



Office of the Head of Service of the Federation THE PRESIDENCY

Federal Secretariat, Phase II, Shehu Shagari Way, Maitama, Abuja. P.M.B. 248, Tel: 09-2348284

HCSF/CMO/EM/AOD/073/VOL.III/4

30th July, 2021

C I R C U L A R

Chief of Staff to the President, C-in-C,
Deputy Chief of Staff to the Vice President, Office of the Vice President,
The Secretary to the Government of the Federation
The Head of Civil Service of the Federation
Special Advisers/Senior Special Assistants
The Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission
Permanent Secretaries,
Accountant-General of the Federation
Auditor-General for the Federation,
Surveyor-General of the Federation,
Directors-General and Chief Executives of Parastatals/Agencies.

2021 PROMOTION EXERCISE FOR OFFICERS ON GRADE LEVELS 06-13 UNDER THE POOL OF THE OFFICE OF THE HEAD OF CIVIL SERVICE OF THE FEDERATION

I am directed to inform you that the Office of the Head of the Civil Service of the Federation has commenced preparation for the conduct of **2021 Promotion Examination** in respect of officers on Grade Levels 06-13 under the Pool of this Office. Consequently, you are requested to kindly forward the Vacancy Returns, APER Scores and Eligibility List in respect of eligible officers on the attached Template OHCSF-EMD (2021), which should be strictly adhered to under the following guidelines:



GUIDELINES TO FILLING THE ATTACHED FORM: OHCSF – EMD (2021)

- i. THE FORM **MUST** BE FILLED ON **EXCEL WORKSHEET** ONLY.
- ii. FORMS **MUST** BE FILLED IN **CAPITAL** LETTERS ONLY.
- iii. SURNAMES **MUST** BE WRITTEN FIRST, BEFORE FIRST AND OTHER NAMES.
- iv. THE DATE FORMAT IS **DD/MM/YYYY**. THIS MEANS 2ND OF JULY, 2021 MUST BE ENTERED AS **02/07/2021**.
- v. ALL SUBMISSIONS **MUST** BE MADE IN **HARD** AND **SOFT** COPIES.
- vi. THE STATE OF LOCATION OF EACH STAFF **MUST** BE CLEARLY STATED, E.G. ABUJA, LAGOS, KADUNA, CALABAR, BAUCHI, ENUGU, ETC.
- vii. ANY SUBMISSIONS NOT IN LINE WITH ABOVE SPECIFICATIONS WILL NOT BE ACCEPTED.
- viii. NAMES **SHALL NOT** AND, WILL NOT, BE ADDED TO THE SENIORITY LIST AT ACCREDITATION VENUES.
- ix. ANY CANDIDATE **NOT** PRESENTED BY HIS/HER MINISTRY ON THE SENIORITY LIST WILL **NOT** BE ACCREDITED FOR EXAMINATION.

(2) Officers within the field of selection for the 2021 promotion exercise on SGL. 06 must have spent a minimum of two (2) years on their present Grade while those on SGL. 07-13 must have spent a minimum of three (3) years by **1st January, 2021**. For the avoidance of doubt, Officers on SGL. 06 must have obtained their last promotion by 1st January, 2019, while officers on SGL. 07-13, must have obtained their last promotion by 1st January, 2018.

(3) For the purpose of clarity, this exercise is meant for the under listed Pool Cadres:

- a. Administrative Officers;
- b. Computer Engineers;
- c. Confidential Secretaries;
- d. Data Processing Officers;
- e. Executive Officers;
- f. Librarian
- e. Library Officers;



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- g. Programme Analyst;
- h. Statistical officers;
- i. Statistician;
- j. Stock Verifiers; **and**
- k. Store Officers.

(4) All returns should be made in Excel format (**soft and hard copies**) and the document must be authenticated by the Director (Admin/HRM) of the relevant MDA. Submissions should reach the Permanent Secretary, Career Management Office (CMO) on or before **4.00pm on Friday, 20th August, 2021**.

(5) Directors, Human Resource Management of all MDAs are required to personally verify the information on each Candidate before submission for which they will be held responsible.

(6) I am also to add that late submission of returns will not be entertained after the closing date.

(7) Please, treat as urgent and bring to the attention of all concerned officers including those working from home.

M. Mamman

Permanent Secretary (CMO)
for: Head of the Civil Service of the Federation

**OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
CAREER MANAGEMENT OFFICE (CMO)**

SENIORITY LIST FOR EACH CADRE PRESENTED FOR PROMOTION: 2021

Ministry/Department/Agency:

DESIGNATION:

SALARY GRADE LEVEL:

POST BEING CONSIDERED FOR:

CADRE:

YEAR: 2021

ESTABLISHMENT:

ACTUAL VACANCY:

CONSEQUENTIAL VACANCIES:

TOTAL VACANCIES:

S/N	SURNAME, OTHER NAMES	DATE OF BIRTH	DATE OF 1ST APPT	DATE OF CONF. APPT	DATE OF PRESENT APPT	STATE OF ORIGIN	IPDIS NO	APER 2018	APER 2019	APER 2020	APER AVERAGE	Location of Staff	TELEPHONE Number

Note:

- (i) APER SCORES FOR OFFICERS ON GRADE LEVEL 06 SHOULD COVER 2019 and 2020
- (i) APER SCORES FOR OFFICERS ON GRADE LEVEL 07-13 SHOULD COVER 2018, 2019 and 2020

Authentication by Director HRM/Admin
Name:

Signature:

Tel. No.:

Date:

