

My Ref. No: AD.137/296/01

Your Ref. No:

www.psc.gov.gh

GPS ADDRESS: GA 144 4112



REPUBLIC OF GHANA

The Office of the
PUBLIC SERVICES COMMISSION
P. O. Box GP 1618
Accra

20th January, 2023

PUBLIC SERVICES COMMISSION PROMOTION
EXAMINATIONS: 26th AUGUST 2023

I forward herewith, Circular Letter No. AD 137/296/01 dated 20th January, 2023 on the above-mentioned Examinations which are scheduled to be held on **Saturday 26th August, 2023** starting at 9.00 a.m. at all designated Examination Centres.

2. It should be noted that staff of the Local Government Service (OHLGS, RCCs, MMDAs) are to register through the Head of Local Government Service while staff of the Civil Service are to register through the Head of Civil Service. All recommendations must be based on the availability of vacancies to which successful candidates would be promoted.
3. Officers are to be informed that the Registration Fee is **GH¢100.00 (One Hundred Ghana Cedis) across all grades.**
4. Candidates of various Ministries, Departments and Agencies (MDAs) should take note of the fee and comply accordingly.
5. Registration closes on **Friday 12th May, 2023.** MDAs are to ensure that the list of all qualified and recommended candidates, together with their completed registration forms and Payment Orders are submitted to the Commission by **26th May, 2023.** Please be informed that candidates are **NOT allowed to submit forms directly to the Commission without passing them through the Heads of their respective MDAs.** Late registrations/submissions **WILL NOT BE ACCEPTED.**
6. Please note further that, unendorsed forms, forms endorsed by unauthorized persons, wrongly filled forms and forms without the relevant attachments **WILL** also be rejected.
7. The Time Table for the Examinations, the Calendar of Activities as well as the Examinations Application Form are attached as Appendix 'A', 'B' and 'C' respectively, for your information.
8. Thank you.

TO ALL: HEAD OF CIVIL SERVICE
HEAD OF LOCAL GOVERNMENT SERVICE
CHIEF DIRECTORS
REGIONAL CO-ORDINATING DIRECTORS
THE HEAD, DEPARTMENT OF SOCIAL WELFARE
THE HEAD, DEPARTMENT OF COMMUNITY DEVELOPMENT
CONTROLLER AND ACCOUNTANT-GENERAL
THE CLERK TO PARLIAMENT

ING. (MRS.) MABEL AMOAKO-ATTA
SECRETARY

DESPATCHED
24/1/2023



REPUBLIC OF GHANA

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20th January, 2023

PUBLIC SERVICES COMMISSION PROMOTION
EXAMINATIONS: 26TH AUGUST 2023

The Public Services Commission has decided to hold the 2023 Promotion Examinations on Saturday, 26th August, 2023 starting at 9.00 a.m. at the Examination Centres indicated below.

<u>REGION</u>	<u>CENTRE</u>	<u>PLACE OF EXAMINATION</u>
Greater Accra	Accra	St. Thomas Aquinas Senior High School
Eastern	Koforidua	Ghana Senior High School
Central	Cape Coast	Mfantshipim College
Western and Western North	Takoradi	Ghana Senior High/Technical School
Volta and Oti	Ho	Mawuli Senior High School
Ashanti	Kumasi	Prempeh College
Bono, Ahafo and Bono East	Sunyani	Sunyani Senior High School
Northern, Upper-East, Upper-West, North East and Savanna	Tamale	Tamale Senior High School

2. Only confirmed officers with satisfactory Annual Staff Performance Appraisal Reports subject to the conditions set out below should be allowed to register to take part in these promotion examinations.

- i. **For Promotion to the Grades of Executive, Higher Executive Officer/Assistant Personnel Officer, Senior Executive Officer/Personnel Officer, and Principal Executive Officer/Senior Personnel Officer:-**

Clerical Officers, Executive Officers, Higher Executive Officers/Assistant Personnel Officers and Senior Executive Officers/Personnel Officers respectively appointed/promoted **on or before 1st August, 2020**

- ii. **For Promotion to the Grades of Accounts Technician, Senior Accounts Technician and Principal Accounts Technician:-**

Junior Accounts Technicians, Accounts Technicians and Senior Accounts Technicians respectively appointed/promoted **on or before 1st August, 2020.**

iii. **For Promotion to the Grades of Assistant Chief Accounts Technician and Chief Accounts Technician:-**

Principal Accounts Technicians and Assistant Chief Accounts Technicians respectively appointed/promoted **on or before 1st August, 2020.**

iii. **For Promotion to the Grades of Revenue Inspector, Higher Revenue Inspector, Revenue Superintendent and Senior Revenue Superintendent:-**

