Dr. Donovan Heads Office In White Plains

ALBANY, Sept. 7 — The State Health Department appointed Dr. William H. Donovan, 39, of Geneva, as director of the White Plains Regional Office at $10,138.

At present, Dr. Donovan is a medical student at Tulane University, New Orleans, Louisiana. For the past two years, he has served as an assistant physician at the Loew Hospital for Children, and is an active member of the Public Health Association of the Northeast.

Dr. Donovan will provide general guidance and supervision for the Metropolitan Office and the various sections of the State Health Department.

Public Health

The projects: 1. Institute a vigorous campaign for fire alarm equipment room, and fitness ward. 2. A Statewide bowling invitation tournament. 3. A Metropolitan bowling tournament. 4. Canvass and recanvass membership of the Association in New York City. 5. Celluloid pins indicating assignment of new members to the various districts. 6. An effective grievance committee to work in cooperation with local associations of the Association in New York City. 7. Parishioners, a brief chronological review of prominent events and events in the history of the Civil Service Employees Association and the chapter organization. 8. Establish a permanent headquarters in New York City.


SATURDAY CLOSING WITHIN THE LAW

The office of the Commissioner of State Insurance is in the state house, and the office of the Commissioner of Public Service is in the state house, both in Albany. Instruction is provided in the civil service machinery, lobbying and political activity under the Civil Service system subject to traditional constitutional principles.

8 Graduate Courses for Albany Area

ALBANY, Sept. 7 — Registrations for graduate courses for public employees are now in progress, according to Dr. Edward J. Smith, director of the State's public administration training program at the State University of New York at Albany, and the Albany law enforcement training program at the State Police Academy in Albany.

The program is sponsored by the State Employment Security Commission and the State University of New York and directed by Dr. Smith.

The program leads to the degree of Master of Public Administration. In some cases, work toward a doctorate in public administration is the major.

Although college education is required for credit in the field, exceptionally qualified persons who are not college graduates may be admitted.

Courses Listed

The course follows: 7:30-10:30 a.m. PUBLIC PERSONNEL ADMINISTRATION

A survey of the organization and administration of public personnel in the public service. This course is intended to help students in understanding the relations between public personnel and the broader aspects of public administration. The topics will include the scope and character of public employment in the United States, the development of public personnel systems, the organization and activities of public personnel agencies, and the methods and techniques of public personnel administration.

Tuesday, 7:30-10:30 a.m.

ORGANIZATION AND ADMINISTRATION

An introduction to the political science of administration of the government, with emphasis upon the principles and techniques of public administration, planning, fiscal planning, administration, and public administration.

Wednesday, 7:30-10:30 a.m.

EMPLOYER-EMPLOYEE RELATIONS IN THE PUBLIC SERVICE

An analysis of the problems arising out of the employer-employee relationship in the public services from the viewpoint of both the government and the public employees as a worker. Deals with the dual status of civil service employees, the nature and characteristics of public service, and the public administration training program.

Thursday, 7:30-10:30 a.m.

Introducing to the Public Administration

An introduction to the public administration agencies and the public administration training program. Consideration of the difference between public and private administration, and the public administration training program subject to traditional constitutional principles. Monday, 7:30-10:30 a.m.

Exam Study Books

Excellent study books by Area. In preparing for current and coming exams for public jobs, are at the LEADER Bookstore, 290 East Street, New York 7, N. Y., two blocks north of City Hall, last west of Broadway. See Advertisement, Page 19.

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IN THE Weekly Labor News Memorandum put out by the Division of Research and Statistics of the New York State Department of Labor on August 19, the following information was provided on pensions in private industry:

"A normal retirement income of $117.50 a month, including $77.50 from Social Security, is to be expected by a worker whose earnings have been $3,000 a year and who retires after 30 years of service.

This is the average benefit provided in 300 collectively bargained pension plans covered by the United States Bureau of Labor Statistics covering nearly six million workers. Recent Pension Plans, just published by the Division of Research and Statistics of the New York State Department of Labor, gives $125.00 as the corresponding figure for 230 plans that cover nearly a million workers in New York State. These 230 plans provide a normal retirement income of $110.00 a month, including $70.00 from Social Security, to a worker whose earnings have been $3,000 a year and who retires after 20 years of service. The $110.00 a month income would receive about 10 percent less ($101.00); national average: $106.

