

COMPLETE LISTING: U. S., PERMANENT NYC JOBS

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New U. S. Time-Off Rules

FULL TEXT

WASHINGTON—The issue before last, we brought to Federal employees news of important changes in Federal leave regulations. The interest was so high that The LEADER prints the original text of the Executive Order on annual and sick leaves. It merits study by every Federal employee. We suggest you retain this material for future reference.

Text of Order

The Executive Order brings regulations under the annual and sick leave acts up to date. Its essential features are as follows:

Part I—Definitions

Section 1.1. As used in these regulations:

(a) "Employee" and "employees" include officer and officers, respectively.

(b) "Permanent employees" are those appointed without limitation as to length of service or for definite periods in excess of one year, or for the duration of the present war and for six months thereafter.

(c) "Temporary employees" are those appointed for definite periods of time not exceeding one year.

(d) "Indefinite employees" are those appointed for the "duration of the job" and those who, although paid only when actually employed, are continuously employed or required to be available for duty for a period of not less than one month, as distinguished from part-time or intermittent employees.

(e) "Accumulated leave" means the unused leave remaining to the credit of the employee at the close of any calendar year.

(f) "Court leave" means leave for attending court as a witness on behalf of the United States or the government of the District of Columbia, or for jury duty.

(g) "Break in service" means separation from the Federal service for a period of thirty or more calendar days.

(h) "Medical certificate" means a written statement signed by a registered practicing physician or other practitioner, certifying to the period of disability of the patient while he was undergoing professional treatment, or to the

time of dental or optical treatments, or medical examination.

(i) "Month of service" means a period of thirty consecutive calendar days.

(j) "Terminal leave" means the period between the last day of duty and the expiration of annual leave.

Part II—Annual Leave

Section 2.1. Annual leave shall be credited to employees as follows:

(a) Permanent employees shall be credited with leave at the rate of two days per calendar month plus an additional $\frac{1}{2}$ day in March, June, September, and December to employees who were continuously employed for the entire quarter-year ending in such months; or, a credit of 26 days may be given at the beginning of the calendar year in which it accrues in lieu of the monthly credit; **Provided**, that before the expiration of the calendar year such credit will be reduced proportionately. The minimum credit for leave shall be the hourly equivalent of $\frac{1}{2}$ day, and additional credits shall be in multiples thereof.

(b) Temporary employees shall be credited with leave of $2\frac{1}{2}$ days for each month of service. After the first month of service such leave may be credited at the beginning of the month in which it accrues.

(c) Indefinite employees shall be credited with leave of two days for each month of service plus an additional $\frac{1}{2}$ day when the service aggregates three months.

Section 2.2. Accumulated annual leave may be carried forward for use in succeeding years until it totals not exceeding 60 days; **Provided**, that during the period of the present emergency 30 days additional leave may be accumu-

lated; **Provided further**, that when accumulated leave equals or exceeds 60 days, further increase in accumulated leave shall be limited to 15 days in any succeeding year.

Grant of Annual Leave

Section 2.3. Annual leave shall be granted to an employee on his request at such times as the heads of the departments and agencies may prescribe. Employees during their first year of service shall not be granted leave in excess of the amount accrued to their credit. The minimum charge for annual leave shall be charged in multiples of one hour.

Section 2.4. An employee who is to be separated from the service shall be entitled to the unused annual leave standing to his credit, and the date of his separation shall be so fixed as to permit him to take such leave, and in no case whether the separation be voluntary or involuntary, shall the separation become effective on a date prior to the date of determination of such leave; **Provided**, that an employee who elects to forfeit the leave standing to his credit may do so by filing a written notice to such effect.

Section 2.5. When an employee is absent from duty and in attendance in court as a witness in behalf of the United States or the Government of the District of Columbia, or for jury duty in any state court or court of the United States, the absence from duty shall not be charged against the annual leave but should be recorded as "court leave."

Part III—Sick Leave

Accrual of Sick Leave

Section 3.1. (a) Permanent employees shall be credited with sick leave at the rate of $1\frac{1}{4}$ days per month. The minimum credit for sick leave shall be one hour, and additional credits shall be in multiples thereof.

(b) Temporary and indefinite employees shall be credited with $1\frac{1}{4}$ days of sick leave for each month of service.

(c) Sick leave accruing in any month of service shall be available at any time during that or any subsequent month.

Section 3.2. Unused sick leave shall be cumulative and available for future use; **Provided**, that the balance to the credit of the employee at the end of any month shall not exceed ninety days.

Grant of Sick Leave

Section 3.3. Sick leave shall be granted to employees when they are incapacitated for the performance of their duties by sickness, injury, or pregnancy and confinement, or for medical, dental or optical

examination or treatment, or when a member of the immediate family of the employee is afflicted with a contagious disease and requires the care and attendance of the employee, or when, through exposure to contagious disease, the presence of the employee at his post of duty would jeopardize the health of others. The minimum charge for sick leave shall be one hour, and additional leave shall be charged in multiples of one hour.

Section 3.4. An employee who is absent on account of sickness shall notify his supervisor as early as practicable on the first day of such absence, or as soon thereafter as possible. Failure to give such notice may result in the absence being charged to annual leave or leave without pay, as the circumstances may justify. Requests for sick leave for medical, dental or optical examinations or treatment shall be submitted for approval prior to the beginning of the leave.

Section 3.5. Written application on the prescribed form for grant of sick leave shall be filed within two days after the employee returns to duty. For periods of absence in excess of 3 work days the application must be supported by a medical certificate. Such certificate shall be filed within 15 days after return to duty; **Provided**, that when a medical certificate cannot reasonably be obtained, a certificate of the employee relating the facts incident to the illness may be accepted. All applications for sick leave for medical, dental, or optical examinations or treatment shall be supported by a medical certificate.

Section 3.6. When sickness occurs within a period of annual leave and lasts in excess of 5 work days, the period of illness may be charged as sick leave and the charge against annual leave reduced accordingly. Application for such substitution of sick leave for annual leave shall be made within two days after return to duty and shall be supported by a medical certificate.

Section 3.7. Sick leave may not be granted for a period immediately following a period of absence in a non-pay status, unless and until there is a return to actual duty, nor may such leave without pay be converted to sick leave.

Advance of Sick Leave

Section 3.8. In cases of serious disability or ailments, and when the exigencies of the situation so require, sick leave may be advanced to permanent and indefinite employees not in excess of 30 days; **Provided**, that no advances of sick leave shall be made to any employee unless the absence from duty on account of illness is for a period or periods of 5 or more consecutive work days; that every application for advance leave shall be supported by a medical certificate; that the total of such advances shall be charged against sick leave subsequently credited. Sick leave may be advanced irrespective of whether the employee has annual leave to his credit.

Section 3.9. Sick leave shall not be advanced to an employee holding a limited appointment, or one expiring on a specified date, in excess of the total sick leave that would accrue during the remaining period of such appointment.

Part IV—General Provisions

Section 4.1. (a) Leave shall be credited in units of hours on the basis of the established work day. Fractional parts of an hour that equal or exceed $\frac{1}{2}$ hour shall be counted as one hour and fractions of less than $\frac{1}{2}$ hour shall be disregarded.

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Businessman Wanted, \$8,000 Job

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STATE CIVIL SERVICE NEWS

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V. A. Head Insists On Enlightened Personnel Policy

Citing the fact that he had received complaints from employees and from an employee union (United Federal Workers of America, CIO), C. J. Reichert, head of the New York office of Veterans Administration last week issued a long-awaited memo to all division, sub-division and section chiefs.

The following complaints against supervisors were listed in the memo. Reichert wants these practices to cease.

1. Failure to forward mail addressed through channels to the manager.
2. Reproof of employees who request permission to interview division chiefs, or the manager, or the personnel officers, regarding grievances.
3. Censuring employees who have discussed their problems or conditions surrounding their employment, even though the discussion was initiated by the Manager or his assistant.

All Have Right

"All supervisory personnel must be aware," the memo adds, "that regulations and service letters have been issued which accord to all employees the right to discuss conditions affecting their employment, either in writing, or in person with successively higher supervisors. The Manager is not excluded in the application of this policy, and interviews with him in necessary cases, may be arranged through his secretary."

"As a corollary, the exercise of this privilege by an employee must be free of any fear of inimical consequences arising from it. Personnel problems are never solved or adjusted by neglecting them. Hints or direct statements of reprisal against petitioners for redress definitely aggravate conditions which initially are often easily corrected."

The memo concludes with the suggestion that a complaint, honestly presented, should receive proper attention.

30,000 Postal Men In Fighting Forces

Over 30,000 men and women in the armed forces, the burden of extra war work, and many non-postal jobs which they are handling, were all cited as examples of the Postal employees' contribution to the war effort by Lee E. George, president of the National Federation of Post Office Clerks; William McHale, vice-president, National Association of Letter Carriers; and James Burns, president, American Federation of Government employees.

The AFL employee union representatives appeared on a recent Labor for Victory program broadcast, where a plea was made for the extension of time-and-half overtime for Government workers.

NYC PUBLIC SERVICE OFFICE HAS NEW ADDRESS

The New York City office of the State Public Service Commission has been removed from the State Office at 80 Centre Street. The new address is 233 Broadway. The phone number is BEekman 3-5100.

U. S. Civil Service Calls For Better Use of Employees in Government Jobs

By CHARLES SULLIVAN

WASHINGTON—In a letter to the heads of Federal departments and agencies, the U. S. Civil Service Commission called for Government-wide cooperation in a program to make better use of employees.

To assist Federal administrators to obtain "an intelligent perspective of a sound personnel utilization program in both the departmental service and in the field," the Commission has prepared a pamphlet entitled "Better Use of Personnel."

On the check-list are more than a hundred questions on the various phases of a well-rounded personnel utilization program. The questions deal with such subjects as improvement of supervision, maximum use of critical skills, promotion policy, health and safety programs, position classification, and training.

The Commission's letter initiating the new program stated that "no agency can be sure it is effectively utilizing personnel unless it has taken steps to reveal and correct weaknesses." These steps are listed as follows:

- 1—Conduct a survey at each appropriate operating level or geographical location for the purpose of disclosing and correcting

lack of use of employees' skills on a full-time basis.

- 2—Analyze employees' needs for training and make certain that within the framework of the agency's present authority, necessary training facilities are available.

- 3—Establish a program for improvement of supervision at all levels.

- 4—As an important phase of this program, develop a system which will result in each employee's reviewing periodically, with his supervisor, exactly what he is expected to do.

- 5—Organize a planned, progressive employee-relations program.

- 6—Install, within the framework of the agency's present authority, medical, health and safety programs.

Sample Questions

The check list placed before the agency heads emphasizes improve-

ments in personnel management. Samples of the listed questions follow:

To what extent have employees been made sufficiently aware of their work that they are "sold" on the importance of regular attendance?

What effort is made by the personnel office to discover and attack the causes of turnover?

To what extent have jobs been studied with a view to making maximum use of the critical skills available by means of

- (a) breaking down jobs into parts requiring different degrees of strength and skill,

- (b) using as much as possible of the time of highly skilled employees on only those phases which require a high degree of skill, and

- (c) determining the occupations in which the skills developed are applicable to more critical occupations?

What steps have been taken to provide training for supervisors?

What kind of organized orientation training is conducted for new employees?

In what manner is each new employee informed of the function of his organization, his spot in the organization, and his part in its function?

Here's Complete Text of New Time-Off Regulations Issued by the President

(Continued from page 1)

(b) Whenever the number of hours of duty in an employee's work day is permanently changed, the leave standing to his credit shall be converted to the proper number of hours based upon the new work day.

(c) The accumulated leave of each employee as of December 31, 1943, shall be converted from days-hours-minutes to units of hours. Fractional parts of an hour that equal or exceed 1/2 hour shall be counted as one hour and fractions of less than 1/2 hour shall be disregarded.

Section 4.2. (a) Leave shall accrue to an employee while in a leave-with-pay status providing he returns to duty.

(b) Annual leave shall not accrue to an employee while on terminal leave, whether by separation, furlough, or resignation. In such cases the accrual of leave shall cease at the close of the last day on which he was present for duty, and the final date of separation shall not be extended by the granting of sick or court leave. Provided, that this sub-section shall not apply to employees who are on terminal leave on the date of issuance of this order.

Section 4.3. Whenever a permanent employee is absent on leave without pay 15 or more days during a calendar year, the credits for annual leave shall be reduced one day and for sick leave one-half day for each such period aggregating 15 days. Whenever such absences total 90 days there shall be a further reduction of 1/2 day in annual leave credits for each such period. Provided, that when an employee absent because of injury received in line of duty requests to be carried on leave without pay, he shall, upon his return to duty, receive credit for accrued leave covering the period for which he was paid disability compensation by the Employees' Compensation Commission.

Section 4.4. Leave shall not accrue during any period of suspension for disciplinary reasons which is in excess of three days.

Section 4.5. Leave shall be charged only for absence upon days which an employee would otherwise work and receive pay and shall be exclusive of Sundays which do not occur within a regular tour of duty, holidays, and all non-work days

established by Federal statute or by Executive or administrative order. Provided, that when a holiday is declared by general administrative order to be a work day, an employee who absents himself from work without permission on that day shall be subject to a deduction of one day's pay.

Section 4.6. Unavoidable or necessary absence from duty not in excess of thirty minutes, and tardiness, shall be handled administratively by excuse for adequate reasons, or by requiring additional work, or by a charge against overtime previously worked beyond regular hours, or by disciplinary action, or by a charge against annual leave.

Section 4.7. In case of the separation of an employee who is indebted for advance leave, the employee shall refund the amount paid him for the period of such excess, or deduction therefor shall be made from any salary due him. This section shall not apply in cases of death, retirement, or reduction of force, or in case an employee who is not found eligible for retirement is unable to return to duty because of disability, evidence of which shall be supported by an acceptable medical certificate.

Section 4.8. (a) Leave without pay may be granted to an employee for a period not exceeding twelve months regardless of whether he has leave standing to his credit.

(b) An employee whose active services are terminated as a result of the expiration of a statute in connection with the administration of which he is employed and who at the time of such expiration has not exhausted the leave standing to his credit shall be granted leave without pay or furlough for a maximum period of twelve months.

Section 4.9. When an employee is appointed, reappointed, or transferred from one permanent position to another permanent position, without break in service, his leave account shall be disposed of as follows:

(a) If the position is within the purview of the leave acts of March 14, 1936, the leave account shall be credited to the employing agency for credit or charge to the employee.

(b) If the position to which he is appointed or transferred is not within the purview of the leave acts of March 14,

1936, the employee shall be furnished with a statement of his leave account, and if he is subsequently appointed, reappointed, or transferred to another position within the purview of such acts, the leave shown to be due will be credited to his account.

Section 4.10. (a) When an employee is appointed, reappointed, or transferred without a break in service from a permanent position to a temporary position in the same agency, he shall be credited with such leave as may be due him or charged with any unaccrued leave which may have been advanced.

(b) When an employee is appointed, reappointed, or transferred without a break in service from a permanent position to a temporary position in a different agency he shall be furnished with a statement of his leave account and if subsequently he is appointed, reappointed, or transferred without a break in service to a permanent position the amount of leave shown to be due shall be credited to his account.

Section 4.11. Temporary employees who subsequently receive permanent appointments without break in service, either in the same or a different department or agency, shall be credited with such leave as may be due them, or charged with any unaccrued leave which may have been advanced.

Part V—Administration

Section 5.1. The heads of governing bodies of the various governmental agencies to which this Executive Order applies shall be responsible for the proper administration of these regulations so far as they pertain to employees under their respective jurisdictions, and they shall main-

FDR Suggests Payment for Accrued Leave

WASHINGTON — President Roosevelt has put himself squarely on record as favoring an important change in the Federal employee leave law.

He believes, he says, that the law should be revised to make payment of accumulated annual leave mandatory to employees who quit the Government service. Until very recently, it was optional—and there were many cases of employees who failed to get their leave when they quit or transferred.

Under the new leave regulations which the President issued (printed in this issue), payment of leave became mandatory—although not yet a matter of law.

The President's statement on the subject was contained in a veto message accompanying a private bill to recompute a former Government employee for accumulated leave.

Want Standard Interpretation

Meantime, some members of the Council of Personnel Administration are urging adoption of uniform interpretations of the President's new leave regulations. They are particularly concerned about the provision which makes the minimum charge for annual leave one hour—instead of fifteen minutes as previously.

This has raised a problem for agencies which impose loss-of-leave penalties for tardiness. However, employees generally probably hope the agencies will not reach a uniform rule on the subject. For one thing, such a rule almost certainly would be a strict one.

tain an account of leave for each employee in accordance with methods prescribed by the Civil Service Commission and approved by the Director of the Bureau of the Budget.

Part VI—Employees Exempted

Section 6.1. These regulations shall not apply to:

- (a) Teachers and Librarians of the public schools of the District of Columbia,
- (b) Officers and employees of the Panama Canal and the Panama Railroad Co., on the Isthmus of Panama.

(c) Temporary employees engaged on construction work at hourly rates.

(d) The Postmaster General and officers and employees in or under the Post Office Department, except those serving in the departmental service and in the Mail Equipment Shops.

(e) Employees not required to be continuously employed during regular tour of duty, such as (1) per diem or per hour employees engaged in an emergency who may be employed for more than one 7- or 8-hour shift within 24 hours during the emergency; (2) part-time or intermittent employees; (3) persons engaged under contract for less than a month on a piece-price basis; (4) employees who are paid at hourly rates but who are not engaged on construction work, such as mechanics, skilled laborers and others engaged in various services on maintenance, repair, clean-up work, etc., where employment is more or less intermittent and not on a regular and continuous basis; (6) consultants employed and paid on the basis of "when actually employed"; and (7) employees paid on a fee basis, such as physicians, surgeons, and other consultants.

Congress Jeopardizes U. S. Overtime Pay

WASHINGTON—The House has served notice on Federal employees that they will have to fight to keep the present Government Overtime Act on the books when the peace comes.

Not only that—but they'll have to fight to keep from losing overtime pay almost immediately after the war ends.

The warning came indirectly this week in a small clause which the Appropriations Committee wrote into the House-approved Independent Offices bill. It said that no money in the bill can be used to pay overtime if Congress decides to kill the Overtime Act before its June 30, 1945 expiration.

That means only one thing: That the Appropriations Committee, at least, has the idea that the

end of the war should promptly bring the end of Federal overtime pay.

It Will Be Hard

As it happens, however, such an event would work a great hardship on Federal workers. No one expects the cost of living to drop sharply after the war. And unless it does drop, Federal employees will find it utterly impossible to get along without overtime pay—or some substitute.

It's taken for granted, of course, that the necessity for overtime work will vanish very quickly after the war. But if overtime pay is cut off at the same time—well, it would be a tragedy for thousands of Government employees.

Meantime, there were two other developments here last week on the Government pay front:

- 1—A committee of Council of Personnel Administration—it's made up of Federal personnel directors—went on record for a cost-of-living bonus for Government workers. However, the proposal was coldly received by the Council.

- 2—Employee unions went before the Pepper Sub-Committee of the Senate Education and Labor Committee to argue for a cost-of-living pay raise of some sort.

Union representatives pointed out—again—that Federal workers have had to get along without a basic wage increase. Other workers have had 5 per cent Little Steel Formula raises, and overtime pay, too. Federal employees, however, have had to settle for overtime pay only.

Said Col. Charles Stengle, representing the American Federation of Government Employees: "Government employees have the same kind of stomachs as anyone else—and it costs just as much to feed them."

Arthur Stein, representing the United Federal Workers of America, pointed out that—even with overtime pay—18 per cent of all Government employees get \$1750 or less; and 55 per cent get \$2000 or less.

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Why NYC Employees Leave Their Jobs; Transit Survey Puts 'Dissatisfied' First

By FRANCIS KELLY

One difficulty which the City of New York is facing now is that of holding on to its employees. An employee of the City who has passed his probationary period may resign his job and apply for reinstatement within one year. Many are taking advantage of this right and are leaving their municipal posts. Some come back asking to have their old jobs restored. Others leave the City service for good.

And despite the fact that City salaries suffer by comparison with those paid in private industry—especially in war industries—the lure of higher paid work isn't the leading reason why people walk out on Uncle Knickerbocker. Most departments don't bother to keep any check on why they lose their help. In Welfare, many of the social workers are leaving (with leaves of absence) to do more exciting work with the overseas service of the American Red Cross.

