

ERIC L. ADAMS Mayor DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK Commissioner

# NOTICE OF EXAMINATION

## OILER Exam No. 3101

(For Agencies Under the Jurisdiction of the Commissioner of DCAS Only)

AMENDED NOTICE - July 5, 2023

WHEN TO APPLY: From: July 6, 2023 APPLICATION FEE: \$101.00

To: July 19, 2023

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is payrefundable.

fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on Tuesday, September 26, 2023.

The Notice of Examination is amended to reopen the application period from July 6, 2023 to July 19, 2023 and update the first date of multiple-choice testing from Monday, July 10, 2023 to Tuesday, September 26, 2023. Candidates who previously applied do not need to apply again.

# YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

## WHAT THE JOB INVOLVES:

Oilers, under direct supervision, are responsible for the lubrication of power plant, pumping and/or construction equipment. They lubricate and clean pumps, engines, blowers, compressors, motors, gears, ejectors, bridge cables and other operating equipment; assist in the operation, maintenance and repair of this equipment; read meters and gauges; keep logs; operate lubricant filtering and purifying equipment; maintain lubricant inventory; and may operate a motor vehicle in the performance of assigned duties. All Oilers perform related work.

Some of the physical activities performed by Oilers and environmental conditions experienced are: use vision to read small numbers and markings on gauges and equipment; use vision and hearing to avoid injury from overhead piping and rotating machinery; communicate orally in a noisy working environment; climb stairs, ladders and over equipment; stand upright for extended periods of time; walk over wet and slippery concrete surfaces; work in areas containing gases from the combustion process and strong odors from grease, lubricants and solvents; work in confined areas, at heights, and under piping which may be dusty and dark; lift objects weighing up to 60 pounds.

## **Special Working Conditions:**

Oilers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(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 \$59.75 per hour, for a 40-hour work week. This rate is subject to change.

# **HOW TO QUALIFY:**

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

## **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- 1. Three years of full-time satisfactory experience in the lubrication, maintenance, and repair of mechanical equipment; **or**
- 2. One and one-half years of experience as described in "1" above plus graduation from an approved trade, technical, or vocational high school or completion of a NYS Department of Labor Stationary Engineer apprenticeship program; or
- 3. One year of experience as described in "1" above plus an associate degree from an accredited college or university in mechanical technology or mechanical engineering technology.

# The education requirement must be met by June 30, 2023. The experience requirement must be met by April 25, 2023.

The trade, technical, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization. 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).

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

You have until midnight Eastern time on the last day of the Application Period (July 19, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 19, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after April 25, 2023.

## **Driver License Requirement:**

For Department of Transportation only: At the time of appointment, you must possess either:

- 1. A Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions; **or**
- 2. A Motor Vehicle Driver License valid in the State of New York and a Learner's Permit for a Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions.

If you qualify under "2" above, your appointment will be subject to the receipt of a Class B Commercial Driver License valid in the State of New York with no disqualifying restrictions, within ninety days of appointment.

**Medical Requirement for Certain Assignments for Department of Transportation only**: Employees assigned to wear a respirator for certain assignments must meet applicable regulatory and medical requirements. Such employees must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered to persons who are assigned to assignments requiring them to wear a respirator.

**Drug Screening Requirement for Department of Transportation only:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment.

## **Residency Requirement Advisory:**

Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

# **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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

## **HOW TO APPLY:**

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at <a href="https://www.nyc.gov/examsforjobs">www.nyc.gov/examsforjobs</a>. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: https://a856-exams.nyc.gov/OASysWeb/faqs. Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites. The centers will be open Monday through

Friday from 9:00 AM to 5:00 PM:

**Brooklyn** Manhattan Queens 2 Lafayette Street 210 Joralemon Street 118-35 Queens Boulevard 17th Floor 4th Floor 5th Floor New York, NY 10007 Brooklyn, NY 11201 Forest Hills, NY 11375

> Staten Island **Bronx** 1932 Arthur Avenue 135 Canal Street 3rd Floor 2nd Floor Staten Island, NY 10304 Bronx, NY 10457

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find Exam #1889, click Apply, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

**Special Circumstances Guide:** This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\_c\_special\_circumstances\_guide.pdf and available at the DCAS Computer-based Testing & Application Centers. 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 portain to you when your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

#### REQUIRED INFORMATION:

- 1. Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

  2. Education and Experience Exam: Fill out all the required sections displayed onscreen (if
- 2. Education and Experience Exam: Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (July 19, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys). If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (July 19, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
  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 which is located on the DCAS website at
- listed on the Foreign Education Evaluation Guide which is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf. When you contact the evaluation service, ask for a "document-by-document" (general) 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 day of the Application Period (July 19, 2023).