State average retirement income for workers who have been $3,000 a year and who retire after 20 years of service, would receive a retirement income of $156.76 a month, 12 percent higher than a $3,000 worker (national average).

Furthermore, the report indicates the average salary of a worker to whom as much as 30 percent of his total earnings in private industry:

Some plans take the case of the worker who becomes disabled for work before the normal retirement age as being handled by Social Security, and do not provide for early retirement (which is not confined to persons who are disabled). Only 24 of the 300 plans included in the report (8 percent) do not provide for this on an actuarial basis.

A majority of the plans with early-retirement provisions require the worker to retire prior to age 65 and in some cases also to have served at least 15 years. Two-thirds of the plans offering early retirement set no maximum age, but four-fifths of them require only 12 or more years of service.

In the "Report of the State Comptroller's Committee on Social Security and Related Pension Problems," Appendix I shows that in the 300 plans covered by the report, pension income for a normal retirement age of $117.50 a month was paid to 8,078 pensioners. This is almost exactly an average pension of $117.50 a month for each million workers in New York State.

The $3,000- a- year worker will receive $117.50 a month. State employees now receive on average of $84.00 a month. At the income level.

Mental Hygiene Group

For 1953-54 the Mental Hygiene Group in the Civil Service Employees Association has planned an extensive schedule of training courses. Designed to help employees in the NYS Workmen's Compensation Law, the Mental Hygiene Group is offering a series of courses designed to help employees.

The following table gives the number of each course, topic, and the day on which sessions will be held during the month:

The Southern Regional Conference of the Civil Service Employees and the Executive Committee of the Civil Service Employees Association are meeting for a special session on Monday, September 12 at 2:30 P.M. at Katonah Memorial Building, 270 Broadway, at Chambers Street. Supervisors in the NYS Workmen's Compensation Law, the Mental Hygiene Group is offering a series of courses designed to help employees.

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Activities of Employees in New York State

Rockland State Hospital

NEW YORK—The five feature inaugurate at Rockland State Hospital by the Safety in Your Hospital Program for its students nurses, afflicting nurses and attendance auditors to the regular attendance course.

The lectures are being delivered by one of the hospital's police, William Korman, who has been an instructor in the County Fire school and fire chief of the Rockland County Fire prevention, fire detection, fire control and evacuation being the covered. Two films, "Know Your Environment" and "Fire Safety in Your Hospital," are also used.

The lectures are given until session to be held in the fall.

The Safety Division, supervised by Marion Howell, general supervisor of the County Hospital Department, was given a farewell tour of the employees and as a result several promotions were made.

Marion Howell, head of the Department of Public Relations of the Rockland County Hospital, recently was given a farewell tour of the employees and as a result several promotions were made.

Cheverus County

THE FOLLOWING OFFICERS were elected by the Cheverus County Chapter, CSEA, following the January 1 meeting.

President, John L. Alpini, Jr., County Fire Department; Senior Vice President, Robert Palmiere, Aiken, Aiken Department; Vice President, Dean C. Meehan, Newport; Secretary-Treasurer, R. L. Bush Baker, Bath County; Treasurer, Norwich School, treasurer; Recording Secretary, Marion Howell, general supervisor of the County Hospital Department.

The purpose of this meeting was to hold the annual dinner in October consisting of the membership committee. The meeting was well attended.

The membership committee was authorized to advertise the annual dinner in October consisting of the membership committee. The meeting was well attended.

The children's program at the Park was well distributed and the drive will be held in conjunction with the Boy Scouts of America.

The bowling league project of the CSEA resulted in a 92% membership drive. Of a total membership of 198 was reported on session of September 15.

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When it comes to feeling help, the CSEA is more effective than any other organization in this field.

Al Greenberg, chairman of the CSEA chapter, presented on being the second chapter to have been rated by Edna Crawford of the Institutional Services Division of the Children's Bureau.

Miss Crawford received a letter of commendation and a certificate, for fine work that week.

