

CIRCULAR

HCSF/MDO/MP/756/I

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
The Inspector-General of Police
Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria
All Comptrollers-General
Commandant-General, Nigeria Security & Civil Defense Corps
Corp-Marshal, Federal Road Safety Corps
All Directors-General
All Chief Executive Officers

**YEAR 2026 COMPULSORY CONFIRMATION/PROMOTION EXAMINATIONS
(COMPRO I & III) FOR ADMINISTRATIVE, FOREIGN AFFAIRS, EXECUTIVE,
POLICE, PARA-MILITARY AND OTHER PROFESSIONAL CADRES (DOCTORS,
ENGINEERS, TEACHERS, NURSES ETC) IN THE PUBLIC SERVICE**

The Head of the Civil Service of the Federation has approved the conduct of the year 2026 Compulsory Confirmation/Promotion (COMPRO) Computer-Based Test (CBT) Examination for appointed Administrative Officers, Foreign Affairs Officers, Executive Officers, Police Officers, Para-Military Officers,

and other Professionals in the Federal Public Service. The Examination, which is conducted by the Career Management Office, is a statutory requirement for the career progression of staff across these cadres.

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 Public Service Rules 030104 and 030105 as stated below:

- (i) **PSR030104 – “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) **PSR 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. Eligible categories of officers are as follows:

- (a) Administrative Officers/Professionals (Doctors, Engineers, Teachers, Nurses etc.) on first appointment in the Federal Public Service
- (b) Administrative Officers/Professionals promoted from junior posts and yet to be confirmed
- (c) Administrative Officers/Professionals transferred from other Scheduled Services under 40 years of age and yet to satisfy confirmation requirements
- (d) All unconfirmed Professionals (e.g. Doctors, Engineers, Architects, Surveyors) in government employment
- (e) Officers appointed as Executive Officers on first appointment
- (f) Executive Officers transferred from other Scheduled Services under 40 years of age and not yet confirmed
- (g) Unconfirmed Assistant Executive Officers promoted from junior posts
- (h) All unconfirmed public servants under the payroll of the Federal Government as approved by the National Council on Establishments

4. Candidates will be examined on the following subjects:

- i. Public Service Rules (PSR)
- ii. Financial Regulations

- iii. Computer Appreciation and Literacy
- iv. General Paper
- v. Criminal Law (for Police and Para-Military Officers only)
- vi. Common Law (for Civilian Officers only)

Relevant Orders, Instructions, and Practical Duties (e.g., Police, Customs, Correctional Service, Immigration, Civil Defense, Road Safety, Fire Service, Quarantine Service, NAPTIP) according to cadre.

5. Registration shall be completed online via the **COMPRO Portal at www.ohcsf.gov.ng** The 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 accepted. Candidates must upload their Letter of First Appointment during registration.

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 the Grade Level category (GL 07 and above - Senior COMPRO)

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

Step 6: Complete the form fields

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 (A copy of the signed form must be retained by the candidates' organization while the second copy must be forwarded to OHCSF).

6. A non-refundable examination fee of ₦10,000 (Ten Thousand Naira) only is payable per candidate to cover materials, logistics, and venue costs, as approved by the Federal Public Service Examination Board. Payment should be made via REMITA platform using:

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

Purpose: COMPRO Examinations

The Remita Reference Receipt (RRR) must be attached to the examination slip. All documentation should be enclosed in a sealed envelope and submitted to:

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

7. 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 these components of the examination **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 GL06 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 GL07 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.

8. All Ministries, Departments and Agencies (MDAs) should note that:
- a. Officers must have served a minimum of Six (6) months to be eligible for the Examination
 - b. All candidates must be nominated and their registration slips forwarded through their MDAs
 - c. Candidates must use valid phone numbers and email addresses for communication
 - d. Physically challenged candidates should indicate their status during registration

- e. Candidate list must be submitted before the deadline for registration
- f. Unaccredited candidates will not be allowed to write the Examination

9. The Examination will take place in JAMB CBT Centres in all the State Capitals and the FCT. Unless specifically exempted by Government, all eligible officers must pass the Examination as prescribed in Chapter 3 of the Public Service Rules (PSR) within two (2) years of their appointment. The dates for the examination and the closure of the registration portal will be announced at a later time. This Circular is also available on the OHCSF website: www.ohcsf.gov.ng

10. Kindly bring the contents of this Circular to the attention of all concerned officers for strict compliance.



Dr. Binyerem C. Ukaire

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