

# FEDERAL CIVIL SERVICE COMMISSION

Abidjan Street, Wuse Zone 3,  
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OFFICE OF THE CHAIRMAN

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

10<sup>th</sup> 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 10<sup>th</sup> 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 21<sup>st</sup> February, to Friday, 4<sup>th</sup> 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](http://www.fedcivilservice.gov.ng)** to access the accreditation portal. The online accreditation will commence from **Monday, 21<sup>st</sup> to Monday, 28<sup>th</sup> 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**

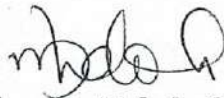
**3.1** The 2021 Directorate Level Promotion Examinations (Local Leg) will hold from **Monday, 21<sup>st</sup> to Monday, 28<sup>th</sup> March, 2022** at the same Venue.

**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.**

<b>DATES</b>	<b>MDAS FOR PHYSICAL ACCREDITATION</b>	<b>MDAS FOR ONLINE ACCREDITATION</b>	<b>TIME</b>
MONDAY 21 <sup>ST</sup> AND TUESDAY 22 <sup>ND</sup> 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 <sup>RD</sup> AND THURSDAY 24 <sup>TH</sup> 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 <sup>TH</sup> AND SATURDAY 26 <sup>TH</sup> FEBRUARY, 2022	FEDERAL MINISTRY OF EDUCATION SGL. 15 – 16		8AM - 5PM
MONDAY 28 <sup>TH</sup> FEBRUARY, AND TUESDAY 1 <sup>ST</sup> MARCH, 2022	FEDERAL MINISTRY OF EDUCATION SGL. 14 – 15		8AM - 5PM
WEDNESDAY 2 <sup>ND</sup> AND THURSDAY 3 <sup>RD</sup> MARCH, 2022	FED. MIN. OF HEALTH FEDERAL MINISTRY OF EDUCATION SGL. 16 – 17		8AM - 5PM
FRIDAY 4 <sup>TH</sup> MARCH, 2022	OFFICE OF THE ACCOUNTANT – GENERAL OF THE FEDERATION MINISTRY OF YOUTH & SPORTS MINISTRY OF DEFENCE SPILL OVERS	NOTE: THE PORTAL FOR ONLINE ACCREDITATION FOR THE SEVEN MDAS WILL BE OPEN FROM MONDAY 21 <sup>ST</sup> TO MONDAY 28 <sup>TH</sup> 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 <sup>ST</sup> MARCH, 2022 <b>SGL. 14-15</b>	(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	<b>PSIN</b>
2.	TUESDAY 22 <sup>ND</sup> MARCH, 2022 <b>SGL. 14-15</b>	(i) Education Officers (FME) (ii) Education Officers (MOD) (iii) Education Officers (HOS) (iv) Education Officers (POL) (All Education Officers)	<b>PSIN</b>
3.	WEDNESDAY 23 <sup>RD</sup> MARCH, 2022 <b>SGL. 15-16</b>	(i) Admin. Officers (ii) Accountants (iii) Information Officers (iv) Foreign Affairs Officers (Headquarters & West Africa) (v) All other Professional cadres in the MDAs	<b>PSIN</b>
4.	THURSDAY 24 <sup>TH</sup> MARCH, 2022 <b>SGL. 15-16</b>	(i) Education Officers (FME) (ii) Education Officers (MOD) (iii) Education Officers (HOS) (iv) Education Officers (POL) (All Education Officers)	<b>PSIN</b>
5.	MONDAY 28 <sup>TH</sup> MARCH, 2022 <b>SGL. 16-17</b>	(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	<b>PSIN</b>