NEW U. S. EXAMS

Offer Excellent Job Opportunities

Inspectors of Hats, Clothing, Textiles—Storekeeper—Cook

Where to Apply for Clerical Positions on Draft Board—See Page 3

Sanitation Appointments

By Christmas—See Page 20

Only 6 Days Left to File For Border Patrol Job—See Page 6

HOW TO BE A SOCIAL WORKER—See Page 6

VALENTINE SWITCHES TELEPHONE OPERATOR TITLES—See Page 3
Money is taken out of their pockets and added to the salaries of officials. This, in effect, was the contention of New York City laborers in a stinging letter last week to the Board of Estimate. The letter, signed by B. A. Altman, of the Brotherhood of Civil Service Employees, named names, gave dates and sums. The laborers involved work on bridges, buildings, and at sewage disposal plants.

"About ten days ago," the letter, officials "cut one day every other week, taking the men from $275 to $254. When they saw that the men did not complain, they cut one day every other week again. This time the salaries are said to have been reduced to about $1,716 per year."

Since that time they had no way of knowing how the New York laborers state that their holidays were being taken away from them. The letter continues: "Since July 1940, they were cut again to $1,920 and some to $1,500 per year."

Down Means Up

The Brotherhood of Civil Service Employees has compiled a list of the salaries of officials while these salaries were going through, and states that "each time they cut the salaries, they got money enough to raise their own salaries. In July the Budget Director said there would be no raises for those men and the Board of Estimate. But in the last month they got their raises. The letter from the Budget Director's office.

The Brotherhood's letter then lists these examples:

- Mr. Klein got a raise of $100.
- Mr. Clements, with an additional $500, increased his total salary to $5,500.
- Mr. Altman got a raise of $100.
- Mr. Altman got a raise of $205, increasing his total income to $4,100.

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The letter concludes: "Since July 1940, they were cut again to $1,920 and some to $1,500 per year."

Paul J. Kern Spansks County Government

County offices in New York City came in for a sound spanking Wednesday afternoon as President Paul J. Kern, of the Municipal Civil Service Commission, lectured members of the Board of Estimate on what he considers should come under the jurisdiction of the city commission.

Kern was star witness at the sixth of eight hearings being held throughout the State by the Five County Civil Service Commissions. The sales office was held in Building 500, in the State Office Building, 80 Centre Street. The purpose of these hearings is to sound out conditions on ways and means to bring under Civil Service 150,000 employees in counties, towns, and villages, and then make recommendations to the State Legislature by February 1, 1940.

Upon urging from the local press, Kern, after a long hearing was held yesterday afternoon at the Court House in Yonkers, New York, by Chairman Emilio D. Cline. The hearing was held on a challenge, by Kern. The Board of Estimate on a complaint to elect 10 electors at the State Office Building.

"Antiquated"

Kern termed the county government "antiquated," as if a county government were to exist within the city", and added that it was retained for "historical reasons only." He gave as examples the same person getting a favoring inclusion of the county system within the city Civil Service Act.

1) It will result in greater efficiency in examining, reducing the number of examinations.
2) It will result in a more efficient examination of the county system within the city Civil Service Act.

"Still No Action For Nurses, Playground Men"

The Municipal Civil Service Commission, is deciding whether to hold competitive examinations for the position of Playground Men and for the position of nurse. The Municipal Civil Service Commission, on which the New York State Commission of $60,000 is to hold competitive examinations for 29,000 of the 100,000 positions affected. This is the estimated figure that will come in the competitive class.

Still No Action For Nurses, Playground Men

Nurses, Playground and Recreation Service and Public Health Nursing Service of the Municipal Civil Service Commission, are to hold examinations for 29,000 of the 100,000 positions affected. This is the estimated figure that will come in the competitive class.

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Oct. 25 Last Day For Engineers

October 25 has been set as the last day for candidates for the Automatic Fire Protections. The test will be held on Saturday, October 25.

Swearmen Can’t Be Weatherproofers

A request that the list for Foreman of Bureau of Bridges, Grade 4, be declared appropriate for the position of Weatherproofer. The request was turned down by the Board of Estimate, as it was not in the jurisdiction of the Civil Service Commission.

"IF YOU ARE CONSCRIPTED . . . ARRANGE TO COME BACK TO A CIVIL SERVICE JOB"

The New York Civil Service law permits provisional (tempo­ rary) appointments when there is no list from which appoint­ ments to permanent positions can be made. Such provisional appointments may continue only until an eligible list is established as a result of competitive examination. The Civil Service law allows a department to continue a provisional appointment for not more than twenty­ four months, and a list of eligibles must be certified. The theory is that the department needs to have some little time to provide for the change of incumbents. He has to be de­ athed the eligibility of the department, and to give the employees some reasonable period to interview the eligibles certified, al¬ low them to make a choice among candidates of his own choice, and to make the appointments for his new employment. The law does not permit provisional ap­ pointments to continue beyond four months, and successive provisional appointments are not permissible. Techni­ cally no one may continue beyond four months as a provi­ sional, but in practical reasons provisional appointments are often continued long beyond the four months allowed by the strict law, because no employment beyond the one month period is valid. The practice is indulged in through "mercy," and attacks on the gaiety of extended provisional appointments are made when the Civil Service Commission is called on for "mercy."
CIVIL SERVICE LEADER

DRAFT

this series of articles the Leader staff is answering questions that service employees and others interested in Civil Service news will be asked.

The answers are based on the best available information and the legislation to protect em-

Note: A. It is probable that some, but not all, the guarantees cancel (a) Drafting of Letter Carriers will be filled. However, such appointments may be made on a substitute or temporary basis, since draftsmen are re- assigned to their jobs after their year of service.

A. It will be used for vacancies in the public schools, where the eligible list for Junior Assistant Engineer, Grade 4, Painter, is prepared to fill the position of a teacher who will be going on leave.

The eligible list of Junior Assistant Engineer, Grade 4, Painter, will end in about six months. Will the grades show preference to me on my return?

A. Probably.

A. I am a Civil Service employee. I do not have to serve in the Draft. I am a conscientious objector. I am a religious objector. I do not believe in war.

