

26 Aug' 2019

To: All FRSC Formations

2018 MARSHAL CONVERSION TO OFFICER CADRE: CALL FOR APPLICATION

Ref: FRSC/HQ/CS/126/VOL.I/13 dated 8th Aug' 19

Management in its resolve to leverage on human resources development for continual improvement in the Corps' mode of operations has approved the commencement of 2018 Conversion to Officer Exercise.

2. Consequently applications are hereby invited from all cadres of Marshal who possess a University Degree from an approved course of study and wish to be converted to Officer's cadre.
3. Application shall be open for one (1) month beginning from the day of this publication. Staff that do not meet the criteria **SHOULD NOT** apply.
4. Eligible staff are advised to download the 2018 Conversion Application Form from the FRSC website, Staff login. Fill it and forward same along with their credentials and passport photograph to Corps Marshal, attention DCM AHR.
5. All applications must be received at RSHQ on or before 26th Sept, 19.
6. The date of screening and selection examination shall be communicated to all who satisfy the criteria in due course.
7. Commanding Officers/Supervising Officers are directed to download the Application Form for proper education of interested staff under their purview to prevent those who are not qualified from applying.

8. Application form shall be accompanied with the following: Covering letter from COs, Appointment letter, Confirmation letter, Approval for further studies, Degree Certificate from approved course, Letter of last promotion, FSLC and SSCE.

9. Annexure: (a) Criteria for conversion is marked Annex 'A'. (b) Conversion Application Form MC-02.

10. Thank you.

D. M. S. A

DCM Shehu A Zaki, *fsi*
Deputy Corps Marshal
DCM 'AHR'
For: Corps Marshal

Distribution

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CRITERIA FOR CONVERSION TO OFFICER

Annex 'A'

A. Compulsory criteria

- (i) Candidate must be a confirmed employee of the Federal Road Safety Commission
- (ii) Candidate must show evidence of approval for further studies leading to the award of a University Degree.
- (iii) Candidate must possess Bachelor's degree from a recognized University.
- (iv) Statement of result must be approved by the Senate of the University.
- (v) Candidate who had commenced the degree programme or concluded it at the point of employment into the Corps need not apply.
- (vi) Candidate must not be more than forty (40) years of age before 31st December 2018.
- (vii) The candidate must have spent at least ten (10) years in the Corps before seeking for conversion.
- (viii) In case of pregnancy, a female candidate certified pregnant by an approved Health Care Provider must show evidence of approval to get married and may be granted 2 years deferment.
- (ix) Candidate must be medically fit.
- (x) Candidate must have fully served the tenure of his /her award of punishment as at 31st Dec 2017 following a disciplinary action taken against him/her (if any).
- (xi) Reinstated Staff who used the period of his /her termination to further his (University) education must have spent 3 years in service from the date of re-instatement.
- (xii) Candidate must score not less than 60% in his/her APER score for the last three Years (2015, 2016 & 2017).
- (xiii) Originals of certificates and other credentials must be sighted at the venue of screening.
- (xiv) All certificates/credentials will be subjected to verification. Any certificate found to be deficient or fraudulent during or after conversion shall stop the candidate from progressing in the exercise or annul the outcome of the exercise for the candidate.
- (xv) Statement of result/ testimonial in lieu of certificate that is more than 5 years from the year Senate approved the result shall not be entertained.

- (xvi) Any pending disciplinary case that may lead to termination of appointment/dismissal is not qualified.
- (xvii) Staff with two (2) major entries or 3 minor entries within the conversion year is disqualified.
- (xviii) Shortlisted applicants must undergo a screening exercise, sit for conversion qualifying examination and meet the cut-off mark.

B. Other criteria

- (i) Candidate shall present: a current Medical certificate of fitness from his /her (NHIS) Approved Health Care Provider.
- (ii) A set of his /her credential with 2 recent passport photographs in his /her uniform on present rank.
- (iii) First Schooling Leaving Certificate. (iv) Senior School Certificate (GCE,WASC,NECO,NABTEB)
- (iv) Any other document that may be of an added advantage.

C. Rank placement on conversion /career prospect

Converttee shall be placed on the rank of ARC CONPASS 08 or in accordance with professional qualification .

A m s . A

DCM Shehu A Zaki, *fsi*
Deputy Corps Marshal
DCM (AHR)
For: Corps Marshal



FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS WUSE ZONE 3
DEPARTMENT OF ADMINISTRATION AND HUMAN RESOURCES

FORM MC-02

PASSPORT
PHOTOGRAPH

(Name, Rank and
PIN at the back)

2018 CONVERSION APPLICATION FORM

MI/RMA - Officer Cadre

Instruction:

- All entries should be in Block letter.
- Do not use initial or abbreviations. Name must be written in full.

Part A: CANDIDATE'S PERSONAL DATA

Name (Surname First):

PIN:

Gender:

Substantive Rank & Date:

Marital Status:

CONPASS:

Date of Birth:

State of Origin:

GSM No:

PART B: CANDIDATE'S SERVICE DATA

Date enlisted into the Corps:

Date of Confirmation of Appointment:

Qualification on Entry/Date:

Age on Entry: Rank on Entry

Command:

PART C: EDUCATIONAL INFORMATION

Last Institution Attended:

Year of Admission: Year of Graduation:

Approved Course of Study:

Certificate obtained with date:

PART D: COMMANDING OFFICER'S RECOMMENDATION/COMMENT

Commanding Officer's comment:

Including pending disciplinary case(s) if any

Name of Commanding Officer: Signature/date: