

## 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

27<sup>th</sup> 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 **27<sup>th</sup> 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 31<sup>st</sup> 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/<br>VENUE                                                                  | DATE                                    | GRADE LEVEL                            | TIME             |
|-----|---------------|------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------|----------------------------------------|------------------|
| 1.  | North-Central | Benue<br>FCT - Abuja<br>Kogi<br>Kwara<br>Nasarawa<br>Niger | Public Service Institute of Nigeria (PSIN), along Kubwa (Express Way), FCT, Abuja | Monday, 23 <sup>rd</sup> November, 2026 | <b>GLs<br/>06, 07, 08<br/>&amp; 09</b> | 9:00am<br>4:00pm |
|     |               |                                                            |                                                                                   | Tuesday, 24 <sup>th</sup> November 2026 | <b>GLs.<br/>10, 12 &amp; 13</b>        | 9:00am<br>4:00pm |

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



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

|  |  |                                                                                   |                    |                                                                     |                                 |                  |
|--|--|-----------------------------------------------------------------------------------|--------------------|---------------------------------------------------------------------|---------------------------------|------------------|
|  |  | Rivers State                                                                      | Cross Rivers State | Tuesday<br>24 <sup>th</sup><br>November<br>2026                     | <b>Gls.<br/>10, 12 &amp; 13</b> | 9:00am<br>4:00pm |
|  |  |  |                    | <b>Mop up</b><br>Wednesday<br>25 <sup>th</sup><br>November,<br>2026 | <b>All Grade<br/>Levels</b>     |                  |

**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 <sup>th</sup> November,<br>2026   | 06 & 07     | 9:00am | At the six (6)<br>designated centres<br>nation wide |
| 8.   | Friday, 27 <sup>th</sup> November,<br>2026   | 08, 09 & 10 | 2:00pm | At the six (6)<br>designated centres<br>nation wide |
| 9.   | Saturday, 28 <sup>th</sup><br>November, 2026 | 12 & 13     | 9:00am | At the six (6)<br>designated centres<br>nation wide |

4. 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