



# Notice of Examination

Transit Electrical Helper, Exam No. 5606

Amended Notice – October 23, 2024

**Application Deadline:**  
November 15, 2024

**Type of Test:**  
Multiple-Choice Test

**Application Fee:**  
  
\$68.00  
  
If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.95% of the payment amount. This service fee is nonrefundable.

**Multiple-Choice Test Date:**  
(subject to change)  
  
Saturday, February 15, 2025 or  
Sunday, February 16, 2025  
  
Note: Unless otherwise specified, you will be randomly scheduled to test on one of the dates indicated above.

This Notice of Examination was amended on October 23, 2024 to update the education requirement deadline to November 15, 2025 as per section 54 (2) of the Civil Service Law.

Pursuant to Section 61(1) of the New York Civil Service Law, the eligible list resulting from this examination may also be used to fill vacancies in the title of Signal Maintainer Trainee and Car Maintainer Trainee. Eligible candidates accepting or declining appointment either as a Transit Electrical Helper, Signal Maintainer Trainee or as a Car Maintainer Trainee will have their names removed from the eligible list.

## JOB DESCRIPTION

**Transit Electrical Helpers**, under direct supervision, assist maintainers and supervisors in the installation, maintenance, testing and repair of electrical, electro-mechanical and electronic equipment in various MTA New York City Transit departments. Transit Electrical Helpers operate motor vehicles to and from work assignments; keep records and write reports; perform related work. Under direct supervision, Transit Electrical Helpers perform the duties indicated below in the following areas:

1. In Signal Maintenance, they assist Signal Maintainers and Maintenance Supervisors (Signals), with their work on railroad signal apparatuses, including signals, automatic train stops, electronic control systems, track circuit equipment, compressors, interlocking machines, related apparatuses and work with some materials containing asbestos. In Lighting Maintenance, they assist Light Maintainers and Maintenance Supervisors (Lighting) in the maintenance, installation, inspection, testing, alteration and repair of lighting and related equipment.

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2. In Electronic Equipment Maintenance, they assist Electronic Equipment Maintainers and Maintenance Supervisors (Electronic Equipment) with their work on electronic communication equipment, closed circuit televisions, control systems and equipment.
3. In Elevator and Escalator Maintenance, they assist Elevator and Escalator Maintainers and Maintenance Supervisors (Elevator and Escalators) with their work on elevators, escalators, electrically operated drawbridges and all related electrical and mechanical equipment.
4. In Ventilation and Drainage Maintenance, they assist Ventilation and Drainage Maintainers and Maintenance Supervisors (Ventilation and Drainage) in the maintenance and repair of ventilation and drainage systems, including fans, blowers, compressors, pumps, sewage ejectors and related equipment.
5. In Power Distribution (Third Rail) Maintenance, they assist Power Distribution Maintainers and Maintenance Supervisors (Power Distribution) with their work on contract rail power distribution systems, including positive and negative cables, rail connections, circuit breakers and related equipment.
6. In Electrical Power Maintenance, they assist Power Maintainers – Group B, Power Cable Maintainers and Maintenance Supervisors (Electrical Power) in the maintenance and repair of mercury arc and silicon rectifiers, rotary converters, high tension switch gear, automatic relay panels and circuits, power, telephone and fiber optics cables, and auxiliary equipment and accessories; and work with materials containing asbestos, mercury and lead.
7. In Telephone Maintenance, they assist Telephone Maintainers and Maintenance Supervisors (Telephones) with their work on telephones, intercom systems, emergency alarms, fire alarms, cables, electronic and other communications systems and materials containing asbestos.
8. In Track Equipment Maintenance, they assist Track Equipment Maintainers and Maintenance Supervisors (Track Equipment) in the maintenance, installation, inspection, testing, alteration and repair of electro-mechanical, electronic, hydraulic, and pneumatic track construction equipment.
9. In Heating and Air Conditioning Maintenance, they assist Heating and Air Conditioning Maintainers and Maintenance Supervisors (Structures – Group H) in the maintenance, installation, inspection, testing, alteration and repair of heating and air conditioning equipment in MTA New York City Transit structures, such as shops, stations, and buildings.