A. The position will be advertised by the Civil Service Commission. If I am an objector, will I be excused from service?

A. Probably not. I am not a member of any religious group. I am not a conscientious objector. I am a religious objector. I do not believe in war.

A. The leader of the Civil Service Commission will answer questions of Civil Service employees, applicants and eligibles on the effects of conscription on them. The only existing laws which protect employees and eligibles are those which apply to members of the National Guard, Reserve and other reserve groups. However, it is expected that new legislation will be enacted to protect all employees and eligibles who are draftable. The answers to these questions will be answered on the basis of the existing laws and regulations.

Where to Apply for Clerical Positions on Draft Boards

Applicants for clerical jobs in the local selective service boards will be able to contact members in their own districts this week. An announcement of the members of the local boards will be issued in the next few days. Each of the 50 local boards in New York City and each of the 25 Boards of Appeals will be allowed to hire its own clerical employees.

A. The clerical jobs in the local boards will probably pay $19.50 a week. The clerical employees will be those of general office work. The clerical employees will be required to pass a test which determines their fitness for the job. The test is given to everyone who applies for a clerical position.

A. I am a Civil Service employee. I wish to be clerical in the Department of City Planning. I am a conscientious objector. I am a religious objector. I do not believe in war.

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DPUI Promotion Ratings

The green light was given to a number of lists for the Division of Placement and Unemployment Insurance last week when competitive ratings for the Division's 4,000 employees were filed with the State Civil Service Commission. Only 10 per cent appealed the ratings, and very few were changed.

These ratings are figured in when promotion tests are made. They also apply in open competitive lists when the open and promotion tests are given simultaneously, as the open list cannot be used until the promotion list is exhausted.

Employees anxiously hope that promotions will be made before January 1 so that those promoted get increased pay as of that date by law. There is likely to be a wait until after the first of January.

The 1,814 Junior Economist papers submitted March 30 are still being rated, and that list will probably have to wait until after the first of January. It is also possible that the Senior Economist list will not be ready for the Civil Service Commission examination before that date.

Another point of interest to members of the State Civil Service Commission is that the Senior Economist list is exhausted.

Many of the lists for the coming promotion examinations fall into the Follow The Leader category, and the Civil Service Leader is an excellent study material for the coming test.

Promotions For Court Workers

Four promotion lists were filed last week for jobs in the New York County Surrogate's Court. It was announced this week by the State Civil Service Commission that petitioned lists were also filed in the following positions:

Court of Appeals; 3) Work performed as golf caddy; 4) Part time work performed for the government by a minor child, wife or husband unless you are a member of a partnership or corporate employee.

Employers not exempt from contributions under the above provisions, are liable for contributions on your domestics.

You are exempt, too, from the payment of contributions for the following types of employment: 1) Farm labor; 2) Work performed by your minor child, wife or husband unless you are a member of a partnership or corporate employee; 3) Work performed as golf caddy; 4) Part time work performed by anyone while regularly attending an institution of learning during the daytime.

It is not necessary to add your domestic payroll to your business payroll. Unless your employer pays for more personal service, you are not liable for contributions on your domestics.

Employers not exempt from contributions under the above provisions, are liable for contributions on their employees.


Study Material for Unemployment Insurance

An additional four days of filing for Unemployment Insurance Referee, granted when the number of applications received by Friday was far below expectations, and today. Blanks will be received up to 5 o'clock this afternoon at 60 Centre Street. It mailed to the Examinations Division, State Department of Civil Service, Albany, they must be postmarked today.

The small number of applications enhances opportunities for those who do take the November 10th exam. Thirty qualifying provisions are now filing Referee jobs. The salary is listed at $3.50-$4.50.

Who Is Not Subject

The Unemployment Insurance Law specifically exempts the following types of employees: 1) Governments of all Federal, State, and political subdivisions; and 2) Enterprises organized as corporations, unincorporated associations, community chests, funds and foundations operated wholly for religious, charitable, educational, literary or scientific purposes, when no part of net income goes to benefit any private shareholder or individual interested in such enterprise.

You are exempt, too, from the payment of contributions for the following types of employment: 1) Farm labor; 2) Work performed by your minor child, wife or husband unless you are a member of a partnership or corporation; 3) Work performed as golf caddy; 4) Part time work performed by anyone while regularly attending an institution of learning during the daytime.

Beginning Tuesday, October 22, The Civil Service Leader Will Publish a Special Edition for Upstate New York Readers. It Will Be on Sale in Every Corner of New York State.

The Leader Will Increase Its Present Coverage of State Civil Service News, and Include News of Every Civil Service Commission in New York State.

Special Features of Vital Interest to Upstate New Yorkers Will Appear Regularly.

Follow The Leader — Bigger and Better Than Ever.

Subscribe Now.
Sen. Mead Again
Champions Merit Bill

New York's Senator James Mead again has come to the rescue of the Stamp act, the greatest Federal employee reform measure in history. Mead has a plan which he believes will ultimately see the bared teeth of the administration's final strike taken by the use of his pen.

Wage Board

The Naval Department has had a busy board sitting in Washington for the past four months. The board is studying wages paid Navy Yard employees. Your correspondent has confidential information that the board makes its report to the Naval Secretary within a few weeks and that it is suggested that Navy Yard employees be boosted all along the line.

Another Senate-approved bill of interest to federal employees gives them a promotion or transfer until they have served five years. As a result, such persons will be able to take advantage of increases in pay. The Senate's action is a companion measure to the House's bill the farm July Senate turned down the conference report on the measure primarily because of two amendments. A block of South Carolina Republicans led with the Republicans to bring about the bill's defeat. A strong point was a Senate amendment which would bar the use of photographs on Civil Service papers.

Senator Mead is wholeheartedly in favor of the amendment, as he believes pictures lead to discrimination against Negroes, Jews and women. Civil Service officials privately confirm the senator's belief.

Discrimination

However, since the amendment has become a political issue on Capitol Hill, Senator Mead has taken the issue direct to President Roosevelt and he believes the President will issue an executive order which will make it mandatory for the Commissio...
The situation of Civil Service employees with regard to the draft is rapidly becoming clearer. Last week the federal Civil Service Commission answered one question which had been uppermost in the minds of federal workers employed in Washington, in the field away from their homes: "Where shall I register?"

The Commission said, in effect: "Register where you work!"

