No Physical for CSEA
Group Life Plan In Feb. If Under Age 50
February is the month for new applicants for Civil Serv- Group Life Insurers to...
Increased Pension Interest

Sought For 147,000 Aides

A plan that would permit 147,000 New York City employees to earn additional interest on their pension funds was advanced by Mayor Wagner and Comptroller Abraham D. Beame this week.

Legislation will be sought in Albany to permit the increase from three to four percent on savings on all pensions started since 1947.

The Mayor and Comptroller said the greater benefits will be the result of increased yields of pension funds, under a new investment program, instituted since January 1, 1962, and an increased pension custodian and custodians of the City's five pension funds. The funds now used 1.6 billion, and new money for investment flows into them at the rate of about $25 million a year. All City pension systems now have about 212,000 members. Under State law, about $5,000 receive a percent a year interested on their pension savings. The remaining 147,000, having joined since July 1, 1947, earn only 3 percent a year. The three percents will be the subject of the proposed legislation.

The Mayor and Comptroller disclosed that the Region Pension Association with representatives of the major employee groups, before the New York City Board of Estimates, that during the last two years, was reached in this area. Increased earnings of pension investments, during the last two years, has led to the new investment program. It has been the practice of Comptroller Beame to offer citizens of New York City bonds to the pension funds.

"The City is a financial resource of questionable safety," Mayor Wagner and Mr. Beame said, "so low—too high enough to meet the interest guaranteed on the bonds by the City."

"As a first step, the practice of selling City bonds to the pension funds, an increase to 20 percent of the issues since January 1, 1962, have been sold at public sales to private investors.

"New monies flowing into the pension funds has been used to purchase corporate securities and mortgages, of the soundest, safest type, which attract yields higher than the City bonds." As a third step, selected bonds of short-maturity City bonds owned by the pension funds, have been sold to private investors at par. These issues since January 1, 1962, have been sold at public sales to private investors. The City is a financial resource of questionable safety," Mayor Wagner and Mr. Beame said, "so low—too high enough to meet the interest guaranteed on the bonds by the City."

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Pilgrim State Clerical Aides Suffer From Title Inequities, CSEA Charges

ALBANY, Jan. 20—The Civil Service Employees Association last week protested alleged title inequities involving clerical employees at Pilgrim State Hospital at West Brentwood.

The CSEA stand was taken at a grievance hearing before the new State Grievance Appeals Board in N.Y. City. It was the culmination of a long standing attack by some of the clerical employees to achieve relief from the 'Red Tape and bureaucracy at the hospital as clerical help in many instances.'

Feltis and Rice Appear

The employees' delegation at the hearing included John F. Feltis, president, and by George P. Rice, deputy superintendent, who was named as the warden of Auburn Prison by Paul D. McGinnis, chairman, is awaited.

19 Correction Employees Honored At Woodbourne

WOODBOURNE, Jan. 29—Nineteen employees of the Woodbourne Correctional Institution were recently honored for length of service. William A. Davis, deputy superintendent, who retired August 1, 1960, in the Department of Correction, was a natural employee.

The group also heard a suggestion from the State division, presented the State division, and the membership goals and to assemble an office of the CSEA to prepare for use of the local chapters in membership drives.

Social Welfare Dinner-Dance

ALBANY, Jan. 29—The Department of Social Welfare held a dinner-dance at Jack's Restaurant last week.

The group was held for the last 33 years as a member of the four-year-old Credit Union, and for 25 years—Martin O'Connor, and James McKinnon, and Matthew Kovats.

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U.S. Service News Items

By MARY ANN BAMS

81st Birthday
Chester A. Arthur & The U.S. Civil Service

On a hot July day in 1861, as vacation-bound President Garfield stood in Washington, D.C.'s old Baltimore and Potomac Railroad Station awaiting a train, a deranged office seeker crept up behind the President and critically wounded him with a .44-caliber British Bulldog revolver. About two and a half months later, on September 19, Chester A. Arthur took the presidential oath in a dimly-lighted living room at 123 Lexington Avenue in New York City.

Last week, on the 180th anniversary of the Civil Service Act, the New York Life Insurance Company sponsored a plaque dedication ceremony at the same address, 123 Lexington Avenue. Garfield's assassination, Arthur's move to the presidency, the Civil Service Act of 1883, and the New York Life Insurance Company are strangely related subjects.

The Background

The "spoils system" had become an avoid political problem by the time Garfield became president. Washington was literally swamped with office seekers every time there was an administration change. In fact, some historians believe the Civil Service was often filled with twice as many anxious job seekers as there were jobs in those days.

It was this situation which actually led to Garfield's death and Arthur's ascension to the Presidency. Those people who feared that Arthur would allow spoils system practices to run rampant were greatly surprised by the strength and sense of responsibility which he adopted as President.

Less than 18 months after Chester A. became the 21st president of the United States, he had successfully taken the first real step toward the establishment of the statute which governs merit system appointments to this day, Arthur's signing of the Pendleton Act on January 16, 1883 laid the foundation of civil service.

