

# CIVIL SERVICE COMMISSION

P.M.B. 5005, SECRETARIAT, AGODI, IBADAN, OYO STATE, NIGERIA.

Your Ref. No.....

All correspondence should be addressed  
to the Permanent Secretary, quoting.

Our Ref. No..... **C.1079/166**



Date: 4th February, 2021

## Circular Letter

Secretary to the State Government,  
Chief of Staff,  
Head of Service,  
Honourable Commissioners,  
Chairmen of Commissions/Boards/Agencies,  
Permanent Secretaries/Head of Non-Ministerial Departments,  
Accountant-General,  
Auditor-General (State and Local Governments),  
Permanent Secretary/Clerk of the House,  
Secretary of the Assembly Service Commission,  
Executive Secretaries,  
General Managers.

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## REVIEW OF GUIDELINES ON APPOINTMENTS, PROMOTION, CONVERSION/TRANSFER OF SERVICE AND DISCIPLINE

In furtherance to Circular letter Ref. No. AD.10018/68 dated 9th February, 2005, the Civil Service Commission has approved the following guidelines for the guidance of Ministries and Extra-Ministerial Departments in the performance of their Personnel Management duties. The guidelines that are to be read in conjunction with existing public service rules and Regulations take effect from 1<sup>st</sup> January, 2021.

### 2. Institutional Arrangements

There shall continue to exist in each Ministry/Extra-Ministerial Department, a junior staff Committee (JSC) and a Senior Staff Committee (SSC). The Junior Staff Committee shall comprise of 5 to 8 members depending on the size of the Ministry/Extra-Ministerial Department. The Committee shall handle the appointment, promotion and discipline of staff on salary Grade level 1-6. A representative of the Civil Service Commission shall attend meetings of JSC, the absence of which render its proceedings null and void. Membership of Senior Staff Committee shall comprise of Directors in the Ministry, Extra-Ministerial Department and a representative of the Civil Service Commission. The Permanent Secretary shall continue to be the Chairman of SSC, and the committee shall have responsibility for handling of cases of officer in Grade Levels 07-13, with the exception of Pool Officers.

### 3. Appointment

To be eligible for appointment into the Oyo State Civil Service the applicant must be a Nigerian and preferably an indigene of Oyo State. Such indigene should submit Local Government identification letter signed by the Chairman or Secretary of the Local Government. The applicant must not be less than 18 years and not more than 50 years of age, and should possess minimum qualification specified in the approved Scheme of

Service. The recruitment of Junior Staff on Salary GL.01-06 shall be required to reflect the state geographical spread. In this connection, quarterly returns of all appointments made into Junior Staff positions are henceforth to be rendered to the Civil Service Commission not later than one month after the end of the preceding quarter. **Holders of degrees, HND, NCE who were employed into junior posts could only present such certificate(s) for conversion/transfer of service after 6 (six) years from the date of First Appointment for consideration.**

#### **4. Acting Appointment**

Acting appointments, subject to vacancy, shall be approved by the Commission on the recommendation of the Senior Staff Committee, provided that officers so recommended have spent at least one year on the substantive grade levels 12 and 13 and 2 years on substantive grade levels 14-16 as the case may be.

#### **5. Promotion**

The Promotion criteria shall henceforth be weighted as follows:

- |                     |                                       |
|---------------------|---------------------------------------|
| (a) Interview ..... | 70%                                   |
| (b) APER .....      | 20%                                   |
| (C) Seniority ..... | 10% (2% for each year after maturity) |

The minimum score for promotion shall be 60% and above. Eligibility for promotion shall be subject to satisfying the required waiting period as specified in the scheme of service and other criteria, including availability of vacancy. All promotion recommendations from the Senior Staff Committee shall be submitted to the Civil Service Commission not later than six weeks from the date of the meeting of the Committee.

#### **6. Completion of APER**

No reporting officer shall report on more than five subordinates where feasible. Proof of evidence should be submitted in respect of officers who are rated as flyers or extremely poor.


#### **7. Petitions on Promotion Matters**

Aggrieved officers may forward a petition to the Civil Service Commission through appropriate channels within six months after the promotion exercise, otherwise it shall not be entertained.

#### **8. Disciplinary Procedures**

Any act of misconduct by an officer shall without delay be dealt with under the guidelines stipulated in the Public Service Commission Regulations. Ministries/Extra-Ministerial Department must process all disciplinary matters within three (3) months and submit to the Civil Service Commission within two weeks from the date of the meeting of the relevant Committee.

9. Any point and doubt with regards to the content of the Circular should be referred to the Commission for clarification, while Permanent Secretaries and Heads of Non-Ministerial Departments are enjoined to give this circular the publicity it deserves.

  
**D.O Olatunde, mni**  
**Permanente Secretary (CSC)**  
**for: Chairman**