Transit Electrical Helpers may also be assigned to work in other areas.

**Signal Maintainer Trainees**, under close supervision, receive a course of training both in the classroom and on the job, leading to qualification and competency as a Signal Maintainer in the installation, maintenance and repair of electrical and electronic equipment in the Maintenance of Way Division of the Department of Subways of MTA New York City Transit.

**Car Maintainer Trainees**, under close supervision, receive technical training, both in the classroom and in the shop, and perform entry level shopwork, leading to qualification and competency in one of the following specialties: Car Inspector – whose duties comprise mostly troubleshooting defective trains in shops and barns; Road Car Inspector – whose duties comprise mostly troubleshooting defective trains on the road or in yards.

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Some of the environmental conditions experienced and physical activities performed by Transit Electrical Helpers, Signal Maintainer Trainees and Car Maintainer Trainees are: climbing and descending ladders and stairways; walking on and between catwalks and roadbeds; hearing audible signals such as alarms, bells, train whistles and horns; working in confined areas; lifting and carrying heavy material and equipment; wearing a respirator; observing colored light signals in tunnels, on elevated tracks, and on open-cut road beds; differentiating color-coded wires, and working outdoors in all weather conditions.

**Transit Electrical Helpers** in Electrical Power Maintenance may work in the presence of infectious and biological waste.

**Special Working Conditions:** Transit Electrical Helpers, Signal Maintainer Trainees and Car Maintainer Trainees may be required to work various shifts including nights, Saturdays, Sundays and holidays.

(This brief description does not include all of the duties of this position.)

## **SALARY AND BENEFITS**

1. The current minimum salary for Transit Electrical Helpers working in Electrical Power Maintenance is \$25.58 per hour for a 40-hour week increasing to \$36.55 per hour in the sixth year of service.
2. The current minimum salary for Transit Electrical Helpers working in other subdivisions is \$25.01 per hour for a 40-hour week increasing to \$35.73 per hour in the sixth year of service.
3. The current minimum salary for Signal Maintainer Trainee is \$26.44 per hour for a 40-hour week. If advanced to the title of Signal Maintainer, the salary is expected to increase to \$44.10 per hour for a 40-hour week (based on the current minimum salary).
4. The current minimum salary for Car Maintainer Trainee is \$26.44 per hour for a 40-hour week. If advanced to the title of Car Inspector, the salary is expected to increase to \$37.49 per hour for a 40-hour week (based on the current minimum salary). If advanced to the title of Road Car Inspector, the salary is expected to increase to \$45.24 per hour for a 40-hour week (based on the current minimum salary).

These rates are subject to change. The benefits of this position include, but are not limited to, night and weekend salary differentials, paid holidays, vacation and sick leave, a comprehensive medical plan and a pension plan.

## **HOW TO QUALIFY**

**Experience Requirements** must be met by the **last day of the Application Period**. As per section 54 (2) of the Civil Service Law, **Education Requirements** must be met by **November 15, 2025**:

1. Two years of full-time satisfactory experience as a helper in the electrical, electronic, or electro-mechanical fields in the maintenance, repair, testing, construction or installation of electrical equipment; or
2. Graduation from a trade school or technical school, with a major course of study in electrical, electronic, or electro-mechanical technology, or a closely related field, totaling 600 hours; or
3. Graduation from a vocational high school with a major course of study in electrical, electronic, or electro-mechanical technology, or a closely related field; or
4. An associate degree or higher degree in electrical, electronic, or electro-mechanical technology or a closely related field from an accredited college or university.

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If you have qualifying part-time experience, it will be credited on a prorated basis.

The vocational high school, technical school, or trade school must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA).

**Test Site Education and Experience Response Form:** On the date of the multiple-choice test, you will be required to document that you will meet the education requirements by November 15, 2025 or the experience requirements by the end of the application period for this examination (November 15, 2024). You may also be required to complete additional forms regarding the education and experience requirements at the time of appointment. You will be given the multiple-choice test before we verify your qualifications. You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will **not** be refunded, and you will **not** receive a score.