Unmarked But Important

Strangely enough, the site of this installation of this man to the very office that enabled him to sign the bill establishing the United States Civil Service had remained unmarked until last Thursday, January 16. In a statement read at the ceremony, Miss Olding, long active in Civil Service affairs, noted, "I have no doubt the veteran will owe the Government the amount the VA had to pay."
Singing Nurses — Student nurses at the Marye State Hospital entertained during the Christmas festivities at the hospital by caroling for the patients. This group of songsters were favored with Santa Claus serving as an appreciative audience.

Fireman Filing Remains Open; Start At $6,355

Fireman positions with the New York City Fire Department are now being offered for filing. The title has an annual salary of $6,355 with a uniform allowance of $155 per annum. Requirements for the position include a high school diploma or its equivalent; residence at the time of appointment in New York City, Nassau, Suffolk, Westchester or Rockland counties; age from 20 to 29; and weight in proportion to height with a minimum height of 5 feet 6 inches, and 20/20 vision without glasses.

For further information and application forms contact the New York City Department of Personnel at 96 Duane St., New York, N.Y., 10007.

Attention Employees of The Department of Parks!

We regret the fact that heavy snows of Monday and Tuesday made it necessary to cancel our opening class for PARK FOREMAN

OPENING CLASS WILL BE HELD

Tuesday, Jan. 21, at 7 p.m.

At 115 East 15 Street, NYC

And will continue each Tuesday thereafter.

Thank You For Your Patience.

The Delehanty Institute

Visual Training or Candidates for PATROLMAN FIREMAN

FOR THE EYEWITNESS TEST OF CIVIL SERVICE REQUIREMENTS

APPLICATIONS NOW BEING ACCEPTED

DR. JOHN T. FLYNN

14 Park Ave., N. Y. C.

W 9-5919

Visual Training for Civil Service Exams

Applications Close Jan 27!

FIREMAN

N.Y. Fire Dept.

New Higher Salaries!

Week

$158

A WEEK

AFTER 2 YEARS

INSTALLER, Patrolman

ON DELAY—ENROLL NOW!

An Architectural program and an additional 400,000 claims are processed each year, involving 200,000 initial claims for disability in veterans compensation, and handling of approximately 100,000 claims for veterans' dependent's.

Seats will be filled in the City Hall neighborhood for ten sessions beginning Tuesday evening, January 22. Students must register by January 18.

For further information on this and other courses may be obtained from the Training Division, Department of Personnel, 209 Broadway, Room 280, phone CO 7-8850, Extension 231.

The Veterans Administration processes 260,000 initial claims for disabilities in veterans compensation and provides care each year, and an additional 410,000 claims from veterans' dependents.

Immediate Opportunities!

EXAMS SOON! Prepare for a Secure Future with Full Civil Service Benefits

START CLASSES THIS WEEK FOR EXAMS FOR

• Fireman — N.Y.P.D.

• Patrolman — N.Y.P.D.

• Policewoman — N.Y.P.D.

$158 A Week

— CLASSES ALSO FOR —

HIGH SCHOOL EQUIVALENCY DIPLOMA REFRIGERATION OPERATOR LICENSE STATIONARY ENGINEER LICENSE

MASTER ELECTRICIAN LICENSE

PRACTICAL VOCATIONAL COURSES: Licensed by N.Y. State—Approved for Veterans

AUTO MECHANICS SCHOOL

5-01 46 Road at 5 St., Long Island City Complete Shop Training Rigged with Specialization in Automatic Transmissions

DRAFTING SCHOOLS


RADIO, TV & ELECTRONICS SCHOOL

117 East 11 St., nr. 4 Ave., Manhattan Radio and TV Service & Repair, Color TV Servicing, "HAM" License Preparation.

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50 Years of Success in Specialized Education For Career Opportunities and Personal Advancement

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NOW AT LIBERTY CAMERA

BELL & HOWELL AUTOLOAD* ZOOM MOVIE OUTFIT See Our Low Price

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Cameras • Projectors • Film • Equipment

NEW YORK CITY

BA 7-6966
Irresponsible Taxpayers

Under the guise of protecting the pocketbook of the general public, various organizations of numerous groups of private citizens using one form or another of the description "taxpayer" in their organizational titles are now busy of the more irresponsible organizations charge. They have presented no proofs that public em-Black

lax burden. At this very moment, most State, County and public could do without in order to keep down the so-called have ever bothered to describe what services they feel the City institutions are understaffed, top flight personnel are do not have. At this time, New York State works for government and, therefore, contributes the public welfare?

eral income tax returns include:

interest earned in GI life insurance dividends left on deposit is not a "benefit" and is taxable.

b) Subsistence payments made to disabled veterans under the Korean GI Bill.

