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FRSC/HQ/CS/112/VOL.1/57

See Distribution

**RE: ADMINISTRATIVE INSTRUCTIONS FOR 2025 COMPRO I AND III
EXAMINATION**

References:

- A. HCSF/CMO/MP/756/II/222 dated 14 May 2025
- B. HCSF/MDO/MP/7541/ dated 22 May 2025

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

2. Further to the approval by the Office of the Head of Civil Service of the Federation (OHCSF) for the commencement of the 2025 COMPRO I and III registration, you are hereby informed to forward your submissions to the undersigned on or before **31 July, 2025**.

Please find below administrative instructions for the examination.

- 3. The categories of eligible staff to sit for the examination are:
 - a. Those on CONPASS 07 and above 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 I and III examination in previous year(s) and failed, were absent, or had unresolved issues are required to retake all papers in the relevant group.
 - c. Staff who have served for a minimum of six months in the Corps are eligible for the examination.
- 4. A non-refundable examination fee of Ten Thousand Naira (N10,000.00) only shall be paid by each candidate as approved by the Federal Public Service Examinations Board.
- 5. The Payment is to be directed through the AHR of each Sector Command.
- 6. Concerned Staff should note the following:
 - a. The total sum of the examination fee in respect of all enrolled candidates should be paid through REMITA platform with the details below:
 - i. Account Name: Office of the Head of the Civil Service of the Federation.
 - ii. Purpose: COMPRO Examinations.

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b. Find below the steps to access the COMPRO Portal:

- Step 1: Visit the OHCSF website - <https://www.ohcsf.gov.ng>
- Step 2: On the main menu select Services and click on COMPRO registration.
- Step 3: Click on Begin Registration.
- Step 4: Click on the category of your grade i.e Grade Level 07 and above (Senior COMPRO).
- Step 5: Click pay senior COMPRO Registration Fee.
- Step 6: On the page you will see the form to fill the required field.
- Step 7: Upload your recent passport photograph.
- Step 8: Upload your Letter of Appointment and your evidence of payment (i.e your Remita Payment Receipt).
- Step 9: Click on the Submit button to submit your form.
- Step 10: Print two (2) copies of the generated form (A copy of the signed form must be retained by the candidates' organization while the second copy must be forwarded to OHCSF).

- c. The Remita Retrieval Reference (RRR) payment receipt, Letter of Appointment 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 submission to the Office of Corps Secretary, RSHQ.
- d. Any candidate whose registration form, Letter of Appointment and the RRR payment receipt did not get to the Corps Secretary, RSHQ, as directed in para 6c above, would be sanctioned accordingly and would not be allowed to take the examination.
- e. Eligible Staff should ensure that they fill the form on the portal by themselves to avoid error.
- f. The Sector Heads of AHR should collate Names, Ranks, PIN, Letter of Appointment, Command, RRR payment receipt, completed forms and forward two (2) sets to the Corps Marshal, attention Corps Secretary, RSHQ Abuja. Refer to the necessary forms attached as Annex 'A'.

7. Please note that:

- a. This form is for Grade Level 7 and above.
- b. Completed application form(s) should reach the CS Office, RSHQ not later than 1200hrs, 31 July, 2025. Any form received after this date will NOT be processed.

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c. There shall be no registration of new candidates at the examination centers.

8. Any Officer who fails to pass the examinations after three consecutive attempts shall be required to resign or withdraw from service in accordance with Public Service Rules 060203 and 060204.

9. Candidates will be examined on the following subjects:

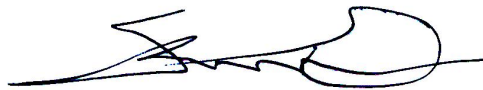
- i. Public Service Rules (PSR)
- ii. Financial Regulations
- iii. Computer Appreciation and Literacy
- iv. General Paper
- v. Criminal Law
- vi. Relevant Orders, Instructions, and Practical Duties of the Corps.

9. However, there would be a preparatory revision classes for candidates before the examination which will be assisted by the Learning and Development Department (OHCSF).

EXAMINATION VENUE

10. The approved venues for the Examination in the State Capitals and the Federal Capital Territory are the approved JAMB Computer Based Test (CBT) Centres, which will be communicated before the examination date.

11. Thank you.



SALISU U GALADUNJI MLCJ rss FISPON CMILT
Assistant Corps Marshal
Corps Secretary
for Corps Marshal

4 June 2025

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