**Foreign Education Fact Sheet (required only if you need credit for your foreign education for this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation, as well as instructions on how to submit this evaluation are listed in the Foreign Education Fact Sheet, which will be attached to this Notice of Examination during the application period. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. Your foreign education evaluation **must** be submitted directly to NYC Transit's Examinations Unit by the service completing the evaluation. Foreign education evaluations received directly from applicants will **not** be accepted. You may also visit our website at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the Foreign Education Fact Sheet.

**Note:** If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.

## SELECTIVE CERTIFICATIONS

**Selective Certification for Education, Special Experience and Licensure:** If you have the education, experience or license listed below, you may be considered for appointment to positions requiring this education, experience or licensure through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this education, experience or licensure. If you have qualifying education, experience or licensure, as listed below, follow the instructions given to you on the date of the multiple-choice test to indicate your interest in such selective certification(s). Your education, experience and/or licensure will be verified by MTA New York City Transit at the time of consideration for appointment.

1. **Selective Certification for Education or Experience in the Mass Transportation Industry (MTI):** You must meet the conditions in "A" or "B" below.
  - A. **Education:** When meeting the education requirements in the "How to Qualify" section above, you must have attended a specialized program that focused on electrical, electronic, or electro-mechanical technology in the mass transportation industry; or

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- B. **Experience:** When meeting the experience requirements in the “How to Qualify” section above, you must have worked as a helper performing repairs or maintenance on electrical, electronic or electro-mechanical equipment in the mass transportation industry for at least 6 months.
2. **Selective Certification for Education or Experience in Electronics (PAE):** You must meet the conditions in “A” or “B” below.
- A. **Education:** When meeting the education requirements in the “How to Qualify” section above, you must have attended a specialized program that focused on electronics; or
- B. **Experience:** After meeting the experience requirements in the “How to Qualify” section above, you must have worked as a helper performing repairs or maintenance on electronic equipment for an additional 6 months.
3. **Selective Certification for Education or Experience in Electrical Maintenance (ELM):** You must meet the conditions in “A” or “B” below.
- A. **Education:** When meeting the education requirements in the “How to Qualify” section above, you must have attended a specialized program that focused on electrical equipment; or
- B. **Experience:** After meeting the experience requirements in the “How to Qualify” section above, you must have worked as a helper performing repairs or maintenance on electrical equipment for an additional 6 months.
4. **Selective Certification for Education or Experience in Heating and Air Conditioning (HVC):** You must meet the conditions in “A” or “B” below.
- A. **Education:** When meeting the education requirements in the “How to Qualify” section above, you must have attended a specialized program that focused on heating and air conditioning; or
- B. **Experience:** After meeting the experience requirements in the “How to Qualify” section above, you must have worked as a helper performing repairs or maintenance on heating or air conditioning equipment for an additional 6 months.
5. **Selective Certification for Education or Experience in Automotive Maintenance (APX):** You must meet the conditions in “A” or “B” below.
- A. **Education:** When meeting the education requirements in the “How to Qualify” section above, you must have attended a specialized program that focused on automotive maintenance; or
- B. **Experience:** After meeting the experience requirements in the “How to Qualify” section above, you must have worked as a helper performing repairs or maintenance on cars, trucks, buses or aircrafts for an additional 6 months.
6. **Selective Certification for Commercial Driver License (CDL):** You may be considered for appointment to positions requiring a Commercial Driver License through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for such positions in Electrical Power Maintenance.

To qualify for Selective Certification, you will be required to possess at the time of appointment either:

- A. A Class B Commercial Driver License valid in the State of New York with endorsement for hazardous materials and no disqualifying restrictions; or
- B. A Motor Vehicle Driver License valid in the State of New York and Learner’s Permit for a Class B Commercial Driver License valid in the State of New York.

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If you qualify under “B” above, you will be appointed subject to receipt of a Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials within six months of appointment.

