

NOTICE OF PROMOTIONAL EXAMINATION

TITLE OF PROMOTIONAL EXAMINATION	SYMBOL	APPLICATION FILING DEADLINE
JURISDICTION	DEPARTMENT	
APPOINTING AUTHORITY'S NAME	TELEPHONE #	
APPOINTING AUTHORITY'S EMAIL ADDRESS:		
A Promotional Examination has been announced for the above Department. The information provided below requires that you take specific actions. This form must be completed, signed and returned within <i>10 days</i> of the issue date on the announcement to: NJ Civil Service Commission, Promotional Application Processing Section, P. O. Box 322, Trenton, NJ 08625.		

RESPONSIBILITIES OF THE APPOINTING AUTHORITY

1. A copy of this Promotional Announcement **must be posted** at the main office of the Jurisdiction - in a visible location readily accessible to employees - from the **issue date to the closing date**.
2. A copy of the Promotional Announcement **must be posted** at ALL offices of the department indicated if different from that of the main office.
3. When an announcement is opened to specific titles, the Appointing Authority **must provide a copy** of the announcement to any **PERMANENT EMPLOYEE WHO MEETS THE TIME-IN-SERVICE REQUIREMENT** stated on the announcement. A copy of the announcement should also be sent to any provisional employee serving in the title and **any employee who is on an approved leave of absence** and who meets the proceeding criteria.

CERTIFICATION OF APPOINTING AUTHORITY

I certify that this promotional announcement was posted as required and that all permanent employees meeting the requirements listed in #3 above were given a copy of the announcement and an application.

I request that this announcement be processed via a:

- ☐ **Waiver of Competitive Examination per NJAC 4A:4-2.7.**
(You must also complete & sign the section below. A final determination will be made once all applications have been received.)
- ☐ **Formal Examination**

I understand that the NJCSC will determine the appropriate test method for this announcement.

Signature of Appointing Authority or Designee

Date

PROMOTION UPON WAIVER OF EXAMINATION (NJAC 4A:4-2.7)

Following the announcement of a promotional examination, the Chair/Chief Executive Officer may authorize the promotion of a qualified permanent employee in the career service by **regular appointment without competitive examination and without the establishment of an eligible list**:

I request that a waiver of the competitive examination be granted. Upon approval from the Chair/Chief Executive Officer of NJCSC, I will permanently appoint the following employees:

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Name of Employee to be Appointed

Signature of Appointing Authority or Designee

Date