PUBLIC SERVICE COMMISSION OF KENYA

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS

PAPER CODE: 201

ORGANIZATION AND FUNCTIONS OF GOVERNMENT

TIME :1 HOUR 45 MINUTES

INSTRUCTIONS:

1. **This paper consists of two Sections, A and B.**
2. **Section A consists of ten compulsory questions carrying 20 marks.**
3. **Section B consists of four questions each carrying 20 marks. Answer any three questions.**
4. **Answer all questions on the answer booklet provided.**

SAMPLE PAPER

SECTION A (COMPULSORY)

1. Define the term **constitutional office.** (**1mark)**

2. Identify **three** categories of Local Authorities in Kenya. (**3marks)**.

3. State **two** powers of the National Assembly in Kenya. **(2marks)**

4. State **two** ways through which a state corporation may be established in Kenya . (**2 marks**)

5. Explain the term **cess** as a source of revenue for local authorities in Kenya. (**2 marks**)

6. Identify **two** sources of funding for a research based State Corporation. (**2marks)**

7. As a clerical officer attached to a District Commissioner's office dealing with pension, state **two** duties that you would perform while handling the pensioners. (**2 marks**)

8. State **two** possible rulings that the Court of Appeal in Kenya may make regarding a case. (**2marks**)

9. The Attorney General is an ex-officio member of parliament. State **two** roles that he/she performs in parliament. **(2 marks)**

10. Outline the structure of provincial administration from the District Officer's level. (**2 marks)**

SAMPLE PAPER

SECTION B (ANSWER ANY THREE QUESTIONS)

11. (a) Explain **five** responsibilities of the Interim Independent Electoral Commission of Kenya.

(10marks)

(b) Highlight **five** educational services that local authorities provide in their areas of jurisdiction.

(10marks)

12(a) Explain **five** powers of the President as stipulated in the Constitution of Kenya. **(10marks)**

(b) Outline **five** duties that are performed by a Minister in Kenya.

(10marks)

13(a) The Public Service Commission of Kenya has delegated certain powers to the Ministries to execute regarding some cadres of staff including clerical officers. Explain **five** such powers.

(**10marks**)

(b) Outline **five** powers of the high court in Kenya. **(10marks)**

14(a) Highlight **five** circumstances under which a by – election can be held in a constituency in Kenya. (**10marks**)

(b) Outline **five** personnel powers that a parent Ministry has over a State Corporation. **(10marks)**

SAMPLE PAPER