

NOTICE OF EXAMINATION

CHEMICAL ENGINEERING INTERN Exam No. 6117

WHEN TO APPLY: From: February 4, 2026

APPLICATION FEE: \$68.00

To: April 21, 2026

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

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

WHAT THE JOB INVOLVES:

Chemical Engineering Interns, under direct supervision, perform elementary chemical engineering work in the field, office or laboratory and receive training in engineering work of moderate difficulty and responsibility on the Assistant Chemical Engineer level. The work and training may be in one or more of the following engineering areas: development, design, construction, inspection, operations, maintenance, etc., including associated reports and correspondence. Chemical Engineering Interns may drive motor vehicles in the performance of assigned duties. All Chemical Engineering Interns perform related work.

Special Working Conditions:

Chemical Engineering Interns may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Chemical Engineering 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 \$59,747 per annum. This rate is subject to change.

Appointments to this class of positions are subject to a one-year probationary period. At the end of one year of satisfactory service, employees in this class of positions will advance, without further examination, to Assistant Chemical Engineer, with a salary of \$66,330 per annum. An unsatisfactory probationer's service may be terminated at any time during the probationary period pursuant to the Personnel Rules and Regulations of the City of New York.

HOW TO QUALIFY:

It is your responsibility to ensure that you meet the education and experience requirements for the examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded, and you will not receive a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by April 21, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (April 21, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree in chemical engineering from an accredited college or university; **or**
2. A baccalaureate degree from an accredited college or university in chemical engineering technology and two years of full-time satisfactory experience in chemical engineering work.

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'll answer questions about your work experience. If you worked part-time for less than 35 hours a week, convert your hours to a full-time equivalent using this formula:

(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.

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 (April 21, 2026), 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.

Residency Requirement: You do not need to be a resident of the City of New York to be appointed to 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

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

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

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 Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Monday, February 16, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: https://www1.nyc.gov/assets/dcasa/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcasa/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

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

REQUIRED INFORMATION:

- 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.
- Education and Experience Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period.
Once you click on Final Submit, no further changes can be made. Failure to submit by the deadline will result in your examination being deemed incomplete, and you will not receive a score or be invited to any subsequent exam portions. Additionally, your application fee will not be refunded.
- If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www.nyc.gov/assets/dcasa/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "course-by-course" evaluation which includes a "document-by-document" (general) evaluation.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above and for having a grade point average ("GPA") of at least 2.00 out of 4.00 or its equivalent transcript average of at least 70%. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Education and experience used to gain additional credit must be obtained by the last day of the Application Period (April 21, 2026).

Degree GPA through the first semester of the Senior Year

Test Rating	Transcript GPA (based on 4.00)	Transcript GPA Average, %
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

Additional Credit for the Fundamentals of Engineering (FE) Examination: If you took and passed the Fundamentals of Engineering (FE) Examination, you will receive 5 additional points, up to a total score of 100.

Additional Credit for Experience: For full-time experience in chemical engineering 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 work experience on a part-time basis, it will be credited according to the equivalent percent of full time experience.

During the Education and Experience Exam (EEE), you'll answer questions about your work experience. If you worked part-time for less than 35 hours a week, convert your hours to a full-time equivalent using this formula:

$$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$$

Education and experience used to meet the minimum requirements cannot be used to gain additional credit.

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 must final submit all relevant education and experience details in the Online Application System (OASys) by midnight Eastern time on April 21, 2026. Once you click Final Submit, you cannot make any changes.

If you do not final submit your Education and Experience Exam by the deadline, your application will be considered incomplete. Consequently, you will not receive a score, will not advance to further exam portions (if applicable), and your application fee will not be refunded.

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

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

ADDITIONAL INFORMATION:

Selective Certification: If you meet the requirements for one or more of the areas described below, you may be considered for appointment to positions requiring these requirements through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for these positions. If you wish to apply for Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in Selective Certification and Final Submit it in the Online Application System (OASys). **Your qualifications for Selective Certification will be checked by the appointing agency at the time of appointment.**

1. **Selective Certification for Driver License (MVO):** Possession of a motor vehicle Driver License that is valid in the State of New York. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**
2. **Selective Certification for Municipal Government Experience (MGE):** At least six (6) months of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
3. **Selective Certification for Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.
4. **Selective Certification for Educational Institution Experience (EDE):** At least one (1) year of satisfactory, full-time experience in a similar position working in an Educational Institution, which provides services for a school district with over 1 million in population.
5. **Selective Certification for AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
6. **Selective Certification for Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

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 a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 20503; Engineering Occupational Group.

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