



## PUBLIC SERVICE COMMISSION

PSC/EXAM/4/ IV/ (63)

17<sup>th</sup> May, 2022

The Attorney General  
All Cabinet Secretaries  
All Principal Secretaries  
All Chief Executive Officers, Constitutional Commissions and Independent Offices  
All Chief Executive Officers, State Corporations and Statutory Bodies  
The Chief Registrar, Judiciary  
The Clerk of the National Assembly  
The Clerk of the Senate  
All County Commissioners  
All County Secretaries

### PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS- SEPTEMBER, 2022.

It is notified for general information that year 2022 Proficiency Examination for Clerical Officers will be held from Monday 19<sup>th</sup> to Thursday 22<sup>nd</sup> September 2022 at the following examination centres:

1. Nairobi	2. Nyeri	3. Mombasa
4. Embu	5. Garissa	6. Kisumu
7. Nakuru	8. Kakamega	9. Eldoret

The actual venues will be notified to the candidates after registration.

### 1. EXAMINATION PAPER STRUCTURE

The examination consists of ten (10) subjects' six (6) of which are compulsory and the remaining four (4) are electives. Candidates attempting the examination for the first time will be expected to register for the six (6) compulsory subjects and one elective. The details of the examination are as follows:

Paper Code	Subject
101	Communication Skills
201	Organization and Functions of Government
301	Public Relations
401	Governance and Civil Service Regulations
501	Office Practice
601	Business calculations

## **ELECTIVE SUBJECTS**

701	Accounts
702	Supply Services
703	Human Resource Services
704	Records Management

A candidate must attempt all the six (6) compulsory and one (1) elective subjects during the first sitting.

## **2. ELIGIBILITY FOR REGISTRATION**

To register for the Proficiency Examination for Clerical Officers, an officer must:

- (a) Have passed the Kenya Certificate of Secondary Education (K.C.S.E.) with a mean grade of C- or its equivalent;
- (b) Be designated as a clerical officer in the Public Service; and
- (c) Have served as a clerical officer for a minimum period of one (1) year.

## **3. REQUIREMENTS FOR REGISTRATION**

For an officer to be registered for the examination, he/she should provide certified copies of the following:

- (a) Appointment letter to the clerical cadre;
- (b) National Identity Card or passport;
- (c) Academic certificates and testimonials;
- (d) Two passport size photographs.

## **4. REGISTRATION FEES**

Each candidate will be required to pay registration fees as per the revised rates in the circular Ref PSC. EXAM/1/VOL.11 dated 3<sup>rd</sup> May 2018.

Basic Fee	Kshs. 2625
Fee per paper	Kshs. 875 (7 papers)

The fee which is non-refundable should be paid in Banker's cheque only payable to the **Secretary, Public Service Commission**. Kenya Government cheques, personal cheques, money orders and postal orders will not be accepted.

## **5. REGISTRATION FORMS**

- (a) All candidates attempting the examination for the first time are required to complete registration **FORM A** while referred candidates should complete **FORM B** as set out in the Appendix of this circular.
- (b) The registration form should be reproduced by the Ministry/Department as required.
- (c) The duly completed registration form, accompanied by the correct registration fee should be submitted to the Secretary/Chief Executive Officer, Public Service Commission P. O. Box 30095-00100 NAIROBI so as to reach the Commission not later than **24<sup>th</sup> June, 2022**.

## **6. LATE REGISTRATION**

A late registration fee of Kshs. 525 will be charged on all candidates who submit their registration forms after 24<sup>th</sup> June, 2022. The deadline for late registration is **8<sup>th</sup> July, 2022**.



## 7. EXAMINATION TIME TABLE

The Examination timetable will be as indicated in the table below:

DAY & DATE	SESSION	SUBJECT	TIME
<b>Day 1</b> Monday, 19 <sup>th</sup> September, 2022	<b>MORNING</b>	Rehearsal	9. 00 a.m. - 1.00 p.m.
<b>Day 2</b> Tuesday, 20 <sup>th</sup> September, 2022	<b>MORNING</b>	Paper 101: Communication Skills	9.00 a.m. - 11.00 a.m. <b>(2 Hours)</b>
	<b>AFTERNOON</b>	Paper 401: Governance and Civil Service Regulations	2.00 p.m. - 4.30 p.m. <b>(2 ½ Hours)</b>
<b>Day 3</b> Wednesday, 21 <sup>st</sup> September, 2022	<b>MORNING</b>	Paper 601: Business Calculations	9.00 a.m. - 10.30 a.m. <b>(1 ½ hours)</b>
	<b>MID MORNING</b>	Paper 301: Public Relations	11.00 a.m. - 12.00 Noon <b>(1 Hour)</b>
	<b>AFTERNOON</b>	Paper 201: Organization and Functions of Government	2.00 p.m. - 4.00 p.m. <b>(2 hours)</b>
<b>Day 4</b> Thursday, 22 <sup>nd</sup> September, 2022	<b>MORNING</b>	Paper 501: Office Practice	9.00 a.m. - 12:00 Noon <b>(2 hours)</b>
	<b>AFTERNOON</b>	Electives – Candidates to choose any one of the following: Paper 701: Accounts Paper 702: Supply Services Paper 703: Human Resource Services Paper 704: Records Management	2:00 p.m. - 4:00 p.m. <b>(2 hours)</b>

## 8. THE PUBLIC SERVICE COMMISSION EXAMINATION RULES

Every candidate shall be expected to comply with the Public Service Commission Examination rules throughout the examination period; Candidates will be sensitized on the examination rules during rehearsal.