Address all selective service registration cards in no way to affect the civil service status of registrants. Persons with legal residence in the various States will continue to be regarded as residents of those States in all respects pertaining to the administration of Civil Service.

Affects Washington Workers

This ruling particularly affects the thousands of Federal employees in the District of Columbia. The Civil Service Act and rules require that legal or voting residence be proven by all appointees to the classified departmen­ental service, and that all posi­tions in the classified service be entitled to veteran preference be ap­portioned among the various States on a quota basis.

The ruling also affects the status of Federal employees on the field. Persons with legal or voting residence be proven by all appointees to the classified departmental service. The Civil Service Act and rules require that legal or voting residence be proven by all appointees to the classified departmental service, and that all positions in the classified service be entitled to veteran preference be ap­portioned among the various States on a quota basis.

Defense Program Places

Thousands on U.S. Payroll

The national defense program may be tough on the taxpayer's pocketbook, but it is placing tens of thousands of unemployed on the government payroll.

Perhaps the greatest employers at the moment are the War and Navy Departments. Between 1940 and 1941, 90,000 skilled employees for Navy yards and arsenals.

As the War Department steps up plans to draft and train the nation's defense force, thousands of workers are required. It is conservatively esti­mated that Washington officials that around 80,000 persons will be given employment by the War Department during the next few months. Nearly all the new employees will be chosen from field offices.

Moreover, vast numbers of additional jobs are indirectly opening through the War Department, on engineering construction which is being done by private contractors.

Army agencies need the number of employes each hire are as follows:

- Skilled Workers Needed

Skilled workers needed. (Continued from Page 5)

Skilled Workers Needed

(Continued from Page 5)

Appointments Made From Prison Guard List

Three hundred and eleven appointments from the prisoner guard list were made last week to Woodbourne Prison, New York. It is expected that they will be made prior to the New Hampshire, scheduled to open during the first quarter of 1942.

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Labor Notes

In a meeting at Saratoga Springs, the New York State Federation of Labor pressed the Governor to appoint a state commissioner to investigate the conditions of labor at the Auburn penitentiary. The Federation seeks to relieve the conditions of prison labor which have been described as being inhuman and degrading.

In other news, the Millers Union in Vermont has called for a general strike to demand an increase in wages. The mill owners have refused to meet the union's demand and the workers are determined to strike until their demands are met.

CIVIL SERVICE LEADER

Welfare Dept. News

By HENRY TRAVIES

From Baby
To Grandma

Clothing for children and adults—helps to bring into existence—distributed this month to home relief recipients in various sections of the city. These units of clothing are intended to supplement what the recipients have in their homes.

The sets include nightgowns for babies; cotton and jersey sleepers and overalls for older infants; two-piece suits, suits, trousers, and underwear for girls; small bags; small knickers, shorts, undergarments, and underwear for boys; dresses, slips, underwear, and nighties for girls; and pants and for boys in 4-year-old and up.

Nearly 100,000 sets of clothing are being distributed this month, and the city is planning to increase the number of sets available in the future.

Victory

The Department of Welfare bowling team made an acquisition last week competing in the Municipal Bowling League of New York City. On Oct. 2, at the Capital City Center at 1406 Broadway, a clean sweep of three victories in a row was achieved, and the team is looking forward to more successful outings.

Card Party

The annual card party and dance of the Firemen's Friends and Widows Association and Beneficent Association of Greater New York will be held on Friday, evening, Oct. 18, at the Capital Hotel, Sixth Ave. and Eighth Avenue.

Note on Mayo

Leonard W. Mayo, associate director of the Welfare Council of New York, has been authorized to meet with the Appeal Board. Mr. Mayo has a lot of valuable experience, he says, as directer of training and director of personnel of the former Emergency Relief Division, a member of the staff of the New York City Social Service, and director of the Institute on "The Problem of the Poor" at the University of California, Los Angeles.

St. George Ass'n

The St. George Association of the American Legion has been notified that the Legion has decided to increase its contributions to the Association.

Job by JTZ

Jacob T. Zimmerman, administrative assistant to the Director of Old Age Assistance, has announced that he will institute a "Significance of Old Age Assistance" conference at the NYS State Public Welfare Institute.

Chapin Honored

Jim Chapin in the Recovery Section of the Resource Division was honored recently. He was instrumental in the establishment of the American Legion at St. Lawrence, New York University, and the Office of Grand Commissioner to the State Department of Social Services.

Decline and Shift

The Richmond Welfare Center in New York City has reported a decline of 3,250 cases in the last six months. This is the first time that the center has experienced a decrease in the number of cases since its establishment.

20 Days Left

Speaking of exhibits, if you are one of the visitors to the Department's exhibit at the New York City Building at the World's Fair, you may want to get some last-minute tickets. One visitor was so impressed by the exhibits, she wanted to bring her whole family to see them again.
Put the 11-Squad System Into Effect!

THE LEADER'S explanation of the 11-squad for cops brought forth one of the biggest responses this paper has had to a series of articles.

The 11-squad chart is a proposed system of regulation being hotly debated by cops and politicians. It calls for a full day off from work each week. He doesn't understand the present 16-squad setup.

Congress has now the want the 11-squad system put into effect. They point out that it would eliminate one of the largest sources of resentment among the men on the force. They point out that morale would be improved and that the new system need not cost the city any additional money.

The LEADER feels that Commissioner Valentine should give heed to this just request of his men for better hours. The LEADER and the Police Department to put the new regulation into effect than to wait for a bill to come up in the City Council proposing the same thing.

Beautiful Phrases

When the two major political parties published their platforms, the LEADER looked over the material with great interest. Frankly we didn't like those statements. They looked like dead words to us—and we said so. Both parties talked in high-sounding phrases about the beautiful merit system which ought to be extended. We wanted to be shown. And there was one way in which we could be shown. We said:

"If both parties are so anxious to extend the merit system, they should do so immediately, even before the election, by passing the Rampeck bill. It has been a nightmare step-child long enough.

The Rampeck bill would bring 150,000 federal jobs, now the playboys of peanut politicians, under the protection of Civil Service.

Well, Congress passed the bill all right, but saddled it with such amendments, made it look so different, that the House and Senate left the Senate and such an infallible job of slapping the bill, that the whole thinking world puts a big check against.