The Board of Transportation, faced with increasingly difficult personnel problems, has instituted a system of requiring an "exit" interview with each employee who resigns. This is similar to the practice of the Federal Government and an analysis of the figures obtained by the Board makes an interesting study, which should cast light on the problem as it concerns City employees in all departments.

Many Dissatisfied

Approximately 28 percent, the largest single group, just give as their reason for leaving the fact that they are dissatisfied with their position.

The next largest group is composed of those who leave for "personal" reasons. They get married, family circumstances change, families move their home, other reasons account for the departure of these workers from the City payroll.

Third on the list is the attraction of other jobs in private industry. Only about 21 percent of the total resignees give that as their reason for leaving.

Another fairly large group is represented by those who are forced to leave the City jobs for reasons of health. Over 17 percent find that they aren't physi-

cally able to carry on the jobs which they took.

Other reasons include; resignations to join the Merchant Marine. (Most City departments allow leaves of absence to employees joining the merchant fleet); failure to qualify on the job; accept-

ance of other City posts; and a small number who are "permitted to resign" for various reasons.

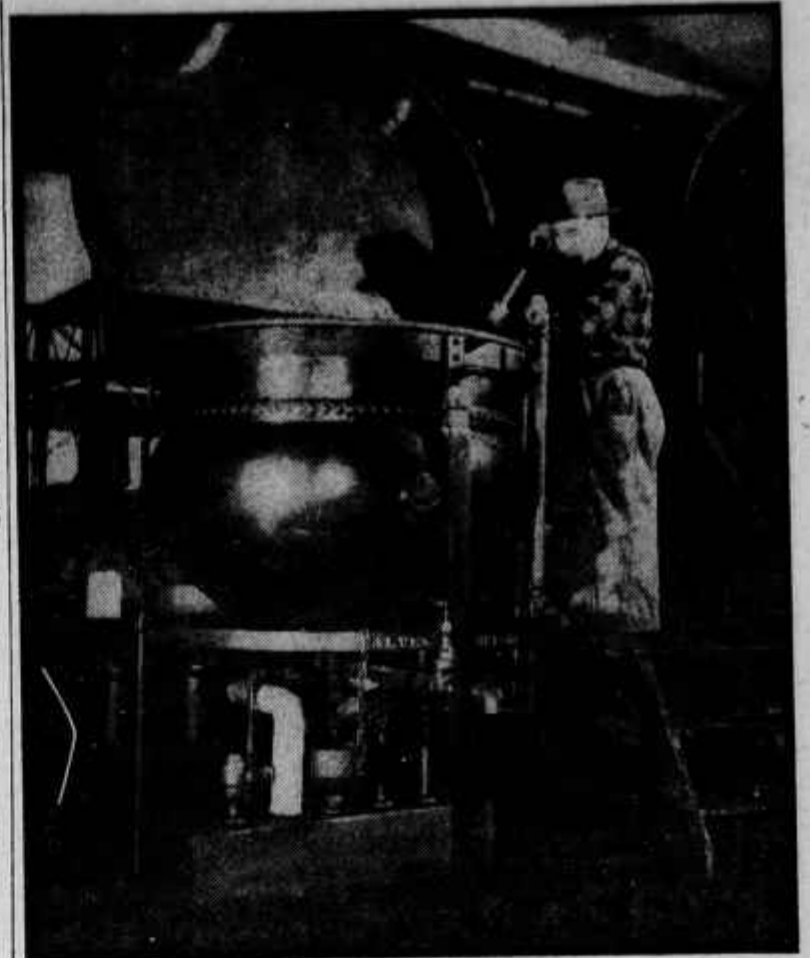
Commission Can't Add Much

The Municipal Civil Service Commission keeps no records of resignations from the City Service. All that the Commission has to add to the record is the fact that people leave their City jobs in different ways: Some resign, some die, some retire; some are dismissed.

Following is a breakdown of the "resignation" summary from the weekly report of the NYC Board of Transportation:

CAUSE OF RESIGNATION	(Permanent)	(Provisional)	BMT	IRT	IND	GA	Coa	Total
OTHER BOARD APPOINTMENTS	0	1	2	0	0	0	0	3
	1	0	0	0	0	0	0	1
(Total)	1	1	2	0	0	0	0	4
*ACCEPTED OUTSIDE EMPLOYMENT	2	0	0	0	0	0	0	2
	18	1	0	0	0	0	0	19
(Total)	20	1	0	0	0	0	0	21
MERCHANT MARINE	0	0	0	0	0	0	0	0
	1	1	0	0	0	0	0	2
(Total)	1	1	0	0	0	0	0	2
DISSATISFACTION WITH POSITION	1	0	0	0	0	0	0	1
	26	1	4	0	0	0	0	31
(Total)	27	1	4	0	0	0	0	32
HEALTH	1	1	0	0	0	0	0	2
	16	1	9	0	0	0	0	26
(Total)	17	2	9	0	0	0	0	28
PERSONAL	3	1	1	0	0	0	0	5
	20	4	1	4	0	0	0	29
(Total)	23	5	2	4	0	0	0	34
FAILED TO QUALIFY	0	0	0	0	0	0	0	0
	6	0	0	0	0	0	0	6
(Total)	6	0	0	0	0	0	0	6
PERMITTED TO RESIGN	0	0	0	0	0	0	0	0
	1	0	0	0	0	0	0	1
(Total)	1	0	0	0	0	0	0	1
PERMANENT TOTAL	7	3	3	0	0	0	0	13
PROVISIONAL TOTAL	39	8	14	4	0	0	0	115
COMBINED TOTAL	96	11	17	4	0	0	0	128

* Six (6) employees who resigned have indicated acceptance of positions in Defense Work.



THIS MAN is saving money for New York City. He's mixing drugs in one of the big mixing kettles at the Department of Purchase's plant in Long Island City. By buying chemicals in huge lots and manufacturing its own drugs, the City saves thousands of dollars annually.

There's an \$8,000 Job Awaiting the Right Man

By JEROME YALE

There's an \$8,000 a year job open in the New York City Department of Purchase as the Director of the Bureau of Stores. Mayor LaGuardia has said that it is one City job which doesn't call for a politician. The City Charter provides that the Director of Stores shall have "at least five years' experience as a storekeeper with business enterprises which operate upon justified requisition based upon stores control with perpetual inventory of stocks on hand." An aggressive, capable, experienced administrator is wanted, who can take hold of a number of tasks and carry them through. The applicant must be a New York City resident.

The City has been trying to fill the spot for two months now, to replace E. A. Workman, who went back to his old job with the Central Railroad of New Jersey. It's an exempt post, which means the applicant doesn't have to go through civil service.

Applicants who think they meet the requirements can get in touch with Mayor LaGuardia at City Hall, or with Commissioner Albert Pleydell, Purchase Department, Municipal Building.

In the past ten years, the Department of Purchase has saved New York City more than 50 mil-

lion dollars, and in addition to buying things in quantity for all City Departments, it also manufactures some items.

The City roasts its own coffee for City institutions. It also manufactures its own alcohol (not the drinking kind) and saves \$125,000 a year on alcohol taxes. It even saves another \$6,000 a year by making coffins for the indigents who are buried in Potters Field.

The Bureau of Stores usually keeps \$2,500,000 worth of stocks on hand at all times, and that only represents a two or three month's supply for the many City departments.

By salvaging items like ballbearings, egg cases, butter tubs, etc., and other salvaged material, the Department of Purchase brings in more than enough each year to meet all its operating expenses.

Disability Discharges

Here's the latest ruling of the New York City Civil Service Commission on the treatment of persons on eligible lists who are discharged from the armed forces with a C.D.D. (Certificate of Disability Discharge) or for the convenience of the Government.

1. The person shall be replaced on the eligible list with the notation "subject to medical examination and investigation."

2. The investigation Bureau will check to determine the cause of discharge, and require the candi-

date to report to the Commission for an appropriate examination.

3. If found qualified, the candidate shall be restored to the list and certified to a position as soon as practicable. If not, he will be marked "not qualified."

POSTMASTER ASKS AID FOR RED CROSS

Postmaster Albert Goldman this week appealed to Federal employees, of whom there are 217,000 in the Metropolitan area, to support the forthcoming Red Cross 1944 War Fund campaign for \$22,386,000 as "the cause closest to the hearts of the American people."

NYC Employee Dies a Hero

Lieutenant Murray Blum, radio engineer on a Liberty ship and former radio operator at New York City's radio station, WNYC, was reported missing at sea a few days ago.

Lieutenant Blum's ship was in a convoy somewhere in the North



Lieutenant Murray Blum, U. S. Maritime Service, a NYC employee who gave his life to save others in the tradition of the naval service.

Atlantic. A dense fog set down and the convoy began to scatter. Suddenly, a ship loomed up directly in the path of the ship on which the lieutenant was stationed. The crash broke the other ship in half and it sank almost immediately. The crew (it was later identified as a Dutch vessel) had no chance to lower life-boats or grab life-preservers.

Lieutenant Blum went to their rescue. Pulling several Dutch seamen to the side of his ship, he set out swimming to rescue some men. He was last seen swimming off in the fog, searching for more survivors in the ocean.

A brother, Sy Blum, is stationed at the WNYC transmitter in Brooklyn.

Civil Servants Are First With Blood Donations

A worker in the Brooklyn Navy Yard collapsed at work from a heart attack and was rushed to the hospital. A report came back to the Yard that he needed a blood transfusion, and the moment the four o'clock whistle blew, two of his co-workers inquired for the address of the hospital and rushed over to give their blood to a man they didn't even know. Sid Gowater and Mike Kantor are the Yard employees who went to the aid of John Probst.

The man in service needs a supply of blood plasma for the extra strength to keep him alive on the trip from the front line to the hospital. Many civil service workers are doing their share, and more. To help the man in uniform whom you don't know; or the blood you give may even help bring back the fighting man whom you are awaiting. — Just phone the nearest Red Cross Office and make an appointment.

The LEADER wants to give recognition to every public worker who makes more than one trip to a blood bank.

If you're a repeater, let us have your name. Better, send in the names of everyone in your office who is entitled to wear a blood donors pin.

Among new multiple donors: Margaret McCue, NYC Department of Health, who has a sixth appointment for April 21; Lee Kyrometes, of Veteran Administration's New York Office, who has made seven blood donations.

Another smaller public agency is the Purchase Department of the City of New York which has already contributed well over 100 pints to the plasma bank.

Here is the list of repeaters in that office:

- | | |
|------------------|--------------------|
| Vouchering | |
| Ruth Bonanoff | 2 Dorothy Alpers |
| Mildred Pfeffer | 4 Sara Parkaus |
| Buyers' Division | |
| Jack Besnick | 5 Lillian Schwartz |
| Mae Yunker | 3 Lillian Sorgan |
| Phil Steinberg | 4 Abe Ginzinger |
| Warehouse 4-15 | |
| Muriel Sampson | 3 David Guinasso |
| Francis Levine | 3 Ed. Gerstenzang |
| Arnon Diamond | 2 Harold Friedman |
| Meyer Friedman | 2 Sol Minsky |
| Miroslav Cerny | 2 |
| Warehouse B-33 | |
| Ernest Chieffo | 5 Wolf Friedlander |
| Warehouse B-39 | |
| Ernest Pomerance | 5 |
| Priorities Board | |
| William Fadden | 3 |
| Administration | |
| Sadie Itzkowitz | 2 Pearl Neuwirth |
| Sally Lalor | 2 |
| Accounting | |
| Catherine Conner | 3 Martha Barth |
| Agnes Cleary | 3 |
| Warehouse M-11 | |
| Tom Halloran | 2 |

Recent Action On NYC Lists

Following are recent certifications made by the N.Y.C. Civil Service Commission to departments having vacancies for new appointments or promotions.

Tunnel Authority

The Tunnel Authority is making one appointment from the list for Auto Engineman at \$2,400. Three names were sent in, reaching number 17. The position is permanent.

Welfare

The Department of Welfare is attempting to make a number of \$900 a year, 30-hour a week, appointments from the Clerk, grade 1 eligible list. For regular full-time appointments in the department at \$1,200, 57 names were submitted, reaching number 4623.

Domestic Relations Court

This Court is making promotions from the Clerk grade 2 list, to \$1,201. 15 eligibles were included in the certification, including number 29.

Hospitals

The special list for Clerk, grade 1, Seaview and Farm Colony Hospitals, was sent to the department for appointments at \$1,200 at these 2 institutions. Positions are permanent.

Public Works

This Department has temporary positions open in all boroughs and received names from the Cleaner (Women) list, for ap-

pointment at \$1,040. 7 names to number 306 were sent in.

Law Department

Law Department has 11 vacancies for Law Assistants. From the promotional list to that position, only 7 names were available for the temporary positions and they were certified. Number 14 was the lowest reached for the \$1,920 jobs.

The Typist, grade 1 list was also sent to Law Department to make appointments at \$1,200. 10 names sent in reached number 2827.

Subways

Thomas P. Stevenson, only eligible, was certified for promotion to Foreman (Mechanical Power), BMT at \$3,300, from the promotion list to that position.

CCNY

To make 1 appointment from the list for Furniture Maintainer (Upholstery), at \$1,800, 8 names were sent to College of the City of New York. Number 10 was the last reached.

RESIGNATION CHANGED TO LEAVE OF ABSENCE

Back in October 14, 1942, Ernest L. Morgenstein, an employee of the New York City Department of Sanitation, resigned his job in order to join up with the Merchant Marine.

Last week, the Sanitation office asked the City Civil Service Commission to change his record to "leave of absence for the duration." Now, he'll be able to come back to his job as a Sanitation Man "C" after the war.

In the NYC Departments

SUBWAYS Discipline

At the regular weekly hearings, the following disciplinary actions were ordered by the Trial Board of the New York City Board of Transportation, headed by Deputy Commissioner Edward C. Maguire.

Thomas McHugh was demoted from Motorman to Conductor.

John Lawless, Railroad Clerk, was suspended from duty for five days and placed on probation for six months.

Michael Sullivan, Railroad Clerk, was suspended for three days and placed in probation for six months.

All three are employees of the IRT System.

Subway Cops Shifted to Courts

Three special patrolmen employed by the New York City Board of Transportation were shifted to the Municipal Court last week.

The men reassigned:

Name	Annual Salary
Louis W. Klots	\$2600
Pasquale P. Mormile	2600
George F. Beyrer	2280

Compensation

The New York City Board of Transportation pays its employees, hurt on the job, the difference between their salary, and what they get from Workmen's Compensation.

Sometimes it comes to a bit of money. Last week Simon Colesides, a motorman on the IRT, received the differential for 119 days.

Appointments

Four clerks and three typists received permanent jobs with the N. Y. C. Board of Transportation last week. The new appointees, from New York City eligible lists, follow:

Typists—Pay Bensman, Elsie

Blank and Dorothy Irving.

Clerks—Leonore Himmelhoch, Bertha Hart, Sophie Katz and Ruth Morasof. All these appointments were made at \$1,200.

COMPTROLLER Just Tallulah And Me

One of the most envied men in the New York City Comptroller's office last week was Morris Paris, assistant deputy comptroller. It wasn't that he got a promotion or raise, but because he happened to appear on a radio program last week with Tallulah Bankhead and Ralph Bellamy.

Even the fact that the word "others" in reviews of the program meant him, didn't dim the lustre. The program was a Freedom House presentation over station WEVD.

WELFARE Policy the Same

The announced program of objectives for the State, County and Municipal Workers of America (CIO) in New York City Department of Welfare indicates that, in general, the same problems which demanded rectification a year ago, are still on the agenda.

As announced by President Michael Garramone, the union's goals are the following:

1. Restoration of pre-war sick leave and vacation policy.
2. A liberal and consistent leave-of-absence policy.
3. Reclassification, to be predicated on a satisfactory wage rise.
4. Solution to the problem of up-grading ediphone typists.
5. Abolition of line count for transcribing typists.
6. Resumption of leaves for religious holidays.
7. Modern and adequate housing in all Department offices.
8. Real promotions.
9. Suitable settlement of assistant case supervisor salary question.
10. Sound and intelligent employer-employee relations policy, with real collective bargaining.

Br-r-r-r!

The problem of heat is on the mind of employees of New York City's Department of Welfare.

The Central office at 902 Broadway is fairly comfortable, but it's a different matter at the field offices.

There, when it gets cold outside, it gets cold inside.

Among suggestions made by the State, County and Municipal Workers of America (CIO), Local 1, are these:

1. Dismiss the staff whenever temperature falls below 65 degrees in the work location. (This is in line with the departmental policy of dismissing staff in summer when temperature hits 90.)
2. If possible maintain a skeleton staff in a nearby office or building where conditions are tolerable.
3. If no other work-site is available, work the skeleton staff on two-hour rotating shifts.
4. Staff should be dismissed for a temporary period when it is certain that the condition can be corrected shortly.
5. As a complete solution to the problem of cold quarters—rehouse the field staff in more modern buildings.

"Disqualified" Index

The New York City Civil Service Commission keeps a list of persons who are disqualified from holding jobs with the City.

This list comes from two main sources:

1. Persons who have been dismissed from City departments.
2. Persons who have been disqualified after investigation by the Civil Service Commission.

To make sure that no one who shouldn't be working for the City gets on the payroll, the Commissioner has set up a new card index for the "disqualified" list.

These cards will bear the name and birth date of persons disqualified from the City service. Plans to carry fingerprints of these persons on the cards were abandoned because of the difficulty of getting prints of those who were dismissed from the various City departments.

All future candidates for City positions will be checked against this list.

Auditorium For Study

So many Welfare employees are in the throes of preparing for Part II of the Clerk, Grade 3 and 4 promotion examinations that one of New York's high school auditoriums has been selected as the site of the in-training lectures on February 8, 10 and 11.

Lectures will start promptly at 6 p. m. on the above dates at the auditorium of the Central High School of Needle Trades at 225 West 24th Street.

All employees who took Part I of the tests are eligible to attend the lectures, and may be excused from work at 5 p. m., in order to arrive on time.

Personnel Reshuffled

One of the first actions taken by Edward E. Rhatigan as Acting Commissioner of Welfare was to announce the staffing of a new Bureau of Personnel. This does not, however, interfere with the duties of Edith Alexander as director of staff relations. Miss Alexander handles departmental conferences, with employees and employee groups.

Mrs. Margaret L. DeWitt, recently appointed from the Assistant Director Grade 5 list, has been designated Director of the Bureau of Personnel.

Mrs. Margaret F. Bourke has been designated Assistant Director of the Bureau of Personnel and will continue as the Director of the Division of Placement and Adjustment.

Mr. Cosmos Scura will continue as Manager of the Staff Control Section of the Bureau of Personnel.

AUERBACH, OF WELFARE ENTERS ARMY

Only one Welfare employee went off to the wars last week. Jacob Auerbach, a social investigator, is off to investigate G.I. living conditions. He was formerly at Welfare Center 26, now gets his mail care U. S. Army.

Orphans of the Bonus

Employees of the New York City Board of Education and the Board of Higher Education (which runs the City colleges) are civil service employees.

But the Mayor's bonus, which covered most other City workers, left them out in the cold.

After the July, 1943 bonus, they were granted increases in line with the general raises. Thus far, they haven't heard anything about being permitted on the band-wagon for the January, 1944 cost of living increase.

Still Trying
From Board of Education offices come word that they're still trying to get together with Mayor LaGuardia and the Budget Bureau and work out some arrangement.

The trouble seems to be that the Mayor wants the department to provide money out of its own funds to grant the increase.

Civil Service & Government Employees

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Promotions Won't Cease, Says NYC Budget Head

Fears of New York City employees that the cost of living bonus would mean a stoppage of promotions were allayed last week. In a letter to the American Federation of State, County and Municipal Employees on that question, Budget Director Joseph J. Patterson assured City employees that their promotional opportunities would not be jeopardized.

"I will cause a survey to be made just as soon as the business of this office permits," wrote Mr. Patterson, "to determine the possibilities of effecting promotions from existing civil service lists."

He continued with this further assurance: "Plans for promotional opportunities have not been abandoned."

And the Budget Director explained the present situation: The Mayor felt that a general Bonus would meet the financial needs of City employees more rapidly than through granting

individual promotions, and that was done. However, the avenue is still open for employees at the top of their grade to receive the \$1 "token" increases which lead to the next grade and then to annual increments of \$120, till the next maximum is reached, he asserted.

Prior to this statement by Mr. Patterson, it had been widely believed that one of the departmental economies demanded by Mayor LaGuardia was a moratorium on regular promotions which are usually made in January and July of each year.

