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Federal Government Public Service Rules

Chapter 2

021212: - Four months before the date of expiration of agreement, the person engaged shall give a written notice to Government stating desire to remain in its employment and Government shall thereupon decide whether it will offer him further employment. If Government decides in favour, his re-engagement shall be on such terms and for such a period as may be mutually agreed.

021213: - The person engaged will be eligible for a severance allowance on the satisfactory completion of a tour of service at the rate of 15% of his basic salary provided that his engagement is not terminated as under rule 021210 above and provided that he is not in receipt of, nor eligible for, any other retiring benefits.

021214: - While leave of absence is not a legal right included in the Contract, the person engaged, after a tour of service, or if declared invalid before completing the tour, or his engagement is terminated by reason of ill-health in accordance with the provisions of rule 021207 hereto, leave may be granted under the rules in force from time to time, applicable to Nigerian officers of a similar grade level so far as exigencies of the Public Service permit. Further

Employment

Severance

allowance.

Leave.

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Federal Government Public Service Rules

SECTION 1. - GENERALCHAPTER 3

PRESCRIBED EXAMINATION FOR CONFIRMATION

SECTION 2. -COMPULSORY CONFIRMATION/PROMOTION EXAMINATIONS

SECTION 3. - COMPULSORY EXAMINATIONS FOR JUNIOR OFFICERS

SECTION 4. - COMPULSORY EXAMINATIONS FOR POLICE AND PARA-MILITARY OFFICERS

SECTION 5 - OFFICERS REQUIRED TO PASS THE EXAMINATIONS

SECTION 6. - FEES FOR INVIGILATORS AND EXAMINERS

SECTION 1: - GENERAL

030101: - (i) All officers on joining the Service shall undergo an induction training course. In addition, they shall be expected to pass the prescribed confirmation examination as follows:

(a) Compulsory Confirmation Examination for Senior Officers;

(b)Compulsory Confirmation/Promotion Examination for Junior Officers;

030102: It is the responsibility of the Career Management Office (C■■) in the Office of the Head of the Civil Service of the Federation to conduct and supervise the examination.

030103: There shall be established, an Examination Board which shall be responsible for the conduct and supervision of the examinations. The Board shall comprise the following:Compulsory Confirmation Examinations.

Responsibility for  
Conduct and  
Supervision of  
Examinations.  
Examination  
Board.  
(a) Permanent Secretary, CMO (OHCSF)  
(b) Director, Organization Design and  
Development Department, (OHCSF)Chairman  
Member  
(c) Director (Promotion) Federal Civil  
Service CommissionMember  
(d) Director (HRM) Federal Ministry of  
EducationMember  
(e) Director (HRM) Federal Ministry of  
JusticeMember  
(f) Director (HRM) Federal Ministry of  
Communications and Digital EconomyMember  
(g) Director (HRM)Office of the Accountant  
General of the FederationMember

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Federal Government Public Service Rules  
(h) Director, Learning and Development, Secretary  
Department (OHCSF)

(i) Any other line Ministry/Office a  
particular examination may relate toMember

030104: - An Officer who fails the examination after three consecutive attempts shall by virtue of such failures be required to resign or withdraw from the service. The Permanent Secretary (CMO) Office of the Head of the Civil Service of the Federation shall ensure compliance.

030105:- An Officer who fails to take the confirmation examination after 3 years of first appointment shall be required to resign from the service. All officers must take the confirmation examination within two years from the date of taking up their appointments in the Ministry/Extra-Ministerial Office.

030106:- Confirmation examination shall be held once a year.

030107: - During the confirmation examination an Officer is allowed to make reference to the Public Service reference books or any other related sources of information. However, textbooks and reference books are not allowed for the examinations in the General Paper, Office Procedure/Routine or Special Paper.

030108: - The reference books for confirmation examination in the Ministry/Extra-Ministerial Office are;

(a)  
(b)GL. 06 and below- Public Service Rules, Financial Regulations, Civil Service Handbook, Federal Establishment Circulars, Notes for Guidance Nos. 1, 2 and 3.

GL. 07 and above- Public Service Rules, Financial Regulations, Civil Service Handbook, Federal Establishment Circulars, Notes for Guidance Nos. 1, 2 and 5 etc

030109:- An Administrative Officer/Professional who possess law

qualification obtained from a Nigerian University or has been called to the Nigerian Bar shall be exempted from taking Group A of the examination.

Failure to Pass Confirmation

Examination.

Failure to Take Confirmation

Examination.

Frequency of Examinations.

Use of Text Books at Confirmation

Examination.

Reference Books Allowed to be

Used in Confirmation

Examination.

