

FRSC/HQ/CS/516/VOL.4/84

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RE: 2021 PROMOTION EXERCISE: ADMINISTRATIVE INSTRUCTIONS FOR ACMs, CCs, DCCs AND ACCs PROMOTION EXERCISE

References:

- A. FRSC/HQ/CS/518/VOL.6/9 dated 21 Dec '21
- B. FRSC/HQ/CS/516/VOL.5/14 dated 23 Dec '21

Quoted references 'A' & 'B' are in respect of the above subject.

2. I am directed to refer to senior Officer's promotion exercise referenced above and to inform participants (ACMs, CCs, DCCs & ACCs) in the 2021 promotion exercise that the examination is scheduled to hold from Mon 24 to Sat 29 Jan 2022 in RSHQ.

3. In compliance with COVID-19 Protocols, participants should only visit RSHQ on their scheduled dates of examination to avoid crowd and should note as follows:

a. **ACM - DCM and CC - ACM** will take their exams on **Mon, 24 Jan 2022**.

- i. Participants in this category are expected to complete their medical fitness test between **Fri, 21 - Sun, 23 Jan 2022** by 1800hrs compulsorily from the FRSC Medical Centre, Gwarimpa. Failure to comply with this will lead to **automatic disqualification** from the process.
- ii. **Arrival/Documentation** commences on **Sun, 23 Jan 2022**.
- iii. **PFT** will be conducted on **Mon, 24 Jan 2022** by 0600hrs.
- iv. **Examination:** Paper one (I) will commence by 1100hrs - 1330hrs, while paper two (II) is scheduled for 1530hrs - 1730hrs on **Mon, 24 Jan 2022**.
- v. All the **ACMs** and **CCs** are expected to depart back to their various Commands on **Tue, 25 Jan 2022** and must not be seen within the vicinity of RSHQ.

b. **DCC - CC** will take their exams on **Tue, 25 Jan 2022**.

- i. Participants in this category are expected to complete their medical fitness test between **Mon, 17 - Sun, 23 Jan 2022** by 1800hrs compulsorily from the FRSC Medical Centre, Gwarimpa. Failure to comply with this will lead to **automatic disqualification** from the process.
- ii. **Arrival/Documentation** commences on **Mon, 24 Jan 2022**.
- iii. **PFT** will be conducted on **Tue, 25 Jan 2022** by 0600hrs.

- iv. **Examination:** Paper one (I) will commence by 1100hrs - 1330hrs, while paper two (II) is scheduled for 1530hrs - 1730hrs on **Tue, 25 Jan 2022**.
- v. All the DCCs are expected to depart back to their various Commands on Wed, 26 Jan 2022 and must not be seen within the vicinity of RSHQ.
- c. **ACC - DCC** will take their exams on **Sat, 29 Jan 2022**.
 - i. Participants in this category are expected to complete their medical fitness test between **Mon, 24 - Fri, 28 Jan 2022** by 1800hrs compulsorily from the FRSC Medical Centre, Gwarimpa. Failure to comply with this will lead to **automatic disqualification** from the process.
 - ii. **Arrival/Documentation** commences on Fri, 28 Jan 2022.
 - iii. PFT will be conducted on Sat, 29 Jan 2022 by 0600hrs.
 - iv. **Examination:** Paper one (I) will commence by 1100hrs - 1330hrs, while paper two (II) is scheduled for 1530hrs - 1730hrs on **Sat, 29 Jan 2022**.
 - v. All the ACCs are expected to depart back to their various Commands on Sun, 30 Jan 2022 and must not be seen within the vicinity of RSHQ.
4. The dress code for each of the activities of the exercise is as follows:
 - a. PFT: **Sports Wear**
 - b. Written Examination: **Dress of the Day**
5. Participants must observe NCDC Protocols on COVID-19 throughout the exercise which includes:
 - a. The mandatory use of face mask.
 - b. Mandatory temperature checks at the gate
 - c. The mandatory use of hand washing facilities/hand sanitizers
 - d. Strict observance of physical distancing
6. In the course of the promotion exercise, any participant feeling symptoms of sickness should report to the FRSC Medical Team immediately.
7. Documentation: Participants are required to:
 - a. Download the Documentation form (see attached, please)
 - b. Report to the CS office on the approved dates above for each category.
 - c. Submit seven (7) copies of the documentation forms attached with the following documents:
 - i. Last promotion letter
 - ii. Management Commendation Letter(s) - If any
 - iii. List of Achievement(s) and evidences - If any

