

Applying For Civil Service Exams and Official Announcements

When can I apply for an exam?

- Annual and monthly exam schedules are located on the Department of Citywide Administrative Services [\(DCAS\) website](#) – Current & Upcoming Civil Service Exams. New exams open for filing on the first Wednesday of each month (except for official holidays). An applicant may only apply for an exam during the scheduled filing period – which is typically three (3) weeks in duration. **Applications received after the filing period closes will not be accepted.**

Where can I find official notices and information on how to apply for an exam?

- **Online:** Visit the [DCAS website](#) at the start of the scheduled filing period to view the official Notice of Examination (NOE), which provides details regarding how to apply for an exam via the [Online Application System](#).
- **In person:** Visit one of the following **DCAS Computer-Based Testing & Application Centers (CTAC)** during the scheduled filing period to request a copy of the NOE. If you need assistance, you can also apply for an exam via the [Online Application System](#) at one of the CTACs. The centers are open Monday through Saturday from 9:00 AM to 5:00 PM (except holidays):

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10013

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Ave.
2nd Floor
Bronx, NY 10457

Click here for [travel directions](#) to the Application Center

It is critical to thoroughly review the entire official "Notice of Examination" (NOE), as it is the responsibility of the applicant to determine whether or not they meets the qualification requirements for an exam prior to submitting an application. Please note that DCAS **will not** refund an application fee for a "Not Qualified" rating.

IMPORTANT: Keep a copy of the documents you submit to DCAS as well as the credit card or money order receipt to show proof of filing.

Special Circumstances Guide

This guide gives important information about claiming Religious Observance, Disability, Veteran Disability Credits, Legacy credit, and notifying DCAS of a change in your mailing. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination". This guide is located on the [DCAS website](#) and available at the DCAS CTACs

How will I gain access to the test site to take the exam?

After you have applied for an exam, you will receive notification from DCAS informing you that your application was received. Your **Admission Card** to take the written test will be sent to you at the address listed on your application about ten **(10) days** prior to the date of the exam. The Admission Card will tell you when and where to report to take the test. **You will not be admitted to a testing session without your admission ticket.**

If you **do not** receive your **Admission Card** notice at least **(4) four days** before the test date, you should report to: **DCAS, Examining Services, 1 Centre Street, 14th Floor, New York, NY 10007** – between the hours of 8:30 AM and 4:30 PM – Monday through Friday to obtain a duplicate Admission Card. **You must report in person to obtain a duplicate admission card.**

How will I receive my test results?

Upon establishment of an eligible list, you will receive a **Notice of Result Card** in the mail. If you feel there are any discrepancies, or if you believe your exam was incorrectly rated and wish to appeal the score received, you may submit a written appeal of your score to:

NYC Department of Citywide Administrative Services
- Office of Manifest Errors -
1 Centre Street, 14th Floor
New York, NY 10007

Please see the back of your Notice of Result Card for further detail.

What happens after the eligible list is established?

Civil Service Hiring Pool for candidates on NYC Health + Hospitals eligible lists are scheduled by the Division of Human Resources, Office of Civil Service & Background Administration (OCSBA).

A Notice of Interview (NOI) of Interview to attend a hiring pool is the first step in the civil service hiring process. Please note, an invitation to attend a hiring pool is not a guarantee of a job offer.

Selection of Candidates: A hiring pool enables NYC Health + Hospitals facilities to fill vacancies with candidates from the eligible list. Appointments are made by the selection of one of three persons standing highest on the list who are available and willing to accept such appointment.

Frequently Asked Questions:

1. What if I have not received my test results?

You should visit DCAS in person at 1 Center Street, Record Room, 14th floor, to request a copy of your Notice of Result card.

2. How will I be notified when my list number is reached?

We will send you a Notice of Interview inviting you to a Hiring Pool in which you may have the opportunity to interview with a NYC Health + Hospitals facility that needs to fill a vacancy.

3. Can my appointment be rescheduled?

Your appointment cannot be rescheduled. When a candidate does not report to the hiring pool, their name will be taken off the eligible list until a written request for restoration is received and approved. Restorations should be sent via email to OCE@nychhc.org

4. How long will my name be on the eligible list?

The duration of an eligible list shall be no less than one (1) year or more than four (4) years.

5. How do I submit a change of address?

Before a list has been established: If your mailing address changes after you file or take an exam, you must submit a **Data Correction Form**. You may download this form [here](#). The Data Correction Form can be printed and submitted with the appropriate documentation by:

Mail: NYC DCAS, Application Processing Group, 1 Centre Street, 14th Floor (Room 1448), NY, NY 10007

In person: Same address above, Monday to Friday 9:00 AM to 5:00 PM.

Email: OASys@dcas.nyc.gov

Fax: 212-669-473

After a list has been established: To change your address, send a letter including exam title, exam number, your old address and new address to:

**NYC Health + Hospitals
Office of Civil Service & Background Administration
55 Water Street, 26th Floor
New York, NY 10041**

6. What if I moved before I take the exam?

Complete the [Data Correction Form](#) located on the DCAS website.

Forms should be submitted to:

APPLICATION PROCESSING

- **By mail or in person** - Monday to Friday, 9AM to 5PM
1 Centre Street, 14th Floor, Room 1448, New York, NY 10007
- By fax – 646-500-7190
- By email - scan completed form to the Online Application System help desk at OASys@dcas.nyc.gov with the subject “Data Correction Form”

7. What if I moved after I take the exam, before I receive my results?

Complete the [Data Correction Form](#) located on the DCAS website.

Form should be submitted to:

CERTIFICATION UNIT

- **By mail or in person** - Monday to Friday, 9AM to 5PM
1 Centre Street, 14th Floor, Room 2150, New York, NY 10007
- **By fax** – 212-669-2453
- **By email** - scan completed form to certificationunit@dcas.nyc.gov with the subject “Data Correction Form”

8. What if I work for NYC Health + Hospitals and I am called for a Citywide hiring pool?

Contact Human Resources at your current place of employment and provide them with a copy of your Notice of Interview.