

FRSC/HQ/CS/516/VOL.5/072

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2024 PROMOTION EXERCISE: ADMINISTRATIVE INSTRUCTIONS FOR THE CONDUCT OF CRC - ARC, DCI - RMAII, DRIVERS/RIDERS DOCUMENTATION AND RMAIII SCREENING EXERCISE

References:

- A. FRSC/HQ/CS/516/VOL.5/069 dated 8 Aug, 2024.
- B. FRSC/HQ/CS/516/VOL.5/070 dated 9 Aug, 2024.

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

2. In continuation with the 2024 Promotion Process, the CM has graciously approved the conduct for Officers of the rank of CRC - ARC and Marshals.
3. Consequently, I am directed to inform Officers and Marshals that the Promotion Exercise of the above categories of staff has been scheduled to hold from **Thur 26 Sep to Sun 06 Oct, 2024** at the various Zonal Commands.
4. Participants are to 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 Jun, 2024**; and **Pass Slip** duly endorsed by their Commanding Officers.
5. For the avoidance of doubt, participants are to note **that only those whose names appeared in the final promotable list are eligible to participate** in the exercise on the scheduled dates as follows:
 - a. **CRC - ARC and Marshals Inspectors (MIs)**
 - i. **Arrival/Documentation** to commence on **Thu 26 Sep, 2024** by **0800hrs**.
 - ii. **Physical Fitness Test (PFT) and Oral Interview** will be conducted on **Fri 27 Sep, 2024**; by **0600hrs** and **1000hrs** respectively.
 - iii. **Examination:** The examinations will commence by **1000hrs** on **Sat 28 Sep, 2024**.
 - iv. **Departure:** All participants are expected to depart to their respective Commands on **Sun 29 Sep, 2024**.

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b. Road Marshal Assistants (RMAs)

- i. **Arrival/Documentation** to commence on **Wed 02 Oct, 2024** by **0800hrs**.
- ii. **PFT and Oral Interview** will be conducted on **Thu 03 Oct, 2024**; by **0600hrs** and **1000hrs** respectively.
- iii. **Examination:** The examinations will commence by **1000hrs** on **Fri 04 Oct, 2024**.
- iv. **Departure:** All participants are expected to depart to their respective Commands on **Sat 05 Oct, 2024**.

c. Drivers/Riders and RMAIII Screening

- i. **Arrival** on **Fri 04 Oct, 2024**.
- ii. **PFT/Documentation/Screening** to commence on **Sat 05 Oct, 2024**.
- iii. **Departure:** All participants are expected to depart to their various Commands on **Sun 06 Oct, 2024**.

ROLES AND RESPONSIBILITIES OF OFFICES INVOLVED IN THE EXERCISE

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

CM Representatives

- a. CM Representatives deployed to the Twelve (12) Zonal Commands nationwide for the conduct of CRC - RMAIII Promotion Exercise are saddled with the following responsibilities:
 - i. Represent the CM throughout the Exercise in the Zone.
 - ii. Visit, inspect and confirm the suitability of the venue, if otherwise, report to the Chairman MPC for appropriate action.
 - iii. Hold meeting with Local Organizing Committee (LOC) on the modalities for execution of the Exercise.
 - iv. Ensure the integrity of the Process.
 - v. Monitor and ensure the success of the Exercise from the beginning to the end.
 - vi. Communicate and send daily Sitrep to the Chairman MPC and CS (**where necessary**) on major issues for quick resolution.
 - vii. Keep records of the whole process and matters arising.
 - viii. Ensure that **only** participants verified by RSHQ Documentation Team participate in the process.

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- ix. Address the applicants on the conduct of the Exercise before commencement.
- x. Ensure Physical Fitness Test is conducted in a suitable and secured venue.
- xi. Ensure the maximum integrity and security of Examination materials and Oral Interview Score Sheet before and after examination for onward submission to CM through the undersigned.

Zonal Commanding Officers

- b. The Zonal Commanding Officers shall be the Chairman LOC and perform the following functions:
 - i. Secure suitable venue for the exercise.
 - ii. Work closely with CM representative and RSHQ Documentation Team to ensure success of the Exercise.
 - iii. Ensure provision of adequate security through effective deployment of Provost and Intelligence operatives.
 - iv. Ensure orderliness of the scheduled process.
 - v. Ensure that staff not involved in the Exercise stayed away from the venue.
 - vi. Ensure that discipline is maintained.
 - vii. Ensure that the venue is kept clean after the exercise on daily basis.
 - viii. Ensure the provision of Rescue Vehicle(s) and direct the Command Medical and Rescue Officer to head the Rescue Team.
 - ix. Ensure the provision of alternative source of power.
 - x. Ensure the provision of Public Address System.
 - xi. Ensure the provision of comfortable chairs and tables.

