



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service".

Our Mission

"To reform and transform the public service for efficient and effective service delivery"

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS- SEPTEMBER, 2024

It is notified for general information that year 2024 Proficiency Examination for Clerical Officers will be held from **Monday 23rd to Thursday 26th September 2024** at Nairobi; Mombasa; Kisumu and Nakuru examination centers. The actual venues will be notified to the candidates after registration.

ELIGIBILITY FOR REGISTRATION

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

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

REGISTRATION FORMS

- 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.
- The Candidate 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, Public Service Commission P. O. Box 30095-00100 NAIROBI** so as to reach the Commission not later than **Friday, 30th August, 2024**.

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)
E-citizen fee	Kshs. 50

Candidates are required to pay the registration fee through the E-Citizen platform using the following procedure:

- Log in to <https://psc.ecitizen.go.ke>;
- Select PSC Examinations;
- Click the apply now button;
- Log in to the e-citizen using your personal account;
- Read the requirements for registration and click the next button;
- The applicants details will be uploaded from your personal e-citizen account;
- Click the next button;
- Select whether registering for the first time or for a re-sit;
- Select the type of examination;
- For candidates who are re-sitting select the appropriate subjects;
- Select the examination center;
- Click the next button to preview the applicants details;
- Click the next button to preview the examination details;
- Click the next button and confirm that the information provided is accurate;
- Scroll to the bottom of the page and click the complete button;
- Await approval from the Public Service Commission;
- The approval status will be displayed on the E-citizen platform and communicated to the applicant via SMS;
- Once approval is granted, make the payment; and
- Download the Government copy of the receipt and attach it to the duly filled registration form.

LATE REGISTRATION

A **late registration fee of Kshs. 525** will be charged on all candidates who submit their registration forms after **30th August, 2024**. The deadline for late registration is **6th September, 2024**.

This information can also be downloaded from the Public Service Commission website at www.publicservice.go.ke.

PAUL FAMBA, MBS
SECRETARY/CEO