## THE TEST:

You will be given a multiple-choice test at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Oiler. Task areas to be tested are as follows: equipment operation and maintenance, equipment monitoring and tests, lubrication, storage and handling of petroleum products, adherence to safety rules and regulation, and administrative duties.

The multiple-choice test may include questions on basic knowledge of repair and maintenance; mechanical components; prints, diagrams, and schematics; safe working practices and procedures, and lubricants.

The test may also include questions requiring the use of any of the following abilities:

Written Comprehension: The ability to understand written sentences and paragraphs. Example: An Oiler may use this ability when reading and understanding work orders.

Written Expression: The ability to use English words or sentences in writing so that others will understand. Example: An Oiler may use this ability when writing a daily log.

Problem Sensitivity: Determining when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: An Oiler may use this ability when assessing and diagnosing an equipment failure and anticipating safety include. when assessing and diagnosing an equipment failure and anticipating safety issues.

Number Facility: The degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. **Example**: An Oiler may use this ability when subtracting the amount of lubricant needed for a job from that available in inventory. **Deductive Reasoning**: Applying general rules to specific problems to come up with logical answers. **Example**: An Oiler may use this ability when considering more than one way to solve a particular problem with pumping again mant.

with pumping equipment.

**Inductive Reasoning:** Combining separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. **Example**: An Oiler may use this ability while troubleshooting an issue with machinery.

Information Ordering: Following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. **Example**: An Oiler may use this ability when following ordered steps in repairing or replacing an engine. **Visualization:** Imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. **Example**: An Oiler may use this ability when determining if a guage is in the proper position while monitoring equipment.

#### **EXAM SITE ADMISSION:**

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning**: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Application Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. If you do not have an acceptable ID, you may be denied testing. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

<u>Leaving</u>: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

## CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

# CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf.

## THE TEST RESULTS:

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <a href="https://www1.nyc.gov/site/dcas/employment/civil-service-system.page">https://www1.nyc.gov/site/dcas/employment/civil-service-system.page</a>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at <a href="https://www.nyc.gov/examsforjobs">www.nyc.gov/examsforjobs</a> and use the following steps:

- 1. Navigate to the Dashboard for the Appeals tab.
- 2. Click the NEW APPEAL button to create and submit your appeal.
- 3. Select the exam from the Exam drop-down list, and
- 4. Select the exam part from the Exam Part drop-down list.

- 5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
- 6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

#### **SPECIAL ARRANGEMENTS:**

#### Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- 1. compulsory attendance before a public body;
- 2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- 3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- absence due to ordered military duty;
- 5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at <code>testingaccommodations@dcas.nyc.gov</code>, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

### ADDITIONAL INFORMATION:

## **Selective Certification For Licenses, Special Experience and Certificates:**

If you have the licenses, experience, and/or certificates listed below, you may be considered for appointment to positions requiring these licenses, experience and/or certificates through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these licenses, experience and/or certificates. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your licenses, experience, and certificates will be checked by the appointing agency at the time of appointment.

Selective Certification For Positions Requiring a Driver License (MVO): 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.

Drug Screening requirement for Selective Certification for Driver License (for New York City Police Department only): You must pass a drug screening in order to be appointed.

**Selective Certification for Special Experience and a Class B Commercial Driver License (SEB):** If you meet the qualification requirements listed below, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification.

The eligible list resulting from this examination may be selectively certified to fill positions in the Department of Sanitation which require the following by the date of appointment:

- 1. At least 2 years full-time satisfactory experience working as an oiler on heavy construction equipment, including cranes; **and**
- 2. A Class B Commercial Driver License valid in the State of New York, with no restrictions. This license must be maintained for the duration of employment.

