



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"

ADMINISTRATIVE OFFICERS EXAMINATION - APRIL 2026.

It is notified for general information that year 2026 Administrative Officers' Examination will be held from **Monday 13th to Friday 17th April 2026 at Machakos.**

Candidates will be notified the actual venues after registration.

ELIGIBILITY FOR REGISTRATION

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

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

CONDITIONS FOR REGISTRATION

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

- Appointment letter as an Administrative Officer;
- National Identity Card;
- Academic certificates;
- Evidence of having attended an induction course lasting for at least one (1) month; and
- 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.

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**. The registration forms are attached to the notification circular which can be accessed from the Public Service Commission website at www.publicservice.go.ke.
- 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, 13th March, 2026 by 5.00 p.m.**

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:**

- Log in to <https://psc.ecitizen.go.ke>;
- Select PSC Examinations;
- Click the apply now button;
- Log in to 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 profile;
- 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 your E-citizen profile and communicated to the applicant via SMS;
- Refresh your profile and click on the button awaiting payment to pay; and
- Download the Government copy of the receipt and attach it to the duly filled registration form.