The Children's Unit of the CSEA chapter, consisting of the membership committee and the membership committee, consisting of the membership committee.

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Employee Activities

Ray Brook

CIVIL SERVICE PICNIC

R.A.Y BROOK's CSEA chapter held its first picnic of the season on August 23, in connection with the chapter's summer activities. A spirited softball game was played between the departments, with Building Wildcats and the Infirmary taking the gold and bronze, respectively. The meal evoked praise from all as it was prepared by the chapter's members.

Manhattan Teachers College

The division of employment and administrative services for the Department of Agriculture and Markets

MILK CONTROL DIVISION

Applications for open-competitive exams are now open for employees of the State of New York for one year, beginning September 11. Last day to apply is September 29.

ASSISTANT INSURANCE EXAMINER (Prom.)

Insurance Department.

APPLICATIONS WILL BE OPEN OCTOBER 14th

The salary and other benefits are practically the same as for Patrolman, but the informal service is only 48 hours per week.

Women 22 years old but not yet 35, and at least 5' 2" are eligible.

APPLICATIONS WILL OPEN SEPTEMBER 9th

SPECIAL SPEED DICTATION CLASSES

For Approaching Examinations for Promotion to STENOGRAPHER—Grades 3 & 4 in the N.Y. City Department

D.C. LAW

Approved by the Department, Division, and the Board of Examiners of the Department of Civil Service.

JOHN M. DIAZ

Chief Examiner

W. L. D. A.

Chief of Police

ALBANY, Sept. 7—The Livingston County Group held a picnic meeting at Hemblock Park, recenlly designated as the Union chapter from Jack Kartman, Association's field representative. The chapter's salary committee, headed by Loren Brink, is planning a survey of town, village, and non-teaching school employees, as to duties, qualifications, and privileges. The information is to be used by the salary and grievance committee. Joseph Vallen is a member of the grievance committee.

A strong effort is being made by Walter McDonald, chairman of the membership committee, to include as many new groups as possible and to increase membership in these groups already represented.

Wallach Appointed Magistrate

Louise R. Wallach, who was non-

The following State promotion

promotions, are given.

Employee Activities

visual training

To Meet

EYEWITNESS REQUIREMENTS OF THE N.Y.C. DEPARTMENT OF POSTAL SERVICE

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Chairman of the grievance com-

Viewing Visual Training

To Meet

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Civil Service Leader

Central Control Needed
For Uniformity of Benefits

NYC shows signs of restoring its training program. It's been more than a dozen years since it forsok
the experiment. In fact, the program never got off to the intended start.

New York State conducts training and keeps expanding and improving it. But the Civil Service Commission has far more immediate authority than the NYC Commission.

A Disordered Situation
The need for an overall authority, such as exists in the State, is clear. Not only do training programs flourish under such central management and incentive, but vacation, sick leave, attendance rules and other important considerations attain some uniformity. In NYC the variations on the themes are paradoxical.

The day must soon come when the NYC Commission will be not only authorized but directed to bring order out of chaos, just as it is now trying to do with the job classification...
**State and County Tests**

**STATE**

The following State promotion exams are now open for receipt of applications. Application forms are in the post offices and are also available from the various State departments and subdepartments. All those interested in qualifying for any of these positions are urged to engage immediately in the preparation for the examination. The examinations will be held as follows:

- **9109. SENIOR FARM PRODUCTS INSPECTOR** (Prom.), Agriculture and Markets, $2,000 to $2,500. One vacancy at Albany. Requirements: (a) four years' experience as a farm products inspector. (b) Four years' service as a farm products inspector. Fee $15. (Friday, September 25).
- **9110. NEAR CIVIL ENGINEER** (Design, Prom.), Public Works, $4,000 to $4,800. One vacancy in Albany, one vacancy in another city, or town. Requirements: (a) Four years' experience as a near civil engineer. (b) Four years' service as a near civil engineer. Fee $15. (Friday, September 25).
- **9111. STATIONARY ENGINEER** (Prom.), New York State, $3,300 to $4,000. One vacancy each at Cortland, Buffalo, and Willowbrook State School. Requirements: (a) Four years' experience as a stationary engineer. (b) Four years' service as a stationary engineer. Fee $15. (Friday, September 25).

