PUBLIC SERVICE COMMISSION OF KENYA

P.O. BOX 30095 - 00100

NAIROBI

Ref.PSC.31/B/XXVI

20th March, 2012

The Attorney General
All Permanent Secretaries *(With sufficient copies to Heads of Departments)*
The Controller and Auditor-General
The Registrar, High Court of Kenya
The Clerk to the National Assembly
All Provincial Commissioners
All District Commissioners

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS – AUGUST, 2012

It is notified for general information, that the Proficiency Examination for Clerical Officers will be held from Monday 20th to Thursday 23rd August, 2012.

1. STRUCTURE OF THE EXAMINATION

The Examination will consist of Ten (10) subjects; six (6) of which are compulsory, the remaining four subjects are Electives. Candidates attempting the examination for the first time will be expected to register for the 6 compulsory subjects and one elective.

The details of the examination are as follows:-

COMPULSORY SUBJECTS

PAPER	CODE	SUBJECT
I	101	**COMMUNICATION SKILLS**
II	201	**ORGANIZATION AND FUNCTIONS OF GOVERNMENT**
III	301	**PUBLIC RELATIONS**
IV	401	**GOVERNANCE & CIVIL SERVICE REGULATIONS**

PAPER	CODE	SUBJECT
V	501	**OFFICE PRACTICE**
V1	601	**BUSINESS CALCULATIONS**

ELECTIVE SUBJECTS

PAPER	CODE	SUBJECT
VII	**701**	**Accounts**
	702	**Supply Services**
	703	**Human Resource Services**
	704	**Records Management**

Candidates are expected to attempt only one elective subject.

2. EXAMINATION TIME TABLE

The examination will be held from Monday 20th to Thursday 23rd August 2012.

DAY 1 MONDAY, 20TH AUGUST, 2012

REHEARSAL **(9.00 a.m.)**

DAY 2 TUESDAY, 21ST AUGUST, 2012

MORNING **(9.00 a.m. – 11.00 a.m.)**

PAPER I COMMUNICATION SKILLS **(2 Hours)**

AFTERNOON **(2.00 p.m. – 4.30 p.m.)**

PAPER IV GOVERNANCE AND CIVIL SERVICE REGULATIONS **(2½ Hours)**

DAY 3 WEDNESDAY 22ND AUGUST, 2012

MORNING **(9.00 a.m. – 10.30 a.m.)**

PAPER VI – BUSINESS CALCULATIONS **(1Hour 30 minutes)**

MID MORNING **(11.00 a.m. – 12.00 Noon)**

PAPER III PUBLIC RELATIONS **(1Hour)**

AFTERNOON **(2.00 p.m. – 4.00 p.m.)**

PAPER II - ORGANIZATION AND FUNCTIONS OF GOVERNMENT **(2Hours)**

DAY 4 THURSDAY 23RD AUGUST, 2012

MORNING **(9.00 a.m. – 11.00 a.m.)**

PAPER V - OFFICE PRACTICE **(2 Hours)**

AFTERNOON **(2.00 p.m. – 4.00 p.m.)**

PAPER VII - ELECTIVES

Candidates are expected to choose any one subject:

(A) Accounts (2 Hours)

OR

(B) Supply Services (2 Hours)

OR

(C) Human Resource Services (2 Hours)

OR

(D) Records Management (2 Hours)

3. **ELIGIBILITY TO ENTER**

To register for the proficiency examination an officer must:

a. Have been appointed as a clerical officer in the Public Service
b. Have served as a clerical officer in the Public Service for a minimum period of two (2) years.

4. CONDITIONS FOR OBTAINING A PASS

a. A candidate will be awarded a full pass when he/she passes all the seven subjects of the Examination.
b. Clerical officers who do not pass a paper will be referred in that same paper.
c. Clerical officers are expected to pass proficiency examination within a period of 10 years from the date of first appointment.

5. **REGISTRATION FORMS**

Candidates are required to complete the registration forms as set-out in the Appendix to this Circular Letter.

Candidates attempting the examination for the first time should complete **FORM A** while candidates who have been referred should complete **FORM B**.

The duly completed registration forms, accompanied by the correct Registration fee, should be submitted to the ***Secretary, Public Service Commission of Kenya P.O. BOX 30095 – 00100, NAIROBI, KENYA*** so as to reach the Commission not later than **18th May, 2012.**

6. REGISTRATION FEES

Each candidate will be required to pay the registration fees as per the revised rates **(Circular REF. PSC. No. 200/99 dated 7th December, 2004)**

Basic Fee - Ksh. 1,500.00
Fee per paper - Ksh. 500.00

The fee, which is non-refundable, should be submitted in Banker's cheque only, payable to the ***Secretary, Public Service Commission of Kenya.*** Government Cheques, Personal Cheques, Money Orders and Postal orders will not be accepted. Candidates should submit individual banker's cheque.

NOTE:
A banker's cheque that combines the registration fees for more than one candidate will not be accepted.

7. LATE REGISTRATION

A **late registration fee of Ksh. 300.00** will be charged on all candidates who submit their forms after 18th May, 2012
The deadline for late registration is **31st May, 2012.**

8. EXAMINATION CENTRES

The Examination will be held in the following centres: - **Mombasa, Nyeri, Embu, Nairobi, Nakuru, Kakamega, Kisumu, Eldoret and Garissa**.

9. REVISED PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS SYLLABUS AND PAST EXAMINATION QUESTION PAPERS

Following the promulgation of the new constitution on 27th August, 2010, the content of Paper II (code 201) Organization and Functions of Government and paper IV(code 401) Governance and Civil Service Regulations have been reviewed to conform to the constitution of Kenya, 2010.

The revised syllabus and past examination question papers can be down loaded from the Public Service Commission of Kenya website **www.publicservice.go.ke**

10. EXAMINATION STATIONERY

Examination question papers and answer booklets are supplied to the candidates by this office through the Provincial Directors of Education, who are in charge of the Examination Centres.

However, candidates will be required to have their own pens, rulers, pencils and calculators

No other stationery such as books, magazines, files e.t.c. shall be permitted in the examination room. Mobile phones shall also not be allowed in the examination room

11. PUBLIC SERVICE COMMISSION EXAMINATION RULES

Every candidate shall be expected to comply with the Public Service Commission Examination rules with specific reference to "instructions to candidates" and "candidate's conduct in the examination room" as set out in the appendix of this circular letter. They should also farmiliarize themselves with the penalties for examination irregularity.

The decision of the Public Service Commission of Kenya, in all matters related to the examination, **SHALL BE FINAL.**

Kindly ensure that Human Resource Officers in your Ministry/Department avail this information to all eligible candidates.

Note:
This information can also be down loaded from the Public Service Commission of Kenya website at www.public service.go.ke.

BERNADETTE M. NZIOKI, EBS
SECRETARY
PUBLIC SERVICE COMMISSION OF KENYA