CORRECTION Employees Win Merit Awards

On Saturday morning, February 5, employees of the NYC Correction Dept. were honored by a public ceremony in the Councilmanic Chamber at City Hall. Mayor Fiorello H. LaGuardia presented promotional certificates to:

Thomas McDonnell, Warden.
Deputy Wardens: Edward F. Johnston, Eugene M. Slattery, Randolph B. Grasheim, Herman J. Ruthazer, Michael Sullivan, Joseph J. Joyce.

Captains: Joseph Batka, Jr., Alexander Kason, James S. Millar.

A certificate of Meritorious Service was presented to James E. Elliott, Registrar, who came into the employ of this Department on August 1, 1892 and retired on January 1, 1944, having served a total of about fifty-two years.

HOSPITALS Long History

The New York City Hospitals Department has a long past behind it.

In a recent address, part of the in-training course for clerk, grade 3 and 4 candidates, Commissioner Edward M. Bernecker traced the growth of the department.

It started back in 1736, when a 6-bed infirmary was built on the present site of City Hall. It was described as a pretentious building, towering all of two stories, but it had to share these quarters with a House of Correction and the City almshouse.

In 1816, Bellevue Hospital was opened.

Today, the department with 24,000 employees is the third largest in the City, being ranked only by The Board of Education and the Board of Transportation. However, while third in size, it is fifth in the total sum paid in salaries. The large number of relatively low-paid hospital helpers accounts for the low annual salary total.

For the returning soldier—there's nothing better to keep him up-to-date on Government job opportunities than the Civil Service LEADER.

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POLICE CALLS

What Every Policeman Should Know

In response to many requests, Police Calls last week began running the answers to the most recent Police Lieutenant examination. The material is of such a nature that it can be used as study material for future promotion examinations in all categories. Members of the force are advised to clip and retain this study material for future reference.

QUESTION

2. Assume that you are a lieutenant assigned to command a squad of detectives. Discuss the methods you would pursue in order to establish the maximum efficiency and team-work in your squad.

ANSWER

I would first make a survey of the detectives assigned to my squad, to determine which are married or single, with the thought in mind of having two single detectives work together as they could give maximum attention and time in the pursuit, due to the fact of them not having any marriage ties or obligations. Next I would determine the disposition and habits of the men to ascertain whether they and their habits and ambitions were closely woven, as this would cause team work and proper efficiency in the performance of their duties. I would see that men with bad habits were constantly given assignments and details where they could be constantly observed. I would check and double-check the cases assigned to the men and also visit the courts on various occasions to see that they were properly prepared and presenting their cases insofar as evidence and testimony were concerned.

I would visit the squad office at different intervals of the day and night to see that the Day and Night Duty men were there and properly equipped and ready for any duty they may be called upon to do. I also would call by telephone during the Day and Night Duty of the detectives at different intervals. I would closely check the D. D. 64 sheets of the men to ascertain the work and accomplishments of each and every man. These sheets are the quarterly report on the activities of each detective in the squad and they are recapitulated every quarter on the back of the sheet. The D. D. 62 sheet should be scrutinized every day by the Squad Commander and as this is the daily activity sheet of cases, each case of importance should be discussed by the Squad Lieutenant or Act. Lt. with the detective assigned and the pertinent facts discussed such as the sending of alarms for criminals, the filing of wanted cards, the corresponding with other authorities if the case warrants, and that action if any to be taken on the case, in the matter of the apprehension of persons wanted, or efforts to recover property. If I were assigned to a Main Office Squad or a Specialized Squad such as the Alien Bomb, Pickpocket, Safe and Lift, Truck, Automobile, Homicide, etc., I would instruct my men in the methods and Modus Operandi of criminals, pursuing this type of crime, and also instruct them in the evidence needed for a successful prosecution and conviction. If possible, men who live adjacent or near one another are proper for teamwork as if the occasion arises in an emergency, especially in war times they should contact each other and report at their designated locations together. Lieutenants in Command of Squads of detectives should at intervals of one or two weeks call a conference of his detectives and discuss the favorable and unfavorable conditions that he has observed, and when credit is due any detective bring same to his attention and when criticism is due, give that along with instructions as to how to rectify the condition. Never team up one detective who has ambition to work with one who is not working, as this will result in the breakdown of the ambitious one. Try and team up two men who are willing to work and determined to obtain results. Impress upon the men that results will be brought to the attention of their commanding officers and advancements in Grade may follow. Treat the detectives under you courteously, fairly, and impartially, yet see that they respect and

have confidence in you. Do not fraternize socially with the men under you. Never censure a detective in the presence of others, especially civilians, but call him privately and make known your complaints. Instruct, assist, confide, caution your men as you see fit. See that they report on time for Day and Night Duties, and if they are specially assigned make frequent visits to their assignment. Have them work in full cooperation with the uniformed force. Keep their reports such as D. D. 4a and 5a up to date, together with disposition of arrests. While on patrol have the teams signal the squad hourly, to ascertain if they are wanted. Each detective if in a precinct squad should have a Zone and be held responsible for conditions in said Zone, especially regarding Known Criminals. He should check the 52A File (Known Criminals) to see if they still reside or have moved from precinct, also if any new ones are in the precinct he should make out a 52A card. Detectives should constantly familiarize themselves with the pictures in this File. All cases and places in the precinct that are suspicious should be discussed among the detectives, so that all will be familiar with the conditions. Instruct the men to immediately take action on another detective's case if he cannot readily be located and to assist one another. Do not countenance any drinking, laziness or indifference to work or bad morals on the part of the men. Arrange the work so that some detectives can patrol at night and some in the day. If possible try and team up men whose dispositions and ambitions match, as this is one of the main things in the teamwork of detectives. If they cannot get along the police service they render suffers, but if they get along you can expect good results. Keep records of the details of the men. Assign them in their turn. Tell them what you expect of them, and what they can expect of you. See that they follow up their cases. Also attend line-up on time.

Another Change in Lieut. List

Another change was made in the Police Lieutenant promotion list by the N. Y. C. Civil Service Commission last week.

Francis J. Greene had applied for the promotion examination when it was announced. He also requested disabled veteran's preference. The denial of the veteran preference led to his filing a lawsuit.

The Commission decided that his final average for the test should have been 77.70 percent, which placed him 349A on the eligible list.

At the present time, the Commission points out, there are 26 vacancies in the lieutenant rank in the department, and it is expected that a total of about 300 appointments will be made from this list before it expires.

The action in Greene's case, however, was taken conditionally pending the outcome of Sergeant Greene's law suit.

O'Shea Tintype

Detective William H. O'Shea, who was elected Vice President of the Detectives Endowment Association last month, has been a delegate to the Association since 1939, representing the Manhattan Grand Jury Squad. He was appointed to the Police Dept., Sept. 29, 1932; assigned in uniform to the 84th Pct., Brooklyn; assigned to the Detective Division, Manhattan Grand Jury Squad, August 5, 1935 to the office of Special Prosecutor Thomas E. Dewey. At present he's assigned to the office of District Attorney Frank S. Hogan.

Pension Forum To Meet

There is to be a meeting of the Pension Forum at the Weona Club, 409 W. 47 St. on February 14th at 8:30 P.M. This announcement comes from Daniel F. O'Sullivan, Secretary of the group, and all members of the new police pension system are invited to attend. Further information may be obtained from the Pension Forum, 67 West 44th Street.

For intelligent interpretation of civil service news, read The LEADER regularly.

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FIRE DEPT.

Study Aids For Promotion

Here is another selection of study material for members of the New York City Fire Department who are interested in studying for advancement. Selections have been made by Rebecca B. Rankin, head librarian of the Municipal Reference Library, at the Municipal Building, Manhattan, where the books and pamphlets may be obtained. The first part of the bibliography appeared in last week's LEADER.

Chemicals and Explosives

California, Fire Safety, Division of
Report of conference on the problem of developing a training program for fire department personnel in fire investigation, sabotage and kindred crimes. 1940, 32p. Bul. No. 3.

Dans, Gorkam and William D. Milne
Industrial fire hazards and an encyclopedia of hazardous materials. Framingham, Mass. 1928, 948 p. illus.

Donald, J. R.
Fire and explosion hazards from industrial products. (An engineering Journal. July 1936, p. 315-322).

Gases, chemicals and hazardous materials. Parts 1-13. (In: Fire Engineering. August 1939-December 1939).

Insurance Society of New York, Inc.
The fire and explosion hazards of chemicals and chemical processes, by William D. Grier, 1929. New York: Insurance Society of New York, Inc., 1930, 45 p. (How's Readings in Insurance, No. 11).

Maryland, University of, College of Engineering.
War gases, incendiaries, infernal machines, sabotage, and fire fighting as applied to military explosives and ammunition. . . . mime.

National Board of Fire Underwriters
Bulletin Nos. 1-93, 1933-40. 94, 1940.
National Fire Protection Association
National fire codes for the prevention of dust explosions. Boston, 1940. 135pp.

Prospective Cop, 4-F, No Cop

George Chadakoff, number 1277 on the NYC eligible list for Patrolman, P.D., was classified 4-F by his local draft board because of some trouble with his right ear.

He was called into the New York City Civil Service Commission for a re-examination. They decided that he couldn't be appointed to the police force, but was OK for any appropriate appointment from that list. That means he can't be a member of the police force, but can get other jobs in other departments.

Mid-Term class now starting

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(For Members of Armed Forces Only: 3 P.M.)
WEEKDAYS—5, 6, 6:30, 7, 8, 8:30, 9, 10, 11:15 (11 Tuesdays) 12:15

CONFESSIONS

EVERY DAY OF THE YEAR FROM 6:30 A.M. TO 10 P.M.

DEVOTIONS

SUNDAYS—Question Box and St. Philomena Devotions: 8 P.M.
MONDAYS—Our Lady of the Miraculous Medal Devotions: 11:15 A.M., 12:15, 5:30, 6:15, 8 P.M. Sermons at 5:30 and the following.
TUESDAYS—St. Anthony Devotions: 8, 9, 10, 11, 11:30 A.M., 12:15, 12:30, 3:30, 4:45, 5:30, 5:45, 6:30, 8 P.M. Sermons at 11 and each service thereafter.
WEDNESDAYS—St. Joseph Devotions—11:15 A.M., 12:15, 5:30, 8 P.M. Sermons at 5:30 and 8.
THURSDAYS—Holy Hours: 12 M to 1 P.M., 5:15 to 6:15, 8 to 9 P.M.
FRIDAYS—Our Sorrowful Mother Devotions—10:30 A.M., 12:45, 3:30, 5:30, 6:30, 8 P.M.

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NEW YORK REGIONAL COUNCIL
25 West 23rd Street, N. Y. C.

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19

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Tuesday, February 8, 1944

Cut The Red Tape — This Is Wartime

IT'S hard enough for New York City departments to get employees in wartime. The very least that could be done would be for the City Civil Service Commission and the Budget Bureau to cut away whatever red tape they can. Take an example:

A given department needs a steno. The department asks the Budget Bureau "May we please hire a steno?" The Budget Bureau comes up, some time later, often after conference with the Mayor, and says Yes. So the department asks the Civil Service Commission for a steno. The Civil Service Commission certifies 10 names to the department. The department canvasses the people on the list, calls them in for interviews, finds that nobody wants the job at present City salaries. So it asks the Commission to send along another batch of names from the list.

Meanwhile, the "certificate"—which lasts only 15 days—has run out. This means that the rignarole has to be gone through again. Meanwhile, the department is losing more men to the armed forces, individuals are leaving for better jobs, and women employees are going off on pregnancy leave.

What happens to essential City work is often something fearful to behold.

Is there any reason why the Civil Service Commission can't send over a complete list, instead of shooting the names along in dribbles?

Is there any reason why the Civil Service Commission can't canvass the register and send the department a list of people ready and available to take the job?

Is there any reason why the Civil Service Commission can't extend its certification period beyond 15 days, allowing the departments more time to procure their employees?

Is there any reason why Mayor LaGuardia can't delegate to the Budget Bureau its proper functions of passing on requests for appointments—at least the minor ones—without running to him constantly, and without tying up departments sorely in need of personnel?

Seems to us all these things can be done. It is necessary they should be done in order to help solve to some extent the awful manpower shortage which the departments face.

General Bradley's Column

By
Brigadier General
John J. Bradley
(Ret.)



U. S. Commission Favors Special Credits; Height-Weight-Age Waivers For War Vets

IN A LETTER ADDRESSED to Congressman Joe Starnes of Alabama, the United States Civil Service Commission last week set forth its views on the question: What action should be taken by Congress in connection with the granting of employment preference to veterans in the Federal Government?

The Commission's letter was in response to a request from him for the Commission's views on the provisions of H. R. 882, a veteran preference bill.

1. The Commission favors writing into law the present regulations providing that, in examinations held by the Commission, ten points shall be added to the earned ratings of disabled veterans, and five points shall be added to the earned ratings of veterans who were not disabled.

2. The Commission believes that Congress should delegate to the President during the war, and for five years following the war, authority to direct the Civil Service

Commission to restrict competition to veterans for such positions as may be listed by the President. Veterans would thus be assured of appointment to these positions.

The Commission believes that such a provision should be substituted for a provision in H. R. 882, which specifies that 20% should be added to the earned ratings for all veterans in examinations for the positions of guards, elevator operators, messengers and custodians.

3. The Commission favors legislation which would specify that, wherever experience is a factor in determining a person's grade in an examination, time spent in the

Don't Repeat This!



Politics, Inc.

The election of Edward Loughlin to topspot in Tammany alters the NYC Mayoralty situation. Here's how. Justice Ferdinand Pecora now becomes a major possibility for the Democratic nomination to the Mayor's job. Moreover, if Senator Wagner should decide not to run next year, Pecora can possibly realize his real ambition to be a candidate for the United States Senate. All this is predicated on the fact that Loughlin was Pecora's secretary and still is close and loyal to him. Pecora is friendly with everyone in the New Deal, is responsible for bringing many New Dealers into national prominence. One of the men whom he introduced to FDR is William Douglas—who later became a Supreme Court Justice. . . .

More Dewey Anecdotes

Gov. Dewey, early in his career, came upon a judge who had just finished a case.

Commented the young lawyer: "Judge, I see you acquitted the defendant."

Judge: "Yes."
Dewey: "How did you come to your decision?"

Judge: "He's a man of fair character."
Dewey: "He's a thief, isn't he?"

Judge: "Well, yes, possibly so."
Dewey: "Didn't the people make out a case?"

Judge: "I'm not sure."
Dewey: "Then why didn't you dismiss?"

Judge: "Well, they made out some kind of a case?"

Dewey: "Did you believe the defendant's case?"

Judge: "Well, no."
Dewey: "Then why did you acquit?"

Judge (angered): "I've been many years on the bench. I don't have to take this from you!"

Dewey (coldly): "You must have had a contract. And don't be so sensitive!"

A story is told of Dewey's loyalty to his own men: Morris Schneider, a little man who held a \$2,500-a-year job under Dewey when he was Special Manhattan Prober, got a raise in one lump to \$7,500 when Dewey was elected D. A. "He deserved it," was Dewey's explanation.

Picked Up Around

It's now Private Milton Shilback. He used to be Acting D. A. under Dewey. . . . Doc Hoopingarner, far and away the bulkiest man in NYC service (he's with the War Training Bureau) used to be a cross-country runner. . . . One reason why morale in the NYC Civil Service Commission offices is low: When the Commissioners are approached with an employee grievance, the attitude is often: "If you don't like it here, the door is open!" . . . If you phone the office of the NYC Board of Education after working hours, instead of the usual "Sorry, they've left," you're likely to be answered by Pearl Bernstein, one of the top administrators in the board. . . .

military or naval service of the United States shall be given full credit in determining a veteran's rating whenever his actual employment in a similar vocation to that for which he is being examined was interrupted by military or naval service.

4. The Commission favors legislation allowing it, in determining the qualifications of veterans, to waive requirements as to age, height and weight, provided such requirements are not essential to the performance of the duties.

The Commission also favors legislation which would give it authority to waive the physical requirements in an examination.

The Commission will not oppose the inclusion of a provision that no educational standard should be prescribed in any civil service examination except for scientific technical or professional positions.

Appointment Waived

5. The Commission indicated its

Merit Men



THIS IS THE STORY of Frank L. Tolman, who knows so very much about so very many things, Dr. Tolman studied philosophy when he went to college, but you can't deduce from this that he walks around with his head in the clouds. "Philosophy ought to give us methods to undo snarls," he says. And he considers education the proper base from which a free people can build. Though he wears a Phi Beta Kappa key, obtained away back in the University of Chicago, Doc Tolman isn't interested solely in formal education. "Whatever real education I got, I got by working with people." Another view of his on education: "Learning is a lifelong job. What a man or woman learns after his formal education is finished, is much more important than what he learned in school."

You sit down and talk with Doc Tolman, who looks like a quiet, unassuming man, and soon you find yourself absorbed in his sure, incisive comments on the subject at hand. There's a gentleness about the man which seems to pervade even his comments on the current scene—and although he works in a library surrounded by books, you can be very sure that Dr. Frank L. Tolman "knows the score." He's up on current affairs, and he's alive to the problems that affect the work of Government employees. . . . My biggest interests are two: first the work of helping the New York State employee to improve his condition and to realize the wider ramifications of his job as a public employee; and second, adult education — giving everybody an interest bigger than his job."

Satisfies Both Urges
And Doc Tolman is in the happy

situation of being able to satisfy both urges. He's Director of the Division of Adult Information and Library Extension in the State Education Department. This puts him in charge of exams for illiterates; evening instruction in high schools throughout the State; forums; discussion groups; museums; and other activities directed by the University of the State of New York.

Tolman was State Director of the V-book drive. Building up a strong working committee, utilizing newspapers, radio, posters, banquet meetings, Tolman was able to gather the fantastic quantity of 3,000,000 books for our servicemen.

"Help Yourself"

His interest in employees derives from the conclusion, which he reached early in his career, that as he describes it, "if anybody was going to help the employees, it would have to be the employees themselves." He became active in the work of the State Association; wrote papers and booklets on some of the more difficult subjects which concern State employees, like an analysis of the State budget; he became interested in salary standardization. In 1937, Governor Lehman appointed him secretary to the Salary Standardization Board; and to this day, he remains a member of that body. [In The LEADER for January 25, Dr. Tolman wrote an article explaining in simple terms the meaning of salary standardization. —Editor]

He Has Wide Interests

Dr. Tolman's interests in life don't end with intellectual and social pursuits. He's an amateur carpenter of some repute in Albany. He's his own mason, handyman and carpenter. He purchased a house in the Albany suburbs, but didn't like the back of it—so he tore it out, and remade it himself. For a long time, a carpenter's bench was installed in the Tolman living room.

A widower for a great many years, Tolman has had to do many other things by himself, too—like bringing up his four children. And a good job of it he's done, too. One son, Leland, who works in the Bureau of Administration, under the United States Supreme Court in Washington, is now a senior Navy lieutenant in the Pacific. Another son, Mason, is a second lieutenant in the Army Air Forces; in civilian life, he's a librarian at George Washington University. Of two daughters, Edith is a Wave; and Anne is a laboratory assistant in Homer Polk's Hospital.

Yep, that's a good job, Pop! "What do you like to read?" your reporter asked Dr. Tolman. "I like to read books that can help me to understand in what direction civilization is moving, and books that help explain how human beings can guide that direction."

Dr. Tolman may retire in December, 1946. But State employees may be assured that he will never retire his interest in their problems, nor his activities in their interest.

approval of a proposal that the apportionment provision should be waived in the case of all veterans. This is the provision which requires that the number of Federal employees from any state be in proportion to the total population of that state.

6. The Commission indicates its approval of a provision which provides that "except for positions in the professional and scientific services for which the entrance salary is over \$3,000 per annum" the names of all qualified disabled veterans shall be placed at the top of the appropriate list.

Must Give Reason for By-Pass

7. The Commission favors writing into law a provision to the effect that, if an appointing officer passes over a veteran eligible and selects a non-veteran, he must file with the Civil Service Commission his reasons in writing for so doing, and the Commission will then determine the sufficiency of the reasons advanced by the appointing officer. The appointing officer and the veteran or his designated representative would be notified of the Commission's findings. The reasons advanced by the appointing officer would also, under this proposal, be made available upon request to the veteran or his designated representative.

8. The Commission is opposed to a proposal that a veteran should be permitted to retain his eligibility on an open-competitive list

until appointed without regard to the question of whether or not the list itself is no longer in existence.