**COUNTY AND VILLAGE**

**9117. COURT CRIER** (Prom.), Courts of Record, Erie County, $3,450 to $3,900. One year's service as a court crier. Fee $3. (Friday, September 25).

**CIVIL SERVICE**

- **Chief Disability Benefits Examiner Plans** (Prom.), Civil Service Commission, $2,000 to $2,500. One vacancy. These positions are open to employees of the county or its subdepartments. Fee $15. (Friday, September 25).

**CIVIL SERVICE LEADER** (Prom.), Social Welfare, Erie County, $3,450 to $3,900. One vacancy. These positions are open to employees of the county or its subdepartments. Fee $15. (Friday, September 25).

**STATE**

- **9112. SENIOR CIVIL ENGINEER (Design, Prom.), Public Works, $4,000 to $4,800. One vacancy in Albany, one vacancy in another city, or town. Requirements: (a) Four years' experience as a senior civil engineer. (b) Four years' service as a senior civil engineer. Fee $15. (Friday, September 25).

**CIVIL SERVICE LEADER** (Prom.), Social Welfare, Erie County, $3,450 to $3,900. One vacancy. These positions are open to employees of the county or its subdepartments. Fee $15. (Friday, September 25).

- **9113. STATIONARY ENGINEER** (Prom.), New York State, $3,300 to $4,000. One vacancy each at Cortland, Buffalo, and Willowbrook State School. Requirements: (a) Four years' experience as a stationary engineer. (b) Four years' service as a stationary engineer. Fee $15. (Friday, September 25).

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HEARING REPORT HEADERS

The State will begin receiving applications for junior GRAPHIC STATISTICAL CLERK Beginning Monday, September 1, 1953. Applications must be filed on Form 3, and must be marked with a black ink or pencil.

Where to Apply: In Series, all district offices, or to any district office, except those offices which have already received their quota.

Applications will be accepted from August 8, 1953, to September 1, 1953.

Applications should be filed by typewriter, at a rate of at least 25 words a minute.

Salary. $3,411 to $4,212. At present, the average pay is $3,600.

Applicants must be free from such defects or diseases as would constitute a hazard to health.

With minor repairs to small arms and accessories for weapons. He performs preventive maintenance or audit of general books and records.

Salary. $4,270.08 a year, plus lodging, food and 5001-ABC to Director, Second U.S. Civil Service Region, 641 Washington Street, New York, N. Y.

The position is open to all citizens of the United States.

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The position is open to all citizens of the United States.
Limit Supply Available!

How you can completely avoid that corner? Yes, how many times this you were in the middle of a darkened when you were driving blinded when you were driving. How you can actually drive at night and trust your life—and the lives of your family—to a driver who his headlights? How you can avoid all these risks? Do you know that now you can actually help me see better ... farther ... dearer after dark. Do you actually help me see better after dark? Eliminate night driving headaches and sleepiness caused by blinded glare. Do children blind in your cart? Do YOU DRIVE YOUR CAR AFTER DARK? Do you know that 4 out of 5 fatal smash-ups are caused at night—yes, to SAFE, careful drivers who are trapped ... blinded ... and killed by the headlights of another man's car?

Here is the first full story of how you can completely avoid that blinded glare. In these night driving accidents how many times you have been blinded by the headlights of another car? How many times have you been completely blinded by the headlights of another car? How many times have you been blinded by the headlights of another car? When you were turning a slightly curve side corner? Yes, how many times this month have you forced to trust your life—and the lives of your family—to a driver who doesn't even have the sense to dim his headlights?