Subsistence payments made to disabled veterans under the Korean GI Bill. This week's Civil Service Television List

Television programs of interest to civil service employees are broadcast daily over WNYC Chan

Tuesday, Jan. 21

2:00 p.m.—Nursing Today—NYC Dept. of Hospitals series on nursing care; "Change of Tour

Report."

Wednesday, Jan. 22


2:30 p.m.—Around the Clock—Police Department training program; "Law of Arrest."

2:00 p.m.—Nursing Today—NYC Dept. of Hospitals series on nursing care; "Change of Tour

Report." (Continued on Page 7)

Due Process of Law

ARE CONSTITUTIONAL rights violated when a govern-ment official acts as judge in a disciplinary case he started himself?

WEEK AGO I noted that Federal laws and regulations permit this conflict of functions. In New York State, Section 76 of the Civil Service Law virtually requires an agency or institution chief to decide whether the charges he signed were sustained. The question remains to what extent statutory procedures measure up to the higher Constitutional test?

BOTH THE NEW York State and Federal Constitutions provide that this process shall be devided, in the liberty or property without due process of law. These due process requirements apply to disciplinary or "adverse" proceedings in which penalties have such harsh effects.

Justices have been concerned with the paradox of par

dications. Its requirements vary with the kind of interests or rights at stake. But basic is the idea that the process or procedure must be essentially fair.

THIS STANDARD met by the accuser-as-judge-situation, so the Constitutional claims are both. "inquiry" or "adverse" actions?

ONE ANSWER was given in Studebaker vs. Macy (321 F. 2d 386, cert. den. 84 S. Ct. 351) reported in the last column. There, the Federal employee complained that his dismissal was illegal, very often because it was a political charge. This, he argued, was unconstitutional as a basically unfair procedure. The Court of Appeals for Washington, D. C., upheld the adverse action, finding it "not so unreasonably or fundamentally unfair as to be violative of due process of law."

MANY WOULD DISAGREE for reasons best expressed in the majority opinion in Re Murchison (349 U.S. 133, 155-157) as follows:

A fair trial in a fair tribunal is a basic requirement of due process. Fairness of course requires absence of actual bias in the trial of cases. But our system of law has always endeavored to prevent even the probability of unfairness. Such a stringent rule may sometimes bar trial by Judges who have no actual bias and would do their very best to weigh the scales of justice equally be-fore, counting their personal interests. But to perform its high function in the best way "justice must satisfy the appear-

ance of justice."

It would be very strange if our system of law permitted judge to act as a grand inquest and then try the very persons accused as a result of his investigations. Having been a part of that process a judge cannot be, in the very nature of things, wholly disinterested in the conviction or acquittal of those accused. Fair trials are too impor-
tant a part of our free society to let judges pronounce their rights of law.

But THE PRINCIPLE applies in other areas of the law. It is, recognized, for example, in the Uniform Code of Military Justice, which has the accuser-the one who brings the charges and the investigating officer from acting as a member or a law officer of the court martial. Similarly, Federal law disadvantages a special inquiry officer from conducting deportation hearings in a case where he had other functions.

THE CIVIL SERVANT is not entitled to less than the soldier or the alien. Due process gives him the same right to an impartial judge. THE STUDEBAKER CASE is a setback, but there is strong reason to believe that the courts will ultimately recognize this fundamental defect in present personnel procedures. Meanwhile, there is no reason to delay their study with a View to revision.

The Veteran's Counselor

By FRANK Y. VOTTO

VETERANS FIGURING their Federal income taxes need not count as income any payments they have received for veterans benefits; since these payments are wholly tax-free. Veterans receiving these benefits have received in 1953 on their GI insurance policies also are exempt from tax reporting. ALTHOUGH PAYMENTS for benefits are tax-free and need not be reported on 1963 Federal income tax returns, insurance dividends left on deposits is not a "benefit" and is taxable.

STILL TAX-FREE are the proceeds of a GI life insurance policy, including the dividends themselves.

OTHER BENEFITS which need not be reported on Federal income tax returns include:

a) Education and training allowances for veterans of the Korean conflict period who are in school or training establishments under the Korean GI Bill.

b) Subsistence payments made to disabled veterans training under the Vocational Rehabilitation Act.
Allegany County Gets Good Rating

(From Leader Correspondent)

BELMONT, Jan. 20 — State examiners have given a good rating to Civil Service operations in Allegany County after reviewing the 1962-63 work of the County Civil Service Commission.

The commission administers personnel matters for 1,400 civil service employees, most of whom are members of chapters of the Civil Service Employees' Association.

Minor Criticisms

The state examiner listed two minor criticisms: that applications are sometimes received after appointments have been made and that some town and village highway departments classify employees as laborers when they should be more experienced operators.

Allaness County civil service commissioners are J. Whitney Shaw, B. Harvey Palmer and Leslie Swarthout. John J. Powers is executive secretary.