The Commission believes that such a proposal would be impracticable from an administrative point of view, and believes, furthermore, that veterans would have a better opportunity for appointment if they re-established their eligibility in later examinations than they would have if their eligibility was continued indefinitely.

9. The Commission is opposed to a provision in the Starnes bill which would provide that reductions in force should be made on the basis of length of service alone. In its communication to the Congressman, the Commission proposes a substitute provision which would provide that reduction in force be on the basis of both length of service and relative efficiency.

Vets Could Appeal

10. The Commission voices no objection to a provision in H. R. 882 which would give veterans a right to appeal to the Civil Service Commission in the event of their discharge, suspension, furlough without pay, or reduction in rank or compensation. Under this provision, the Commission would be directed to consider the appeal and then submit its findings and recommendations to the proper administrative officer.

NEW YORK STATE CIVIL SERVICE NEWS

The State Employee

By HAROLD J. FISHER,
President, The Association of
State Civil Service Employees

In writing "The State Employee" as a regular weekly feature of The LEADER, Harold J. Fisher will discuss all and any matters of interest to employees of the State of New York. He is writing this column with complete leeway to express his own views.

Mr. Fisher has had long experience in the problems of State Government, which he understands from the inside. Today Finance Officer of the Department of State, he began his career 32 years ago as a page boy in the Secretary of State's office. For the past 13 years he has been active in the affairs of the State Association, and is now President of that organization. The LEADER feels that Mr. Fisher's contributions will go far toward enlightening employees, administrators and legislators.

I FIND that the Governor's Budget is the main subject of conversation throughout the service, and it seems appropriate to review it somewhat as to State employment matters. First of all, the budget indicates that State finances are in splendid condition. This is a reflection of efficiency in the rank and file of civil service employees as well as in the heads of State government.

THE HIGHLIGHTS in the personal service portion of the Budget are the bringing of workers to the minimum of their grade; appropriation to assure payment of stipulated Feld-Hamilton rates on promotion and transfer; continuance of a \$1200 minimum on same basis as last year; continuance of overtime for institutional employees, and continuance of war emergency bonus at same rate as last year.

The effectiveness of the career service law, so far as salaries are concerned, has never been fully realized because of the disheartening limitation contained in the law requiring that employees advance to their minimum, regardless of how inadequately they were being paid, at the rate of a single increment. Needless to say, this provision in the original law was forced upon the employees with the plea of lack of revenue. However, the argument was never convincing. Governor Dewey, in correcting this serious shortcoming, has taken a decisive and important step toward orderly, sound personal service budget procedure.

The Governor has recommended an appropriation to make clear the way for payment of Feld-Hamilton rates to all persons promoted or transferred. Without the salary reward, promotions are largely unsatisfactory. Under past conditions, employees have actually sacrificed money to secure an advancement in title and grade because the money was not available for the higher position and there was no legal way in which the appointing or budgeting authorities could supply it.

I DO NOT KNOW of anything that will give employees more real satisfaction than to note the placing of the heads of the Civil Service Department upon a plan equal to that of other Department chiefs. It was a little short of an insult to the merit system to fix the salaries one of the most important departments of government on the level which prevailed over many years. Much the same attitude prevailed as to appropriations for personnel administration. Since the value of the merit system may be gained by the people only when the personnel administration is efficient, and since personal service and maintenance appropriations are essential to high efficiency, the Governor's action in upbuilding the Civil Service Department will meet with the approval of all friends of good government.

I CANNOT ADD anything to the statements of last week and the facts generally recognized and understood as to the need for cost of living adjustments in excess of those recommended by the Governor. If the thought is that the cost of living has risen as far as it will during the next twelve or fourteen months, even then the 10 and 7 1/2 per cent emergency allowances are inadequate because they do not come near the 25 per cent increase that now prevails. As pointed out previously, the maximum scales are the basic scales, and there has been no increase in these scales since 1938. It seems certain that living costs will continue to rise. The limitation of emergency payments to salaries less than \$4,000, and failure to recognize legislative, judiciary and other employees who are all in the same boat as to increased costs, does not meet the situation with satisfaction. The Association is grateful for what has been recommended but it sincerely trusts that special legislation will be approved by the Governor to take care of the needs referred to. An automatic increase in salaries to maintain real wages in emergencies seems to be the really sound procedure in any jurisdiction.

STRAIGHT TIME FOR OVERTIME in the institutions has actually saved the acute situation as to proper patient care in the many institutions of the State. Time and one-half for overtime has been urged by the Association. The low wages paid to institutional employees for services in an environment that is distinctly unattractive to a large percentage of citizens, brought the maintenance of hospital care to a crisis last year. While the Feld-Hamilton law has been extended to institutional employees, the classifications and salary allocations were unsatisfactory and in the opinion of the Association, decidedly unfair in very many cases. Also, the continuance of a substantial group of workers in the non-statutory class—a class without career service increments—is destructive of good morale at a time when hard work and unselfish effort is the rule with employees. The jurisdictional classification of many of the workers, to bring them to competitive or non-competitive standing is clearly desirable and in accord with the principle of like pay for like work.

I believe that the Association can present a good argument at the hearing on the Budget which has been scheduled for February 9th by chairmen of the fiscal committees of the Senate and Assembly as to the need for more equitable emergency salary adjustments.

HEALTH, CORRECTION UNITS MOVED FROM OFFICES

ALBANY—Units of the Health and Correction Departments have had to move out of the State Office Building to provide quarters on the 29th and 30th floors for the large staff of investigators, accountants and lawyers assigned to

Special Prosecutor Monaghan in the investigation of Albany city and county ordered by Governor Dewey. Supreme Court Justice Parton Swift of Buffalo is presiding at the extraordinary term of court conducting the inquiry. No one—not even a press photographer—is allowed to see what's going on on those two top floors.



A leaf from the Albany sketchbook: State Senator Ben Feinberg, majority leader in the upper house in Albany, as sketched by David Robinson. Mr. Feinberg, one of the most respected members of the State Legislature, is a resident of Plattsburg, N. Y.

Ideas For Improving State Personnel Setup

A ten-point program under which operating departments in State service can carry their share of the responsibility for effective personnel administration has been outlined by Fred A. Schumacher, of the Department of Social Welfare. Mr. Schumacher listed the following points:

- 1—Operating departments should, on the whole, understand more than appears at present to be the case the varied functions of the Classification Division, the Salary Standardization Board, and the Division of the Budget, especially with respect to new and reclassified positions.
- 2—Operating departments should review their entire title structure periodically and clarify organizational patterns, lines of promotion, positions requiring reclassification, etc.
- 3—Operating departments should prepare duties, statements and job analyses, especially on positions which are peculiar to their own operations.
- 4—Operating departments should speed up the examination processes by requesting examinations as soon as vacancies occur and by carefully reviewing and promptly returning tentative examination announcements. Conferences should be requested with the Examinations Division of the Department of Civil Service on most questions and difficulties which cannot easily be ironed out by correspondence.
- 5—Operating departments should assist the Department of Civil Service in publicizing examination announcements as widely and fully as possible in order to attract the greatest possible number of competent candidates.
- 6—Operating departments should assist the Department of Civil Service in the pooling of personnel policies to bring about more uniformity on such common matters as vacation, sick leave, overtime, leaves of absence, etc.
- 7—Operating departments should give much more thought to the plan for rating employees; and should not merely file the results but utilize them wherever and whenever possible. In this connection they might also well consider some sort of periodic rating devices whereby employees might seek to improve themselves.
- 8—Operating departments could well originate and report various surveys, and studies, with relation to personnel, which would be of inestimable value not only to the Department of Civil Service but to other operating departments as well. This might be a means of making personnel administration more of a science.
- 9—Operating departments could assist in building up and using the library of the Department of Civil Service. An interchange of materials would be helpful.
- 10—Operating departments could consult with one another on difficult personnel situations and discuss the handling of common problems.

Civil Service Held 591 Tests in 1943

ALBANY—The State Civil Service Department in 1943 conducted a total of 591 examinations with 10,921 competing candidates, it was announced this week. This included examinations conducted, by request, for 25 cities and 17 counties.

Here is the summary:
Total Number of Municipal Examinations Held 172
Total Number of Municipal Candidates Examined 1210
Amount of Application Fees Submitted to State Commission by Local Commissions \$1,056.50
Average number of days to complete examinations held (from date held) 38 days
FOR COMPARATIVE PURPOSES A SUMMARY OF ALL EXAMINATIONS CONDUCTED BY THE EXAMINATIONS DIVISION DURING 1943 IS GIVEN BELOW:

	No. of Exams.	No. of Candidates
STATE AND COUNTY		
OPEN COMPETITIVE ..	172	6908
PROMOTION	247	2802
MUNICIPAL		
OPEN COMPETITIVE ..	141	980
PROMOTION (including 2 non-competitive prom. exams.)	81	230
TOTAL	591	10,921

Keep on Backing the Attack with your purchases of WAR BONDS. Give War Bonds for Christmas.

State Assn. Aids Bill to Extend Preferred Lists

ALBANY—The complete support of the Association of State Civil Service Employees this week was placed behind the Coughlin-Kreinheder bills to extend the preferred lists of former employees of the Public Works Department beyond the present expiration dates, June 30, 1944, and June 30, 1945.

The bills would continue the lists to June 30, 1946, and would provide an opportunity for architects and engineers to return to the service. With the State facing a vast post-war public works program, it is deemed essential in the interests of economy to the State to provide the extended lists.

Commenting on the measures, which are in effect part of the association's own program, Harold J. Fisher, president of the employee organization said:

"These preferred men, senior and assistant architects and engineers, were faithful and industrious civil servants with the Division of Architecture, Department of Public Works. Their years of service to the State and the entire purpose of civil service law and its benefits will be entirely forfeited if this measure of protection is not afforded them.

"The continuations of these lists for at least another four years will be equitable both to the people of the State of New York and the Department of Public Works, in that it provides a roster of experienced, eligible men to fit the services required by the State of New York without any additional expense.

"Many of these men are now employed in essential war activities, and in government services, giving their best to bring the day of victory nearer. Their hope, when that day has arrived, is to take an active part with the Department of Public Works in the post-war planning and construction program, which is sure to follow in our great State."

Q. and A. About Retirement

Q. What is the maximum age at which an employee can join the retirement system?

A. There is no maximum age.
Q. If a competitive or non-competitive employee is 70 years of age or over at the time his governmental unit elects to participate in the retirement system, must he join the retirement system?

A. Such an employee may elect whether or not to participate in the retirement system regardless of civil service classification.

Q. What is the minimum length of service necessary before an employee can secure benefits from the retirement system?

A. There is no maximum or minimum. As provided in Section 63, a retirement allowance is based on service and salary. For example, a member with ten years of service could receive approximately 10/70 of his final average salary as retirement allowance and one with twenty years of service would receive 20/70 of same. Of course, there are other benefits, two of which (accidental disability and accidental death) carry no service factor.

Q. May part-time or seasonal employees join the retirement system and, if so, how is their service credit computed?

A. Part-time employees may become members; and seasonal employees, if in a compulsory class, must become members. Part-time employees receive credit for the actual service rendered. Seasonal employees receive credit for a full year if they are employed for 200 days in the year.

From time to time, The LEADER will carry information clarifying the State Retirement Law.

State Assn. Comm. To Discuss Legislation

ALBANY—A meeting of the legislative committee of the State Association is scheduled to be held Tues. eve., Feb. 8, in the Wellington Hotel here. Among the important problems coming up for consideration are (1) increased emergency compensation for State employees; (2) veteran preference. John A. Chromie, chairman of the committee, will preside.

STATE CIVIL SERVICE BRIEFS

By THEODORE BECKER

Hire and Fire

AN EMPLOYEE discharged by the wrong person may have good grounds for objection, as a result of a recent court ruling. The case involved a supervising nurse who was discharged from her non-competitive class position in a Suffolk County hospital. Under the county personnel rules applicable to her position, she could be removed by her appointing officer if "he considers the good of the service to be served thereby." However, instead of being dismissed by her appointing officer, the Westchester County Commissioner of Public Welfare, the nurse was told by the Director of the Nursing Service that her services would no longer be required. According to the nurse, the reasons given by the director were that "she was spending too much of her time raising chickens" and had criticized another nurse. The court held this attempted dismissal improper and reinstated the nurse, remarking that the Commissioner of Public Welfare had the sole power to remove the employee and that the record in the case failed to show that this power was ever exercised.

Court Review of Reprimands

WAR VETERANS who have been given official reprimands arising out of charges of incompetency or misconduct may be entitled to have the entire matter aired in the courts, under a recent ruling of the New York County Supreme Court in a novel case. Veterans of prior wars occupying competitive class positions, or subordinate exempt or non-competitive class positions (other than private secretary, cashier or deputy of an official or department), cannot be removed, so long as work and funds last, except after a hearing on charges of incompetency or misconduct. It is well settled that if such a veteran is found guilty and removed he is entitled to a court review of the entire removal proceedings. By a 1941 amendment to the Civil Service Law, an appointing officer who has found an employee guilty of incompetency or misconduct may, instead of removing him, demote him, suspend him without pay for a period not exceeding two months,

fine him a sum not exceeding \$50, or many give him an official reprimand. The courts had not heretofore been called upon to decide whether a veteran's right to a hearing on charges and a court review extended to cases involving the four alternatives to outright removal provided for by the new law. In the present case, an honorably discharged war veteran occupying the competitive class position of city fireman, with 21 years of service to his credit, was tried on five charges, found guilty, fined five days' pay on one of the charges and reprimanded on the other four charges. The court found that the charges upon which the fireman was tried were sufficiently serious to have justified outright removal. The court decided, therefore, that although the penalty actually imposed by the appointing officer was far less severe than removal, the veteran was still entitled to his day in court to prove himself innocent of the charges.

Uniform Working Standards

IN ACCORDANCE with the declared policy of the State Civil Service Department to eliminate, wherever practicable, existing inequalities among State employees in such matters as hours of work, leaves of absence, vacations, sick leaves, etc., Judge J. Edward Conway, President of the Civil Service Commission, last week distributed to all State appointing officers, for criticism and suggestion, a tentative set of uniform rules covering these matters.

The recommendations of the Department are contained in a 16-page booklet which summarizes existing practices of the various State departments, explains wherein discrepancies and inequities exist, and sets forth the recommended rules.

The many items covered in the booklet include such matters as lunch time, overtime, leave for dental or medical visits, tardiness penalties, maternity leave, and the drawing of earned vacation credits at time of resignation from the service.

In order to expedite the promulgation of a permanent set of rules, the appointing officers have been requested to submit their suggestions for changes by February 15.

Accident Insurance For State Employees

In 1936, the Group Plan of Accident and Sickness Insurance for State employees was prepared, and since that time over a million dollars in claims has been paid out to members of the State Association. This plan has many advantages: It does not require house confinement except in the case of leave of absence or vacation periods. It covers all diseases. It pays for recurring sicknesses, such as arthritis or diabetes. It pays for all mental or nervous diseases. It has the broad-form accidental bodily injury insuring clause. It pays for all disability unknown to the applicant at the time the application was taken, although such disability might have had its inception before the application was signed. It pays for disability beginning when the applicant becomes disabled and not after the first visit to the doctor. A small sum deducted from the payroll each pay-day keeps the policy in force.

For all State employees engaged in strictly clerical work, the policy covers accidents on the job up to the limit of one year, and accidents off the job up to five years. For all persons not in strictly clerical positions, the policy affords five years non-occupational accident coverage unless occupational accident coverage is purchased at the rate shown in the application for this insurance which is slightly higher than the non-occupational coverage.

In addition to these coverages, it also pays medical expense on non-disabling injuries up to one week's indemnity. The rate has been guaranteed to the Association by the Commercial Casualty Insurance Company of Newark, N. J. which underwrites this plan.

The following schedule of rates shows you the very low rates payable semi-monthly for this very broad coverage:

Classification	Employees with Monthly Annual Sales of	Benefit	Males	Females
Less than \$500	\$50.	\$0.45	\$0.65	
\$500 but less than \$1,000	50.	.75	1.05	
\$1,000 but less than \$1,500	60.	.90	1.25	
\$1,500 but less than \$2,000	75.	1.10	1.55	
\$2,000 and over	100.	1.45	2.05	

*PLAN I—Semi-monthly Rate, regular Coverage.

Complete details on this plan and on the Group Life Insurance Plan (described in last week's LEADER) may be obtained by writing to the Association Office, Room 156, State Capitol, Albany, N. Y.

ternate, guards; Leo Cohen, and Raymond Rosenkranz, alternate, instructors; Max Cooper, and Warren Gillespie, alternate, civilians. . . . The following committees were appointed: Auditing—Arthur Roberts and Harold Hecht; Legislative—Irving Kaplan, Thos. Corrigan and Everett Coty; Social—Patrick P. McNamara, Leonard Wood, Mrs. Dorothy Backman, Mrs. Edward Church, and Jasper Hall; Publicity—Angelo Syracuse and Morris Heit; Grievance—James Irish, Edward Bollin, Max Cooper, Henry Bookman; Membership—Henry Bookman, Edward Burns, Leo Cohen, Raymond Rosenkranz, Max Cooper, Warren Gillespie Garry Brown, Ralph Lyman Frank M. Carozza, Robert O'Toole, Angelo Syracuse, and Max Cooper; Sick—Raymond Rosenkranz, James Irish and Henry A. Surdakowski.

ST. LAWRENCE HOSPITAL: Twenty pre-clinical students took their oath into the U. S. Cadet Nurse Corps last week at the first public capping ceremony ever held at the institution. Dr. Clifford Howard administered the oath. Dr. John A. Pritchard, director of the hospital, was principal speaker. Mrs. Ruth Brown Warren, R.N., principal, presided, assisted by Mrs. Marion Smith Raymond, R.N., assistant principal; Miss Genevieve A. Leonard, R.N., science instructor, and Miss Gladys M. Hill, R.N., instructor in psychiatric nursing.

WASSAIC STATE SCHOOL: \$137.01 in the treasury was reported at the last executive meeting of the State Association Chapter. Edward Cowles presided. Secretary Lydia Monroe read the minutes of the preceding meeting. Ethel West was absent because of illness. . . . Jesse Penfield, Boy's Group, was elected delegate-at-large to replace Dr. Thomas, who has left the institution. . . . 72

members paid their annual dues at the meeting. . . . Mrs. Beatrice Veach extended sympathy on the loss of her brother, also to Miss Caroline Oakley, who suffered a similar loss. . . .

NEW YORK CITY NEWS: A typical career-woman is the pride of the NYC Chapter of the Association of State Civil Service Employees. . . . She's Miss Kathleen V. Carney, and she began as a shy, demure girl in the Labor Department. With hard work and the traits of initiative, personality and ability, she rose through the ranks to the position of Secretary to the Chairman of the Industrial Board in 1927. Despite the change in administration, she was retained by the new Commissioner, Edward Corsi. Now that Mr. Corsi has been elevated to Industrial Commissioner, he's taken her along. . . . Here are the new officers of the New York City Chapter who were recently elected to their posts:

President: John F. Powers, State Insurance Fund; 1st Vice President: Lawrence Epstein, Taxation & Finance; 2nd Vice President: Michael L. Porta, Labor; 3rd Vice President: Charles Culyea, Unemployment Insurance; Treasurer: Joseph J. Byrnes, Public Works; Financial Secretary: Kenneth A. Valentine, Public Service; Recording Secretary: Rose M. Burns, Education; Corresponding Secretary: Elizabeth Eastman, Education.

J. Burns, elevator pilot, electrified the annual Chapter meeting by presenting a treasurer's report could be understood. . . . Henry B. Cameron of the Law Department, elected president of the Credit Union. . . . He was with the Mortgage Commission before entering State service and knows the banking business. . . . Horton H. Curren, an employee of the Law Department died on November 2, 1943. His widow has written in to thank the Association for the legal services which were provided without cost. The deceased's salary, insurance, pension and death benefit had been tied up by legal technicalities.

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This instructive and entertaining set of cards consists of two decks, 62 cards each. They cover all signatures of music; major sharps and their minors; major flats and their minors. Price \$1.85 post-paid.
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NEWS ABOUT N. Y. STATE EMPLOYEES

HUDSON RIVER STATE HOSPITAL: Chief supervisor Otto V. Faust, Chairman of the March of Dimes, reports \$100.50 collected to date from employees. . . . Dr. Wirt C. Groom, acting director addressed an employee meeting last week on the War Loan Drive. . . . The staff is responding wholeheartedly. . . . Dr. and Mrs. William C. Cavanaugh, parents of hospital steno, Jean Cavanaugh, report it strange to be living in a City apartment after thirty years at the Hospital. . . . Staff mourning Rev. Francis Banks Whitcomb, who recently passed away in his 9th year. He had served as Institutional Chaplain for many upstate institutions. . . . Raymond Puff, active Association of State Civil Service Employees member, appointed publicity chairman of the chapter.

