

AMENDMENT/CANCELLATION REQUEST

NEW JERSEY CIVIL SERVICE COMMISSION / DIVISION OF SELECTION SERVICES

EXAMINATION TITLE:	SYMBOL:	CLOSING DATE:
STATE UNIT SCOPE OR LOCAL JURISDICTION AND DEPARTMENT:		
REQUESTED BY:		
----- <i>(Print Name)</i>	----- <i>(Signature)</i>	----- <i>(Date)</i>

AMENDMENT

<input type="checkbox"/> A - Announcement was not received <input type="checkbox"/> B - Announcement was not posted properly <input type="checkbox"/> C - All eligibles not properly notified <input type="checkbox"/> D - Incorrect Unit Scope/Department <i>(Specify correct Unit Scope or Jurisdiction Code:)</i> <input type="checkbox"/> E - Incorrect Title Scope of eligibility <i>(specify)</i> 	<input type="checkbox"/> F - Incorrect Requirements <i>(attach current specification)</i> <input type="checkbox"/> G - Permanent status requirement reduced to WTP <input type="checkbox"/> H - Incorrect Title <i>(explanation required)</i> <input type="checkbox"/> J - Other <i>(explanation required)</i>
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Was The Announcement Posted?

Yes No

CANCELLATION *(Documentation required)*

<input type="checkbox"/> A - No Applications <input type="checkbox"/> B - No Admits <input type="checkbox"/> C - No Show <input type="checkbox"/> D - Title Abolished <input type="checkbox"/> E - Error in Announcement <input type="checkbox"/> K - Position Vacated	<input type="checkbox"/> F - Announced in Error <input type="checkbox"/> G - PA No Longer Serving <input type="checkbox"/> H - No Vacancies <input type="checkbox"/> I - Dept. Reorganization <input type="checkbox"/> R - PA Displaced in RIF	<input type="checkbox"/> J - Other: _____
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Was The Announcement Posted?

Yes No

- Appointing Authority must certify that no appointments will be made to this title for: 3 years if open competitive, 1 year if a trainee title, 18 months if a promotional, and acknowledges that if an announcement is requested or a provisional is appointed within the time frame specified, the cancellation may be rescinded, thereby allowing the original examination to proceed.

FOR CIVIL SERVICE COMMISSION USE ONLY

<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied <input type="checkbox"/> Extended filing date	<input type="checkbox"/> Record Purposes Only <input type="checkbox"/> Reannouncement <input type="checkbox"/> No Longer Needed	Approved by: ----- Date: -----
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