



FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/120/VOL.XXXIII/082

6 Jul, 2020

See Distribution

POSTPONEMENT OF THE CONDUCT OF 2020 COMBINED CONFIRMATION /PROMOTION EXAMINATION (COMPROII) FOR GRADE LEVEL 03-06

Reference: NO HCSF/MDO/MP/S.1 dated 30 Jun, 2020.

The above reference conveyed the postponement of the 2020 COMPRO II Examination scheduled to hold from Tuesday 30 Jun to Friday 3 Jul, 2020 in the entire designated centre's throughout the Federation.

2. The examination has now been re-scheduled as follows:-

(a) Last date of submission of completed forms is Friday 16 Oct, 2020

(b) Days for the examination, Tuesday 3 to Friday 6 Nov, 2020

3. Note that the contents of the earlier call circular dated 18 Dec, 2019 are still valid except for the change in dates as contained in paragraph two above.

4. For avoidance of doubt the new examination time table and the earlier call circular are hereby attached.

5. In order for RSHQ, AHR to collate and return to HCSF, all completed Forms must reach the undersigned on or before Thursday 10 Sept, 2020. Commands that have already submitted theirs need not resubmit.

6. Commanding Officers are enjoined to down load this circular and the attached time table and bring them to the notice of all eligible staff please



DCM Ojeme I Ewghrudjakpor, fdc, NPOM

Deputy Corps Marshal (Admin & Human Resources)

For: Corps Marshal

See Distribution:

External Action:

Zonal Commands

Sector Commands

Unit Commands

Outpost

FRSC Academy

FRSC Training School

Unit Commanders

FRSC Staff College

Internal Action:

Departments

Corps Offices

Special Units

Internal Info:

Corps Marshal

PSO-CM

PAU

PIO

file

CIRCULAR

Ref. No. HCSF/MDO/MP/755/S.I

The Presidency,
Office of the Head of the Civil Service of the
Federation, Career Management Office,
Federal Secretariat, Phase II, Shehu Shagari
Way,
Abuja.

18th December, 2019.

Principal Secretary to the President, C-IN-C,
Principal Secretary to the Vice President,
Chief Justice of the Nigeria,
Secretary to the Government of the Federation,
All Honourable Ministers,
Economic Adviser to the President,
Special Adviser/Senior Special Advisor,
All Chairmen of Commissions,
The Chairmen of Tribunals,
The Chairman, National Drug Law Enforcement Agency,
All Permanent Secretaries,
Clerk of the National Assembly,
Clerk/Registrar of the Supreme Court,
All Executive Secretaries,
Auditor-General for the Federation,
Accountant-General of the Federation,
All Comptroller-Generals,
The Corp-Marshall - Federal Road Safety Corps,
All Director-Generals,
The Director, National Institute for Cultural Orientation,
The Director, Nigeria Institute of Transport Technology,
The Director, Nigeria National Park,
The Director, Forestry Research Institute of Nigeria,

The Director, Federal College of Wildlife Management,
The Director, Nigeria Inland Waterways,
All Director of Human Resource,
All Departmental Training Officers.

**CALL CIRCULAR FOR THE CONDUCT OF 2020 COMBINED
CONFIRMATION/PROMOTION (COMPRO II) EXAMINATION FOR
GL. 01 - 06 OFFICERS OR ITS EQUIVALENT IN THE PUBLIC SERVICE**

The Head of the Civil Service of the Federation has approved the conduct of the year 2020 Combined Confirmation/Promotion (COMPRO II) Examination in the Federal Public Service.

2. The Examination has been scheduled to take place throughout the Federation from Tuesday 30th June – Friday 3rd July, 2020.

3. Candidates will be examined based on their Grade Levels in the following subjects:

A. Officers on GL. 04 - 06 or Equivalent: Category 'A'

- i. English Language
- ii. Public Service Rules
- iii. Financial Regulations
- iv. General Paper
- v. Office Routine or Special Paper

B. Offices on GL. 01 – 03 or Equivalent: Category 'B'

- i. English Language
- ii. Public Service Rules
- iii. Financial Regulations
- iv. General Paper
- v. Office Routine or Special Paper
- vi. Elementary Mathematics

4. Candidates in category 'B' are required to answer questions on six subjects, while those who perform Special Duties peculiar to their assignments (e.g. Para-Military Duties, Store-keeping Duties, Statistical Duties, NIPOST Duties, etc), are

required to answer question appropriate to their duties in special paper as **alternative** to the Office Routine paper.

5. Application Forms can be obtained from the Human Resource Management/Administration Departments of the candidates' MDAs. A copy of the application Form is also attached to this circular. It is expected that each MDA will produce sufficient copies of the Nomination Forms for their eligible candidates. The candidate(s)' Head of Department **must** countersign their completed Nomination Forms. Completed Forms must be accompanied with two candidate's passport photographs and should be countersigned at the reverse side by the immediate superior officer of the candidate. The letter of First Appointment supporting the candidate's application should be attached to the Form.

6. The Human Resource Management/Administration Department of each MDA shall screen and ensure that only names of eligible candidates are compiled and forwarded to this office with their completed nomination forms. All completed nomination forms duly endorsed by the Head of Administration/Director of Human Resource Management should be submitted on or before Thursday 28th May, 2020. Forms that are not endorsed by the Director Human Resource/Administration will not be processed for the Examination.

