



PUBLIC SERVICE COMMISSION

REF: PSC/EXAM/2/ II/ (39)

Date: 12th February, 2024

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: ADMINISTRATIVE OFFICERS EXAMINATION - APRIL 2024.

It is notified for general information that year 2024 Administrative Officers' Examination will be held from **Monday 22nd to Friday 26th April 2024** at the following examination centres:

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

Candidates will be notified the actual venues after registration.

Kindly note that the minimum and maximum number of candidates in a venue is fifty (50) and two hundreds (200) respectively. In case a venue does not raise or exceeds the required numbers, the Commission will assign examination venues based on proximity to areas of deployment.

1. EXAMINATION PAPER STRUCTURE

The examination consists of eight (8) theory papers. The examination paper structure as per the revised syllabus (2019) is as follows:

Paper Code	Subject
101	Law
102	Government Organization Functions and Practices
103	Values and Principles in Public Service
104	Public Financial Management
105	Socio-Economic and Entrepreneurship Development
106	Regional and International Co-operation
107	Effective Communication
108	Peace, Safety and Security Management

2. ELIGIBILITY FOR REGISTRATION

To be eligible for the Administrative Officers' Examination, an officer must:

- (a) Be a holder of a Bachelor degree in Social Sciences from a recognized university;
- (b) Be a serving Administrative Officer who has successfully completed the Induction Course; and
- (c) Have served as an Administrative Officer for a minimum period of six (6) months.

3. CONDITIONS FOR REGISTRATION

An officer registering for the first time should provide certified copies of the following:

- (a) Appointment letter as an Administrative Officer;
- (b) National Identity Card;
- (c) Academic certificates;
- (d) Evidence of having attended an induction course lasting for at least one (1) month; and
- (e) Two (2) colored passport size photographs on a white background.

Note: Candidates who had been referred shall only be required to attach two (2) colored passport size photographs on a white background.

4. 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 Ministry/Department to reproduce registration form as required.
- (c) Candidates should submit the duly completed registration form, accompanied by the Government copy of the receipt generated from E-citizen platform to the Secretary/Chief Executive Officer, Public Service Commission P. O. Box 30095-00100 NAIROBI to reach the Commission not later than **Friday, 8th March, 2024 by 5.00 p.m.**

5. 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. 3,500
Fee per paper	Kshs. 875 (8 papers)
E-citizen access fee	Kshs. 50

A candidate must attempt all the eight (8) papers during the first sitting
Candidates are required to pay the registration fee through the **E-Citizen platform using the following procedure:**

- i. Log in to psc.ecitizen.go.ke
- ii. Log in to the e-citizen using your personal account;
- iii. Select PSC Examinations;
- iv. Click the apply now button;
- v. Read the requirements for registration and click the next button;
- vi. The applicants details will be uploaded from your personal e-citizen account;
- vii. Select whether registering for the first time or for a re-sit;
- viii. Select the type of examination;
- ix. For candidates who are re-sitting select the appropriate subjects;
- x. Select the examination centre;

- xi. Click the complete button to pay; and
- xii. Download the Government copy of the receipt and attach it to the duly filled registration form.

Kindly note that the registration fee paid to the Public Service Commission is non-refundable. However, an officer shall claim a refund of the registration fee from **respective Authorized Officers** upon passing the examination as required by Section H.20 (3) of the Human Resource Policies and Procedures Manual for the Public Service, 2016.

6. EXAMINATION TIME TABLE

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

DAY & DATE	SESSION	SUBJECT	TIME
Day 1 Monday, 22 nd April, 2024	MORNING	Rehearsal	9:00 a.m. – 12:00 p.m.
Day 2 Tuesday, 23 rd April, 2024	MORNING	Paper 101 Law	9:00 a.m. – 12:00 p.m. (3 hours)
	AFTERNOON	Paper 102 Government Organization, Management and Practice	2:00 p.m. – 5:00 p.m. (3 hours)
Day 3 Wednesday, 24 th April, 2024	MORNING	Paper 103 Values and Principles in Public Service	9:00 a.m. – 12:00 p.m. (3 hours)
	AFTERNOON	Paper 104 Public Finance Management	2:00 p.m. – 5:00 p.m. (3 hours)
Day 4 Thursday, 25 th April, 2024	MORNING	Paper 105 Socio-Economic and Entrepreneurship Development	9:00 a.m. – 12:00 p.m. (3 hours)
	AFTERNOON	Paper 106 Regional and International Co-operation	2:00 p.m. – 5:00 p.m. (3 hours)
Day 5 Friday, 26 th April 2024	MORNING	Paper 107 Effective Communication	9:00 a.m. – 12:00 p.m. (3 hours)
	AFTERNOON	Paper 108 Peace, Safety and Security Management	2:00 p.m. – 5:00 p.m. (3 hours)

7. THE PUBLIC SERVICE COMMISSION EXAMINATION RULES

Every candidate should to comply with the Public Service Commission Examination rules throughout the examination period. The Commission shall sensitize candidates on the examination rules during the rehearsal.