## 9. EXAMINATION STATIONERY

Question papers and answer booklets are supplied to the candidates by the Commission. However, candidates will be required to have their own pens, rulers, pencils and calculators where applicable.

No other stationery such as books, magazines, folders etc. shall be permitted in the examination room. The use of mobile phones shall also be prohibited in the examination room.

## 10. EXAMINATION RESULTS

The Commission shall communicate examination results through the Kenya Gazette. A Circular will also be issued to the Service to communicate the results. The information will all also be accessible through the Public Service Commission Website [www.publicservice.go.ke](http://www.publicservice.go.ke)

## 11. CERTIFICATION

A candidate who passes all the subjects will be awarded the Proficiency Examination for Clerical Officers certificate by the Public Service Commission.

## 12. REFFERALS

- (a) A candidate who does not pass a paper will be referred in the same paper.
- (b) A candidate who does not pass all the papers within five years will be expected to re-sit all papers.

### NOTE:

- This information can also be downloaded from the Public Service Commission website at [www.publicservice.go.ke](http://www.publicservice.go.ke).
- The Proficiency Examination Syllabus and Regulations for Clerical Officers and past examination question papers can be downloaded from the Public Service Commission website at [www.publicservice.go.ke](http://www.publicservice.go.ke).

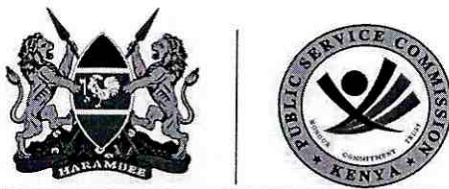
You are therefore requested to notify all eligible candidates serving in your Ministry/ Department/ Agency.



Dr. Simon K. Rotich, CBS  
SECRETARY/CEO

Encl.

## FORM A



### PUBLIC SERVICE COMMISSION

#### REGISTRATION FORM FOR THE PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

*(This application form consists of **TWO** parts A and B. The applicant should complete part A while part B should be completed by the Permanent Secretary of the Ministry/Head of Department/Section).*

#### PART A

Name.....

*(Write the Names in full and in Capital Letters, Surname first)*

Personal No. ....

I.D No.....

MDA.....

Station.....

Postal Address.....

Cell phone No.....

E-mail Address.....

Preferred Examination Centre.....

Date of first appointment to the service.....

Academic  
qualifications.....

.....  
.....



Please sign against one of the elective subjects you would like to register for.

Paper Code	Subject	Signature
701	Accounts	
702	Supply Services	
703	Human Resource Services	
704	Records Management	

## PART B

This section **MUST** be completed by the Head of Department/Section

1. Does the officer have any disability (if yes, specify the nature)

.....

2. I confirm that Mr/Mrs/Miss.....

ID/NO..... P/NO.....is serving

as.....

(Designation)

With effect from.....and is eligible/not eligible to  
sit for the Proficiency Examination for Clerical Officers.

Signed.....

Designation .....

Date.....

Candidates **MUST** attach the following to the application form:

1. Certified copies of the certificates and appointment letter
2. Certified two coloured passport size photographs
3. Bankers Cheque of Kshs. 8,750 as registration fees payable to the Secretary Public Service.

NOTE: Deadline for normal registration

- 24<sup>th</sup> June, 2022

Deadline for Late Registration

- 8<sup>th</sup> July, 2022.

## FORM B



PUBLIC SERVICE COMMISSION

(FOR CANDIDATES WHO HAVE BEEN REFERRED OR FAILED)

### REGISTRATION FORM FOR THE PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

(The applicant should complete parts A and B of this form)

#### Part A

Name.....

*(Write the Names in full and in Capital Letters, Surname first)*

Personal No. ....

ID No.....

Ministry/Department.....

Station.....

Postal Address.....

Cell Phone No.....

E-mail Address.....

Preferred Examination Centre.....

#### PART B

##### SECTION I

Candidates should indicate the paper previously attempted and passed.

<i>Paper Code</i>	<i>Subject</i>	<i>Year Attempted</i>	<i>Index no</i>
101	Communication Skills		
201	Organization and Functions of Government		
301	Public Relations		

401	Governance and Civil Service Regulations		
501	Office Practice		
601	Business Calculations		
701	Accounts		
702	Supply Services		
703	Human Resource Services		
704	Records Management		

## SECTION II

Candidates **MUST** sign against the paper they wish to sit.

<i>Paper Code</i>	<i>Subject</i>	<i>Signature</i>
101	Communication Skills	
201	Organization and Functions of Government	
301	Public Relations	
401	Governance and Civil Service Regulations	
501	Office Practice	
601	Business Calculations	
701	Accounts	
702	Supply Services	
703	Human Resource Services	
704	Records Management	

Candidates **MUST** attach the following on the application form:

1. Certified two coloured passport size photographs.
2. Bankers Cheque of Kshs. 2,625 Basic Fee and Kshs.875 for each paper they wish to sit for.
3. The Cheque should be paid to the Secretary, Public Service Commission.

### NOTE:

Deadline for normal registration - **8<sup>th</sup> April, 2022**

Deadline for late Registration - **8<sup>th</sup> July, 2022.**