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. 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 deadline will not be accepted. Click here to view the exams currently open for filing.

Where can I find official exam notices?

- **Online:** Visit the <u>DCAS website</u> at the start of the scheduled filing period to view the official Notice of Examination (NOE).
- 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 and submit an online application. The centers are open Monday through Saturday from 9:00 AM to 5:00 PM (except holidays):

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>	Staten Island
2 Lafayette St.	210 Joralemon St.	118-35 Queens Blvd.	135 Canal St.
17 th Floor	4 th Floor	5 th Floor	3 rd Floor
New York, NY 10013	Brooklyn, NY 11201	Forest Hills, NY 11375	Staten Island, NY 10304

Click here for travel directions to the Application Center

How do I apply for an exam?

• **Online:** If you believe you meet the requirements on the "How to Qualify" section of a Notice of Examination, you may submit an application on the <u>Online Application System</u> (OASys) at the start of the scheduled filing period.

• By mail: DCAS <u>does not</u> accept paper Applications, in person or by mail. If you need assistance with the online application please visit one of the CTAC Centers listed above.

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. It is recommended that you send all correspondence to DCAS via certified mail – return receipt.

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 he/she meets the qualification requirements for an exam prior to submitting an application. Please note that DCAS <u>will not</u> refund an application fee for a "Not Qualified" rating.

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 <u>DCAS website</u>, and also available at the DCAS Computer-based Testing & Applications Centers.

Admission Card

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 <u>do not</u> receive your <u>Admission Card</u> 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. <u>You must report in person to obtain a duplicate admission card</u>.

Test Results and Appeal Process

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 rated incorrectly 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 the Notice of Result Card for further detail.

The Civil Service Hiring Pool Process with NYC Health + Hospitals

All Hiring Pools for **NYC Health + Hospitals** are scheduled by the Division of Human Resources, Office of Civil Service & Background Administration (OCSBA).

Notice of Interview (NOI): A Notice of Interview to attend a hiring pool is the first step in the civil service hiring process. Please note that 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 that you have reached my list number?

When your list number has been 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 of the eligible list until a written request for restoration is received and approved.

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**. <u>Click here</u> to download the form. The Data Correction Form can be printed and then submitted with the appropriate documentation by:

Mail: NYC DCAS, Application Processing Group, 1 Centre Street, 14th Floor, Room 1448, New York, NY 10007
In person: Same address above, Monday to Friday 9:00 AM to 5:00 PM.
Email: <u>OASys@dcas.nyc.gov</u>
Fax: 646-500-7190

<u>After</u> 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?

Call **NYC Department of Citywide Administrative Services'** Interactive Voice Response System (IVR), 24/7, at 212-669-1357 for instructions on how to request a change of address be made.

Visit NYC Department of Citywide Administrative Services, Examination Services,

1 Centre Street, 14th Floor, New York, NY 10007.

Or

Any of the **DCAS Computer-Based Testing & Application Centers (CTAC)**, Monday through Saturday from 9:00 AM to 5:00 PM (except holidays):

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2 Lafayette St.	210 Joralemon St.	118-35 Queens Blvd.	135 Canal St.
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7. What if I work for NYC Health + Hospitals and I am called for a City-wide hiring pool? Contact Human Resources at your current place of employment and provide them with a copy of your Notice of Interview.