

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**  
**DIVISION OF STAFFING SERVICES**  
**GENERAL INFORMATION BULLETIN No. 11-03**

TO: Department and Agency Human Resource, Personnel and Affirmative  
Action Officers

FROM: Blaine Ryan-Lynch, Director of Staffing Services

SUBJECT: Examination Application Deadline Dates

DATE: July 21, 2011

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Beginning with the September 10, 2011 test date, the Department of Civil Service is extending the application filing period for promotion and transition examinations by one week to coincide with the application filing period for open-competitive examinations. This, coupled with the on-line posting of examination announcements, and the automatic e-mail notification of newly issued examination announcements, is intended to ensure candidates are informed of upcoming promotion and transition examinations and provides sufficient time to submit applications by the deadline date. Late applications for promotion or transition examinations will not be accepted.

There may be exceptional circumstances where an extension may be granted, such as where an employee has been on leave for the application filing period. Please direct requests for an extension to your Staffing Services Representative.

You may also wish to remind your employees of the availability of the automatic e-mail notification system, which may be accessed from this link:  
<http://www.cs.ny.gov/announ/emaillist.cfm>