

FRSC/HQ/CS/112/VOL.1/29

See Distribution

ADMINISTRATIVE INSTRUCTIONS FOR 2020 COMPRO I AND III EXAMINATION

Reference:

A. HCSF/CMO/MP/755/1/155 dated 6 Jan, 2020

Reference 'A' is in respect of the above subject.

2. Sequel to the approval of the Office of the Head of Civil Service of the Federation (OHCSF) for notification for the commencement of year 2020 COMPRO I and III registration, please find below administrative instructions for the examination.
3. The categories of eligible staff to sit for the examination are:
 - a. Those on CONPASS 07 and above who are appointed directly into the Federal Public Service on First Appointment and are yet to have their appointment confirmed.
 - b. Candidates who sat for the COMPRO I and III examination in previous year(s) and had reference(s) or who were absent are to repeat all the papers in that particular group.
 - c. Staff who have served for a minimum of six months in the Corps are eligible for the examination.
4. A non-refundable examination fee of Five Thousand Naira (N5,000.00) only shall be paid by each candidate as approved by the Federal Public Service Examinations Board.
5. The Payment is to be directed through the AHR of each Sector Command.

RESTRICTED

6. Staff concern should note the following:
 - a. The total sum of the examination fee in respect of all enrolled candidates should be paid through REMITA platform with the details below:
 - i. **Account Name:** Office of the Head of the Civil Service of the Federation.
 - ii. **Account Number:** 0020538961017
 - iii. **Bank:** Central Bank of Nigeria (CBN)
 - iv. **Purpose:** COMPRO Examination
 - b. The Remita Retrieval Reference (RRR) payment receipt should be attached to the completed forms of the candidates and submitted in duplicate to Sector Head of Admin and Human Resources (SAHR).
 - c. Any candidate who did not pass his registration form and the RRR payment receipt to the Corps Secretary, RSHQ, as directed in para 6b above, would be sanction accordingly.
 - d. The Sector Heads of AHR should collate Names, Ranks, PIN, Letter of Appointment, other credentials, Command, RRR payment receipt, completed forms and forward two (2) sets to the Corps Secretary, RSHQ Abuja, refer to the necessary forms attached as Annex 'A' and 'B'.
7. Please note that:
 - a. This form is for Grade Level 7 and above.
 - b. Completed application forms should reach the CS Office, RSHQ not later than 1200hrs, 29 May, 2020. Any form received after this date will NOT be processed.
 - c. There shall be no registration of new candidates at the examination centers.
8. Any Officer who fails to pass the examination after three attempts shall be required to resign or withdraw from service in accordance with Public Service Rules 060203 and 060204.
9. The usage of reference books i.e Public Service Rules and Financial Regulations that was hitherto abolished during the examination has now been restored, as approved by the Public Service Examination Board.

10. Please find below the schedule stipulating subjects, dates and time for the examination for the 2020 session.

Tuesday 25th Aug, 2020

Accreditation of candidates -(10:00am - 04:00pm)

GROUP A

Wednesday 26th Aug, 2020

[illegible]

Paper II Financial Regulations -(02:00pm - 04:30pm)
-(All candidates)

GROUP B

Thursday 27th Aug, 2020

Paper I - Criminal Law, Penal and Procedure Codes
-(09:00am - 11:00am)
-(Police Officers/Para-Military Officers)

Paper III General Paper - (02:30pm - 04:30pm)
- (All candidates)

GROUP C

Friday 28th Aug, 2020

Paper I - Road Safety Orders & Instructions (08:30am - 10:30am)
-(For Road Safety Officers only)

Paper II Practical Road Safety Duties (11:00am - 01:00pm)
-(For Road Safety Officers only)

EXAMINATION VENUE

11. The approved venues for the examination in the State Capitals are the State Police Commands, while the venue for the FCT - Abuja, are as follows:

- Public Service Institute of Nigeria (PSIN) or any befitting centre; Abuja.
- Police Officers Wives Association (POWA), Primary School, Area 11 Garki, Abuja
- Model Secondary School, Maitama, Abuja
- GSS Tudun-Wada, Wuse Zone 4, Abuja
- GSS Area 10, Garki, Abuja, and
- GSS Wuse Zone 3, Abuja.

12. In line with International Best Practices, the call circular is hosted in the website of the Office of the Head of Civil Service of the Federation www.ohcsf.gov.ng and www.frsc.gov.ng.

13. All Heads of Depts., Corps Offices and Commanding Officers are kindly requested to bring the contents of this circular to the attention of the affected staff.

14. Treat as imperative, please.

6 Mar, 2020

Dupe
ACM Susan A Ajenge, mni
Assistant Corps Marshal
Corps Secretary
For: Corps Marshal

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THE PRESIDENCY
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
FEDERAL SECRETARIAT,
PHASE II, SHEHU SHAGARI WAY, ABUJA



ANNEX A

**COMPULSORY CONFIRMATION/PROMOTION EXAMINATIONS FOR ADMINISTRATIVE
EXECUTIVE, FOREIGN AFFAIRS, POLICE OFFICERS, PARA-MILITARY AND OTHER PROFESSIONALS
NOMINATION FORM**

For Office Use Only
Candidate's Exam Number:
Centre:

Affix Passport
Photograph

PART I
Surname: Other Names:
Date of Birth:
Ministry/Extra Ministerial Department:
Department:
Division:
Branch: Section/Unit:
Date of 1st Appointment in Service:
Grade Level: Candidate's Phone No.:
Present Location/State: Service No:
Cadre: Candidate's Signature/Date:

PART II
(To be completed by the Head of Department, not below Grade Level 16)
I, hereby confirm that the information provided by the
candidate are to the best of my knowledge correct.
Signature of HOD:
Name in Block Letters:
Position:
Date/Official Stamp:
Comments (if any):

ACCREDITATION CARD

For Office Use Only
Exam No.:
Centre:
Ministry:
Location:

Affix Passport
Photograph

PART I
PERSONAL INFORMATION OF CANDIDATE
(To be completed by the Candidate)
1. FULL NAME OF CANDIDATE IN BLOCK LETTERS, SURNAME FIRST

[illegible]