

CIRCULAR

HCSF/MDO/MP/754/S.II

Office of the Head of the Civil
Service of the Federation,
Federal Secretariat Complex,
Phase II,
Abuja.

17th April, 2026

Chief of Staff to the President C-IN-C
Deputy Chief of Staff to the President
Chief Justice of Nigeria
Secretary to the Government of the Federation
All Honourable Ministers
Economic Adviser to the President
Special Advisers/Senior Special Assistants
All Chairmen of Commissions
Chairmen of Tribunals
Chairman, National Drug Law Enforcement Agency
All Permanent Secretaries
All Executive Secretaries
Auditor-General for the Federation
Accountant-General of the Federation
Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria
All Comptrollers-General
Commandant-General, Nigeria Security & Civil Defence Corps
Corp-Marshal - Federal Road Safety Corps
All Directors-General
All Chief Executive Officers

YEAR 2026 COMPULSORY CONFIRMATION/PROMOTION (COMPRO II)
EXAMINATIONS FOR JUNIOR OFFICERS ON SALARY GRADE LEVEL 01 – 06 IN THE
PUBLIC SERVICE

The Head of the Civil Service of the Federation has approved the conduct of the 2026 Compulsory Confirmation/Promotion (COMPRO) Computer-Based Test (CBT) Examination for newly recruited junior public servants in the Federal Public Service. The Examination, which is administered by the Career Management Office of the Office of the Head of the Civil Service of the

Federation, is a statutory requirement for the career progression of all junior officers in the Public Service.

2. The Examination portal is now open for candidates' registration. Officers who fail to pass the Examination after three (3) consecutive attempts shall be required to resign or withdraw from the Service in line with the Public Service Rules (PSR) 030104 and 030105 as stated below:

- i. **030104 – “An officer who fails the Examination after three consecutive attempts shall by virtue of such failures be required to resign or withdraw from the service”.**
- ii. **030105 – “An officer who fails to take the Confirmation Examination after 3 years of his/her first appointment shall be required to resign from Service”.**

The Permanent Secretary/Head of Extra-Ministerial Office shall ensure strict compliance and enforcement.

3. Candidates will be examined based on the following subjects:

- i. English Language
- ii. Public Service Rules
- iii. Financial Regulations
- iv. General Paper
- v. Office Routine or Special Paper (for Para-military Officers)
- vi. Computer Appreciation and Literacy
- vii. Elementary Mathematic (only for Clerical Assistants on SGL 03)

4. Registration shall be completed online via the **COMPRO Portal at www.ohcsf.gov.ng** The registration slip generated from the portal must be duly countersigned by the candidate's Head of Department. Only slips endorsed by the Director of Human Resource/Administration will be acceptable at the Examination Centre. Candidates must upload a scanned copy of their Letter of First Appointment while completing the form.

Steps to access the COMPRO Portal:

Step 1: visit <https://www.ohcsf.gov.ng>

Step 2: Click on "Services" and select "COMPRO Registration"

Step 3: Click "Begin Registration"

Step 4: Select your Grade Level category (i.e. GL 06 and below - Junior COMPRO)

Step 5: Click on "Pay Junior COMPRO Registration Fee"

Step 6: Complete the required fields on form

Step 7: Upload a recent passport photograph

Step 8: Upload Letter of Appointment

Step 9: Submit the form

Step 10: Print two (2) copies of the completed form (One copy to be retained by the candidates' organization; the other to be submitted to OHCSF).

5. A non-refundable examination fee of ₦7,000 (Seven Thousand Naira) only is payable by each candidate as cost of materials and logistics/transport/venues for the conduct of the Examinations as approved by the Federal Public Service Examination Board. The Examination fee in respect of a candidate should be paid through REMITA platform with the following details:

Account Name: Office of the Head of the Civil Service of the Federation

Purpose: COMPRO Examinations

The Remita Reference Receipt (RRR) of payment should be attached to the generated examination slip of the candidates. All documents in sealed envelope should be submitted to the **Office of the Head of the Civil Service of the Federation** marked for the attention of the:

Director, Learning and Development,
Career Management Office,
Block B, 3rd Floor, Room 301,
Federal Secretariat, Phase II, Shehu Shagari Way, Abuja.

6. In accordance with the provisions of the PSR, the use of reference materials during the confirmation examination is guided as follows:

- PSR 030107 stipulates that while officers are allowed to refer to Public Service reference books or other related sources during the confirmation examination, such materials are not permitted in the General Paper, Office Procedure/Routine, or Special Paper. This means candidates must write the General paper and Office Procedure/Routine or Special Paper without any reference materials or textbooks.
- PSR 030108 outlines the specific reference books approved for use (where allowed) during the examination as follows:
 - a) For officers on GL.06 and below: Public Service Rules, Financial Regulations, Civil Service Handbook, Federal Establishment Circulars, and Notes for Guidance Nos. 1, 2 and 3
 - b) For officers on GL.07 and above: Public Service Rules, Financial Regulations, Civil Service Handbook, Federal Establishment Circulars and Notes for Guidance Nos. 1, 2 and 5

MDAs are to ensure that all candidates are properly briefed on these guidelines to avoid disqualification or other examination infractions.

7. All Ministries, Departments and Agencies should note that:

- i. Federal Public Servants who have served for a minimum period of Six (6) months are eligible to write the examination;
- ii. All candidates intending to sit for the examination must be nominated by their MDAs and their generated slips be forwarded through their MDAs;
- iii. Candidates must use valid phone numbers and email addresses for communication and sensitization during and after registration;
- iv. Candidates that are physically challenged should indicate appropriately during registration;
- v. Candidates who failed to be accredited on the stipulated date would not be allowed to sit for the examination.

8. The Examination will be held at JAMB Computer-Based Test (CBT) Centres in all State Capitals and the FCT. The closing date for the registration portal/date of the exam will be communicated later. This Circular is also available on the OHCSF website www.ohcsf.gov.ng.

9. Please bring the contents of this Circular to the notice of all concerned for strict compliance.



Dr. Binyerem C. Ukaire

Permanent Secretary (Career Management Office)
For: Head of the Civil Service of the Federation