

In case of reply the  
number and date of this  
Letter should be quoted

My Ref. No: **AD.137/296/01A** | 11

Your Ref. No: .....

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**GPS ADDRESS: GA 144 4112**



REPUBLIC OF GHANA

42  
The Office of the  
**PUBLIC SERVICES COMMISSION**  
P. O. Box GP 1618  
Accra

23<sup>rd</sup> February 2026

**SPECIAL QUALIFYING EXAMINATIONS FOR PROMOTION TO  
VARIOUS GRADES IN THE PUBLIC SERVICE**

**AUGUST 2026**

I forward herewith the **Circular No. PSC/SQE/2026/01** dated **23<sup>rd</sup> February 2026** on the above-mentioned examinations, which are scheduled to be held on **Saturday, 29<sup>th</sup> August 2026**, 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 **One Hundred Ghana Cedis (GH¢100.00) across all grades.**

4. Applicants of various Metropolitan, Municipal or District Assemblies (MMDAs) and Ministries, Departments and Agencies (MDAs) should take note of the fee and comply accordingly.

5. Registration closes on **Friday, 15<sup>th</sup> May 2026.** MDAs are to ensure that the list of all qualified and recommended applicants, together with their completed registration forms and Payment Orders, is submitted to the Commission by **Friday, 29<sup>th</sup> May 2026.** 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** be rejected.

7. For identification purposes, all registered candidates shall be required to present their **ECOWAS Identity Cards** on the day of the examination before being permitted to sit for their papers.

8. The Timetable for the Examination, Calendar of Activities and Application Form are attached as **Appendices "A", "B", and "C",** respectively, for your information and necessary action.

9. Thank you.

*Harriet*  
DR. (MRS.) HARRIET BANI  
SECRETARY TO THE COMMISSION

THE HEAD OF SERVICE  
OFFICE OF THE HEAD OF LOCAL GOVERNMENT SERVICE  
ACCRA

**DESPATCHED**  
SIGN *[Signature]* DATE *24/6/2025*

THE HEAD OF CIVIL SERVICE  
OFFICE OF THE HEAD OF THE CIVIL SERVICE  
ACCRA

cc: The Head  
Department Of Social Welfare  
Accra

The Head  
Department of Community Development  
Accra

The Clerk to Parliament  
Parliamentary Service  
Accra

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23<sup>rd</sup> February 2026

**SPECIAL QUALIFYING EXAMINATIONS FOR PROMOTION TO  
VARIOUS GRADES IN THE PUBLIC SERVICE**

**AUGUST 2026**

**EXAMINATIONS CIRCULAR NO: PSC/SQE/2026/01**

The Public Services Commission (PSC) has decided to hold the **2026 Promotion Examinations** on **Saturday, 29<sup>th</sup> August 2026**, starting at **9.00 a.m.** at the Examination Centres indicated in the table below:

NO	REGION	REGIONAL CODE	LOCATION OF CENTRE
i.	Greater Accra	GR	Accra
ii.	Eastern	ER	Koforidua
iii.	Central	CR	Cape Coast
iv.	Western and Western North	WR	Takoradi
v.	Volta and Oti	VR	Ho
vi.	Ashanti	AS	Kumasi
vii.	Ahafo	AH	Goaso
viii.	Bono East	BE	Techiman
ix.	Northern, Upper-East, Upper-West, North-East, and Savanna	NR	Tamale

**2.0 ELIGIBILITY FOR REGISTRATION**

**2.1 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 Officer, 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 1<sup>st</sup> August 2023**.

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 1<sup>st</sup> August 2023.**

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 1<sup>st</sup> August 2023.**

iv. **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 1<sup>st</sup> August 2023.**

v. **For Promotion to the Grades of Assistant Registration Officer and Registration Officer: -**

Registration Assistant and Assistant Registration Officer, respectively, appointed/promoted **on or before 1<sup>st</sup> August 2023.**

vi. **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 1<sup>st</sup> August 2023.**

vii. **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 1<sup>st</sup> August 2023.**

viii. **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 1<sup>st</sup> August 2023.**

ix. **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 1<sup>st</sup> August 2023.**

### **3.0 EXAMINATION FEES**

i. Applicants will be required to pay a flat examination registration fee of **One Hundred Ghana Cedis (GH¢100.00)** each.

ii. The fee, in **Banker's Draft**, must be crossed and made payable to the **PUBLIC SERVICES COMMISSION**, written in full. It must be emphasised that any Applicant 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.

