

FREQUENTLY ASKED QUESTIONS

EXAMINATION SYLLABUS

- 1. How do I obtain the examination syllabus?**
Send a self-addressed RM0.50 envelope with your request to the Secretary, Public Services Commission, Level 7, Block C7, Complex C, Federal Government Administrative Centre, 62520 Putrajaya. Please state the specific post requested.
- 2. What are the relevant reference materials for me to read?**
For general knowledge, there are no specific reference materials as the topics cover both local and global issues/events. The purpose of testing this aspect is to evaluate the candidate's awareness of global issues and Malaysia specifically. The other tests do not assess the candidate's cognitive aspect but their capability, inclination and personality.

EXAMINATION GUIDE

- 1. How do I obtain an exemption from sitting for an examination?**
There are no exemptions from sitting for any examination, except for candidates from the Appointment through Promotion (KPSL) category for the Special Entrance Examination conducted for the 14 Schemes of Service
- 2. How do I obtain an examination guide?**
Send a self-addressed RM0.50 envelope with your request to the Secretary, Public Services Commission, Level 7, Block C7, Complex C, Federal Government Administrative Centre, 62520 Putrajaya. Please state the specific post requested.
- 3. How can I be eligible to sit for an exam?**
By completing the SPA 8i form (accessible online on PSC Portal). Qualifying entrance examinations are conducted based on the requirements of the specific schemes of service. Candidates who meet the requirements of the service schemes will be shortlisted to sit for the examination.
- 4. When are examinations held?**
Depending on the application submitted by Ministries/Departments and the Annual Examination Schedule.
- 5. Can I change the examination centre that has been assigned to me?**
No, candidates should update their preferred examination centres by writing in to the PSC, especially after a change of address.

6. **Can I sit for an examination after the scheduled date?**
No, candidates are only permitted to sit for the examination that has been scheduled for them.
7. **What are the steps to be taken if I am unable to sit for the Special Entrance Examination?**
Special Entrance Examinations conducted by the PSC are a closed affair carried out simultaneously nationwide. If candidates are unable to sit for the examination on the dates scheduled, the PSC will not reschedule the said examination. However, if the candidate's application is still valid prior to the next request for an intake by the Ministry/Department, the candidate will be called for the next examination.
8. **What are the steps to be taken if I have not received the call letter to sit for the examination or received it after the examination date?**
Ensure that the candidate's information is updated so that he/she is not excluded from sitting any of the relevant Special Entrance Examination, particularly after a change of address. Candidates are advised to visit the PSC portal to verify that their names are enlisted to sit for examinations relevant to them.
9. **Why am I not called for an interview even though I passed the Special Entrance Examination for the 14 Schemes of Service?**
Whether a candidate, who passed the Special Entrance Examination for the 14 Schemes of Service, is called for an interview depends on the relevancy of their discipline and their Cumulative Grade Point Average (CGPA), especially in instances where the number of vacancies are limited.

VALIDITY PERIOD

1. **Can I change the examination date?**
No, as it is only held for the intake of particular posts on the scheduled date.
2. **When can I obtain the result for my Special Entrance Examination?**
PSC will mail out the results between four to six weeks after the examination date.
3. **Is there no validity period for the PSC Special Entrance Examination?**
There is a two year validity period for examinations conducted for Schemes of Service under the Talent Classification and a five year validity period for the 14 Schemes of Service Special Entrance Examination.