Senator James M. Mead, who conducted a brilliant study for the next Sergeant's examination, which will be held in June, said:

"Mr. Commissioner Valentine should feel that Commissioner Valentine should...

When asked Van Name to that, he himself, he said simply: "The story of the pension system is my story."

Started as Steno

Van Name got into the present pension program on the ground floor. He worked for three years as a Stenographer, then in 1924, he was appointed to Mayor Gaynor's confidential secretary, a job that he continued in the same job under Mayor Granley. As secretary to Mayor Granley, he wrote the letters appointing the initial Civil Service pension commission. He took the minutes of the first meeting. When the Commission began to operate and organize a staff,

Morris Mac, who conducted a brilliant job in steering the bill through the Senate, wired the LEADER that he was notified by the Senate that the bill would be on the order of the day next week. We advised him that he must "remain calm." We said:

"The Hatch Act prohibits contributing to a political fund. The penalties provided for this offense are severe..."
Question, Please?

CIVIL SERVICE LEADER

H. ELIOT KAPLAN
CONTRIBUTING EDITOR

This Department of Information is conducted as a free LEADER service for Civil Service employees, for eligibles, for all who desire to get information. Address your questions to Question, Please?, The Civil Service Leader, 97 Duane Street, New York City. If space does not allow printing your answer, you will receive a reply in writing. Therefore, please give your name and address. Questions for this column are reviewed by a well-known Civil Service authority.

No Promotion For Jr. Counsel

A request to the Municipal Civil Service Commission for the Department of Welfare that a promotion test for Junior Counsel, Circle 3 & 8, be held, was denied last week. Anybody Who Wants to Know by H. Eliot Kaplan

LEADER BOOKSTORE
97 Duane Street, New York City

Fireman Exam

(Continued From Page 2)

a similar position in New York, the answer is yes. You must secure approval of the head of your branch in Washington. A similar position in another department also, but the approval is not necessary. If your department is engaged in defense work or is under the War Department, the head of your department may not refuse your request and you will receive credit on your New York position from the date your name is placed on the eligible list when your name is certified. However, if your department is not under the War Department, you will get credit for your New York position for the actual time served in the next position.

D. Love against the Department of Purchase, a man drafted into military service for even a few hours, is not affected by the limitation of from 25 to 32, and is given credit for his New York position.

During Probation

G. W. O.—Your dismissal from the civil service during your probationary period will have no effect upon your chances for permanent employment upon your return and upon your permanent employment in any other capacity. Should you lose the Federal employment for any reason, (for example, the same job and pass it, you must first be certified when your name is placed upon the eligible list that you had never been dismissed.

The appointing officer, service, may refuse to appoint you on the ground that you failed to meet the qualifications for the position, which are stipulated in the question. The question must be answered, "Yes" or "No".

Transfer from a federal stenographic position in Washington to one in New York State, in spite of the fact that reasonable hours, good working conditions, are aids to a man, and an age limit (seen in the Civil Service Leader) on the eligibility list is not an absolute fact. Even though you had never been dismissed you will be given credit for your New York position if you can show a similar position in New York, that the answer is yes. You must secure approval of the head of your branch in Washington.

During the War

During the War Dept. Tests

You cannot have very few positions of administrative nature, and you will probably be under the Administration, and will be civil positions.

Transferring Eligibility

G. W. O.—Unfortunately, you must have the approval of the Substitute Postoffice Laborer from the city where you were employed. You may then be transferred to Washington, D. C., in spite of the fact that you have not been dismissed. The appointing officer, service, may refuse to appoint you on the ground that you failed to meet the qualifications for the position, which are stipulated in the question. The question must be answered, "Yes" or "No".

B. R. L. K.—You might not have a second time. You will not be given credit for your New York position if you take another examination.

R. L. K. I am not certain about your one of your wages, those are not covered by the Civil Service Retirement Act, if you are not covered by the law, they are not covered by the law, and you are automatically entitled to a Civil Service position in Washington, D. C., in spite of the fact that you have never been dismissed.

Fireman Exam

The Civil Service Retirement Act makes it almost impossible for you to be placed on the eligible list, for unemployed veterans.

New York City Charter.

This column is open to any who have legitimate complaints to make about their jobs, salaries, working conditions, etc. Only legitimate and with letters.

Why Doesn't My Job Exist?

J. F.—Of all positions in the Federal Bureau of Investigation, those that are available are either positions in the law enforcement service or from agents (M. M.) down to clerks, typists and office workers, and appointment must be obtained by examination. The Civil Service Retirement Act makes it almost impossible for you to be placed on the eligible list, for unemployed veterans.

And Lyons Law

P. O. Mc—Since subway workers are employees of the Transit Commission—a state agency—they are not covered by the Lyons residence law. Moreover, there is nothing in the state civil service law which requires them to be residents of the state, and it is thought that it would be wise, however, for them to establish a legal residence in New York State.

When Job Is Abolished

G. F. M.—If your position is abolished, your name will not be placed on the eligible list, nor will you be notified, for the position is abolished. You will be eligible for reassignment or promotion if you have been placed on the eligible list to a vacancy anywhere in the state, unless your name is placed on the eligible list to a vacancy out of your home residence, and your original position was located in the state, you will be eligible to reassignment if the position is abolished while you are on the preferred list and your name is placed on the preferred list and payment of your salary will cease as of that date.

Reinstatement

P. M. M.—According to the recent decision in the case of Join...
by May Andres Healy

May Andres Healy is granted the widest latitude in expressing her view. Her opinions do not necessarily represent the views of The Leader.

You and
Background of the Week's News

Page Ten and Eleven

TEACHERS!

By PROMPT

Applications are made upon arrival of information.

TEACHERS!

You are entitled to vacation. The candidates' answers to these questions will be further guided before you cast your vote.

Parent teachers alike realize that enrollment in educational institutions means loss of opportunities to those attending school who desire to advance in their careers, never to return. It is therefore incumbent on those in the school of education to protect the child who cannot speak for himself.

At the present moment there is an organized drive by professional educators for the attendance of the Joint Committee will send to you

If you operate a tax-supported school, you are entitled to a vacation. The candidates' answers to these questions will be further guided before you cast your vote.

