



# 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, 2025

It is notified for general information that year 2025 Proficiency Examination for Clerical Officers will be held from Monday 22<sup>nd</sup> to Thursday 25<sup>th</sup> September 2025 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 while referred candidates should complete FORM B available on the Public Service Commission website [www.publicservice.go.ke](http://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, 22<sup>nd</sup> August, 2025**.

### 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 3<sup>rd</sup> May 2018**.

<b>Basic Fee</b>	<b>Kshs. 2625</b>
<b>Fee per paper</b>	<b>Kshs. 875 (7 papers)</b>
<b>E-citizen fee</b>	<b>Kshs. 50</b>

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 22<sup>nd</sup> August, 2025. The deadline for late registration is **29<sup>th</sup> August, 2025**.

### COLLECTION OF CERTIFICATES

The certificates for candidates who passed the Proficiency Examination for Clerical Officers held in September 2024 are ready for collection at the Public Service Commission House during official working hours. Officers are requested to carry their original identification document. 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.

This information can also be downloaded from the Public Service Commission website at [www.publicservice.go.ke](http://www.publicservice.go.ke).

**PAUL FAMBA, MBS**  
**SECRETARY/CEO**