NAPANOCH NEWS: Blue Room of the Wayside Inn at Ellenville was scene of a meeting of the Association Chapter. It was unanimously decided to hold nominations and elections together. The following were elected: Robert C. Michel, president; James Irish, vice-president; Howard W. Gemmel, secretary-treasurer. Executive Council members: Henry Bookman and Edward Burns, al-

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of LEIFER & EISENBERG, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 13th day of January, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of DOTY DRESS CORP. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 21st day of January, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of NATHAN FRIEDMAN & CO., INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 24th day of January, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of LENEJ REALTY CORPORATION has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 31st day of January, 1944.

Thomas J. Curran, Secretary of State, By Frank S. Sharp, Deputy Secretary of State.

NOTICE OF FORMATION OF LIMITED PARTNERSHIP OF BRIGGS-OVERTON COMPANY. We, the undersigned, do hereby give notice that we have signed, and acknowledged on the 10th day of January 1944, and have filed and recorded in the office of the Clerk of the County of New York, State of New York, a certificate of limited partnership, certifying substantially as follows:

1. That the name of the limited partnership is Briggs-Overton Company.

2. That the character of its business is the designing and the illustration of tools, products, methods and layout, including the rendering of service as consultants in industrial production matters.

3. That the location of the principal place of business of said limited partnership is 132 Nassau Street, Borough of Manhattan, City, County and State of New York.

LEGAL NOTICE

Broad Street, Borough of Manhattan, the City of New York, has lately applied to Surrogate's Court of our County of New York to have a certain instrument in writing dated September 30th, 1941, relating to both real and personal property, duly proved as the last will and testament of WALTER FERA, deceased, who was at the time of his death a resident of Borough of Manhattan, the City of New York, the County of New York.

Therefore, you and each of you are cited to show cause before the Surrogate Court of our County of New York, at the Hall of Records in the County of New York, on the 2nd day of March, one thousand nine hundred and forty-four at half-past ten o'clock in the forenoon of that day, why the said will and testament should not be admitted to probate as a will of real and personal property.

In testimony whereof, we have caused the seal of the Surrogate's Court of the said County of New York to be hereunto affixed.

Witness, Honorable JAMES A. FOLEY, Surrogate of our said County of New York at said county, the 20th day of January in the year of our Lord one thousand nine hundred and forty-four.

GEORGE LOESCH, Clerk of the Surrogate's Court

STRATTON HOUSE—We, the undersigned, being desirous of forming a limited partnership, pursuant to Article VIII, Section 91 of the Partnership Law of the State of New York, do hereby certify as follows: 1. The name of the partnership is STRATTON HOUSE. 2. The character of the business to be transacted is manufacturing, buying, selling, importing, exporting, trading and dealing in all kinds of men's shirts, jackets and men's furnishings and accessories.

3. The location of the principal place of business is to be at the Empire State Building, Fifth Avenue and 34th Street, Borough of Manhattan, City and State of New York. 4. The name and place of residence of each general partner is: Francis F. Friedlander, 171 West 57th Street, Borough of Manhattan, City and State of New York.

5. The term of the partnership shall be from January 1, 1944 to December 31, 1946 and shall continue thereafter from year to year. The limited partner shall, however, have the right after January 1, 1945 to terminate the partnership upon sixty days' notice given to the general partner of his intention to dissolve the partnership.

6. In the event of the death or insanity of either the general or limited partner, the partnership is to be immediately dissolved. 7. The amount of cash to be contributed by the limited partner is as follows: \$22,500. 8. No additional contributions are agreed to be made by the limited partner.

9. The contribution of the limited partner is returnable upon the dissolution or termination of the partnership in cash. 10. The share of the profits or other compensation by way of income which the limited partner shall receive by reason of his contribution is as follows: Joseph Fields shall receive 50% of the net profits of the partnership. 11. The limited partner shall have the right to substitute an assignee as contributor in his place.

12. No additional general or limited partners shall be admitted except upon consent of all the parties hereto. This certificate was duly signed and acknowledged by all the partners on January 17, 1944 and filed in the New York County Clerk's office on January 18, 1944.

CITATION P. 141, 1944. THE PEOPLE OF THE STATE OF NEW YORK, BY THE GRACE OF GOD FREE AND INDEPENDENT. To: ST. JOHN SMITH JR., PATRICIA SMITH, CAMILLA HOWLAND SMITH, NATHALIE DANA SMITH, the next of kin and heirs at law of ST. JOHN SMITH, deceased, send greeting:

Weekly Summary of Bills Affecting Civil Service

Below is a listing of bills introduced in the State legislature, of interest to State and local employees, to those on eligible lists, and those seeking to enter Government service. Each bill is identified by two numbers—the "Introductory number" and the "Print number." The bill carries these numbers throughout its course in the legislature. In addition, each bill carries the name of the Senator or Assemblyman who introduced it, and the committee to which it is referred. A summary of new bills will be carried in these columns weekly. The first listing began two weeks ago, in the issue of January 18. It is suggested that employees retain this listing for future reference. The LEADER will keep you informed of progress on all civil service legislation in Albany.

Senate

Int. 343, Print 358—Mr. Coudert—This provides a confidential attendant to judge of general sessions, N. Y. county courts or surrogates in City of New York, after 10 years' service and upon death or retirement of judge or surrogate, shall be classified as court attendant. Referred to Judiciary Committee.

Int. 354, Print 359—Mr. Coudert—If this bill is passed, sick leave remaining unused by transportation board employee at end of cumulative 2-year period shall be added to next regular vacation allowance. Referred to Public Service Committee.

Int. 358, Print 373—Mr. Seelye—Provides that ordinary disability retirement of member of state employees' retirement system shall include a pension which taken together with his annuity, shall be equal to 1/70th, instead of 90 per cent of 1/70th of his final average salary multiplied by number of years allowable. Referred to Pensions Committee.

Int. 359, Print 374—Mr. Seelye—This bill strikes out the provision which limits medical examination of member of state employees' retirement system for accidental disability retirement to those under 60 years of age. Referred to Pensions Committee.

Int. 368, Print 393—Mr. Wallace—This repeals the provision for contribution to retirement system of employee while absent on military duty and that period of absence shall not be counted in determining length of total service. Referred to Military Affairs Committee.

Int. 373, Print 388—Mr. Halpern—Suspensions from or demotions in non-competitive or labor class jobs in civil service, subject to a qualifying examination, shall be made in inverse order of the original appointment. Referred to Civil Service Committee.

Int. 374, Print 389—Mr. Halpern—This requires N.Y.C. Board of Education to establish rules for and employ custodians, custodian-engineers and employees for care of buildings, now employed indirectly by contractor positions to be in non-competitive class; Municipal Civil Service Commission after a hearing may discharge employee not of good character or who failed to prosecute application for citizenship; salary schedules shall be fixed by board at not less than those received on Jan. 1, 1944, under other system. Referred to N. Y. City Committee.

Int. 403, Print 421—Mr. Greenberg—Allows members of retirement system operating on sound financial basis and subject to insurance dept. supervision, to transfer his membership to N.Y.C. employees' retirement system; also permits member of state retirement system who was employee of city agency at time agency was changed to city service to transfer to such city system. Referred to Pensions Committee.

Int. 404, Print 422—Mr. Weeks—This provides all removal or disciplinary procedure against civil service employees must be started within 2 years after incompetency or misconduct complained of and so described in charges. Referred to Civil Service Committee.

Int. 410, Print 428—Mr. Di Costanzo—Provides that State employees in classified service who work in excess of 8 hours a day or 40 hours a week shall receive time and a half for extra hours. Referred to Ways and Means Committee.

Int. 413, Print 431—Mr. Di Costanzo—Provides for additional war emergency compensation for State employees and officers of \$400 a year beginning Apr. 1, 1944, no part thereof to effect an increase in pension or retirement benefit or constitute promotion or increase pay of employee in military or naval service; \$20,000,000 is appropriated. Referred to Ways and Means Committee.

of veterans and volunteer firemen holding temporary or provisional civil service appointments. Referred to Civil Service Committee.

Int. 477, Print 501—Mr. Halpern—This would clarify provision that temporary or provisional appointees in competitive civil service positions may be removed for reasons other than incompetency or misconduct and provides that copy of charges and answer to removal proceedings for incompetency or misconduct shall be filed with appropriate civil service commission, instead of state or municipal commission. Referred to Civil Service Committee.

Int. 479, Print 503—Mr. Halpern—This authorizes officer or employee designated by state civil service commission to conduct investigations and hearings with power to administer oaths and compel witnesses to attend and testify, eliminates reference to secretary and chief examiner and also provision for including rules and regulations of commission in its annual report. Referred to Civil Service Committee.

Int. 480, Print 504—Mr. Halpern—This repeals provision that original appointment to position of clerk, bookkeeper, stenographer, copyist or messenger shall be made to lowest civil service grade and that job above such grade must be filled by promotion from lowest grade. Referred to Civil Service Committee.

Int. 481, Print 505—Mr. Halpern—This bill authorizes state civil service commission to appoint officers and employees of classification division as it may require and to prescribe powers and duties. Referred to Civil Service Committee.

Int. 482, Print 506—Mr. Halpern—This would dispense with 15 days' notice in cases of open-competitive examinations for lowest clerical, stenographic and office machine operator grades in civil service positions and in cases where there are less than 3 persons employed in next lower grade. Referred to Civil Service Committee.

Int. 483, Print 507—Mr. Halpern—This bill authorizes reclassification without examination of state employees, principally mental hygiene institution employees, not classified under standard titles prior to Oct. 1, 1943, but who have performed at least one year's duty prior to such date. Referred to Civil Service Committee.

Int. 484, Print 508—Mr. Halpern—This bill would extend provision for temporary appointments, to county and municipal employees. Referred to Civil Service Committee.

Int. 485, Print 509—Mr. Halpern—This bill repeals obsolete provision relating to time for filing of constitutional oaths by civil service employees. Referred to Civil Service Committee.

Assembly

Int. 423, Print 429—Mr. Ostertag—This bill would strike out provision that no person shall be eligible for appointment or continue after age 35 on police force of a village to which such civil service rules have been extended and which is in a county of more than 300,000 adjoining a first class city. Referred to Villages Committee.

Int. 425, Print 429—Mr. Ostertag—(Same as S.327).

Int. 428, Print 439—Mr. Ostertag—(Same as S.311). Referred to Civil Service Committee.

acted to higher grade by reclassification, shall receive not less than minimum pay of higher grade and appropriate \$1,000,000 for increased pay. Referred to Ways and Means Committee.

Int. 522, Print 535—Mr. Normann—Requires that suspension or reduction in grade of civil service employees shall be made in inverse order of original appointment irrespective of whether such service was in labor or non-competitive service this provision now applies only to competitive class. Referred to Civil Service Committee.

Int. 526, Print 535—Mr. Normann—This bill provides that neither state or municipal civil service commission shall require applicant for admission to examination to disclose if he is a disabled veteran or claims preference as such, until after he has received notice that he has passed examination; claim of preference shall be made within 30 days after notice and during that time commission shall not certify any name for permanent appointment. Referred to Civil Service Committee.

Int. 536, Print 579—Mr. Moran—(Same as S.99). Referred to N.Y.C. Committee.

Int. 582, Print 600—Mr. Gugino—(Same as S.358).

Int. 580, Print 604—Mr. MacKenzie—This provides that removals from or demotions in civil service positions shall be in inverse order of original appointment as compared with other employees holding same title in same salary grade in dept., employee to have name on both departmental and general preferred lists; lists are classified as preferred, promotional and competitive eligible. Referred to Civil Service Committee.

Int. 603, Print 621—Mr. Starkey—This measure would extend to Jan. 1, 1945, the period when State employees who are or become member of State Retirement System may receive credit for allowable prior service. Referred to Civil Service Committee.

Int. 618, Print 636—Mr. Lamula—This bill would give state employees right to join organizations of their own choosing without interference from head of state dept. or agency who shall establish procedure whereby representatives may confer with him or his representative on grievances arising from working conditions. Referred to Civil Service Committee.

State Promotion Examinations

Senior Stenographer. Division of Housing, Executive Department. Usual salary range \$1900 to \$2100. Application fee \$1.00. Appointment expected at the minimum but may be made at less than \$1900. At present, a temporary vacancy exists in the New York Office.

Associate Personnel Technician. (Municipal Service), Department of Civil Service. Usual salary range \$4600-\$5600. Application fee \$3.00. Appointment expected at the minimum but may be made at less than \$4600.

Stenographer. Department of Health (exclusive of the Institutions and the Division of Laboratories and Research). Usual salary range \$1300 to \$1700. Application fee \$1.00. Appointment expected at the minimum but may be made at less than \$1300. At present, vacancies exist in the New York City, Albany, Glens Falls, and Gouverneur Offices.

Director of School Building Service. Service 11, Grade 5, Division of School Buildings and Grounds, State Education Department. Usual salary range \$5200 to \$6450. Application fee \$5.00. Appointment expected at the minimum but may be made at less than \$5200. At present, one vacancy exists.

HOUSING MANAGEMENT ADVISER. Division of Housing, Executive Department. Usual salary range \$2700 to \$3225. Application fee \$2.00. Appointment expected at the minimum but may be made at less than \$2700.

CONWAY, SCHECHTER ADDRESS COURT OFFICIALS

Judge J. Edward Conway, President of the State Civil Service Commission, and Joseph Schechter, counsel, appeared before the delegates to the 20th Annual Mid-Winter Conference of the County Officers' Association of the State of New York, which was held in Albany on Wednesday, Thursday, and Friday, February 2nd, 3rd, and 4th.

Judge Conway presented the opening address to the delegates. Mr. Schechter spoke on "Current Legislation Affecting Administration of Civil Service."

State Association Members To Receive LEADER Regularly

ALL MEMBERS of the Association of State Civil Service Employees are now receiving the CIVIL SERVICE LEADER regularly. Through an arrangement which has been made between the publishers of The LEADER and the State Assn., members are now receiving the publication as part of their annual dues. Officials of the Association consider the extended news-coverage a valuable adjunct to the services rendered by the organization. Through an extended network of correspondents, The LEADER will each week cover the pertinent news affecting employees in all parts of the State. Under the plan, Association members will be kept in week-to-week touch with the facts as to all civil service happenings, legislation, directives, action on lists, Association news, activities and events.

The publishers feel that this marks an opportunity to perform a real news service and to aid in protection and extension of the merit system in New York State. Harold J. Fisher, President of the State Association, in making the announcement, stated: "The members of our organization, in receiving The LEADER regularly, are fortunate in that they will have not only extended coverage of State activities, but will profit by this fine opportunity for complete expression through such an outstanding newspaper. The merit system and the employees will both profit thereby." The LEADER will be happy to receive from State employees comments and suggestions on the new section of State civil service news. Mail your comments to The Editor, Civil Service Leader, 97 Duane Street, New York City.

Government Openings

This is general information which you should know about United States Government employment. (1) Applicants must be citizens or owe allegiance to the United States; (2) Applicants must be physically capable of performing the duties of the position and must be free of defects which would constitute employment hazards. Handicapped persons who feel their defects would not interfere with their ability to perform the duties of the positions, are urged to apply. (3) Veterans preference is granted to honorably discharged members of the armed services. Wives and widows of honorably discharged veterans are also entitled to consideration for preference benefits; (4) Appointments are made under war service regulations, which means they will generally be for the duration of the war and in no case will extend more than six months after the war's end; (5) Persons now employed in essential occupations must receive statements of availability in order to be eligible for Federal jobs. An offer of a position will be accompanied by instructions advising what steps to take in order to secure the necessary clearance; (6) unless otherwise noted, application forms are available at the Second Regional Office, Federal Building, Christopher & Washington Streets, New York 14, New York.

Air-Traffic Controller Trainee

NO WRITTEN TEST REQUIRED
SALARY—\$2100 A YEAR
(Basic salary of \$1800, plus overtime pay)

What Your Job Will Be
You will be working at an Airway Traffic Control Center or an Airport Traffic Control Tower, where you will assist in the control of military and civil air traffic at busy airport terminals and along the aerial highways.

How You Will Learn to Do the Job
You will be given on-the-job training by experts in air traffic control at your assigned place of duty.

Opportunity for Rapid Advancement
After you have completed approximately six months of satisfactory service, you will become eligible for promotion to the position of Assistant Controller paying from \$2433 to \$2798, as vacancies occur. When you are fully qualified to control traffic alone, you will be eligible for promotion to the grade of Controller paying from \$3103 to \$3528.

Apply Immediately
Obtain application form 57 from the Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, New York.

or
At any first or second-class Post Office in which this notice is posted.
Mail This Form To:

The Director, Second U. S. Civil Service Region, Federal Building, Christopher Street, New York 14, New York.

Where You Will Work
Assignment to duty will be to an Airport Traffic Control Tower or an Airway Traffic Control Center at an airport located reasonably near the following cities:

Connecticut—Bridgeport, Hartford; District of Columbia—Washington National Airport; Maine—Presque Isle; Maryland—Baltimore; Massachusetts—Boston; New Jersey—Newark; New York—Buffalo, Jackson Heights (LaGuardia Field), Niagara Falls, Albany; Pennsylvania—Harrisburg, Philadelphia; Rhode Island—Providence; Vermont—Burlington; Virginia—Norfolk, Richmond, Roanoke, Lynchburg.
All airports are accessible by public transportation.

Minimum Qualifications
Experience—Except for the substitution provided for below, you must meet the requirements set forth in (a) and (b) immediately below:

(a) Graduation from a standard 4-year High School course; or completion of 14 units of high school study; and
(b) Two years of progressive full-time paid experience in the field of aircraft traffic control, aircraft operations or aircraft radio voice communications.
Substitution—For High School Study: You may substitute for each year of High School study, 6 months of progressive full-time paid experience in the field of aircraft traffic control, operations or radio voice communications; or 50 hours of solo flying time (within the last 10 years).

For Required Experience
You may substitute for one year of the required two years of experience, two years of study in a college or university of recognized standing.

You may also substitute one of the following for one year of the required experience, or a combination of any two of the following for the two years of experience:

- (1) Possession of private pilot certificate.
- (2) Possession of a CAA Control Tower Operator Certificate.
- (3) Possession of a CAA Control Tower Operator Senior Rating.
- (4) Six months military experience as a tower operator or flight controller, or in an airport operations office, in the capacity of clearance officer or clearance clerk.
- (5) Completion of Primary Flight Training, or Military Pilot Rating.
- (6) Completion of War Training Service ground school course, or CAA Ground School Instructor's Certificate in "Civil Air Regulations".
- (7) 100 hours of solo flying time (within the last 10 years).
- (8) Six months intensive training, or equivalent, in the field of aeronautics in a technical institute, aeronautical school, defense training course sponsored by the Office of Education, or other Institution giving specialized instruction in aviation subjects.
- (9) Link Trainer Operator or Instructor Certificate.

Physical Requirements

General Requirements—Applicants must be physically capable of performing the duties of the position and be free from such defects or diseases as would constitute employment hazards to themselves or danger to their fellow employees. Applicants for these positions will be required to obtain a second-hand medical certificate of physical qualifications as defined by the Civil Aeronautics Administration before being assigned to duty. Appointees who are unable to register in yearly physical examinations are subject to reassignment to another position for which they can meet the requirements. The determination as to whether the appointee meets the physical requirements for the particular position to be filled will be the responsibility of the appointing officer.

Vision—Vision must be at least 20/50 Snellen in each eye, glasses permitted. Uncorrected vision must be at least 20/50 Snellen in each eye.

Speech—Applicants must be able to speak the English language clearly and distinctly in such a manner as to be easily understood over the telephone.

Applications will be received until the needs of the Service has been met.

On the date of filing applications, applicants must have reached their 20th birthday, and must not have passed their 45th birthday. Maximum age limit will be waived for persons who furnish proof of honorable discharge from the armed forces.

No Written Test Required—Applicants' qualifications will be judged from a review of their experience and training.

A wide variety of skills and persons with the desire to learn, are represented in this week's selection of jobs with Federal Government. When you have spotted the job that suits you, jot down the order number and go down to the office of the Civil Service Commission, 641 Washington St., New York City. Remember that you'll get about 21% more than the salary listed because of overtime pay. And you'll need a certificate of availability if you're now engaged in an essential occupation.