Purchase Inspector

Positions Open Now; $6,750 Per Year

The New York City Department of Personnel is now offering positions as purchase inspectors (pipe and coatings) until further notice. The positions have an annual salary range of $6,750 to $8,550 with annual and longevity increments of $300.

Candidates are required to have

HIGH SCHOOL DIPLOMA

If you are over 21, you may receive a High School Equivalency Award for Civil Service positions. Your course will count even if it is short-time—men's only—diaper service course.

MONROE SCHOOL OF BUSINESS
E. Tremont & Boston Rd., Bronx
Tel. 2-5400

SPECIAL HOSPITAL RATES FOR STATE EMPLOYEES AT

COMMODORE HOTEL
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NEW YORK CITY
$12.00 single; $14.00 twin

A. Manor Vendome Hotel
Every room with private bath, radio and telephone. Most air-conditioned (HEAT supplied at door)

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A. Manor Hotel

A. Manor Hotel

NORTHrup's Transit—hand operated hotel. Every room with private bath, air and car rental

FREE BOOKLET by U. S. Government on Social Security. Mail order, Leader, 271 Diana Street, New York 7, N. Y.

10:30 p.m.—On the Job—Fire
Dept. training program, "Fire
Aid."

11:30 p.m.—On the Job—Fire
Dept. training program, "Fire
Aid."

This Week's Civil Service Telecast List

(Continued from Page 6)

Police Dept. training program
"Law of Arrest."

9:00 p.m.—Nutrition and You-
Nutrition Bureau series.

9:00 p.m.—The Big Picture—
U.S. Army film series.

10:30 p.m.—Operation Alhambra
—Labor Dept. series promoting
literacy.

4:00 p.m.—Minorities
4:00 p.m.—Citizenship Educa-
tion—Film lectures ongirl
missions.

Sunday, Jan. 26

7:30 p.m.—The Big Picture—
U.S. Army film series.

8:30 p.m.—City Close-up—Sey-
more N. Siegel interviews Charles
Tenney, City Administrator.

Monday, Jan. 27

7:00 p.m.—City Close-up—Sey-
more N. Siegel interviews Charles
Tenney, City Administrator.

4:00 p.m.—Around the Clock—
Police Dept. training program.

"The Law of Arrest."

4:00 p.m.—Career Development
—Police Department—Police De-
partment promotional course. Sgt.
Edward Rybak: "Robbery"—
Fugitive.

6:30 p.m.—Air Force Story—
Film series.

FOR STATE EMPLOYEES

NEW YORK CITY
SPECIAL HOTEL RATES

$8 DAILY PER PERSON

• Right of Grand Central
• Garage service available
• All transportation nearby
• Airline buses at door

Since your family joins you at special weekly-end rates (P.S. New Rm. 99.95 $18-$20 per adult 12 minutes in train, children under 14 free in same room. Rates are also good for Field Service, Field Service Dept. for days inside Brooklyn.

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New York City

DOCTOR BILLS CAN BE A COSTLY GAME

—When it comes to
doctor bills!

You need 20/20 vision to search out the hidden gaps and loopholes in today's health insurance. Before deciding on a program for doctors' care, ask yourself these basic questions:

• Does the plan provide its benefits without extra charges over and above the premium?

• Does the plan cover the cost of today's many kinds of specialist services?

• Does the plan assure coverage of the full cost of an operation—regardless of how difficult or extensive the surgery might be?

• Does the plan concern itself with the quality of care rendered to you?

• Can you continue with full benefits if you leave your employee group—regardless of age?

ONLY ONE HEALTH PLAN — H.I.P. can give a "yes" answer to all these questions.

*In H.I.P.'s group plan the only extra charge is $2 for a home call between 10 P.M. and 7 A.M.

HEALTH INSURANCE PLAN OF GREATER NEW YORK

Health Insurance Plan of Greater New York
428 Madison Avenue, New York 32, N. Y. • Phone 6-1444
To Improve Morale
Liberal Party Outlines 27-Point Civil Service Legislative Program

A 26-point program to improve the civil service merit system and working conditions for public employees in New York State has been announced by the Liberal Party for the 1964 New York State Legislative Session.

The program states that the civil service merit system in New York State isn't on a high level, but that there is room for improvement. "To develop an attractive career system, to secure and retain trained and efficient personnel of high moral, to raise the standard of living of civil servants and thus improve the public service generally . . . the party made the following recommendations:

Merit System
1. Strict adherence to the principles of the merit system both in appointment and promotion.

In Service Training
2. Improvement of in-service training programs by utilization of modern techniques patterned along lines used in enlightened private industry.

LEGAL NOTICE
CIVIL SERVICE TRAVELERS

TO CIVIL SERVICE TRAVELERS

The following recommendations.

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* In many N.Y. State departments rapid changeover to computer systems is now in progress. All data might be salvaged.