## 4.0 METHOD OF APPLICATION

### 4.1 Officers from the Civil Service

- i. Applicants from the Civil Service who are qualified and wish to participate in the examination should obtain the **PSC Examinations Application Form** (copy attached) from their Heads of Department or print a copy from the Commission's website ([www.psc.gov.gh](http://www.psc.gov.gh)).
- ii. The Application Form must be **completed in the Applicant's own handwriting** and should be **returned to the Heads of Department** in their respective Ministries, Departments and Agencies (MDAs) or institutions.
- iii. The Heads of Department shall endorse the Forms and forward the same to the **Commission through the Office of the Head of Civil Service (OHCS)** for processing.

### 4.2 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 **PSC Examinations Application Form** (copy attached) from their Heads of Department or print a copy from the Commission's website ([www.psc.gov.gh](http://www.psc.gov.gh)). The Form must be **completed in the Applicant's own handwriting** and should be **returned to the Heads of Metropolitan, Municipal or District Assemblies** (Coordinating Directors for staff of (Metropolitan, Municipal or District Assemblies (MMDAs)) or designated officers for staff working in the Regional Coordinating Councils (RCCs) and at the Office of the Head of Local Government Service (OHLGS)).
- ii. All Application Forms completed by Applicants 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.
- iv. Please be informed that **NO** applications will be **accepted directly from individual Applicants**. All applications must be routed through the Heads of Department and submitted to the Commission as indicated in 4.1 and 4.2 (i), (ii) and (iii) above. **Applicants are not allowed to come to the Public Services Commission with their Forms (whether endorsed or not)**.
- v. Each Applicant will be **required** to submit **two (2) RECENT** passport-size photographs (**not more than three (3) months old with the standard size of 35 mm x 45 mm**), all of which are to be **endorsed and the Applicant's name written on the backs**. One (1) of the passport-sized photos should be attached in the **designated area/box** provided at the top right corner of the Application Form, and the other should be enveloped and firmly secured to the Application Form.
- vi. For identification purposes, Applicants will be required to show their **ECOWAS ID Cards** on the day of examination before they will be allowed to write their papers.
- vii. Applicants 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.

viii. Applicants are required to attach a **Banker's Draft** (payable to the **Public Services Commission**) to their completed Application Forms before registration can be effected. Applicants 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 **GHC100.00** will have their applications rejected.

ix. Applicants 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**.

## 5.0 DEADLINE FOR SUBMISSION

5.1 All Application Forms collated by the Office of the Head of Civil Service and the Office of the Local Government Service must reach the Public Services Commission **on or before Friday, 29<sup>th</sup> May 2026**.

## 6.0 HEAD OF DEPARTMENT/COORDINATING DIRECTORS' CHECKLIST

6.1 Heads of Department/Coordinating Directors shall ensure the following before endorsing any Application Form:

- i. Application Forms have been properly completed;
- ii. Applicants meet the minimum years of working experience in accordance with the criteria set for each grade under **Paragraph 2.0** above;
- iii. Applicants have attached the required documents, namely:
  - First appointment letter (for applicants who have not been promoted before);  
or
  - Last promotion letter (for applicants who have been promoted before);
- iv. Applicants have attached their most recent passport photographs (**two copies**) to the Application Forms;
- v. A **Banker's Draft of One Hundred Ghana Cedis (GHC100.00)**, crossed and made payable to the **PUBLIC SERVICES COMMISSION**, written in full, is attached;
- vi. For **Applicants with special Needs**, **Part B** of the Application Form has been properly completed, including:
  - **Disability:** The appropriate category has been ticked, where applicable.
    - None
    - Visually Impaired (Blind)
    - Low Vision (Poor Sight)
    - Hearing Impaired (Deaf)
    - Hard of Hearing
    - Speech or Language Impairment (Dumb)
    - Physically challenged
    - Others (please specify): .....
  - **Medical Report Attached:** The appropriate category has been ticked, where applicable. Yes  No
- vii. A **certified medical report** detailing the nature of the disability and recommended assistance must be attached. Applications **without medical documentation** will not be processed.
- viii. Applicants should specify any disability not listed above in the space provided against 'please specify'. Heads of Department/Coordinating Directors should verify that the description is clear and supported by a medical report.

