RESERVE NOW — GET PAY DIFFERENCE

*See Page 6*

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# War Agencies Get First Choice Of Federal Employees

*See Pages 2, 20*

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# FEDERAL CIVIL SERVICE NEWS

By CHARLES SULLIVAN

## CHANGES Wage-Hour Division Working Smoothly

The wage and hour division of the United States Department of Labor announced this week it has virtually completed recruiting of personnel for positions vacated by employees who did not leave Washington last week when the last remnants of the division were moved into 1560 Broadway, Manhattan. Late last week, President Roosevelt appointed L. Metcalfe Walling, head of the Labor Department's public Contract Division, to be administrator of the New York agency.

The small percentage of minor supervisory jobs left open at the time of the transfer has been completely filled by those who have indicated they intend to move in from other federal agencies in the capital. Until a few days ago, it seemed possible that a number of those who were making arrangements to transfer might stay in Washington because of better offers.

### Will Use Lists

There is now only a slight possibility that some jobs will remain unfilled when the remaining transfers are compiled. In this case, Federal Civil Service lists will be consulted. The full strength of the division, which is about 550, is expected to be reached within the next few days at the latest.

Unlike the first 48 moving hours, everything is now spacious-

## Priorities Rating for U. S. Employees Gives First Choice to War Agencies

WASHINGTON—As predicted in The LEADER months ago, the war agencies now get priorities in the choice of employees.

Aimed at the conversion of Government to an all-out war footing, a system of priorities ratings for all departments and agencies has been set up in the order of their war importance.

The Civil Service Commission has established a new War Transfer Unit which will be the clearing house for transferring employees to more important war work.

It is estimated that between 15,000 to 25,000 employees will be shifted in Washington alone to war work. As the President's order applies to all employees except field workers of the Post Office Department, many more thousands are likely to be affected.

### Five Agency Types

The Budget Bureau has divided the agencies in five classifications. In the No. 1 classifications are the top war agencies. They are Navy Department, executive office of the President, Selective Service, Maritime Commission, War Production Board, War Shipping Board, the lend-lease work of the Surplus Marketing Administration and the Procurement

Division and military activities of the War Department.

### Civil Service In Wartime

*Months before the War started, The LEADER undertook to inform Civil Service employees and prospective employees what the combat would mean to them. Since December 7, this newspaper has been carefully reporting on the war's effect upon Government employment. All employees, eligibles and prospects should follow these reports regularly, because the changes and new procedures affect them personally.*

Any employee who given his consent may be transferred to an agency with a higher priority rating, if the Civil Service Commission finds that the transfer will speed up war work. The Commission has sole jurisdiction over transfers. The consent of the agencies involved isn't necessary.

However, the agencies must give their approval for the transfer of employees to bureaus of

the same classification or of a lower classification. Other points:

- 1—Transfers must be completed within 10 days after notification by the Commission.
- 2—Agencies may appeal to the Commission to prevent their employees from being transferred, but the Commission will make the final decision.
- 3—The Commission reserves the right to test employees requesting transfers.
- 4—State job quotas have been suspended in the transfer of employees.
- 5—Transferred employees will be given the same job security benefits as are guaranteed employees drafted into military service. In brief, they are eligible to be reinstated to their old jobs after the war, or if the jobs are abolished in the meantime, they will be placed on a preferential hiring list.
- 6—It now isn't necessary to get approval from agencies for Federal employees to take Civil Service tests.
- 7—No agency may employ within 90 days after separation any employee or former employee of an agency having the same or higher priority rating without the express approval of the latter agency and of the commission.

wall decorations and desk equipment have given the offices the business-like look.

Now that a permanent administrator has been appointed, officials of the department feel full prosecution of the 40-hour work week will no longer be impaired.

The decentralization of the division has come a long way to a point where the field staff is self-starting and operating.

Employees of the division last week continued their hunt for new addresses, in which they were aided by the U. S. Decentralization Service office at 33 East 47th Street, Manhattan.

On top of this, they were officially received in Gotham by Mayor LaGuardia, Secretary of Labor Frances Perkins, George A. Sloan, Commissioner of the city's Department of Commerce; Thomas W. Holland, who has been acting administrator, and other officials.

Mr. Sloan, through the Mayor, informed them of a list of opera, theater and sightseeing passes for many of them. Moreover, they were told of a number of invitations as dinner guests awaiting them.

## Transfer to War Agencies

WASHINGTON. — The United States Civil Service Commission announced last week that Federal employees desiring consideration for transfer under an Executive Order released from the White House, which provides for the transfer of Government personnel to war agencies, should apply at Room No. 1, 820 Seventh Street, Northwest, Washington.

The Commission stated that as soon as the priority classification of Federal departments and agencies in respect to their relative importance in the war program has been announced by the Bureau of the Budget, the Commission will release more definite information on transfers to war agencies under the order.

## TESTS

### Test for Women In Manual Work

WASHINGTON. — A Fourth District Civil Service test for women trainees in manual occupations at the Washington, D. C., Navy Yard is open to women

everywhere, but they must go to Washington to be examined.

Women will be assigned to the inspection and assembly of ordnance material such as fuses, detonators, primers, igniters, and other similar ordnance material which contains explosives and pyrotechnic materials.

Salaries are from \$3.92 to \$4.88 a day. Time-and-a-half will be paid for overtime over 40 hours.

No educational or experience requirements but applicants must be in a sound physical condition. A mechanical aptitude test will be given.

Full requirements appear on page 15.

## JOBS

### Local Workers for Rationing Boards

ALBANY. — Although upstate rationing boards are entitled to clerical help, the Washington offices of the Office of Price Administration have not yet allocated funds for personnel, it was reported this week.

County rationing boards were notified recently that they would be entitled to some clerical and other administrative help and were advised to prepare for such appointments from Federal Civil Service lists.

### Local Residents

These lists are to be furnished by the local United States Civil Service secretary in each locality and presumably are to contain the names of nearby and local residents.

It was regarded as doubtful here that there will be many full-time appointments for a while. The proposed pay scale does not exceed \$1,200 a year.

As soon as the Office of Price Administration allocates personnel funds to regional OPA offices there will be further allocation to the State rationing boards and then a split up among the county boards. Everybody now is waiting for money.

### Prison Guards As Custom Guards

The State prison guard list is being utilized to provide guards for service in the United States Custom House, it was revealed this week by Harry M. Durning, Collector of Customs, because "there isn't an adequate guard

## STANDARDS

### Working Standards For U.S. Employees

#### Far-Reaching Plan Would Rub Out Inconsistencies

(Exclusive)

WASHINGTON. — A national labor policy that would fix the working standards for the several classes of Federal employees is reported to be under consideration.

The questions of overtime pay, bonuses to meet the increased cost of living, hours of work, vacations, and all the other employee questions would be determined and fixed by the Administration for the duration of the war in the plan said to be under study.

The demand of the Post Office Department to pay its employees straight time for all hours over 40, is understood to have inspired the general study.

No one in official Washington will talk about it, but the story is that the Budget Bureau refused to okay the Post Office plan. The bureau, it's said, didn't object to the proposal as such, but it was more concerned with a national policy on overtime; and if overtime was to be paid to postal workers, then the bureau wanted overtime paid to other Federal employees. Briefly, the bureau wants to retain some semblance of consistency in an attempt to treat all employees alike.

### Inconsistency Now

Everyone knows that there is enough inconsistency now in the treatment of Federal workers. Some employees work 40 hours, others 44, still others 48, and still others 60 hours a week without overtime pay. The skilled worker is paid overtime over 40 hours and some professional and technical people in the Army, Navy, Maritime Commission, and National Advisory Committee for Aeronautics are paid time and a half for overtime over 40 hours. These employees are all hired directly by the Government.

The argument now is that there are tens of thousands of other employees indirectly hired by the Government in the plane, tank, gun and other factories making articles of war in this country. Uncle Sam puts up the money for these jobs and, in a large sense, the workers on the jobs are Federal employees. And the question whether they should also be brought under some form of government control is being studied.

The War Labor Board gave a tip-off on what was coming the other day when it refused higher salaries to employees in a private war plant on the ground that a "national labor policy" would soon be fixed by the Administration. Now the story is that Federal workers, of which there are 1,600,000, will also be covered in the "policy."

More than 15,000 new employees were brought to Washington during the month of January by the Government. This was an average of 500 a day which is almost unbelievable. The employment figure was the highest of any month in history. The former high figure was understood to be around 9,000.

list in New York City."

Mr. Durning said he is "looking over applicants who are the guard type" in order to add to the personnel of the division.

Applicants must be at least 5 feet, 9 inches in height, weight 155 pounds, be from 21 to 31 years of age and have four years of high school. Applicants may apply at Room 219 of the Custom House at the Battery.

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# CIVIL SERVICE IN NEW YORK CITY

## WAR

### Park Employees On 'Flexible' Schedule

#### New Working Setup Ties In With War Defense

(Exclusive)

Park Department employees must become acclimated to a more flexible program of working hours because of the war emergency.

George E. Spargo, executive officer of the department, made this statement to The LEADER, in connection with the move that has withdrawn 3,500 park employees from the Fire Department Auxiliary on the ground that they are needed where "they are more familiar with the territory."

#### Emergencies Count

"Now that the Park Department's workers are where they belong," said Mr. Spargo, "they must realize their hours are subject to change without notice. Sudden emergencies may cause a night shift worker to be placed on days, and vice versa."

Those who have been air raid wardens in their home neighborhoods at night, he said, would do best to give up all such duties until further notice.

"Since they are subject to immediate call, they cannot reliably be used for neighborhood duty at night," said Mr. Spargo, adding, "for our needs require 24-hour a day vigilance."

#### More Employees Needed

Mr. Spargo said that more employees are needed in the department in view of these extra duties, and that the hope is that the new budget will permit added personnel.

He pointed out that the 3,500 transferred from the Fire Department Auxiliary are more necessary in the city's parks because they know immediately where to throw switches to effect a blackout, where to turn off water connections, how to handle large crowds—expected with the coming of spring—and how to man the department's equipment for demolition, clean-up and decontamination work, if any of this is necessary.

"Civilian air raid warden coverage in the parks just can't be considered practical, we feel, and this move seems justified in all respects," added Mr. Spargo.

He denied that the Park Department, as reported, intends to convey an impression that the policing of the city's parks is bad and will become worse as additional policemen are called to duty in the draft. He indicated that is a matter for the police department to decide, and said that any such reports are merely intended to stir up an inter-departmental feud.

### NYC Engineers Devise Plan for U.S.

A defense contracts plan submitted by Chapter 23, Federation of Architects, Engineers, Chemists and Technicians to Mayor LaGuardia to utilize the city's technical staffs directly on the design of the nation's war projects instead of keeping many of them working on post-war details, is nearing adoption, according to word from the federation's office this week.

The mayor, say union officials, has been communicating with high army and navy officials in Washington regarding the plan's adoption. The city is being urged to press Federal officials to let contracts in order to take advantage of the availability of some 4,000 men in the city's employ who could make up much of the national shortage of war designers.

The plan would make available designers and technicians in the city's Department of Docks and

## Selective Service Director Thanks Civil Servants for Aid

To the Editor  
Civil Service Leader

Dear Sir: I want to express, through your columns, my gratitude and appreciation to the thousands of employees of the City of New York who voluntarily participated in the Registration on February 15 and 16 last. I know that it meant giving up time that would have been devoted to rest, recreation, and association with their families. Their efficient and tireless effort resulted in a most effective registration. Their work is indeed a tribute to the efficiency and loyalty of the Civil Service employees of the City of New York.

In any large scale operation such as the registration of approximately 600,000 men of all strata, rich and poor, educated and uneducated, in all walks of life, in the City of New York, thousands of whom required interpreters, with such a wide age spread as 20 to 44 inclusive, adequate reserves are a vital necessity. Furthermore, provision must be made for any potential contingency or disaster. In this large operation, we felt that we should not be satisfied with anything less than better than a good job. There is no such thing as second prize in such an operation. No provision or thought was given to the possibility of explanations or alibis for failure to perform.

It was difficult to determine accurately when the peaks and valleys of registrations would come. Would a mass of registrants come on Sunday morning before or after attending divine services, before or after the noonday meal, in the late afternoon, before or after the evening meal, or if it were a fine day, would prospective registrants put off registering until the next day, and would they then register during the noon luncheon period, or on the way home from work, or after the evening meal on Monday; and then, of course, there are those who always wait until the last minute to do anything, and, how many of these could be accurately estimated?

The accurate determination of when peaks and valleys come in such a situation is obviously impossible. Therefore, adequate reserves—reserve registrars, transportation and material had to be kept on hand at all times in instant readiness. I may say that our reserves were adequate—in fact, more than adequate, and, to this basic principle of maintaining such adequate reserves, I attribute the fact that there were no situations of any nature whatsoever that developed in this registration that were not instantly and effectively met.

I realize that patience of a high degree was required to wait hour after hour for action that might develop at any minute or might never develop at all. Therefore, to those patriotic City employees who were kept in reserve throughout this gigantic operation, I extend my special thanks and appreciation.

Thank you for your courtesy in publishing this letter.  
ARTHUR V. McDERMOTT,  
Colonel, JAGD,  
Director, Selective Service  
for the City of New York.

### They Chip in For Soldiers

Employees of the Civil Service Commission who enter the armed forces won't be forgotten. Last week, the War Aid Committee of the Commission took up a collection to buy cigarettes, clothing, shaving equipment and books for all Commission employees in military service.

Contributions to the war aid fund were made on the basis of salary. Employees earning less than \$1,200 a year chipped in 50 cents, those receiving between \$1,200 and \$1,800 gave 75 cents, while the high-salaried (\$1,800 a year and up) members of the staff donated \$1 apiece.

To date the following employees are in uniform: Frank A. Schaefer, secretary; Arthur Burnstine, clerk; Harry Wolinsky, clerk; Max Aronoff, clerk; John McEnery, clerk; John Purchio, clerk; Maurice Kosstrin, clerk, and Sol Weiner, examining assistant. Scheduled to leave in the near future are examining assistant Webster McCue, junior examiner Charles Rutkoff, architectural examiner Dave Kohan.

No government employee can afford to miss The LEADER'S unique news-coverage, from the three great centers of government news—Washington, New York City, Albany.

Public Works, and Borough President's offices.

A comment typical of the reaction the plan has stirred, to date, is that of the United States Civil Service Commission, to whom the matter was referred recently by Vice-President Henry A. Wallace. It reads:

"It is recognized that many municipal workers would find it a distinct hardship to leave their municipalities to report for duty in a Federal position in Washington, or some other city. The suggestion implied in your letter that existing staffs and facilities might be used through some type of contractual relationship whereby a federal agency contract with a municipality for the performance of certain specific engineering work much as it might contract with a consulting engineering firm, might be a partial solution to the problem."

## RETIRED These City Employees Leaving

The following city employees will retire this month, effective the dates shown:

- March 1**  
John F. O'Callaghan, Clerk, Board of Transportation.  
Marie A. Kiernan, Clerk, Housing and Buildings.  
Joseph J. Carroll, Foreman, President, The Bronx.  
Catherine Smith, Typist, County Clerk, Queens County.  
John B. Brennan, Clerk, County Clerk, New York County.  
Louis Gans, Elevator Operator, Public Works.  
Thomas F. Darcy, Court Stenographer, County Court, King's County.  
William R. Fralick, Inspector of Iron and Steel Construction, Housing and Buildings.  
Frank O'Brien, Auto Engineman, Public Works.  
Francis X. Martin, Examining In-  
(Continued on Page Nineteen)

## PAY RAISES

### Budget Director Won't Talk

"There's no statement to be made about the possibility of any pay increases for anybody. You'll have to wait until we get the budget worked out by April 1."

Thus, Budget Director Kenneth Dayton this week in reply to a direct question seeking to determine just what municipal workers are going to get a pay boost, if any.

The Budget Director's troubles were increased by the refusal of most city departments to make budgetary reductions.

Floyd Stickle, representing city employees in the A. F. of L., said his group is "still trying to arrange for a conference with the Mayor. "We'd like to get an opinion from him as to what he intends to do about all these protests," he said.

In the meantime, members of organizations throughout the city continued their relentless post card and personal appeal campaign. Noon-hour delegations of the SCWMA this week are visiting each of the borough presidents' offices to make personal appeals for pay increases.

The SCWMA will start legal action to force the city to pay employees for working on Lincoln's and Washington's birthdays. Employees have in many instances signed for their checks "under protest." Action is to be taken, it is expected, as soon as the next pay check is received.