- d. Dress Code: Casual and staff identity card
 - e. Commencement Time: 1100hrs
8. Physical Fitness Test:
- a. The PFT will be conducted within RSHQ premises as starting point by 0600hrs.
 - b. Dress Code for PFT - **Sports Wear**.
9. Written Examination: ACMs, CCs and DCCs are required to assemble at ICT hall, RSHQ on scheduled dates, while ACCs will report at Government Secondary School, Wuse Zone 3, Abuja for the written examination by 1000hrs.
10. Participants are not required to come with their credentials.
11. The administrative instructions conveyed in this circular should be strictly adhered to while all enquiries should be directed to the undersigned, please.
12. Best of luck in your examinations.
13. Thank you.

6 Jan 2022

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ACM Susan A Ajenge, *mni*
Assistant Corps Marshal
Corps Secretary
for: Corps Marshal

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FEDERAL ROAD SAFETY CORPS**TIME TABLE FOR THE CONDUCT OF 2021 PROMOTION EXERCISE****A. SENIOR OFFICERS**

S/N	Rank	Arrival/Screening/ Documentation	PFT	EXAMS	Departure	Venue	No of Candidates	Facilitators
1.	ACM - DCM	Sunday 23/01/2022	Monday 24/01/2022 0600hrs	Monday 24/01/2022 Part I: 1100hrs Part II: 1530hrs	Tuesday 25/01/2022	Training Room 4 th floor RSHQ, Abuja.	09	MPC
2.	CC - ACM	Sunday 23/01/2022	Monday 24/01/2022 0600hrs	Monday 24/01/2022 Part I: 1100hrs Part II: 1530hrs	Tuesday 25/01/2022	Training Room 4 th floor RSHQ, Abuja.	09	MPC
3.	DCC - CC	Monday 24/01/2022	Tuesday 25/01/2022 0600hrs	Tuesday 25/01/2022 Part I: 1100hrs Part II: 1530hrs	Wednesday 26/01/2022	Training Room 4 th floor RSHQ, Abuja.	97	MPC
4.	ACC-DCC	Friday 28/01/2022	Saturday 29/01/2022 0600hrs	Saturday 29/01/2022 Part I: 1100hrs Part II: 1530hrs	Sunday 30/02/2022	Training Room 4 th floor RSHQ, Abuja.	247	MPC



FEDERAL ROAD SAFETY CORPS
NATIONAL HEADQUARTERS,
WUSE ZONE 3,
ABUJA

2021 SENIOR OFFICER'S PROMOTION

1. Name: _____
(Surname) (Other Names)
2. Rank: _____ PIN: _____
3. Date of Birth: _____ Sex: _____
4. Highest Educational Qualification and Year: _____

5. Date of 1st Appt: _____ Rank on Appt: _____
6. Date of Last Promotion: _____ Present Appointment: _____
7. Present Command: _____ Date Posted: _____
8. Date of assumption of current schedule _____
9. Achievements while on the rank: _____
(Attach evidences
and use extra _____
papers if _____

10. Attestation by Officer:

I _____, attest that all the
information given above are true to the best of my knowledge.

Attestation by Officer

Date

NB: CANDIDATES ARE TO COMPLETE THIS FORM AND SUBMIT AHEAD OF EXAMINATIONS.