

Our Ref. No. C.857.VOL.IV/25

Civil Service Commission,
Secretariat,
Ibadan.

28 August, 2001.

The Secretary to the State Government,
Head of Service,
Honourable Commissioners,
Chairmen of Commissions, Boards and Parastatals,
Permanent Secretaries,
Accountant-General,
Auditor-General,

APPOINTMENT AND ADVANCEMENT OF HOLDERS OF MASTERS DEGREE

For sometime now, the Civil Service Commission has been inundated with enquiries on the proper placement of holders of Masters Degree, on their first appointment into the Civil Service. In this regard, I wish to inform you that the Civil Service Commission has approved the following guidelines to regulate the appointment of holders of Masters Degree in the relevant fields:-

- (a) the Commission recognises Masters Degree in the relevant field as one of the entry qualifications into the Civil Service;
- (b) the candidates employed into the Civil Service with Masters Degree in a relevant field with one year cognate experience will be placed on GL.09 Step 1 at the entry point; and
- (c) candidates employed into the Service with Masters Degree in relevant fields without one year cognate experience on entry will be placed on GL.08 Step II, but will be advanced to GL.09 Step I after acquiring one year cognate experience with good report.

2. However, it should be noted that the advancement of such officers to GL.09 is subject to the receipt by the Commission of good two six monthly

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2. For the avoidance of doubt, I wish to reiterate that Diploma Certificate awarded by Nigeria Universities were either proficiency course organized for serving officers or bridging gap for students with deficiencies in their original programmes and they were not designed for appointment, upgrading or conversion in the Service.

3. I equally wish to state that, in line with the Scheme of Service:

- PGD cert.*
- * (i) Post-Graduate Diploma Certificate is for proficiency, which should not be equated to degree especially for those who had not obtained a first degree from a recognized University;
 - (ii) Advance and Intermediate Certificates obtained from Polytechnic should be for proficiency only, since they were neither accredited nor prescribed in the Scheme of Service;
 - (iii) Concerning Employment / Advancement / Conversion with Master Degree:
 - (a) new applicants should be employed based on their first degree qualification while those seeking conversion with Master degree, but without a first degree should not be entertained;
 - * (b) applicants with HND and an additional diploma should not be employed into the officers cadre because the additional diploma course was mainly for proficiency;

OFFICE OF THE PERMANENT SECRETARY
MINISTRY OF EDUCATION
Lagos State
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(c) applicants possessing ^① IJND with bridging Post-
Graduate Diploma (e.g PGD in Engineering for
Technical Officers at ^③ IUTA) and a Master Degree ^④
in relevant subject ^⑤ could be appointed to the
Officers' Cadre.

Combined
PCDE
with
time

4. Please bring the contents of this Circular Letter to the notice of all concerned for guidance and compliance.
5. Any enquiry arising from the implementation of this circular should be directed to this Ministry for clarification.


O. A. Oni-Hassan (Mrs)
Ag. Permanent Secretary