### Prevailing Pay Battle On Anew

Out of the fire into the fire. No sooner was the prevailing pay scale for some 750 Civil Service asphalt workers in the city established, boosting their total annual payroll \$430,000, than Budget Director Kenneth Dayton, presumably with the o.k. of the Mayor, this week called upon department heads to curtail the 40-hour work week to 28 hours for per diem workers benefitting by the new prevailing wage rate. In Brooklyn, a 21-hour week was instituted, in fact.

The result? The per diem workers, according to Henry Feinstein, general organizer for the Hodcarriers' Building and Common Laborers', now acting for the newly chartered Municipal Asphalt Employees Union, 1022, now stand to lose not only all

(Continued on page Eighteen)

## City Civil Service News Briefs

At its meeting last week the Civil Service Commission okayed the holding of a special promotion exam to motorman for **Thomas J. Curley**. . . Curley was unable to show up for the last test because of an injury received in the line of duty . . . granted the request of **Peter Mullin** that his name be removed from the list of persons disqualified for city employment . . . removed provisionals **Robert Moore** and **William Egerer** from employment as bus maintainer (NYC Transit System) and elevator operator (Hospitals) respectively . . . gave **Leo Goldstein**, a provisional deputy sheriff, another chance to show cause why his employment should not be ended immediately . . . marked **Oscar Ruoff** (qualified) as a wiper in the transit system . . . decided that **Robert Gettleman** should be allowed to remain on the eligible list for electrical inspector and that he should receive all certifications accruing from that list . . . approved previous decisions of the Commission rating **Thomas J. Hart** and **John J. McWeeny** not qualified for employment as trainmen . . . Hart lacked the required service, McWeeny citizenship . . . okayed the request of the office of the Borough President of Manhattan to hire the firm of **Parsons, Klapp, Brinckerhoff** and **Douglas** as consulting engineer in connection with the Battery Park underpass at \$50 a day because no eligible list exists for this type of consulting engineering work . . . okayed the promotion of **Anthony Pisani** to the position of pharmacist in the Department of Hospitals at \$1,500 per annum, effective February 1 . . . reserved decision on the status of **Steve L. Fiesor**, fire eligible . . . decided to summon **Wacely Zelteck**, armature oiler, and **Daniel Diamond**, watchman in the IRT, for further investigation . . . declared the eligible list for supervising air traffic control operator appropriate for air traffic control operator when the latter list becomes exhausted . . . okayed the extended leave of absence of housing assistant **Clara Rosenberg** until May 18 . . . okayed the continued temporary employment of **Jack H. Thorne**, **Bernard Brodsky** and **Morris Weisenthal** as grade one clerks in the Triborough Bridge Authority at \$900 per year for a period of six months beginning with St. Patrick's Day . . . declared the list for auto mechanic appropriate for jobs as maintenance man (auto parts) at \$1,620 a year in the Department of Docks

## BULLETIN BOARD

All civil service organizations are invited to send notices of meetings and other events. Material should be in the LEADER office by Friday preceding the date of issue. Address Bulletin Board, Civil Service LEADER, 97 Duane Street, New York City.

**AUTO ENGINEMEN**  
The Auto Enginemen Eligibles Association meets at the Rand School, 7 East 15th Street, on Tuesday, March 3, at 8 p.m. Legal counsel for the eligibles, Mr. S. Spiegel, will be present to outline his program of action.

**ASS'N. OF COMPETITIVE EMPLOYEES PLAN DANCE**  
The Association of Competitive Employees of the Department of Sanitation has completed all arrangements for its annual entertainment and dance to be held in the Grand Ballroom of the Hotel Edison, 46th Street off Broadway, Saturday evening, April 11. This event which, last year, was big in the sanitation social season, has been arranged by Fred Miller, Chairman of the Entertainment Committee. Mr. Miller is being aided by Dominick Todaro, James Bancone, Thomas Feeney, Patrick Rohan, Albert Gredan, and also by the Executive Committee, consisting of President George Torre, Charles A. Reinhard, Herbert S. Bauch, Clayton R. Bayles, Marie McShane, Thomas McQueeney,

Frank Del Casino, Elisha Chapin, and Peter Daum.

**CATHOLIC GUILD, PARK DEPT. EMPLOYEES**  
The Catholic Guild of Park Department Employees will hold its fourth annual Communion breakfast on Sunday, March 22, at the Hotel Commodore. Mass is at 9 a.m., at St. Patrick's Cathedral.

**CIVIL SERVICE MACHINISTS**  
The Brotherhood of Certified Civil Service Machinists and Helpers will hold its next regular meeting at Germania Hall, on Friday, March 6, at 8 p. m. Germania Hall is at 130 Third Avenue, between 15th and 16th Streets.

**LODGE 36, A.F.G.E.**  
On Saturday evening, March 14, Lodge No. 36, chartered under the American Federation of Government Employees, A. F. of L., will hold its annual entertainment and dance at the Palm Garden, 52nd Street and 8th Avenue. Tickets are priced at \$1.10. They may be obtained from Benjamin Gold,

president of the lodge, at Room 3008, 21 West Street, New York City. The entertainment committee is headed by Louis Wolfson. Lodge 36 consists of civilian employees of the Navy Department's Third Naval District offices.

**ST. GEORGE ASSOCIATION, DEPT. OF WELFARE**  
The St. George Association of The Department of Welfare held its monthly meeting Monday, March 2, at the Baptist Tabernacle, 162 Second Avenue, New York City, at 7 p. m. A movie travelog was one of the events.

**PRISON GUARD ELIGIBLES**  
Thursday night, March 5, at 8 p.m., is the time for all State prison guard eligibles to attend a meeting at the Jacob Riis House 48 Henry Street. Big subject to be discussed at the meeting is establishment of a training course to fit those who have applied for the New York City conductor's exam.

**FIRE ELIGIBLES**  
A general meeting of the Fire Eligibles Association is scheduled for Friday evening, March 20, at the Washington Irving High School, 16th Street and Irving Place.  
(Additional Bulletin Board items on page 16).

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LISTS

Sheriff to Choose A Keeper

Sixty eligibles on the fireman list, seven on the patrolman list, and one on the special patrolman (second) list were certified by the Civil Service Commission this week to fill a vacancy as keeper in the recently-reorganized office of the Sheriff.

Fire eligibles offered this job will be informed that acceptance will remove their names from the fireman list for a period of one year. Eligibles who have already been appointed to positions as special patrolman, conductor and railroad clerk in the Board of Transportation, correction officer in the Department of Correction, and aqueduct patrolman in the Board of Water Supply, will not be considered for the appointment.

Salary for the position of keeper which has not yet obtained budget approval, will be either \$1,769 or \$1,800. The highest lad reached on the fireman list for this certification was number 183, on the cop list, number 1,418.

Playground Gal Swimmers Wanted

"How would you like to go swimming?"

Soon, eligibles on the playground director (female) list will receive a letter from the Civil Service Commission asking this question. At its meeting last week, the Commission declared this list appropriate under the process of selective certification for the position of instructor of swimming, female, in the Department of Hospitals.

Previously, the Commission certified the policewomen list for this job. Only two policewomen eligibles took the qualifying swimming test and neither one of them passed. Maybe the playground directors will do better.

Supermen Sent To Water Board

Forty-seven more names on the superman list were sent over to the Board of Water Supply this week to fill jobs as guards on up-State reservoirs owned by the city. The highest eligible reached on this certification was number 3,563. Last week the Civil Service Commission certified the names of 259 supermen for these vacancies.

Watershed guards are paid \$125 per month by the Board of Water Supply. Appointments are made on a temporary basis.

The Housing Authority will fill four permanent jobs as laborer at \$1,200 from the sanitation man list. The Commission certified 36 boys, up to number 2,731 on the list, for these vacancies. Eligibles certified will be notified that their names will be removed from the sanitation man list for a period of one year and that in the future they will only be certified for positions paying \$1,500 a year or more.

Hospital List Nearly Exhausted

The names of 64 more men on the hospital helper list were sent over to the Department of Hospitals by the Civil Service Commission last week for employment. The highest eligible on the list certified was number 1,411. This leaves only 14 more men on the list yet to be offered jobs.

The vacancies in the Department of Hospitals are for permanent jobs. Some of these jobs, although permanent, are for part-time. Part-time employees are paid \$360 a year. Full time hospital helpers receive \$480 a year, plus their room and meals.

Subway Helpers In Three Depts.

The ABCD boys are in demand again.

The Board of Transportation, Hunter College and the Department of Hospitals received names of eligibles on the four main-

tainer's helpers lists from the Civil Service Commission this week.

Certified by the Commission to fill eight temporary jobs in the subway system at 63 cents per hour were the names of 24 eligibles on the maintainer's D list. Highest lad reached was number 254 on the list. Twelve names on the C list were sent over to Hunter College to fill one permanent job as a maintenance man at \$1,500 a year.

Most active of the four lists was the A group. Ninety-three eligibles, up to number 460, were certified to the Board of Transportation for permanent 63 cents per hour jobs at the title for which they were examined, maintainer's helpers group A. In addition eligibles on this list were also certified to the Department of Hospitals for jobs as maintenance men. Also sent over to the Hospitals Department were 33 names on the group B list. Highest reached was the lad whose number is 1170 on the register. Wages in this department are \$720 a year with maintenance or \$960 without maintenance.

Jobs Filled In Register's Office

Four lists were certified by the Civil Service Commission last week to replace provisionals employed in the office of the Register. The lists included the preferred attendant, grade 1, list, and the open-competitive lists for clerk, grade 2, male and female, and porter.

Twenty-two eligibles on the clerk grade 2 (female) list were certified to fill one job as a clerk grade 1 (female) at \$840 a year. The names of 40 men on the corresponding male list were sent to replace provisionals employed as grade 1 clerks at \$840 per year.

One job as a cleaner at \$1,200 a year will be filled from among the names of 28 eligibles certified from the porter list. Highest number reached on the porter list was 984. A total of 19 names on the preferred list for attendant grade 1 was forwarded to City Register Henry W. Ralph to fill a vacancy as attendant at \$1,200 a year.

Laundry Workers For Hospitals

The names of 63 eligibles on the laundry worker, male, list and 43 on the laundry worker, female, list were sent over to the Department of Hospitals by the Civil Service Commission last week. The vacancies in the hospitals for laundry workers are permanent. Salary is \$780 a year.

The highest number certified on the male list to fill these vacancies was 625, on the female list 1,060.

P.D. 3 (Special) List Is Active

Two temporary positions as investigators in the office of the Comptroller at \$1,800 and one in the Law Department at \$1,200 will be offered eligibles on the P. D. No. 3 (special) list this week.

Sixteen eligibles up to number 250 on the list were certified by the Civil Service Commission at the end of last week for the law vacancy and 18 eligibles up to number 222 on the register were certified to the Comptroller's office for the two higher-paying jobs.

In addition, the names of 15 eligibles, up to number 56 on the list, were certified to the Department of Markets to fill a vacancy as inspector of weights and measures, grade 2, at \$1,800 per annum.

Trainmaster Jobs

The first eight names on the newly promulgated list for trainmaster were certified by the Civil Service Commission last week to fill two vacancies at \$3,800 a year in the Board of Transportation. The names of the top men on this list, in the order of their standing, are Frank H. Simon, Charles W. Pelton, Peter T. Shadow, Albert E. Patterson, James F. Garvey, Thomas E. McCafferty, Robert J. Leach and James E. Lyston.

Your Chances for Appointment

IMPORTANT: PLEASE READ THIS

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

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

Table with columns: Title, Department, Salary, P.I., Latest No, List Expires. Lists various job categories like Able-Bodied Seaman, Accountant, Clerk, etc.

# TESTS

## How Many Filed For Which Tests

Forty-four thousand, five hundred and seventy candidates filed applications for 11 open-competitive New York City Civil Service tests in February. Most popular of the examinations are the conductor test, which attracted 33,816 men, the trackman exam which drew 7,623 candidates, and the telephone operator examination, for which 1,735 women filed.

Two thousand, eight hundred and twenty-four city employees took advantage of the wider eligibility requirements to file for the clerk, grade 2, promotion test. The exact number of applications received by the Civil Service Commission for the 11 open-competitive and the 16 promotion exams follows:

Open Competitive	
Audit Manager	15
Blacksmith	60
Bus Maintainer, Group B	896
Conductor	33,816
Director of the Division of Building Management and Procurement	29
Foreman, Furniture Maintainer	49
Junior Civil Engineer	253
Mechanical Engineer (Salary)	14
Senior Accountant (Methods)	90
Telephone Operator, Grade 1 (Women)	1,725
Trackman	7,623
Promotion	
Assistant Station Supervisor	360
Assistant Train Dispatcher	125
Clerk, Grade 2	2,824
Conductor	298
Deputy Warden	38
Director of Housing Publicity	1
Electrical Engineering Draftsman	1
Foreman (Electrical Power)	127
Maintainer's Helper, Group B	304
Power Maintainer, Group A	114
Sergeant on Aqueduct	80
Signal Maintainer, Group B	146
Special Patrolman, Grade 2	383
Stenographer, Grade 2	873
Train Dispatcher	73
Warden	6

**January Saw Large Filing**  
February was the second month in which an unusually large amount of Civil Service applicants filed for city tests. In January, 50,893 New Yorkers deposited application blanks for 11 open-competitive and four promotion tests. Of these, 49,242 filed for the open-competitive tests and 1,593 for the promotion exams.

The complete number of applications filed for all of the examinations open in January follow:

Open Competitive	
Assistant Buildings Manager	
Housing Authority	219
Assist. Mechanical Engineer	56
Chief of Project Planning	
Housing Authority	20
Clerk, Grade 1	31,644
Inspector of Live Poultry	126
Marine Engineer	10
Occupational Aide	33
Office Appliance Operator (Burroughs Accounting or Bookkeeping Machine)	255
Psychologist	81
Senior Chemist	21
Typist, Grade 1	16,744
Promotion	
General Foreman, Grade 4 (President of Manhattan)	6
Law Assistant, Grade 2 (Law Department)	47
Senior Chemist	6
Stenographer, Grade 3	1,534

## Subway Conductor On The Job

A large number of those who have filed for the coming New York City conductor test have asked **THE LEADER** to describe the duties of the position. This is the first of two articles on what a New York City subway conductor does for a living.

"Watch the doors, please!"  
Conductor candidates who are confident of passing the test might as well start practicing the familiar cry of the platform-man now. As soon as they are appointed, the shouting of this phrase in what the Board of Transportation officially describes "a carrying voice" will be one of their principal duties for some time.

Contrary to popular opinion, newly appointed conductors in New York's subways do not work on trains. The first assignment of conductors is to platform duty at wages of 65 cents per hour. After one year on the platform, conductors receive a three-cent per hour increase in salary. The next salary increase does not come until they are actually assigned to trains.

**What Else Does He Do?**  
And what does a platform man do besides shout "Watch the doors, please!"

According to the Board of Transportation, conductors assigned to platform duty are required to:

1. Render assistance needed to maintain scheduled movement of trains.
2. Take whatever action is necessary to maintain order.
3. Guard passengers against accident or annoyance.
4. Announce in a carrying voice the destination of approaching trains.
5. Stand at car doors when trains stop and see that passengers enter and disembark from trains as rapidly as possible, consistent with safety.
6. Give the proper signal when the doors are clear and ready to be closed.
7. Just before the doors are about to close, announce in a carrying voice, "Watch the doors, please!"
8. Carefully watch car doors when closing, to prevent passengers being struck or clothing or packages being caught by same.
9. Prevent anyone from entering on or crossing the tracks from one platform to another, or entering on the catwalk between stations, unless he be an official of the railroad or an employee in the discharge of his duties or a person with a special permit.
10. Perform such other duties as the assistant general superintendent may direct within the qualifications of his position.

### What He Isn't

The popular conception of the platform man is the big burly individual who mercilessly shoves humans into an already jammed subway car. Most people think of him as an exemployee of a canning factory who is accustomed to squeezing the last ounce of sardine into the tin.

Actually, the conductor assigned to platform duty is a person with a high regard for the resilience of human flesh. In many cases he is not burly at all; more often than not he has just been able to meet the minimum height requirements of five feet six inches. He has been taught that the most important part of his job is the safety of the subway passengers. His superiors have also impressed upon him the need for courtesy at all times.

If, however, he is assigned to platform duty on the Grand Central station during rush hour and he sees thousands of persons trying to squeeze into one car while the train is waiting to complete its downtown dash, he may be excused for a little necessary pushing and tugging. For, doesn't rule one specifically say that he must "render assistance needed to maintain scheduled movement of trains?"

Now turn to page 11 for study material to help you in the coming test.

## Fire Eligibles Report for Tests

Fire eligibles are reporting for conditional medical examinations at the rate of 20 to 25 a week. Paul M. Brennan, director of the physical and medical bureau stated, "Approximately 700 boys on the list, who were rejected for slight medical deficiencies, must be examined before they can qualify for appointment."