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Tuesday, January 21, 1964

CIVIL SERVICE LEADER

ELIGIBLES ON NEW YORK CITY LISTS

Police Patrolmen


College Graduates Sought for Trainee Positions

Five trainee titles in New York City service now offer salaries of more than $100 per week. The filing period for these positions will remain open until March 22. The five positions require that the applicant must have been graduated from an accredited college or that he will be graduated before the filing period closes. The examinations for these positions are tentatively scheduled for April 11. For further information and application forms contact the New York City Department of Personnel, 90 Deane St., New York, N.Y., 10003.

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OFF BUREAU RATES ON AUTO LIABILITY INSURANCE

10% ADDITIONAL DISCOUNT TO Qualified Safe Drivers

YOU CAN'T BUY BETTER INSURANCE—WHY PAY MORE?

NASSAU $ 858* BRONX 11863

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FULL YEAR PREMIUM for the coverage required by New York State law for single cars. State-Wide offers savings for higher limits or for your first year in New York.

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SCHOOL DIPLOMA IN 8 WEEKS

Get your High School Equivalency Diploma which is the legal equivalent of four years of high school. The course is available at the lowest possible cost and at peak enrollment dates. To get details see the enclosed form.

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THIRESittest FRIGIDAIRE
2-door Refrigerator!

• Big 100-lb. zero zone top freezer has its own door. Freezes 40 cubes extra fast! Two Quickube trays.
• Automatic defrosting in family-size refrigerator section.
• Twin Porcelain Enamel Hydrators keep nearly 34 bushel of fruits and vegetables dewy fresh.
• Roomy storage door permits perfect egg placement from half dozen to bottles tall and small.

31.24 cu. ft. 4 colors or white

SEE US FOR YOUR LOW PRICE

J. EIS & SONS

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GR 5-2325
Liberal Party Platform

(Continued from Page 8)

and other local governmental agencies upon the same basis as presently applicable to employees of the State.

Cross-Promotion

15. Enactment of a law permitting the promotion of employees through competitive examination, so that civil service employment will provide a formula which will take Into account the effects of increased costs in living and increases in wages of employees still in active service.

Salary Schedules

26. Extension of the Civil Service Law and specific salary schedules to all employees of the counties and political subdivisions contained therein.

A veteran who attends school full time under the G.I. Bill may receive a training allowance of as much as $160 a month from the Veterans Administration, if he has two or more dependents.

TREASURY ENFORCEMENT AGENTS EARN $4,690

Treasury enforcement agents are now being sought by the Federal Government. These positions require three years of criminal investigative experience, three years of accounting or auditing experience, and a college degree.

These positions, which have annual salaries of $4,600 for GS-5 titles and $5,750 for GS-7 titles, are offered with the Internal Revenue Service, the Bureau of Customs, the Bureau of Narcotics and the Secret Service.

Each of these positions is now open in New York State. College experience is substituted on a nine month for one school year ratio. For further information and application forms contact the Office of U.S. Civil Service Examiners, Internal Revenue Service, U.S. Treasury Department, Room 1107, 99 Church St., New York City.
Bus Driver Questions

Question 16 to 21 in Column I ask the names of well-known places in New York City each of which is situated in one of the four boroughs listed in Column II. For each name in Column I select the borough in which it is situated from Column II.

**Column I**

16. Shubert Theatre
17. Hudson Terminal
18. West Side Highway
19. Manhattan Beach
20. Woodlawn Cemetery
21. La Guardia Airport

**Column II**

(A) Bronx;  (B) Brooklyn;  (C) Queens;  (D) Manhattan

**Answers**


The New York City Civil Service Commission has approved the final key answers for the promotion examination to gang foreman. The approved answers are:


Final Key For Foreman Prom. Exam.

**CONSTRUCTION OF TEST**

The New York City Civil Service Commission has approved the final key answers for the promotion examination to gang foreman. It was held on Nov. 1. The approved answers are:


The New City Department of Personnel, in an effort to fill social investigator trainee and recreation leader positions, is now conducting bi-monthly examinations in these two titles.

The examinations had been given on a weekly basis—since May 1961—for social investigator trainee and since March 1961 for recreation leader. As the result of the stepped-up examination schedule, vacancies for social investigator which had numbered over seven hundred have been reduced to 42. In addition, hundreds of provisional social investigator job holders have been replaced with permanent appointees.

Department of Parks vacancies for recreation leader have dropped from 32 to 22, a vacancy figure which represents normal turnover.

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COMPLETE AUTOMATIC PROJECTOR

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**Fireman Answers**

These are the official key answers for the questions which The Leader has been running during the past few weeks for the last test which was given by the New York City Department of Personnel to candidates for the position of fireman. The answers are:


The Veteran's Counselor

(Continued from Page 6)

c) Disability compensation payments received by veterans for service-connected and non-service-connected disabilities.

d) Grants to seriously disabled veterans for homes designated as "wheelchair living."

e) Grants for motor vehicles to veterans who lost their sight or lost the use of their limbs.

f) World War I emergency officers' retirement pay.

g) Death benefits to families of deceased veterans also exempt from taxation. They include death compensation, pension, indemnity and all GI insurance payments.

