# CIRCULAR

**HCSF/CMO/AOD/012/XI/78**

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

**11th November 2026**

**Chief of Staff to the President, C-in-C**
**Deputy Chief of Staff to the President, Office of the Vice President**
**Honourable Ministers**
**Secretary to the Government of the Federation**
**Head of the Civil Service of the Federation**
**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 Mobilization, Allocation & Fiscal Commission**
**Chairman, Independent National Electoral Commission**
**Chairman, National Population Commission**
**Chairman, Independent Corrupt Practices and Other Related Offences Commission**
**Chairman, Nigeria 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**

**RE: COMMENCEMENT OF PROCESS FOR THE APPOINTMENT OF PERMANENT SECRETAR8ES 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).**

Further to the call Circular Ref. No. HCSF/CMO/AOD/012/XI/75 dated 6 November 2026 on the above subject, please find below the timetable for the process.

| S/N | ACTIVITY | DATE | VENUE | TIME |
|---|---|---|---|---|
| 1 | Accreditation and Biometrics of eligible Directors (List will be published on OHCSF Official website www.ohcsf.gov.ng).<br>Required documents (originals for sighting, photocopies will be submitted)<br>i. Staff identity Card of the present MDA;<br>ii. Letters of Last Three (3) Promotions;<br>iii. Letter/Gazette of First Appointment;<br>iv. Letter/Gazette of Confirmation of Appointment;<br>v. Letter/Gazette of Transfer of Service (where applicable);<br>vi. Birth Certificate/Declaration of Age (issued not later than the Date of First Appointment);<br>vii. Certificate of State of Origin;<br>viii. IPPIS Online update confirmation slip;<br>ix. First School Leaving Certificate (FSLC);<br>x. WASC/GCE/SSCE 'O'Level Certificate etc;<br>xi. First Degree/HND Certificate;<br>xii. Higher Qualifications (If Any);<br>xiii. NYSC Certificate;<br>xiv. Professional Registration Certificate (If applicable);<br>xv. Data Page of International Passport (If Any);<br>xvi. Asset Declaration Acknowledgement Slip;<br>xvii. Valid Driver's Licence;<br>xviii. National e-ID Card or NIN ID or print-out Slip. | Monday 16 - Friday 20 November 2026 | Olusegun Obasanjo Hall, Office of the Head of the Civil Service of the Federation, Block A, Second Floor, Federal Secretariat Complex, Phase II, Abuja | 9:00 am – 4:00pm daily |
| 2 | Stage 1: Written Examination for eligible Directors from Adamawa, Akwa-Ibom, Delta, | Monday 30 November 2026 | Olusegun Obasanjo Hall, OHCSF | 8:00 am |

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| | Ebonyi, Osun and Oyo States as well as the North Central Geo-Political Zone (Regular) | | | |
| 3 | Stage 2: Computer-Based Assessment/Test for successful candidates from Adamawa, Akwa-Ibom, Delta, Ebonyi, Osun and Oyo States as well as the North Central Geo-Political Zone (Regular) | Wednesday 2 December, 2026 | Olusegun Obasanjo Hall, OHCSF | |
| 4 | Stage 3: Oral Interview for successful candidates for the post of Permanent Secretaries from Adamawa, Akwa-Ibom, Delta, Ebonyi, Osun and Oyo States as well as the North Central Geo-Political Zone (Regular) | Friday 4 December, 2026 | Permanent Secretary's Conference Room. State House, Administrative Block, Aso Villa | |

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

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