The deadline for medical conditional tests is Wednesday, June 24. However, a large number of those rejected conditionally have been drafted or have enlisted in the armed forces. Although the military regulations of the Commission have been revoked, it is still the intention of the Commission to give the eligibles every test for which they are entitled.

## Coming NYC Promotion Tests

Promotion examinations for clerk, grade 3 and clerk, grade 4, are still on the schedule, although the requirements have not yet been announced by the Civil Service Commission. Other promotion tests for city employees which have been ordered, but not yet announced are:

- Asphalt Foreman (Office of Borough President of the Bronx).
- Asphalt Foreman (Office of Borough President of Richmond).
- Assistant Foreman (Lighting), IND Division, N. Y. C. Transit System.
- Assistant Supervisor (Electrical Power), IND Division, N. Y. C. Transit System.
- Barber (Department of Hospitals).
- Buildings Manager (New York City Housing Authority).
- Chief Engineer of Water Supply (Dept. of Water Supply, Gas and Electricity).
- Examiner, Grade 4 (Law Dept.).
- Examiner, Grade 4, (Comptroller's

- Office).
- Fireman (Department of Hospitals).
- Captain (Police Department).
- Foreman of Porters (Department of Public Works).
- Inspector of Combustibles, Grade 3 (Fire Department).
- Inspector of Fire Prevention, Grade 3, (Fire Department).
- Junior Civil Service Examiner (Civil Service Commission).
- Machinist's Helper (Department of Sanitation and Borough President of Manhattan).
- Pilot, Fire Department.
- Road Car Inspector, IND Division, N. Y. C. Transit System.
- Supervisor, Grade 3 (Financial Investigation).
- Washer (Department of Hospitals).

Full requirements for all of these exams will be published in **THE LEADER** as soon as they are announced by the Civil Service Commission.

## Plenty of Time, Says Commission

The Civil Service Commission, at its meeting last week, dismissed complaints made by candidates for the promotion tests to assistant supervisor, grade 2, and assistant supervisor, grade 3, on the administration of the examination in George Washington High School, last May 24.

Some of the candidates taking the exam in room 210 charged that they were given insufficient time to complete their papers because they were asked for additional fingerprints after the examination had started. Investigation by the Civil Service Commission showed that the candidates had been allotted all the time required. In addition, the investigators found that some of the candidates in this room were noisy and undisciplined.

# PROMOTION

## Important Hearing For Employees

### Promotions and Wide Use of the Lists

A public hearing on two amendments to the civil service rules of tremendous importance to employees and eligibles will be held in the offices of the Municipal Civil Service Commission, 299 Broadway, Wednesday, March 4. The first amendment, if adopted, will greatly increase promotion opportunities for employees. The second, if passed, would permit the city to make use of Federal and State eligible lists. In order to become law, both amendments must be passed by the Civil Service Commission, approved by the Mayor, and then adopted by the State Civil Service Commission.

The first amendment would widen promotion chances for about 25,000 city employees by reducing to six months the time required for admittance to a promotion exam. The amendment would affect employees in the following services: clerical, ferry, inspection, legal, prison, attendance, and medical. Offered as a change to rule V, Section 10, paragraphs 6, 7, 8, 9, 10, 11, and 12 of the Civil Service Commission's rules and regulations the amendment reads as follows:

"Eligibility for promotion shall be limited to permanent employees who have served in the eligible title or titles for not less than

six consecutive months immediately preceding the examination in the department, office, or institution for which the examination is held, provided that nothing herein contained shall prevent the Commission from fixing longer periods of service for promotion, when such longer periods may best serve the public interest."

The proposed amendment to paragraph 6 of section 7 rule V of the Commission's rules and regulations reads as follows:

"6. Where no city eligible list exists to fill a vacancy or vacancies and an appropriate eligible list of the New York State or United States Civil Service Commissions is made available to the Commission, the Commission may certify such list to fill the vacancy or vacancies in order from among the eligibles thereon residing in the City of New York."

The hearing on this amendment will be held at 3 p.m. The hearing on the promotion amendment will be held at 3:30 p.m.

### FIRE ELIGIBLES ELECT OFFICERS

Newly-elected officers of the Fire Eligibles Association are Philip Levy, president; Donald Savage, first vice-president; J. Higgins, second vice-president; Henry Gartland, Jr., treasurer; Seymour Schoichet, secretary; Henry Scheirenbeck, corresponding secretary. The executive committee consist of Peter Roman, James O'Reilly, Al Ferris, James Butler, Jerry Feldman, R. McCarthy, Jr., John Carmody, W. J. Ryan.

Buy **THE LEADER** every Tuesday, for complete, impartial, well-written civil service news coverage.

# CONDUCTOR

Applications closed. Approximately 35,000 candidates have filed for this examination. This means that competition will be keen and only those who avail themselves of specialized MENTAL AND PHYSICAL PREPARATION can hope to pass an examination of this type within the range of appointment.

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# FINGERPRINT TECHNICIAN

Examination ordered. Class forms Tuesday, March 3, at 8 p.m.

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# CLERK — GRADE 1 TYPIST — GRADE 1

### MALE & FEMALE

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

## CARD PUNCH OPERATOR

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

## MOTOR VEHICLE INSPECTOR (Bus)

Entrance salary \$2,400 per annum. Class meets FRIDAY at 8:30 p.m.

## POST OFFICE CLERK-CARRIER — RAILWAY POSTAL CLERK

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

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# CIVIL SERVICE IN NEW YORK STATE

## PROBE

### Two Groups Attack Civil Service Body No Evidence Presented

ALBANY. — Support for his proposed legislative investigation of the State Civil Service Department has been received by Assemblyman Fred S. Hollowell, Yates Republican, from two new sources — the National Lawyers' Guild and Edwin F. Jaecle, Republican State Chairman.

Encouraged by these and other evidences of wide interest in his proposal, Mr. Hollowell stated this week that not only does he expect favorable legislative action on his resolution—but that he intends to amend it to permit the investigation of municipal civil service commissions as well.

Politics entered the situation when Jaecle, in his Albany speech last week, made pointed reference to the Hollowell proposal in these words: "All of the investigations which the Legislature might undertake . . . would never correct the offensive disregard for the public interest exhibited from day to day by those whom the Governor has placed in charge of vital public functions such as the notorious Public Service Commission, the State Liquor Authority, and the Civil Service Commission.

In its appeal to Assemblyman Hollowell and Moffat to push the inquiry, the Lawyers Guild suggests that the investigation be broadened to delve into appointment and retention of provisional appointees; how much the State Civil Service Commission violates its own rules; practices covering exempt and non-competitive classes; delays in announcing exams, in rating, in promulgating and using eligible lists; extent of political interference; discrimination favoring certain groups in drafting requirements for exams; and failure to give adequate notice of the Commission's actions and determinations. The Guild presented no evidence to substantiate its request for action.

## Lehman Asks Bonus and Career Law For State Institutional Employees

ALBANY — Governor Lehman stands ready to approve legislation providing both a pay bonus and Feld-Hamilton salary increments for more than 21,000 employees in state institutions.

He said as much in a message to the Legislature urging swift adoption of the necessary legislation. His proposal calls for payment of \$72 in the form of a bonus this year, over and above time-service. Then on July 1, 1943, all of the employees not now under Feld-Hamilton will move into classified, grade jobs where they will be assured of annual staffs.

salary increases exceeding in five years what they are able to earn now in 20 years.

### Liberal Proposal

The Governor's proposal was even more liberal than that advanced by representatives of the employees themselves. They had asked for a \$100 flat increase this year but were willing to waive time service increments. Now they get both. That is as soon as the Legislature passes the necessary three or four bills. These will be enacted within a few weeks, it is expected, two already having passed the Assembly.

It is probable that the \$72 bonus for this year will be included in

the legislative supplemental bill, usually passed the last day of the session—which is now scheduled to terminate late in March.

The Governor in his message on the increments for the institution employees said flatly that he disapproves any general pay raise legislation this year. This was taken to indicate his intention of vetoing any such measure passed by the Legislature. In spite of this, however, the GOP leaders said they are proceeding to draft a pay increase bill for employees in the lower brackets, based upon a cost of living formula. What strategy they may use to circumvent an executive veto was not disclosed.

## Where Do I Stand?

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

Junior Clerk		
P-New York-\$900	2,465	\$2.675
P-Albany-\$900	6,877	77.40
T-New York-\$900	6,856	77.75
T-Albany-\$900	6,347	78.75
Junior Stenographer		
P-New York-\$900	1,969	\$2.20
T-New York-\$900	2,345	78.00
Junior Typist		
P-New York-\$900	1,878	\$5.20
P-Albany-\$900	3,333	78.80
T-New York-\$900	3,393	76.60
T-Albany-\$900	2,504	83.22
Assistant File Clerk		
P-New York-\$1,200	243	\$8.20
P-New York-\$900	611	\$6.70
P-Albany-\$1,200	638	\$6.70
P-Albany-\$900	2,401	\$3.50
T-New York-\$1,200	459	\$7.30
T-Albany-\$1,200	1,250	\$5.30
T-Albany-\$900	3,641	\$2.20

## NEW BILLS

### Civil Service And Politics

#### New Measure Seeks To Divorce Them

State Senator Seymour Halpern, Richmond Hill Republican, this week introduced a bill in the Legislature barring "pernicious political activity" by civil service commissioners as well as their staffs.

"The bill," said Senator Halpern, "is for the protection of members of the Civil Service Commission and their staff; it also would maintain confidence in the nonpartisanship and impartiality of civil service agencies."

**Civil Service Out of Politics**  
He added it is "now highly desirable" that civil service be kept out of politics, especially in view of the creation of many new county and municipal commissions throughout the State.

He said his bill would "save the Commission from being used as a public pawn. The public will always be suspicious of a Civil Service Commission," he said, "if it is not restricted from engaging in political activities."

A similar bill, introduced last year, failed of passage. In the federal sphere, a bill exists prohibiting political activity by U. S. employees. It's known as the Hatch Act.

### Enlist in Reserve, Get Pay Difference

ALBANY. — Payment of the wage differential to public employees entering the military or naval service will be pegged as of the effective date of the Brees bill which has passed the Assembly and probably will roll through the Senate this week or next.

The measure, which passed unanimously in the Assembly without a word of debate, does two things: it guarantees continuation of the differential for all presently covered; it will stop the differential for all those who aren't in one of the reserve corps branches by the time the Governor signs the bill, enacting it into law. That may be three weeks or a month, depending upon the speed of the Legislature. Enlistment is still open in the

## Act of Bravery

ALBANY.—Seated on a bed in a dormitory in the New York State Vocational Institution at West Coxsackie after the evening meal on Tuesday, last week, four inmates, all parole violators, cut a deck of cards to determine which of them should assault the guard on duty and secure his keys, in an attempt to escape. One of them, who had a piece of iron pipe concealed in his clothing, drew a deuce.

Guard Giglio Rosa was on duty at the time and the inmate who had drawn the deuce asked him to turn on the radio in the recreation room. As Rosa complied with the request he was struck on the head with the pipe. In the confusion which resulted, inmates of the dormitory rushed to the scene, some of whom went to the guard's assistance.

Meanwhile, Guard Richard C. Roarke, his attention attracted by the noise, armed himself with a club, entered the

dormitory, turned in a fire alarm, and went to Rosa's rescue. The Advanced Training Class of guards, in session in another part of the institution, and Superintendent Donald D. Scarborough who was in his office, heard the fire alarm, hurried to the dormitory and found that Roarke had the situation under control.

Officer Rosa suffered head lacerations and was taken to Memorial Hospital in Catskill.

Commissioner John A. Lyons called Officer Roarke to Albany and personally commended him for his good judgment, timely action and courage in the face of overwhelming odds. Roarke was a guard at Auburn Prison before being transferred to West Coxsackie, and prior to that, had been an officer on the Troy police force.

No government employee can afford to miss The LEADER'S unique news-coverage, from the three great centers of government news — Washington, New York City, Albany.

## PAY RAISES

### To Provisionals

ALBANY. — Attorney General Bennett has ruled in a formal opinion to officials of Mental Hygiene Department that salary increases for employees of the institutions apply to provisional and temporary employees.

## Play Ball!

Employees of the State Department of Social Welfare are interested in organizing a State Civil Service softball league among the staffs of State agencies in Albany.

Charles J. Terenzini of the Social Welfare Department, 112 State Street, Albany, who seeks to organize such a league, hopes that softball players in all State departments will be interested in establishing a State employees' athletic league. Mr. Terenzini can be reached by mail at the Social Welfare Department or by telephone, Albany 3-5571, extension 58.

It is planned to form an eight-team league. Immediately when a sufficient number of player-candidates respond, a meeting will be called to plan the organization of the league.

Naval Reserve and the Marine Corps Reserve. Under terms of the Brees bill, and Section 245 of the Military Law, civil employees getting into those branches only between now and the effective date of the Brees act, will get their public pay, less their military compensation, for the duration of the war.

It is estimated that the present law, which the Brees measure seeks to terminate as to future enlistments, is costing the State about \$700,000 a year; may go to \$1,000,000 a year. Local units of government, counties, cities and villages, are similarly covered.

## TESTS

### For Counties

Promotion exams for three separate State departments, three county offices and open-competitive tests for four county offices were announced by the State Civil Service Commission this week. The titles of the examinations are:

- Promotion**  
5055. Assistant File Clerk, Albany office, Insurance Department. File by March 14.  
5054. Assistant Stenographer, Department of State. File by March 14.  
5055. Harness Racing Supervisor, Division of State Harness Racing. File by March 14.  
5057. County Superintendent of Highways, Albany County. File by March 12.  
5056. Claims Clerk, Department of Public Welfare, Steuben County. File by March 14.  
5059. Sergeant, Department of Police, Village of Scarsdale, Westchester County. File by March 14.

- Open-Competitive**  
4073. Public Health Nurse, Suffolk County. Open to legal residents of Suffolk County only. File by March 13.  
4008. Case Supervisor, Department of Public Welfare, Livingston County. Open only to legal residents of Livingston County. File by March 13.  
4064. County Superintendent of Highways, Chautauqua County. Open only to legal residents of Chautauqua County. File by March 14.  
4072. County Superintendent of Highways, Hamilton County. Open only to legal residents of Hamilton County. File by March 14.

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# DEFENSE NEWS

A SPECIAL SECTION OF THE CIVIL SERVICE LEADER

## Survey of New York City Labor Market

The LEADER from time to time intends to carry a compact review of the labor market in New York City and New York State. Below is the first of these surveys covering New York City alone. This information will be extremely valuable to persons seeking training and to others.

**Shipyards**  
While habitual shortages in skilled occupations have remained unchanged, there is an oversupply of unskilled labor, including plate shop riggers, pipe fitters, boat builders and machinists' helpers.

**Ordnance**  
Plants are finding it difficult to procure highly skilled precision machine-tool operators, machinists, tool and gauge makers, precision parts inspectors, precision assemblers and set-up men—especially automatic screw machine set-up men.  
**Machine Tools and Machine Shops**  
Twelve plants recently visited indicate they intend to increase their forces substantially. Bulk of demands for men in machine-shop and related occupations. Machinists, toolmakers, die sinkers and setters are required.

**Building and Construction**  
Highly skilled marine designers & draftsmen are needed at new naval and aircraft bases. Otherwise, there are excess supplies of construction

labor, particularly in occupations in heavy construction (except marine), electrical contracting, roofing, wrecking and demolition work, installation of machinery and equipment, etc.

**Apparel and Textile-Mill Products**  
Upswing in job openings is continuing after customary "slack season." Small number of skilled machine operators on hand, as usual.

**Retail and Wholesale Trade**  
Demand of retail stores on wholesalers for supplies is picking up because of priorities regulations. A large number of automobile salesmen has joined the unemployed ranks as a result of stoppage of car production.

**Service Industries**  
**Food and Kindred Products**  
Hand chocolate dippers, fancy confection packers, casing selectors and other food processors and packers are in demand.

**Chemicals and Allied Products**  
Cosmetics, printing ink, refrigerant chemicals, shoe polish and glue manufacturers have had to cut personnel because of priorities blow. Soap manufacturers have received sizable defense contracts but haven't acquired additional staff. Paint and varnish manufacturers contemplate reductions in staff if materials aren't forthcoming.

**Transportation**  
Qualified gas station attendants aren't much in demand, but skilled auto mechanics fall into the opposite category, with demands for their services from other sources. Truck drivers are also in demand. In water transportation, shortages of experienced seamen are noted. White collar workers in steamship industries are hard hit because many passenger lines have discontinued business and turned ships over to government. Supply

of dock workers and longshoremen is seen adequate.

