

FRSC/HQ/CS/516/VOL.5/22

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2022 PROMOTION EXERCISE: ADMINISTRATIVE INSTRUCTIONS FOR THE CONDUCT OF CRC - ARC, DCI - RMAII, DRIVERS/RIDERS DOCUMENTATION & RMAIII SCREENING EXERCISE

References:

- A. FRSC/HQ/CS/516/VOL.5/20 dated 7 Dec, 2022.
- B. FRSC/HQ/CS/516/VOL.5/19 dated 25 Nov, 2022.

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

Recall the Administrative Instruction on Promotable List released vide above references on the 2022 Promotion Exercise for Officers and Marshals scheduled to hold in Three (3) separate locations (I -III) in RSHQ for CC - ACC, Zonal Commands for CRC - RMAII; and Sector Commands for Drivers/Riders & RMAIII screening respectively.

2. Participants should note that Officers from the rank of Chief Route Commanders (CRCs) and below **MUST** present **Medical Certificate of Fitness** issued by Government approved hospitals not earlier than 01 Nov, 2022; and **Pass Slip** duly endorsed by their Supervising Officers.

3. To ensure a seamless exercise, the following directives and guidance on expected roles of Offices involved in the exercise are hereby issued for strict compliance.

Commencement Date

4. The Exercise for this category shall commence on **Fri 16 December, 2022** with Documentation of Drivers/Riders and RMAIIIs at Sector Commands. Please note that participating Drivers/Riders and RMAIII from RSHQ, Zonal Commands and Training Institutions are directed to be screened at various Sector Commands nearest to them.

5. Consequently, CM Reps are expected to arrive various Zonal Commands for the conduct of Promotion Exercise for **CRC - RMAII** from **Wed 11 - Mon 16 Jan, 2023**.

6. Zonal Commanding Officers are also expected to deploy Zonal DCCs to each Sector Command to coordinate the conduct of screening exercise from **Fri 16 - Sun 18 Dec, 2022** for Drivers/Riders Documentation and RMAIII screening at various Sector Commands.

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7. Zonal Commanders should ensure strict adherence to Promotable List of Drivers/Riders and RMAIIIs released by RSHQ; and should liaise with Chairman MPC on 08032226009 and CS on 08033683332 for guidance.

a. CRC - ARC

- i. Arrival/Documentation commences on Sun 22 Jan, 2023.
- ii. PFT and Oral Interview will be conducted on Mon 23 Jan, 2023.
- iii. Examinations: The examinations will commence by 1000hrs on Tue 24 Jan, 2023.
- iv. Departure: All participants are expected to depart to their various Commands on Wed 25 Jan, 2023.

b. DCI - MI-III

- i. Arrival/Documentation commences on Thur 12 Jan, 2023.
- ii. PFT and Oral Interview will be conducted on Fri 13 Jan, 2023.
- iii. Examinations: The examinations will commence by 1000hrs on Sat 14 Jan, 2023.
- iv. Departure: All participants are expected to depart to their various Commands on Sun 15 Jan, 2023.

c. DCRMA - RMAII

- i. Arrival/Documentation commences on Fri 13 Jan, 2023.
- ii. PFT and Oral Interview will be conducted on Sat 14 Jan, 2023.
- iii. Examinations: The examinations will commence by 1000hrs on Sun 15 Jan, 2023.
- iv. Departure: All participants are expected to depart to their various Commands on Mon 16 Jan, 2023.

d. DRIVERS/RIDERS

- i. Arrival on Fri 16 Dec, 2022.
- ii. Documentation commences on Sat 17 Dec, 2022.
- iii. Departure: All participants are expected to depart to their various Commands on Sun 18 Dec, 2022.

e. RMAIIIs

- i. Arrival/Documentation commences on Fri 16 Dec, 2022.
- ii. PFT and Oral Interview will be conducted on Sat 17 Dec, 2022.
- iii. Departure: All participants are expected to depart to their various Commands on Sun 18 Dec, 2022.

Roles and Responsibilities of Offices participating in the Documentation Exercise

8. The specific roles of Offices participating in the Exercise are as follows:

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a. CM Representatives

CM Representatives would be deployed to all the Zonal Commands nationwide for the conduct of CRC - RMAII promotion exercise:

- i. Visit and supervise the venue to determine suitability, if otherwise report to the Chairman for appropriate action.
- ii. Hold meeting with Local Organizing Committee (LOC) on the modalities for execution of the exercise.
- iii. Address the participants on Promotable list, Comportment, Examination Malpractice; and the implementation of provision of FRSC Promotion Policy on CCs and above.
- iv. Ensure the integrity of the process.
- v. Ensure the success of the exercise from the beginning to the end.
- vi. Represent the CM during the Exercise in the Zones and Centres.
- vii. Communicate and send daily Sitrep to the Chairman (MPC) and CS (where necessary) on major issues for quick resolution.
- viii. Keeps records of the whole process and matters arising.
- ix. Ensure that only recommended participants from RSHQ documentation list in line with the approved checklist participate in the process.
- x. Address the applicants on the expected conduct of the exercise before commencement.
- xi. Physical Fitness Test should be conducted in a suitable venue and ensure security.
- xii. Ensure the safety and maximum protection and security of examination materials and Oral Interview Score Sheet before and after examination for onward submission to Ag. CM through the undersigned.