- 6.2 Heads of Department/Coordinating Directors should note the following:
- Any Application that does not meet the criteria in **paragraph 6.1** above or lacks required attachments **shall not be endorsed** or **forwarded** to the Public Services Commission.
  - Applicants are advised to select a preferred examination region **within their region of residence** or the **nearest available region**.

## 7.0 PREPARATORY TRAINING

7.1 Eligible officers wishing to participate in these examinations are advised to avail themselves of **preparatory training programmes or courses** that may be organised by their respective organisations/institutions ahead of the examinations.

## 8.0 GRADING AND PASS MARKS

### 8.1 Scoring Examination Status Codes – Grading System

Percentage Score	Grade	Interpretation
70 – 100%	A	Excellent
60 – 69%	B	Very Good
55 – 59%	C	Good
46 – 54%	D	Credit
40 – 45%	E	Pass
0 – 39%	F	Fail

- The pass mark for **Executive Officer (EO)** and **Revenue Inspector (RI)** grades is **40%**, while that of **other grades** is **45%**.


### 8.2 Non-Scoring Examinations Status Codes

Status	Code	Interpretation
Absent	Z	Candidate did not appear for the examination.
Cancelled	M	These usually apply <b>after investigation</b> or when the integrity of the result is compromised. Malpractice/breach
Withheld	W	Pending investigation/Clarification
Suspended	S	Pending Disciplinary action
Disqualified	Q	Candidate removed from the examination due to violation of rules. These usually occur <b>during the examination</b> and lead to immediate removal.
Incomplete	IC	Candidate did not complete all required components of the examination.
Irregular	R	Examination process affected by suspected malpractice or procedural anomaly.
Deferred	X	Exam deferred officially/To sit at a later examination
Pending	P	Result not yet released or awaiting final approval.

8.3 Effects of Non Scoring Status Codes

- i. Candidates assigned **any status code** are **not considered to have passed**.
- ii. Results marked **Withheld (W)** or **Pending (P)** shall be graded once the matter is resolved.
- iii. Results marked **Cancelled (M)**, **Suspended (S)**, or **Disqualified (Q)** are **final**, subject to an approved appeal.

9.0 The Public Services Commission appreciates your cooperation.

  
DR. (MRS.) HARRIET BANI  
SECRETARY TO THE COMMISSION

THE HEAD OF SERVICE  
OFFICE OF THE HEAD OF LOCAL GOVERNMENT SERVICE  
ACCRA

**DESPATCHED**  
SIGN.  DATE 27/2/2026

THE HEAD OF CIVIL SERVICE  
OFFICE OF THE HEAD OF THE CIVIL SERVICE  
ACCRA

cc: The Head  
Department Of Social Welfare  
Accra

The Head  
Department Of Community Development  
Accra

The Clerk to Parliament  
Parliamentary Service  
Accra

**APPENDIX 'A'**



**SPECIAL QUALIFYING EXAMINATIONS FOR PROMOTION TO  
VARIOUS GRADES IN THE PUBLIC SERVICE – 29TH AUGUST 2026**

**TIMETABLE**

<b>1. EXECUTIVE OFFICER (EO)</b>			
Time	Title of Paper		Duration
09.00 – 11.00	(a)	English I (Essay)	1 hr.
	(b)	English II (Comprehension)	1 hr.
11.30 – 12.30	(c)	Registry Duties	1 hr.
11.30 – 12.30	(d)	Legislative Affairs	1 hr.
12.45 – 01.45	(e)	Parliamentary Knowledge, Skills & Abilities	1 hr.

<b>2. HIGHER EXECUTIVE OFFICER (HEO) / ASSISTANT PERSONNEL OFFICER (APO)</b>			
Time	Title of Paper		Duration
09.00 – 11.00	(a)	English I (Essay)	1 hr.
	(b)	English II (Comprehension)	1 hr.
11.30 – 01.00	(c)	Mathematics	1 hr. 30mins.
01.15 – 02.45	(d)	G. K. & Public Service Rules and Regulations	1 hr. 30mins.
11.30 – 01.00	(e)	Legislative Affairs	1 hr. 30mins.
01.15 – 02.45	(f)	Parliamentary Knowledge, Skills & Abilities	1 hr. 30mins.

<b>3. JUNIOR ACCOUNTS TECHNICIAN (JAT) / SENIOR ACCOUNTS TECHNICIAN (SAT) / PRINCIPAL ACCOUNTS TECHNICIAN (PAT)</b>			
TIME	Title of Paper		DURATION
09.00 – 11.00	(a)	English I (Essay)	1 hr.
	(b)	English II (Comprehension)	1 hr.
11.30 – 01.30	(c)	Methods & Management	2hrs.
01.45 – 03.45	(d)	Principles of Account	2hrs.