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It's Going To Be Tough

In the future it's going to be a tough battle. Teacher's requirements for the academic and general subject at junior and senior high school have been satisfied, and applicants will be selected to present almost half again as many applicants this year as in the past. When the applications are the number of pupils who will not be selected but will be selected by a fair and impartial inquiry.

Opportunities

In this article we see a face opportunity to present the opportunities for education. After you registered this past week of school, you are entitled to a vacation. The candidates' answers to these questions will be further guided before you cast your vote.

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Teach and Pupils

Vacations Now

With park summer activities on the gradual wane, teachers are urged to follow a well-earned period of rest. According to park rules issued by William B. Lamph, park employees will be compelled to observe the curfew during the park season. Employees who are eligible for vacation must take it during the park season in which it is earned.

Vacation plans may be accumulative for succeeding years except by written approval of the Board Director. Written applications for vacation plans must be filed with the Board Director not later than the end of the school year. Employees who are entitled to vacation will be given the number of days income for the period in which they are entitled to vacation.

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The Board of Education of the city of New York, has been thanked by the public for the
amount received last year, and repaid for education. This was the same.

**No Sentiment**

Superintendent of Schools Harold G. Campbell announced last week that drastic changes could be ex-
pected in the current system of re-
porting on the services of teachers on the probationary periods.
He called upon the principals, under whatever system is decided upon, to make their reports objectively and
honestly rather than by the method of
human sentiments.

**Psychology Club**

The Graduate Psychology Club of the College of the City of New York has announced a series of special lectures every Tuesday at 7:30 p.m. in preparation for the Junior Personnel Technician examination. The lectures will be in room 205 of the third floor, Building of the College.

**Merit Men**

(Continued from page 8)

They were in the program—which will be for four years.

"Men over 65 are a cinch. They can collect pensions whether they are working or
not because they are in an 'un-
covered' class under a ruling of
the Social Security Board."

Van Name is proud of the Student Union in New York, calls it the "best-balanced"
one in the country. He's fond of stressing its flexibility: the numerous options it allows; the
time that it is possible to borrow substantial funds from it; that anyone who leaves the
program gets back all his con-
tributions with interest, etc.

"We try to avoid what Social Security does. They put a man in a straight-jacket." 

Van Name has few outside interests besides his work, and, of course, his family. He has
frequent invitations to address
employees groups on various
aspects of pension, tries to fill as many of these as he can.

**MUTUAL OPTICAL PLAN**

Civil Service Employees, Eligibles and Candidates
May Now Receive Membership in this Plan

Members Save
From 30% to 50% On Glasses

Of first quality materials manufactured by Shuron, American Optical Co., and Bausch and Lomb.

Private examinations by prominent oculists and optometrists are included in the membership fee ($10.00 a year) without further cost. Members' immediate families enjoy full benefits. Two to four hour repair service by messenger. Special rates to Civil Service organizations upon request.

**Mutual Optical Plan** has been fully approved and is in operation in the following organizations:

- NEW YORK TEACHERS ASSOCIATION
- FEDERATION OF MUNICIPAL EMPLOYEES
- LIGGETT'S DRUG STORES
- PARK & TILFORD
- W. T. GRANT CO.
- F. W. DODGE CORPORATION
- UGGETTS DRUG STORES
- SOCONY-VACUUM OIL COMPANY, Inc.
- UNITED CIGAR—WHELAN STORES Corp.

**MUTUAL OPTICAL PLAN, Inc.**

50 EAST 42nd St. (Madison Ave. at 42nd St.)
Phone Vandevent 6-4089
Suite 607-608

**OFFICERS**

Joseph Clark Baldwin, President
Charles Inger, Secy-Treas.
Groel & Towns, Counsel

**ADVISORY BOARD**

(Incomplete)

Dr. George C. Tallerday, Jr.
Dr. Harold G. Campbell
Joseph Clark Baldwin
F. K. Scovil

Chief of Staff is George C. Tallerday, Jr., M.D., an oculist
with over 25 years' experience. Head of optometric department, Ed-
ward Dunne, O.D., an optometrist with over 15 years' experience.

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**YOU ARE CORDIALLY INVITED TO INSPECT OUR OFFICES WITHOUT OBLIGATION**
# Examination Requirements

## City Tests

### A T T E N T I O N ! A L L WH O  T R I E S  T O  T H E  C O M I N G  F I R E E X A M N !

The Leader has prepared a special pamphlet, which accompanies this announcement, for the coming fire exam. To obtain a copy of this rare test training material, encode only for the leader at Box 100, Civil Service Leader, 97 Dune Street, New York City.

## Tools and Gage Designer

One year of experience in the competitive examination, immediately preceding appointment in a capacity involving employment as a tool designer. Applicants will be required to pass a technical test which will be administered not earlier than March 15.

**Weights**
- Written, 30: practical, 20: physical, 20

## Assistant Director (Bureau of Laboratories)

Salary: $5,000. The eligible list established will be valid for the purpose of filling vacancies in the lower grades. Fee, $5.00.

### Duties

Technical work in the executive supervision of one of the divisional bureaus of the Laboratories of the Health Department.

### Requirements

M.D. degree in medicine or the equivalent in baccalaureate degree in laboratory science. 

### Examination

Written: technical, 50; experience and personal qualifications, 50

## Dentist (Part Time)

Salary: $4,500. The eligible list established will be valid for the purpose of filling positions in the lower grades. Fee, $5.00.

### Duties

The eligible list will be maintained for vacancies in the lower grades. Fee, $5.00.

### Requirements

A bachelor's degree, and a degree in public administration or social work or equivalent, and at least two years' experience in a responsible position in a public welfare agency, or a related field, or three years' experience in a similar administrative capacity.

**Weights**
- Written, 30: training, experience and personal qualifications, 70

## Senior Statistician (Vital Statistics)

This is an amended notice. Candidates who have held this title for a period of at least one year shall be given five points, and those who have held this title for a period of at least five years shall be given ten points, in the score used in selecting candidates for the examination.

**Weights**
- Written, 30: training, experience and personal qualifications, 70

## Junior Administrative Assistant (Civil Service)

**Promotion**

This is a competitive examination. Salary: $3,000 to $6,000. Fee, $2.00.

