



## MINISTRY OF HEALTH

Telegraphic Address: "MINHEALTH" NAIROBI  
Telephone: Nairobi 254 -20 -2717077  
Fax: 254 -20 - 2713234  
When replying please quote

AFYA HOUSE  
CATHEDRAL ROAD  
P.O Box 30016 -00100  
NAIROBI

Ref. No.MOH/HR/1/7/1

11<sup>th</sup> August, 2022

The Registrar/CEO  
Clinical Officers Council  
Kenyatta National Hospital

### LIST OF DOCUMENTS TO BE SUBMITTED

Reference is made to your recommendations of posting of both Clinical Officer Interns (BSCC) and Clinical Officer Interns (diploma holder) to various Health care facilities across the Country to undertake the requisite internship programme that is mandatory for their registration to practice.

You are requested to inform them to download the posting order from your website and report to their relevant stations.

They should bring with them the following document as they come to pick their offer of appointment letter from **Afya House Room 126:-**

1. ID Card copy
2. Pin Certificate copy
3. Birth Certificate copy
4. Certified copies of certificate - includes primary, secondary and post-secondary (Letter of Completion)
5. 2 Recent passport size photographs (colored), id No and signed at the back.
6. Personal particulars form
7. G.P. 7 (indicate Bank and Branch)
8. Next of Kin (G.P 25)
9. Declaration (Secrets Act)
10. Medical Certificate (G.P 69)
11. Arrival letter from the station
12. Letter of acceptance
13. Original letter of offer
14. Copy of posting order
15. PSC2 form – revised 2016 (dully filled and signed) - *to be downloaded from PSC website*

Originals **MUST** be scanned using **SEARCHABLE PDF** format and uploaded to the link which will be send to your email address

Clearly) attach copy of banker's card.

*to be downloaded from following link*

<http://tinyurl.com/qdd5wel>

Signed by a qualified Government Medical Officer and stamped)

**Note:** Ensure that the **names** and **date of birth** on **Identity card** and **birth certificate** tally.

You will be required to **scan as stated above and upload a Sworn Affidavit** where they do not tally. You **MUST** also submit the originals of these documents **personally** to Room 126 within two weeks from the date the letter of offer has been collected.

16. **NB: YOU ARE REQUIRED TO PROVIDE YOUR OFFICIAL ACTIVE EMAIL ADDRESS ON THE PSC 2 FORMS. WRITE THE EMAIL USING UPPERCASE. PLEASE COMPLY.**

For more information, contact (0703045202/0703045121)

**YOU ARE REQUIRED TO OPEN YOUR BANK ACCOUNT WITH ONE OF THE FOLLOWING BANKS:-**

1. Kenya Commercial Bank
2. Cooperative Bank
3. Equity Bank
4. absa Bank

  
A. N. Mulwa  
FOR PRINCIPAL SECRETARY