

CIRCULAR

Ref. No. HCSF/CMO/AOD/073/V. IV/TI

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

29th October 2026

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

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

Secretary to the Government of the Federation

Special Advisers/Senior Special Assistants

The Chairman, Federal Civil Service Commission

All Permanent Secretaries

Accountant-General of the Federation

Auditor-General for the Federation

Surveyor-General of the Federation

All Heads of Extra Ministerial Departments/Agencies

**TIME-TABLE FOR ACCREDITATION AND CONDUCT OF 2026 PROMOTION
EXAMINATION FOR ELIGIBLE OFFICERS ON SALARY GRADE LEVELS 06 – 13 IN
THE COMMON POOL OF THE OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE
FEDERATION**

Further to our Circular No. HCSF/CMO/AOD/073/VOL.III dated 27th August 2026 on the above subject, I write to inform that the Head of the Civil Service of the Federation has approved the Time-Table for the conduct of the Year 2026 Promotion Examination for eligible candidates on Salary Grade Levels 06 – 13 under the Common Pool of the Office of the Head of the Civil Service of the Federation. Accordingly, candidates on Salary Grade Levels 06 and 07 – 13 who must have spent a minimum of two (2) and three (3) years, respectively, on their present grade levels by 31st December 2025, without pending disciplinary action are eligible to sit for the examination.



2. Kindly note that all eligible candidates are strongly advised to appear for accreditation and examination at the designated Centres closest to them with the original and photocopy of the underlisted documents for sighting and submission.

- i. Valid Staff Identity Card of the respective MDAs;
- ii. Birth Certificates/Declaration of Age;
- iii. Letter & Gazette of First Appointment;
- iv. Letter & Gazette of Confirmation of Appointment;
- v. Letters of last three (3) Promotions;
- vi. Academic Credentials (i.e. FSLC, WASC/WAEC/GCE/SSCE, OND/HND, Bachelors, Masters & Doctorate Degrees);
- vii. Two recent colour passport photographs;
- viii. Letter of Transfer of Service (where applicable);
- ix. Conversion Letter (if any); and
- x. Advancement Letter effective on or before 1/1/2026.

*****Please, note that accreditation will NOT be allowed on the Examination Day.**

3. Find below the time table for the Accreditation and Promotion Examination for necessary information, guidance and compliance.

S/N	ZONE	STATE	CENTRE/ VENUE	DATE	GRADE LEVEL	TIME
1.	North-Central	Benue FCT - Abuja Kogi Kwara Nasarawa Niger Plateau	Public Service Institute of Nigeria (PSIN), along Kubwa (Express Way), FCT, Abuja	Monday, 23 rd November, 2026	GLs 06, 07, 08 & 09	9:00am 4:00pm
				Tuesday, 24 th November 2026	GLs. 10, 12 & 13	9:00am 4:00pm

				Mop up Wednesday 25 th November, 2026	All Grade Levels	
2.	North- East	Adamawa Bauchi Borno Gombe Taraba Yobe 	Federal Secretariat Bauchi, Bauchi State	Monday, 23 rd November, 2026	GLs 06, 07, 08 & 09	9:00am 4:00pm
				Tuesday, 24 th November, 2026	GLs. 10, 12 & 13	9:00am 4:00pm
				Mop up Wednesday 25 th November, 2026	All Grade Levels	
3.	North- West	Jigawa Kaduna Kano Katsina Kebbi Sokoto Zamfara	Federal Training Centre (FTC) Kaduna	Monday, 23 rd November, 2026	GLs. 06, 07, 08 & 09	9:00am 4:00pm
				Tuesday, 24 th November 2026	GLs. 10, 12 & 13	9:00am 4:00pm
				Mop up Wednesday 25 th November, 2026	All Grade Levels	

4.	South-East	Abia Anambra Ebonyi Enugu Imo	Federal Training Centre (FTC) Enugu, Enugu State	Tuesday, 24 th November 2026	GLs. 06, 07, 08 & 09	9:00am 4:00pm
				Tuesday, 24 th November 2026	GLs. 10, 12 & 13	9:00am 4:00pm
				Mop up Wednesday 25 th November, 2026	All Grade Levels	
5.	South-West	Ekiti Lagos Ogun Ondo Osun Oyo	Federal Training Centre (FTC) Ikoyi, Lagos State	Monday, 23 rd November, 2026	GLs. 06, 07, 08 & 09	9:00am 4:00pm
				Tuesday, 24 th November 2026	GLs. 10, 12 & 13	9:00am 4:00pm
				Mop up Wednesday 25 th November, 2026	All Grade Levels	
6.	South-South	Akwa-Ibom Bayelsa Cross-Rivers Delta Edo	Federal Training Centre (FTC) Calabar	Monday, 23 rd November 2026	GLs. 06, 07, 08 & 09	9:00am 4:00pm

		Rivers State	Cross Rivers State	Tuesday 24 th November 2026	Gls. 10, 12 & 13	9:00am 4:00pm
				Mop up Wednesday 25 th November, 2026	All Grade Levels	

TIME TABLE FOR THE CONDUCT OF YEAR 2026 EXAMINATION FOR OFFICERS ON
SGLs. 06 – 13

S/NO	DATE	GRADE LEVEL	TIME	VENUE/CENTRE
7.	Friday, 27 th November, 2026	06 & 07	9:00am	At the six (6) designated centres nation wide
8.	Friday, 27 th November, 2026	08, 09 & 10	2:00pm	At the six (6) designated centres nation wide
9.	Saturday, 28 th November, 2026	12 & 13	9:00am	At the six (6) designated centres nation wide

4. **Kindly note that by virtue of this circular, the previous dated 27th October, 2026 on the same subject is hereby withdrawn and advisedly should be disregarded.**

5. Kindly, bring the contents of this Circular to the attention of all concerned Officers for strict compliance.



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