Revenue Collectors, Revenue Inspectors, Higher Revenue Inspectors and Revenue Superintendents respectively appointed/promoted **on or before 1st August, 2020.**

iv. **For Promotion to the Grades of Court Clerk Grade I, Bailiff Grade I, Assistant Traditional Council Registrar and Senior Bailiff:-**

Court Clerk Grade IIs, Bailiff Grade IIs, Court Clerk Grade Is and Bailiff Grade Is respectively appointed/promoted **on or before 1st August, 2020.**

v. **For Promotion to the Grades of Principal Bailiff, Chief Bailiff, Traditional Council Registrar and Senior Traditional Council Registrar:-**

Senior Bailiffs, Principal Bailiffs, Assistant Traditional Council Registrars and Traditional Council Registrars respectively appointed/promoted **on or before 1st August, 2020.**

vi. **For Promotion to the Grades of Mass Education Officer and Senior Mass Education Officer:-**

Assistant Community Development Officers and Mass Education Officers respectively appointed/promoted **on or before 1st August, 2020.**

vii. **For Promotion to the Grades of Assistant Social Development Officer and Senior Assistant Social Development Officer:-**

Social Development Assistants and Assistant Social Development Officers respectively appointed/promoted **on or before 1st August, 2020.**

3. **EXAMINATION FEES:** Candidates will be required to pay a flat examination registration fee of **One Hundred Ghana Cedis (GH¢100.00)** each. The fee, in **Banker's Draft**, must be crossed and made payable to the **PUBLIC SERVICES COMMISSION** written in full. It must be emphasized that, any candidate who makes his/her Banker's Draft payable to any institution other than the **PUBLIC SERVICES COMMISSION** or who makes a draft payment that is lower than the approved **GH¢100.00** will have his/her application rejected.

4. **METHOD OF APPLICATION**

a) **OFFICERS FROM THE CIVIL SERVICE**

- i. Candidates from the Civil Service who are qualified and wish to participate in the examination should obtain the **P.S.C. Examinations Application Form** (copy attached) from their Heads of Department or print a copy from the Commission's website (www.psc.gov.gh). The Form must be **completed in the candidates own handwriting** and should be **returned to the Heads of Department** in their respective Ministries, Departments and Agencies or institutions.

- ii. The Heads of Department shall endorse the Forms and forward same to the **Commission through the Office of the Head of Civil Service (OHCS)** for processing on or before **Friday 26th May, 2023**.

b) OFFICERS FROM THE LOCAL GOVERNMENT SERVICE

- i. Officers from the Local Government Service (OHLGS, RCCs and MMDAs) who are qualified and wish to participate in the examinations should obtain the **P.S.C. Examinations Application Form** (copy attached) from their Heads of Department or print a copy from the Commission's website (www.psc.gov.gh). The Form must be **completed in the candidates own handwriting** and should be **returned to the Heads of MMDAs** (Coordinating Directors for staff of MMDAs) or designated officers for staff working in the RCCs and at the OHLGS).
- ii. All Application Forms completed by candidates must be thoroughly checked and endorsed by the **Metropolitan, Municipal or District Coordinating Directors** in the MMDAs who shall subsequently forward them to the Regional Coordinating Councils in their respective Regions.
- iii. The Regional Coordinating Councils shall collate all the Application Forms from the MMDAs in their respective Regions and forward them, in bulk, to the **Head of Local Government Service, Accra** for onward submission to the Public Services Commission's Examinations Unit for processing on or before **Friday, 26th May, 2023**.
- iv. Please be informed that **NO** applications will be **accepted directly from individual candidates**. All applications must be routed through the Heads of Department and submitted to the Commission as indicated in 4(a) (i) & (ii) and b (i), (ii) and (iii) above. **Candidates are not allowed to come to the Public Services Commission with their Forms (whether endorsed or not).**
- v. Candidates are **required** to paste a copy of their **RECENT** photograph (passport size) in the space indicated on the application form.
- vi. Candidates are requested to attach a photocopy of their **first Appointment Letter (for those who have not been promoted before) or last Promotion Letter (for those who have been promoted before) to their Application Forms**. **Failure to comply with this directive will lead to the rejection of their application forms.**
- vii. Candidates are required to attach a **Banker's Draft** (payable to the **Public Services Commission**) to their completed Application Forms before registration can be effected. **Candidates who fail to attach their Banker's Drafts or make their Banker's Drafts payable to an institution, other than the PUBLIC SERVICES COMMISSION or make a draft payment that is lower than the approved GH¢100.00 will have their applications rejected.**
- viii. Candidates should make sure they are duly qualified to sit for the examinations before purchasing the Banker's Draft, since payments, once made, **are non-refundable**.

