



FEDERAL ROAD SAFETY COMMISSION



MARSHAL CONVERSION POLICY

2020 (AS AMENDED)

RMA - MI CADRE

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CITATION

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(As Amended)
RMA - MI CADRE

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FOREWORD

The Federal Road Safety Corps as an ISO Certified Lead Agency in Road Safety administration and traffic Management in Nigeria places high premium on personnel career development. This has been demonstrated through deliberate policy on education; giving opportunity to staff to advance in civil and specialized courses in approved institutions of learning.

Most expectedly, the Road Marshal Assistants (RMAs) leverage on the Education Policy to pursue the golden fleece, enabling them the qualification to progress to (MI) cadre. The Corps responsibilities are dynamic and constantly changing. Therefore staffs are made adaptable and up-to-date with the trends and development by encouraging them to upgrade their skills through engagement in further studies. Quality-driven capacity development is the overarching objective of the Corps' policy on conversion to higher cadre as it improves talent management and empowers the Marshals to exercise their unique competences.

The need to harmonize and update the existing guidelines to meet the yearnings and aspirations of upgrading to the next cadre by Marshals, which has been on the rise with limited vacancies, has become imperative; necessitating the need to have a statutory document that will serve as a guide to Marshals who so desire to change cadre.

This Document therefore, contains well laid down requirements and procedures for the conversion of qualified and desiring RMAs MI cadre.



Boboye O. Oyeyemi, MFR *mni*, NPoM
Corps Marshal

PREFACE

The enviable status of the Corps as an organisation whose processes and procedures are driven by the Quality Management System Standard, requires not only to consistently ensure quality of its products and services to meet customers' expectations, but also to encourage qualified and competent personnel towards the attainment of its goal of creating a safer motoring environment in Nigeria.

Part of the Corps' inspirational efforts that motivate staff to aspire to higher responsibility and competence is the existing Education Policy which addresses their cognitive and psychomotor development. It has therefore become imperative to give opportunity to committed Marshals who have attained requisite additional qualification to transmute to Officer Cadre, hence the need to review the existing Conversion Policy to accommodate current realities.

The 2020 Marshal Conversion Policy as Amended is therefore a document that specifically addresses requirements and procedures leading to conversion of Road Marshal Assistant (RMA) to Marshal Inspector (MI) cadre. The Policy contains five (5) major parts, and articulates the conditions and procedures for conversion to Marshals Inspector Cadre.

Applicants should however note that Conversion to another cadre is a privilege and not a right; hence, its dependence on available vacancy. Interested applicants must have obtained the minimum educational requirements and the mandatory years of service in the Corps to qualify for conversion to the appropriate rank.

This Policy document therefore is hereby presented to all FRSC staff especially RMAs who may wish to get converted to Marshal Inspector Cadre.

DCM Ojeme I Ewhrudjakpor, *fdc, NPoM*
Deputy Corps Marshal
Admin & Human Resources

ABOUT CONVERSION

1.1 Brief about Conversion

Conversion in FRSC is the process of elevating personnel from one cadre to another.

1.2 RMA to MI Cadre

Conversion from Road Marshal Assistant (RMA) to Marshal Inspector (MI) is the process of elevating a Marshal from RMA Cadre to MI Cadre.

REQUIREMENTS/CONDITIONS FOR CONVERSION FROM RMA TO MI

2.1 Administrative Requirements:

Interested eligible candidates for conversion to Marshal Inspectorate Cadre (MI) must submit the following documents with the completed conversion Application form (Form MC-01)

- a. Appointment Letter
- b. Confirmation of Appointment letter
- c. Approval for further studies
- d. Letter of Last Promotion
- e. Additional qualification(s) and other relevant academic credentials.

Note that incomplete information from an applicant may halt action on such application

2.2 Educational Requirements:

The required relevant academic credentials are:

- a. First School Leaving Certificates (FSLC)
- b. SSCE or equivalent/(NABTEB/NECO/WAEC)
- c. ND, NCE, Snr CHEW, and HND, B.Sc/BA, MSc, MBA, Ph.D (which ever applies from a recognised institution).

2.3 Conditions for Conversion

The following conditions must be met before conversion

- a. Staff seeking for conversion must have served the Corps for a minimum of eight (8) years.
- b. Candidate must be certified medically fit by FRSC Medical team.
- c. There is no age restriction for conversion from RMA-MI.
- d. Any staff with pending disciplinary case that may lead to termination of appointment/dismissal is not qualified.
- e. Additional qualifications tendered for conversion must be obtained before or the year of a particular conversion exercise. For instance, a qualification obtained in 2021 is not acceptable for the conversion exercise of 2020, even if the exercise is being conducted in 2021 for any reason.
- f. Staff with 2 major entries or 3 minor entries within the conversion year is disqualified.
- g. 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.

- h. Candidate must score a minimum of 60% (cumulative) in APER Score for the 3 years preceding conversion year.
- i. Candidate must undergo a screening exercise, sit for a conversion qualifying examination and meet the cut-off mark before consideration for conversion.
- j. A pregnant staff shortlisted for conversion shall not attend the course for that year; however, such staff may apply for deferment for a period not more than two (2) years. The requirement as to age limit for conversion shall not be applicable for the period of deferment if such staff was not above the age limit as the time of short listing.
- k. All Certificates/Credentials will be subjected to verification by the Corps before, during or after Conversion.
- l. Original documents MUST be sighted at the venue of the screening.
- m. Candidate shall submit a set of photocopies of credentials with two (2) passport size photographs at the point of screening.
- n. 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.
- o. Any staff of the RMA Cadre who obtained a University degree from an approved course of study but due to age restriction cannot convert to Officer Cadre may elect to apply for Conversion to MI Cadre.
- p. Candidates should however note that conversion is not a right but a privilege subject to availability of vacancies and meeting of all requirements.

