



FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/120/VOL.55/061

11 Jul, 2023

See: Distribution

ADMINISTRATIVE INSTRUCTIONS FOR 2023 COMPULSORY CONFIRMATION/PROMOTION EXAMINATIONS COMPRO II FOR CONPASS 03 - 06

Reference;

A. HCSCF/MDO/MP/754/S.II/116 dated 20 Jun, 2023

Quoted 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 the conduct/management of the year 2023 Compulsory Confirmation/Promotion Examinations (COMPRO II) for Grade Level 03 - 06, you are hereby informed to guide staff on the registration processes, collate online printed applications and evidence of payment, and forward your submissions to the undersigned on or before **31 July, 2023**.
3. The categories of staff eligible for the Examinations are as follows:
 - a. Those on CONPASS 03 - 06 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 II examinations 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 at least six (6) months in the Corps are eligible for the examination.
 - d. The examination has been scheduled to take place throughout the Federation from Tuesday 22 to Friday 25 Aug, 2023.
 - e. The registration will be done online via the **COMPRO** portal on www.ohcsf.gov.ng while the examination will be **Computer Based Test (CBT)**.
 - f. The DCM AHR must countersign their printed slips generated from the **RRR** portal. Printout slips that are not endorsed by the DCM AHR will not be acceptable during accreditation at the examination centre. The letter of First appointment supporting the candidate's application should be uploaded while filling the online registration form.

Steps to access the COMPRO Portal:

- i. Step 1: Visit the OHCSF website - <https://www.ohcsf.gov.ng>
 - ii. Step 2: On the main menu select MDAs/services (FRSC code is 73)
 - iii. Step 3: Click on begin registration
 - iv. Step 4: Click on the category of your grade i.e Grade Level 3, 4, 5, or 6 (Junior COMPRO)
 - v. Step 5: Click pay Junior COMPRO registration Fee
 - vi. Step 6: On the page you will see the form to fill the required field
 - vii. Step 7: Upload your recent passport photograph
 - viii. Step 8: Upload your letter of Appointment and your evidence of payment (i.e your Remita Payment Receipt and e-invoice)
 - ix. Step 9: Click on the submit button to submit your form
 - x. Step 10: Print two (2) copies of the generated form and payment receipt (A copy of the signed form must be retained by the candidates' organization while the second copy must be forwarded to OHCSF)
4. A non-refundable examination fee of **Three Thousand Naira (N3,000.00)** only shall be paid by each candidate as approved by the Federal Public Service Examination Board.
5. Candidates are to use their unique phone numbers and email addresses for communication and sensitization during and after registration. Any candidates who failed to be accredited on the stipulated date would not be allowed to sit for the examination.
6. The concerned staff should note the following:
- a. The examination fee in respect of a candidate should be paid through OHCSF COMPRO platform with the following details:
 - i. Account Name: Office of the Head of the Civil Service of the Federation.
 - ii. Purpose: COMPRO Examinations.
 - 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) for onward transmission to DCM (AHR), RSHQ.
 - c. Any candidate who did not pass his registration form and the RRR payment receipt to the DCM AHR RSHQ, as directed in Para 5 (b) above, would be sanctioned accordingly and would not be allowed to participate in the examination.
 - d. The Sector Heads of AHR should collate Names, Ranks, PIN, Letters of Appointment, other credentials, Command, RRR payment receipt, completed forms and forward two (2) sets to the Corps Marshal, attention DCM AHR RSHQ Abuja.
7. Please note that:
- a. Completed application forms (print out) and payment receipts should be forwarded to DCM AHR office not later than 1200hrs, 31 July, 2023, any form received after this date will NOT be processed.
 - b. There shall be no registration of new candidates at the examination centres.

8. However, there would be a virtual preparatory review classes for all eligible candidates for the examination, and the date and time will be communicated accordingly. The preparatory classes would be assisted by the Learning and Development Department in the OHCSF and Establishment Unit in the office of DCM (AHR).

EXAMINATION VENUE

9. The approved venues for the examination in the State capitals and the Federal Capital Territory are the JAMB Computer Based Test (CBT) Centres.

10. 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.

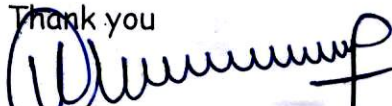
11. You are required to collate applications and submit with the list of qualified candidates from your Command if any using the attached COMPRO Examination Template.

12. All Heads of Departments, Corps Offices and Commanding Officers are kindly requested to bring the content of this circular to the attention of the concerned staff.

13. For further enquiries, please contact the following numbers:
08065461909, 08037015459 & 07060778098

14. Treat as imperative and ensure strict compliance.

15. Thank you


DCM Victor C Nwokolo, fdc

Deputy Corps Marshal (Admin and Human Resources)

For: Corps Marshal

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