

FEDERAL CIVIL SERVICE COMMISSION

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OFFICE OF THE CHAIRMAN

Ref. No.FC.6243/GOV/2021/VOL.I/13

10th February, 2022

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 and
All Heads of Extra - Ministerial Departments/Agencies.

RE: 2021 PROMOTION EVALUATION/ INTERVIEW FOR OFFICERS ON SALARY GRADE LEVELS 14, 15 & 16 IN THE FEDERAL CIVIL SERVICE

Further to Circular Ref. No.FC.6243/GOV/2021/VOL.I dated 10th December, 2021 on the above stated subject, the Federal Civil Service Commission (The Commission) wishes to inform eligible candidates for the

year 2021 Promotion Evaluation/Interview for Officers on Salary Grade Levels 14, 15 & 16, of the Promotion Examinations schedule.

2.0 ACCREDITATION OF CANDIDATES

2.1 Physical Accreditation: Physical accreditation of candidates for the Local Leg of the 2021 Directorate Level Promotion Examinations will take place from **Monday 21st February, to Friday, 4th March, 2022** at the **Public Service Institute of Nigeria (PSIN), along Kubwa Expressway, Abuja** between **8.00am and 5.00pm** each day. All candidates are hereby warned on the need to present themselves for accreditation on the specified dates, as no candidate will be accredited after the stipulated dates. Also there will be no accreditation on examination dates at all.

2.2 Online Accreditation: Candidates under the following seven (7) pool offices are expected to do accreditation online via the Federal Civil Service Commission website **www.fedcivilservice.gov.ng** to access the accreditation portal. The online accreditation will commence from Monday, 21st to Monday, 28th February, 2022:

- (i) Office of the Head of the Civil Service of the Federation;**
- (ii) Federal Ministry of Agriculture and Rural Development;**
- (iii) Federal Ministry of Environment;**
- (iv) Ministry of Foreign Affairs;**
- (v) Office of the Surveyor-General of the Federation;**
- (vi) Ministry of Mines and Steel Development; and**

(vii) **Federal Ministry of Works and Housing.**

3.0 PROMOTION EXAMINATION

3.1 The 2021 Directorate Level Promotion Examinations (Local Leg) will hold from **Monday, 21st to Monday, 28th March, 2022** at the same Venue.

3.2 It is imperative to advise that the Promotion Evaluation/Interview Exercise will center on **Knowledge of Civil Service, Professional Competence and General Knowledge**. Candidates are also 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.**

3.3 Please, note that in strict compliance with the COVID-19 protocols, all candidates are expected to wear their face masks to the Venue as well as throughout the duration of the Exercise; and observe all protocols on social distancing.

4.0 Attached herewith are the **Time Tables** for the **2021 Directorate Level Accreditation and Examination**, for necessary information and guidance.

4.1 Permanent Secretaries/Accounting Officers and Chief Executive Officers (CEOs) 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.



Monilola, O. Udoh (Mrs.)
Permanent Secretary
for: Honourable Chairman

TIME-TABLE FOR ACCREDITATION OF OFFICERS FOR THE 2021 DIRECTORATE LEVEL PROMOTION EXERCISE
VENUE: PUBLIC SERVICE INSTITUTE OF NIGERIA (PSIN), ALONG KUBWA EXPRESSWAY, ABUJA.

DATES	MDAS FOR PHYSICAL ACCREDITATION	MDAS FOR ONLINE ACCREDITATION	TIME
MONDAY 21 ST AND TUESDAY 22 ND FEBRUARY, 2022	MIN. OF JUSTICE STATE HOUSE BUREAU OF PUBLIC PROCUREMENT OFFICE OF THE AUDITOR GENERAL OF THE FEDERATION MIN. OF COMMUNICATION & DIGITAL TECHNOLOGY MIN. OF INFORMATION & CULTURE AVIATION TRANSPORTATION	i. FED. MIN. OF WORKS & HOUSING ii. MIN. OF FOREIGN AFFAIRS iii. FED. MIN. OF AGRICULTURE & RURAL DEV. iv. OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION	8AM - 5PM
WEDNESDAY 23 RD AND THURSDAY 24 TH FEBRUARY, 2022	MIN. OF POLICE AFFAIRS FED. MIN. OF WATER RESOURCES MIN. OF NIGER DELTA AFFAIRS MIN. OF LABOUR & EMPLOYMENT MIN. OF SCIENCE & TECHNOLOGY MIN. OF INDUSTRY, TRADE & INVESTMENT MIN. OF WOMEN AFFAIRS MIN. OF HUMANITARIAN AFFAIRS POWER	v. MIN. OF MINES & STEEL vi. MIN. OF ENVIRONMENT vii. OFFICE OF THE SURVEYOR GENERAL OF THE FEDERATION	8AM - 5PM
FRIDAY 25 TH AND SATURDAY 26 TH FEBRUARY, 2022	FEDERAL MINISTRY OF EDUCATION SGL. 15 – 16		8AM - 5PM
MONDAY 28 TH FEBRUARY, AND TUESDAY 1 ST MARCH, 2022	FEDERAL MINISTRY OF EDUCATION SGL. 14 – 15		8AM - 5PM
WEDNESDAY 2 ND AND THURSDAY 3 RD MARCH, 2022	FED. MIN. OF HEALTH FEDERAL MINISTRY OF EDUCATION SGL. 16 – 17 OFFICE OF THE ACCOUNTANT – GENERAL OF THE FEDERATION MINISTRY OF YOUTH & SPORTS MINISTRY OF DEFENCE		8AM - 5PM
FRIDAY 4 TH MARCH, 2022	SPILL OVERS	NOTE: THE PORTAL FOR ONLINE ACCREDITATION FOR THE SEVEN MDAS WILL BE OPEN FROM MONDAY 21 ST TO MONDAY 28 TH FEBRUARY, 2022	8AM - 5PM

Any changes in the above schedule would be communicated to the Permanent Secretaries/Accounting Officers/ Chief Executive Officers of the MDAs.

FEDERAL CIVIL SERVICE COMMISSION
2021 TIME-TABLE FOR DIRECTORATE LEVEL PROMOTION EXAMINATIONS

S/N	DATE AND GRADE LEVEL	CADRE	VENUE
1.	MONDAY 21 ST MARCH, 2022 SGL. 14-15	(i) Admin. Officers (ii) Auditors (iii) Accountants (iv) State Counsel (v) Foreign Affairs Officers (Headquarters & West Africa) (vi) All other Professional cadres in the MDAs	PSIN
2.	TUESDAY 22 ND MARCH, 2022 SGL. 14-15	(i) Education Officers (FME) (ii) Education Officers (MOD) (iii) Education Officers (HOS) (iv) Education Officers (POL) (All Education Officers)	PSIN
3.	WEDNESDAY 23 RD MARCH, 2022 SGL. 15-16	(i) Admin. Officers (ii) Accountants (iii) Information Officers (iv) Foreign Affairs Officers (Headquarters & West Africa) (v) All other Professional cadres in the MDAs	PSIN
4.	THURSDAY 25 TH MARCH, 2022 SGL. 15-16	(i) Education Officers (FME) (ii) Education Officers (MOD) (iii) Education Officers (HOS) (iv) Education Officers (POL) (All Education Officers)	PSIN
5.	MONDAY 28 TH MARCH, 2022 SGL. 16-17	(i) Admin. Officers (ii) Accountants (iii) Auditors (iv) Legal Officers (v) Foreign Affairs Officers (Headquarters & West Africa) (vi) All Education Officers (vii) All other Professional cadres in the MDAs	PSIN