

# FEDERAL CIVIL SERVICE COMMISSION

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OFFICE OF THE CHAIRMAN

FC.6243/GOV/2023/VOL.I/7

19<sup>th</sup> April, 2023

## CIRCULAR

Chief of Staff to the President,  
Deputy Chief of Staff to the President,  
Secretary to the Government of the Federation,  
Head of the Civil Service of the Federation,  
All Permanent Secretaries,  
Accountant-General of the Federation,  
Auditor-General for the Federation,  
Surveyor-General of the Federation,  
All Heads of Extra-Ministerial Departments/Agencies

### **2023 PROMOTION EVALUATION/INTERVIEW FOR OFFICERS ON SALARY GRADE LEVELS 14, 15 & 16 IN THE FEDERAL CIVIL SERVICE**

The Federal Civil Service Commission (The Commission) will conduct the Year 2023 Promotion Evaluation/Interview for Officers on Salary Grade Levels 14, 15 & 16, with maturity date of **1<sup>st</sup> January,**

**2023** in all Cadres of the Federal Civil Service. All Ministries, Extra – Ministerial Departments and Agencies (MDAs) are accordingly, requested to submit briefs in respect of their eligible Officers, who must have spent:

- a) A minimum of three (3) years on Salary Grade Level 14 and had their last promotion on or before **1/1/2020**; and
- b) A minimum of four (4) years either on Salary Grade Level 15 or 16 as applicable and had their last promotion on or before **1/1/2019**.

## **2. COMPLETION OF FORMS A, B & EXCEL SHEET:**

All completed briefs on Forms A, B & Excel sheet (copies attached) and APER scores for qualified candidates should be submitted to the Commission as follows:

- a) by the respective Pool Authorities (for Pooled Officers); and
- b) by the respective MDAs (for Non-Pooled Officers).

It should be noted that the **Federal Civil Service Commission will not work with any brief/information contained in Forms A, B & Excel sheet that is not routed through the channels listed in paragraph 2 (a) and (b) above. All MDAs should however, keep custody of all duly completed APER Forms of eligible Officers for reference purposes.** The briefs, as embodied in the appropriate Forms, should be completed as follows:

### **2.1. FORM A: SENIORITY LIST:**

- (i) This should be compiled by the Department of Human Resource Management, strictly on seniority basis, clearly

indicating:

- a) Full Name of Officer;
- b) Date of Birth;

- c) State of Origin;
- d) Date of First Appointment;
- e) Date of Confirmation of Appointment;
- f) Date of Present Appointment;
- g) IPPIS Number;
- h) Phone Number;
- i) Email Address;
- j) Current Location
- k) Average APER Scores for the preceding three/four years as may be applicable, for the Officers presented; and
- l) **The form should be signed and stamped only by the Director, Human Resource Management of the MDA.**
- m) A separate Form should be used for each Cadre and Salary Grade Level, stating clearly the name of the MDA, Year of Promotion, Establishment, Staff Strength and Vacancy Position.
- n) Appropriate information as listed below should be clearly indicated in the Remarks Column in respect of each Officer:
  - a) if having pending Disciplinary action(s);
  - b) if Regularization of Appointment is pending;
  - c) if on Secondment/Transfer;
  - d) if on Study Leave with/without pay;
  - e) if on Leave of Absence;
  - f) if on Sick Leave; and
  - g) if Officer has any physical disability.

**For the avoidance of doubt, the Director, Human Resource Management, will be held responsible for any suppression or**



**non-disclosure of information in respect of Officers on any of the above.**

**2.2. FORM B: CAREER PROGRESSION CHART:**

(i) The Career Progression Chart of Officers should be duly completed and signed by each candidate. The Director, Human Resource Management, should ensure that all information supplied is accurate with appropriate dates before authentication. **MDAs are advised to send only the Briefs of Officers who are still in active service as at 1<sup>st</sup> January, 2023.**

(ii) The APER Score for each year of the maturity period, indicating the average score for each Officer, should be completed by the Director, Human Resource Management, and forwarded to the Commission as follows:

- a) three (3) years APER covering the period, 2020, 2021 & 2022 for Officers on Salary Grade Level 14; and
- b) four (4) years APER covering the period, 2019, 2020, 2021 & 2022 for Officers on Salary Grade Levels 15 and 16.