**Paper, Printing and Allied Products**  
Priorities have hit all workers here.

**Lumber and Timber Products**  
Lack of material has dislocated much of the personnel. Shortage of furniture workers is reported, too.

**Aviation**  
Constant demand for experienced aircraft workers in all classifications.

**Clerical**  
Need for stenographers and typists still exists.

## WANTED!

### WOMEN AS INSPECTORS ASSEMBLERS

IN AIRPLANE FACTORIES AND OTHER DEFENSE INDUSTRIES  
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Short Practical Day and Night Courses

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1834 BROADWAY (at 60th St.) Circle 6-2423



The art of gas and electric welding (so vital in airplane manufacture) is today's number one item in war production. Here's an example of how it's done by one student in Citizens' Prep. Center, where M. M. Mac Schwebel, president, sees that pupils are trained properly.

## Become a Draftsman Help Win the War

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. The work is clean and fascinating, the pay exceptionally high. No prospect of unemployment after victory has been achieved because draftsmen will then be required to help restore our nation to a peace-time basis. A post card with your name and address plainly written will bring you full information about how we train you quickly for the interesting and lucrative profession of drafting.

### National Training Corp.

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General Motors Bldg.  
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Terms. State Licensed. Booklet 'L'  
**SMITH SCHOOL OF WELDING**  
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## List of Occupational Skills Sought in War Industries

The United States Employment Service has compiled a check list

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TOOL and DIE MAKING  
INSTRUMENT MAKING**  
Courses 3 to 12 Weeks  
Expert Individual Instruction  
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— We employ no solicitors —  
**METROPOLITAN TECHNICAL  
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260 W. 41st St., L.Ongore 3-2180  
Licensed by State of New York

of the skills now in demand in the war effort. Persons qualified and willing to accept jobs at these occupations, whatever work they are doing, should apply to the Employment Service at once. Look up the address of the nearest branch of the U. S. Employment Service in the phone book.

#### OCCUPATION

Airplane Coverer	Repairman
Airplane Mechanic	Engineer
Airplane Wood-	Professional
worker	Engraver
Armorer	Estimator
Asbestos Worker	Explosives
Assembler (Metal)	Operator
Babbitter	Fabric Worker
Bakelite Mixer	Filer
Band Sawyer	Fox-Lathe Opera-
Barrel Chamberer	tor-Watch Mfg.
Barrel Driller	Fuselage-Frame
Barrel Polisher	Builder
Barrel Reamer	Gear Cutter
Barrel Rifler	Glass Blower
Bending-Roll	Grinder Operator
Operator	Precision
Bessemer-Con-	Gunsmith
verter-Blower	Hammersmith
Beverly, Eye	Hardener
Glasses	Heat Treater
Blacksmith	Hoisting Engi-
Boilermaker	neering-Machin-
Boring-Machine	Operator
Operator	Hot-Mill Engineer
Boring-Mill	Hydraulic Press
Operator	Operator
Cable-Splicer	Inspector (tool-,
Calker	ship, metal,
Canvas Worker	aircraft)
Carpenter	Instrument Maker
Chemist	Instrument
Coremaker	Repairman
Crane Operator	Jig-Boring-
Detailer	Machine Oper.
Die Assembler	Lay-Out Man
Die Designer	(Sheet Metal)
Die Maker	Lead Burner
Die Setter	Lens Grinder
Dishing-Machine	Lens Polisher
Operator	Eye Glasses
Dope Mixer	Lineman
Doper	Loftman
Draftsman	Machinist
Drill-Press	Machine Set-Up
Operator	Man
Drop-Hammer	Magnet Winder
Operator	Maintenance
Electrician	Mechanic
Electric-Motor	Melter

(Continued on Page Nineteen)

## WELDERS

### NEEDED TO HELP U. S. WIN

Get into Defense Training NOW and do your share for National Defense. Our intensive individual training qualifies you for private or Government welding jobs in AIRCRAFT-SHIPYARDS-TANK BUILDING-MACHINE SHOPS-PLANT CONSTRUCTION! GAS AND ELECTRIC WELDING under Supervision of WELDING EXPERTS. • TERMS ARRANGED. You can have as long as 12 months to Pay! Phone, write, visit TODAY. Come in for free Aptitude Test.

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for DEFENSE**  
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# '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.)

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

**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.)

**Piping Draftsmen**—Experienced on drafting and detailing of piping sections 2 to 10 inches. All low-pressure work. (Ask for Mr. Pope.)

**Radio Draftsman**—With 2 years recent experience in detailing on transformers, relays, or any type of television or radio equipment. (Ask for Mr. Moore.)

**Tool Designer**—Recent experience on design of small tools. Must be citizen. (Ask for Mr. Pope.)

## 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.)

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

**Blacksmith**—Experience on Ingersoll Rand 1-ton hammer. Must be citizen. (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. Brae.)

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

**Enamellers**—Hand painters on novelty jewelry. (Ask for Miss Leshkovich.)

**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.)

**Experimental Machinist**—First class only. Experience on experimental work making scale models of machine parts or inventions from blueprints, sketch or sample. Must do own planning and set up all machine tools. Job with well known college \$2,000 per annum. (Ask for Mr. Dean.)

**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.)

**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 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. Dean.)

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

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

**Radio Wires (Male or Female)**—Must have transmitter or set manufacturing experience. Apply in person only. (Ask for Mr. Burnham.)

**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 close tolerances. (Ask for Mrs. Rafter.)

**Sheet Metal Workers**—Production experience. Must read blueprints and do layout work. Men with background in radio manufacturing. Must be citizen. (Ask for Mr. Kopf.)

**Stringers**—Female. Experienced bead stringers only. (Ask for Miss Leshkovich.)

**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.)

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

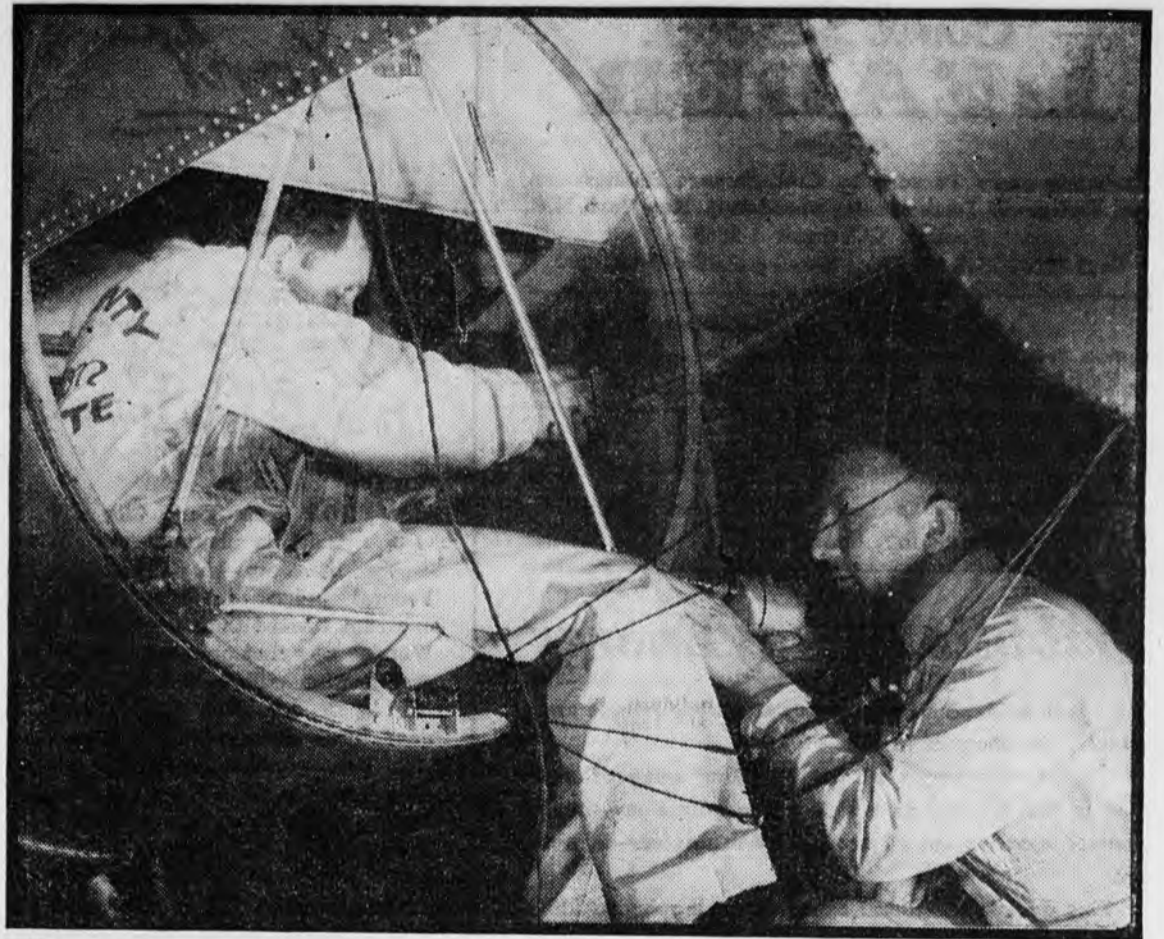
**Watchmaker**—Must have recent experience in repairing chronographs. No others need apply. Must be citizen. (Ask for Mr. Becker.)

**Welders**—First class arc 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. Brae.)

**Wires and Electric Hand Iron Solderers (Female)**—Must be experienced in radio set manufacture or similar field. Apply in person 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.)

**Wood Pattern Makers**—Must have recent experience in foundry work, jobbing shop pattern works or shipyards. Must have knowledge of shrinkage of materials and experience on machinery parts. (Ask for Mr. Cauldwell.)



These two young men are working on the assembly of an airplane. The photo was taken at the Delehanty Institute. One of the winners in The LEADER essay contest will receive such a course as a prize. The contest is an endeavor to find ways of increasing production.

## Enter the Leader's Essay Contest Now!

Training for a career that will help Uncle Sam win the war is offered by 6 New York City schools as prizes in the Civil Service LEADER Prize Essay Contest. Subject of the contest: "What Can I Do to Help in the Battle of Production?" The contest is open to men and women who are citizens and over 16. The essay should deal with individual problems and

should be about 500 words in length. All papers must be submitted before March 15.

The choice of the judges of the contest will be final. Judges include Lieutenant Governor Charles Poletti, Director of the United States Employment Service Richard C. Brockway and Chief Editorial Writer of the New York Daily Mirror Tex McCrary.

The winners of the contest will be entitled to take their choice of prizes in the order they rate. The prizes offered are as follows:

**Accounting Machines Institute**—Choice of course in (1) key punch operation; (2) tabulator course; (3) combination of both courses.

**Delehanty Institute**—Choice of course in (1) bench assembly and inspection; (2) aircraft production mechanic; (3) machine tool operator; (4) electric arc welder; (5) secretarial course; (6) various civil service courses.

(Continued on Page Fifteen)

It's easier to take an exam now than ever before.

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## Moving Pictures Train War Workers

A sound movie designed to train typists for more efficient operation of their machines has been produced by the Federal Security Agency, and copies will be made available to non-federal agencies and organizations that wish to purchase them.

Entitled, "Know Your Typewriter," the movie presents a number of techniques in typing, such as proper methods of inserting paper into a typewriter, setting the tabular keys, changing the ribbons, writing on small labels, the proper touch for operating a noiseless machine, touch control, and inserting an extra character. Available in black and white or in color, the movie is a three-reel, 16 mm. film. Anyone interested in securing a copy may write the Division of Personnel Supervision and Management, Training Section, Federal Security Agency, 1724 F Street, N.W., Washington, D. C.

The U. S. Office of Education is also producing movies which are designed to speed the training of workers in war industries. A series of fifty reels of film, "Text Books in Celluloid," has been planned and the first 18 have already been released. Forty films in the series will give detailed instruction in machine shop classes. The films will be reproduced in 16 mm. size and made available at low cost to defense training centers, vocational schools, and industries offering apprenticeship training.

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# Civil Service LEADER

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Tuesday, March 3, 1942

## Dribbling Away Energy

**W**E ALL admit this nation shouldn't dribble away its energies in time of war.

One example of the dribbling away of energies is the manner in which decentralization—moving Federal agencies out of crowded Washington—is working.

This week, two federal agencies are moving to Philadelphia. They're (1) the Immigration and Naturalization Service; (2) Securities and Exchange Commission.

One doesn't have to argue very much to prove that both these agencies belong in New York City, not Philadelphia. New York is the greatest shipping center in the country, the port of entry for most foreigners who have come here. And New York is the financial nerve-center of the nation. The men with whom the Securities and Exchange Commission must work are stationed in N.Y.C.

Nevertheless, these two agencies, which by their very nature belong here, are shunted off to Philadelphia, where they'll have to shuttle back and forth between Washington and New York in order to work out policies and maintain contact.

All agencies leaving Washington should come here. In the next issue of The LEADER, we'll tell you why it benefits everybody to make of New York City America's second capital.

## Cops, Firemen Treat A Problem Intelligently

**A**PPARENTLY stymied in their efforts to obtain pay adjustments from the city directly, New York City's cops and firemen have gone to the State Legislature, with a bill which would direct each community to provide an over-all 15 per cent increase to members of the force.

This is an intelligent way to approach the problem. The new bill, described in detail elsewhere in this issue, should receive the support of all Civil Service employees.

Incidentally, it now appears that 200 appointments to the police force are to be made. This still leaves New York City short the protection of over 700 men. Let's state our views again. (1) In time of war, the police force must be kept up to full strength at all times; (2) the Mayor should press for deferments to members of the force.

## letters

### Plan for U. S. Use Of State Engineers

Sir: Your footnote to our letter which you printed in The Civil Service LEADER of February 17, 1942, expressed some doubt as to the advisability of the Federal Government dealing with so many of the various States and municipalities instead of doing their engineering work with their own forces. Permit me to say that, due to the war emergency, the United States Government is letting out a vast volume of its technical work to private firms, aside from that which is being done in their own bureaus. Only a portion of such future contracts is what we want for our own departments so that they will not become disorganized and their forces scattered.

The plan suggested does not obligate the Federal Government to any agreement. It can choose to deal only with such Civil Ser-

vice agencies as may offer no red tape and can do the required work efficiently and at a minimum of cost. Our plan indicates a way by which many of the various municipal and State Civil Service departments may survive the lean years ahead and at the same time serve to provide our government in Washington with a great reservoir of technical talent to draw on if it chooses to do so.

S. B. ARISON.

### Wants City-wide Promotion

Sirs: It is generally recognized that the recent Cornehl Court Decision has adversely affected many civil service employees. As a result of this decision, the Municipal Civil Service Commission has instituted a policy of not making any appointments from a city-wide promotion list if there is an open-competitive list available. This policy is especially detrimental to those employed in small City departments, where the

# Don't

## Repeat This!



**A**TOP New York City official is planning to join the army—as a private... Federal judges don't contribute one cent toward their pensions... Wonder why that prominent police organization still uses letterheads listing as president an official dead these six months now?... The Pennsylvania Railroad pays New York City \$36,000 a year for the privilege of cutting off 32nd Street for two blocks to hold Penn Station... Copy of a Civil Service booklet sent to Wake Island was returned with the notation: "Your subscriber is among the missing"... The New York State Department of Labor has no figures available to show how much it costs for a single person to live in New York City.

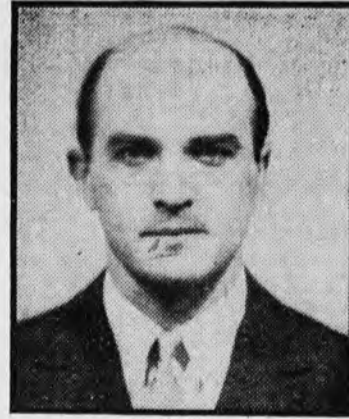
### Air Raid Warden Stuff

*A buxom middle-aged woman volunteered to act as "victim" in a first-aid class. Another lady, wearing a helmet to make it look realistic, bent over the "victim" to bandage her leg. The helmet fell off and gashed the "victim's" forehead. So they practiced bandaging heads instead... Then they carried the "victim" out to an ambulance, closed the ambulance door on her foot, fractured her ankle.*

### Ship News

The Normandie has spurred new research on how to fight ship fires... Machine tools that helped build the Monitor in the Civil War have been recruited for America's all-out war effort... No dictographs are permitted in the Correction Department, but officials don't know why not... Some N.Y. defense employers are still asking the U.S. Employment Service to give them draftsmen who are tall, blond, Aryan, from select schools—at \$30 a week... Commissioner Hodson, now in charge of emergency war measures for N.Y.C., will soon take to television... A man with a revolver but no uniform guards the application bureau at the U.S. Civil Service Commission at 641 Washington Street.