Exemption of Law Professionals

Syllabus for the  
Examination

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Chapter

447b The following chapters of the Laws of the Federal Republic of Nigeria, 1990 and the subsidiary legislation made there under:

Title of Act

Commission and Tribunals of Inquiry Act

513 Illiterates Protection Act

192 Interpretation Act

331 Notaries Public Act.

333 Oaths Act, 1963

335 Official Secrets Act, 1962

503 Federal Capital Territory Act

IV of the 1999

ConstitutionFundamental Human Rights.

VIII Part I of 1999 Federal Capital Territory.

Constitution.

GROUP ■ - ■■■MINATION IN OFFICIAL PUBLICATIONS AND OTHER SUBJECT AREAS

The examination consists of the following subjects:

i. Public Service Rules (PSR)

ii. Financial Regulations

iii. Computer Appreciation and Literacy

iv. General Paper

v. Criminal Law (Police & Para-Military Officers only) & Common Law (Civilians only)

vi. Police Orders and Instructions (for Police Officers only)

vii. Police Practical Duties (for Police Officers only)

viii. Customs Orders and Instructions (for Customs Officers only)

ix. Customs Practical Duties (for Customs Officers only)

x. Correctional (Prisons) Orders and Instructions (for Correctional (Prisons) Officers only)

xi. Correctional (Prisons) Practical Duties (for Correctional Officers only)

xii. Immigration Orders and Instructions (for Immigration Officers only)

xiii. Immigration Practical Duties (for Immigration Officers only)

xiv. Civil Defence Orders and Instructions (for Civil Defence Officers only)

xv. Civil Defence Practical Duties (for Civil Defence Officers only)

xvi. Road Safety Orders and Instructions (for Road Safety Officers only)

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xvii. Road Safety Practical Duties (for Road Safety Officers only)

xviii. Fire Service Orders and Instructions (for Fire Service Officers only)

xix. Fire Service Practical Duties (for Fire Service Officers only)

**GROUP ■ - ■■■MINATION ON COMPUTER APPRECIATION AND LITERACY**

**SECTION 3: COMPULSORY CONFIRMATION/PROMOTION**

**EXAMINATIONS FOR JUNIOR OFFICERS (COMPRO II)**

030301; - The following are the prescribed subjects for junior Officers:

- (i) Public Service Rules (PSR)
- (ii) Financial Regulations
- (iii) Computer Appreciation and Literacy
- (iv) General Paper
- (v) English Language;
- (vi) Office Routine/Special Paper; and
- (vii) Elementary Mathematics - For Clerical Assistants on GL. 03 only

030302:- Pass at Accelerated Level:

Only Clerical Officers on GL04 whose performance in the examination is exceptional are considered to have passed at accelerated level.

Such Officers are to be automatically advanced to GL06 only after the successful completion of a one (1) year training for the Certificate in Supervisory General Management (CSGM) in the Federal Training Centers and conversion to the Executive Officer Cadre is then effected.

**SECTION 4: POLICE AND PARA-MILITARY SERVICES**

**CONFIRMATION/PROMOTION EXAMINATIONS**

030401;-Officers required to pass the Examinations:

- a)Unconfirmed Senior Police Officers; and
- b) Unconfirmed Para-Military Officers (Senior and Junior).Subjects for Junior Officers  
Pass at  
Accelerated Level  
Officers Required  
to Pass the Exam.

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**Federal Government Public Service Rules**

**SECTION 5: OFFICERS WHO ARE REQUIRED TO PASS THE COMPULSORY CONFIRMATION EXAMINATIONS**

030501: Unless exempted by the Government the following Senior Officers Required Executive Officers/Administrative Officers/Professionals are required to pass the examinations within two years of taking up their Examination appointments in the Federal Public Service.to

- a. Senior Executive Officers, Administrative
- b.Officers/Professionals appointed direct to the Federal Public Service on first appointment. Officers eligible for the examinations must have served for six (6) months after taking up their appointments.

Senior Executive Officers, Administrative Officers/

Professionals promoted from unconfirmed junior posts.

- c. Senior Executive Officers, Administrative Officers/
- Professionals transferred from other scheduled Service who at the date of transfer are under the age of forty years and have not satisfied conditions for confirmation.

d. For further advancement beyond GL. 10 officers shall attend Administrative Staff College of Nigeria (ASCON), Public Service Institute of Nigeria (PSIN), Centre for Management

Development (CMD) or any other approved institutions and pass the prescribed examination.

030502; - Where Gazette of 1st Appointment and Confirmation of Appointment are not available within two years, COMPRO examination result should be used in its place.

#### SECTION 6:- FEES FOR INVIGILATORS AND EXAMINERS

030601: Fees shall be paid to examiners and invigilators at rates determined from time to time by the Office of the Head of the Civil Service of the Federation. Use of COMPRO

Result  
Examination Fees.

