

Chapter 63: Eligible Lists

3335-63-01 Period of eligibility; consolidation of lists.

- (A) The period of eligibility for appointment is a minimum of one year from the date the applicant was placed on an eligibility list, and a maximum of two years.
- (B) The Office of Human Resources may consolidate two or more eligibility lists of the same classification by ranking the applicants according to their grades.

3335-63-02 Placement on additional lists.

- (A) Applicants qualifying by examination for a given classification may, at the discretion of the Office of Human Resources, also be placed on additional eligible lists based on the qualifications and standards of the additional classifications.
- (B) Appointment from one eligible list removes the certified eligible applicant's name from all other eligible lists.

3335-63-03 Re-examinations; revocation of lists.

- (A) If, in the judgment of the Office of Human Resources, there are errors or fraud in connection with any examination, the Office of Human Resources may re-examine the applicants and amend the eligible list in accordance with results of such re-examination. If an eligible list is revoked after being posted, all certified eligible applicants on that list are notified.
- (B) An appointment made from an eligible list shall be valid even if fraud or error is discovered after the appointment is made, provided the person appointed was not involved in such fraud or error.