- 3472—Stenos and Typists, \$1440. Stenos and Typists, \$1020. Duty: NYC then transferred to Washington, D. C.
 - 3590—Sr. Multilith Oper. and Plate-Maker (M), \$1020.
 - 3627—Multigraph Oper. (M), \$1440. Applicants between the ages of 18 and 37 will not be considered.
 - 3972—Jr. Clerks, \$1440. Duty: Washington, D. C.
 - 4005—Sr. Tabulating Machine Oper. (F), \$1020.
 - 4032—Jr. Multilith Oper. (M or F), \$1440.
 - 246—Calculating Machine Oper., Monroe, \$1440.
 - 308—Jr. Clk. Typist (M-F), \$1440. Duty: Newark, N. J.
 - 309—Jr. Clerk (M-F), \$1440. Duty: Newark, N. J.
 - 330—Card Punch Oper., \$1440. Duty: Newark, N. J.
 - 309—Telegraphic Typewriter (M-F), \$1440. 4 P.M. to Midnight.
 - 373—Typist, \$1440. Duty: Metropolitan area.
 - 374—Stenographers, \$1440. Duty: Metropolitan area.
 - 415—Messenger (M), \$1200. Must be between ages of 16 and 18 or draft exempt. Around-the-clock shifts: 8-4; 4-12; 12-8.
 - 471—Messengers (M), \$1200.
 - 534—Asst. Multilith Oper. (M or F), \$1440.
 - 544—Calc. Mach. Oper. or Rem. Rand Bkpr. (F), \$1440.
 - 580—Photostat Blueprint Oper. (M), \$1440.
 - 602—Lnd. Oper. (M-F), \$1260. To operate Natl. Cash Reg. Validating Mach.
 - 643—Cryptographic Clerk, Alternat. shifts: 8-5; 12N-8; 2-10; and possible night shift; occasionally (M or F), \$1440.
 - 653—Telephone Oper., \$1440. Multiple exp. Duty: Washington, D. C.
 - 654—Bkpr. Mach. Oper. with alph. Keyboard, \$1020. Duty: Washington, D. C.
 - 655—Compt. Oper. F & T and Burroughs; 3—\$1020; 35—\$1440. Duty: Washington, D. C.
 - 656—Alphabetic Card Punch Oper., \$1440. Duty: Washington, D. C.
 - 799—Billing Machine Oper. (F), \$1440.
 - 828—Photostat Oper. (M), \$1440.
 - 970—Bookkeeping Machine Oper. (F), \$1020.
 - 990—Jr. Teletype Oper. (F), \$1440. Shifts.
 - 990—Multilith Oper. (M-F), \$1020—\$1800. Duty: Virginia.
 - 1085—Vartype Oper. (F), \$1440.
 - 1120—Jr. Oper. Office Devices (F), \$1440.
 - 1122—Jr. Oper. Off. Dev. (Elliott Fisher Listing Mach. Oper. (F), \$1440.
 - 1123—Jr. Oper. Off. Dev. (Adding Machine) (F), \$1440.
 - 1130—Clerk Typist (F), \$1440. Rotating Shifts. Duty: LaGuardia Field.
 - 1144—Calc. Mach. Oper. (Compt.), \$1440.
 - 1151—Compt. Oper. Burroughs, \$1440.
 - 1160—Telephones Oper., Rotating shifts (F), \$1200.
 - 1162—List Machine Oper. E. F., \$1440.
 - 1163—Adding Machine Oper., \$1440.
 - 1197—Compt. Oper. P&T—Burroughs, \$1440.
 - 1175—Clerk Steno. (M), \$2250, plus \$1.00 per day for room and board. Duty: Canada.
 - 1193—Telephone Oper. (F), \$1440. Rotating shifts.
 - 1222—Multigraph & Mimeo Oper. (M), \$1440. Must be 31 years of age or over.
 - 1254—Telephone Oper. (F), \$1200.
 - 1257—Multilith Oper. (F), \$1200. Duty: Jersey City.
 - 1262—Adding Machine Oper. (M-F), \$1440.
 - 1263—Calc. Machine Oper. (F), \$1440.
 - 1302—Tabulating Equip. Oper. (M), \$1440. Around the clock shifts.
 - 1327—Bookkeeping Machine Oper. (M or F), \$1020.
 - 1329—Clk. Typist Telephone Oper. (F), \$1440.
 - 7050—Clk. Burroughs Electric Add. Machine Oper. (F), \$1020. Mtd. duty, 5 P.M. to 1 A.M., 1 mi. out of S.
- Open Order Stenographers and Typists, \$1440. Duty: Washington, D.C.
V2-1006—Batterman Laborer (Hona Island) (M), 80c per hour.
V2-2015—Batterman Helper (M), 80c hr.
V2-2078—Trainee, Shop Practice (M-F), \$1200.
V2-2079—Trainee, Maint. (M-F), \$1200.
V2-2080—Trainee, Drafting (M-F), \$1200.

- V2-2081—Trainee, Compt. (M or F), \$1200.
 - V2-2082—Trainee, Spec. (M or F), \$1200.
 - V2-2121—Fireman (M), 50c per hour.
 - V2-2170—Laundry Worker (M-F), 50c per hour.
 - V2-2188—Auto Mechanic (Tractor) (M), \$2500.
 - V2-2190—Railroad Breaker (M), 50c to \$1.00 per hour.
 - V2-2207—Sub. General Auto Mechanic (M), 70c per hour.
 - V2-2273—Auto Mechanic (M), \$1.15 hr.
 - V2-2274—Auto Mechanic, Jr. (M), 97c hr.
- (Continued on page 12)

LEGAL NOTICE

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of SCHWARTZ, ROSENSTOCK & PRINCE, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 27th day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of LEVETT PLUMMING CORP. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 28th day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of GLICK DRESS CO. INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 31st day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of HOME DRESS CO. INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 31st day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of RIVIERA TOGS, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 12th day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of JAYVEE REALTY CORPORATION has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 12th day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of BERGLEIGH TOGS, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 28th day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of BRANDES & SOFFIN INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 1st day of February, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of JOSIE HAT CO. INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 27th day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of WEST-END RUTCHER FUTURE CO. INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 1st day of February, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of SIGNAL COFFEE CO. INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my

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SCHOOL DIRECTORY

LISTING OF CAREER TRAINING SCHOOL

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hand and official seal of the Department of State, at the City of Albany, (Seal) this 15th day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of ARTHUR BARRY, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 21st day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of NATHANSON DRESS CO. INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 20th day of January, 1944.
Thomas J. Curran, Secretary of State.
Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of EDWARD H. KAY, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 of the Stock Corporation Law, and that it is dissolved. Given in duplicate under my

PAUL MULLER & CO.—NOTICE—On December 31, 1943, a limited partnership under the name of Paul Muller & Co. was formed by Paul Muller of 111-45 76th Drive, Forest Hills, L. I., general partner, and Ida Muller, of 111-45 76th Drive, Forest Hills, L. I., limited partner, to conduct business of buying and selling raw furs, to continue during life of partners and terminable at will of either partner. Principal place of business is at 231 West 29th Street, New York City. Limited partner contributed \$10,000.00 in cash, to be returned on termination of partnership and she shares 55% in profits and losses; except her losses are limited to amount of contribution.

Help Wanted—Male

Help Wanted—Male

Help Wanted—Female

Help Wanted—Female

THE JOB MARKET

The Job Market is designed to help readers and jobs get together. The positions listed are gathered from advertisements of all the newspapers, periodicals and communication with personnel managers. These jobs are analyzed and arranged in categories which will be most helpful as a basis for selection. However, it is wise to read the entire column rather than limit yourself to any one item. Unless otherwise stated, all addresses refer to New York City.

Trainees

Women, war work. National Can Corp., 55-08 Grand Ave., Maspeth, L. I. Bus and Trolley Operators, 3rd Ave. Transit Corp., 120th St., 3rd Ave. Men and women for Brooklyn war plant, Federal Manufacturing & Engineering Corp., 199 Steuben St. (DeKalb) Brooklyn. Drafting Trainees—Western Electric, 100 Central Avenue, Kearny, N. J. File Clerks, exp. unnecessary. Hooper Holmes Bureau, 102 Maiden Lane. Messengers, Clerks, Stenos, Motion picture Business, 1790 B'way., 10th floor. Trainees, Age 17-20—Aero Spark Plug Co., Inc., 425 Hudson St. Assemblers, no experience necessary. Ages 18-40. Horn Signal Co., 73 Varick Street. Machinist learners to work on lathes, milling machines, grinders, etc. Advance Tool, 682 Broadway (at 3rd St.).

Factory Work

Girls-women, 18-40 light factory work. 5 days. American Chicle Co., 30-30 Thomson Ave., L. I. C. Girls—Henson Hedger, 585 Water St. Assemblers, Operators—Standard Motor Products, 37-18 Northern Blvd., L. I. C. Girls, \$20 start. National Circuit Co., 445 W. 15th St. Girls, \$31.30 to start. Ideal Plastic, 23-10 - 43rd Avenue, L. I. C. Girls, Lewyt Co., 401 Wythe Ave., Brooklyn. Girls, Arvey Corp., 300 Communipaw Ave., Jersey City, N. J. Torret Lathe Operators, \$5c to \$1 per hour. Foster Engineering Co., 100 Monroe St., Newark, N. J. Part time Girls, 16 and over, Arvey Corp., 300 Communipaw Ave., Jersey City, N. J. Machinists, etc. Conmar Products, 140 Thomas St., Newark. Girls, Women—Good opportunity. Modern china plant. Zapin Ceramics, 43-09 36th St., L. I. City. Girls-Women—Essential war industry. No experience necessary. Universal Camera Corp. 32 West 23rd St., N. Y. C. Men general factory work—No exp. necessary. Henry Heide, Inc., 84-90 Vandam St., N. Y. Boys-Men, essential war industry. Nathan Mig. Co. 416 E. 100 St., N. Y. Men—Experienced mechanics. Cole Steel Equipment, 340 Broadway, N.Y.C. Boys-Men, no exp. Press Wirelath, Inc., 1475 B'way. Boys-Men, \$27.50, 50 hours. Kamit, 2nd floor, 488 Morgan Ave., Bklyn. Screen Machine Operator, 416 E. 106 St. Maintenance Machinist—Exp. on wrapping machines. Day and night shifts. American Safety Razor Corp., 92 Lawrence St., Bklyn., N. Y. Boys-Men, Day or night shifts. American Can Co., 43 St., 2nd Avenue. Girls—18 and over. Earn \$25.08 to start. War work. Robinson Tag & Label Co. Girls and Women—Kenil Stores, 1745 Cross Island Blvd., L. I. Girls—No experience. Hand assembly work. Power Press Operators. Weston 85 E. 10 St. Engineers—Tung Sol Lamp Works Inc., 370 Orange St., Newark. Men and Boys, \$26 for 48-hour week. R. H. Heywood Co., 263 Ninth Ave. Men for processing and packing foods. Quaker Maid Co., 45 Washington Street, Brooklyn.

Part Time

Boys, over 16, after school, 4-10 P.M. War Plant, 50c per hour plus bonus. Box 114 Civil Service Leader. Women sell busines, Engeries, house and street dresses. No investment required. Grant Dress Co. Inc. 38 West 34th St. Help on truck—9 A. M. to 3 P. M. or 3 P. M. to 8 P. M. 60c per hour. Milton Feinberg, 1375 B'way. Men and Women—6 1/2 hours evening work. Arcadia Ballroom, B'way at 53rd St. Girls—Part time. S. Klein, 6 Union Square, N. Y. Women, 25-45. Part-time. S. Klein, Union Square. Comptometerists—Evening work, 4 hrs. Murray Hill 2-0707. Cafeteria Help—Male and female. Kolsman Mfrs., 80-00 47th Avenue, Elmhurst, L. I. Boys—16 or over; mornings, afternoons, week-ends. Western Union, 127 West 40th Street. Restaurant Help—All kinds. Exchange Buffet Restaurants, 44 Cortlandt Street. Freight Handlers—80c to 75c per hour. U. S. R. R. Retirement Board. Housewives and Schoolgirls—no exp. experience necessary. Cushman's Sons, Inc., 1810 Broadway. Clerical Comptometer Operator, \$30. National Can Corp., 55-08 Grand Ave., Maspeth, L. I. Clerical positions. Blosser Co., 119 W. 40th St. Rosen's Dept. Store, 74 Fifth Ave. Clerks, International Tailoring Co., 131th St. and 4th Ave. Clerks, Typists—Western Electric Co., 100 Central Ave., Kearny, N. J.; W. T. Grant's, 1441 Broadway; Elmer & Amend, Greenwich & Morton St., N. Y. C. Girls—\$70 month start. American Express Co., 65 Broadway. Miscellaneous Girls, Women—\$25-30 per week. Hand Dry Cleaners, 45-01 Avenue H, Brooklyn. Boys, Shipping & Stock Dept. Fowin's Gloves, 1 Park Ave. Mrs. Margarette parking machine operators. Blosser & Hedger, 585 Water St. Men—Inspectors. Fruit Growers Express Co., 60 Hudson Street, N. Y. C. Men, \$27 plus overtime. Park ladies' clothes, J. C. Penney Co., 430 W. 54th St. Car Cleaners—the Pullman Company, Room 2012 Grand Central Office Bldg., N. Y. C.

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Essential workers need release statement
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—Part or Full Time
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APPLY ALL DAY
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Millinery
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Brooklyn

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Preferred—But Desire to Enter Field Will be Considered.
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STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of EL. FAY BLEATING & STITCHING CO., INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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. (Seal) this 20th day of January, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State. STATE OF NEW YORK, DEPARTMENT OF STATE, ss: I do hereby certify that a certificate of dissolution of ARTISTIC BEADWEAR, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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. (Seal) this 2nd day of February, 1944. Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

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Steam-heated garages; cars covered and jacked up, batteries cared for at small extra charge.
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\$4.00 PER MONTH
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WHY HAVE YOUR PET STARVE?
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Slip Covers — Mattresses
Made to Order
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For intelligent interpretation of Civil Service news, read The LEADER regularly.

U.S. Jobs

(Continued from page 10)

- VE-2280—Mess Attendant (M), 56c hr.
- VE-2310—Office Appliance Repairman (M), \$1800.
- VE-2370—Sr. Office Appliance Repairman (M), \$2040.
- Office Appliance Repairman's Helper (M), \$1500.
- VE-2372—Oiler (M), \$6.88 per diem.
- VE-2375—Packer (M), \$6.96 per diem.
- VE-2377—Packer (M), \$6.96 per diem.
- VE-2422—Laborer (M), \$1320.
- VE-2378—Classified Laborer (M), \$6.40 per diem.
- VE-2430—Jr. Stat. Fireman (M), 80c hr.
- VE-2431—General Utilityman (M), \$1320.
- VE-2442—Armament Repairman (Trainee) (M), \$5.91 per diem.
- VE-2447—Jr. Patrolman (M), \$1080.
- VE-2452—Firefighter (M), \$1680 plus \$300.
- VE-2467—Clinger (M), \$1200 plus \$300.
- VE-2476—First Cook (M), \$6.32 per diem.
- VE-2479—Cook (M), \$5.68 per diem.
- VE-2494—Machinist, Outside (M), \$1.18 per hour.
- VE-2501—Laundry Washman (M), 66c hr.
- VE-2507—Stationary Fireman (M), 74c hr.
- VE-2517—Laborer (M), \$6.88 per diem.
- VE-2522—Stationary Fireman (M), \$1080.
- VE-2531—Office Machine Repairman (M), \$2040.
- VE-2554—Jr. Sewing Machine Repairman (M), 80c per hour.
- VE-2559—Jr. Foreman or Forelady of Power Machine Operators (M or F), 85c per hr.
- VE-2560—Jr. Operator, Power Machine (M or F), 67c per hour.
- VE-2561—Folder, Canvas (M), 75c per hr.
- VE-2568—Power Machine Operator (M-F), 75c per hour.
- VE-2567—Power Machine Operator, Canvas (M or F), 77c per hour.
- VE-2568—Power Machine Operator, Webbing (M or F), 75c per hour.
- VE-2571—Rational Repairman (M or F), 75c per hour.
- VE-2576—Office Appliance Repairman's Helper (M), \$1500.
- VE-2579—Janitor (M or F), \$1320.
- VE-2580—Porter (M), \$1300.
- VE-2614—Sr. Machinist (M), \$3200.
- VE-2635—Jr. Stat. Fireman (M), 80c hr.
- VE-2636—Firefighter (M), \$1860.
- VE-2642—Laborer (Freezer) (M), 76c hr.
- VE-2647—Armament Repairman (M), \$1 per hour.
- VE-2656—Maintenance Aide (M), \$1500 and \$1680.
- VE-2659—Janitor (M), \$1320.
- VE-2660—Refrigeration Operator (M), 94c per hour.
- VE-2662—Fireman (M), \$8.00 per diem.
- VE-2663—Fireman (M), \$7.53 per diem.
- VE-2673—Crane/grounds Man (M), 80c hr.
- VE-2674—Gardener (M), \$1320.
- VE-2681—Janitor (M), \$1320.
- VE-2684—Mess Attendant (M or F), \$1200 less \$90.
- VE-2690—Laborer, Jr. (M), \$1200.
- VE-2692—Storekeeper (M), \$1440.
- VE-2695—Mess Attendant (M-F), \$23.60 per week.
- VE-2696—Mess Attendant (M-F), \$23.60 per week.
- VE-2707—Chauffeur (M), \$1200.
- VE-2712—Hospital Attendant (F), \$1200.
- VE-2714—Laundryman (M), \$32 per wk.
- VE-2729—Shoe Repairman (M), 75c hr.
- VE-2738—Diesel Opr. Engineer (Overseas) (M), \$3254.10.
- VE-2740—Evaporator Operator (Overseas) (M), \$3254.10.
- VE-2741—Boiler Opr. Engineer (Overseas) (M), \$2100.
- VE-2742—Oil Burner Serviceman (Overseas) (M), \$2554.80.
- VE-2744—Plumber (Overseas) (M), \$2300.
- VE-2745—Switchboard Operator (Overseas) (Sub-station or power plant) (M), \$2575.
- VE-2753—General Merchant (M), \$1500.
- VE-2758—Laborer (Warehouse) (M), \$1500.
- VE-2769—Jr. Laborers (M), \$5.92 diem.
- Jr. Laborer (Ld.) (M), \$5.68 per diem.
- VE-2767—Mechanic (M), \$1.04 per diem.
- VE-2772—Welder, Electric (M), \$9.12 per diem.
- VE-2773—Sheet Metal Worker (M), \$9.12 per diem.
- VE-2774—Machinist (M), \$9.12 per diem.
- VE-2775—Boilermaker (M), \$9.12 diem.
- VE-2776—Electrician (M), \$9.12 diem.
- VE-2777—Coppersmith (M), \$9.12 diem.
- VE-2778—Plumber (M), \$9.12 per diem.
- VE-2779—Pipefitter (M), \$9.12 per diem.
- VE-2780—Shipwright (M), \$9.12 per diem.
- VE-2781—Boatbuilder (M), \$9.12 diem.
- VE-2782—Helper, Trainee (M), \$6.64 per diem.
- VE-2783—Laborer, Classified (M), \$6.40 per diem.
- VE-2784—Apprentice, Mech. Trades (M), \$4.64 per diem.
- VE-2785—Welder, Electric (Bayonne) (M), \$9.12 per diem.
- VE-2786—Sheet Metal Worker (Bayonne) (M), \$9.12 per diem.
- VE-2787—Machinist (Bayonne) (M), \$9.12 per diem.
- VE-2788—Boilermaker (Bayonne) (M), \$9.12 per diem.
- VE-2789—Electrician (Bayonne) (M), \$9.12 per diem.
- VE-2790—Coppersmith (Bayonne) (M), \$9.12 per diem.
- VE-2791—Plumber (Bayonne) (M), \$9.12 per diem.
- VE-2792—Pipefitter (Bayonne) (M), \$9.12 per diem.
- VE-2793—Shipwright (Bayonne) (M), \$9.12 per diem.
- VE-2794—Boatbuilder (Bayonne) (M), \$9.12 per diem.
- VE-2795—Helper Trainee (Bayonne) (M), \$6.64 per diem.
- VE-2796—Classified Laborer (Bayonne) (M), \$6.40 per diem.
- VE-2797—Apprentice, Mechanical Trades (Bayonne) (M), \$4.64 per diem.
- VE-2798—Inventory Checker, Engine (M), \$1800.
- VE-2800—Storekeeper (M), \$1440.
- VE-2808—Engineer (Steam-Diesel) (M), \$2800 less \$328.
- VE-2814—Jr. Mess Attendant (M), \$62 per hour.
- VE-2817—Office Appliance Repairman (M), \$1680.
- VE-2822—Janitor (M), \$1320.
- VE-2826—Auto Mechanic (M or F), \$81 per hour.
- VE-2830—Janitor (M), \$1200.
- VE-2831—Customs Laborer (M), \$1320.
- VE-2832—Laborer (M), \$6.63 per hour.
- VE-2839—Laborer (M), \$6.80 per diem.
- VE-2841—Sr. Laborer (M), 72c per hour.
- VE-2841—Munitions Handler Trainee (M), \$75 per hour.
- VE-2842—Janitor (M), \$1200.
- VE-2849—Barge Captain (M), \$1740.
- VE-2853—Janitor (M), \$1200.
- VE-2855—Laborer (M), \$1440.
- VE-2867—Maintenance Mechanic (M), \$95 per hour.
- VE-2868—Laborer (M), \$1200 plus \$300.
- VE-2867—Window Cleaner (M), \$1220 plus \$300.
- VE-2868—Fireman-Laborer (M), \$1320.
- VE-2869—Elevator Operator (M), \$1200 plus \$300.
- VE-2870—Janitor (M), \$1200 plus \$300.
- VE-2871—Storekeeper (M), \$1440.