## Merit Men



**PAUL BOOCHEEVER** should have been a psychiatrist. Or an international diplomat. But, the peculiarities of man's fate being what they are, Paul Boocheever is engaged in prison work. At 32, he's New York City's youngest commissioner, holding the title of Second Deputy Commissioner in the Department of Correction. He came into the department eight years ago, aged 24. It was after LaGuardia's first campaign, in which he had taken an active role.

"What do you know about prison work?" asked the Mayor.

"Nothing," replied young Boocheever, who had just come into the world of hurly-burly politics from immersion in the rarities of international law.

"Fine," answered LaGuardia. "The job's yours."

Boocheever remained executive secretary of the department until New Year's Day, 1942, when he was promoted to his present position.

### Likes People

Perhaps the best index to Boocheever is his three-word estimate of himself in relation to his world: "I like people."

He likes them and gets along well with them. "Tough customers" are invariably sent to his office. The mother of a young man just sentenced to 20 years in prison approached him, hatred in her soul, her body knotted with the intensity of her turmoil. Boocheever represented "authority." When that woman left his office, she was relaxed and calm, able to face the imprisonment of her son with comparative objectivity.

"I try to get down to the core of what it is that's bothering people," he says.

### "Dilettante"

Boocheever has a wide-eyed curiosity about everything. He

calls himself a dilettante—a dabbler in many things. Perhaps that's an accurate description, except that he tends to go beneath the surface of the subjects which interest him. He used to be a member of the City Club "in the old days, when they had that fine old clubroom downstairs." In order to find out at first hand how politics works, he donned a white apron and became a waiter to his bigshot brother members. The conversations he overheard, the many little services he was asked to perform in line of duty, were more instructive than college courses.

Boocheever has seen plenty of college: six of them, to be exact, here and abroad.

### No Stuffed Shirt

You'd imagine that this background of education might make a stuffed shirt. Not of S. Paul Boocheever. He's keen, alive, interesting. His studies are carried lightly on his shoulders. He never wanted to be a lawyer, only studied law at the suggestion of his well-known father. He took the bar exam while waiting for a boat to go abroad. He flunked the exam, and never took another.

But international law is something else. He becomes absorbing when he gets on the subject; he has been on the scene during the heyday of the World Court; and he feels that international law will become re-established, to play an important role in the lives of all peoples.

His interests run from international law to music to athletics. Small, dapper, his external appearance contains no hint of his having played football. He has also basketball, baseball, tennis, squash rackets. In squash rackets he even holds national records.

When he entered the Department of Correction, his only previous knowledge of New York's prisons had been a tour through Raymond Street jail as a lad. "I remember the horrible beans," he says. He came into a department whose prisons reeked with a degeneracy that had better be left untold. His first years were spent in helping clean up the terrible mess. Today, New York's prisons are among the best in the country. "It's the difference between the Middle Ages and the 20th Century." That's Boocheever's phrase.

*Vital Statistics: Born in New York City. Lives in Manhattan. Unmarried.*

## QUESTION, PLEASE

### Legal Residence

**H. R.:** If your sister's legal residence is in New York City, even though she is employed in the State Civil Service in Albany, she may be appointed from a New York City eligible list for a position in the Municipal Civil Service.

### Accepting Position As Car Operator

**R. W. C.:** As an eligible on the auto-engineman list, you can decline the offer of appointment as street car operator. Your name will not be removed from the auto engineman list, if you decline this offer. Your name will remain on the list for auto-enginemen until you are reached for appointment as an auto-engineman or until the list expires.

Your name would be removed from the auto-engineman list, if you were to accept a position as street car operator.

### Merchant Marine Gets No Privilege

**M. V. O.:** Your name won't be removed from the fireman list if you enlist in the Merchant Marine. However, if you are offered an appointment in the Fire Department and are not able to accept it because of your employment in the Merchant Marine,

your name will be removed from the list. We suggest that, before you enlist in the Merchant Marine, you request the Civil Service Commission to remove your name from the eligible list for fireman. As soon as you return to civilian life, request the Commission to restore your name to the eligible list for fireman. The Merchant Marine is not one of the military services and you will not be entitled to be placed on a special military list upon your return to civilian life, if the regular fireman list expires before you return. The special privilege applies only to those eligibles who are serving in any of the military forces at the time the list expires and who would have been reached for appointment before the list expired.

### Preferred List

**C. S.:** A permanent employee of the Board of Transportation, laid off for budgetary reasons, has his name placed on a preferred list which will be good for any department in the city. The Civil Service Commission cannot certify an open-competitive list in any title to a department while there is a preferred list for that title in existence. The preferred list must be certified first and eligibles on this list offered employment first.

**Don't miss next week's LEADER—it tells why New York City must become America's second capital.**

CITY EMPLOYEE.

# Study Guide for Coming NYC Conductor Test

## Part III.

The third part of a series of study articles for the conductor examination appears below. Some of the questions in this series were asked on previous examinations for conductor. Other questions are based on the duties of the position and the geography of New York, with which all conductors must be familiar.

Do not answer these questions rapidly. Think carefully. When you have arrived at your answer, place the approximate letter in the space provided and save until next week. The answers to these questions will appear in next Tuesday's LEADER, in addition to ten more questions.

### Question 20

In the course of your duties as a conductor you notice a man who is spitting on the floor of the subway car in which you are stationed. You should most properly, under these circumstances (a) disregard the incident since he is probably ill, (b) bring it to the attention of the subway guard when you reach the next station, (c) request his name and address and make the regular report, (d) caution the man and point out the Board of Health notice. Ans.

### Question 21

As a conscientious conductor you should be courteous to passengers and feel that it is your right to assault a passenger: (a) only when he threatens you with physical injury, (b) if he provokes you sufficiently, (c) in the event he refuses to comply with your instructions, (d) under no circumstances. Ans.

### Question 22

Suppose a subway passenger is using loud and profane language and you take it upon yourself to caution him. He subsequently demands that you show him your name and badge number. Under these circumstances it would be the most proper procedure to (a) comply with his request at once, (b) get his name and address and report him when you reach your terminal, (c) force him to get out of the train at the nearest stop, (d) put him in the hands of a subway guard at the next stop. Ans.

### Question 23

Conductors remain on the steps between trains while moving out of a station. The principal reason, of the following, why this practice is followed is (a) to insure that his equilibrium is maintained as the train picks up speed, (b) to make certain no passenger is caught in one of the car doors, (c) to permit him to get a good view of the signal aspects, (d) to give the proper signal to the platform man. Ans.

### Question 24

Inwood Hill Park is located in the Borough of (a) Brooklyn, (b) Manhattan, (c) Bronx, (d) Queens. Ans.

### Question 25

The Metropolitan Museum of Art is located at (a) Fifth Avenue at 103rd Street in Manhattan, (b) Eastern Parkway and Washington Avenue in Brooklyn, (c) Fifth Avenue and 82nd Street in Manhattan, (d) Central Park West and 79th Street in Manhattan. Ans.

### Question 26

The ridge which crosses the East River and connects Delancey Street in Manhattan with Marcy Avenue in Brooklyn is the (a) George Washington Bridge, (b) Williamsburgh Bridge, (c) Manhattan Bridge, (d) Brooklyn Bridge. Ans.

### Question 27

If a passenger asks you which is the best line to take to get to the Polo Grounds, you should tell him to take the (a) West Side I.R.T., (b) Lexington Avenue I.R.T., (c) 8th Avenue Subway, (d) Jerome Avenue Line. Ans.

### Answers to Last Week's Questions

- |       |       |
|-------|-------|
| 11. C | 16. D |
| 12. C | 17. C |
| 13. D | 18. B |
| 14. A | 19. D |
| 15. C | 20. B |

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

## Civil Service Arithmetic

### PART II: PERCENTAGE PROBLEMS

#### The Thirteenth 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.

Percentage problems of various types are nearly always included in the arithmetic section of all civil service tests. These problems present difficulties to many candidates because they have forgotten the basic rules that are to be applied in solving percentage problems. It is our purpose to review these principles and attempt to present short-cuts for answering the various types of percentage problems.

#### MEANING OF PERCENT

Percent means by the hundredths. The symbol % indicates the term "percent." Thus 6% means .06, 8% means .08, or 9½% means .09½ or .095. Here are two rules for reducing decimals to percents and percents to decimals:

**Rule I:** To reduce decimals to percents, move the decimal point two places to the right.

**Rule II:** To reduce percents to decimals, move the decimal point two places to the left.

Wherever necessary add or prefix zeros before moving the decimal point.

In most problems involving percent that occur in our daily routine, it is required to find a certain percent of a number. In such problems we can formulate and apply the following general rule:

**Rule III:** To find a given percent of a number, express the percent as a decimal and then multiply.

**For example:** A house is said to have depreciated in value 13% after two years. The original value was \$16,000. What is the current value of the house?

**Solution:** 13% equals .13. We then multiply \$16,000 by .13 and we get \$2,080.00. The current value then is \$16,000 minus \$2,080—or \$13,920.

In all percentage problems three numbers are involved: (1) a number of which a percent is taken, (2) the number of percent, and (3) the result when this per cent is taken. These numbers are called the **base**, the **rate**, and the **percentage**. Thus in the problem above, \$16,000 is the base, 13% or (.13) is the rate, and 2080 is the percentage. We can now resolve Rule III into the form of an equation:

**Base times Rate equals Percentage—or B times R equals P.**

In problems which ask for the rate when the percentage and the base are given, we formulate this equation: P minus B. Likewise, when it is the base that is sought, we apply the following equation: **B equals P minus R.**

In all percentage problems two of the three numbers, base, rate, and percentage are given and the remaining one is to be found. When solving percentage problems, determine first which two are given, then apply the appropriate equation as given above. Remember that when computing, always reduce the rate to a decimal.

#### DISCOUNT PROBLEMS

In solving discount problems the rules governing general percentage problems can be utilized in the same manner. In such problems, the **price** is the base, the **rate of discount** is the rate, and the discount is the percentage. Therefore, the formula is essentially the same, substituting—

**Price times Rate of Discount equals Discount—or P times R equals D.**

Similarly, if the rate of discount is sought for, we formulate our equation thus:

**R equals D minus P.**

Again, if the price is sought for, we evolve the following equation: **P equals D minus R.**

As stated for general percentage problems, two of the three factors—price, rate of discount, and discount are presented in all discount problems. Determine which of the two is given and apply the appropriate equation.

**Note:** In discount problems involving a series of two or more discounts, you must remember the following:

(1) That the order in which discounts are taken makes no difference. That is, an item offered at 30%, 10%, and 5% is the same as if that item were offered at 5%, 10%, and 30%.

(2) In computing a series of discounts, the first discount rate is deducted from the original price. The second discount rate is deducted not from the original price but from the sum arrived at after the first discount has been deducted. This holds true for every succeeding discount rate.

**For example:** Price is \$50; discounts of 10%, 5%, and 3%.

**Solution:** 10% of \$50 is \$5.00—deducting this from \$50, leaves \$45. Now take 5% of \$45.00 which equals \$2.25—deducting from \$45 leaves \$42.75. Now take 3% of \$42.75 which equals \$1.88½—deducting from \$42.75 leaves the net price of \$41.89½.

#### INTEREST PROBLEMS

Interest problems are merely another application of general percentage rules. The **principal** is the base, and the **interest** is the percentage. So that in interest problems where the duration is for one year, this equation will hold:

**Principal times Rate equals Interest—or P times R equals I.**

Again, when the principal is sought for, we evolve P equals I minus R, and when the rate is sought for, we evolve R equals I minus P.

**Note:** The above equations hold true for interest problems where the interest is payable on a yearly basis. However, in problems where the time is for less than one year, we modify our equations to read thus:

**Principal times Rate times Time equals Interest—or P times R times T equals I.**

Similarly, to find the principal: P times I minus R times T.

And to find the time: T equals I minus P time R.

In using any of the above equations, the time must be expressed in terms of a part of a year. Thus, if the time is given in days, the number of days in one year is regarded as 360, so that 18 days expressed in terms of one year is 18 over 360 or 1 over 20, and 7 months is expressed in terms of one year as 7 over 12, etc.

Test your skill in percentage problems by answering the following questions selected from previous civil service tests:

1. An invoice for supplies was paid subject to a 3% discount and the check in settlement was \$153.26. What was the gross amount of the invoice?
2. On a \$9,840 bill for equipment, what is the difference between a discount of 30% and a discount of 2% and 10%?
3. A piece of office equipment when new cost \$800. If it depreciated at the rate of 20% of its original cost each year, what was its value at the end of two years?
4. How long will it take \$60 to earn \$24 interest at 8% per year (simple interest)?
5. If a clerk's annual salary is \$2,000 from which 10% is deducted for reasons of economy, what amount will he receive per month?
6. The simple interest received on a loan of \$432 was \$78.66. The rate per year was 4½%. For how long was the money loaned?
7. After a man's salary was increased 65%, he received \$55.00. What was his original salary?
8. A man spends 60% of his money, then loses ¼ of the remainder. He is left with \$140. How much money did he have in the first place?

Here are the answers to last week's problems:

Problem A-6; B-118; C-564 and 620; D-22; E-1858; F-21; G-65 and 55; H-Marv 30½, John 42½; I-Chair \$44, Desk \$77.50; J-B 656, A 1269.

Next week's article will deal with the third portion of Civil Service Arithmetic, the ability to answer questions and problems dealing with measurements.

Follow The LEADER for the answers to last week's arithmetic problems.

## Professional Test Study

Candidates for the statistical option of the junior professional assistant examination may consult text books and study manuals on their subject at the Municipal Reference Library, Room 2230, Municipal Building, Manhattan. The following titles are suggested:

Arkin, Herbert and Raymond R. Colton. An outline of statistical methods.

Brinton, Willard Cope. Graphic presentation.

Croxton, Frederick E. and Dudley J. Cowden. Applied general statistics.

Hagood, Margaret Jarman. Statistics for sociologists. Miles, Frederick C. Statistics methods applied to economics and business.

Stockton, John R. An introduction to business statistics.

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

# Civil Service LEADER

## Home Study Preparation

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# Examination Requirements

## How to Apply for a Test

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

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

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

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

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

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

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

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

## City Tests

### Assistant Civil Engineer

(For work outside of the City of New York)  
Simultaneously with the holding of this examination a promotion examination for Assistant Civil Engineer, Board of Water Supply, will be held. The promotion list will be certified first to fill vacancies.  
Salary: \$3,120 up to but not including \$4,260 per annum. The eligible list may be used for appropriate positions in a lower grade.  
Vacancies: 51.  
Duties: To perform work of moderate difficulty and importance in the investigation or development of civil engineering projects, designs;

construct, inspect, test, operate, or maintain civil engineering works or structures such as aqueducts, dams, reservoirs, pipelines, highways, sewers, bridges, tunnels, buildings, etc.; do scientific research in civil engineering; supervise the keeping of records and the preparation of reports; perform related work.

**Requirements:** An engineering degree recognized by the University of the State of New York and at least three years of satisfactory civil engineering experience including construction experience, at least one year of which must have been on responsible work, or a satisfactory equivalent; a good knowledge of the principles of civil engineering; ability to plan working details, supervise and co-ordinate civil engineering work, and prepare civil engineering plans and reports.

**Subjects and Weights:** Written, weight 50, 75% required; Training, Experience, and Personal Qualifications, weight 50, 75% required. Training, experience, and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other inquiry or investigation as may be deemed necessary. Fee: \$3.00.  
Applications: File from March 9 to March 21.

Practical, weight 20, 70% required. Fee: \$2.00.  
Applications: File by March 21.

### Stationary Engineer

Simultaneously with the holding of this examination a promotion examination will be held. The names appearing upon the eligible list resulting from such promotion examination will be used first to fill existing vacancies.

Salary: Presently paid \$9.00 per day. Appointments are usually made at the minimum salary of the grade.

Vacancies: Occur from time to time in various departments. Some of the present vacancies are for appointment outside the City of New York.

Duties: To operate, maintain, and adjust steam power plant equipment, including boilers, engines, heating, ventilating, lighting and refrigeration equipment, pumps, fans, compressors, ejectors, condensers, superheaters, oil burners, etc.; oil, clean, make minor repairs to and periodic inspections of this equipment; read meters, gauges, and recording devices; keep records, make reports; perform related work. Incumbents may be placed in responsible charge of a watch.

**Requirements:** A valid stationary engineer's license issued by the New York City Department of Housing and Buildings prior to the practical test. The license must be produced at the practical test.

**Subjects and Weights:** Written, weight 30; Experience, weight 30; Practical, weight 40. Fee: \$2.00.  
Applications: File from March 9 to March 21.

