

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 12-03

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

FROM: Blaine Ryan Lynch, Director Staffing Services

SUBJECT: Application Filing Period for Examinations

DATE: July 31, 2012

This is to advise you of a change that the Department of Civil Service will be implementing with respect to the application filing period for State civil service examinations beginning in Fall 2012. The application filing period will be 30 days for all promotion, transition, and open-competitive examinations.

This change to the application filing period, along with on-line posting of examination announcements and automatic e-mail notification of newly issued examination announcements, allows the Department to maintain a timely, high quality application review and to improve the efficiency of its test production schedule, while ensuring candidates have a sufficient and reasonable time in which to file an application for an examination.

Notification will be posted on the Department's website and will be provided in e-mail notifications of announced examinations.