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040101 Federal Government Public Service Rules  
Chapter 4

#### EMOLUMENTS AND INCREMENTS

##### SECTION 1: - EMOLUMENTS

##### SECTION 2: - INCREMENT RULES

##### SECTION 1:- EMOLUMENTS

040101: - Financial Regulations contain guidance on the payment of emoluments and wages.

040102: - On first appointment, emolument shall, as a general rule be paid as from the date of assumption of duty. All Officers shall be placed on IPPIS platform within two months of assumption of duty.

040103: - A staff on transfer shall be eligible for the emolument attached to his new office with effect from the date he assumes duty.

040104: - Except in a case of a promotion from a non-pensionable to a pensionable office, the following rules shall apply where an officer is promoted in the ordinary course within Federal Public Service to an Office carrying emolument on an incremental scale:

(i)

(ii) If the Officer is promoted to a grade level that does not overlap his old grade level, he will be placed at the minimum point of his new salary grade level.

If his emolument in the former post is higher than the minimum point of the new salary grade level, he will be placed on the next point, higher than his former emolument after taking into consideration the increment he would have earned if he had not been promoted.

(iii) payment of promotion arrears shall be made within the year promotion is effected. Payment of

Emoluments.

Emoluments

on

Appointment.

Emoluments

on Transfer

from Other

Scheduled

Services.

Emoluments

on Promotion

Within

Incremental  
Scales.

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Chapter 4

**SECTION 2:- INCREMENT RULES**

040201: - Increment is a predetermined amount added to the annual Definition emolument of an Officer every calendar year.

040202: - An Officer on an incremental grade level shall normally be granted an increment unless he is on interdiction/suspension or has a disciplinary action pending against him or on account of poor performance.

**DEFERRING AND WITHHOLDING OF INCREMENTS**

040203:- The incremental date of an Officer appointed or promoted to a post in the Federal Public Service shall be 1st January of the year following at least six months of service or promotion.

040204: - The grant of an increment may be deferred or withheld in accordance with the provisions of Rule 040205 and 040206. In deciding which penalty to impose or recommend, a Permanent Secretary/Head of Extra-Ministerial Office will take into account the gravity of the shortcoming and the quality of the officer's previous service, bearing in mind that to withhold an increment is a more serious penalty than to defer it.

040205: - An Officer's increment is deferred when the decision as to whether or not it shall be granted is postponed for a specific period. The period must be fixed at the time the increment is deferred and must not be less than three months nor more than six months. If less than six months in the first instance, it may, if necessary, be increased to six months by additional specific deferment. If a deferred increment is eventually granted it does not become effective until the day following the expiration of the specific period of deferment. However, the recipient retains his original incremental date for subsequent increments. If a deferred increment is not granted at or before the expiration of six months from the date it was originally due it must be withheld. Earned Increments.

Incremental

Date.

Ground for

Withholding

or Deferring

Increments.

Deferred

Increment.

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Chapter 4

For example, if an Officer who is due to proceed from N147,968 to N152,950 per annum on 1/1/2005 had his increment deferred for three months his salary shall remain at N147,968 until 31/3/2005 when his Permanent Secretary/Head of Extra-Ministerial Office must decide whether or not to grant the deferred increment. If he grants it, the Officer

draws monthly emolument at N152,950 for the period 1/4/2005 to 31/12/2005 (i.e. the remaining nine months) and retains his original incremental date of 1st January for consideration of his next increment to N157,932.

040206: - An Officer's increment is withheld when it is decided not to grant it and that he shall cease to be eligible thereof until his next incremental date. The withholding of an increment thus results in the emolument of the Officer in question remaining for the rest of his incremental service years one increment behind what it would have been had the increment not been withheld (unless the Federal Civil Service Commission exercises the authority described in Rule 040209).

Example: - An Officer due to proceed from N147,968 to N152,950 per annum on 1-1-2005 had his increment withheld. His emolument should remain at N147,968 throughout the period 1/1/2005 to 31/12/2005 and he cannot proceed to N152,950 until 1/1/2006, his next incremental date.

040207: - An increment deferred or withheld cannot be restored with retrospective effect in consequence of improved service during a later increment earning period.

040208: - Immediately on deciding to restore an increment, which had earlier been withdrawn or deferred, the Permanent Secretary/Head of Extra- Ministerial Office should bring the decision to the notice of the Officer.

040209:- When an Officer's increment has been withheld under Rule 040206 the Federal Civil Service Commission may at a subsequent incremental date grant one or more special increments having the effects of raising the salary of the Officer to or towards the level it would have reached if the previous withholding has not occurred. Withheld Increment.

Increment not

Restored in

Retrospect.

Notice to

Restore

Increment.

Special

Increments to

Mitigate lasting

effects of

Withheld

Increments