### Stationary Engineer (Electric)

Simultaneously with the holding of this examination a promotion examination will be held. The names appearing upon the eligible list resulting from such promotion examination will be used first to fill vacancies.

Salary: Presently paid \$9.00 per day. Appointments are usually made at the minimum salary of the grade.

Vacancies: Occur from time to time in various departments. Some of the present vacancies are for appointment outside the City of New York.

Duties: To operate, maintain, and adjust electrical power plant equipment including generators, motors, transformers, converters, rectifiers, controllers, switchboards, circuit breakers, etc.; oil, clean, make repairs to and periodic inspections of this equipment; read meters, gauges, and recording devices; keep records, make reports; perform related work. Incumbents may be placed in responsible charge of a watch.

**Requirements:** Five years' recent satisfactory experience in the operation of high tension electric power plants; or two years of such experience and a recognized engineering degree; or two years of such experience and three years' satisfactory experience as a journeyman electrician; or the equivalent.

**Subjects and Weights:** Written, weight 30; Experience, weight 30; Practical, weight 40. Fee: \$2.00.  
Applications: File from March 9 to March 21.

### Promotion Examinations

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only to those already in the city service.

### Promotion to Assistant Civil Engineer

(For work outside of the City of New York)

This examination is open only to employees of the Board of Water Supply.

Salary: \$2,120 up to but not including \$4,260 per annum. Appointments are usually made at the minimum salary of the grade.  
Vacancies: 51.

Date of Test: The written examination will be held June 27, 1942.

**Eligibility Requirements:** Open to all persons in Grade 3 of the old Engineering Service and to all Grade 4 employees in the old Engineering and Inspectional Services who have been performing work of a character to qualify them for the duties of the position, who have served six months in the department and one year in the title immediately preceding the examination, who have the following experience, and who are otherwise eligible for examination.

**Experience Requirements:** An engineering degree recognized by the University of the State of New York and at least three years of satisfactory civil engineering experience, including construction experience, at least one year of which must have been on responsible work; or a satisfactory equivalent; a good knowledge of the principles of civil engineering; ability to plan working details, supervise and co-ordinate civil engineering work, and prepare civil engineering plans and reports.

Duties: To perform work of moderate difficulty and importance in the investigation or development of civil engineering projects; design, construct, inspect, test, operate, or maintain civil engineering works or structures such as aqueducts, dams, reservoirs, pipe lines, highways, sewers, bridges, tunnels, buildings, etc.; do scientific research in civil engineering; supervise the keeping of records and the preparation of reports; perform related work.

**Subjects and Weights:** Record and Seniority, weight 50, 70% required; Written, weight 30, 75% required; Training, Experience, and

Personal Qualifications, weight 20, 70% required. Training, experience, and personal qualifications may be rated after an examination of the candidate's application and after an oral interview or such other investigation as may be deemed necessary. The passing grade will be set in accordance with the needs of the service. Fee: \$3.00.  
Applications: File from March 9 to March 21.  
(Continued on Page Thirteen)

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### Core Drill Operator's Helper

Salary: \$1,500 per annum, subject to budget. The eligible list may be used for appropriate positions in a lower grade.

**Vacancies:** 5.  
Duties: To assist Core Drill Operators in operating diamond and other types of drill outfits for the purpose of investigating sub-aqueous and sub-surface conditions to determine the nature of the various underlying strata; drive and pull casings; operate and repair gasoline engines, pumps, and drills; do rigging in connection with drilling operations; perform related work.

**Requirements:** Six months' experience as assistant to an operator or as operator of a diamond drill or of other types of drills used in making sub-surface and sub-aqueous investigations.  
**Subjects and Weights:** Practical, weight 100. A qualifying written test may be given.  
Applications: File by March 21.

### Inspector of Boilers Grade 3

Salary: \$2,400 up to but not including \$3,000 per annum. The eligible list may be used for appropriate positions in a lower grade.

**Vacancies:** Occur from time to time.  
Duties: Under supervision to make inspections of the conditions, design, and operation of steam boilers and other pressure vessels and their auxiliary equipment; examine boiler shells, tubes, rivets, braces, steam domes, and connections for defective scale and corrosion; calculate the strength of braces; make hydrostatic tests to determine safe working pressure; inspect arches and furnace walls; test injectors, safety valves, and other equipment; confer with and advise owners in methods of operation, repairs, and alteration; inspect needed repairs and make inspections; inspect new installations of boilers and auxiliary equipment; appear in court when required; perform related work.

**Requirements:** At least 5 years' experience of a character to qualify for the duties of the position, in a high pressure steam power plant; or two years of such experience and three years as a journeyman boiler maker; or two years of such experience and a degree in mechanical engineering from a technical institution of recognized standing; or the equivalent.

Before certification, candidates must show that they hold a valid stationary engineer's license granted by the New York City Department of Housing and Buildings.  
**Subjects and Weights:** Written, weight, 50, 70% required; Experience, weight 30, 70% required;







# Mental Hygiene Notes

By JOHN F. MONTGOMERY

## Action of the List

The latest on the hospital attendant list, zone 2: A total of 477 permanent appointments from the 1940 list, 100 total permanent appointments from the June, 1941, list, and 123 provisional appointments.

	Eligible	Available	Provisional	Unfilled
	Male	Female	Serv-	Val-
Utica	—	21	19	7
Marcy	—	4	23	5
Rome	1	18	11	—
Syracuse	—	—	—	—
Psychopathic	1	12	3	—
Syracuse State	1	20	1	—
Binghamton	—	11	37	—
St. Lawrence	—	6	—	—

## Annual Meeting Set

Alice G. Riexinger, president of the New York State Public Welfare Employees Association, writes in from Buffalo to say that the annual meeting of her group has been set for May 2. The place has yet to be determined. Election of permanent officers and creation of a permanent constitution are the major items on the docket. Aside from Mrs. Riexinger, the following are serving as officers at present: Ralph J. Kurr, vice-president; Alice Weber, recording secretary; Celia Schneggenberger, corresponding secretary; John R. Weber, financial secretary, and Helen H. Valentine, treasurer.

The Association, formed last October 25 in Buffalo by persons attending the N. Y. State Convention of Social Workers, does not specifically call for State Civil Service status but most of its members fall under Civil Service and more are expected to be listed as Civil Service workers shortly.

## Harlem Valley Notes

Mr. and Mrs. Robert Schuyler have resigned their positions at the hospital. Mr. Schuyler has taken a post in Poughkeepsie, where the Schuylers will make their home. . . . Thomas McGrail has resigned his post. He has obtained one at a Brooklyn shipyard. . . . Miss Esther Bot-

tiligieri motored to Whitehall, where she visited relatives for five days. . . . Mrs. Helen Peterson has taken a trip to New York, for the same purpose. . . . Mrs. Mayme Krom has had a few days in the Catskills. . . . Miss Philomena Clemente has returned from a vacation in Virginia. . . . Miss Constance Temple motored to Wappingers, where she visited for five days with her folks.

## Wassaichatter

Miss Elizabeth Shopinsky, Chester, has secured a position at Wassaic State School. . . . Elliott Rockwell, Poughkeepsie, a former employee, has been visiting friends here. . . . A new shelter has been set up for the 24-hour airplane spotters watch in the rear of the administration building. . . . Mr. and Mrs. Alex G. Steele have resigned from their respective posts in the institution to return to Ashburn, Ga., where Mr. Steele has an offer. . . . Edward Meissner, Millerton, has received a position at this institution. . . . Miss Adeline Golden, Hyde Park, has obtained a position at Wassaic.

## Streamlined Test Forms

The announcement forms of federal exams have been streamlined. They're easy to read, easy to understand, a good typographical and editorial job. The information about each exam is contained under these headings:

1. Closing Date
2. Employment Opportunities
3. Duties
4. Entrance Requirements
5. How to Apply for Examination
6. Nature of Examination
7. Physical Ability
8. Certification

To the persons responsible for the changes, orchids.

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# DISCIPLINE AND SERVICE RATINGS

What affect does the new Halpern Discipline Act have on service ratings of State employees? This is one of a number of problems being discussed in The LEADER in considering the new law, which extends the types of discipline and also provides an appeals machinery.

The Service Rating System is definitely related to the other types of disciplinary action. Any employee whose services are deemed to be unsatisfactory may be so reported by the supervisor provided such an opinion is poor performance. Forms are sent, annually to the departments by the Evaluation Unit of the Civil Service Department and are submitted to the Civil Service Department on or before July 1 of each year.

The disciplinary action resulting therefrom is of a milder nature than those covered by the removal law. The receipts of such a report itself has the effect of a strong reprimand. The report may lead to the withholding of the annual salary increment of the employee and may prevent the employee from being placed on a promotion list.

In relation to removal or to demotion, such reports serve the following purposes: Sometimes the employee has the ability to perform his work, but facts are available to prove that he is not applying his ability to his job. As an alternative to more serious action, the report is submitted and experience has shown that it is not unusual for the employee to perform very satisfactorily thereafter.

In the second place, the report keeps the case on record until appropriate action is taken if the department believes that the employee lacks the ability to perform the duties of his job. In fact, it is extremely important that such cases be reported if removal or demotion action is contemplated, provided evidence of unsatisfactory performance is available at the time the July 1 reports are submitted. The inconsistency is obvious when an employee is not reported as unsatisfactory in his annual service rating if a department brings charges for removal or demotion. Such defense will not be weighed too highly during the first year's operation of the law, but the departments should see to it that such does not occur after July 1, 1942.

# POSTAL NEWS

By DONALD MacDOUGAL

## Salary Drive

The drive to boost the salaries of post office workers will be stepped up March 29, at a mass meeting to be held by the Joint Conference of Affiliated Postal Employees, representing 22,000 employees. The meeting place will be the group's headquarters at 206 23rd Street, Manhattan.

Strong resolutions are expected to be passed calling for salary increases down the line to meet the rising cost of living. Emanuel Kushelewitz, president of Branch 36, Letter Carriers, has been named chairman of the committee in charge of the meeting. Jerome J. Strauber is in charge of publicity, and Sid Cotton is handling the printing.

Martin Shapiro, president of the conference, is already supervising an extensive speakers' bureau designed to curry favorable sentiment for the salary boost idea. Branch 36, he announced, will hold a special meeting March 14, in its clubhouse on West 34th Street, to push along the salary boost drive.

## Seek Title Change

Through the efforts of Local 1, National Association of Post Office and Railway Mail Laborers, a campaign has been launched to change the title of postal laborer to that of mail handler.

Harold McAvoy, national president of the organization, claims that the justification for the change lies in the fact that some of the duties require handling of cancelling machines as well as knowledge of primary separation of letters. The change does not require legislation.

The local postal group is also concerned about rescinding the Howes "subbing" order to enable postal laborers who have had three years of satisfactory service to take a non-competitive exam for promotion to postal clerks and carriers without the necessity of resigning their present regular status to become substitute clerks and carriers.

The group holds that the present ruling is unfair in that it retards genuine promotional opportunities for postal laborers; that it doesn't provide them with the chance to retain their regular laborer status while rotating on the clerk and carrier list until their number has been reached for regular appointment.

## Browne Heads Defense Committee

William T. Browne, Jr., president of Local 10, Federation of Post Office Clerks, has been appointed vice-chairman of the Defense Committee for Government Employees by the Central Trades and Labor Council, A. F. of L.

## Gals Get to Work

Six ladies' auxiliary divisions of member organizations of the Joint Conference of Postal Employees of Greater New York and vicinity have been organized to aid the conference in the coming drive for \$3,000 salary levels for clerks, carriers, laborers and motor vehicle employees in the postal service.

These feminine units are Branch 37, Ladies' Auxiliary, New York; Local 10, Ladies' Auxiliary, New York; Local 251, Ladies' Auxiliary, Brooklyn; Branch 150, Ladies' Auxiliary, Flushing; Local 20, Ladies' Auxiliary, Flushing, and Railway Mail Women's Auxiliary, New York.

Martin Shapiro, president of the Joint Conference, has suggested and obtained approval for a mass meeting in New York not later than April to take definite action for increases of \$1 per hour for substitute employees.

## Many Retirements

Because of the backwash from the new Ramspeck-Mead law, many letter carriers are arranging to retire under the optional reduced age limit. Much bitterness exists among employees in the Post Office Department because of the manner in which the retirement law has included Congressmen. Then, there's that increase of 1 1/2 percent in deductions that isn't being received any too well.

## Comparison

What's more, in speaking of bitter feelings, how about the procrastination on the longevity bill while the retirement law, in which Congressmen benefit, was sent through so swiftly? This is the way postal workers look at the situation, anyway.

## For More Man

Empire Branch 36, Letter Carriers, has taken a stand urging more regular carriers in order to shorten the long substitution period. The matter is being taken up with local officers. Emanuel Kushelewitz is president, Emil J. Hague vice-president.

# BULLETIN BOARD

(Continued from Page Three)

## MOTOR VEHICLE LICENSE EXAMINERS

At a meeting of the Association of Motor Vehicle License Examiners of the State of New York, held in New York City on February 24, President Stephen J. Donnellan appointed the following committees to serve for the current year.

Educational Service Improvement: Max Kamen, Alfred Sautter, Alfred Grey, Stephen J. Donnellan. Continuation and By-Laws: Max Kamen and Alfred Grey, co-chairmen, Edward Levinsky, Louis Berkower.

Agenda: Alfred Grey, John A. Bacom, Max Kamen. Adjustment and Grievances: Alfred G. Sautter, John Liesenberg, John A. Bacom, John J. Morris, Jr., Henry McMahon.

Legislative: Alfred Grey, Joseph P. Shea, Max Kamen, Harry Muller, John G. Dunn. Elections: Louis Berkower, Sam Rosen, William O. Fordham, Paul Huss, Edward Levinsky.

Membership: Wallace Buck Irving Gonetz, Joseph Rynn, Roger C. Cornell, Abraham Schechter, Michael Marino, Thomas Doyle, Roy N. Restall, Charles Danewitz.

Publicity: Louis Berkower. The Executive Committee: President, Stephen J. Donnellan; vice-president, John A. Bacom, with Alfred Grey, Max Kamen, of Metropolitan District; August Ruser, Jr., Thomas Doyle of Brooklyn, Roy N. Restall of Buffalo, George W. Clark of Rochester, Roger C. Cornell of Albany and Francis Madden of Utica.

## DANCE WITH A LADY COP

Have you ever danced with a lady cop? Or at least with a lady-cop-to-be? If you haven't, don't miss the opportunity this Saturday night when the Police Women Eligibles' Association throws

its annual party at the Firenze Restaurant. Tickets for the affair can still be had from Rose Nussbaum, or Mary Ellis, officers of the association, 305 Broadway, Manhattan. Don't eat too much for supper because you get a chicken dinner, too.

## HIGHWAY ENGINEERS

The seventh annual convention of the New York State Highway Engineers will be held at the Park Central Hotel, March 19, 20 and 21. Membership in the organization is limited to civil engineering employees of the State Department of Public Works.

## STATE AUDITORS AND EXAMINERS

The Assistant State Auditors and Examiners Eligibles Association of the New York State Department of Audit and Control will meet this Saturday, March 7 at 3 p.m., in Room 1651, 1440 Broadway.

## PASTEUR GUILD, COMMUNION BREAKFAST

The fifth annual Communion Breakfast of the Pasteur Guild, Department of Hospitals employee group, will be held this Sunday, March 8, in the grand ballroom of the Hotel Astor. Mass will be celebrated by Auxiliary Bishop J. Francis McIntyre, in St. Patrick's Cathedral, at 9 a. m.

## IRT HOLY NAME SOCIETY

The regular monthly meeting of the IRT Division Holy Name Society, New York City Transit System, will be held on Wednesday evening, March 11, at 8 p. m. at Holy Innocents Church, 128 West 37th Street, New York City.

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By Prudence Shopper

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## Women's Suit Situation

About the suit situation: you can take your pick as to whether you like the dressmaker style or the man-tailored suits—they are both good.

If you like the dressmaker, fitted line, there is a peach at Hearn's, selling for \$14.90. The man-tailored suits also sell for \$14.90. Pictured here are two honeys; one



## Men's Shops at Macy's

Men who avoid shopping in department stores because of the woman problem, ought to discover the Work Clothes Store and the Men's Shop at Macy's. The shops have all the advantages of department store variety, service and prices and a sort of male exclusiveness. The work clothes store is located on 7th Avenue and has a separate entrance. Currently it is featuring shirts for cops and firemen and park employees — which incidentally are ideal for outdoor wear and much less expensive than sport shirts.

The Men's Shop is featuring broadcloth shirts at \$1.69 this week. Built for wear, they have extra heavy collars and cuffs. They call them "superwears."

