

## APPENDIX 'A'



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

<b>1. EXECUTIVE OFFICER (EO)</b>				
<b>Time</b>		<b>Title of Paper</b>		<b>Duration</b>
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.

  

<b>2. HIGHER EXECUTIVE OFFICER (HEO) / ASSISTANT PERSONNEL OFFICER (APO)</b>				
<b>Time</b>		<b>Title of Paper</b>		<b>Duration</b>
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	(f)	Parliamentary Knowledge, Skills & Abilities	-	1hr. 30mins.

  

<b>3. JUNIOR ACCOUNTS TECHNICIAN (JAT) / SENIOR ACCOUNTS TECHNICIAN (SAT) / PRINCIPAL ACCOUNTS TECHNICIAN (PAT)</b>				
<b>Time</b>		<b>Title of Paper</b>		<b>Duration</b>
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.

  

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

  

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

**6. SENIOR EXECUTIVE OFFICER (SEO) / PERSONNEL OFFICER (PO)**

Time	Title of Paper	Duration
TIME	SUBJECT	DURATION
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.

**7. PRINCIPAL EXECUTIVE OFFICER (PEO) / SNR PERSONNEL OFFICER (SPO)**

Time	Title of Paper	Duration
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.

**8. ASSISTANT CHIEF ACCOUNTS TECHNICIAN (ACAT) / CHIEF ACCOUNTS TECHNICIAN (CAT)**

Time	Title of Paper	Duration
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.

**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	Title of Paper	Duration
09.00 – 11.00 (a)	English I (Essay)	- 1hr
(b)	English II (Comprehension)	- 1hr
11.30 – 01.00 (c)	Chieftaincy Affairs	- 1hr: 30mins.

**10. MASS EDUCATION OFFICER (MEO) / SENIOR MASS EDUCATION OFFICER (SMEO)**

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

**11. ASST. SOCIAL DEVELOPMENT OFFICER (ASDO) / SENIOR ASSISTANT SOCIAL DEVELOPMENT OFFICER (SASDO)**

Time	Title of Paper	Duration
09.00 – 11.00 (a)	English I (Essay)	- 1hr
(b)	English II (Comprehension)	- 1hr
11.30 – 01.00 (c)	Social Welfare/Departmental Paper	- 1hr: 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.