

CIRCULAR

Ref. No. SD. 595/S.I/III/130
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
Comptroller-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 Intelligent 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 Inland Revenue Services
Chairman, Independent National Electoral Commission
Chairman, National Population Commission
Chairman, Independent Corrupt Practices & Other Related Offenses 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
 Federal Government
 Chairmen, Local Government Council

NOMINATION OF CANDIDATES FOR TRAINING COURSES AT THE FEDERAL TRAINING CENTRES FOR THE 2026/2027 ACADEMIC SESSION

The Head of the Civil Service of the Federation has approved for the call of nominations from Ministries, Department and Agencies (MDAs), for admission into full-time in-service training programmes for the 2026/2027 academic session at the six (6) Federal Training Centres (FTCs) located in the six (6) geo-political zones of the country, namely: Lagos, Kaduna, Maiduguri, Ilorin, Enugu and Calabar.

2.0 Following a comprehensive review of the FTC curriculum and the granting of full accreditation of the programmes of the Centres by the **National Board for Technical Education (NBTE)**, the following courses are available at the Centres:

2.1 PROGRAMMES

S / N	NEW NOMENCLATURE	FORMER NOMENCLATURE	DURATION	LOCATION	REMARKS
i.	Professional Diploma in Verbatim Reporting (PDVR)	Official Reporters	2 Sessions (4 Semesters)	Ilorin.	
ii	Higher National Diploma in Office Technology and Management (HNDOTM)	Confidential Secretary II	2 Sessions (4 Semesters)	Lagos.	Accredited
iii	Higher National Diploma in Public Administration (HDP A)		2 Sessions (4	Lagos. Calabar, Kaduna.	Accredited

			Semesters)		
iv	Higher National Diploma in Business Administration and Management (HNDBAM)		2 Sessions (4 Semesters)	Lagos, Kaduna	Accredited
v	National Diploma in Public Administration (NDPA)		2 Sessions (4 Semesters)	Lagos, Kaduna, Maiduguri, Enugu, Ilorin Calabar.	Accredited
vi	National Diploma in computer Science (NDCS)		2 Sessions (4 Semesters)	Kaduna, Lagos, Calabar, Enugu.	Accredited
vii	National Diploma in Business Administration and Management (NDBAM)		2 Sessions (4 Semesters)	Kaduna, Lagos, Maiduguri, Calabar, Enugu.	Accredited
viii	National Diploma in Office Technology and Management (NDOTM)	Confidential Secretary III	2 Sessions (4 Semesters)	Enugu, Ilorin, Kaduna, Lagos. Maiduguri	Accredited
ix	National Diploma in Accountancy (ND Accountancy)		2 Sessions (4 Semesters)	Kaduna Lagos, Calabar.	Accredited
x	National Diploma in Procurement and Supply Chain Management (NDPSCM)		2 Sessions (4 Semesters)	Kaduna	Newly introduced

xi	Certification Supervisory General Management (CSGM)	Clerical Officer Conversion Course to AEO	1 Session (2 Semesters)	Calabar, Ilorin, Maiduguri, Enugu.	
xii	Certificate in Information Technology (CIT)		1 Session (Semesters)	Calabar, Enugu, Ilorin, Maiduguri.	

* Application/Admission to Federal Training Centre is through UTME and OHCSF.

3.0 General Admission Requirements

Please note, candidates for admission into Diploma Programmes should have at least five (5) credits in SSCE/GCE/NECO/NABTEB 'O' Level including English Language and Mathematics at not more than two sittings. Candidates applying for certificate courses must have attended recognized institutions, while working experience will be an added advantage.

4.0 PROGRAMMES

4.1 Diploma Programmes

S/N	PROGRAMMES	SPECIFIC REQUIREMENTS	REMARKS
i.	Professional Diploma in Verbatim Reporting (PDVR)	Candidates should be confirmed staff in their various services and must be serving public officers on GL.07 and above with at least two years working experience. They must have obtained Higher Diploma in Secretarial Studies or its equivalent in a recognized institution	A pass in French Language at ordinary level is an added advantage.
ii	Higher National Diploma in Office Technology and Management (HNDOTM)	Candidates should be confirmed staff in their various services and must be serving public officers on GL.06 and above with at least two years working experience. They must have obtained Diploma in Office Technology and Management in a recognized institution. The officer must have been converted to Confidential Secretaries cadre and	A pass in French Language at ordinary level is an added advantage. <u>Evidence of conversion must be attached to the application</u>