Salaried employees are seeking people with special skills and have little or nothing to offer unemployed and inexperienced applicants for work. What the average young man fails to realize, according to Alexander Frohlich, vice president and vocational training director of The Delehanty Institute, is that the specialized training needed for many good jobs can be received in a relatively short time and at reasonable expense in a licensed private vocational school. Many such courses are available in either full-time day schools or part-time evening classes and the fees are usually payable in easy installments as training progresses.

As an example, he cited Delehanty courses in such fields as appliance mechanics, radio and television and drafting where students receive practical shop training that prepares for immediate employment. Even those who have not completed high school are often admitted. If they have a genuine desire to learn and apply themselves to the work under the guidance of experienced instructors, Delehanty vocational courses have earned the approval of many industrial employers and the Institute usually has more requests for graduates than it can fill. Complete details of the training may be had on application without obligation, simply whether your interest lies in auto mechanics, radio and TV, or drafting.

Address The Delehanty Institute, 119 East 15th St., New York 3, Telephone GR 3-6060.

**Specialized Training Offered By Delehanty**

"Lack of specialized training is one of the major reasons for unemployment," according to Alexander Frohlich, vice president and vocational training director of The Delehanty Institute, which went on to point out that while official figures on unemployment continue to be discouraging there are thousands of jobs advertised in the "Help Wanted" columns week after week.

"The trouble is employees are seeking people with special skills and have little or nothing to offer unemployed and inexperienced applicants for work. What the average young man fails to realize, according to Alexander Frohlich, vice president and vocational training director of The Delehanty Institute, is that the specialized training needed for many good jobs can be received in a relatively short time and at reasonable expense in a licensed private vocational school. Many such courses are available in either full-time day schools or part-time evening classes and the fees are usually payable in easy installments as training progresses.

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Employees of the State's unified court system will come under the jurisdiction of a new code of rules as of April 1, 1964, according to the recent announcement by the Administrative Board of the New York State Judicial Conference.

The rules were certified by the Board's secretary, Thomas F. McCoy, who is also State Administrator. Other members of the Board are Chief Judge Charles E. Demarest of the Court of Appeals, chairman; Justice Bernard Bodi and Benoist, George J. Weisburg, Francis Bergen, and Albert A. Williams, all Presiding Judges of the Appellate Division of the four departments.

The nine topics covered by these rules are jurisdictional classifications, position classification, review of classification, certifications of payrolls, examination, grievances, and annual, biennial, and sick leave in the New York City courts.

The rules are:

Preamble:

Referring to Article 6, Section 28 of the Constitution of the State of New York and Sections 212 and 213 of the Judiciary Law, the Administrative Board in consultation with the Judicial Conference hereby adopts the following rules governing the non-judicial personnel of the Unified Court System, effective April 1, 1964:

Rule 1, Jurisdictional Classifications:

(a) The unclassified service shall consist of all those positions in the classified and unclassified service divided into the following four classes: exempt, non-commissioned, labor and competitive.

(b) The exempt class shall consist of all those offices and positions in the classified service for the filling of which competitive non-commissioned examinations are found to be impracticable.

(c) The non-commissioned class shall include all positions not in the exempt or the labor class or for which it is found by the Administrative Board to be impracticable to ascertain the merit and fitness of applicants by competitive examination. Assignments to positions in the non-commissioned class shall be made by the Administrative Board.

(d) The labor class shall consist of those positions in the classified service, the duties of which are of a routine nature.

(e) The competitive class shall include all those offices or positions in the classified service for which it is practicable to determine the merit and fitness of applicants by competitive examinations. Competitive class allocations shall be submitted with supporting data by the Appellate Division having jurisdiction of the State, and shall report its findings to the Administrative Board.

(f) A Certification Appeal Board consisting of three members shall be appointed by the Administrative Board for each period as it may determine. The decision of the State Administrator made in pursuance of subdivision (a) of this rule shall be final unless within 30 days after notice of the decision the employee shall appeal to the Classification Appeals Board which shall thereupon review the decision of the State Administrator and make its decision the same.

(g) The appropriate forum of legislative body shall be notified of a change in classification resulting from this procedure.

Rule 4, Certification of Payrolls:

Certification of payrolls in the Unified Court System of the State of New York shall be made by the State Administrator, the Departmental Director of Administration, or such other judicial or administrative officer or agency as shall be authorized by the Administrative Board.

Rule 5, Examinations:

(a) The State Civil Service Commission or the proper local civil service commission is authorized, at the request of the Administrative Board, to conduct competitive examinations in accordance with specifications and descriptions prescribed by the Administrative Board for competitive positions in the Unified Court System.

(b) A Review of Classifications:

An employee adversely affected by a classification determination by the State Civil Service Commission or the State Administrator may within 30 days be permitted to determine the same. Such determination may be reviewed by the Appellate Division of the Unified Court System or by a Judge designated by such Board or Court to conduct such review.