### Duties

To act as the head of a small staff of administrative or clerical employees and to assist the director of a bureau or division in performing his duties.

**Weights**
- Written, 30: training, experience and personal qualifications, 70

## Junior Engineer (Mechanical, Grade 3)

The eligible list will be used for Mechanic Draftsman, Grade 3; Junior Mechanical Draftsman, Grade 3; Mechanical Draftsman, Grade 3; and Mechanic Draftsman, Grade 3. The written examination is a test of mechanical aptitude.

**Weights**
- Written, 30: training, experience and personal qualifications, 70

# How to Apply for a Test

For City Jobs: Obtain applications at 96 Stanton Street, New York City, (9 a.m. to 4 p.m.), or write to the Application Bureau of the Municipal Civil Service Commission at 36 Duffield Street, New York, N. Y., for a self-addressed 3-inch stamped envelope (4 cents for Manhattan and Bronx, 8 cents for other counties). For State Jobs: Obtain applications at 80 Centre Street, New York City, (9 a.m. to 5 p.m.), or enclose six cents in a letter to the Examination Division of the Department of Labor.

- For County Jobs: Obtain applications from Examinations Division, State Civil Service Commission, Albany, N. Y.

For Federal Jobs: Obtain applications from U. S. Civil Service Commission, 811 Washington Street, New York City, (9 a.m. to 5 p.m.), in person or by mail. Also available from and sent by professional agencies, offices, off-site.

U. S. citizens only. May be no fees at exams and during period when applications are being received.

Free and open only to City and State exams, not for federal.

Applicants for most City jobs must be residents of New York City for three years immediately preceding appointment. Applicants for State jobs must have been New York State residents for one year.

The "weights" listed for various titles on these pages refer to the relative value of each part of the exam. Therefore, if the weight of the written part of an exam is 36, this means that the written events for 36 per cent of the final mark.

Will be admitted to the exam, even if they do not meet the above requirements.

Written, 30: training, experience and personal qualifications, 70

## Eductor Operator

**Promotion**

Open only to those registered as CIVIL SERVANTS in the Department of Hospitals. Salary, $3,000 to $5,000. Fee, $5.00.

### Requirements

An M.D. degree and two years of experience in general hospital work. The written test will be given on November 10.

### Duties

Training and experience in the interpretation of medical and surgical tests and laboratory results, and in the care and treatment of patients in a general hospital.

### Examination

Written, 30: training, experience and personal qualifications, 70

## Housekeeper (Women)

**Promotion**

Salary, $1,700. Fee, $3.00.

### Requirements

Graduation from a hospital school of nursing and an experience of at least 12 months in hospital work. The written test will be given on December 1.

### Duties

Preparation of meals in the hospital kitchen. The written test will determine the selection of candidates for the examination.

**Weights**
- Written, 60: training, experience and personal qualifications, 40

## Junior Administrative Assistant (City Wide)

**Promotion**

This is a competitive examination. Salary, $3,000 to $4,000. Fee, $2.00.

### Duties

To act as the head of a small staff of administrative or clerical employees and to assist the director of a bureau or division in performing his duties.

**Weights**
- Written, 30: training, experience and personal qualifications, 70

## Master and Special Electrician (Lineman Testing)

Those who pass the written test for these licenses will be given a practical examination. The Civil Service Commission will then certify those who pass the entire examination for license after thorough investigation of all the statements in the application. The
Only One Week to Apply for City Tests

U. S. Tests

Aeronautical Inspector ($3,200-$3,500)

Aeronautical Engineer ($4,800-$5,000)

Civil Engineer ($4,500-$5,000)

Aircraft Inspector (Factory) ($2,000)

Air Carrier Maintenance Inspector (grade 2) ($2,000)

City Engineer ($3,200-$3,500)

Civil Aeronautics Authority, File until further notice. Age limit: 35.

Aircraft Inspector (Factory) $2,000

Air Carrier Maintenance Inspector (grade 2) $2,000

Civil Engineers Authority. File until further notice. Age limit: 25.

Aircraft Engines and their accessories. Certain qualifications are allowed.

Engineering Aid (Aeronautical) ($4,800-$5,000)

Aircraft Engineer ($4,800-$5,000)

Civil Engineers Authority. File until further notice. Age limit: 25.

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If it rains next Tuesday!

You will want to get your copy of The Leader clean and dry in your mailbox, . . .

Filled with complete news about what is happening to you and your career . . .

new about expanding job opportunities in government service . . . about new legislation, commission rulings, court decisions . . .

news about what is going on in Civil Service and exactly how you can help . . .

The coupon below brings you this valuable service.
Senior Public Employment Office Specialist, $4,600
Public Employment Office Specialist, $3,000
Associate Public Employment Office Specialist, $3,200
Assistant Public Employment Office Specialist, $2,600

Optional subjects: 1) employment office operations; 2) employment office reporting; 3) labor market analysis.


Duties
Option 1. Employment Office Operations
Option 2. Employment Office Reporting
Option 3. Labor Market Analysis

Requirements
Senior Public Employment Office Specialist, six years of responsible experience in a technical, administrative, or professional capacity in one or more of the general fields of: 1) employment service administration; 2) collection, tabulation, analysis, and preparation of quantitative economic or sociological data; 3) field investigations or analyses in the field of labor; or 4) college teaching in the field of public administration, industrial organization, management, economic statistics, or economics (including labor economics).

Three years of this experience must have been in a professional capacity in one or more of the following special fields: 1) administrative experience in an employment service; 2) federal or state agency administering public employment office activities or in an employment agency affiliated with the U.S. Employment Service under the terms of the Wagner-Peyser Act; 3) planning and development of procedures for use in collecting, tabulating, and presenting qualitative data and the analysis of the quantitative data obtained for use in the study of operations or in the determination of policies in the administration of public employment service; 4) experience as a labor market analyst; 5) experience in compensating, or closely related type of labor legislation; 6) research in the characteristics and problems of the labor market, including investigation, analysis and interpretation of the labor market aspects of such fields as labor supply and demand; employment; unemployment (including unemployment compensation); labor turnover; hiring practices, etc.

Weights
Applicants will be rated on their experience and fitness on a scale of 100. No written tests will be given.

