

PERSONNEL SERVICES BULLETINS (PSBs)

200-3

Subject: Late Filing of Examination Applications

Supersedes: Personnel Services Bulletin (PSB) No. 200-3, issued December 27, 2019

Source: General Examination Regulation E 2.3

Date: May 17, 2024

I. Policy

An employee who meets one of the following conditions may request, through the employee's Agency Personnel/Human Resources Office, permission to apply for an examination after the application period has ended.

A. Promotional Exams – An employee serving in an eligible title may request to apply late for a promotional exam if:

1. The employee is absent for at least one-half of the application period and could not apply for reasons such as vacation, sick leave, or military duty and becomes aware of the examination before the date of the test; or
2. The employee was appointed or promoted to the eligible title after the application period closed but before the date of the test.

B. Open-competitive Exams – An employee appointed provisionally¹ to a competitive class title may apply late for an open-competitive exam for the title in which they are serving if:

1. The employee is absent for at least one-half of the application period and could not apply for reasons such as vacation, sick leave, or military duty and becomes aware of the examination before the date of the test; or
2. The employee was provisionally appointed to the competitive class position for which they are serving after the application period closed but before the date of the test.

¹ Most positions within City government are in the competitive class. These are positions for which DCAS administers a competitive examination to determine an applicant's merit and fitness for the job. A provisional employee is someone who works in a competitive class position but is not a permanent employee of the City. An employee who has been appointed to a competitive class position without taking an examination for the relevant civil service title and being selected from the resulting eligible list is considered a provisional employee.

These requests must be submitted to the Department of Citywide Administrative Services (DCAS), through an Agency's Personnel Office/Human Resources as soon as possible after the employee becomes aware of the examination, but before the date of the first test. To complete the late filing request, the employee must already have or register for an account through the Online Application System (OASys) at www.nyc.gov/examsforjobs. The employee must apply for the exam online through OASys following DCAS' approval of the late filing request, which the employee will receive by e-mail to their email address of record in OASys. The application fee can be paid or waived through any of the available payment/fee waiver methods within OASys.

II. Procedure

- A.** Agency Personnel Officers/Human Resources Representatives must e-mail the requests for their employees to late file to OASys@dcas.nyc.gov. The exam title, exam number, and the words "Late Filing" must be indicated in the subject line of the e-mail. Paper applications, payments or documentation, and any other required form should no longer be provided to employees.
 - I.** Once DCAS approves the late filing requests and the employees have created accounts in OASys, DCAS will enable employees to submit their late applications through OASys. The employees must submit all required information and pay the fees or request fee waivers within the system. Agency Personnel Officers/Human Resources Representatives who make provisional appointments or promotions after the application period has closed and before the date of the multiple-choice test should inform the newly appointed or promoted eligibles of this procedure.
- B.** If the employees have completed the late filing process more than 30 days prior to the first test date, they will be processed according to regular procedures, and the applicants will receive an e-mail that the Admission Notice is available within their OASys accounts.
- C.** If the employees have completed the late filing process less than 14 days prior to the first test date, they will receive an e-mail from DCAS with their Admission Notice attached.

Dawn M. Pinnock
Commissioner

Inquiries: Administration, Customer, and Exam Support at (212) 386-1708 or OASys@dcas.nyc.gov