7. All Ministries, Departments and Agencies should note:

- i. Candidates who failed to be accredited on the stipulated date would not be allowed to sit for the examination.
- ii. Federal Public Servants who had served for a minimum of Six months are eligible to sit for the examinations.
- iii. There should be no registration of new candidates at the Examination Centres, also, all candidates intending to sit for the examination must be nominated by their MDAs.
- iv. MDAs should submit their candidates' nomination Forms before the deadline as provided in the Call Circular.

8. Examination Codes and Centres will be provided to all eligible candidates by the Learning and Development Department, Office of the Head of the Civil Service of

the Federation (OHCSF). All MDAs' Departmental Training Officers (DTOs) shall coordinate the exercise and ensure that this information is disseminated to all their concerned staff.

9. The use of reference book i.e. Public Service Rules and Financial Regulations during Examination, which was earlier abolished, has now been approved by the Public Service Examination Board at its 9th meeting.

10. In the light of the foregoing, all responses to this circular by MDAs shall be guided by the following:

- i. Names of eligible candidates for the Examination must be submitted in hard and soft copies (Flash Disk) using the attached template along with the completed Application Forms, Passport Photographs and Credentials;
- ii. Payment of non-refundable examination fee of Three Thousand Naira (N3,000.00) only, per candidate as approved by the Public Service Examination Board; and
- iii. The total sum of the Examination fees in respect of all enrolled candidates should be paid through the REMITA Platform as follows:

ACCOUNT NAME:	- Office of the Head of the Civil Service of the Federation
ACCOUNT NUMBER	- 0020538961017
BANK:	- Central Bank of Nigeria (CBN)
PURPOSE:	- COMPRO Examinations

iv The Remita Reference Receipt (RRR) of the payment should be attached to the completed Forms of the Candidates. All documents enclosed in sealed envelope should be submitted to the Office of the Head of the Civil Service of the Federation, marked for the attention of the Director, Learning and Development, Career Management Office, Block B, 3rd Floor, Room 301, Federal Secretariat, Phase II, Shehu Shagari Way, Abuja.

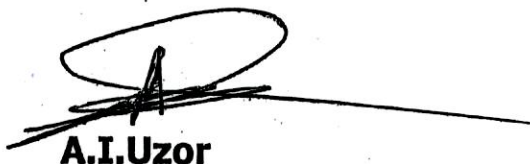
11. All Officers sitting for this Examination are required to pass as prescribed in Chapter 6 Rule 060203 of the revised Public Service rules (PSR) which states as follows:

"An Officer who fails the Examination after three attempts shall by virtue of such failures be required to resign or withdraw from the service. The Permanent Secretary/Head of Extra-Ministerial Office shall ensure compliance;"

12. MDAs that are desirous of organizing preparatory workshops for their candidates for this examination will be assisted by the Learning and Development Department (OHCSF) to organize train-the- workshop.

13. The approved trainer venues for the Examinations in the State Capitals are all Federal Government Colleges, Federal Technical College (Where applicable) and Federal Training Centres. In respect of the Federal Capital Territory, Abuja, the venues are Government Secondary School, Tudun Wada; Wuse Zone 4, and Government Secondary School, Garki, Area 10, Abuja.

14. This Circular and the Application Form can be down loaded from the website of the Office of the Head of the Civil Service of the Federation www.ohcsf.gov.ng



A.I. Uzor
Director, Learning and Development
For: Head of the Civil Service of the Federation.



THE PRESIDENCY
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
FEDERAL SECRETARIAT,
PHASE II, SHEHU SHAGARI WAY, ABUJA
COMBINED CONFIRMATION/PROMOTION EXAMINATION
(for Officers on Grade Levels 02 - 06)



NOMINATION FORM

Note: This form should be completed with relevant documents attached.

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:

(Please attach photocopy of letter of Promotion or Appointment)

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)

2020 COMBINED CONFIRMATION/PROMOTION (COMPRO II) EXAMINATION**CONDUCT TIME – TABLE****TUESDAY 3RD – FRIDAY 6TH NOVEMBER, 2020****CLERICAL OFFICERS (GL.04 – 06)**

DAYS	DATE	TIME	SUBJECT
1	Tuesday 3/11/2020	9.00am – 4.00pm	Accreditation
2	Wednesday 4/11/2020	9.00am – 11.30am 2.00pm – 4.30pm	English Language General Paper
3	Thursday 5/11/2020	9.00am – 11.30am 2.00pm – 4.30pm	Public Service Rules (PSR) Financial Regulations (FR)
4	Friday 6/11/2020	8.30am -10.30am	Office Routine/Special Paper

CLERICAL ASSISTANTS (GL.03)

DAYS	DATE	TIME	SUBJECT
1	Tuesday 3/11/2020	9.00am – 4.00pm	Accreditation
2	Wednesday 4/11/2020	9.00am – 11.30am 2.00pm – 4.30pm	English Language General Paper
3	Thursday 5/11/2020	9.00am – 11.30am 2.00pm – 4.30pm	Public Service Rules (PSR) Financial Regulations (FR)
4	Friday 6/11/2020	8.30am -10.30am 11.00am – 1.00pm	Office Routine/Special Paper Elementary Mathematics

SUB-TECHNICIANS/MESSENGER (GL.01 – 02)

DAYS	DATE	TIME	SUBJECT
1	Tuesday 3/11/2020	9.00am – 4.00pm	Accreditation
2	Wednesday 4/11/2020	9.00am – 11.30am 2.00pm – 4.30pm	English Language General Paper
3	Thursday 5/11/2020	9.00am – 11.30am 2.00pm – 4.30pm	Office Routine/Special Paper Arithmetic