



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

**REQUIRED FORMS**

APPLICATION FORM  
EDUCATION AND  
EXPERIENCE TEST PAPER  
FOREIGN EDUCATION  
EVALUATION GUIDE  
(IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

EDNA WELLS HANDY  
Commissioner

**NOTICE  
OF  
EXAMINATION**

**ARCHITECTURAL INTERN, Exam No. 3061  
CHEMICAL ENGINEERING INTERN, Exam No. 3062  
CIVIL ENGINEERING INTERN, Exam No. 3059  
ELECTRICAL ENGINEERING INTERN, Exam No. 3063  
ENVIRONMENTAL ENGINEERING INTERN, Exam No. 3064  
MECHANICAL ENGINEERING INTERN, Exam No. 3065**

**WHEN TO APPLY: From: May 1, 2013  
To: May 21, 2013**

**APPLICATION FEE: \$61.00**

**If you pay online by credit card, bank card or  
debit card, you will receive a \$5.00 discount.**

**READ THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION**

**WHAT THE JOB INVOLVES:** Engineering and Architectural Interns, under direct supervision, perform elementary engineering or architectural work in the field, office or laboratory, and receive training in engineering or architectural work of moderate difficulty and responsibility on the Assistant Engineer or Assistant Architect level. The work and training may be in one or more of the following engineering or architectural areas: development, design, drafting, specifications, estimating, construction, inspection, operations, maintenance; may drive a motor vehicle to and from inspection sites. All Engineering and Architectural Interns perform related work.

Some of the physical activities performed by Engineering and Architectural Interns, and environmental conditions experienced are: walking to and from inspection sites; climbing and descending from ladders or stairs to get to areas to be inspected; standing for an extended period of time; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat, gas mask and goggles for inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, smoky or acrid; working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

**THE SALARY:** The current minimum salary is \$43,349 per annum. This rate is subject to change.

Appointments to these classes of positions are subject to a two-year probationary period. At the end of one year of satisfactory service, employees in these classes of positions will advance, without further examination, to Assistant Architect or Assistant Engineer, with a salary of \$48,126 per annum. The second year of probationary service will be served in this higher title. An unsatisfactory probationer's service may be terminated at any time during the two-year probationary period pursuant to the Personnel Rules and Regulations of the City of New York.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Guide:** This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf). This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score. For the education requirements listed below, you must have a grade point average of at least 2.00 out of 4.00 or its equivalent transcript average of at least 70% based on the grades for completed courses through the first semester of the senior year.

**Education Requirements:**

**Architectural Intern:** A Bachelor of Architecture or a Master of Architecture that is the first professional degree in architecture from an accredited college or university, received between December 1, 2009 and June 30, 2013.

**Chemical Engineering Intern:** A bachelor's degree in chemical engineering from an accredited college or university, received between December 1, 2009 and June 30, 2013.

**Civil Engineering Intern:** A bachelor's degree in civil engineering from an accredited college or university, received between December 1, 2009 and June 30, 2013.

**Electrical Engineering Intern:** A bachelor's degree in electrical or electronic engineering from an accredited college or university, received between December 1, 2009 and June 30, 2013.

**Environmental Engineering Intern:** A bachelor's degree in environmental, chemical, mechanical, petroleum, aeronautical, materials engineering, or fire protection engineering from an accredited college or university, received between December 1, 2009 and June 30, 2013.

**Mechanical Engineering Intern:** A bachelor's degree in mechanical engineering from an accredited college or university, received between December 1, 2009 and June 30, 2013.

**For all of the above Engineering Intern titles, a degree in any other engineering area or in engineering technology is not acceptable.**

**For Architectural Intern, any other type of architectural degree or a degree in architectural technology is not acceptable.**

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

**You must clearly specify in detail all of your relevant education on your Education and Experience Test Paper and submit it by the end of the filing period.** You will not receive credit for education which you have obtained before December 1, 2009 or after June 30, 2013, nor will you be permitted to submit new or additional information about your education once the filing period has ended.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**REQUIRED FORMS:**

- 1. Application for Examination:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Fill out Sections A.1 (if applicable), A.4, A.5 (if applicable), B (if applicable) and D (if applicable). This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. If you are applying online, follow the online instructions. If you are applying by mail, write your social security number and the examination title and number on the cover page and on each of the remaining pages of this form.
- 3. Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide included with your application packet. When you contact the evaluation service, ask for a "course by course" evaluation (which includes a "document by document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education requirement listed above for the title you are applying for and for having a grade point average of at least 2.00 out of 4.00 or its equivalent transcript average of at least 70%. The education rating will be based on the grades for completed courses through the first semester of the senior year. After this requirement is met, you will receive additional credit, up to a maximum of 100 points, based on the following basis:

**Degree GPA through the first semester of the Senior Year**

<b>Test Rating</b>	<b>Transcript GPA (based on 4.00)</b>	<b>Transcript GPA Average, %</b>
70.0	2.00 - 2.33	70.0 - 74.9
75.0	2.34 - 2.66	75.0 - 79.9
80.0	2.67 - 2.99	80.0 - 84.9
85.0	3.00 - 3.33	85.0 - 89.9
90.0	3.34 - 3.66	90.0 - 94.9
95.0	3.67 - 3.99	95.0 - 99.9
100	4.0	100

The education requirement must be met by **June 30, 2013**. Your grade point average through the first semester of the senior year must be clearly stated in your Education and Experience Test Paper under section A.4 on the line with the "Exact Title of Degree." **If you do not state your grade point average, you will be disqualified for this examination.**

For full-time experience in engineering work or architectural work, you will receive a maximum of 5 additional points for 6 or more months of experience, up to a total score of 100. If you have any of the engineering or architectural work experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period.** You will not receive credit for education which you have obtained before December 1, 2009 or after June 30, 2013, nor will you be permitted to submit new or additional information about your education once the filing period has ended. You will not receive credit for experience which you have obtained after May 21, 2013.

**THE TEST RESULTS:** If you pass the education and experience test your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Selective Certification for Positions Requiring Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, state "**Driver License**" in **Section D** on page 4 of the Education and Experience Test Paper. Your Driver License will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - TELEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**APPLICATION RECEIPT:** If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.

Title Code Nos. 20202, 21205, 20503, 20616, 20302, 20403; Architectural and Engineering Occupational Groups

**For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**