(c) A Certification Appeal Board made in pursuance of subdivision (a) of this rule shall be final unless within 30 days after notice of the decision the employee shall appeal to the Classification Appeals Board which shall thereupon review the decision of the State Administrator and make its decision the same.

(d) The Certification Appeal Board shall consist of three members appointed by the Attorney General upon the recommendation of a representative of the office of the Administrator, the Departmental Director of Administration, or such other judicial or administrative officer or agency as shall be authorized by the Administrative Board.

(e) A Certification Appeal Board made in pursuance of subdivision (a) of this rule shall be final unless within 30 days after notice of the decision the employee shall appeal to the Classification Appeals Board which shall thereupon review the decision of the State Administrator and make its decision the same.

(f) The aggravated or inactive officer or agency as shall be authorized by the Administrative Board.

(g) A Certification Appeal Board made in pursuance of subdivision (a) of this rule shall be final unless within 30 days after notice of the decision the employee shall appeal to the Classification Appeals Board which shall thereupon review the decision of the State Administrator and make its decision the same.

(h) The Certification Appeal Board shall consist of three members appointed by the Attorney General upon the recommendation of a representative of the office of the Administrator, the Departmental Director of Administration, or such other judicial or administrative officer or agency as shall be authorized by the Administrative Board.
For Positive Action On Civil Service Bills, Write Legislators

The New York State Legislature is now in session and in the legislative hopper are many important bills affecting civil service and its employees.

The approval or disapproval of these bills, in many cases, depends on the support given each bill by a legislator's constituents. A show of strength — witnessed by letters, post cards and telegrams, as well as personal contact, is necessary to assure passage of each bill which will improve civil service and civil service working conditions.

In writing to representatives, it is important to give the name of the legislator who introduced the bill as well as the print and intro. number (Senate Intro. 1234, print 1234, Smith) or (Assembly Intro. 4221, print 4221, Jones.) The names of the State Senators and Assemblymen in your area can be found in the map and chart on this page.

Address all mail to both senators and assemblymen at the State Capitol, Albany, New York.

Next week, legislators from the New York City area will be identified by geographic locale.

Serra Named Judge

ALBANY, Jan. 29 — William W. Serra of Belmont has been appointed Allegany County Judge by Governor Rockefeller. He will fill the vacancy created by the resignation of Judge Norman B. Fitzer, who recently was named to the Supreme Court. Judge Serra is a graduate of City College in New York and from St. John's University School of Law.

Guard Supervisors

The U. S. Civil Service Commission is now recruiting for the position of guard supervisor at the New York Naval Shipyard in Brooklyn. The title has an annual salary of $7,030 and requires veteran status. More information can be obtained by contacting the Board of Examiners at 208 East 42nd Street, New York, New York before Feb. 4, the final filing date.

35-YEARS — Dr. Arthur Schmidt (right) is shown at a recent retirement dinner held in his honor by members of the Education Department. Dr. Schmidt, the former assistant commissioner for School Finance and Administrative Services in the Department, had completed 35 years of State service. Shown at the dinner with Dr. Schmidt from left were: James E. Allen, commissioner of Education, N. Y. State and Mrs. Allen, and Mrs. Schmidt.
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Real Estate Broker $3.50
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Tuesday, January 21, 1964 CIVIL SERVICE LEADER

Atten t dant Filing Period Open Until Jan. 27 In City

January 27 is the final date for the appointment position for which the New York City Department of Personnel is now recruiting. The position has a $3,500 to $4,800 salary range with annual and longevity increments.

The closing filing date for this position is January 27 and the exam is tentatively scheduled for May 23. For further information and application forms contact the New York City Department of Personnel, 99 Duane St., New York, N.Y., 10012.

New Jurisdictional Procedure Set For Court System Employees

(Continued from Page 1) wide policy, in which case the Appellate Division may refer it to the Administrative Judge for determination.

Rule 8, Annual Leave in Courts Within the City of New York: For the purposes of this rule within the City of New York shall be entitled to combined vacation-personal business and religious leave in length of time to be enjoyed during each leave period. A maximum of four weeks leave shall be earned in the year, which shall be granted or extended to the extent of funds made available therefor by the appropriating authority.

Rule 9, Terminal Leave in Courts Within the City of New York: For the purposes of this rule in the discretion of the Departmental Director of Administration, of the department involved, computed at the rate of one month for every ten years of total service, to the extent of funds made available therefor by the appropriating authority. Such leave shall not be allowed to any employee who has served less than six months, may be allowed in the discretion of the Departmental Director of Administration, of the department involved, computed at the rate of one month for every ten years of total service, to the extent of funds made available therefor by the appropriating authority.

Insurance License Course Open Jan. 29

The next term in Insurance Brokerage for men and women who are to qualify for state insurance broker's license opens Wednesday, Jan. 29, at Eastern School, 721 Broadway, N.Y. 3, 1-4502.