Zonal Head of Admin and Human Resources

- c. The ZH(AHR) shall perform the following:
 - i. Work with RSHQ Documentation Team for seamless exercise. (**Only candidates verified by RSHQ Documentation Team shall be admitted for Examination and Oral Interview**).
 - ii. Provide forms and other Secretariat items the Committee may require.
 - iii. Ensure that the venue is spacious enough to accommodate all participants and well illuminated.
 - iv. Ensure that attendance registers are signed by all participants.

Zonal Training Officers

- d. The Training Officers shall ensure successful conduct of Physical Fitness Test and perform the following functions:
- i. Identify the route for the exercise.
 - ii. In conjunction with Intelligence and Provost Personnel ensure that the route is safe.
 - iii. Monitor the conduct of the exercise such as Physical Fitness Test.
 - iv. Ensure that **ONLY** participants with Medical Fitness Certificate 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 Physical Fitness Test.

Zonal Intelligence Officer (ZIO)

- e. 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 to ensure adequate security at the venue.
 - iv. Make important information available to CM Rep and RSHQ Documentation Team for urgent action.
 - v. Liaise with CM Rep to identify disqualified participants and ensure they leave the venue.

Zonal Provost Officer (ZPO)

- f. The Zonal Provost Officer shall perform the following functions:
- i. Ensure effective crowd control.
 - ii. Ensure security of the venue, staff and participants.
 - 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.

Zonal Medical Officer

- g. The Zonal Medical and Rescue Officer 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.

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- 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.

Documentation Team

- h. Documentation Team should note that any team that recommend unqualified candidates would be held responsible and made to face disciplinary action for their failure to exhibit due diligence in carrying out the assigned tasks.
7. Participants are required to check Staff Login to:
- a. Download the detailed **Time-Table** for further guidance
 - b. Download the **Oral Interview Score Sheet**
 - c. Download the **Documentation Form**
 - d. Complete and submit copy of the Documentation Form with the following documents:
 - i. Duly endorsed Pass Slip
 - ii. Medical Certificate of Fitness
 - iii. Last Promotion Letter
 - iv. Commission/Management Commendation Letter(s) - If any
 - v. ARCs are to provide Confirmation Letters and Original Educational Certificates in addition to 7(d)(i - iii).

Report Rendition

8. The report, documents and Answer Scripts for the exercise shall be collated by CM Reps and RSHQ Documentation Team; and same submitted to CM through the undersigned within 72 hours after the exercise, using the approved report template with pictorial evidences for each stage of the exercise.

Physical Appearance of Participants

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

10. This Administrative Instruction is subject to review and such will be communicated to concerned staff accordingly.

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11. 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 for further guidance, please.

12. Treat as imperative.

10 Sep, 2024



Danasabe L. Shehu, fsi
Corps Commander
Corps Secretary
for: Corps Marshal

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FEDERAL ROAD SAFETY CORPS

National Headquarters
4 Maputo Street, Zone 3, Wuse, Abuja

2024 PROMOTION TIMETABLE

S/N	RANK	ACTIVITY	DATE	TIME	VENUE
1.	CRC - ARC	Arrival and Documentation	Thu 26 Sep, 2024	0800hrs-1800hrs	Zonal Command HQs
		PFT and Oral Interview	Fri 27 Sep, 2024	0600hrs-1000hrs	
		Examination	Sat 28 Sep, 2024	1000hrs-1300hrs	
		Departure	Sun 29 Sep, 2024		
2.	DCI - MI-III	Arrival and Documentation	Thu 26 Sep, 2024	0800hrs-1800hrs	Zonal Command HQs
		PFT and Oral Interview	Fri 27 Sep, 2024	0600hrs-1000hrs	
		Examination	Sat 28 Sep, 2024	1000hrs-1300hrs	
		Departure	Sun 29 Sep, 2024		
3.	DCRMA-RMAII	Arrival and Documentation	Wed 02 Oct, 2024	0800hrs-1800hrs	Zonal Command HQs
		PFT and Oral Interview	Thu 03 Oct, 2024	0600hrs-1000hrs	
		Examination	Fri 04 Oct, 2024	1000hrs-1300hrs	
		Departure	Sat 05 Oct, 2024		
4.	DRIVERS/RIDERS & RMAIII	Arrival and Documentation	Fri 04 Oct, 2024	0800hrs-1800hrs	Zonal Command HQs
		PFT/Screening (Drivers & Riders) /Documentation (RMAIII)	Sat 05 Oct, 2024	0600hrs-1000hrs	
		Departure	Sun 06 Oct, 2024		

10 Sep, 2024


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