



PUBLIC SERVICE COMMISSION

REF: PSC/EXAM/4/ V/ (70)

Date: 20th July, 2023

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

RE: PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS - AUGUST, 2023.

It is notified for general information that year 2023 Proficiency Examination for Clerical Officers will be held from **Monday 28th to Thursday 31st August 2023** 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

101
201
301
401
501
601

Subject

Communication Skills
Organization and Functions of Government
Public Relations
Governance and Civil Service Regulations
Office Practice
Business calculations

ELECTIVE SUBJECTS

701
702

Accounts
Supply Services

703
704

Human Resource Services
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- (minus) 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 3rd 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 **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, Public Service Commission P. O. Box 30095-00100 NAIROBI so as to reach the Commission not later than **10th August, 2023**.

6. LATE REGISTRATION

A **late registration fee of Kshs. 525** will be charged on all candidates who submit their registration forms after 10th August, 2023. The deadline for late registration is **15th August, 2023**.

7. EXAMINATION TIME TABLE

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

DAY & DATE	SESSION	SUBJECT	TIME
Day 1 Monday, 28 th August, 2023	MORNING	Rehearsal	9.00 a.m.- 1.00 p.m.
Day 2 Tuesday, 29 th August, 2023	MORNING	Paper 101: Communication Skills	9.00 a.m. – 11.00 a.m. (2 Hours)
	AFTERNOON	Paper 401: Governance and Civil Service Regulations	2.00 p.m. – 4.30 p.m. (2 ½ Hours)
Day 3 Wednesday, 30 th August, 2023	MORNING	Paper 601: Business Calculations	9.00 a.m. – 10.30 a.m. (1 ½ hours)
	MID MORNING	Paper 301: Public Relations	11.00 a.m.- 12.00 Noon (1 Hour)
	AFTERNOON	Paper 201: Organization and Functions of Government	2.00 p.m. – 4.00 p.m. (2 hours)
Day 4 Thursday, 31 st August, 2023	MORNING	Paper 501: Office Practice	9.00 a.m. – 12:00 Noon (2 hours)
	AFTERNOON	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. (2 hours)

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 and wrist watches 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

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.
- 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.

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



**DR. SIMON ROTICH, CBS
SECRETARY/CHIEF EXECUTIVE**

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.....

M/D/A.....

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
Public Service Commission.

NOTE: Deadline for normal registration - 10th August, 2023.

Deadline for late Registration - 15th August, 2023.

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 **Public Service Commission**.

NOTE:

Deadline for normal registration	-	10th August, 2023
Deadline for late Registration	-	15th August, 2023