This evening course is approved by the State of New York and New Jersey as fulfilling the requirements for admission to the state examination for insurance broker's license. No other experience or education is needed.
ANNUAL GIFT — The East Hudson Parkway Authority chapter, Civil Service Employees Assn., recently initiated a program in which children's homes or homes for the aged in their area will receive a gift at Christmas time from the chapter. This year a check for $12 was presented to the Cardinal McCloskey Home at White Plains. Receiving the check is Sister Rosalia, representing the home, from Emil Durin, president of the chapter. Others are James J. Lemmon, secretary (at left), and George Hunter, vice president (at right).

CONTRIBUTIONS — Members of the Psychiatric Institute chapter, Civil Service Employees Assn., have presented a $10 check for Christmas collection for patients. Presenting the check at ceremonies at the hospital is David Scoth (second from right), chairman for the chapter, to Mrs. Helen Dubensky who represented the social service department. Observing the ceremonies are Dr. Louis J. Bold, director (left), Ronald Con- nat, president (center); and Victor Ziajka, representing the business office.

At Hudson River State

Students Get On-The-Job Food Services Training

ALBANY, Jan. 20—Twenty-nine student-s have just completed the first phase of a new state-sponsored on-the-job training program in the food services. Dr. Paul H. Hoeh, commissioner of Mental Hygiene, announced last week.

In operation at Hudson River State Hospital Food Services Training School, the program was developed by the New York State Department of Mental Hygiene in cooperation with the New York State Department of Labor and is one of the first state-sponsored programs to be established under the Manpower Development and Training Act of 1962. A federal grant of $200,487 will finance this program.

Selection

In order to provide maximum employment opportunity for each trainee, the unemployed persons selected are, for the most part, from areas in which state hospitals are located. The number recruited from each area is proportional to present and future employment needs of the Department of Mental Hygiene as well as other public and private institutions in that area.

There are at present 60 assistant cook positions vacant in state hospitals, 30 of which will be filled by the unemployed completing the course. Employment opportunities also exist for trained kitchen personnel in other government institutions and in private agencies with similar kitchen operations.

Vary Backgrounds

The unemployed selected to participate in this program came from a variety of former occupations, ranging from truck driver to food product salesmen.

The initial section of the training includes courses in orientation to nutrition services in mental hospitals, nutrition education, tools and equipment, food production and service, and food preparation. Taught by a fully qualified cook who has been trained in instructional methods, this course combines theory and practice.

In the field experience phase, also supervised by suitable instructors, the student receives an opportunity to put what he has learned into practice by assisting in the kitchen of another institution.

DE Aides Lose Reallocation Bid

(Continued from Page 1)

required him to employ greater skills in its proper performance," Kelly said.

In noting the stress put on the counseling nature of interviewers' work both in written memorandum and at the Division hearing on the reallocations, Kelly said it is simply not the case that "all employment interviewers have or are capable of assuming these assignments."

He said that "from the standpoint of duties and responsibilities and required knowledge and skills, claims examiners are properly and fairly allocated to grade 12 together with such other classes as compensation claims examiner, compensation reviewing examiner, and unemployment reviewing examiner, a total of $200,487 will finance this program."

The East Hudson Parkway Authority chapter, Civil Service Employees Assn., recently initiated a program in which children's homes or homes for the aged in their area will receive a gift at Christmas time from the chapter. This year a check for $12 was presented to the Cardinal McCloskey Home at White Plains. Receiving the check is Sister Rosalia, representing the home, from Emil Durin, president of the chapter. Others are James J. Lemmon, secretary (at left), and George Hunter, vice president (at right).

The decision affects some 5,400 affected

At last September's hearing, the CSEA membership was represented by Edward Kiley of the Asso's research staff, and Robert Gaudette, claims examiners.

The Pay Program

(Continued from Page 1)

in proper relationship to the grade 12 allocation of the claims examiner and employment interviewers."

3,250 Affected

This full two percent actually will amount to about three percent because it will not be subject to any further tax deductions.

LET'S LOOK AT another employee who at the present time is continuing three percent of his gross salary toward retirement. The State will assume the entire three percent, rendering this employee's retirement wholly non-contributory, again, of course, with no diminishing of present benefits. To this employee who at this time is continuing three percent will be added his two points of the seven to 11 percent increase. His full two percent actually will amount to about three percent because it will not be subject to any further tax deductions.

IT IS anticipated also that employee's who wish to continue their contributions to the Retirement System will be permitted to do so. So much for the retirement portion of the program.

THE COMPLETE breakdown of the actual salary increase will not be known until final preparation of the bill to be submitted to the Legislature. At that time, the entire schedule of the program will be known. It is expected that the workers who have been contributing three percent will have an increase of about four percent, under the retirement portion only of the salary-retirement program, because he receives the entire three percent in his check with no further deductions.

CIVIL SERVICE LEADER