(iii) A copy each of the last three Letters of Promotion or Gazette Publication of the promotions; and a copy of the Officer's Letter of Appointment, Confirmation of Appointment and Regularization of Appointment/Transfer of Service as applicable, issued by the Federal Civil Service Commission should be attached to each Officer's Returns.

**2.3. Excel Form**

**2.4.** A set of each Brief, as specified above, should be forwarded to the Commission in **Soft and Hard copies** not later than **24<sup>th</sup> May, 2023**, by the **Accounting Officer of the MDA**. It is strongly advised that

Ministries, Extra – Ministerial Departments and Agencies should cross-check the Briefs as contained in Forms A & B as well as Excel sheet in respect of their Officers for accuracy before submission. Please note that late submission of Briefs/Non – compliance with the guidelines as stated above, shall lead to the exclusion of the Officer(s) from the Promotion Evaluation/ Interview Exercise.

**2.4. The Commission hereby emphasizes the need for MDAs to ensure that all the names of candidates are carefully and correctly spelt, written in full and in capital letters, as the Commission will not take responsibility for errors and wrongly spelt names by MDAs in their submissions.**

**3.0. COMPLIANCE WITH EXTANT GUIDELINES AND RULES ON PROMOTION MATTERS:**

The attention of all MDAs is hereby drawn to strictly comply with the provisions of extant rules and regulations in handling personnel records and making returns on Forms A & B and APER scores in respect of their Officers to the Commission, especially the Federal Civil Service Commission Circular No. FC.PS/Cir/Vol.1/s of 20<sup>th</sup> August, 2002 on the responsibilities of MDAs, as well as Circular No. FC. 6243/S/.1/Vol.XVIII/5 of 28<sup>th</sup> May, 2010 on:

- a) Cancellation of Notional Promotion; and
- b) Completion and Submission of Annual Performance Evaluation Report (APER).

**3.1. Pursuant to the provisions of the "Guidelines for Appointments Promotion and Discipline (Revised August, 2004), failure to submit the APER Scores of candidates renders such candidates ineligible for promotion. Accordingly, such candidates will not**



be allowed to participate in the Promotion Evaluation/ Interview Exercise.

#### **4.0. RETURNS ON VACANCY POSITIONS:**

All MDAs are to submit their returns on vacancies through the Office of the Head of the Civil Service of the Federation. These are vacancies that occurred between **1<sup>st</sup> January and 31<sup>st</sup> December, 2022** as derived from the 2021 Authorised Establishment. **It should be noted that only vacancies declared by the Office of the Head of the Civil Service of the Federation and received by the Federal Civil Service Commission would be utilised. Accordingly, the Commission will neither accredit nor conduct examinations for Officers in Cadres without vacancies.**

#### **5.0. SUBMISSION OF EVIDENCE OF CONVERSION AND OTHER PROFESSIONAL QUALIFICATIONS:**

All MDAs should ensure that only Officers who met the specified conditions in the Schemes of Service for appointment into the Officer's Cadre (including possession of professional qualifications/evidence for Advancement, Conversion and Promotion), and have attained the requisite maturity on their present posts, are presented for Promotion Interview.

#### **6.0. ADDITIONAL INFORMATION ON PROMOTION EVALUATION/INTERVIEW:**

It is important to inform all MDAs that the promotion evaluation /interview exercise will centre on **Knowledge of the Civil Service, Professional Competence and General Knowledge.** Candidates are advised to be guided by the existing Federal Civil Service Commission syllabus for the evaluation. Reference materials for the interview/

evaluation should include inter-alia, the **Guidelines for Appointments, Promotion and Discipline (Revised August, 2004), Public Service Rules, Financial Regulations, Civil Service Handbook, Guide to Administrative Procedures in the Federal Public Service, the 1999 Constitution of the Federal Republic of Nigeria (As Amended), Establishment Circulars, Programmes and Policy Issues of the Federal Government, Public Procurement Act, 2007, other Acts of the National Assembly, Newspapers and Periodicals.**

**7.0.** It has been observed that some MDAs submit late, false and inaccurate returns on Officers, Cadres and Vacancies that tend to mislead the Commission in taking certain decisions, thereby leading to unnecessary Appeals. **Please, note that henceforth, Officers who are presented for Promotion Evaluation/Interview when they are not due, will be appropriately sanctioned along with the Directors of Human Resource Management in such MDAs.**

