



FEDERAL ROAD SAFETY CORPS

NATIONAL HEADQUARTERS, ZONE 3, WUSE DISTRICT, ABUJA

ADMIN AND HUMAN RESOURCES DEPARTMENT

FRSC/HQ/AHR/120/VOL.55/068

14 Jun, 2024

See: Distribution

ADMINISTRATIVE INSTRUCTIONS FOR YEAR 2024 COMPULSORY CONFIRMATION/PROMOTION EXAMINATIONS (COMPRO II) FOR STAFF IN CONPASS 03 - 06

Reference;

A. HCSF/MDO/MP/782/T/3 dated 24 May, 2024

Quoted reference 'A' is in respect of the above subject.

2. Sequel to the approval by the Head of Civil Service of the Federation (OHCSF) of the conduct/management of the year 2024 Compulsory Confirmation/Promotion Examinations (COMPRO II) for Grade Level 03 - 06, Commanding Officers are hereby enjoined to adhere to the following guidelines;

- a. The categories of staff eligible for the examinations are 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 has served the Corps for at least six (6) months is eligible for the examination.
- d. Staff who fails to takes the Confirmation Examination after three (3) years of his/her first appointment shall be required to resign from service.
- e. The examination has been scheduled to take place throughout the Federation from Tuesday 23 - Friday 26 July, 2024.
- f. The registration will be done online via the **COMPRO** portal on www.ohcsf.gov.ng while the examination will be **Computer Based Test (CBT).**
- g. A non-refundable examination fee of **Four Thousand Naira (N4,000.00)** only shall be paid by each candidate as approved by the Federal Public Service Examination Board.

3. Please find below the Steps to access the COMPRO Portal:

Step I: Visit the OHCSF website - <https://www.ohcsf.gov.ng>.

Step II: On the main menu select services and click on COMPRO registration.

Step III: Click on begin registration.

Step IV: Click on the category of your grade i.e Grade Level 3 - 6 (Junior COMPRO).

Step V: Click pay Junior COMPRO registration Fee.

Step VI: After the payment it will take you to the section where you will complete the required fields.

Step VII: Under Ministry select Federal Road Safety Corps.

Step VIII: Upload your recent passport photograph.

Step IX: Upload your letter of Appointment and your evidence of payment {i.e your Remita Payment Receipt (RRR)}.

Step X: Use functional phone number and email address preferable **gmail** in order to get your **RRR**.

Step XI: Click on the submit button to submit your form.

Step XII: Print two (2) copies of the generated form and payment receipt (A copy of the signed form must be retained by the candidates while the second copy must be forwarded to OHCSF through RSHQ AHR)

4. Candidates are to use their functional phone numbers and email addresses (**preferable gmail**) for necessary information during and after registration.

5. The concerned staff should note the following:

a. The examination fee in respect of a candidate should be paid through OHCSF portal and continue with the registration immediately as any mistake made will required making another payment again before registration.

b. The Remita Retrieval Reference (RRR) payment receipt should be attached to the completed forms together with copy of appointment letter only.

c. For signature column see the table below for guidance;

Column	Unit Level	Sector Level	Zonal Level	RSHQ
Supervisor	Unit Head	Supervisor	Supervisor	Supervisor
HOD	-	Sector Admin	Zonal Admin	Ag. HOS Admin
Director HR	-	Sector Commander	Zonal Commander	ACM Admin

d. A copy of the signed application form should be returned to the candidate while the second copy should be forwarded to ACM AHR, RSHQ Abuja on or before **Tuesday 25 Jun, 2024**.

EXAMINATION VENUE

6. The approved venues for the examination will be communicated in due course.
7. 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.
8. All Head of Departments, Corps Offices and Commanding Officers are kindly requested to bring the content of this circular to the attention of the concerned staff.
9. For further enquiries, please contact the following numbers:
08065461909, 08037015459 & 07060778098
10. Treat as imperative and ensure strict compliance.
11. Thank you.



CC Joshua O Adekanye fsi

Corps Commander

Ag. HOS (Admin)

For: Corps Marshal

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