



## PUBLIC SERVICE COMMISSION

PSC/EXAM/2/ 1/1 (32)

9<sup>th</sup> December, 2022

The Attorney General  
All Cabinet Secretaries  
All Principal Secretaries  
All Chief Executive Officers, Constitutional Commissions and Independent Offices  
All Chief Executive Officers, State Corporations and Statutory Bodies  
The Chief Registrar, Judiciary  
The Clerk of the National Assembly  
The Clerk of the Senate  
All County Commissioners  
All County Secretaries

### ADMINISTRATIVE OFFICERS' EXAMINATION APRIL, 2023

It is notified for general information that year 2023 Administrative Officers' Examination will be held from Monday 27<sup>th</sup> to Friday 31<sup>st</sup> March 2023 at Nairobi.

#### 1. EXAMINATION PAPER STRUCTURE

The examination consists of eight theory papers. The examination paper structure as per the revised syllabus (2019) is as follows:

Paper Code	Subject
101	Law
102	Government Organization Functions and Practice
103	Values and Principles in Public Service
104	Public Finance Management
105	Socio-Economic and Entrepreneurship Development
106	Regional and International Co-operation
107	Effective Communication
108	Peace, Safety and Security Management

#### 2. ELIGIBILITY TO REGISTER

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

- be a holder of a Bachelor's 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.

### 3. CONDITIONS FOR REGISTRATION

For an Officer to be registered for the examination, he/she should produce certified copies of the following:

- (a) Appointment Letter as an Administrative Officer;
- (b) Identity Card;
- (c) Academic certificates and testimonials;
- (d) Evidence of having attended an induction course lasting for at least one (1) month; and
- (e) Two passport size photographs.

### 4. REGISTRATION FORMS

- (a) 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 to this circular letter.
- (b) The registration form should be reproduced by the Ministry/Department as required.
- (c) The duly completed registration form, accompanied by the correct registration fee should be submitted to the Secretary/Chief Executive, Public Service Commission P. O. Box 30095-00100 NAIROBI so as to reach the Commission not later than **3<sup>rd</sup> February 2023**.

### 5. REGISTRATION FEES

Each candidate will be required to pay the registration fees as per the revised rates in the circular Ref PSC. EXAM/1/VOL.11 dated **3<sup>rd</sup> May 2018**.

Basic Fee	Kshs. 3,500
Fee per paper	Kshs. 875 (8 papers)

The fee which is non-refundable should be paid in Banker's cheque only payable to the **Public Service Commission**. Kenya Government cheques, personal cheques, money orders and postal orders will not be accepted.

### 6. LATE REGISTRATION

A **late registration fee of Kshs. 525** will be charged to all candidates who submit their registration forms after **3<sup>rd</sup> February, 2023**. The deadline for late registration is **17<sup>th</sup> February, 2023**.

### 7. EXAMINATION CENTRE

The examination will be held in Nairobi. The actual venue will be communicated to the candidates after registration.



## 8. EXAMINATION TIME TABLE

The Examination timetable will be as indicated in the table below:

DAY & DATE	SESSION	SUBJECT	TIME
<b>Day 1</b> Monday, 27 <sup>th</sup> March, 2023	<b>MORNING</b>	Rehearsal	9:00 a.m.
	<b>AFTERNOON</b>	<b>Paper 101</b> Law	2:00 p.m. – 5:00 p.m. (3 hours)
<b>Day 2</b> Tuesday, 28 <sup>th</sup> March, 2023	<b>MORNING</b>	<b>Paper 102</b> Government Organization, Management and Practice	9:00 a.m. – 12:00 p.m. (3 hours)
	<b>AFTERNOON</b>	<b>Paper 103</b> Values and Principles in Public Service	2:00 p.m. – 5:00 p.m. (3 hours)
<b>Day 3</b> Wednesday, 29 <sup>th</sup> March, 2023	<b>MORNING</b>	<b>Paper 104</b> Public Finance Management	9:00 a.m. – 12:00 p.m. (3 hours)
	<b>AFTERNOON</b>	<b>Paper 105</b> Socio-Economic and Entrepreneurship Development	2:00 p.m. – 5:00 p.m. (3 hours)
<b>Day 4</b> Thursday, 30 <sup>th</sup> March, 2023	<b>MORNING</b>	<b>Paper 106</b> Regional and International Co-operation	9:00 a.m. – 12:00 Noon (3 hours)
	<b>AFTERNOON</b>	<b>Paper 107</b> Effective Communication	2:00 p.m. – 5:00 p.m. (3 hours)
<b>Day 5</b> Friday 31 <sup>st</sup> March, 2023	<b>MORNING</b>	<b>Paper 108</b> Peace, Safety and Security Management	9:00 a.m. – 12:00 Noon (3 hours)

## 9. THE PUBLIC SERVICE COMMISSION EXAMINATION RULES

Every candidate shall be expected to comply with the Public Service Commission Examination rules throughout the examination period. Candidates will be sensitized on the examination rules during rehearsal.