		evidence of conversion must be attached to the application form.	<u>form</u>
iii	Higher National Diploma in Public Administration (HNDPA)	Candidates should be confirmed staff in their various services and must be serving public officer on GL.06 and above with two years working experience and must have obtained National Diploma in Public Administration from a recognized institution	
iv	Higher National Diploma in Business Administration and Management (HNDBAM)	Candidates should be confirmed staff in their various services and must be serving public officer on GL.06 and above with two years working experience and must have obtained National Diploma in Business Administration and Management from a recognized institution	
v	National Diploma in Public Administration (NDPA)	Candidates should fulfil the general entry requirements. In addition, serving public officers must be on GL.04 and above with two (2) years working experience.	A Certificate in supervisory General management is an added advantage
vi	National Diploma in Computer Science (NDCS)	Candidates should fulfil the general entry requirements. In addition, must have a credit in Mathematics and Physics. Serving public officers must be on GL.04 and above.	A Certificate in Information Technology from a recognized institution is an added advantage.
vii	National Diploma in Business Administration and Management (NDBAM)	Candidates should fulfil the general entry requirements. In addition, serving public officers must be on GL.04 and above with two (2) years working experience with a credit in Mathematics	A Certificate in Supervisory General Management is an added advantage

viii	National Diploma in Office Technology and Management (NDOTM)	Candidate should fulfil the general entry requirements. In addition, serving public officers must be on GL.04 and above, with a credit in English.	
ix	National Diploma in Accountancy (ND Accountancy)	Same as (vii) above	
x	National Diploma in Procurement and Supply Chain Management (NNPSCM)	Candidates should fulfill the general entry requirements. In addition, serving Public Officers must be on GL 04 and above with two (2) years working experience with a credit in Mathematics.	

- Evidence of conversion must be attached to the application form where applicable

4.0.2 Certificate Courses

For Certificate Courses, candidates must have attended recognized Secondary Schools or Commercial Colleges that are approved by government. Certificate courses available are:

S/N	PROGRAMMES	REQUIREMENTS	REMARKS
i	Certificate in Information Technology (CIT)	Candidates must be confirmed staff who are serving public officers on GL.04 and above. In addition, must have (at least) a pass in Mathematics	
ii	Certificate in Supervisory General Management (CSGM)	Candidates should fulfil the entry requirements of at least four (4) credits in SSCE/GCE/NECO/NABTEB 'O' level including English Language and Mathematics at not more than two sittings. Candidates must be clerical officers, and should have passed the Combined Confirmation/Promotion Examination at Accelerated Level . Only interested applicants in MDAs at the Federal level can apply.	Candidates that have not passed at Accelerated Level need not apply

5.0 Please note, from the 2020/2021 Academic Session, the **Joint Admission and Matriculation Board (JAMB)** through its **Unified Tertiary Matriculation Exams(UTME)** has also been responsible for the admission into Federal Training Centres, applicants interested in obtaining the following qualifications:

- i. **National Diploma in Accountancy**
- ii. **National Diplomas in Public Administration (NDPA)**
- iii. **Business Administration and Management (NDBAM)**
- iv. **National Diploma in Computer Science (NDCS)**
- v. **National Diploma in Procurement and Supply Chain Management (NNPSCM)**
- vi. **National Diploma in Office Technology and Management**

6.0 Completion of Nomination Forms

Each nominee must complete a copy of the attached Nomination form, which should be vetted and authenticated by the relevant countersigning officers. For the avoidance of doubt, only professional certificates issued by the following bodies are accepted for admission to Secretarial courses:

- i) The National Secretarial Examination Board;
- ii) Federal Training Centres;
- iii) The Polytechnics and Colleges of Education;
- iv) State Staff Development Institutions;
- v) West African Examination Council (WAEC) Business Studies;
- vi) National Examination Council (NECO);
- vii) National Business and Technical Examination Board (NABTEB) O' L.

7.0 Accordingly, candidates are advised to ensure that:

- a. The Nomination Form attached is properly completed and vetted by the appropriate authority. **FORMS NOT COUNTERSIGNED BY THE RELEVANT OFFICERS WILL NOT BE PROCESSED;**

- b. Photo-copies of all educational and professional qualifications of each nominee are attached; copies of relevant COMPRO accelerated pass-list for certificate courses, must also be attached;
- c. Gazette publications or the appropriate Movement forms of nominees are attached as proof of confirmation of Appointment;
- d. Passport photographs of the nominated candidates are attached and endorsed at the back by the countersigning officers
- e. Evidence of conversion from one cadre to another must be attached (especially for Higher National Diploma in OTM); and
- f. Prospective applicants for Higher National Diploma programmes must have completed the mandatory two (2) years for Civil Servants after obtaining a National Diploma.

8.0 Ministries, Extra-Ministerial Departments, Parastatals, States and Local Governments are advised to send their candidates' completed Nomination forms through their headquarters to:

The Director,

Learning and Development Department (3rd Floor, Blk B),
Career Management Office,
Office of the Head of the Civil Service of the Federation,
Federal Secretariat, Phase II, Shehu Shagari Way, Central
Business District (CBD), Abuja.