(Continued on page 13)

Column for Car Owners

CIVIL SERVICE LEADER, 97 Duane Street, New York City
CAR APPRAISAL SERVICE BUREAU

If you wish to sell your car, send in the following information or write to one of the dealers listed below: We will get an estimated valuation for you based on the best marked price we can find from a reputable dealer.

Make of Car..... Year.....
Type..... Mileage.....
Equipment.....
Condition of Tires..... Your Own Appraisal:.....
Your Name.....
Address..... Phone.....

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For Defense Workers

All Makes

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All Makes and Models
From 1935 and up
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Highest Prices Paid
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ALL TYPES OF FIREARMS repaired. Work guaranteed. MANHATTAN GUN REPAIR SHOP, 35 West 44th St., N. Y. C. MURRAY HIR 4-1726.

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U.S. Jobs

(Continued from page 12)

- V2-2875—Tractor Lift Operator (M or F), \$77 per hour.
- V2-2880—Deckhand (M), \$78 per hour.
- V2-2884—Boiler Fireman, Low Pressure (M), \$81 per hour.
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- V2-2907—Quartermaster (M), \$1740 less \$372.
- V2-2911—Laborer (M), \$70 per hour.
- V2-2912—Sr. Laborer (M), \$1350.
- V2-2914—Sub. General Auto Mechanic (M), \$70 per hour plus 15%.
- V-2915—Sub. Garageman-Driver (M), \$65 per hr. plus 15%.
- V2-2910—Temp. Sub. Pneumatic Tube Oper. (M), \$80 p. hr. plus 15%.
- V2-2923—Laborer (Whse.) (M), \$63 per hour.
- V2-2925—Mechanic (Equipment Maint.) (M), \$8.48 per diem.
- V2-2929—Laundry Operator (M or F), \$24.80 per week.
- V2-2930—Unskilled Laborer (M), \$1320.
- V2-2931—Laborer, Trade (M), \$65 per hr.
- V2-2930—Sheet Metal Worker (M), \$1.05 per hour.
- V2-2934—Skilled Laborer (M), \$80 p.h.
- V2-2935—Mess Men (F), \$68 per hour.
- V2-2970—Sub. Post Office Laborer (M), \$5c per hr. plus 15%.
- V2-2975—Stationary Boiler Fireman (M), \$6.24 per diem.
- V2-2978—Custodial Laborer (M), \$1200 plus \$300.
- V2-2982—Sub. Pneumatic Tube Operator (M), \$8.05 per hr. plus 15%.
- V2-2983—Custodial Laborer (M), \$1200 plus \$300.
- V2-2984—Laborer (M), \$70 per hr.
- V2-2987—Armament Machinist, Ungr. (M), \$1.16 per hr.
- V2-2988—Electrician (M), \$1.15 per hr.
- V2-2988—Laborer (M), \$1200.
- V2-2990—Patrolman (M), \$1680.
- V2-2991—Patrolman (M), \$1680.
- V2-2995—Elevator Operator-Laborer (M), \$1200 plus \$300.
- V2-2996—Auto Mechanic (M), \$83 p. hr. Auto Mechanic Helper (M), \$69 per hr.
- V2-2997—Fireman (Coal) (M), \$1800 less \$372.
- V2-2997—Fireman (Oil) (M), \$1800 less \$372.
- V2-2998—Deckhand (M), \$1740 less \$306.
- V2-3001—Electrician, Sr. (M), \$1.09 p. h.
- V2-3004—4th Mate (M), \$220 less \$20.
- V2-3005—4th Asst. Engineer (Stems) (M), \$2300 less \$420.
- V2-3006—Fireman (Marine-Off) (M), \$1680.
- V2-3007—Oiler (Steam) (M), \$1740 less \$372.
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- V2-3012—Sewing Machine Repairman (M), \$1.05 per hr.
- V2-3016—Stock Clerk (M) \$1440.
- V2-3020—Sr. Telephone Repairman (M), \$1.15 per hr.
- V2-3024—Instrument Helper (M), \$0.60 per diem.
- V2-3030—Laundry Helper (F), \$1200.
- V2-3031—Laundryman (M) \$1500.
- V2-3034—Ward Attendant (M or F), \$73 per hour.
Mess Attendant (M or F) \$70 per hr.
- V2-3035 R. R. Brakeman (M), \$73 p. h.
- V2-3036—Laborer (M) \$73 per hr.
- V2-3043—Stationary Fireman (M), \$85 per hr.
- V2-3044—Laborer (M), 73c per hour.
- V2-3047—Sub-Garageman-Driver—(Driver Mechanic) (M), \$5c per hour.
- V2-3050—Boiler Fireman (M), 94c hr.
- V2-3051—Laborer, Ungr. (M), 73c hr.
- V2-3052—Fire Tender (M), 76c per hr.
- V2-3053—Chauffeur-Mechanic (M), \$1550.
- V2-3054—Painter's Helper (M), \$1500.
- V2-3055—Laborer (M), \$1320.
- V2-3060—Sr. Storekeeper (F), \$1440.
- V2-3061—Sr. Laborer (M), \$1580.
- V2-3062—Elevator Operator Laborer (M), \$1200.
- V2-3063—Sr. Storekeeper (M), \$1440.
- V2-3066—Mess Gear Repairman (M or F), \$7c per hour.
- V2-3067—Distributor (F), 59c per hour.
- V2-3068—Auto Mechanic (M), 96c hr.
- V2-3071—Laborer, Whse. (M), 81c hr.: 74c per hour.
- V2-3073—Laborer (M), 70c per hour.
- V2-3074—Janitress (F), \$1320.
- V2-3075—Laborer (M or F), \$1200.
- V2-3076—Chauffeur (M), \$1320.
- V2-3077—H. D. Truck Driver (M), \$1500.
- V2-3078—Storekeeper (M), \$1400.
- V2-3079—Auto Mechanic (M), 97c hr.
- V2-3080—Auto Mechanic General (M), \$1.09 per hour.
- V2-3085—Storekeeper (M), \$1800.
- V2-3086—Sr. Storekeeper (M), \$2000.
- V2-3088—Sr. Storekeeper (M), \$2000.
- V2-3090—Storekeeper (M), \$1800.
- V2-3091—Warehouse Laborer (M), 76c per hour.
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- V2-3103—Minor Laboratory Helper (F), \$1200.
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- V2-3129—Auto Mechanic (Genr.) (M), \$1.09 per hour.
- V2-3131—Auto Mechanic (M), 97c hr.
- V2-3132—Patrolman (M), \$1680.
- V2-3133—Radio Mechanic (M), \$1.11 hr.
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- V2-3136—Deckhand (M), 70c per hour.
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- V2-3141—Ward Attendant (M-F), 73c hr.
- V2-3143—Armament Machinist Helper (M), 80c per hour.
- V2-3146—Laborer (M), \$1200.

- V2-3114—Laborer (M), 73c per hour.
- V2-3115—Assistant Technologist (Jersey City, N. J.) (M), \$2000.
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- V2-2554—Draftsman (M), \$2000.
- V2-2555—Draftsman (M), \$2300.
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- V2-2880—Insap. Chemical Warfare Material (involves travelling) (F), \$1440.
- V2-2891—Insap. Chemical Warfare Material (involves travelling) (F), \$1440.
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- V2-2920—Engineer (Equip Design & Test) (M), \$3800.
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- V2-2923—Engineer (Mech.) (M), \$3200.
- V2-2924—Engineer (Mech.) (M), \$3200.
- V2-2925—Engineer (Elec.) (M), \$3800.
- V2-2926—Engineer (Mech.) (M), \$3800.
- V2-3041—Exhibits Engineer (M), \$2000.
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- V2-3325—Examiner (M), \$3200.
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- V2-3631—Engineer (Arch.) (Fl. Tilden, N. Y.) (M), \$2600.
- V2-3495—Purchasing Agent (Jersey City, N. J.) (M), \$3200.
- V2-3400—Purchasing Agent (Jersey City, N. J.) (M), \$3200.
- V2-3398—Pria. Purchasing Agent (Jersey City, N. J.) (M), \$2300.
- V2-3397—Purchasing Agent (Jersey City, N. J.) (M), \$3800.
- V2-3554—Engineer (Equip.) (M), \$3200.

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THIS WEEK'S BARGAIN Patnam Ave., near Sumner—3 Family NO VIOLATIONS, GOOD FLOORS, 13 ROOMS, REFRIGERATORS Small cash Elbee Real Estate Co. 1518 FULTON ST., BROOKLYN PResident 3-8101 Res.: GL 5-4108

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Queens and Long Island WANTED UNUSUAL HOMES NORTH SHORE LONG ISLAND Custom Built. Large plots in higher price range. Also water front and acreage. Buyers waiting. Egbert at Whitestone FL. 3-7707

BUNGALOWS And ONE FAMILY HOUSES From \$4500 Country surroundings—Also Rentals Mrs. Theresa Kitchner 9-14-122 St., College Point, L.I. FLUSHING 3-8897

FOR SALE Brick Bungalow, 6 rooms, bath and fireplace, a bargain. Contact JEROME RUFUS Dependable Realty Service of Greater N. Y. Phone, Jamaica, 6-9030 180-18 110th Ave., Jamaica, N. Y.

CIVIL SERVICE OFFERING OF THE WEEK BY THE GIBSON CORPORATION Valley Stream, L. I. Jamaica 6-7883—Valley Stream 2300 5 Rooms, Sunporch, Brick—fast Cook, Tiled Bath, Garage, Lavaatory, Garra. Net \$4100. \$59.15 Monthly pay All. Incl. Mortgage.

ASTORIA BARGAIN WHY PAY RENT 3-Family—Brick—Refrigerators Near Transportation and Schools CASTORINA — 35-26 90th St. East Elmhurst Newtown 9-9479

Future NYC Examinations

A group of New York City Civil Service examinations were approved by the Budget Office last week, and will probably be opened to applicants sometime in March. Following are the tests: Open Competitive—Bookbinder, Physiotherapy Technician, Historian (Medical Records); Title Examiner, Grade 2; Accountant, Office Appliance Operator. Promotion—Section Stockman (Purchase); Stock Assistant (Correction, Education, Health, Higher Education, Hospitals, Purchase, Welfare); Accountant (Comptroller); Office Appliance Operator (various machines); Junior Accountant (Housing Authority); Reporting Stenographer, grade 4 (Education); Assistant Physician, grade 3 (Hospitals); Assistant Chemist (Public Works); Radio Operator, grade 2 (WNYC); Title Examiner grade 2; Clerk of Courts, grade 3 and 4 (Special Sessions); Examiner (Law); grades 3 and 4 (Public Works); Stenographer grade 5 (Board of Estimate); Stenographer, grade 4 (Parks); Custodial Foreman, grade 2 (Higher Education).

FORECLOSURE \$800 CASH Buys Balance Easy Terms BEAUTIFUL MODERN 2 Family Brick, Garages Near Subways and Schools 1-5, 1-6, Dinette & Sun Parlor Call HILDA DUNN 3150 RANDALL AVE. BRONX UNderhill 3-4476

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Western Electric HEARING AIDS PRODUCT OF BELL TELEPHONE LABORATORIES RESEARCH Its smooth performance and high efficiency offers subtle, factory hearing results. MAIL COUPON TODAY MORAN AUDIPHONE CO. 497 5th Ave., N.Y.C. MU. 2-2990 408 Jay St., Brooklyn, TR. 5-4639-1 250 Fulton Ave., Hempstead 4787 DAVIS-BELL AUDIPHONE CO. 40 Park Pl., Newark, N.J. 2-1195 40 Jaur' St., J.C., N.J. JO. 2-4147 128 Sway, Pat'son, N.J. SH. 2-7856

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CONSERVE HEAT Storm Windows and Weather-Stripping All Civil Service Families are requested by the Government to save fuel. Phone or write now for free estimate. "The Original" CASTLE WEATHERSTRIPPING & SCREEN CO. 25-14 82nd St., Jackson Heights, L. I. Newton 9-7745

CARLOS ASCHNER & CO. The following is the substance of a certificate of limited partnership signed and acknowledged by all the partners and filed in the New York County Clerk's office on January 3rd, 1944. The name of the partnership is CARLOS ASCHNER & CO.; its business is buying, selling, dealing in, exporting and importing of all types of goods, wares and merchandise. Its principal place of business is 280 Madison Avenue, Borough of Manhattan, New York City. Names and residences of General Partner: CARLOS ASCHNER, 147 Hamilton Avenue, New Rochelle, N. Y.; MELLIE MARIE ASCHNER, 147 Hamilton Avenue, New Rochelle, N. Y.; Name and address of limited partner JOSEPH F. ASCHNER, 6015 Kenwood Avenue, Chicago, Illinois. Partnership term: January 1st, 1944 to December 31st, 1948, subject to renewal for equal five year periods at the option of the partners. Contribution of limited partner, \$15,000.00, with right in case additional contribution up to \$15,000.00 whenever necessary or desirable. Contribution of limited partner to be returned upon termination or dissolution. Limited Partner shall receive 4 1/2% of net profits plus 1/4% for each additional 1,000.00 contributed. Limited Partner has no right to substitute an assignee as contributor in his place. No additional limited partners shall be admitted. Limited partner shall have priority in return of contribution over general partners. Partnership shall terminate on death, retirement or insanity of any partner. Limited partner has no right to demand or receive property other than cash in return for contribution. This certificate referred to above was duly executed and acknowledged by all the partners.

LEGAL NOTICE

LEGAL NOTICE TOPAZ FROCKS—Notice is hereby given that the following is the substance of a certificate of limited partnership, dated December 22nd, 1943, duly signed and acknowledged by all partners and filed in the New York County Clerk's office on the 3rd day of January, 1944, pursuant to Section 91 of the Partnership Law. (1) The name of the partnership shall be TOPAZ FROCKS. (2) The character of the business to be conducted by the said partnership shall be the buying, manufacturing, selling, vending, exporting and importing of finished piece goods, dry piece goods, dresses, suits, frocks, and allied raw and finished goods, wares and merchandise and accessories. (3) The principal place of business shall be 1375 Broadway, Borough of Manhattan, City, County and State of New York. (4) The names and places of residence of each general and limited partner are as follows: Abraham D. Finkelstein, General Partner, 606 Sheridan Avenue, Mt. Vernon, New York; Abraham Finkelstein, General Partner, 87 Ellwood Avenue, Mt. Vernon, New York; Essie Finkelstein, Limited Partner, 87 Ellwood Avenue, Mt. Vernon, New York; Abraham D. Finkelstein as Trustee under an indenture of trust, dated 22nd day of December, 1943, for the benefit of Sylvia Matusow limited partner, 205 Sheridan Avenue, Mt. Vernon, New York; Abraham D. Finkelstein as Trustee under an indenture of trust, dated 22nd day of December, 1943, for the benefit of Robert Finkelstein, limited partner, 205 Sheridan Avenue, Mt. Vernon, New York; Abraham D. Finkelstein as Trustee under an indenture of trust, dated 22nd day of December, 1943, for the benefit of Elaine Frank, limited partner, 205 Sheridan Avenue, Mt. Vernon, New York. (5) The term for which the partnership is to exist is three years from January 1st, 1944, unless sooner terminated as herein provided. (6) The amount of cash contributed by the limited partners is as follows: ESSIE FINKELSTEIN \$20,000.00; ABRAHAM D. FINKELSTEIN, as Trustee under an indenture of trust dated the 22nd day of December, 1943, for the benefit of ROBERT FINKELSTEIN, \$6000.00; ABRAHAM D. FINKELSTEIN, as Trustee, under an indenture of trust dated the 22nd day of December, 1943, for the benefit of SYLVIA MATUSOW, \$6000.00; ABRAHAM D. FINKELSTEIN as Trustee under an indenture of trust dated the 22nd day of December, 1943, for the benefit of ELAINE FRANK, \$6000.00. (7) No additional contributions have been agreed to be made by the limited partners. (8) The contributions of each of the limited partners is only repayable upon the termination of the partnership and/or as soon thereafter as the account of the limited partnership are closed, or otherwise in accordance with law. (9) The profits that may accrue from the business of said partnership, after deducting therefrom all the expenses and outlays attending the conduct and management of such business and all losses that may be sustained therein, are to be divided as follows: (a) The general partner Abraham D. Finkelstein shall have a salary of \$155.00 per week and 25% of the net profits of the partnership, and Abraham Finkelstein shall have a salary of \$125.00 per week and 25% of the net profits of the partnership. (b) The limited partners shall each receive as and for their share of the profits or other compensation as follows: ESSIE FINKELSTEIN, \$100.00 per week and 25% of the net profits of the partnership; Abraham D. Finkelstein, as Trustee under an indenture of trust dated the 22nd day of December, 1943, for the benefit of ROBERT FINKELSTEIN, \$40.00 per week and 8 1/3% of the net profits of the partnership; Abraham D. Finkelstein, as Trustee under an indenture of trust, dated the 22nd day of December, 1943, for the benefit of SYLVIA MATUSOW, \$40.00 per week and 8 1/3% of the net profits of the partnership; Abraham D. Finkelstein, as Trustee under an indenture of trust, dated the 22nd day of December, 1943, for the benefit of ELAINE FRANK, \$40.00 per week and 8 1/3% of the net profits of the partnership. (c) Each of said fixed weekly payments to all partners shall be payable each and every week during each and every year and the net profits at the end of each year during the term hereof. (d) Each of said fixed weekly payments to be paid to all of the partners, shall be deemed and deducted as expenses or outlays before computing net profits. (e) The limited partners shall not be entitled to receive any other compensation. (10) No right exists of any limited partner to substitute an assignee as contributor or otherwise in place of limited partner. (11) No right exists to the admission of any other limited partner except as provided by law and upon the filing of a proper amendment to this certificate. (12) No priority exists as to one limited partner over another, and no limited partners shall have priority in the return of their contribution over the general partners. (13) (a) Upon the death or mental incapacity of a general partner or upon 30 days notice from either general partner to all the partners exercising his right or option to dissolve the partnership, the partnership terminates and business ceases. (b) Upon the death or incapacity (physical or mental) of any limited partner, the partnership shall not thereby be dissolved. (14) That the limited partners shall have no right to demand and receive property other than cash in return for their contributions. (15) The partnership name of TOPAZ FROCKS in the event of dissolution or other termination of the partnership, shall become and remain the sole and exclusive property of ABRAHAM D. FINKELSTEIN, without any compensation by him to the partnership therefor.

