



PUBLIC SERVICE COMMISSION

Our Vision

"A values – driven citizen-centric public service"

Our Mission

"To ensure an efficient, effective, ethical and inclusive public service for delivery of quality services to the citizenry"

PROFICIENCY EXAMINATION FOR CLERICAL OFFICERS - SEPTEMBER, 2026

It is notified for general information that year 2026 Proficiency Examination for Clerical Officers will be held from Monday 21st to Thursday 24th September 2026 at Machakos; Nyeri; Mombasa; Embu; Garissa; Kisumu; Nakuru; Kakamega and Eldoret 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

1. REGISTRATION FORMS

- All candidates attempting the examination for the first time are required to complete registration FORM A duly filled by their Head of Department/ Section while referred candidates should complete FORM B available on the Public Service Commission website www.publicservice.go.ke.
- 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, 28th August, 2026**.

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 applicant's E-citizen profile and communicated to their registered telephone number via SMS;
- Once approval is granted, scroll back to your profile and click on the awaiting payment button;
- Make the payment through one of the gateways provided; 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 **Friday 28th August, 2026**. The deadline for late registration is **Thursday 3rd September 2026**.

COLLECTION OF CERTIFICATES

The certificates for candidates who passed the Proficiency Examination for Clerical Officers held in September 2025 are ready for collection at the Public Service Commission House during official working hours. Officers are requested to carry their original identification Card or Passport. Officers who passed promotional examinations administered by the Public Service Commission in earlier years and have not collected their certificates are requested to do so.

Download the detailed information and registration forms from the Public Service Commission website at www.publicservice.go.ke.

PAUL FAMBA, CBS
SECRETARY/CEO