<b>4. REVENUE INSPECTOR (RI) / HIGHER REVENUE INSPECTOR (HRI) / REVENUE SUPERINTENDENT (RS) / SENIOR REVENUE SUPERINTENDENT (SRS)</b>			
TIME	SUBJECT		DURATION
09.00 – 11.00	(a)	English I (Essay)	1 hr.
	(b)	English II (Comprehension)	1 hr.
11.30 – 01.00	(c)	Revenue Paper	1 hr. 30mins.

<b>5. ASSISTANT REGISTRATION OFFICER (ARO) / REGISTRATION OFFICER (RO)</b>			
TIME	Title of Paper		DURATION
9.00 – 11.00	(a)	English I (Essay)	1 hr.
	(b)	English II (Comprehension)	1 hr.
11.30 – 12.30	(c)	Demography	1 hr.
12.45 – 1.45	(d)	Statistics	1 hr.

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

7. PRINCIPAL EXECUTIVE OFFICER (PEO) / SNR PERSONNEL OFFICER (SPO)			
TIME		SUBJECT	DURATION
09.00 - 11.30	(a)	English I (Essay)	1 hr
	(b)	English II (Comprehension)	1 hr. 30mins.
12.00 - 01.30	(c)	Public Service Rules and Regulations	1 hr. 30mins.
12.00 - 01.30	(d)	Legislative Affairs	1 hr. 30mins.
01.45 - 03.15	(e)	Parliamentary Knowledge, Skills & Abilities	1 hr. 30mins.

8. ASSISTANT CHIEF ACCOUNTS TECHNICIAN (ACAT) / CHIEF ACCOUNTS TECHNICIAN (CAT)			
TIME		SUBJECT	DURATION
09.00 - 12.00	(a)	English I (Essay)	1 hr.
	(b)	English II (Comprehension)	1 hr.
	(c)	English (Summary)	1 hr.
12.30 - 02.30	(d)	Methods & Management	2hrs.
02.45 - 04.45	(e)	Principles of Account	2hrs.

9. ASST. TRADITIONAL CHIEFTAINCY REGISTRAR (ATCR) / BAILIFF GRADE I (BLGD I) / COURT CLERK GRADE I (CCGD I) / SENIOR BAILIFF (SB) / SENIOR TRADITIONAL CHIEFTAINCY REGISTRAR (STCR) / PRINCIPAL BAILIFF (PB) / CHIEF BAILIFF (CB)			
TIME		SUBJECT	DURATION
09.00 - 11.00	(a)	English I (Essay)	1 hr
	(b)	English II (Comprehension)	1 hr
11.30 - 01.00	(c)	Chieftaincy Affairs	1 hr: 30mins.

10. MASS EDUCATION OFFICER (MEO) / SENIOR MASS EDUCATION OFFICER (SMEO)			
TIME		SUBJECT	DURATION
09.00 - 11.00	(a)	English I (Essay)	1 hr
	(b)	English II (Comprehension)	1 hr
11.30 - 01.00	(c)	Community Departmental Paper	1 hr: 30mins.

11. ASST. SOCIAL DEVELOPMENT OFFICER (ASDO) / SENIOR ASSISTANT SOCIAL DEVELOPMENT OFFICER (SASDO)			
TIME		SUBJECT	DURATION
09.00 - 11.00	(a)	English I (Essay)	1 hr
	(b)	English II (Comprehension)	1 hr
11.30 - 01.00	(c)	Social Welfare/Departmental Paper	1 hr: 30mins.

**Notes:**






- Visually impaired and hearing candidates are allowed extra time compared to the time allotted to other candidates.
- Where the duration indicated on the question paper differs from that on the timetable, the duration stated on the question paper shall be followed.