LEGAL NOTICE

LEGAL NOTICE CARLOS ASCHNER & CO.; its business is buying, selling, dealing in, exporting and importing of all types of goods, wares and merchandise. Its principal place of business is 280 Madison Avenue, Borough of Manhattan, New York City. Names and residences of General Partner: CARLOS ASCHNER, 147 Hamilton Avenue, New Rochelle, N. Y.; MELLIE MARIE ASCHNER, 147 Hamilton Avenue, New Rochelle, N. Y.; Name and address of limited partner JOSEPH F. ASCHNER, 6015 Kenwood Avenue, Chicago, Illinois. Partnership term: January 1st, 1944 to December 31st, 1948, subject to renewal for equal five year periods at the option of the partners. Contribution of limited partner, \$15,000.00, with right in case additional contribution up to \$15,000.00 whenever necessary or desirable. Contribution of limited partner to be returned upon termination or dissolution. Limited Partner shall receive 4 1/2% of net profits plus 1/4% for each additional 1,000.00 contributed. Limited Partner has no right to substitute an assignee as contributor in his place. No additional limited partners shall be admitted. Limited partner shall have priority in return of contribution over general partners. Partnership shall terminate on death, retirement or insanity of any partner. Limited partner has no right to demand or receive property other than cash in return for contribution. This certificate referred to above was duly executed and acknowledged by all the partners.

GRAUBART BROS.

The following is the substance of a certificate of limited partnership subscribed and acknowledged by the General and Limited Partners, filed in the New York County Clerk's office on January 7th, 1944. The name of the partnership is Graubart Bros. engaging in the business of manufacturing fur coats, purchasing fur skins, creating fur styles, and such other activities as the general partners shall unanimously agree upon. The principal place of business is 333 Seventh Avenue, Manhattan, New York City. General partners are Irving Graubart, 273 East Grand Street, Mt. Vernon, New York; Max Graubart, Hotel Alexandra, Broadway at 103rd Street, New York; Fred Graubart, 71 Ocean Parkway, Brooklyn, New York; David Graubart, 130 Bennett Avenue, New York; and the limited partner is Miriam Graubart, 273 East Grand Street, Mt. Vernon, New York. Term is for one year from close of business January 31, 1944, and thereafter until terminated by unanimous consent of general partners, unless after first year, two but not all general partners desire to terminate the partnership, in which event it must continue until end of fiscal year. Limited partner has contributed \$30,000, and no additional contribution is agreed to be made by the limited partner, except that she may not withdraw net profits in the event prior losses of the partnership have diminished her initial contribution, until limited partner's capital account equals her initial contribution. Contribution of limited partner is to be returned upon termination or dissolution of the partnership, or death, insanity, or retirement of limited partner, or election of general partners to withdraw a portion of their capital contributions to partnership, in which latter event limited partner is to receive proportionate part of her initial contribution. Limited partner shall receive 25% of profits. Limited partner may not substitute an assignee as contributor in her place, except that on death of limited partner, her rights shall devolve on her personal representative as substituted limited partner for remaining unexpired fiscal year. No additional limited partners may be admitted, except by unanimous consent of general partners. There being only one limited partner, no right of priority as to contributions has been granted. On death or insanity of any general partner, partnership must terminate as at end of fiscal year, or any date prior thereto unanimously agreed upon. In event of retirement of general partner, remaining general partners may continue business. Limited partner is given right to demand property other than cash in return for her contribution.

NOTICE is hereby given that the following is the substance of a certificate of limited partnership signed and acknowledged by all of the partners and filed and recorded in the office of the Clerk of the County of New York on December 20th, 1943.

The name of the partnership is Mol & Co.; the character of the business is general stock and bond brokerage and commission business; the principal place of business is in the Borough of Manhattan, City and County of New York; the names and places of residence of the members are Adrian A. Mol, general partner, Hoboken, N. J.; George L. Murray, general partner, Hotel Victoria, 7th Avenue & 51st St., New York City, New York; and Isabel L. Mol, limited partner, Hoboken, N. J.; the term of the partnership is from January 1, 1944 to December 31, 1944 and from year to year thereafter unless terminated on sixty days notice; the contribution of the limited partner consists of securities of the agreed value of \$15,000 and no further contribution is to be made by her; such contribution is to be returned upon dissolution and limited partner has a right to return in kind of securities contributed; limited partner is to receive 10% of the profits; remaining partners have the right to continue the business upon the death of a partner other than Adrian A. Mol.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of SAM LAW REALTY CO., INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 20th day of January, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State. STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of PARAMOUNT DRUGS, INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 13th day of January, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State. STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of SUTTON PLACE TAP ROOM INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 20th day of January, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

STATE OF NEW YORK, DEPARTMENT OF STATE, ss.: I do hereby certify that a certificate of dissolution of SUTTON PLACE TAP ROOM INC. has been filed in this department this day and that it appears therefrom that such corporation has complied with Section 105 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, (Seal) this 20th day of January, 1944.

Thomas J. Curran, Secretary of State. By Frank S. Sharp, Deputy Secretary of State.

Leader Movie Merit Rating Scale

100%—Must be seen.	Rating
90-99%—Excellent.	
80-89%—Good.	
70-79%—Fair.	
Below 70%—Poor.	
ASTOR—	
"Life Boat"..... 90%	
B'way & 45th St.—CL. 6-4043	
CAPITOL—	
"A Guy Named Joe"..... 85%	
7th Ave. & 51st St.—CO. 5-1250.	
CRITERION—	
"Gung Ho"..... 90%	
B'way & 46th St.—BR. 9-7800	
HOLLYWOOD—	
"The Desert Song"..... 80%	
B'way & 51st St.—CL. 7-5545	
PARAMOUNT—	
"Miracle of Morgan's Creek"..... 95%	
B'way and 43d St.—BR. 9-8738	
RADIO CITY MUSIC HALL—	
"Jane Eyre"..... 90%	
6th Ave. & 50th St.—CL. 6-4000	
RIVOLI—	
"The Lodger"..... 85%	
B'way and 49th St.—CL. 7-1633	
"Song of Bernadette"..... 95%	
ROXY—	
"The Lodger"..... 85%	
B'way and 50th St.—CL. 7-6000.	
STRAND—	
"Destination Tokyo"..... 90%	
B'way and 47th St.—CL. 7-5900	
VICTORIA—	
"North Star"..... 90%	
B'way and 46th St.—CL. 6-7429	

Not reviewed at press time. As time changes from day to day it is advisable to call the theatre.

Amusement

by JOSEPH BURSTIN



ANNE BAXTER
who stars with Thomas Mitchell in 20th Century Fox's "THE SULLIVANS" which opens tomorrow at the Roxy Theatre.



IDA LUPINO
is co-starred with Paul Henreid in the Warner Bros. film, "IN OUR TIME" which comes to the screen of the N. Y. Strand Theatre on Friday.

*THE PEOPLE'S PREVIEW of "THE SULLIVANS"



"I've never seen a picture about a family I liked so much. The youngsters will enjoy it as much as the grown-ups. THE SULLIVANS is that kind of a picture."

Mrs. Edward Auline
New York

20th CENTURY-FOX presents

THE SULLIVANS

*INTERVIEWED AT THE SPECIAL "SNEAK PREVIEW" HELD AT THE ROXY

THE PICTURE THAT HAS EVERYTHING... FOR EVERYBODY

7th Ave. & 50th Street **ROXY**

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GOOD FOOD GOOD WINE GOOD BEER GOOD CHEER
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JOCK'S PLACE
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Horace "Jock" Miller, Prop.
Choice Wines - Liquors
And The Finest Food
GUMBO AND MEXICAN CHILE

Greenwich Village Inn
5 SHERIDAN SQUARE
CHELSEA 2-6165
3 Shows Nightly, 8:30, 12, 2:30
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Alma's TEA ROOM
773 Lexington Ave. N. Y. C.

KELLY'S Stable Restaurant
Tops in Entertainment
EAT - DRINK - BE MERRY
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Zimmerman's Hungaria Famous for its Food DINNER from \$1.25. Three Delightful Floor Shows Nightly. Gypsy & Dance Orchestra. Cant. Music & Dancing. No cover Ever. No Min., except Saturday, after 8:30 P.M. Longacre 3-9115.
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Join in the Fun with Square Dancing & Musical Chairs. 8 Acts. 3 Shows Nightly. Dining from \$1.50.

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Broadway Revue Nightly—Books Now Open for Banquets, Parties, Weddings and Meetings
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"PLEASURE HEADQUARTERS FOR CIVIL SERVICE"
You'll be Lucky to meet your Host Lucky (Moonlight Cocktail) Roberts

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Dairy and Vegetable Restaurant
Serving Civil Service Employees for 23 Years
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Dairy & Vegetarian
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"Smiling Service for Civil Service"
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"Happy Landing" Cafe
129 EAST 58th STREET, NEW YORK
EAT, DRINK AND BE ASTONISHED
The Greatest Display of Pictures of Airplane Models in America
Come Early—You'll Stay Late
JOHN B. DALMAZZO, PROP.
TEL. EL. 5-8339

George Gibbs, lovely singing star of the Camel Radio Show, featuring Jimmy Durante, will make her initial Broadway appearance when she opens on the stage of the Strand Theatre on February 11th as the Added Attraction along with Ina Ray Hutton and Her Orchestra. . . Warner Bros. "Passage to Marseille," with Humphrey Bogart, Sydney Greenstreet, Claude Rains, Peter Lorre, Philip Dorn and Michele Morgan, will open at the Hollywood Theatre on February 16th, following "The Desert Song," . . . Samuel Goldwyn's musical, "Up In Arms," is the next feature to be booked for the Radio City Music Hall. G. S. Eyssell, managing director, announces, Danny Kaye, Dinah Shore, Dana Andrews, Louis Calhern and Constance Dowling are featured in this technicolor musical.

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61 DUANE ST.
In the Heart of Civil Service Village
DELICIOUS LUNCHEON SERVED DAILY
Favorite Brands Always Available
Four Host MORRIS 'WHITEY' AUSTEN
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Meet JOHN—An Old Friend of Civil Service
New Year's Eve Party—Make Your Reservations Now!—Tickets on Sale. \$2.50 a person minimum.

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AUGUSTO COEN and ORCHESTRA
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Friday, Saturday, Sunday
806 LONGWOOD AVE., BRONX
Reservation - LUIS Dayton
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ERNIE'S BAR and CABARET
18-15 27th AVE. ASTORIA, L. I.
For a good dish of Spaghetti and Ravioli or a plate of Pizzeria. Your favorite drink Amateur Night - Friday. Floor Show and Dancing - Sat. Sun. Entertainment No Cover. Phone RAvenswood 8-9477

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Stop In and Visit at the
OLD SPOT BAR & GRILL
58-16 59th STREET
HAvermeyer 8-2789 and the
Grand Tavern
65-33 GRAND AVENUE
HAvermeyer 8-2765

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It's a TREAT to
"E - A - T"
and MEET at
Crotty's Cafeteria
910 THIRD AVE. AT 34TH ST.
Building No. 6, BROOKLYN, N. Y.

ALL NEW YORK IS SINGING ITS PRAISES!

20th CENTURY-FOX Presents FRANZ WERFEL'S
The Song of Bernadette
Rivoli Broadway & 49th St.

4th WAR LOAN DRIVE... BUY AN EXTRA BOND!

ALFRED HITCHCOCK'S
LIFEBOAT
By JOHN STEINBECK
STARRING TALLULAH BANKHEAD
with WILLIAM BENDIX and a startling cast!
A Sensational Saga from
20th CENTURY-FOX!
CONTINUOUS POPULAR PRICES **ASTOR** BROADWAY & 45th STREET

SIXTH WEEK
CARY GRANT JOHN GARFIELD
in WARNER BROS. HIT
"DESTINATION TOKYO"
IN PERSON
CHARLES BARNET and Orchestra
Also—ELLA MAE MORSE • LOWE, HITE & STANLEY
Doors Open 9 A. M. **STRAND** Broadway & 47th St.

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In Paramount's
"The MIRACLE OF MORGAN'S CREEK"
IN PERSON
Johnny LONG HAZEL GIL & HIS ORCH. • SCOTT • LAMB
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Patti Dugan & Gene Williams
PARAMOUNT Times Square

RADIO CITY
MUSIC HALL
50TH STREET & 6TH AVENUE
JOAN FONTAINE - ORSON WELLS
in
Jane Eyre
A 20th Century-Fox Picture
ON THE GREAT STAGE: "SMART SET"—A spectacular panorama of metropolitan highlights... Corps de Ballet... Rockettes... Glee Club Symphony Orchestra under the direction of Erno Rapoc.
First Meszanine Seats Reserved.
PHONE CIRCLE 6-4600

NYC Exams

Applications for the positions and promotions listed below are now being accepted at the New York City Civil Service Commission. Applications forms may be obtained in person or by mail between 9 and 4 daily, 1 on Saturday, at the Application Bureau of the Commission, 96 Duane Street.

Stock Assistant

Board of Transportation (Women)
Salary: \$1,200 up to and including \$1,800 per annum.

Applications: To 4 p.m., Feb. 17.
Fee: \$1. Fees are not refunded to persons who are absent from examinations; refunds are made only to those candidates not permitted to take examinations by the Commission because they lack the necessary requirements.

Vacancies: 25 at present.
Duties: Assist in loading and unloading trucks; unpack, count and store material in proper locations; fill requisitions for supplies; clean storerooms and storerooms; perform custodial, related labor and clerical work and such other incidental work that may be required in a position of this type.

Age: Not over 50 on the last date of filing. This position requires extraordinary physical ability.

Requirements: Candidates will be required to pass a rigid medical test, and a qualifying physical test, to prove competence to fill this position. In the physical test, candidates will be required to demonstrate minimum abilities in strength as follows: dumbbell lift 25/20 pounds; and in agility as follows: jump rope at 2 feet 6 inches.

Eligibles are required by the Board of Transportation to pass its medical and physical examination immediately prior to appointment.

Candidates who meet these minimum requirements on the basis of the quality of their training and experience are requested to file application. If their applications are not accepted, the fee will be refunded.

Custodian Engineer

Salary: Vacancies filled from the last open competitive eligible list for this title were at amounts ranging from \$3,350 to \$7,830 per annum depending upon the size of the building to which assignment was made. These amounts were lump sums for the care of the respective buildings and included salaries of required help.

Applications: To 4 p.m., Feb. 17.

Fee: \$5. Fees are not refunded to persons who are absent from examination; refunds are made only to those candidates not permitted to take examinations by the Commission because they lack the necessary requirements.

Vacancies: 20 in the Department of Education.

Requirements: Five years' satisfactory practical experience of a character to qualify for the duties of the position in the supervision or operation of mechanical and electrical equipment in buildings at least one year of which must have been in responsible administrative charge of buildings of a size, magnitude, and equipment comparable to the school buildings supervised by the Custodian Engineers in the Department of Education; or a satisfactory equivalent. Engineering training at an institution recognized by the University of the State of New York will be accepted on a year for year basis up to four years for the above general experience. Satisfactory engineering experience on shipboard will be credited. Some certifications from the eligible list resulting from this examination may require eligibles to have a valid New York City Stationary Engineer's License in which case only those eligibles will be certified who have presented evidence at the offices of this Commission that they hold this license.

Promotion to Junior Administrative Assistant

New York City Tunnel Authority
Salary: \$3,000 to and up to \$4,000 a year.

Applications: to February 19.
Date of test: March 9.
Requirements: Open to all permanent employees of NYC Tunnel Authority in grade 4 of the clerical service who have served for one year next preceding the date of the test.

Promotion to Supervisor (Buses and Shops)

1. This examination is open only to employees of the BMT Division of the New York City Transit System.

Salary: \$4,001 to and including \$6,000 per annum.

Applications: To 4 p.m., Feb. 17.

Vacancies: One in the BMT Division at present. Others occur from time to time.

Date of Test: The written test will be held May 25.
Eligibility Requirements: Open to all permanent employees now serving in the title of Assistant Supervisor (Buses and Shops) who have served continuously at least one year in the title (or in an equivalent title) next preceding the date of the written test and who are otherwise eligible.

Duties: To supervise the bus shops and the forces engaged in the maintenance, inspection, testing, repair and alteration of buses and other automotive vehicles, including: all parts of the buses and associated equipment; shop equipment and machines; if assigned, perform inspection work on new equipment at manufacturing plants; analyze records and make recommendations; make investigations and reports; perform such other duties as the Board of Transportation is authorized by law to prescribe in its regulations.

Subjects and Weights: Record and seniority, weight 50, 70 per cent required; written, weight 25, 75 per cent required; practical-oral, weight 25, 75 per cent required. The practical-oral test will include the following factors: experience, technical competence and judgment.

Promotion to Custodian Engineer

Salary: Vacancies filled from the last open competitive eligible list for this title were at amounts from \$3,350 up to but not including \$7,830 per annum depending upon the size of the buildings to which assignment was made. These amounts were lump sums for the care of the respective buildings and included salaries of required help.

Applications: To 4 p.m., Feb. 17.

Fee: \$5.
Vacancies: 20.

Date of Test: The practical examination will be held on March 7.

Eligibility Requirements: Open to all permanent employees of the Board of Education who have served continuously in the title of Custodian for a period of not less than one year next preceding the date of the practical test, and who are otherwise eligible. Where high pressure boilers are to be operated, a New York City Stationary Engineer's License will be required.

Promotion to Assistant Supervisor (Buses and Shops)

1. This examination is open only to employees of the BMT Division of the New York City Transit System.

Salary: \$3,501 to and including \$4,000 per annum.

Applications: To 4 p.m., Feb. 17.

Fee: \$5.
Vacancies: One in the BMT Division at present. Others occur from time to time.

Eligibility Requirements: Open to all permanent employees now serving in the title of Foreman (Buses and Shops) who have served continuously at least one year in the title (or in equivalent title) next preceding the date of the written test, and who are otherwise eligible.

There'll Be No Fire Dept!

With the threat of "Greetings" hanging over their heads, 5000 New York City Firemen are trying to figure out why Fire Commissioner Patrick Walsh hasn't made any attempt to obtain deferments for them.

Since September 15, 1942, the Fire Department has not requested any deferments for members of the force. Members of the City Police, on the other hand, are being deferred because of their jobs with the City.

Top-ranking members of the Uniformed Firemen's Association say that 5,000 firemen who are under 38 are almost sure bets to get into the armed forces. Only a handful will be classified 4-F. Only another handful can reasonably expect to receive 3-D (hardship) deferments.

At the same time that the war is making inroads into the fire staff, retirements are also reducing the rolls. Approximately 1,500 men are expected to retire on April 1, when the anniversary of the retirement law means an extra \$50 a year to those who have waited to get their retirement papers in.

To date, the Fire Commissioner has given no indication of what he has planned to meet the crisis in the department. His attempts to force a longer working schedule on the firemen is awaiting a Supreme Court decision as The LEADER goes to press. Observant members of the fire-fighters expect a chaotic state of affairs, and one which will progress from worse to worse unless some well-considered action is taken.

NYC Clerk Test To Be Held Mar. 25

The date of Part II of the promotional examinations to Clerk, grade 3 and 4 in New York City is Saturday, March 25. Through a typographical error, a recent issue of the LEADER gave the date as March 5.

While awaiting the second portion of their test, some of the grade 3 candidates aren't satisfied with results. They feel that the method used to rescale the examination, and pass more candidates, penalized those at the top of the list, who received less extra credit, in proportion, than those who were lifted from below passing grades.

In some cases they say, it means that a person with a higher seniority rating will appear on the final list ahead of another, just because of the extra points handed out by the Commission.

The Commission's reply is that it's changes were not only legal, but in accord with the best testing methods.

The dissatisfaction of the candidates may reach the Courts.

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CATHOLIC GUILD, MANHATTAN BOROUGH

John Gives was elected president of the Catholic Guild, Borough President of Manhattan, last week. Others on the new slate of officers who will serve for one year: Thomas Allen, Bureau of Baths, vice-president; Vincent Morano, Bureau of Inspections, treasurer; Mildred Molloy, Bureau of Administration, financial secretary; Anna Kelly, Bureau of Administration, corresponding secretary, and William Cavanagh, Bureau of Maintenance marshal.

CAREER SERVICE SCHOOL OPENS ART COURSE

The Career Service School of the State, County and Municipal Workers of America, in New York City held Open House to inaugurate its new art class on Thursday evening, February 3rd, at 5:30 P.M., at 13 Astor Place, Manhattan, with Blanche Brown of the Metropolitan Museum of Art, Harry Gottlieb and Philip Evergood participating. For information and registration for the class, which meets on Thursday nights from 7 to 10 P.M., communicate with the Career Service School, State, County and Municipal Workers of America, CIO, 13 Astor Place, New York City.

MAINTENANCE, ACCOUNTANT EXAMS ARE CANCELLED

Two open-competitive examinations were cancelled last week by the N. Y. C. Civil Service Commission.

The tests: Maintenance Man; and Junior Accountant, Bureau of Excise Taxes.

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From Army-Navy report

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