THINGS HEADS OF DEPARTMENT/COORDINATING DIRECTORS MUST CHECK BEFORE ENDORSING THE FORMS

5. For the sake of emphasis, Heads of Department/Coordinating Directors must look out for the following before endorsing the Application Forms:
- i. Whether the Application Forms have been properly filled;
 - ii. Whether the candidates meet the minimum years working experience per the criteria set for each grade under paragraph 2 above;
 - iii. Whether the candidates have attached the required documents (first appointment letter for those who have not had any promotion before or last promotion letter for those who have been promoted before);
 - iv. Whether the candidates have attached their most recent Passport Photographs (one each) to the application forms; and,
 - v. Whether a **Banker's Draft of One Hundred Ghana Cedis (GH¢100.00)** each, crossed and made payable to the **PUBLIC SERVICES COMMISSION**, written in full is attached.
 - vi. An Application that does not meet any of the above criterion or lacks any of the attachments should not be endorsed and such an Application **should not be forwarded to the Public Services Commission.**
6. All eligible officers wishing to take part in these examinations are advised to avail themselves of the training courses that would be announced by their respective Institutions.
7. Details of the Time Table for the examinations are set out in Appendix 'A' of this Circular Letter.



ING. (MRS.) MABEL AMOAKO-ATTA
SECRETARY

TO ALL: HEAD OF CIVIL SERVICE
HEAD OF LOCAL GOVERNMENT SERVICE
CHIEF DIRECTORS
REGIONAL CO-ORDINATING DIRECTORS
THE HEAD, DEPARTMENT OF SOCIAL WELFARE
THE HEAD, DEPARTMENT OF COMMUNITY DEVELOPMENT
THE CONTROLLER AND ACCOUNTANT-GENERAL
THE CLERK TO PARLIAMENT

APPENDIX 'A'

PUBLIC SERVICES COMMISSION PROMOTION

EXAMINATIONS, 26TH AUGUST 2023

TIME TABLE

1. FOR PROMOTION TO THE GRADE OF EXECUTIVE OFFICER;

TIME	SUBJECT		
09.00 – 11.00	(a) English I (Essay)	-	1hr.
	(b) English II (Comprehension)	-	1hr.
11.30 – 12.30	(c) Registry Duties	-	1hr.
11.30 – 12.30	(d) Legislative Affairs	-	1hr.
12.45 – 01.45	(e) Parliamentary Knowledge, Skills & Abilities	-	1hr.

2. FOR PROMOTION TO THE GRADES OF HIGHER EXECUTIVE/ASSISTANT PERSONNEL OFFICER;

TIME	SUBJECT		
09.00 – 11.00	(a) English I (Essay)	-	1hr.
	(b) English II (Comprehension)	-	1hr.
11.30 – 01.00	(c) Mathematics	-	1hr. 30mins
01.15 – 02.45	(d) G. K & Public Service Rules and Regulations	-	1hr. 30mins
11.30 – 01.00	(e) Legislative Affairs	-	1hr. 30mins
01.15 – 02.45	(e) Parliamentary Knowledge, Skills & Abilities	-	1hr. 30mins

3. FOR PROMOTION TO THE GRADES OF JUNIOR/SENIOR/PRINCIPAL/ACCOUNTS TECHNICIAN;

TIME	SUBJECT		
09.00 – 11.00	(a) English I (Essay)	-	1hr.
	(b) English II (Comprehension)	-	1hr.
11.30 – 01.30	(c) Methods & Management	-	2hrs.
01.45 – 03.45	(d) Principles of Account	-	2hrs.

4. FOR PROMOTION TO THE GRADES OF REVENUE INSPECTOR/HIGHER REVENUE INSPECTOR/REVENUE SUPRINTENDENT/SENIOR REVENUE SUPRINTENDENT;

TIME	SUBJECT		
09.00 – 11.00	(a) English I (Essay)	-	1hr.
	(b) English II (Comprehension)	-	1hr.
11.30 – 01.00	(c) Revenue Paper	-	1hr. 30mins

5. FOR PROMOTION TO THE GRADES OF SENIOR EXECUTIVE OFFICER/PERSONNEL OFFICER;

TIME	SUBJECT		
09.00 – 11.30	(a) English I (Essay)	-	1hr
	(b) English II (Comprehension)	-	1hr. 30mins
12.00 – 01.30	(c) Government Regulations	-	1hr. 30mins
01.45 – 3.15	(d) General Knowledge	-	1hr. 30mins
12.00 – 2.00	(e) Legislative Affairs	-	1hr. 30mins
02.15 – 3.45	(e) Parliamentary Knowledge, Skills & Abilities	-	1hr. 30mins