Medical Requirement for Selective Certification for Driver License and Selective Certification for Special Experience and Class B Commercial Driver License: Medical guidelines have been established for the position of Oiler. Candidates who request Selective Certification for Driver License or Selective Certification for Special Experience and Class B Commercial Driver License will be examined to determine whether they can perform the essential functions of the position of Oiler. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or perform the essential functions of the job.

Selective Certification for Completion of Stationary Engineer Apprenticeship Program (CSH): If you have completed a NYS Department of Labor approved Stationary Engineer Apprenticeship Program you may be considered for appointment to positions through a process called Selective Certification.

Selective Certification for positions requiring Certificates of Fitness (FTU): If you possess a Certificate of Fitness for Torch Use of Flammable Gases (G60), Fire Guard for Torch Use Operations (F60), to Operate and Maintain Air Compressors (A35), Certificate of Qualification for Refrigerating System Operating Engineer (Q01)(Q99), issued by the New York City Fire Department, or a Universal Section 608 Technician Certification issued by a certifying organization approved by the United States Environmental Protection Administration, or a Chlorofluorocarbon (CFC) Certificate for Handling Refrigerants issued by the United States Environmental Protection Administration, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. Your certificates will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your certificates for the duration of your employment.

Selective Certification for positions requiring Certificates of Fitness for Motor Fuel Dispensing - Service Station (P15): If you possess a Certificate of Fitness for Motor Fuel Dispensing Service Station (P15), issued by the New York City Fire Department, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. Your certificates will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your certificates for the duration of your employment.

Selective Certification for positions requiring Certificate of Fitness to Operate Air Compressors (G35): If you possess a Certificate of Fitness to Operate and Maintain Air Compressors (A35 or G35), issued by the New York City Fire Department, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. Your certificates will be checked by the apointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your certificates for the duration of your employment.

**Selective Certification for positions requiring Certificate of Fitness for Fire Guard for Torch Use (F93):** If you possess a Certificate of Fitness for Fire Guard for Torch Use Operations (F60), issued by the New York City Fire Department, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. Your certificates will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your certificates for the duration of your employment.

Selective Certification for positions requiring Certificate of Fitness for Complex-wide Low PSI Oil Burner Operator, Supervise Low PSI Oil Burner Operator, and Mobile Emergency Low PSI Oil Burner Operator, Supervise Low PSI Oil Burner Operator, Supervise Low PSI Oil Burner Operator, and Mobile Emergency Low PSI Oil Burner Operator, Supervise Low PSI Oil Burner Operator, and Mobile Emergency Low PSI Oil Burner Operator (P99), issued by the New York City Fire Department, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. Your certificates will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your certificates for the duration of your employment.

Selective Certification for positions requiring Certificate of Fitness for Handling and Dispensing Flammable or Combustible Liquids (W14): If you possess a Certificate of Fitness for Handling and Dispensing Flammable or Combustible Liquids (Citywide) (S94), or to Supervise the Temporary Storage and Dispensing of Flammable or Combustible Liquids at Constructions Sites (Citywide) (S93), or Installation, Alteration, Testing and Repair of Liquid Motor Fuel Storage Tank and Dispensing Systems (W16), issued by the New York City Fire Department, you may be considered for appointment to positions requiring these qualifications through a process called Selective Certification. Your certificates will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your certificates for the duration of your employment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit request by email to: <code>LMACustomerService@dcas.nyc.gov</code>, or by mail to: <code>DCAS</code> Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

### **Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page, check that the email addresses you provided are correct and/or updated.

This examination is for all City agencies and not for the City University of New York (CUNY) and NYC Health + Hospitals. If you would like to apply for the open competitive examination for Oiler with CUNY, you must submit a separate application and fee for Exam No. 3102 from July 6, 2023 through July 19, 2023. If you would like to apply for the open competitive examination for Plant Maintainer (Hospitals)/Oiler (NYC H+H) with NYC Health + Hospitals, you must submit a separate application and fee for Exam No. 3141 from July 6, 2023 through July 19, 2023.

## 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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.