For all appointments through Selective Certification, the Class B Commercial Driver License valid in the State of New York with an endorsement for hazardous materials and no disqualifying restrictions must be maintained for the duration of employment in the Electrical Power Maintenance Group. If you have serious moving violations, license suspension or an accident record you may be disqualified. Candidates interested in Selective Certification should follow the instructions provided on the date of the multiple-choice test. You may also meet the requirements for Selective Certification and may request to be included on future Selective Certifications at any time during the life of an eligible list. In such an instance, you are required to notify MTA New York City Transit as indicated in the Correspondence Section below.

**Commercial Motor Vehicle Driving Experience in the Military or New York National Guard:** If you are an active member or former member (discharged in the past year) of the military or New York National Guard and have experience driving a Commercial Motor Vehicle in the military or New York National Guard, you may be eligible for a waiver of the New York State commercial driving skills test through the New York State Department of Motor Vehicles. If you believe that you may be eligible for this waiver, you must apply for the waiver through the New York State Department of Motor Vehicles.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to the address in the correspondence section below. Please include the examination title and number, your social security number, and the Selective Certification you are requesting in your correspondence.

## THE TEST

You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine your place on the eligible list.

You will be scheduled to take the test on one of the dates listed in the above “Test Date” box. You will be assigned to a test date and location, and you cannot request that your scheduled test date or location be changed, unless you meet the conditions in the “Special Test Accommodations” subsection below.

Veterans’ or Disabled Veterans’ Credit will be granted only to eligible passing candidates who request that they be applied. Veterans’ or Disabled Veterans’ Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. Claims for Veterans’ or Disabled Veterans’ Credit cannot be made once the eligible list is established.

The multiple-choice test may measure your knowledge, skills and abilities in the following and other related areas:

- **Written Comprehension:** Ability to understand written English sentences and paragraphs.
  - Example: *Reading and understanding a safety sign.*
- **Written Expression:** Ability to use English words or sentences in writing so others will understand.
  - Example: *Applying MTA New York City Transit rules and regulations to situations to determine the appropriate action that must be taken.*

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- **Deductive Reasoning:** Ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.
  - Example: *Applying MTA New York City Transit rules and regulations to situations to determine the appropriate action that must be taken.*
- **Inductive Reasoning:** Ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions.
  - Example: *Determining the action that must be taken based on a combination of observations and conversations between the maintainer and the helper.*
- **Information Ordering:** Ability to correctly follow a rule or set of rules to arrange things or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.
  - Example: *Following a step-by-step procedure to connect a cable to the third rail for power.*
- **Number Facility:** Ability to make job-related arithmetic calculations. It involves the degree to which adding, subtracting, multiplying, and dividing can be done quickly and correctly.
  - Example: *Performing mathematical calculations using track markers to determine the current work location on the track.*
- **Mechanical Aptitude:** Ability to understand and apply mechanical concepts and principles to solve problems.
  - Example: *Understanding that the car needs fuel when the fuel gauge is near empty.*
- **Spatial Orientation:** Ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you.
  - Example: *Knowing the directions in order to drive to the work location.*

## HOW TO OBTAIN AN APPLICATION

During the application period, you may apply online for this examination (see the Online Applications sub-section below). Or, if you are unable to apply online, you may obtain an electronic copy of the mail-in application package for this examination by emailing a request to [examsunit@nyct.com](mailto:examsunit@nyct.com) during the application period. If you believe you have a special circumstance (e.g., a disability, military duty) that prevents you from applying as instructed below, please refer to the Special Circumstances Guide referenced in the “Special Test Accommodations” subsection below.

## HOW TO SUBMIT AN APPLICATION

You must submit an application during the application period, and applications will **not** be accepted in person. Applicants who apply online and wish to request a Fee Waiver **must** only complete the Online Applications Steps 1 through 4 below.

### Online Applications:

1. If you are not an active MTA employee, apply using [www.mymta.info/exams](http://www.mymta.info/exams) by the last day of the application period (Active MTA employees can apply using the MTA Business Service Center (BSC) employee portal at [www.mymta.info](http://www.mymta.info)). **Note:** The application system may **not** function properly with mobile devices or tablets. For best results when applying, please use the latest version of Microsoft Edge, open a new window, and avoid having multiple tabs open in the same window.
2. To apply, log into your existing account, or create an account if you do not yet have one.
3. Follow the steps to submit an application.

