

CIRCULAR

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

18th June 2026

Chief of Staff to the President
Deputy Chief of Staff to the Vice President,
Secretary to the Government of the Federation,
Honourable Ministers/Ministers of State
Permanent Secretaries,
Chief Registrar of the Supreme Court of Nigeria,
Clerk of the National Assembly,
Service Chiefs/Inspector-General of Police,
Governor, Central Bank of Nigeria,
Chairman, Federal Civil Service Commission,
Chairman, Police Service Commission,
Comptroller-General, Nigeria Customs Service
Comptroller-General, Nigeria Immigration Service
Controller-General, Nigeria Correctional Service
Commandant General, Nigeria Security & Civil Defence Corps
Corps Marshal, Federal Road Safety Corps
Comptroller-General, Nigeria Fire Service
Director-General, Nigeria Intelligence Agency
Director-General, Department of Security Service
Chairman, Code of Conduct Bureau
Chairman, National Income, Salaries and Wages Commission
Chairman, Code of Conduct Tribunal
Chairman, Federal Character Commission
Chairman, Revenue Mobilization, Allocation & Fiscal Commission
Chairman, Nigeria Revenue Service
Chairman, Independent National Electoral Commission
Chairman, National Population Commission
Chairman, Independent Corrupt Practices & Other Related Offences Commission
Chairman, Economic and Financial Crimes Commission
Chairman, National Drug Law Enforcement Agency
Executive Secretary, National Judicial Council
Accountant-General of the Federation
Auditor-General for the Federation
Surveyor General of the Federation
All Directors General/CEO/Executive Secretaries/Managing Directors/Heads of
Agencies of the Federal Government
Chairmen, Local Government Councils

CONDUCT OF YEAR 2026 NATIONAL SECRETARIAL EXAMINATION (NSE)

The Office of the Head of the Civil Service of the Federation (OHCSF) has approved the conduct of the 2026 National Secretarial Examination (NSE) Series for Secretarial Officers Cadre Service-wide.

2. The National Secretarial Examination Scheme was introduced in 1973 by the National Council on Establishments (NCE) to evolve a nationally uniform standard of Professional Secretarial Qualifications. The annual nation-wide Examination commenced in 1976 under the auspices of the Office of the Head of the Civil Service of the Federation.

3. Entries for the Examination are open to candidates who are undergoing or have completed prescribed Secretarial courses in Polytechnics/Colleges of Technology, Colleges of Education, Federal and State Government Staff Training/Development Institutions accredited by the NSE Board. The examinations are taken at three (3) Diploma levels as follows:

- i. Advanced National Diploma in Secretarial Studies (ANDSS);
- ii. Intermediate National Diploma in Secretarial Studies (INDSS); and
- iii. Basic National Diploma in Secretarial Studies (BNDSS).

4. Furthermore, Ministries, Departments and Agencies (MDAs) are requested to nominate interested candidates to participate in the examination which is scheduled to hold from **3rd - 7th August 2026**. Also note that to qualify for the award of any of the three (3) Diploma Certificates, a candidate must pass all the subjects. A candidate who fails more than two subjects in any of the three levels is required to repeat the entire examination, while a candidate who fails one or two subjects is required to resit the subject(s) the following year, as all references lapse after the next examination year.

5. As always, Desk Officers in Ministries, Departments and Agencies are asked to submit the names of eligible candidates, along with their duly completed application forms, credentials, and proof of payment, to the accredited centres listed below:

- i. Civil Service Training Centre, Uyo
- ii. Dorben Polytechnic, Bwari
- iii. FCT College of Education, Zuba
- iv. Federal Training Centre, Calabar
- v. Federal Training Centre, Enugu
- vi. Federal Training Centre, Ilorin
- vii. Federal Training Centre, Kaduna
- viii. Federal Training Centre, Lagos
- ix. Federal Training Centre, Maiduguri
- x. Federal Polytechnic, Nasarawa
- xi. Hope Schools and Vocational Institute, Kagini, Abuja
- xii. Nigeria Army School of Finance & Administration, Apapa, Lagos
- xiii. Public Service Training Institute, Akure
- xiv. Simplicity Secretarial Institute, Nyanya
- xv. Staff Development Centre, Ado-Ekiti

- 6 The details of candidates as stated above should reach Office of the Head of the Civil Service of the Federation, on or before 6th July, 2026. For more information, please call Mrs Vivian C. Obi, Deputy Director (Exams) on 08054262111 or send an e-mail to vivian.obi@ohcsf.gov.ng.
7. Kindly bring the contents of this Circular to the attention of all interested officers.



***Mrs. Nkiruka B. Jones-Nebo**
Permanent Secretary, Career Management Office
For: Head of the Civil Service of the Federation.