



*New York State Archives*

**Eligibility lists and reports of examinations 14097**

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## Table of Contents

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Overview of the Records .....	3
Arrangement .....	3
Scope and Contents .....	3
Other Finding Aids .....	5
Use of Records .....	5
Access Terms .....	5

## Overview of the Records

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<b>Repository:</b>	New York State Archives
<b>Summary:</b>	Before the establishment of the Department of Civil Service in 1925, the Civil Service Commission was responsible for administering examinations and establishing eligibility lists. This series consists of four subseries, surviving fragments of larger series, which once existed from this period. Records include Report of Examinations, Registers of Eligibles (Eligibility Lists), and Register of Non-Competitive Examinations.
<b>Creator:</b>	New York (State). Civil Service Commission
<b>Title:</b>	Eligibility lists and reports of examinations
<b>Quantity:</b>	4 cubic feet
<b>Quantity:</b>	9 volumes
<b>Inclusive Date:</b>	[ca. 1884-1920]
<b>Series:</b>	14097

[^ Return to Table of Contents](#)

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## Arrangement

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Chronological.

Organized into four subseries: 1. Report of Examinations, 1900-1904; 2. Record of Examination, 1915-1916; 3. Register of Eligibles (Eligibility Lists), 1910,1915; 4. Register of Non-Competitive Examinations, 1884-1906, 1920.

[^ Return to Table of Contents](#)

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## Scope and Content Note

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Before the establishment of the Department of Civil Service in 1925, the Civil Service Commission itself was responsible for administering examinations and establishing eligibility lists. This series consists of four subseries, surviving fragments of larger series which once existed from this period. Each type of record is described below.

**Report of Examinations.** This subseries consists of bound examiners' reports on each examination conducted. Each report contains the following information: examination title and date given; numbers of candidates taking, passing, and failing the examination; examiner's and chief examiner's names; each candidate's examination number, name, general average standing, relative rank, post office address, and veteran status; and summary statistics on candidate's birthplaces (in-state, out-of-state, foreign country), previous occupational categories (e.g. professional, student, laborer), educational levels, previous state service, and absentee rate of candidates at exams.

Included with some reports are "Marking Sheets" detailing the score each candidate (identified by examination number) received on each question and their total score and relative rank on the entire examination. Reports are arranged chronologically by the date each examination was held.

**Record of Examination.** This subseries consists of informational summaries on examinations and resulting eligibility lists. The information on each examination is listed under categories numbered from "1" to "22". A key for the categories appears inside the volume's cover. The following types of data appear for each examination: identifying information, date of announcement and number of applicants and examinees, numbers passed and failed, and names of examiners. The following information appears for eligibility lists: dates of reporting and establishing list, dates of notices of standing, and numbers and dates of provisional appointments made from the list.

**Registers of Eligibles (Eligibility Lists).** This sub-series consists of bound eligibility lists for state and local open competitive positions. Each list is identified as to job title, dates established and expired, and salary range. This information is followed by a ranked listing of eligibles. Each entry contains the eligible's number, name, average score, county or judicial district of residence, post office address, and remarks (e.g. "willing to accept August 31; 15," "Passed," "No reply"). If the eligible was appointed the entry also includes appointment date, salary, and appointing officer's title.

**Register of Non-Competitive Examinations.** This sub-series consists of bound lists of candidates for non-competitive positions. Each entry on the 1884-1906 lists, which include both State and local positions, contains nomination date, candidate's name and address, dates examination was ordered and held, position title, whether he was qualified or unqualified, date he was certified for appointment and certificate number, and the office in which he was employed. In the back of the volume is similar listing for provisional non-competitive appointments. Both listings are arranged chronologically by date of nomination. The 1920 listing, which includes only State positions, is divided into four sections--"Provisional Appointment," "Original Appointment," "Promotion", and "Non-Competitive". The civil service rule under which each appointment type was made is cited on each page of each list.

Each entry regardless of section contains: the application number; candidate's name and address; position title, department or institution of appointment; appointment date; salary; and results of non-competitive examination. Entries in the "Provisional Appointment" section also contain the results of subsequent competitive examinations.

[^ Return to Table of Contents](#)

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## Other Finding Aids

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### Available at Repository

A position title index appears in each volume of the Register of Eligibles.

[^ Return to Table of Contents](#)

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## Use of Records

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### Access Restrictions

There are no restrictions regarding access to or use of the material.

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## Access Terms

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- Labor
- Civil service--Examinations
- Testing
- New York (State)
- Civil service
- Test reports
- New York (State). Department of Civil Service