

CIRCULAR

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

Office of the Head of the Civil Service
of the Federation

Block A, Federal Secretariat

Shehu Shagari Way

Maitama, Abuja

27th August 2026

Chief of Staff to the President, C-in-C

Deputy Chief of Staff to the President, Office of the Vice President

The Secretary to the Government 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

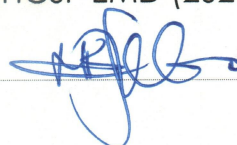
Auditor-General for the Federation

Surveyor-General of the Federation

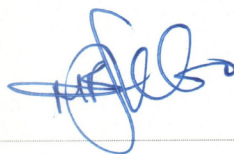
Directors-General and Chief Executives of Parastatals/Agencies

**CONDUCT OF 2026 PROMOTION EXERCISE FOR OFFICERS ON GRADE LEVELS 06-13
UNDER THE COMMON POOL OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE OF
THE FEDERATION**

The Office of the Head of the Civil Service of the Federation (OHCSF) has commenced preparations for the conduct of **2026 Promotion Examinations** in respect of officers on Grade Levels 06-13 under the Common Pool of the Office. Consequently, Ministries, Departments and Agencies (MDAs) are requested to forward the Vacancy Returns, PMS/APER Scores and Eligibility Lists of officers, in respect of officers on the attached Template OHCSF-EMD (2026).



2. In preparing the returns, MDAs are to note the following guidelines:
- Enter all particulars in **capital** letters only;
 - Write surname first, followed by first and any other names;
 - Date must follow the format of **dd/mm/yyyy**;
 - The State/location of each staff must be clearly stated (e.g Abuja, Lagos, Kaduna, Calabar, Bauchi or Enugu);
 - MDAs shall clearly indicate Officers who are currently on Study Leave (with or without pay) or Leave of Absence, stating the effective date and expected date of resumption;
 - Names **shall not** be added to the seniority list at accreditation venues;
 - Any candidate **not** presented on the MDAs final submissions shall not be accredited for examinations;
 - Only Administrative Officers that have obtained their advancement letter on or before 01/01/2023 are eligible; and
 - Any submissions not in line with the above specifications will not be processed.
3. Field of Selection: The promotion exercise is for Officers who have attained the required maturity on the post as at 1st January 2026, as follows:
- SGL. 06: minimum of two (2) years on the post with last promotion on or before 1st January 2024.
 - SGL.07-13: minimum of three (3) years on the post with last promotion on or before 1st January, 2023.
 - Only Officers who meet the criteria in paragraphs 3 a – b above and are without pending disciplinary action shall be eligible.
4. The exercise covers the following Pool Cadres:
- Administrative Officers;
 - Computer Engineers;
 - Library Officers;
 - Planning Officers;
 - Confidential Secretaries;
 - Data Processing Officers;
 - Executive Officers;
 - Librarians;
 - Programme Analysts;



- j. Statistical officers;
- k. Statisticians;
- l. Stock Verifiers;
- m. Store Officers; and
- n. Occupational Safety Officer

5. All submissions will be validated against IPPIS records. Any discrepancies noticed will be referred to the MDA concerned. Submissions received after the deadline, or containing ineligible Officers, shall not be accepted.

6. 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 MDAs. Submissions should reach the Permanent Secretary, Career Management Office, OHCSF on or before Friday, 11th September, 2026 via the official email address: **(registry.cmo@ohcsf.gov.ng)** and hard copies are to be submitted at Room 819, Block B, 8th Floor, Federal Secretariat, Phase II, Abuja.

7. Please bring the contents of this Circular to the attention of all concerned officers and disregard Circular HCSF/CMO/AOD/073/VOL.III/ dated 24th August, 2026 on the same subject.

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

OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION																					
SENIORITY LIST FOR EACH CADRE PRESENTED FOR PROMOTION, 2026																					
MINISTRY/DEPARTMENT/AGENCY:.....										CADRE:.....											
DESIGNATION:.....										YEAR:.....2026											
PRESENT GRADE LEVEL:.....										ESTABLISHMENT:.....											
POST BEING CONSIDERED FOR:.....										CONSEQUENTIAL VACANCIES:.....											
ACTUAL VACANCY:.....										TOTAL VACANCIES:.....											
S/N	SURNAME	OTHER NAMES	STATE OF ORIGIN	LOCAL GOVERNMENT AREA	IPPIS NUMBER	DATE OF BIRTH DD/MM/YY	GENDER F/M	DATE OF 1ST APPT.	DATE OF CONFIRMATION OF APPT.	DATE OF LAST PROMOTION/PRESENT APPT.	STUDY LEAVE WITH PAY YES/NO	STUDY LEAVE WITHOUT PAY YES/NO	LEAVE OF ABSENCE YES/NO	APER/PMS SCORES 2023	APER/PMS SCORES 2024	APER/PMS SCORES 2025	APER/PMS AVERAGE SCORES	PRESENT POSTING MDAs/DEPT./DIVISION	STATE LOCATION	MOBILE TELEPHONE NUMBER	DHR/DISCIPLINARY STATUS

NOTES:

- (i) APER/PMS - Appraisal scores for 2023 (replicated from 2024 PMS) and 2024 PMS will be used.
- (ii) APER/PMS - Appraisal scores for 2023 (Pro-rate), 2024 AND 2025 (PMS) will be used. The 2023 pro-rate score is the average of 2024 AND 2025 PMS scores.
- (iii) Officers on study leave or leave of absence should indicate commencement and expiration dates of such leave.

Certified by:
Director (HRM)
Name: _____
Telephone: _____
Date: _____



OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION
SENIORITY LIST FOR EACH CADRE PRESENTED FOR PROMOTION, 2026

MINISTRY/DEPARTMENT/AGENCY:.....
DESIGNATION:.....
PRESENT GRADE LEVEL:.....
POST BEING CONSIDERED FOR:.....
ACTUAL VACANCY:.....

CADRE:.....
YEAR:.....2026
ESTABLISHMENT:.....
CONSEQUENTIAL VACANCIES:.....
TOTAL VACANCIES:.....

S/N	SURNAME	OTHER NAMES	STATE OF ORIGIN	LOCAL GOVERNMENT AREA	IPPIS NUMBER	DATE OF BIRTH DD/MM/YY	GENDER F/M	DATE OF 1ST APPT.	DATE OF CONFIRMATION OF APPT.	DATE OF LAST PROMOTION/PRESENT APPT.	STUDY LEAVE WITH PAY YES/NO	STUDY LEAVE WITHOUT PAY YES/NO	LEAVE OF ABSENCE YES/NO	APER/PMS SCORES 2023	APER/PMS SCORES 2024	APER/PMS SCORES 2025	APER/PMS AVERAGE SCORES	PRESENT POSTING MDAs/DEPT./DIVISION	STATE LOCATION	MOBILE TELEPHONE NUMBER	DHR/DISCIPLINARY STATUS
1	ADEYEMO	AKINTUNDE JOHNSON	OGUN	ILARO	233466	20/09/1973	M	17/12/1998	17/12/2000	01/01/2023	NO	YES	NO	19.8	19.9	19.8	19.8	OHCSF/EMD/AOD	ABUJA	8035351709	

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SAMPLE