b. Zonal Commanding Officer

The Zonal Commanding Officer shall be the Chairman LOC and shall perform the following functions:

- i. Secure suitable venue for the exercise.
- ii. Liaises with other security agencies for provision of adequate security.
- iii. Ensure orderliness of the process.
- iv. Work closely with CM representative to ensure success of the whole exercise.
- v. Keep away staff not involved in the exercise from the venue.
- vi. Ensure that discipline is maintained.
- vii. Ensure that the venue is kept clean after the exercise daily.
- viii. Make FRSC personnel available for the exercise.

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- ix. Ensure the provision of rescue vehicle(s) and direct the Command Medical and Rescue Officer to head the Rescue Team.
- x. Ensure the provision of alternative source of power.
- xi. Ensure the provision of public address system.
- xii. Ensure the provision of comfortable chairs and tables.
- xiii. Provision of patrol vehicle for traffic control.

c. Zonal Head of Admin and Human Resources

The ZH(AHR) should perform the following:

- i. Work with RSHQ documentation team for seamless exercise. (**Only candidates recommended by RSHQ Documentation Team shall be admitted for Examination and Oral Interview**)
- ii. Provide forms and other secretariat items the Committee may requires.
- iii. Ensure that the venue is spacious enough to accommodate participants and illuminated.
- iv. Ensure that attendance registers are signed by all participants.

d. Zonal Training Officers

The Training Officers shall ensure successful conduct of Physical Fitness Test and shall perform the following functions:

- i. Identify the route for the exercise
- ii. Ensure that the route is safe in conjunction with Intelligence and Provost Personnel.
- iii. Monitor the conduct of the exercise such as Physical Fitness Test.
- iv. Ensure that **ONLY** participants with Medical Fitness result from government approved hospitals are allowed to participate in the Physical Fitness Test.
- v. Direct SO (Training) to work with Medical Team to ensure proper management of any medical crisis from medical fitness test.

e. Zonal Intelligence Officer (ZIO)

The Zonal Intelligence Officer shall perform the following functions:

- i. Ensure adequate intelligence gathering and evaluation before and after the exercise.
- ii. Conduct security search on suspected elements.
- iii. Identify and work with friendly security forces and agencies.
- iv. Ensure adequate security at the venue.
- v. Make important information available to CM Rep for urgent action.
- vi. Liaise with CM Reps to identify disqualified participants and ensure they leave the venue.

f. Zonal Provost Officer (ZPO)

The Zonal Provost Officer shall perform the following functions:

- i. Ensure effective crowd control.
- ii. Ensure security of the venue, staff and candidates.
- iii. Maintain orderliness at the venue.
- iv. Ensure that the route to be used for the exercise is inspected to promote safety of the participants.
- v. Ensure availability of parking space in the venue.
- vi. Liaise with ZIO to expel disqualified participants from the venue.

g. Zonal Medical Officer

The Zonal Medical and Rescue Officers shall perform the following functions.

- i. Ensure the provision of ambulances and medical personnel at the venues.
- ii. Provision of medical consumables needed for the Exercise.
- iii. Liaise with the Commanding Officers for availability of a Medical Doctor/Paramedics.
- iv. The Medical Service team shall comprise of Medical Doctor/Nurse and other paramedics.
- v. Ensure that First Aid materials are available.
- vi. The Medical Doctor(s)/Nurses and other paramedics shall be in full regalia for ease of identification.

h. Documentation Team

Documentation Team should note that any team that recommends unqualified candidates would be held responsible and made to face disciplinary actions for their failure to properly scrutinize the participants.

Report Rendition

9. The reports, documents and Answer Scripts for the exercise for all centres shall be collated by CM Reps and submitted to Ag. CM through the undersigned, on or before 48 hours after the exercise.

Physical Appearance of Participants

10. Participants shall appear in the appropriate uniform for each day in accordance with FRSC Dress Protocol for PFT, Oral Interview and Written Examination.

Timetable, and Documentation Form

11. Participants are enjoined to download the Timetable, Documentation Form as attached, and visit FRSC Staff Login for Lecture Compendium applicable to their rank.

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12. Commanding Officers are directed to bring the content of this Administrative Instructions to staff under their purview and ensure strict adherence, while all enquiries should be directed to the undersigned, please.

Conclusion

13. In conclusion, all enquiries and clarifications on the proper conduct of this exercise should be channeled to **Chairman, Management Promotion Committee (MPC)** on 08077690005 or 08032226009, **Corps Secretary** on 08077690054 or 08033683332

14. Thank you.

12 Dec, 2022


ACM Ayuba G Wobin
Assistant Corps Commander
Corps Secretary
For: Ag. Corps Marshal

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