# CIRCULAR

**HCSF/CMO/AOD/012/XI/75**

Office of the Head of the Civil
Service of the Federation,
Block A, Federal Secretariat
Complex, Phase II,
Shehu Shagari Way,
Three Arms Zone, Abuja.

6th November, 2026

**Chief of Staff to the President, C-in-C**
**Deputy Chief of Staff to the President**
**Secretary to the Government of the Federation**
**Honourable Ministers**
**Permanent Secretaries**
**Service Chiefs/Inspector-General of Police**
**Governor, Central Bank of Nigeria**
**Chairman, Federal Civil Service Commission**
**Chairman, Police Service Commission**
**Chairman, Code of Conduct Bureau**
**Chairman, Code of Conduct Tribunal**
**Chairman, Federal Character Commission**
**Chairman, Revenue Mobilisation, Allocation & Fiscal Commission**
**Chairman, National Income, Salaries and Wages Commission**
**Chairman, Independent National Electoral Commission**
**Chairman, National Population Commission**
**Chairman, Independent Corrupt Practices and Other Related Offences Commission**
**Chairman, Federal Inland Revenue Service**
**Chairman, National Drug Law Enforcement Agency**
**Clerk of the National Assembly**
**Secretary, National Judicial Council**
**Accountant General of the Federation**
**Auditor-General for the Federation**
**Surveyor-General of the Federation**
**Chief Registrar, Supreme Court of Nigeria**
**Directors-General and Chief Executives of Parastatals/Agencies**

HCSF/CMO/AOD/012/XI/75 6th November, 2026

**COMMENCEMENT OF THE PROCESS FOR THE APPOINTMENT OF PERMANENT SECRETARIES TO FILL THE EXISTING AND IMPENDING VACANCIES IN ADAMAWA, AKWA-IBOM, DELTA, EBONYI, OSUN AND OYO STATES, AS WELL AS THE NORTH CENTRAL GEO-POLITICAL ZONE (REGULAR)**

Following the approval of Mr. President, the Office of the Head of the Civil Service of the Federation is to commence the process for the appointment of Seven (7) new Permanent Secretaries.

2. These appointments will fill the existing and impending vacancies for Adamawa, Akwa-Ibom, Delta, Ebonyi, Osun, and Oyo States as well as North Central Geo-Political Zone (Regular).

3. To be eligible to participate in the appointment process, as provided in the **Public Service Rules (2021 Edition) 020811**, the candidate must:

(a) be a Director on Grade Level (GL)17 and in the mainstream of the Federal Civil Service;
(b) have been verified on the IPPIS portal/platform as having been confirmed as a staff of the Federal Government of Nigeria;
(c) be at least two (2) years on the post of Director;
(d) not be retiring on or before the 31st December of the following year i.e **2027**
(e) provide proof of indigeneship of the State where the vacancy exists;
(f) indigeneship of a State must not be by marriage in case of a female Civil Servant; and
(g) not have a pending disciplinary action against him.

4. Permanent Secretaries are required to specifically endorse the forwarding letter confirming that the officers who have applied are not under any disciplinary procedure.



M&A
06/11/2026

5. Accordingly, Permanent Secretaries are requested to forward the under-listed documents to facilitate the process:

(a)` evidence demonstrating compliance stated in paragraph 2 above;
(b) list of eligible Directors on Salary Grade Level 17;
(c) confidential and personal files of all eligible Directors; and
(d) two (2) copies of curriculum vitae of each eligible Director using the attached format in Microsoft Word. A soft copy of the brief should also be submitted on a Flash Drive.

6. All requirements listed in paragraph 5 above must reach the Office of the Permanent Secretary, Career Management Office, Office of the Head of the Civil Service of the Federation, Block A, 4th Floor, Federal Secretariat Complex, Phase II, on or before **Friday, 13rd November 2026 by 4:00 pm (WAT).**

7. Please bring the contents of this Circular to the attention of all concerned, for guidance and strict compliance.

**Olumuyiwa Enitan Abel**
Head of the Civil Service of the Federation

**OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION APPOINTMENT OF PERMANENT SECRETARIES IN THE FEDERAL CIVIL SERVICE, FEBRUARY, 2026 BRIEF ON CANDIDATE**

**SECTION A [Personal Information]:**

**Name** [Surname 1st]:

**Date of Birth**: [DD/MM/YYYY]:

**Gender:**

**State of Origin:**

**Local Government Area:**

**Date of First Appointment:** [DD/MM/YYYY]:

**Date of Confirmation of Appointment:** [DD/MM/YYYY]:

**Date of Present Appointment:** [DD/MM/YYYY]:

**Present MDA:**

**Designation:**

**SECTION B [Educational Qualification[s] with Dates] starting from the highest Qualification:**

| S/N | Schools Attended | Qualification[s] Obtained | Year Of Qualification |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

**SECTION C [Professional Qualification[s] with Dates]:**

| S/N | Awarding Body | Qualification Obtained | Year of Award/Qualification |
|---|---|---|---|
| 1. | | | |
| 2. | | | |

**SECTION D [Career Progression Chart] from Grade Level12:**

| S/N | Period Covered | MDA | Designation | Grade Level | Schedule of Duties | Remarkable Achievement [If Any] |
|---|---|---|---|---|---|---|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |

**SECTION E ATTESTATION**

**[Full Name]** .....Signature.....Date