



**CIVIL SERVICE COMMISSION**  
**IBADAN, OYO STATE OF NIGERIA**

Your Ref. No. \_\_\_\_\_

All communications should be addressed

to the Permanent Secretary quoting

Our Ref. No. S.951/5/Vol.VII/214

16<sup>th</sup> September, 2009 20

His Excellency, the Deputy Governor,  
Secretary to the State Government,  
Head of Service,  
Honourable Commissioners,  
Chairmen of Commissions/Boards/Parastatals,  
Permanent Secretaries,  
Accountant-General,  
Auditors-General (State/Local Government),  
General Managers,  
Secretary, Judicial Service Commission,  
Executive Secretaries,

**Re-Guidelines on 2007 and 2008 Promotion Examinations in the State  
Civil/Public Service**

I have the directives to refer to the Circular Letter No.S.540/T1 dated 5<sup>th</sup> June, 2009 on the above subject and to convey to you approval regarding the dates, venues and other guidelines in respect of eligible candidates for 2007 and 2008 promotion examinations.

## 2. EXAMINATION DATES AND VENUES

The Examinations dates and venues are as highlighted below:

### A. EXAMINATION DATES:

S/N	Commissions/Agencies	Description of Officers Concerned	Proposed Dates
1.	Civil Service Commission	All Eligible Officers in the Ministries/Parastatals/all Agencies outside LGSC/TESCOM/SUBEB	5-10-09
2.	Local Government Service Commission	All Officers Working in the Local Governments	6-10-09
3.	State Universal Basic Education Board	All Teaching & Non-Teaching Staff of the Board	7-10-09
4.	Post Primary Schools Teaching Service Commission (TESCOM)	All Teaching and Non Teaching Staff	8-10-09

### B. EXAMINATION VENUES

Each Commission/Board is expected to design suitable venues in line with the number of eligible Officers. In that regard, the approved venues for all Eligible Civil Servants are as highlighted below:

S/N	Description of Grade Levels	Proposed Venues	Date of Examination	Time
1.	GL.07 and GL.08	Lagelu Grammar School, Ibadan	5/10/2009	9.00a.m – 11.00 a.m
2.	GL.09 and GL.10	Loyola College, Ibadan	5/10/2009	9.00 a.m. – 11.00 a.m.
3.	GL.12 and GL.13	Queens of Apostles Oluyoro, Ibadan	5/10/2009	9.00 a.m. – 11.00 a.m
4.	Levels 14 and above	Federal Cooperative College, Ibadan	5/10/2009	9.00 a.m. – 11.00 a.m

C.

### ISSUANCE OF EXAMINATION SLIPS FOR ELIGIBLE OFFICERS

Examination slips which shall admit Candidates into the Examination Hall shall be made available in due course.

### D. LIST OF ELIGIBLE OFFICERS

The list of all eligible Officers and their Examination Numbers are herewith attached to get them acquitted with the numbers before the examinations date. Therefore, the lists are to be pasted at the Ministries/Agencies notice boards or any other relevant places.

### E. EXAMINATION SYLLABUS

The examination syllabus has been forwarded to all Ministries/Agencies in the last Circular Letter No...S.540/5T/5 dated 5<sup>th</sup> June, 2009. However for the purpose of these examinations, areas to be concentrated upon for Part II (Public Service Regulations, Financial Regulations and General Orders) of the Examinations are as highlighted below:

#### (a) Public Service Commissions Regulations, 1978

- ✓ (i) Duties of Public Officers, PSC Reg. Part III Sections 8-10
- ✓ (ii) Disciplinary Procedures in the Public Service, PSC Part VII Sections 41-62.
- ✓ (iii) Petitions, PSC Reg. Part VIII Sections 63-67.

#### (b) Financial Regulations

- ✓ (i) Financial responsibilities of Government Officers Chapter (2) FR 201-214
- ✓ (ii) Revenue General, Chapter 6 FR 601-629
- ✓ (iii) Government vehicles, uses and proper continual Chapter 30 FR 3001-3036.
- ✓ (iv) Stores-Classifications and General Chapter 34 FR 3401-3408.

## (c) General Order

- ✓ (i) Leave, G.O (Chapter 13) 15101 - 15805
- ✓ (ii) Discipline, G.O (Chapter 4) 04101 - 04223

(Note that SUBEB, TESCOM and LGSC are expected to highlight the areas of concentration for their respective officers).

3. At this juncture, it is imperative to inform you that this examination is very vital, therefore all eligible Candidates must not only take part, but prepare adequately to perform very well because of the underlisted reason(s).

- (i) the examination carries 60% out of 100% to qualify for promotion; and
- (ii) In line with stipulation of the Exco Memorandum No.EX1/1/Vol.VI/58, para IVC of 21<sup>st</sup> November, 2007,  
*"An officer who fails the promotion test once, should be given another chance after which he/she will be asked to retire"*

4. On the above premise, kindly give the content of this circular letter the publicity it deserves, while the undersigned could be contacted for clarification on some of the areas of difficulties.

5. Thank you.

  
P.O. Ogunola,  
for: Chairman