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4. A confirmation number will appear on the same page after submitting your application (Save this number for future reference).

**IMPORTANT:** If you are requesting a fee waiver, you should not complete Steps 5, 6, or 7 below. Instead, by November 29, 2024, you must submit documentation supporting your fee waiver request by mail to Transit Electrical Helper, Exam No. 5606, MTA New York City Transit, 149 Pierrepont Street, Brooklyn, NY 11201, Attn: Exam Administration, 3rd Floor, Room 3.600. You must include your full name, last 4 digits of your Social Security Number (SSN), your Applicant ID Number (if known), your online application confirmation number, and the exam title and number with your request. For fee waiver request documentation requirements, please refer to the Fee Waiver Request Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period.

5. Below the confirmation number, a Pay Examination Fee button will appear for you to click to open the payment page.
6. A major credit card or a bank card associated with a bank account must be used when paying the application fee, and this fee will appear on your credit or bank card statement as “MTA NYCT Exam Fee.” **Note:** Disputing the application fee could result in removal from this examination, and it might affect your ability to apply online for any future examinations.
7. You will be sent a confirmation email after you submit payment for the application fee (Save this email for future reference).

**Note:** If you have trouble paying the application fee after submitting your online application, please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the Online Payment Tutorial.

**IMPORTANT:** Your application submission confirms that you have read this Notice of Examination, including any dates and the requirements.

**Application Fee:** This fee is generally not refundable. Under special circumstances, you may be entitled to a refund. Please refer to the Department of Citywide Administrative Services (“DCAS”) General Exam Regulation E.3.4 to determine if you are entitled to a refund. Please visit [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) to access the DCAS General Exam Regulations online. Application fee refund requests, along with any relevant supporting documentation, should be emailed to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or mailed to the address in the “Correspondence” section below.

**Special Test Accommodations:** If you plan to request an alternate test date due to your religious observance or special test accommodations due to disability, please follow the instructions included in the Special Circumstances Guide, which is accessible online at [http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm) and will be attached to this Notice of Examination during the application period. An alternate test date due to religious observance must be requested no later than 15 days prior to the date on which the multiple-choice testing is expected to begin. Special test accommodations due to disability must be requested no later than 30 days prior to the date on which the multiple-choice testing is expected to begin.

**Make-Up Tests:** You may apply for a make-up test if you cannot take the multiple-choice test as scheduled for any of the following reasons:

1. Compulsory attendance before a public body; or
2. On-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or

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3. Absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child, or child of a domestic partner where you are an officer or employee of the City; or
4. Absence due to ordered military duty; or
5. A clear error for which MTA New York City Transit is responsible; or
6. A temporary disability; or
7. Pregnancy, childbirth or a related medical condition.

To request a make-up test, submit your request with documentation of the special circumstances that caused you to miss your test (as attachments) by email to [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com) or by mail to the address in the "Correspondence" section below as soon as possible.

**Late Filing for MTA New York City Transit Provisional Employees:** Refer to the "Correspondence" section below to contact the Examinations Unit to determine the procedure for submitting a late application. You may submit a late application if you:

- are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

## CORRESPONDENCE

**Change of Contact Information:** It is critical that you keep your contact information (i.e., telephone number, mailing address and/or email address) current with MTA New York City Transit. You may miss important information about your exam(s) or consideration for appointment or promotion, including important information that may require a response from you by a specified deadline, if we do not have your correct contact information. To update your contact information, you may:

1. Email us at [examsunit@nyct.com](mailto:examsunit@nyct.com) with the subject "Contact Info Update," or
2. Mail your request to the address at the end of this section.

Your request must include your full name, exam title(s), exam number(s) and your old and new telephone numbers, mailing and/or email address. **MTA employees, MTA New York City Transit Employees, and employees of other MTA related agencies must also visit the employee portal at [www.mymta.info](http://www.mymta.info) to update their contact information through the "BSC."**

All other correspondence should be sent to [examsunit@nyct.com](mailto:examsunit@nyct.com) and must include "Transit Electrical Helper, Exam No. 5606" in the Subject. Alternatively, you can mail your correspondence to the following address:

Transit Electrical Helper, Exam No. 5606  
MTA New York City Transit  
149 Pierrepont Street  
Brooklyn, NY 11201  
Attn: Exam Administration, 3rd Floor, Room 3.600

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## TEST SITE REQUIREMENTS

**Admission Letter:** An Admission Letter will be mailed to you at least 10 days before the first date of the multiple-choice test. If you do not receive an Admission Letter at least 4 days before this date, you **must** email a request for a duplicate Admission Letter to [examsunit@nyct.com](mailto:examsunit@nyct.com). A paper copy of the Admission Letter is your ticket for admission to the test.

Applicants **must** keep their mailing address **up to date**. Please refer to the “Correspondence” section above for instructions on how to update your address and other contact information.

**Warning:** You are not permitted to enter the test site with cellular phones, smart watches, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may **not** receive your test results, your test score may be nullified, and your application fee will **not** be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test and no one may wait for you inside of the test site while you are taking the test.

You are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of MTA New York City Transit. You can contact MTA New York City Transit by email at: [examsmakeups@nyct.com](mailto:examsmakeups@nyct.com).

**Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site.** The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver’s license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, IDNYC, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

## THE TEST RESULTS

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

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## REQUIREMENTS TO BE APPOINTED

**Driver License Requirement:** At the time of appointment, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would preclude the performance of the duties of this title. If you have serious moving violations, a license suspension or an accident record you may be disqualified. This license must be maintained for the duration of your employment in the title.

**Medical Requirement:** Medical guidelines have been established for the position of Transit Electrical Helper. You will be examined to determine whether you can perform the essential functions of the position. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable such person to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed, and if appointed, you will be subject to random drug and alcohol tests for the duration of your employment. Additionally, if you have tested positive on a drug or alcohol test or had a refusal to test during pre-employment or while employed by a Federal DOT-regulated employer during the applicable period, you must have completed the Substance Abuse Professional (SAP) evaluation, referral and education/treatment process required by federal law in order to be appointed to this safety-sensitive position.

**Residency:** New York City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English to perform the duties and responsibilities of the position.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with MTA New York City Transit.

## ADDITIONAL INFORMATION

**Training:** You may be required to undergo a formalized training course during your probationary period. Failure to successfully complete the training course may result in termination.

**Probationary Period:** You will be required to complete a probationary period. If you do not successfully complete the probationary period, you may be terminated.

**Signal Maintainer Trainee Appointment Conditions:** Signal Maintainer Trainee is a trainee class of positions subject to Rule 5.8.1 of Personnel Rules and Regulations of the City of New York, with a probationary period of 12 months; however, the Trainee service and corresponding probationary period may be extended to a maximum of 18 months. Upon satisfactory completion of the Trainee service and corresponding probationary period, permanent employees in this class of positions will advance, without further examination, to the title of Signal Maintainer.

**Car Maintainer Trainee Appointment Conditions:** Car Maintainer Trainee is a trainee class of positions subject to Rule 5.8.1 of Personnel Rules and Regulations of the City of New York, with a probationary period of 12 months; however, the Trainee service and corresponding probationary period may be extended to a maximum of 18 months. Upon satisfactory completion of the Trainee service and corresponding probationary period, permanent employees in this class of positions will advance, without further examination, to either the title of Car Inspector or Road Car Inspector.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Application Period Opened:** [Application Start Date]

## **PENALTY FOR MISREPRESENTATION**

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination, are part of this Notice of Examination, and they are accessible through our website at

[http://web.mta.info/nyct/hr/forms\\_instructions.htm](http://web.mta.info/nyct/hr/forms_instructions.htm)

MTA New York City Transit is an Equal Opportunity Employer.

Title Code No. 91724; The Rapid Transit Railroad Service; Group I – Per Diem and Per Hour Positions

**Application Period Opened:** [Application Start Date]