APPENDIX 'B'



SPECIAL QUALIFYING EXAMINATIONS FOR PROMOTION TO  
VARIOUS GRADES IN THE PUBLIC SERVICE – AUGUST 2026

CALENDAR OF ACTIVITIES

TITLE OF EXAMINATION	I DATE OF ISSUE OF CIRCULAR	II CLOSING DATE FOR RECEIPT OF APPLICATIONS BY MDAs/RCCs	III SUBMISSION OF APPLICATIONS AND RELEVANT DOCUMENTS TO PSC BY OHCS/ OHLGS	IV DATE OF EXAMINATION	V DATE OF RELEASE OF FINAL RESULTS
Special Qualifying Examinations for Promotion to Various Grades in the Public Service	 <ul style="list-style-type: none"><li>Monday, 23<sup>rd</sup> February 2026</li></ul>	 <ul style="list-style-type: none"><li>Friday, 15<sup>th</sup> May 2026</li></ul>	 <ul style="list-style-type: none"><li>Friday, 29<sup>th</sup> May 2026</li></ul>	 <ul style="list-style-type: none"><li>Saturday, 29<sup>th</sup> August 2026</li></ul>	 <ul style="list-style-type: none"><li>Friday, 4<sup>th</sup> December 2026</li></ul>

**APPENDIX 'C'**



**PSC PROMOTION EXAMINATIONS – 2026  
APPLICATION FORM**

AFFIX PASSPORT-  
SIZE PHOTOGRAPH  
HERE  
  
(35mm x 45mm)

**PART A:** To be completed by Applicants in **BLOCK CAPITALS**

**1. NAME OF APPLICANT**

a) Surname	
b) First Name	
c) Other Name(s)	

**2. DATE OF BIRTH**

D	D	M	M	Y	Y	Y	Y	Y	Y

**3. GENDER**

M     F

**4. STAFF ID NUMBER**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**5. PRESENT AGENCY**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**6. PRESENT DISTRICT & REGION**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**7. DETAILS OF APPOINTMENT/PROMOTION**

a) Present Grade	
b) Date Appointed or Promoted to Present Grade	

**8. PREVIOUS PAPER(S) PASSED (If applicable)**

No.	Title of Paper(s)	Index Number(s)

*NB: If you passed any previous papers, please attach a photocopy of the relevant page showing your name as it appears in the results released by the Public Services Commission.*

**9. PREFERRED EXAMINATION REGION:** please tick (✓)

- |                                                    |                                                |                                               |
|----------------------------------------------------|------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Greater Accra Region (GR) | <input type="checkbox"/> Eastern Region (ER)   | <input type="checkbox"/> Central Region (CR)  |
| <input type="checkbox"/> Western Region (WR)       | <input type="checkbox"/> Volta Region (VR)     | <input type="checkbox"/> Ashanti Region (AS)  |
| <input type="checkbox"/> Ahafo Region (AH)         | <input type="checkbox"/> Bono East Region (BE) | <input type="checkbox"/> Northern Region (NR) |

*NB: Applicants are advised to select a preferred examination region within their Region of residence or the nearest available Region.*

**PART B:** To be completed by or for **Applicants with Special Needs** in **BLOCK CAPITALS**

10. (a) **DISABILITY** (if applicable): please tick (✓)

- None                       Visually Impaired (Blind)                       Low Vision (Poor Sight)                       Hearing-Impaired (Deaf)
- Hearing Impaired     Hard to Hearing                       Speech or Language Impairment (Dumb)
- Physical Disability     Others (please specify): .....

(b) **Medical Report Attached:**     Yes     No

**Notes:**

- Attach a certified medical report detailing the nature of the disability and recommended assistance.
- Applications without medical documentation will not be processed.

11. **APPLICANT'S DECLARATION**

I **DECLARE** that the information provided on this Application Form is true and complete to the best of my knowledge.

**Applicant's Signature:** .....                      **Date:** .....

**PART C:** To be completed by or for **Applicant's Head of Department** in **BLOCK CAPITALS**

12. **APPLICANT'S NEXT GRADE**

13. **HEAD OF DEPARTMENT'S DECLARATION**

a) **I CERTIFY AS FOLLOWS:**

- i. that the information provided by the Applicant, or on behalf of the Applicant, and the attached supporting documents have been carefully checked and are true and complete to the best of my knowledge; and.
- ii. that the applicant is **qualified/not qualified** to sit for the examination.

(b) **I RECOMMEND/DO NOT RECOMMEND THAT** his/her record be regarded as satisfactory to merit his/her admission to the examination.

14. **Head of Department's (HoD's) Comments:** .....

.....  
.....

**HoD's Name:** .....

**HoD's Rank:** .....

**HoD's Signature:** .....                      **Date:** .....

**Office Address/ Stamp** .....                      **HoD's Mobile No.** .....