Junior Veterinarian

Duties
The duties include ante-mortem and post-mortem inspection of food animals and inspection of food products; administration of post-mortem examinations of domestic animals; diagnostic, sanitary, inspection of exports, etc.

Requirements
Completion of a course in a veterinary college of recognized standing.

Weights
Competitors will be rated on the basis of their performance in a written examination as to one of the general fields of: 1) bacteriological work. At least one year of experience must have been in the optional branch.

Associate Bacteriologist: three years of practical experience, and already counted as the postgraduate degree in bacteriological work. At least one year of experience must have been in the optional branch.

Assistant Bacteriologist: to perform routine work in any of the special branches of bacteriology listed above and to interpret and present the results of work in the form of reports or papers for publication.

Requirements
Completion of a four-year course leading to a bachelor's degree in bacteriology or in addition thereto, at least four semester hours of either undergraduate or postgraduate standing.

Weights
Applicants will be rated on their experience, education, and general fitness on a scale of 100. No written test will be given.

Junior Aquatic Biologist
Salary: $2,000. Bureau of Fisheries, Dept. of Commerce. Age limit: 42. Optional branches: 1) fisheries; 2) fisheries and wildlife.

Duties
Junior Aquatic Biologist (Fisheries) is responsible for the work as it is performed in the field of fishery investigations and enforcement of field work, experimental research and supervision of personnel engaged in collecting, examining, and to determine the composition of the biological material, making and publishing reports on the progress and results of investigations. Junior Aquatic Biologist (Fisheries and Wildlife) is responsible for the work as it is performed in the enforcement of field laws and regulations of the Bureau of Fisheries, the United States Fish and Wildlife Service, the regional district of the Bureau of Fish and Wildlife Service, and animal and fishery control. This is an examination to fill new positions.

Assistant Bacteriologist: to perform routine work in any of the special branches of bacteriology listed above and to interpret and present the results of work in the form of reports or papers for publication.

Requirements
Completion of a course in laboratory science including bacteriology, and bacteriological work. At least one year of experience must have been in the optional branch.

Weights
Applicants will be rated on their experience, education, and general fitness on a scale of 100. No written test will be given.
New Jersey Exams

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This examination requires no previous experience.

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There's a special sparkle at the St. George where every guest is met with a FREE COCKTAIL ABSOLUTELY FREE. Use of all water, ice, and professional service in all restaurants. Reservations essential. Ask for the Club Manager.

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BULLETIN BOARD

All Civil Service organizations are invited to forward notices of meetings and events for appearance in the Bulletin Board. Figures should be submitted for publication in the preceding issue of the Bulletin Board. There is no charge for this service.

Police Post Has Annual Installation

The William E. Sheridan Police Post, American Legion, has invited members and their friends to attend the annual installation of officers on Tuesday, October 22, at the Shore Road Casino, 717 Shore Road, Fort Hamilton. Police Post 9 of the Borough Park of the Sons of Norway, under the presidency of Edward A. Vasseller, State executive, and the Shore Road Associated, president and a member of the Yamato Division of the Sons of Norway, will be the sponsors.

Chairman Thomas E. Black announced that the following guest have been invited to address the installation: Attorney General John J. Bennett, Jr., Police Commissioner Louis L. Kirkpatrick, Deputy Police Commissioner Louis M. O'Dwyer, and various other state and city officials.

Other officers to be installed are Joseph E. Magee, Jr., Police Post Commander; and John T. McCarthy, vice commander. The installation will be held Friday, October 18, in Germania Hall, 1673 Bergen Street, Brooklyn.

Watchman-Attendant

Eligibility Association

Today is election day for the 3,460 eligible employees of the New York City Civil Service Employees. Headquarters, 717 Shore Road, is open until 10 p.m. for ballots by personal delivery or mail. The ballots will be counted, and the results will be announced on the day of the election.

Tonight the annual meeting of the Alliance for Civil Service Building and Conference, New York, will take place. The agenda is largely a form of procedural business, with the addition of a new member from the eastern states for the upcoming national conference.

A Social Worker's Duties

The duties of the social worker in Canada is to determine the best course of action for an individual or family. This may include assistance in finding housing, food, clothing, medical care, or other necessities. The social worker may also help to arrange for the proper functioning of the family unit. In some cases, the social worker may provide counseling and therapy to help individuals or families cope with crisis situations.

CIVIL SERVICE LEADER

What Makes A Good Social Worker

(Continued from Page 8)

Understanding Is Needed

The ability to accept as well as the need to reject applications for the training is critical to the client as they are part of the community. If the community does not accept the individual, the community calls for the ability to understand the individual in a vital relationship. If impossible to return to the individual, if the applicant does not feel an individual, if the applicant does not accept the individual, the community cannot be accepted as a community. The community recognizes that the right of the individual to the situation no longer exists, especially in the context of the social worker and the conservation of public funds.

State Commission To Give Examiners Power

Wherever Possible

This is the State Civil Service Commission's policy, at this writing, on the matter of examiners. Power to the examiner is not to be set aside, but it shall be functional in all fields of work. It is to the examiner that the examiner is to be given the power to decide matters of fact and to exercise due care and consideration to the examiners' positions.

Dramatic Opening of the Civil Service Employees Association will be held on Thursday, October 17, at 8 p.m. in the County Court House, 215 Broadway, New York City. A group of the group has been urged to attend the meeting of the group. The group will be a forum for discussion and will be attended by representatives of the examiner.

Attendant-Messengers

Meet on Friday

The Attendant-Messengers Eligibility Association will hold a general meeting at 3 Beekman St. on Friday, October 18 at 8:30 p.m. Eligibles are invited to attend the meeting to discuss the future of the association and to submit a report.

St. George Assn. To Meet

The next regular meeting of the St. George Association of the Fire Department New York City will be held October 18, at 8:30 p.m. in the World Building, 175 University Place.

Climber-Pruners In

Meet Again

The Climber-Pruners' Association held its third annual meeting on Friday, October 17, at 8:30 p.m.

Goodwin Pontiac

Kearny, New Jersey

Tuesday, October 15, 1940

philosophy in his ability to approach such a challenging one, to recognize the right of the applicant to an objective place and to produce the unique individuality of the client and the unique characteristics of a democracy and a modern government system.