## 10. EXAMINATION RESULTS

The Commission shall communicate examination results through the Kenya Gazette. A Circular will also be issued to the Service to communicate the results. The information will all also be accessible through the Public Service Commission Website [www.publicservice.go.ke](http://www.publicservice.go.ke)

## 11. CERTIFICATION

A candidate who passes all the subjects will be awarded the Administrative Officers' certificate by the Commission.

## 12. REFFERALS

- (a) A candidate must attempt all the eight (8) papers during the first sitting;
- (b) A candidate who does not pass a paper will be referred in the same paper;
- (c) A candidate who does not pass all the papers within five years will be expected to re-sit all papers

**NOTE:**

- This information can also be downloaded from the Public Service Commission website at [www.publicservice.go.ke](http://www.publicservice.go.ke).
- The Examination Regulations and Syllabus for Administrative Officers Examination revised 2019, the training manual and sample question papers can be downloaded from Public Service Commission website at [www.publicservice.go.ke](http://www.publicservice.go.ke).



Dr. Simon Rotich, CBS  
Secretary/Chief Executive  
**PUBLIC SERVICE COMMISSION**

Encl.



## PUBLIC SERVICE COMMISSION

## REGISTRATION FORM FOR THE ADMINISTRATIVE OFFICERS' EXAMINATION

*(This application form consists of TWO parts A and B. The applicant should complete part A while part B should be completed by the Permanent Secretary of the Ministry/Head of Department/Section).*

## PART A

Name.....

*(Write the Names in full and in Capital Letters, Surname first)*

Personal No. ....

I.D No.....

Ministry/Department.....

Station.....

Postal Address.....

Cell phone No.....

E-mail Address.....

Date of first appointment to the service.....

Academic qualifications.....

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Do you live with any disability? (If yes, specify the nature and any adjustment you would require to be put in place to allow you to sit for the Examination comfortably.

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**PART B**

**This section MUST be completed by the Head of Department/Section**

I confirm that

Mr./Mrs./Miss.....

ID/NO..... P/NO.....is

serving as.....

(Designation)

With effect from.....and is eligible/not eligible  
to sit for the Administrative Officers' Examination.

Signed.....

Designation .....

Date.....

Candidates **MUST** attach the following to the application form:

1. Certified copies of the certificates and appointment letter
2. Certified two coloured passport size photographs
3. Evidence of having attended an induction course lasting for at least one (1) month; and
4. Bankers Cheque of Kshs. 10,500 as registration fees payable to the Public Service Commission.

**NOTE:** Deadline for normal registration - **3<sup>rd</sup> February, 2023**

Deadline for Late Registration - **17<sup>th</sup> February, 2023**





## PUBLIC SERVICE COMMISSION

(FOR CANDIDATES WHO HAVE BEEN REFERRED OR FAILED)

## REGISTRATION FORM FOR THE ADMINISTRATIVE OFFICERS' EXAMINATION

(The applicant should complete parts A and B of this form)

**Part A**

Name.....

*(Write the Names in full and in Capital Letters, Surname first)*

Personal No. ....

ID No.....

Ministry/Department.....

Station.....

Postal Address.....

Cell Phone No.....

E-mail Address.....

Do you live with any disability? (If yes, specify the nature and any adjustment you would require to be put in place to allow you to sit for the Examination comfortably.)

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**PART B****SECTION I**

The Candidate should indicate the paper previously attempted and passed.

Paper Code	Subject	Year Attempted	Index no
101	Law		
102	Government Organization Management and Practice		
103	Values and Principles in Public Service		

104	Public Finance Management		
105	Socio- Economic and Entrepreneurship Development		
106	Regional and International Co-operation		
107	Effective Communication		
108	Peace, Safety and Security Management		

## SECTION II

The Candidate **MUST** sign against the paper they wish to sit.

Paper Code	Subject	Signature
101	Law	
102	Government Organization Management and Practice	
103	Values and Principles in Public Service	
104	Public Finance Management	
105	Socio- Economic and Entrepreneurship Development	
106	Regional and International Co-operation	
107	Effective Communication	
108	Peace, Safety and Security Management	

Candidates **MUST** attach the following to the application form:

1. Certified copies of the certificates and appointment letter;
2. Certified two coloured passport size photographs;
3. Evidence of having attended an induction course lasting for at least one (1) month; and
4. Bankers Cheque of Kshs.3,500 basic fee and Kshs.875 for each paper they wish to sit for payable to the Public Service Commission.

**NOTE:** Deadline for normal registration - **3<sup>rd</sup> February, 2023**

Deadline for Late Registration - **17<sup>th</sup> February, 2023**