8. EXAMINATION STATIONERY

The Commission will provide question papers and answer booklets to the candidates. However, candidates will be required to have their own pens, rulers, pencils and calculators where applicable.

Candidates shall not carry any written material, mobile phones wristwatches etc. in the examination room.

9. EXAMINATION RESULTS

The Commission shall communicate examination results through a Circular to the Service and a Kenya Gazette notice. This information will all also be accessible through the Public Service Commission Website www.publicservice.go.ke

10. CERTIFICATION

The Public Service Commission shall award the Administrative Officers' Examination certificate to a candidate who passes all the subjects.

11. 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 retake all papers.

NOTE:

- Candidates can access this information from the Public Service Commission website at www.publicservice.go.ke.
- The Examination Regulations and Syllabus for Administrative Officers Examination revised 2019; the training manual and past question papers are available in the Public Service Commission website at www.publicservice.go.ke.

12. Authorized Officers are requested to inform officers who passed the Proficiency Examination for Clerical Officers in September 2022 that certificates are ready for collection at the Public Service Commission house during official working hours. The officers should to bring original identification documents.



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

Encl.

FORM A



REGISTRATION FORM FOR THE ADMINISTRATIVE OFFICERS' EXAMINATION

(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 as per ID, Surname first)

Personal No.....

I.D No.....

Ministry/Department.....

Current duty station.....

Postal Address.....Code -----Town-----

Cell phone No.....

E-mail Address.....

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

Academic qualifications.....
.....
.....
.....

Do you live with any disability? ☐ No ☐ Yes

If yes, specify the nature and any adjustment you would require to enable you to sit for the Examination comfortably.

.....
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.....
.....
Tick your preferred Examination Centre

<input type="checkbox"/> Machakos	<input type="checkbox"/> Nyeri	<input type="checkbox"/> Mombasa	<input type="checkbox"/> Embu
<input type="checkbox"/> Garissa	<input type="checkbox"/> Kisumu	<input type="checkbox"/> Nakuru	<input type="checkbox"/> Kakamega
<input type="checkbox"/> Eldoret			

Kindly note that the minimum and maximum number of candidates in a venue is fifty (50) and two hundreds (200) respectively. In case a venue does not raise or exceeds the required numbers, the Commission will assign examination venues based on proximity to areas of deployment.

PART B

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

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
Administrative Officers' Examination.

Signed.....

Designation

Date.....

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

1. Appointment letter as an Administrative Officer;
2. National Identity Card;
3. Academic certificates;
4. Evidence of having attended an induction course lasting for at least one (1) month;
5. Two (2) colored passport size photographs on a white background; and
6. Government copy of the receipt generated from E-citizen.

NOTE: Deadline for registration Friday, 8th March 2024 by 5.00 p.m.



PUBLIC SERVICE COMMISSION

(FOR CANDIDATES WHO HAVE BEEN REFERRED OR FAILED)

REGISTRATION FORM FOR THE ADMINISTRATIVE OFFICERS' EXAMINATION

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

Part A

Name.....

(Write the Names in full and as per ID, Surname first)

Personal No.

ID No.....

Ministry/Department.....

Current duty station.....

Postal Address.....Code..... Town.....

Cell Phone No.....

E-mail Address.....

Do you live with any disability? ☐ No ☐ Yes

If yes, specify the nature and any adjustment you would require to enable you to sit for the Examination comfortably.

.....

Tick your preferred Examination Centre

- | | | | |
|-----------------------------------|---------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Machakos | <input type="checkbox"/> Nyeri | <input type="checkbox"/> Mombasa | <input type="checkbox"/> Embu |
| <input type="checkbox"/> Garissa | <input type="checkbox"/> Kisumu | <input type="checkbox"/> Nakuru | <input type="checkbox"/> Kakamega |
| <input type="checkbox"/> Eldoret | | | |

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PART B

SECTION I

The Candidate should indicate the paper previously attempted and passed.

<i>Paper Code</i>	<i>Subject</i>	<i>Year Attempted</i>	<i>Index no</i>
101	Law		
102	Government Organization Management and Practice		
103	Values and Principles in Public Service		
104	Public Finance Management		
105	Socio- Economic and Entrepreneurship Development		
106	Regional and International Co-operation		
107	Effective Communication		
108	Peace, Safety and Security Management		

SECTION II

The Candidate **MUST** sign against the paper they wish to sit.

<i>Paper Code</i>	<i>Subject</i>	<i>Signature</i>
101	Law	
102	Government Organization Management and Practice	
103	Values and Principles in Public Service	
104	Public Finance Management	
105	Socio- Economic and Entrepreneurship Development	
106	Regional and International Co-operation	
107	Effective Communication	
108	Peace, Safety and Security Management	

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

1. Two (2) colored passport size photographs on a white background; and
2. Government copy of the receipt generated from E-citizen.

NOTE: Deadline for registration Friday, 8th March 2024 by 5.00 p.m.