6. **FOR PROMOTION TO THE GRADE OF PRINCIPAL EXECUTIVE/SNR PERSONNEL OFFICER:**

TIME	SUBJECT		
09.00 – 11.30	(a)	English I (Essay)	- 1hr
	(b)	English II (Comprehension)	- 1hr. 30mins
12.00 – 01.30	(c)	Public Service Rules and Regulations	- 1hr. 30mins
12.00 – 01.30	(d)	Legislative Affairs	- 1hr. 30mins
01.45 – 03.15	(e)	Parliamentary Knowledge, Skills & Abilities	- 1hr. 30mins

7. **PROMOTION TO THE GRADES OF ASSISTANT CHIEF/CHIEF ACCOUNTS TECHNICIAN:**

TIME	SUBJECT		
09.00 – 12.00	(a)	English I (Essay)	- 1hr.
	(b)	English II (Comprehension)	- 1hr.
	(c)	English (Summary)	- 1hr.
12.30 – 02.30	(d)	Methods & Management	- 2hrs.
02.45 – 04.45	(e)	Principles of Account	- 2hrs.

8. **FOR PROMOTION TO THE GRADES OF ATCR/BLGD I/CCGD I/SB/STCR/PB/CB:**

TIME	SUBJECT		
09.00 – 11.00	(a)	English I (Essay)	- 1hr
	(b)	English II (Comprehension)	- 1hr
11.30 – 01.00	(c)	Chieftaincy Affairs	- 1hr: 30 mins.

9. **PROMOTION TO THE GRADES OF MASS EDUCATION OFFICER AND SENIOR MASS EDUCATION OFFICER:**

TIME	SUBJECT		
09.00 – 11.00	(a)	English I (Essay)	- 1hr
	(b)	English II (Comprehension)	- 1hr
11.30 – 01.00	(c)	Departmental Paper	- 1hr: 30 mins.

10. **PROMOTION TO THE GRADES OF ASST. SOCIAL DEVELOPMENT OFFICER/SENIOR ASSISTANT SOCIAL DEVELOPMENT OFFICER:**

TIME	SUBJECT		
09.00 – 11.00	(a)	English I (Essay)	- 1hr
	(b)	English II (Comprehension)	- 1hr
11.30 – 01.00	(c)	Departmental Paper	- 1hr: 30 mins.

APPENDIX 'B'

PUBLIC SERVICES COMMISSION EXAMINATIONS
CALENDAR OF EXAMINATION ACTIVITIES FOR AUGUST 2023

EXAMINATIONS	DATE OF ISSUE OF CIRCULAR	CLOSING DATE FOR RECEIPT OF APPLICATIONS BY MDAS	SUBMISSION OF APPLICATIONS TO PSC BY MDAS	DATE OF EXAMINATIONS	DATE OF RELEASE OF RESULTS
Special Qualifying Examination for promotion to EO, HEO, SEO, PEO, ACAT, CAT and analogous grades.	Monday 23 rd January, 2023	Friday 12 th May, 2023	Friday 26 th May, 2023	Saturday 26 th August, 2023	Friday 8 th December, 2023

P.S.C. EXAMINATIONS APPLICATION FORM

AFFIX PASSPORT
SIZE PHOTOGRAPH
HERE

**PUBLIC SERVICES COMMISSION PROMOTION
EXAMINATIONS APPLICATION FORM**

This section is to be completed by all candidates in **BLOCK CAPITALS**

i)	SURNAME	
ii)	OTHER NAMES (IN FULL)	
iii)	STAFF ID NUMBER	
iv)	PRESENT DEPARTMENT/DISTRICT	
v)	PRESENT GRADE	
vi)	DATE OF APPOINTMENT/PROMOTION TO PRESENT GRADE	
vii)	GRADE FOR WHICH APPLICATION IS MADE	
viii)	(a) Subject(s) passed in previous Sitting(s), if applicable.	
	(b) Index Number(s) of previous sitting(s), Attach Photocopy of Result Slip(s) if applicable	
ix)	EXAMINATION CENTRE SELECTED	

DATE:20.....

.....
APPLICANT'S SIGNATURE

2. To be completed by applicant's Head of Department.

- (a) **I CERTIFY THAT** the applicant is qualified/not qualified to sit for the examination.
- (b) **I RECOMMEND/DO NOT RECOMMEND** that his/her record should be regarded as satisfactory enough to merit his/her admission to the examination.

Name: Signature: Rank:

Date.....20.....

Office Address/Stamp:

Mobile.....

Office Line:.....