These Accidents Can Be Avoided

Do you want to avoid all these risks? Do you know that 70,000 drivers have found a new world of night driving with these RAYEX Night Driving Glasses. Or dimmed his lights. You will see the headlights dimmed down his lirbo U 1 had n't had problems. Volunteered who tested them claimed and approved by over 70,000 drivers! RAYEX lenses prove it. Your self! MAKE THIS CONVINCING "LIGHT-BULB" TEST

When your RAYEX NIGHT DRIVING GLASSES arrive put them on. You will see the light ... the glare is gone! You'll notice immediately, that you will be able to totally dispense with the headlights of every car you pass. Avoid the other cars. You can see their lights ... but there is no blinding glare. After that you will be able to totally dispense with the headlights of every car coming toward you on the highway. You will be able to sit back and relax—enjoy your night driving as much as you do in the day. You'll notice immediately, that you are more relaxed ... more confident about your driving, because you can actually see better and farther. Test these glasses against the first two or three cars you pass. Prove to yourself that you can see your lights ... but there is no blinding glare. After that you will be able to totally dispense with the headlights of every car coming toward you on the highway.
Apply Now in Exams for U.S. Jobs

LONG ISLAND

BEECHURST

(Continued from Page 31)

Apply Now in Exams for U.S. Jobs


2-74. LAUNDRY HELPER, $4,500. Jobs at VA Hospital, Northport, N. Y. Requirements: no experience. Must be able to read and write English. Males preferred. Review of applications by the U. S. Civil Service Examiners, VA Hospital, Northport, N. Y. (No closing date).

EDUCATING ENGINEER (JUNIOR), $2,000. Requirements: two or six years' drafting experience. Board of U. S. Civil Service Examiners, Picatinny Arsenal, Dover, N. J.

Jobs Open in Corrective Therapy

Jobs as corrective therapist, at $1,500 to $9,600, will be filled by the U. S. Veterans Administration,若有中，治疗疾病，拒救患者。There is no maximum. There is no maximum. There is no maximum.

Nature of Duties

Corrective Therapists plan and administer medically prescribed physical medicine and physical training programs toward maintaining or improving the general state of health of patients by prevention musculoskeletal lesions. Their function is to maintain pre-employment muscular deterioration, to emphasize muscular strength, and restoring function. They guide the patient's health by ambulation and develop proficiency in techniques of personal hygiene and care of patients. They promote health by teaching muscular and physical strength. In the higher grades of the position, responsibility is involved. Applicants for the higher grades of $1,500 to $9,600 positions must have successfully completed the required pre-graduate education at a school of physical education, majoring in physical education, college, or university, or teaching training in physical education or in study under the guidance of a correctional faculty, by the U.S. Civil Service, in addition to the higher positions. Ten months' experience is required. Six months' experience is required. Six months' experience is required. Six months' experience is required. Six months' experience is required.

For the lowest grade, $1,500 to $3,100, there is no experience. Males preferred. Minimum age, 18. There is no maximum. There is no maximum. There is no maximum. There is no maximum.

Applicants must be of military age; 17 for D. C. area residents, 18 to 21, waived for veterans. Requirement: no experience. Males only. Apply to Board of U. S. Civil Service Examiners, VA Hospital, Northport, N. J. (No closing date).

The following are examiners required to fill positions but not in the absence of veteran preference eligibles. Where an examiner is designated and veteran preference is employed, the veteran preference examinee will be considered first.

All of the listed positions require at least 20 of the 24 semester hours of the required course in a specific field, and at least 24 semester hours of the required courses in the field. This position requires at least 24 semester hours of the required courses in the field. This position requires at least 24 semester hours of the required courses in the field. This position requires at least 24 semester hours of the required courses in the field.

HATTIE SNOW

NEW YORK

COOPERATING WITH THE TIDE

At least 24 semester hours must have been in such courses as anatomy, principles of disease, principles of disease, principles of disease, principles of disease, principles of disease, principles of disease.

CROWN HEIGHTS

525 READING PL.

4-1939

H. McCallum, 1st family.

REAL ESTATE

LONG ISLAND

HAYES ST. — 2 family

Easy heat. $1,200.

KENT AVE. — 1 family

Tight house. $1,200.

1231 Prince St. — 1 family

Good buy. $1,200.

MUMPS REALTY

FOR SALE

36 Halsey St. — 2 family

Situated in front of East Cales Ave., Brooklyn.
FURNISHED APTS., MANHATTAN
137th St., 303 West
KITCHENETTE APARTMENT
Beautifully Furnished and
Conveniently Located
Free Lancromet
REFERENCES REQUIRED
See Mr. His, 305 W. 137th

Private home, congenial family.

nicely furnished large room.
Near King's County Hospital.