More Material

For those interested in obtaining further information on public welfare in New York State and on the progress of the programs in this field, the following books and pamphlets will prove helpful:

1992 FORD TRUCKS

1950 Buick "81" Conv. Sedan $1,045

1947 Plymouth Sedan $545

Ford Conv. Sedan .............595

Buick "81" Trunk Sed., 395

Dodge Truck Sedan, 595

Munn will sell RADIOS and HEATERS

SUNDAY CHILLS

FREE Information Bureau

Ford Conv. Sedan .............595

Ford "9" - D. T. Sed., 595

Buick "41" 4-D. Tk. Sed., 725

1950 Oldsmobile Coupe .... 695

Chevrolet Sedan, 595

Buick "81" "70" P. Sed., 895

Buick "81" "70" 2-P. Sed., 895

1950 CHEVROLET Conv. Sedan $995

1950 CHEVROLET Conv. Sedan $995

1950 Oldsmobile Coupe .... 695

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Fire Eligibles Meet Again

The next general meeting of the Fire Eligibles Association will be held Friday, October 18 at 8:30 p.m. in the World Building, 175 University Place.
The new eligible list for Sanitation Man, Class A, will be ready by December 1, and 150 to 200 appointments will be made from it before Christmas, Paul J. Kern, president of the Municipal Civil Service Commission, told The Leader this week.

There will be 7,500 odd names on the new list. The pass mark will be the same as it was for the 7,500th man, but there will be some additional names because of an increase in the list.

500 Jobs a Year
Approximately 500 jobs a year will be filled in the Sanitation Department from the list. In addition, it will be used for many appropriate positions in other departments, according to a new policy announced by the Civil Service Commission. It is probable that any man who fails to qualify will be offered jobs either in such city agencies or in other city agencies.

At A Meeting Of Postal Employees
At a joint conference of the Athlète Postale Federation, the International Post Office Union of New York held last Wednesday a resolution was adopted urging full pay for postal employees drafted into military service under the Selective Service Act. In this connection it was urged that the McGawen bill be amended to include substitute Postal Employees at a rate of $3 per year in many cases where the wage difference between the army and wage and the basic wage paid to substitute Postal Employees.

A group of resolution this was sent to the House and Senate Post Office Committees in favor of postal nominations.

New York held last Wednesday a resolution was adopted a resolution endorsing Senator Mende's bill S 2828, which provides for compensation to employees for any loss of pay due to any cause. This resolution is to be sent to the House and Senate Post Office Committees in favor of postal nominations.

First Appointments Made From Clerk List
Two appointments from the Assistant and Senior Mechanics branches of the Civil Service Commission were made this week.

Number 17 on the Assistant list has been appointed to the Department of Public Works in Bemidji. This appointment carries a salary of $1,500.

Number 22 has been appointed to the Popular list to Public Works in Buffalo, also Erie County. This is the first assistant of the Popular list, which numbers 220 eligible and pays $1,500.

Further action on these lists will be taken in The Leader as soon as it occurs.

Civilian Awards
Policeman Leslie J. Valentine, Deputy Commissioner C. L. E. L. and Mario J. Zulloha last week received awards to 98 civilians who gave heroics help to members of the Police Department during the past year. Many of the employees were lab drivers who aided in the arrest of criminals, or otherwise helped the police at the right time.

Welfare Busy
The boys and girls in the Welfare Department are busy compiling and authorizing winter housing allowances. A large number of relief families live in houses in which the owners are paying very low rent. The Department allows in such cases provide for coal, fuel oil, gas or kerosene.

Appointments To Be Made Before Christmas
The new eligible list for Sanitation Man, Class A, will be ready by December 1, and 150 to 200 appointments will be made from it before Christmas, Paul J. Kern, president of the Municipal Civil Service Commission, told The Leader this week.

New Fee System Helps Commissions
With the State on the brink of extending Civil Service to 190,000 employees in counties, towns and villages, close cooperation between the State Civil Service Commission and local commissions was effected this week. The State Commission has just announced its schedule of fees to be charged for various non-uniform functions: preparing exams, rating, appraising, qualifying classifications, and salary plans, adding in the drafting of rolls.

This work is to be done by a Municipal Service Bureau established by legislature at the recent session of the State Legislature. Serving in this bureau will be a Principal, Associate, and Senior Personnel Technician, to be appointed from lists just established.

The new system is announced subject to change by the State Commission, which reserves the right to change fees or waive fees when special circumstances justify the change.

EXAMINATIONS
1. Clerical, stenographic, and uniform classified positions—
   First rate of:
   $1.50 per candidate for the first 50 candidates.
   $1 per candidate for the next 20 candidates.
   $0.75 per candidate beyond 35 candidates.
   Minimum charge $15.
   Where comments are involved, $25 per candidate.

2. Supervisory and low grade technical positions—
   First rate of:
   $1.50 per candidate for the first 50 candidates.
   $1 per candidate for the next 20 candidates.
   $0.75 per candidate beyond 35 candidates.
   Minimum charge $15.
   Where comments are involved, $25 per candidate.

The Municipal Civil Service Commission last week cracked down on the Board of Transportation for not using the pay list for Typewriting, clerk, grade 2, as provided by the classification, and the county commissioners are to be used to certify payrolls of provisions's service in the latter titles.

Kern Helps Typists
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MUTUAL
Now! Optical Plan
MUTUAL:
CIVIL SERVICE EMPLOYEES, ELIGIBLES AND CANDIDATES MAY NOW RECEIVE MEMBERSHIP IN THIS PLAN
Members Save
From 30% to 50% On Glasses
(See Advertisement Page 11)

*2.00 per candidate for the first 50 candidates.
   $1 per candidate for the next 20 candidates.
   $0.75 per candidate beyond 35 candidates.
   Minimum charge $15.
   Where research is involved, $25 per candidate.

**$1 per candidate for the first 50 candidates.
   $1 per candidate for the next 20 candidates.
   $0.75 per candidate beyond 35 candidates.
   Minimum charge $15.
   Where research is involved, $25 per candidate.

**$1 per position for the rank and file employees.

$1 per position for the labor class.

$1 per position for the following employees:

1. Clerical, stenographic, and uniform classified positions—
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