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plaid model with a three-button jacket and wide all-around pleated skirt; the other, a one-button coat and two inverted pleats, front and back, in nerringbone weave. There are many others, including some all-wool suits and all selling at the low price of \$14.90. Can't do much better than this, can you?

If you have a trim, straight figure, there's nothing like a well-man-tailored suit, it brings out all the oomph in a gal!

Sounds good, doesn't it?

Be sure not to buy your suits too tight—so many girls make this mistake. A suit must be casual, look comfortable, to be really smart. Allow for cleaning; some things shrink a bit in the process. If there's anything I can help you with: color combinations, where to buy anything or what to buy, drop me a card and I'll try to steer you as straight as I know how.

## Do You Need A New Rug?

Mr. Sam Keller, who runs and manages his own rug and linoleum establishment at 198-200 Canal Street, has been in the rug business at the same address since 1909. He gives wonderful values; has extraordinarily fine buys in rugs. Bigelow weaves for living rooms, broadlooms in modernistic designs, perfect for dens and studios, and hook rugs that were so attractive it would be a pity to hide them away in bathrooms.

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## Auto Insurance

Bulkley & Horton, Insurance Brokers of 660 Fulton Street, Brooklyn, have been on the job for seventy years, giving fast, efficient service on auto insurance. If you are in a jam or if an emergency arises, they are Johnny-on-the-Spot. Reasonable rates and easy payments.

## Books on Sports

A. S. Barnes & Co. is a publishing house carrying only books on sports subjects. Every sport and activity you can think of is covered; books on tennis, golf, skiing, skating, hockey, playground activities, dancing, ping-pong, fishing, recreational games, physical education, and so on, far far into the night!

If you need an official athletic book on anything to do with sports, either the direction or actual play of the game, Barnes will more than likely be your best bet to find it.

## That Spring Outfit

At Dorothy Frances Studios, 22 East 41st Street (near Madison Avenue, 1 flight up), you can purchase a spring outfit at prices, in many instances below wholesale, because a number of the clothes items are samples from recent fashion shows.

They carry a stunning collection of English tweed, one-of-a-kind suits, knock-out patterns in rich luscious colors. Dressmaker coats, many of them fur-trimmed, and all kinds of fur jackets priced as low as \$35.00. That's going some, isn't it?

On sale, for immediate clearance, at only \$19.95, are some luxuriously furred winter coats—amazing value, really. This is definitely a place to shop if you want to save money and get good value, and still be chic.

## Learner's News

Brewster Aeronautical Works got its midjet riveters from New York Institute of Machinists... Citizens Prep Center is putting in a "powder room." . . . It's for the new women's classes. . . . Courses for Employment Interviewer are being given at N.Y.U., Rand School, Career Service School and Mondell.

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17 East 42d St., N.Y.C. (Room 727) VAnderbilt 6-0243-0244

# 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 mad known.

### Open Competitive Tests

**Able Seaman, Deck Hand and Scowman:** 85 candidates filed for this examination. The test will probably be held this month.

**Air Traffic Final Recorder:** The report on the final recorder is being considered.

**Apprentice (Automotive Trades):** 1,185 candidates for this examination. The written examination will be held on February 28.

**Assistant Buildings Manager (Housing Authority):** The rating of qualifying experience has begun.

**Assistant Gardener:** The qualifying literary test was held on February 14th at Stuyvesant High School in Manhattan.

**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 examinations in the IRT and BMT Divisions.

**Chief of Project Planning, Housing Authority:** The rating of qualifying experience is completed.

**City Medical Officer, Police Surgeon and Medical Officer, Medical Examiner:** Final arrangements are being made for the administration of the oral interview test.

**Clerk, Grade 1:** Applications for this examination closed on January 26, 31,607 candidates filed applications.

**Court Stenographer:** The rating of the elimination test has been completed.

**Dental Hygienist:** The written test will be held as soon as practicable.

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

**Dietitian:** The rating of Part II is nearing completion.

**Director of Air Control and Airport:** The oral interview test will be held this month.

**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.

**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 Plastering, Grade 3:** The written test will be held soon.

**Inspector of Printing and Stationery, Grade 2:** The written test will probably be held March 7.

**Interpreter:** The rating of Part I has been completed. The rating of Part II will begin shortly.

**Junior Administrative Assistant (Real Estate Research):** All parts of this exam have been completed.

**Junior Civil Engineer:** Applications closed February 14.

**Laboratory Assistant (Bio-Chemistry):** The written test will probably be held this month.

**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 26, 1942. 33 candidates filed for this test.

**Office Appliance Operator, Grade 2 (Burrroughs 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.

**Office Appliance Operator, Grade 2 (Remington Rand Powers Key Punch Machine):** The rating of the practical test has begun.

**Physio-Therapy Technician (Women):** The rating of the written test is completed.

**Principal Chemist (Bio-Chemistry):** All parts of this test have been administered.

**Printing Specifications Writer:** The written test is scheduled for 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.

**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**

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

**Airbrake Maintainer (N.Y.C.T.S., All Divisions):** The written test will be held 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 progress.

**Court Clerk, Grade 4:** The rating of the written test is in progress.

**Deputy Warden:** Applications for this examination closed February 14. The written test is scheduled for March 12.

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

**Electrical Engineering Draftsman:** Applications for this examination closed February 14. The written test is scheduled for 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):** The practical oral test is being held this month.

**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 test is in progress.

**Foreman (Lighting (N.Y.C.T.S.—All Divisions):** The written test is

scheduled for March 20.

**Gardener (Parks):** The rating of the written test is about 70 per cent completed.

**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 Plumbing, Grade 3 (Dept. of Housing and Buildings):** The rating of the written test is in progress.

**Junior Accountant (City-wide):** The rating of the written test is about 75 per cent completed.

**Light Maintainer, (N.Y.C.T.S.—All Divisions):** The written test is scheduled for 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.

**Notorman (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 is scheduled for March 7.

**Power Maintainer, Group A (N.Y.C.T.S., IRT and BMT Divisions):** Applications for this examination closed February 14. The written test will be held May 26, 1942.

**Power Maintainer, Group B (N.Y.C.T.S.—All Divisions):** The written test will be held April 8, 1942.

**Railroad Clerk (BMT, IND and IRT Divisions, N.Y.C.T.S.):** All parts of the examination have been completed.

**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 I is in progress.

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

**Senior Chemist:** The written test was held last month.

**Senior Dietitian:** All parts of the examination have been completed.

**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 is scheduled for March 21.

**Stock Assistant:** The written test has been postponed.

**Supervising Tabulating Machine Operator, Grade 3 (Health and Tax Departments):** All parts of the examination have been administered.

**Supervisor, Grade 3 (Social Service):** The rating of Part 1B has been completed. The rating of Part II has begun.

**Towerman (BMT, IND, and IRT Divisions, N.Y.C.T.S.):** The practical test will be completed early this month.

**Train Dispatcher (IRT and BMT Divisions, N.Y.C.T.S.):** Applications for this examination closed February 14. The written test will be held June 14, 1942.

**Ventilation and Drainage Maintainer (N.Y.C.T.S.—All Divisions):** The written test, originally scheduled for February 26, has been postponed to March 31.

**Warden:** Applications for this examination closed February 14.

## PAY RAISES

(Continued from Page Three)

they have gained, but \$100,000 in annual income.

It was learned that two possibilities are being considered if prompt pressure upon the administration fails to change the 28-hour week order.

1. A march upon City Hall by the per diem workers.

2. A work stoppage.

"Nothing was said during all of the negotiations for 50 per cent back pay in addition to full prevailing pay rate to meet the private industry standard, that the city's per diem workers would get the legal scale and then have it taken away by a method that enables the city to keep within the law. That is nothing short of downright deceit."

### No Money, Says Dayton

Budget Director Dayton defended the new order on the grounds that it is an economy measure made necessary because "the city has used up the proper amount of money in the code." Mr. Dayton pointed out that, for this year, anyhow, "the men will be receiving more than last, if you take into consideration the back pay they're getting." He admitted they would be earning less from this week onward, however.

The budget director's order that went out to the office of the five bureau presidents and to the Public Works, Purchase, Police,

Fire, Sanitation and Docks department reads:

"A determination of a high prevailing wage for certain skilled mechanics has resulted in the depletion of the money on these mechanics' budget lines available for their employment for the balance of the year. The general budgetary situation is such that no money will be available for transfer to these lines from accruals or from other sources.

"You are advised, therefore, that for the lines and titles listed, employees from February 23 to June 30, 1942, must be limited to a maximum for any one employed of seven hours per day, four days per week, but with a total of 70 days for the entire period. No payroll presented to the Comptroller will be honored except in accordance with these conditions.

"Your attention is further called to the fact that since the 70-day total will not allow four days in every week for the remaining period and since the decrease in time will result in a reduction in the amount of work which you can accomplish, the days of employment selected must be limited to those on which a full day's work can be performed."

Mr. Dayton held that "it should have been clear in the minds" of those workers negotiating for increases that some economy measure would have to be taken.

The battle is on anew.

Don't miss next week's LEADER—it tells why New York City must become America's second capital.



### LEADING SHOWS OF THE WEEK

#### MUSICAL

Featuring Hank Sylvern's Orchestra and Vocalists

Monday Through Saturday

- 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

#### SPORTS

Don Dunphy, Popular Sportscaster

Keeps Sports Fans Posted on Latest Events

- 12:45 P.M.—Friday—Sports—Personalities
- 1:15 P.M.—Saturday—Between Rounds
- 3:30 P.M.—Thursday—Highlights of Sports
- 6:15 P.M.—Monday Through Saturday—Sports News

#### NEWS

- 8:15 A.M.—Tuesday, Wednesday and Thursday 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 and Senator Phelps Phelps
- 6:30 P.M.—Waverley Root—Monday Through Saturday.
- 6:30 P.M.—Selwyn James (Sundays only)

#### Scheduled Newscasts—Monday Through Saturday

8:30, 8:55 and 9:45 A.M.—12 Noon, 2, 3, 5 and 7 P.M.

#### Sunday

10:00 A.M.—12 Noon, 4:30 P.M. and 5:30 P.M.

News Bulletins Broadcast Throughout the Day as Received



Don't miss next week's LEADER—it tells why New York City must become America's second capital.

FOR  
**VICTORY**  
BUY  
UNITED STATES  
**BONDS \* STAMPS**

#### LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.:  
I do hereby certify that a certificate of dissolution of General Capital Corp. has been filed in this department this day and that it appears therefrom that such corporation has complied with section one hundred and five of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my hand and official seal of the Department of State, at the City of Albany, this [Seal] thirty-first day of October, one thousand nine hundred and forty-one.

MICHAEL F. WALSH, Secretary of State.  
By FRANK S. SHARP, Deputy Secretary of State.

#### Beer License

Notice is hereby given that License No. RW 6 has been issued to the undersigned to sell beer and wine at retail in a restaurant under the Alcoholic Beverage Control Law at 145 West 55th Street, City and County of New York, for on-premises consumption. Jane Davies Restaurant, 145 West 55th Street.

#### Liquor License

Notice is hereby given that License No. RL 561 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage Control Law at 126 Monroe Street, City and County of New York for on-premises consumption. Johnny's Tavern, John Zucca, 126 Monroe Street.

Notice is hereby given that License No. L 1234 has been issued to the undersigned to sell liquor at retail under the Alcoholic Beverage Control Law at 1 West 135th Street, City and County of New York, for off-premises consumption. Cillian B. Powell and Philip M. Savory, P & S Wine and Liquor Store, 1 West 135th Street.

Notice is hereby given that License No. HL 85 has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 228 West 47th Street, City and County of New York for on-premises consumption. Hotel Edison, 228 West 47th St.

Notice is hereby given that License No. RL 732 has been issued to the undersigned to sell liquor at retail in a restaurant under the Alcoholic Beverage Control Law at 108 Greenwich Street, City and County of New York for on-premises consumption. Rocco's Curb Tavern, 108 Greenwich Street.

Notice is hereby given that License No. HL 00013 has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 241 West 42nd Street, and 250 West 43rd Street, City and County of New York, for on-premises consumption. The Dixie Hotel, 250 West 43rd Street, and 241 West 42nd Street.

Notice is hereby given that License No. HL 103 has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 103 East 69th Street, City and County of New York, for on-premises consumption. Hotel Westbury, 103 East 69th Street, New York.

NOTICE is hereby given that License No. HL-338, has been issued to the undersigned to sell liquor at retail in a hotel under the Alcoholic Beverage Control Law at 40 East 54th Street, City and County of New York for on-premises consumption. Hotel Weylin, 40 East 54th Street.

**Tid Bits**

Now that the income tax deadline day is just around the corner, a main topic of conversation comes under the heading of "Business Expense Deductibles." We wonder if the Collector of Internal Revenue would let Broadway celebrities put down these unique items overheard: The Hartmans rip an average of five Grace's evening gowns and three of Paul's dress coats every two weeks doing their burlesque dance routines. . . . Charles Martin carefully breaks a pencil every time he finishes a page of his radio script. . . . Swing organist Milt Herth wears out a pair of shoes every two months just by playing the electric organ's foot pedals. . . . Freddy Martin insists on having a fresh flower in his lapel for each dance set that he plays. . . . Phil Baker chews away the rims of his work-spectacles when putting together his gag routines for "Take It Or Leave It." . . . Bandleader Harry James says it's easy enough to tell people to pay their income taxes with a smile—but folks shouldn't forget that the Treasury Department would like it paid with cash. . . . Irving Berk, M.C. at the RAINBOW INN, says that by spring the German generals ought to know their military tactics cold. . . . Comic Rags Ragland, currently to be seen in "Born to Sing," comes through with a bit of timely philosophy. He says, "It's pretty sweet living in this country—even without sugar!"

**"TANYA" TO HAVE PREMIERE TOMORROW AT STANLEY THEATRE**

"Tanya" a Soviet produced drama of Stakhanov movement, which reveals how Russian women prepared for their places in the battle of production, will have its American premiere tomorrow morning at the Stanley Theatre on Times Square. The new film importation stars Lubov Orlova, best remembered for her vivacious role as the star of "Volga-Volga," under the direction of Gregory Alexandrov, her husband. Produced by Mosfilm Studios, Moscow, U.S.S.R., the picture has a musical score and songs by Isaac Dunayevsky. Supplementing the Stanley feature will be a two-reel Soviet short entitled, "Answer From Red Square," which presents Joseph Stalin making the Victory speech in which he predicts the collapse of Hitlerite Germany.

**Try to Save State Jobs**

ALBANY. — Jobs of more than 300 draftsmen, engineers and architects, now scheduled for lay-off by July 1, under proposed budget cuts, may be saved by putting them to work on Federal war time construction projects under State supervision. This is the object of a bill which Assemblyman Abbot Low Moffat, chairman of the Ways and Means Committee, introduced on Monday night. It was drafted after conferences between Mr. Moffat and Captain Arthur W. Brandt, State Superintendent of Public Works, and War Department representatives.

The proposed legislation would clear the way for construction by State forces of projects ordered by the Federal Government, ranging from aviation fields, parade grounds, bridges and grade crossings to forts and even ship construction. The entire cost, including personnel, would be paid by the Federal Government on a reimbursement basis.

**Restaurants**

**"ASK THOSE WHO EAT HERE"**  
The Old Reliable  
**Greenstein's Dairy & Vegetarian RESTAURANT**  
We Serve a Full Course DeLuxe Dinner from 4 P.M. to 8 P.M.—55c  
We Bake on Premises  
Orders Delivered from 10 to 12 A.M. and 2 P.M. to 6 P.M.  
332 Broadway (near Worth St.)  
WO. 2-9061 New York City

**MAMA RITZ**  
KOSHER  
**Dairy and Vegetarian Restaurant**  
Serving Civil Service Employees for 23 Years  
De Luxe Dinner 5 to 8 P.M.—55c  
Orders Delivered to Your Office Between 10-12 A.M. and 2-6 P.M.  
327 Broadway (Nr. Worth St.)  
New York City WOrth 2-8278

**Amusement Parade**

By Joseph Burstin

**Nite Life**

Cowboy Al Robinson, ventriloquist, and his meal ticket dummy, Alkali Ike, make their local debut at the **VILLAGE BARN** tonight. June Bentley and the Music Hall Boys continue as headliners.

When Woody Herman and his band open in the Terrace Room of the Hotel **NEW YORKER** Friday, March 13, along with the band will be Woody Herman's "Four Chips," Woody's band within a band, composed of Woody and three star musicians who all hail from different States.

Gypsy Roma-Je, the exciting Spanish singing and dancing star who has just arrived from South America, has just opened at the **ALOHA CLUB** in Brooklyn, where she is now heading the show.

