



# The Ins & Outs of Civil Service Exams & Lists

Everything You Wanted To Know But Were Too Afraid To Ask

 <p>THE CITY OF NEW YORK DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES APPLICATION UNIT 1 CENTRE STREET, 14<sup>th</sup> FLOOR NEW YORK, NY 10007</p> <p><b>NOTICE OF EXAMINATION</b></p> <p>MICHAEL R. BLOOMBERG Mayor MARTHA K. HIRST Commissioner</p>	<p>REQUIRED FORMS</p> <p>APPLICATION FORM</p>
	<p><b>PROMOTION TO ASSOCIATE STAFF ANALYST</b> Exam. No. 0507</p>
<p>WHEN TO APPLY: From: December 2, 2009 To: December 22, 2009 APPLICATION FEE: \$60.00 <i>Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</i></p> <p>THE TEST DATE: Candidates will be called to the multiple-choice test either Friday, February 19, 2010 or Saturday, February 20, 2010.</p>	

 <p>THE CITY OF NEW YORK DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES APPLICATIONS UNIT 1 CENTRE STREET, 14<sup>th</sup> FLOOR NEW YORK, NY 10007</p> <p><b>NOTICE OF EXAMINATION</b></p> <p>MICHAEL R. BLOOMBERG Mayor MARTHA K. HIRST Commissioner</p>	<p>REQUIRED FORMS</p> <p>APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)</p>
	<p><b>STAFF ANALYST</b> Exam. No. 0150 (For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)</p>
<p>WHEN TO APPLY: From: December 2, 2009 To: December 22, 2009 APPLICATION FEE: \$50.00 <i>Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</i></p> <p>THE TEST DATE: Candidates will be called to the multiple-choice test on either Friday, February 19, 2010 or Saturday, February 20, 2010.</p>	

So, you're thinking about taking a civil service exam and you want to better understand the process. Or, you've just passed an exam with flying colors and want information on the procedures that will govern the establishment of the list from your exam – or the way in which your agency or another agency will call candidates from that list.

Have we got a seminar for you! On Wednesday, October 6 (for those whose last names start with the letter A–M) or Wednesday, October 13 (for those whose last names start with the letter N–Z), Organization of Staff Analysts' Executive Director Sheila Gorsky will present a basic overview of civil exam and list issues, including:

- Establishment of Lists
- Provisionals

- Promotional Exams
- Open Competitive Exams
- The “One-In-Three” Rule
- Your Friend, The DP-72 Form
- Considered, Not Selected (CNS)
- Balance Not Reached (BLN)
- No Longer Eligible (NLE)
- Restorations

If you'd like to take part in the seminar, please complete the coupon below and return it to the union no later than September 29, 2010.

You will be assigned to the session that corresponds with the first letter of your last name – Wednesday, October 6, 2010 for last names starting A-M and Wednesday, October 13, 2010 for last names starting N-Z.

## OSA SEMINAR ON CIVIL SERVICE EXAMS AND LISTS

WED. OCT. 6, 2010 (LAST NAMES A-M) • OR • WED. OCT. 13, 2010 (LAST NAMES N-Z)  
SEMINAR 6-9PM • REGISTRATION 5:30PM

TO RESERVE, PLEASE COMPLETE AND RETURN THIS COUPON BY SEPTEMBER 29, 2010 TO:

Org. of Staff Analysts, Civil Service Seminar, 220 E. 23<sup>rd</sup> St., Ste. 707, NY NY 10010 or fax to (212) 686-1231

PRINT NAME: \_\_\_\_\_ SOC. SEC. NO.: \_\_\_\_\_

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