

**PUBLIC SERVICE EXAMINATIONS - AUGUST, 2025**  
**TIME TABLE FROM 25<sup>TH</sup> TO 29<sup>TH</sup> AUGUST, 2025**

DAY/DATE	MORNING SESSION			AFTERNOON SESSION		
<b>MONDAY</b> <b>25/08/2025</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	P1 - Constitutional Law	02:00-05:00 PM	MDEA I	P1 - Managerial Skills for Office Management
	08:30 - 11:30 AM	HSTO	P1 - Telephone Handling Techniques	02:00-05:00 PM	MDEA II	P1 - Managerial Skills for Office Management Secretary II
	08:30 - 11:30 AM	PSW	P1 - Social Work and Law	02:00-05:00 PM	HSRM	P1- Office Procedures and Mgt.Practice
	08:30 - 11:30 AM	SYWE	P1-Youth Development Regulatory Framework	02:00-05:00 PM	PRO	P1- Management and Administration of Records Management Services
	08:30 - 11:30 AM	PHR	P1- Human Resource Management in public service	02:00-05:00 PM	PLO	P1 - Labour Relations
<b>TUESDAY</b> <b>26/08/2025</b>	08:30 - 11:30 AM			02:00-05:00 PM	HSRM	P2 - Basic Records & Information Mgt. (Principles & Practices)
	08:30 - 11:30 AM			02:00-05:00 PM	QLA& QLD	P2 - Administrative Law
	08:30 - 11:30 AM			02:00-05:00 PM		
<b>WEDNESD</b> <b>AY</b> <b>27/08/2025</b>	08:30 - 11:30 AM	SYWE	P2 - Youth Development Mobilization and Coordination	02:00-05:00 PM	QLA& QLD	P4 - General Principles of the Law of Contract
	08:30 - 11:30 AM	PLO	P3 - Employment and Conditions of Service in Public Service	02:00-05:00 PM	PSW	P2 - Social protection for persons with special needs
	08:30 - 11:30 AM	HSRM	P4 - Civics	02:00-05:00 PM	HSTO	P2 - Office Practice
	08:30 - 11:30 AM	PHR	P2 - Employment and conditions of service in public service	02:00-05:00 PM	MDEA I	P2 - Protocol, Customer Care and Official Communication
	08:30 - 11:30 AM	MDEA II	P2 - Public Relations and Customer Service Management	02:00-05:00 PM	PRO	P2 - Records Management Systems and Programmes
<b>THURSDAY</b> <b>28/08/2025</b>	08:30 - 11:30 AM			02:00-05:00 PM		
	08:30 - 11:30 AM			02:00-05:00 PM		
	08:30 - 11:30 AM			02:00-05:00 PM		
<b>FRIDAY</b> <b>29/08/2025</b>	08:30 - 11:30 AM	HSRM	P3 - Communication Skills	02:00-05:00 PM	PSW	P3- Interpersonal skills for managing social welfare programmes
	08:30 - 11:30 AM	HSTO	P3 - Interpersonal and Communication Skills	02:00-05:00 PM	PRO	P3-Appraisal, Retention and Disposition of Public Records
	08:30 - 11:30 AM	QLA& QLD	P3 - General Laws	02:00-05:00 PM	PLO	P2 - Social Security Legislations
	08:30 - 11:30 AM	MDEA II	P3 - Office Management and Administration II	02:00-05:00 PM	MDEA I	P3 - Office Organisation and Administration
	08:30 - 11:30 AM	PHR	P3 - Laws, Regulations and Guidelines in managing human resources in public service	02:00-05:00 PM	SYWE	P3 - Youth Upbringing, Counselling and Guidance

**KEY:**

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|----|---------|--|----|--|
| 1. | PHR     | - Proficiency Examination for Human Resources Officers     | 7  | PSW -Proficiency Examination for Social Welfare 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 in Records Management            |    |  |