2.4 Placement on Conversion/Career Prospect:

Successful Candidates, on completion of Conversion Course shall be placed, laterally or vertically depending on his/her rank in the junior cadre and or the rank commensurate to his/her present qualification.

2.4.1 Lateral Conversion:

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

2.4.2 Vertical Conversion:

- (a) Holders of ND on RMAIII, RMAII or RMAI to MI-III
- (b) Holders of NCE, SNR-CHEW, RN/RM to MI-II
- (c) Holders of HND, B.Sc, B. Tech, B.A, Masters Degree and Ph.D to MI.

PART 3

PROCEDURE FOR APPLYING FOR CONVERSION FROM RMA-MI CADRE

3.1 RMAs intending to apply for conversion to MI Cadre are expected to follow the procedure as specified in this part. They are:

- a. Must fulfil the conditions specified in Part 2.
- b. Shall complete FORM MC-02 (RMA-MI Cadre).
- c. The completed form must be endorsed by the HOD/Corps Officer or Commanding officer or any Officer delegated to do so. Such application shall be accompanied with the following:
 - i. Letter of approval for further studies.
 - ii. Qualifying Degree/Diploma/Certificate.
 - iii. Letter of appointment.
 - iv. Letter of confirmation of appointment.
 - v. Letter of last promotion.

3.2 Applicants from Field Commands shall submit applications through their Commanding Officers for necessary screening, thereafter forward to DCM (AHR) for final screening.

3.3 Applicants from RSHQ shall forward their application to DCM (AHR) through their HODs/Corps Officers/Heads of Special Units,

3.4 Completed application with the accompanying credentials shall reach the DCM (AHR), thirty days (30days) from the date of declaration of vacancy.

EXAMINATIONS

4.1 Screening/Pre Conversion Examination Exercise.

Procedure for the screening exercise includes

- a. Arrival and registration of candidates
- b. Screening/Documentation
- c. Parameters for Assessment are :
 - i. Examination 60 marks
 - ii. APER (last 3 years) 20 marks
 - iii. Physical fitness 10 marks
 - iv. Oral interview 10 marks
 - v. Total 100 marks
 - vi. Pass mark 60%
 - vii. Cut-Off mark To be determined based on general performance
- d. Candidates shall be qualified to undergo Conversion Course based on cut-off mark determined in line with the parameters specified in Part 4.1(c) above.

4.1.1 Criteria for Screening:

DCM (AHR) requests for personal files of Candidates to confirm the following:

- a. Letter of employment.
- b. The age of Candidate, Rank at entry and Date of employment.
- c. Validity of approval for further studies.
- d. The availability of photocopies of additional qualification in the staff personal file.
- e. Approval of the newly acquired Certificate by the Examination Board of Polytechnics (of ND, NCE, Snr CHEW and HND) and Senate (in case of University).

All original certificates are to be sighted and vetted by the Conversion Committee at the venue of the screening.

4.1.2 Medical Examination:

- a) There shall be medical examination to confirm that the candidate is physically fit for conversion.
- b) All applicants must present current medical certificate from a recognised Government hospital.

4.2 Conversion Course

Successful applicants are to attend a mandatory Conversion Course and shall be assessed at the end of the exercise.

4.2.1 A pregnant staff shortlisted for conversion shall not attend the course for that year; however, such staff may apply for deferment for a period not more than two (2) years.

4.2.2 *Conversion from RMA to MI Cadre Assessments Parameters:*

a. Examination	60
b. Oral interview	10
c. Continuous Assessment	30
Total	100 marks

4.2.3 Continuous Assessment Criteria

CONTINUOUS ASSESSMENT CRITERIA

(This begins from the date of reporting through the final day.)

Physical fitness	-	5 marks
Attendance/Participation	-	5marks
Drills (ability to Command and respond to commands)	-	10marks
Comportment/Conduct (Discipline)	-	5marks
Appearance (Neatness, dressing, accessories, shaving, hairdo)-		5marks
Total	-	30marks

4.2.3 Qualifying Pass Mark

The qualifying pass mark shall be 60%. Only those who pass shall be considered for Conversion to Marshal Inspector Cadre. Any candidate who fails the examination shall not be Converted and shall be given the grace to participate in the next exercise provided he meets the criteria for conversion in Part 2.

PART 5

MANAGEMENT CONVERSION COMMITTEE (MCC)

5.1 Composition

The Management Conversion Committee shall comprise of the following:

- a. DCM (AHR) - Chairman
- b. Rep. Of DCM (Ops)- Member
- c. ACM (MPD) - Member
- d. CLA - Member
- e. CIO - Member
- f. CS - Member/Secretary

5.2 ROLES OF MANAGEMENT CONVERSION COMMITTEE

The terms of reference shall include, but not limited to:

- a. Prepare and release call circular for qualified staff to apply for a specified period not more than two months.
- b. Screen the applicants and their credentials.
- c. Conduct Oral Interview and written Examination for all screened candidates.
- d. Submit comprehensive list of applicants with appropriate recommendation to Management.



**FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS
ABUJA**

CONVERSION APPLICATION FORM
(RMA - MI Cadre)

FORM MC-02

**PASSPORT
PHOTOGRAPH**

*(Name, Rank and
PIN at the back)*

INSTRUCTIONS:

- ALL ENTRIES SHOULD BE IN BLOCK LETTERS.*
- 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:.....
COMPASS:..... 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:..... Year of Approval.....
Certificate obtained with date:.....

PART D: COMMANDING OFFICER'S RECOMMENDATION/COMMENTS

Commanding Officer's comment:.....
Including pending disciplinary case(s) if any
Name of Commanding Officer:..... Signature/date:.....