Or

The nearest Federal Training Centres listed below:

- a. **FEDERAL TRAINING CENTRE – CALABAR**
Address: Federal Training Centre,
69, Marian Road,
P.M.B. 1121, Calabar.
- b. **FEDERAL TRAINING CENTRE – ILORIN**
Address: Federal Training Centre,
Kulende Low Cost Housing Estate,
P.M.B. 1434, Ilorin.

c. FEDERAL TRAINING CENTRE – KADUNA

Address: Federal Training Centre,
70, Isa Kaita Road, Malali,
P.M.B. 2070, Kaduna.

d. FEDERAL TRAINING CENTRE – LAGOS

Address: Federal Training Centre,
Ikoyi Road,
Near Federal Secretariat,
Ikoyi – Lagos.

e. FEDERAL TRAINING CENTRE – MAIDUGURI

Address: Federal Training Centre,
Bama Road, P.M.B. 1594, Near Custom House), Maiduguri.

f. FEDERAL TRAINING CENTRE – ENUGU

Address: Federal Training Centre,
Emene, (Near PRODA) Along Abakaliki Road, Enugu.

9.0 It should be noted that only the Nomination forms that are duly endorsed by the designated officers will be accepted. Similarly, request for deferment of admission will not be entertained.

10.0 The closing date for the submission of the duly completed Nomination Forms to this Office is Friday, 31st July, 2026. Late submission of forms will not be entertained.

11.0 Admission Regulations

- i. During the course, the FTC Provosts shall have the additional responsibility of applying disciplinary procedures in accordance with the Public Service Rules to officers undergoing training in the FTCs under their supervision;
- ii. Course certificates to be earned, will be obtained only when the trainee is certified to have attained a minimum of 90% attendance of the course; and
- iii. The Federal Training Centre to which an officer has been offered admission will not be changed, except strictly on the officer's Ministry, Department and Agency (MDA) or Provost's recommendations to the Director, Learning and Development (L&D), Career Management Office of the Office of the Head of the Civil Service of the Federation.

12.0 For further enquiries, please contact the following Officers:

1. Ezeukwu C. Angela, Assistant Director
Phone Number: 08035888788
Email: angela.ezeukwu@ohcsf.gov.ng

2. Giwa Y. Simon, Chief Assistant Education Officer
Phone Number: 08066031970
Email: simon.giwa@ohcsf.gov.ng or visit www.ohcsf.gov.ng

13. Please, accept the esteemed regards of the Head of the Civil Service of the Federation.



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

**THE PRESIDENCY
OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
CAREER MANAGEMENT OFFICE
LEARNING AND DEVELOPMENT DEPARTMENT
Federal Secretariat, Phase II, Abuja
2026/2027 NOMINATION FORM**



TITLE OF PROGRAMME:.....

(e.g. National Diploma in Public Administration, Higher Diploma in Office Technology and Management, etc.)

SECTION I

A. NAME OF CANDIDATE:Mr./Mrs./Miss (Surname Last).....

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B. MINISTRY/EXTRA-MINISTERIAL DEPARTMENT/PARASTATAL/GOVERNMENT AGENCY:

.....

.....

(PLEASE SPECIFY)

C. PRESENT ADDRESS/STATION:.....

.....

D. DATE OF FIRST APPOINTMENT:.....

E. DATE OF CONFIRMATION OF APPOINTMENT / GAZETTE NO:.....

F. DATE OF BIRTH:.....

G. STATE OF ORIGIN:.....

H. QUALIFICATIONS WITH DATES (EDUCATIONAL/PROFESSIONAL).....

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I. PRESENT RANK AND GRADE LEVEL:.....

J. DATE OF PRESENT APPOINTMENT:.....

K. DATE PASSED COMPRO AT ACCELERATED LEVEL:(For Certificate in Supervisory General Management Course only. Applicants from States and Local Governments are advised not to apply. The course is meant for interested applicants in MDAs at the Federal Level.)

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L. CANDIDATE'S PHONE NUMBER(S):.....

SECTION II(To be completed by the Head of Department)

I certify that the information contained in this form is correct. The programme is related to the schedule of duties of Mr./Mrs./Miss:.....

.....

I also undertake to release him/her for the programme if he/she is selected.

.....
NAME OF DEPARTMENTAL TRAINING OFFICER:

.....
SIGNATURE & STAMP OF DEPARTMENTAL TRAINING OFFICER

.....
NAME OF HEAD OF DEPARTMENT:

.....
SIGNATURE & STAMP OF HEAD OF DEPARTMENT

.....
NAME OF DIRECTOR OF HUMAN RESOURCE MANAGEMENT

.....
SIGNATURE & STAMP OF DIRECTOR OF HUMAN RESOURCE MANAGEMENT:

NOTE:

Please clearly indicate the designation of the overall Chief Executive of your Organization where your nomination letter would be addressed.e.g

- 1 .Buba Saleh
u.f.s. The Chef of Air Staff
Air Force Headquarters, Abuja.
2. Serena Tekoa
u.f.s The Head of Service
Cross River State