Shirl Thomas will have as her Thursday evening guest at the **CAFE BAGATELLE**, Lionel Stander of the show "Banjo Eyes," in which Miss Thomas also appears.

Elsa Maxwell will participate in the program of the borough-wide Victory Rally to be held tonight



**WOODY HERMAN** whose band will open in the Terrace Room of the Hotel New Yorker Friday, March 13.

at the Hotel **ST. GEORGE**, under the auspices of the Brooklyn lodges and auxiliaries of B'Nai B'Rith. Admission to the rally

**Movie Shorts**

Brenda Marshall, currently seen at the New York Strand Theatre, with James Cagney in "Captains of the Clouds," has been added by Warner Bros. to the list of stars heading the cast of "The Constant Nymph," the Margaret Kennedy novel which went before the cameras at the Burbank studios on Monday. She joins a group which includes Charles Boyer, Joan Fontaine, Jean Muir, Alexis Smith, and Peter Lorre. . . . John Garfield, who will be seen shortly in his latest Warner Bros. picture, "Dangerously They Live," will be starred next in "The Patent Leather Kid," the Rupert Hughes story which was made famous by Richard Barthelmess in the silent film days. Wally Kline has been assigned to write the new screen play. . . . Jeannette MacDonald will next be seen as a Hollywood singing star who is mistaken for a spy in Cairo in "Shadow of a Lady," by Ladislav Fodor. This singing star has just completed "I Married An Angel," filmization of the celebrated Broadway success. Nelson Eddy is co-starred in this MGM musical. . . . "No Shortage In Sugary Music," is the title of the movie-short Guy Lombardo's Roosevelt Grill orchestra starts working on next week for Columbia Productions. . . . Henry O'Neill, who scored one of his biggest hits on Broadway as the priest in "The Last Mile," will portray the kindly, understanding Father Ramon in the screen version of John Steinbeck's "Tortilla Flat." . . . Lucille Ball has won the coveted feminine lead opposite

Henry Fonda in "It Comes Up Love," the Damon Runyon production for RKO Radio. . . . Joan Merrill, Manhattan songstress brought to Hollywood to play in RKO Radio's "The Mayor of 44th Street," has been signed by this studio to a long-term contract. . . . Sidney Sheldon is completing final revision of "She's In The Army," Robert Kehoe's story of women in the war, which will be produced by Ted Richmond for Monogram. "Miss Appleby Gets Her Answer," an original screen play, by Val Burton, has been purchased by Paramount to be submitted in screenplay form to Helen Hayes in an effort to get her back to Hollywood.



**RAY MILLAND** who is co-starred with Paulette Goddard, in the new Paramount spy-chase comedy, "The Lady Has Plans,"

**Stage Notes**

Erwin Piscator announces that Lessing's "Nathan the Wise," will be the next production of the Studio Theatre, opening March 11th, and running through March 15th, with three preview showings March 7th, 8th, and 10th. James Light will direct the production and H. A. Condell will design the sets. The cast includes Herbert Berghof in the title role; Olive Deering, Alfred Ryder, Bram Nossen, and Foss Mathew. . . . Eddie Dowling has completed the casting of "Life, Laughter and Tears," an evening of William Saroyan and Sean O'Casey, which he will bring to the Booth Theatre on Wednesday evening, March 11. Mr. Dowling and Julie Haydon have the leading roles. . . . "My Sister Eileen," the Joseph Fields-Jerome Chodorov comedy at the Biltmore Theatre, will offer Sunday matinee and evening performances starting March 15. Tuesday and Wednesday matinee performances will be dropped after March 15. Seats for the comedy are on sale through May 2. Sarah Burton, radio actress, has been cast in "A Kiss For Cinderella," starring Luise Rainer, due at the Music Box next Tuesday.

**Retired**

(Continued from Page Three)  
specter, Bureau of the Budget.  
John Lieb, Water Supply, Gas and Electricity.  
Edna R. Dolan, Clerk, County Clerk, New York County.  
Julius Hertz, Clerk, Water Supply, Gas and Electricity.  
Daniel O. C. Gillespie, Clerk, Supreme Court, Kings County.  
Sophie E. Sasse, Public Health Nurse, Health.  
Michael Mohin, Instructor (Trades), Correction.  
Isador M. Gottheim, Clerk, City Register.  
Eugene D. Cook, Machinist's Helper, Water Supply, Gas and Electricity.  
March 2  
John A. Wright, Licensed Fireman, Water Supply, Gas and Electricity.  
March 4  
Joseph E. Redican, Messenger, Finance.  
Francesco Misiano, Asphalt Worker, President, Manhattan.  
Margaret A. Cahill, Stenographer, Housing and Buildings.  
March 5  
Thomas A. Early, Laborer, Parks.  
March 12  
Gustavus G. Atwood, Structural Designer, Board of Transportation.  
March 16  
Henry J. Whitford, Foreman, President, Manhattan.

will be cartons of cigarettes for the men in service, and the purpose of the rally will be to sell defense bonds and to obtain volunteer blood donors for the Red Cross Blood Banks. Judge Philip M. Kleinfield will be chairman of the evening and Justice Ivan Rubenstein will be one of the speakers. Joseph Paradise is chairman of arrangements.

The show at the **BEACH-COMBER**, headlined by Henny Youngman and Lenore Lemmon, is being held over, with the same supporting cast, including Lee Sullivan, Manor and Mignon, the Beacharmers, and the orchestras of Juanito Sanabria and Lol Salazar. . . . Georgie Price takes over the stellar spot at **LA MARTINIQUE** with Val Olman's orchestra and the eight Martiniqueans continuing in a prominent capacity. . . . Johnny Messner, recovered from his appendectomy, is back at the Hotel **MCALPIN** bandstand. . . . Dudley and Bostock, the dance team at the **WIVEL**, are being held over for two more weeks. . . . Eddie Davis begins his 7th consecutive year as bandleader at **LARUES**.

**War Jobs**

(Continued from Page Eight)  
Metal Spinner  
Metal-Tank Worker  
Metallurgist  
Milling-Machine Operator  
Millwright  
Model Maker  
Molder  
Molder Operator  
Ordnanceman  
Patternmaker  
Pipe Fitter  
Planner Operator  
Plater  
Profiling-Machine Operator  
Propeller Mechanic  
Pulpit Man  
Radio-Chassis Almer  
Radio Repairman  
Rib-Frame Builder  
Rigger  
Riveter  
Scarfer  
Shaper Operator  
Sheet-Metal Worker  
Ship Fitter  
Spar Builder  
Spinner (Metal)  
Structural-Steel Worker  
Switchboard Operator—Electric  
Furnace Tall-Surface-Frame Builder  
Tank-Car Repairman  
Temperer  
Template Maker  
Tester (Metal, Electrical Equipment)  
Time-Study Man  
Tinner, Automatic  
Tool Designer  
Tool Dresser  
Tool-Grinder Operator  
Tool-Maker  
Tracer  
Transformer Rebuilder  
Tube Bender  
Welder  
Wing-Frame Builder  
Wire Drawer

Buy The **LEADER** every Tuesday, for complete, impartial, well-written civil service news coverage.

**Welfare Officials In Conference**

About 500 State public welfare officials, members of boards of supervisors and legislative leaders attended the annual mid-winter conference of the New York State Association of Public Welfare Officials, February 24 and 25, in the Hotel Ten Eyck in Albany. The sessions were highlighted by an address by Gov. Lehman Tuesday night. The conference was devoted to consideration of welfare problems stemming from the war effort.

**Movies**

**Radio City Music Hall**  
50th STREET and 6th AVENUE  
**SPENCER TRACY** **KATHARINE HEPBURN**  
**WOMAN OF THE YEAR**  
A Metro-Goldwyn-Mayer Picture  
**ON THE GREAT STAGE:**  
"WORDS AND MUSIC"  
By Cole Porter  
Leonidoff's gay, colorful new revue, with Rockettes, Corps de Ballet, Glee Club, Symphony Orchestra, direction of Erno Rapee.  
First Mezz. Seats Reserved. CL. 6-4000

**NOW PLAYING!**  
**JAMES CAGNEY**  
And the  
**ROYAL CANADIAN AIR FORCE** in  
**CAPTAINS of the CLOUDS**  
IN TECHNICOLOR  
A WARNER BROS. HIT  
IN PERSON  
**BLUE BARRON**  
AND HIS ORCHESTRA  
**STRAND** Broadway & 47th St.

**STARTS TOMORROW**  
**RAY PAULETTE**  
**MILLAND GODDARD**  
**'THE LADY HAS PLANS'**  
A Paramount Picture  
In Person  
**Ina Ray Hutton & Band**  
**JOAN EDWARDS**  
**HAL LE ROY**  
Extra—**JACK HALEY**  
**PARAMOUNT**  
TIMES SQUARE

**LEADER'S BEST PLACES TO DINE AND DANCE**

**AL SHAYNE \* CINDERELLA**  
"Ambassador of Song" \* 82 West 3rd St. (In the Village)  
**JEAN ALLEN, ZELDA LEEDS, VILMA RAFAEL, ESTRALITA, PRINCESS NATOMA, JUNE DERE, FLORENCE BENDER. THREE SHOWS NITELY.**

**GREENWICH VILLAGE INN** FIVE ARRANGEMENTS for Banquets & Office Parties  
SHERIDAN SPECIAL INDUCEMENTS TO ORGANIZATIONS THAT CAN USE OUR FACILITIES ON SUNDAYS.  
CH. 2-6165

**PASTOR'S** TONY Georgie Mann, M.C. — Pat Rossi  
Helen Rogers—Dorothy Manners  
3RD ST. AT 6TH AVE. Dinner 6-10 P.M., \$1. Wingly Carpenter's Or. GR. 3-8839

**RAINBOW INN** 82 Elaborate New Girlie Revue  
East 4th St. **IRVING BERK, M.C.** Betty Blaine  
GRamercy Shelmor Dene  
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Sid Sanders Orchestra  
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# PROGRAM

## Conference On Transfer Plan

At the New York offices of the U. S. Commission last Friday, 60 key persons engaged in personnel work met in an all-day conference on the problems of employee priorities. The new set-up (described on Pag 2) involves procedures and details of great complexity, and the staff of Manager James E. Rossell, of the 2d Dis-

trist, has been designated as a kind of sounding board to work out the new plan.

Present at Friday's meeting, in addition to Mr. Rossell, were U.S. Civil Service Commissioner Arthur S. Flemming; J. H. Weiss, in charge of the Field Service of the U. S. Commission; representatives of all local war agencies—including members from upstate New York and from New Jersey establishments—and the staff of the Commission.

The new plan, devised to speed up and simplify the manpower problems of the federal government, cuts through masses of red

tape and paper work. The activity of the New York section will be watched throughout the entire country.

Two points are interesting to note in this respect: (1) Groups 1, 2 and 3, in the priorities rating take in relatively small numbers of employees; groups 4 and 5 take in approximately 900,000 employees; (2) Commissioner Flemming is empowered to act for the Civil Service Commission—in effect, he is the Commission—on all matters involving the relation of civil service to the war effort.

## THE LAW

### Kern-LaGuardia Fight Reaches Court

After several weeks of preparation, a petition in the Kern case against LaGuardia will this week be filed in Supreme Court, New York County. S. Stanley Kreutzer, attorney for Paul J. Kern and Wallace Sayre, ousted civil service commissioners, refused to divulge his strategy, other than to hint that "big surprises" are coming. Asked whether the background of the intimate Kern-LaGuardia relationship would come up in the trial, Kreutzer stated that no mud would be thrown for the sake of mud-throwing.

He hinted that part of his argument would deal with the legal rights of the Mayor respecting the various commissioners. He will argue that the Mayor's control over the many department heads under him is not uniform; and that the Civil Service Commission is of all agencies freest of executive overlordship. Kern will attack the hearing at which he and his colleague were judged. If those hearings can be declared illegal, Kern feels that the court will then have no alternative but to reinstate him and Sayre. And the Mayor could not once again try the two former commissioners on the same charges.

There was no comment from the Corporation Council's office on the manner in which the Mayor's case will be argued.

**Next Week—A Special Issue**  
**"WASHINGTON AGENCIES—WELCOME TO NEW YORK"**  
*Why New York Must Become America's Second Capital*

## TESTS

### Answers to Recent New York City Tests

Those answers which are published after a test are called tentative key answers because candidates are given the opportunity to file objections to them, giving their reasons for the protests. Candidates may file objections to tentative key answers for a period of not more than two weeks after the initial date of publication of tentative keys.

**Assistant Gardener** — Candidates have until March 20 to file objections to any of these tentative key answers.

- (1)B (2)C (3)A (4)E (5)B (6)C (7)D (8)A (9)A (10)B (11)D (12)C (13)D (14)C (15)D (16)A (17)B (18)A (19)C (20)B (21)A (22)B (23)B (24)D (25)C (26)A (27)B (28)C (29)D (30)A (31)B (32)C (33)C (34)B (35)B (36)A (37)D (38)C (39)D (40)C (41)A (42)C (43)C (44)D (45)C (46)A (47)B (48)D (49)B (50)A.

The Commission approved the tentative key as the final key in the promotion examinations for Railroad Clerk in the IND, BMT, and IRT Divisions of the New York City Transit System; and for promotion to Motorman, IND Division, 6 P.M. Group.

The Commission has modified the tentative key for the examinations listed below. The following answers are now acceptable for the items indicated. The Commission will consider protests from candidates who selected options published as the tentative key but rejected as the final key, provided that such protests are filed on or before March 9.

**Motorman, BMT Division, NYC Transit System (Promotion), 1 P.M. Group:** (39) B or D; (42) B or D; (54) B or C; (61) B instead of D; (70) Stricken out.

**Motorman, IND Division, NYC Transit System (Promotion), 1 P.M. Group:** (47) A and C; (59) C and D; (60) Stricken out.

**Motorman, IRT Division, NYC Transit System (Promotion), 1 P.M. Group:** (36) Stricken out; (37) C or D; (42) Stricken out.

**Motorman, BMT Division, NYC Transit System (Promotion), 6 P.M. Group:** (50) B or D; (71) Stricken out.

**Motorman, IRT Division, NYC Transit System (Promotion), 6 P.M. Group:** (13) A or D; (73) B or C.

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graduates or have an equivalent background. They must also have responsible production experience in manufacturing industry.

The course is to train personnel engaged in production work in methods of saving production time, materials and labor through development of standards for a particular product in industry, simplification of design and use of existing standards.

### NYU Course for Interviewers

Courses in public employment service and unemployment insurance and for promotion to clerk, grade two, were begun this week at New York University, in the form of a series of lectures, set for Monday nights from March 2 to June 1. The public employment service course qualifies one for assistant or employment interviewer in the N. Y. State Department of Labor, after passing a civil service test.

Registration may be made by mail or in person in Room 211, Main Building, 100 Washington Square East, daily except Saturday. Emphasis is placed on civics and civic affairs, as well as office practices, equipment, mathematics and grammar, for the promotion to clerk, grade two, course. For the unemployment insurance semester, the stress is on the principles and techniques governing registration, interviewing, selection and order taking.

## JOBS

### Key Employees Leave Albany

**ALBANY.**—Three key employees of the State Civil Service Department are leaving this month for jobs and duties elsewhere. Joseph Tammaney, assistant administration supervisor of Civil Service records, is going into the United States Navy; Kenneth Dugan of the municipal service bureau goes to the Civil Service Association offices in Chicago, and Richard Lomax, technician, goes to the War Department in Washington in a civilian capacity.

It's easier to take an exam now than ever before.

## PENSIONS

### Soldiers' Worry

Why should Civil Service employees off to the wars need to worry about pensions? The Association of Competitive Employees, in the Department of Sanitation, made an issue of it this week. Said indignant President George Torre of the ACE:

"Why must a soldier drafted from Civil Service have pension worries? Why is he different from those in National Guard outfits who are now receiving the difference in pay? Why must the State make a 'noble gesture' and give these soldiers the right to pay up their pension on their return within five years? Why must they have a harder burden on their return? With their limited army pay, they cannot make their pension payments.

"Draftees from outside industries do not have this situation, and thus there can be no argument on this point of civil service employees getting a pay differential and those from private industry not getting any.

"Give the civil service draftee a break, let the Wickes bill, which would correct the situation, be put to the legislature for a vote. Let the representatives elected by the people of New York State decide whether or not they should be given a pay differential."

## TRAINING

### Time Saving

"The Development and Use of Standards," a defense training course at the College of the City of New York, starts this week in the college and will continue for eight weeks—Tuesday and Thursday nights.

Applications are accepted at City College, Convent Avenue and 139th Street, N. Y. C. (AUdubon 3-4272). The course is sponsored by the Federal Government's Office of Education. There is no fee.

Applicants must be high school



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