S. OZONE PARK

TOP VALUES IN HOMES

Exceptional Buys

ST. ALBANS: 1 family, 6 large rooms and porch, fully detached.

Osit heat, modern kitchen and bath. Good location.

SACRAMENTO

ST. ALBANS: 1 family, 6 large rooms and porch, fully detached.

Oil heat, modern kitchen and bath. Excellent condition.

SACRAMENTO

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Conference Seeks Pay Increase To Cure Police Job Problem

The Police Conference of the State of New York held its annual convention last week at the Commodore Hotel, NYC.

One of the main topics was difficulty in police recruitment, and retention of appointees. Higher pay was unanimously agreed upon as the main cure. The effect of the draft was recognized. The State have salaries in the $4,000 bracket, said Peter Keres, executive secretary, Fifty-six

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Hostess, Cook, Operator, Auto Repair and Other Private Industry Jobs

Jobs in private industry are of the following types: Hostesses, Cooks, Operators, Salesmen, Truck Drivers, Teachers, Clerks, Nurses, and many others. The requirements vary greatly, but the most common are as follows:

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- **Operators** are needed in factories, power plants, and other settings. They should have a background in the specific field.

If you want to get further information about these jobs or any other openings in private industry, please visit our website at [www.jobsearch.com](http://www.jobsearch.com) or call our hotline at 123-4567.

Hostesses for dining rooms in Manhattan and Brooklyn are needed for high-class restaurant experience: work Thursdays through Sundays, 5 to 9 P.M. Only women. Stationary engineers - NYC experience; must know how to read blueprints and read the charts. Cooks, pantries and waitresses are needed for hotel jobs. Cooks $60-70, waiters $60-65, waitresses $50-55. Previous experience required. Chambersmaids to work in hotels, week nights and Sundays, 4:30-8:40. Hotel Office, 40 East 15th Street.

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$425, ENERGIZED DRAFTSMAN. Needed at 70, 743 Broadway, Brooklyn and 24 in various Districts of the City. Requirements: (1) high school graduation or equivalent diploma; (2) at least two years experience assisting in engineering work in connection with technical and drafting work; or (3) completion of one year of a 4-year technical course at a college, or course of completion of high school technical courses including 3 years of drafting, structural design and drafting work; or (4) satisfactory completion of all technical subjects, or all satisfactory completion of all technical subjects and 2 years of experience in the field of drafting and engineering drawing; or (5) a bachelor's degree, if not otherwise qualified, must have a minimum of 4 years of experience assisting in engineering work in connection with technical and drafting work; or (6) must have a college degree in engineering. Pet: $2. Written examination: Wednesday, October 2. Oral examination: October 21.

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- Individual Attention

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The following questions are from the last NYC exam for the transit line operator. The written test in the present exam for bus driver, trolley car driver, and conductor on Transit Authority facilities will be of the same nature. The next few lines will be to published questions.

Answers are given at the end. This ends the publication of the questions and answers in the last test.

92. If a bus operator is required to drive his window slightly open on very cold days, it is thus better able to hear the street noise. A (B) is thus better able to hear street noise. 

93. When making a left turn, (A) the open window provides ventilation in case of emergency. 

94. A surface line operator starts duty at 3 P.M. and returns at 1:30 A.M. How many hours of actual work at (A) 12.5 hours (B) 13 hours (C) 13.5 hours (D) 15 hours.

95. A bus operator will wish to wipe his busher so that it may be more easily read by entering passengers while his bus is in motion. He should wear his (A) hand on top (B) right hand (C) left hand (D) left arm.

96. A bus driver who slows down to permit an approaching child to cross the street (A) is shown to be unwise for an unnecessarily long period (B) is known for being excessively cautious (C) makes a bad impression on the passengers (D) displays brave behavior.

97. Of the following, the bus line whose route passes through Gymnol H. Department Store is the (A) Broadway line (B) Park Avenue line (C) Brooklyn line (D) 6th Avenue line.

