

RESTRICTED

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¹²
18 Dec' 19

To: All FRSC Formations

CONVERSION FROM ROAD MARSHAL ASSISTANT (RMA) TO MARSHAL INSPECTOR (MI) CADRE: CALL FOR APPLICATION

Ref: FRSC/HQ/CMO/PSO/519/VOL.XVI/78 dated 9th Sept' 19
FRSC/HQ/AHR/125/VOL.I/01 dated 14th Oct' 19

In line with the FRSC Conversion Policy, 2019 Management has approved that RMA -MI Conversion exercise should commence.

2. Consequently applications are hereby invited from all RMA who possess an additional qualification from an approved course of study and wish to be converted to MI Cadre.

3. Annexure

(a) Criteria for conversion is marked Annex 'A'.

(b) Conversion Application Form marked Annex 'B'.

4. 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.

5. Eligible staff are advised to download the RMA to MI Application Form (FORM MC-01) from the FRSC website, Staff login. Fill it and forward same along with your credentials and passport photograph to Corps Marshal, attention DCM AHR.

6. All applications must be received at RSHQ on or before 12th Jan, 2020.

7. The date of screening and selection examination shall be 22nd Jan, 2020.

8. 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.

9. Application form shall be accompanied with the following: Covering letter from COs, Appointment letter, Confirmation letter, approval for further studies,

additional qualification certificate from approved course, Letter of last promotion, FSLC and SSCE.

10. Thank you.

A m s. A

DCM Shehu A Zaki, *fsi*

Deputy Corps Marshal

DCM 'AHR'

For: Corps Marshal

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**CRITERIA FOR CONVERSION FROM ROAD MARSHAL ASSISTANT (RMA)
TO MARSHAL INSPECTOR (MI) CADRE**

A. Compulsory criteria

- (i) Candidate must be a confirmed employee of the Federal Road Safety Corps.
- (ii) Candidate must show evidence of approval for further studies leading to the award of a ND/NCE/HND or senior chew.
- (iii) Candidate must possess the requisite certificate from a recognized Polytechnic, College of Education or School of Health.
- (iv) Statement of result must be approved by the Board of Examination in case of Polytechnic.
- (v) Candidate who had commenced the ND, NCE, HND or concluded it at the point of employment into the Corps needs not to apply.
- (vi) Staff seeking for conversion must have served the Corps for a minimum of eight (8) years.
- (vii) Candidate must be certified medically fit by FRSC Medical team.
- (viii) Any staff with pending disciplinary case that may lead to termination of appointment/dismissal is not qualified.
- (ix) Staff with 2 major entries or 3 minor entries within the conversion year is disqualified.
- (x) Reinstated staff who is already on approval for further studies but used the period of termination to conclude course of study must spend minimum of 3 years from the date of reinstatement before qualifying to seek for conversion.
- (xi) Candidate must score a minimum of 60% (cumulative) in APER Score for the 3 years preceding conversion year.
- (xii) Candidate must undergo a screening exercise, sit for a conversion qualifying examination and must meet the cut-off mark.
- (xiii) All Certificates/Credentials will be subjected to verification by the Corps before, during or after Conversion.
- (xiv) Original documents MUST be sighted at the venue of the screening.
- (xv) Candidate shall submit a set of photocopies of credentials with two (2) passport size photographs at the point of screening.
- (xvi) Candidate must not be more than forty (40) years of age by 1st January of year of conversion.
- (xvii) Successful candidates will be required to report at the venue of Conversion course with items as may be specified in the Administrative Instructions for the course.

(xviii) Statement of result/testimonial in lieu of certificate that is more than five (5) years from the date of issue shall not be entertained.

B. Other criteria

- (i) Candidate shall present: a current Medical certificate of fitness from his /her (NHIS) Approved Health Care Provider.
- (ii) First Schooling Leaving Certificate. (iv) Senior School Certificate (GCE,WASC,NECO,NABTEB)
- (iii) Any other document that may be of an added advantage.

C. Rank placement on conversion /career prospect

Successful Candidates, on completion of Conversion Course shall be placed, laterally or vertically depending on the rank prior to application for conversion.

Lateral Conversion

- a. SRMA - MI-III
- b. DCRMA - MI-II
- c. CRMA - MI-I

Vertical Conversion

- (a) RMAIII, RMAII, RMAI - MI-III (In case of ND)
- (b) SRMA - MI-II (In case of NCE, Snr CHEW)
- (c) RMAII/RMAI/SRMA/DCRMA - MI-I (In case of HND)

D 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

2018 CONVERSION APPLICATION FORM

RMA - MI Cadre

FORM MC-01

PASSPORT
PHOTOGRAPH

(Name, Rank and
PIN at the back)

Instruction:

- a. All entries should be in Block letter.
- b. 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: