

**PUBLIC SERVICE EXAMINATIONS – MARCH, 2025**

**TIME TABLE FROM 10<sup>TH</sup> TO 14<sup>TH</sup> MARCH, 2025**

<b>DAY/DATE</b>	<b>MORNING SESSION</b>			<b>AFTERNOON SESSION</b>		
<b>MONDAY 10/03/2025</b>	<b>TIME</b>	<b>EXAM</b>	<b>PAPER</b>	<b>TIME</b>	<b>EXAM</b>	<b>PAPER</b>
	08:30 – 11:30 AM	QLA& QLD	01 - Constitutional Law	02:00–04:30 PM	MDEA I	01 – Managerial Skills for Office Management
	08:30 – 11:30 AM	HSTO	01 – Telephone Handling Techniques	02:00–04:30 PM	MDEA II	01 – Managerial Skills for Office Management Secretary II
	08:30 – 11:30 AM	PSW	01 – Social Work and Law	02:00–04:30 PM	HSRM	01- Office Procedures and Mgt.Practice
	08:30 – 11:30 AM	SYWE	01–Youth Development Regulatory Framework	02:00–04:30 PM	PRO	01- Management and Administration of Records Management Services
	08:30 – 11:30 AM	PHR	01- Human Resource Management in public service	02:00–04:30 PM	PLO	Labour Relations
<b>TUESDAY 11/03/2025</b>				02:00–04:30 PM	HSRM	02 – Basic Records & Information Mgt. (Principles & Practices)
				02:00–04:30 PM	QLA& QLD	02 - Administrative Law
				02:00–04:30 PM		
<b>WEDNESDAY 12/03/2025</b>	08:30 – 11:30 AM	SYWE	02 - Youth Development Mobilization and Coordination	02:00–04:30 PM	QLA& QLD	03 – General Laws
	08:30 – 11:30 AM	PLO	03 – Employment and Conditions of Service in Public Service	02:00–04:30 PM	PSW	02 - Social protection for persons with special needs
	08:30 – 11:30 AM	HSRM	04 – Civics	02:00–04:30 PM	HSTO	02 – Office Practice
	08:30 – 11:30 AM	PHR	02 - Employment and conditions of service in public service	02:00–04:30 PM	MDEA I	02 - Protocol, Customer Care and Official Communication
	08:30 – 11:30 AM	MDEA II	02 - Public Relations and Customer Service Management	02:00–04:30 PM	PRO	02 - Records Management Systems and Programmes
<b>THURSDAY 13/03/2025</b>				02:00–04:30 PM		
				02:00–04:30 PM		
				02:00–04:30 PM		
<b>FRIDAY 14/03/2025</b>	08:30 – 11:30 AM	SYWE	03 - Youth Upbringing, Counselling and Guidance	02:00–04:30 PM	PSW	03- Interpersonal skills for managing social welfare programmes
	08:30 – 11:30 AM	HSRM	03 – Communication Skills	02:00–04:30 PM	PRO	03-Appraisal, Retention and Disposition of Public Records
	08:30 – 11:30 AM	HSTO	03 – Interpersonal and Communication Skills	02:00–04:30 PM	PLO	02 – Social Security Legislations
	08:30 – 11:30 AM	QLA& QLD	04 - General Principles of the Law of Contract	02:00–04:30 PM	MDEA I	03 – Office Organisation and Administration
	08:30 – 11:30 AM	MDEA II	03 - Office Management and Administration II	02:00–04:30 PM		
	08:30 – 11:30 AM	PHR	03 – Laws, Regulations and Guidelines in managing human resources in public service	02:00–04:30 PM		

**KEY:**

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|----|---------|--|----|------|---|
| 1. | PHR     | - Proficiency Examination for Human Resources Officers     | 7  | PSW  | -Proficiency Examination for Social Work Officers |
| 2. | QLA     | - Qualifying Law for Administrative Officers               | 8  | PLO  | - Proficiency Examination for Labour Officer      |
| 3. | QLD     | - Qualifying Law for Division Officers                     | 9  | SYWE | -Special Youth Work Examination                   |
| 4. | MDEA I  | - Management Development for Executive Assistants Level I  | 10 | HSTO | - Higher Standard Telephone Operator              |
| 5. | MDEA II | - Management Development for Executive Assistants Level II | 11 | HSRM | - Higher Standards Records Management             |
| 6. | PRO     | - Proficiency Examination for Records officers             |    |      |   |