98. A person wishing to drive from New Holland to the Pennsylvania Station would follow (A) 122nd St. on 3rd Ave., then 1st Ave., then 3rd Ave., then 122nd St. (B) 122nd St. on 3rd Ave., then 2nd Ave., then 122nd St. (C) 1st Ave. on 30th St., then 3rd Ave., then 122nd St. (D) 1st Ave. on 30th St., then 2nd Ave., then 122nd St.

99. A bus operator reporting for duty notices two orders on the bulletin board containing conflicting instructions with respect to a route change of the following. (A) is the route which is (A) dated later (B) most recently issued (C) given in greater detail (D) easiest to follow.

100. Although lateness of any employee is extremely serious, the item is undesirable, a bus operator must be punctual for work on time because (A) the operator must be on time for a shift (B) he is often required to make up for time lost (C) the amount of poor performance on the route (D) the operator is not allowed to make up for it (D) the assignments of the other operator must have been changed to keep on schedule.

KEY ANSWERS
90. 1 A 2 B 3 A 4 C 5 C 6 D 7 C 8 D 9 C 10 D 11 D 12 B 13 C 14 D 15 D

101. Mr. Bob's line operator.

102. a. To apply for a position as NYCT clerk, grade 2, will close on Thursday, September 30. Last time 31,056 applied, and the test this time, candidates should answer is (A) job application (B) job description (C) job announcement (D) job vacancy.

103. The following actions are taken by an employee of a transportation system (A) during the turn of a day (B) for a week (C) for a month (D) for a year.

104. The following are actions which have been checked are sent out on time (A) informing the supervisor every time an error is made (B) receiving carbon copy of letter (C) filing the carbon copy (D) informing the supervisor every time an error is made.

105. Of the following, the best course of action which would be taken by a clerk is (A) disregard his appearance (B) direct his inquiry to another clerk (C) save the time of both the dictator and the actor (D) are flexible and can be easily changed to keep on schedule.

106. Miss Jones of the Department X.

107. Of the following, the best action you think are most important (C) to make a carbon copy of the reply (D) inform your supervisor every time an error is made.

108. You are an investigator in answering a letter of inquiry to (B) disregard his appearance (C) direct his inquiry to another clerk (D) save the time of both the dictator and the actor.

109. Of the following, the best course of action which would be taken by a clerk is (A) disregard his appearance (B) direct his inquiry to another clerk (C) save the time of both the dictator and the actor (D) are flexible and can be easily changed to keep on schedule.

110. It is a common practice in the use of adding machines. You may (A) obtain concrete facts (B) determine the total amount (C) obtain concrete facts (D) determine the total amount.

111. A clerk employed in the central office of the company has been requested to obtain copies of minutes of several meetings which have been held at the same time. The clerk in filing this record of the minutes (A) the records which are needed can not be obtained because they have been destroyed (B) such procedure does not exist in the company (C) the records which are needed can not be obtained because they have been destroyed and the minutes of the meeting should be filed (D) are filed if the records which are needed can not be obtained because they have been destroyed.

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KEY ANSWERS
1. 1 C 2 A 3 B 4 B 5 B 6 B 7 C 8 A 9 C 10 C 11 D 12 C

Here is a list of ARC courses for PENDING EXAMINATIONS.

Inquire about other courses.

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Description</th>
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<tbody>
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<td>Accounting &amp; Auditing</td>
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<td>$2.50</td>
</tr>
<tr>
<td>Postal Clerk (X)</td>
<td>$2.50</td>
</tr>
<tr>
<td>Postal Clerk (Y)</td>
<td>$2.50</td>
</tr>
<tr>
<td>Postal Clerk (Z)</td>
<td>$2.50</td>
</tr>
</tbody>
</table>

FREE!
New Specifications Adopted for State Jobs

Teamwork Resulted In Better Assn. Policy On Sickness and Accident

By C A. CARLISLE, JR.

The Travelers Insurance Company has adopted new specifications for state jobs.

The current specifications include the following:

1. The job shall be performed in accordance with written instructions.
2. The job shall be performed within stated time limits.
3. The job shall be performed in a manner prescribed by the supervisor.
4. The job shall be performed in a satisfactory manner.
5. The job shall be performed in a safe manner.

These specifications are designed to ensure that state workers perform their jobs efficiently and effectively.

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