



THE PRESIDENCY
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
Permanent Secretary, Career Management Office.

Federal Secretariat Phase II, Shehu Shagari Way, Central Business District, P.M.B 248, Abuja.

HCSF/CMO/EM/CPA/272/11/10

10th November, 2017

CIRCULAR

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President,
Chief Justice of Nigeria,
All Honourable Ministers/Ministers of State,
Secretary to the Government of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
The Chairman, Federal Civil Service Commission,
All Permanent Secretaries,
The Chairman, Police Service Commission,
Accountant-General of the Federation,
Auditor-General for the Federation,
Surveyor-General of the Federation,
Chief Registrar Supreme Court of Nigeria,
Directors-General and Chief Executives of Parastatals,
Agencies.

**TIME TABLE FOR VERIFICATION, ACCREDITATION AND CONDUCT OF
2017 PROMOTION INTERVIEW/EXAMINATION FOR ELIGIBLE OFFICERS
ON SALARY GRADE LEVELS 06 - 13 IN THE COMMON POOL OF THE
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION**

Further to our Circular No: HCSF/CMO/EM/CPA/272/III/28 dated 18th September, 2017 on the above subject, I write to inform you that the Head of Civil Service of the Federation has approved the time-table for the conduct of the year 2017 Promotion Examination for eligible Candidates on Salary Grade Levels 06 - 13 under the Common Pool of the Office of the Head of Civil Service of the Federation. Eligible Candidates on Salary Grade Levels 06 and 07 - 13 must have spent a minimum of two (2) and three (3) years respectively on their present grade levels by 31st December, 2016.

2. This exercise includes the screening and accreditation of all eligible Candidates on Salary Grade Levels 06 - 13 under the Common Pool of the Office of the Head of Civil Service of the Federation.

3. The approved time-table for the Accreditation and Promotion Examination exercise is as shown below:

S/ N	ZONE	STATES	CENTRE/VENUE	VERIFICATION/ ACCREDITATION (DATE)	EXAMINATION (DATE)	TIME
1	South-South	Akwa-Ibom, Bayelsa, C/ River, Edo, Delta, Rivers	Federal Training Centre, Calabar	Monday 20 th - Thursday 23 rd , November, 2017	Saturday, 25 th - November, 2017	10:30am
2	South-West	Ondo, Lagos, Oyo, Ekiti, Osun, Ogun,	Federal Training Centre, Ikoyi Lagos.	Monday 20 th - Thursday 23 rd , November, 2017	Saturday, 25 th - November, 2017	10:30am
3	South-East	Abia, Enugu, Anambra, Imo, Ebonyi, Edo,	Federal Training Centre, Enugu	Monday 20 th - Thursday 23 rd , November, 2017	Saturday, 25 th - November, 2017	10:30am
4	North Central	FCT, Nasarawa, Niger, Benue, Kogi, Kwara, Plateau	Public Service Institute (PSIN) along Kubwa Express, FCT-Abuja.	Monday 20 th - Thursday 23 rd , November, 2017	Saturday, 25 th - November, 2017	10:30am

5	North-East	Adamawa, Borno, Yobe, Taraba, Gombe, Bauchi,	Federal Secretariat, Bauchi	Monday 20 th - Thursday 23 rd , November, 2017	Saturday, 25 th - November, 2017	10:30am
6	North-West	Kaduna, Zamfara, Sokoto, Kebbi, Katsina, Kano, Jigawa	Federal Training Centre, Kaduna	Monday 20 th - Thursday 23 rd , November, 2017	Saturday, 25 th - November, 2017	10:30am

4. All eligible candidates are advised to attend the Screening/Accreditation exercise with the original and one photocopy each of the following documents for sighting and submission respectively.

- I. Valid Staff Identity Card of their respective MDAs
- II. Birth Certificate/Declaration of Age
- III. Letter/Gazette of First Appointment;
- IV. Letter/Gazette of Confirmation of Appointment
- V. Letters of last three (3) Promotions ;
- VI. Academic Credentials
- VII. Two recent coloured passport photographs
- VIII. Transfer of Service letter if (any)
- IX. Conversion letter if (any)
- X. Advancement letter on or before 1/1/2014

5. All eligible candidates are **STRONGLY** advised to appear for accreditation and examination at the designated Centres in the Zones as indicated above. Officers are to adhere strictly to this information, please.

6. Kindly, bring the content (s) of this Circular to the attention of all concerned officers for strict compliance please.



Ndubuisi Osuji

for: Head of the Civil Service of the Federation