**7.1.** The Commission has also noticed that some Officers suppress Conversions from one Cadre to another and present themselves for promotion using their former Cadres. It should be noted that any negligence or ineptitude on the part of an Officer that will put the Commission in an embarrassing position in the course of conducting the evaluation/interview, will be treated as **Serious Misconduct in conformity with Extant Rules.**

**8.0.** Only candidates that are duly authenticated by the Director of Human Resource Management and duly presented by the Accounting Officer of the MDA concerned will be admitted for the Evaluation/Interview Exercise. **For the avoidance of doubt, the Commission**



**will not accept Briefs from MDAs after the deadline for submission and no Officer will be documented/accredited thereafter.**

**9.0.** Details of the online accreditation will be communicated to all eligible candidates through their respective Pool Offices in due course.

**10.** All eligible candidates who are currently serving in Nigerian Missions abroad or on study leave in educational institutions overseas are hereby directed to do their online accreditation in their respective locations and sit for the written examination at the designated centres abroad, which will be conveyed by the Commission in due course.

**11.** Permanent Secretaries/Accounting Officers of MDAs are to please bring the contents of this Circular to the attention of all concerned staff, including those at duty posts within and outside their Headquarters and abroad, for necessary compliance.



**Dr. Tukur Bello Ingawa, OON, mni**

Chairman



# **FCSC FORM A (2023)** **SENIORITY LIST FOR PROMOTION (as at 1<sup>st</sup> January, 2023)**

**CADRE:** .....  
**PRESENT GRADE:** .....  
**PROMOTION TO:** .....

**ESTABLISHMENT:** .....  
**STRENGTH:** .....  
**ACTUAL VACANCY:** .....  
**CONSEQUENTIAL VACANCIES:** .....  
**TOTAL VACANCY:** .....

S/N.	NAME	DOB	STATE OF ORIGIN	DATE OF 1 <sup>ST</sup> APPT.	DATE OF CONFIRMATION	DATE OF PRES. APPT.	AVERAGE APER SCORES	IPPTIS NUMB ER	PHONE NUMBER	EMAIL ADDRESS	REMARKS

- NOTE: (I)** FOR GRADE LEVEL 14 OFFICERS SEEKING PROMOTION TO GRADE LEVEL 15 THEIR REPORTS SHOULD COVER THE FOLLOWING YEARS: 2020, 2021, AND 2022.
- (II)** FOR GL. 15 AND 16 OFFICERS SEEKING PROMOTION TO GL. 16 AND 17 THEIR REPORTS SHOULD COVER YEARS 2019, 2020, 2021 AND 2022.
- (III)** PLEASE USE EXCEL SPREAD SHEET TO PREPARE THIS BRIEF.

**D (ADMIN/HRM's) NAME:** .....  
**SIGNATURE:** .....  
**STAMP & DATE:** .....

# FCSC FORM B (2023)

MDA: .....

## CAREER PROGRESSION CHART

- (A) OFFICER'S NAME: .....  
(Surname First)
- (B) CADRE: .....
- (C) PRESENT/SUBSTANTIVE POST: .....
- (D) POST CONSIDERED FOR: .....

S/N	Date of Birth	State of Origin	DATE OF 1 <sup>ST</sup> APPT	DATE OF CONFIRMATION	Date of Present. APPT /LAST Promotion	Qualifications/ Dates	3 OR 4 YEARS AND AVERAGE APER SCORES					Remarks
							2019	2020	2021	2022	AVER	

OFFICER'S SIGNATURE: .....

D (ADMIN/HRM's) NAME: .....  
SIGNATURE: .....

NOTE: (i) RENDERING OF FALSE INFORMATION  
WOULD BE REGARDED AS SERIOUS  
MISCONDUCT AND PUNISHED APPROPRIATELY  
BY THE COMMISSION.

DATE & STAMP: .....

(ii) ATTACH A PHOTOCOPY OF EACH OF THE DOCUMENTS INDICATED IN THE TABLE ABOVE.



**FEDERAL CIVIL SERVICE COMMISSION**

**THE YEAR 2023 DIRECTORATE LEVEL PROMOTION EXERCISE (ON-LINE ACCREDITATION)**

[illegible]