



Ministry of Establishments,
Training And Poverty Alleviation

PERMANENT SECRETARY'S OFFICE

Ibadan, Oyo State of Nigeria
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Our Ref: AD2/165TA/158
Your Ref: _____

8 August, 2012
Date: _____

CIRCULAR LETTER

The Secretary to the State Government,
The Chief of Staff,
The Head of Service,
Honourable Commissioners,
Chairmen of Boards/Commissions/ Parastatals
Permanent Secretaries/ Clerk of the House,
Heads of Non-Ministerial Departments,
General Managers,
The Registrar, High Court of Justice,
The Registrar, Ladoke Akintola University of Technology, Ogbomoso,
The Registrar, the Polytechnic, Ibadan.
The Registrar, Emmanuel Alayande College of Education, Oyo,
The Registrar, College of Agriculture, Igbokra,

ADOPTION OF NEW CAREER PROGRESSION FOR OFFICERS IN THE TYPIST CADRE IN OYO STATE CIVIL / PUBLIC SERVICE.

Following the approval of the Head of Service on the elongation of the Terminal Salary Grade Level of Secretarial Assistant (Typist) from GL 09 to GL 12, I wish to convey the new career progression of Secretarial Assistant Cadre as shown below:


S/NO	Present Nomenclature	Proposed Nomenclature /GL.
i	Typist Grade, IV, GL.03	Secretarial Assistant, VI, GL.03
ii	Typist Grade, III, GL.04	Secretarial Assistant, III, GL.04
iii	Typist Grade, II, GL. 05	Secretarial Assistant, II, GL.05
iv	Typist Grade, I, GL.06	Secretarial Assistant, I, GL.06
v	Snr. Typist Grade, II, GL.07	Snr. Secretarial Assistant, II, GL.07
vi	Snr. Typist Grade, I, GL.08	Snr. Secretarial Assistant, I, GL.08
vii	Chief Typist, GL.09	Principal Secretarial Assistant, II, GL.9
Viii		Principal Secretarial Assistant, I, GL.10
xi		Chief Secretarial Assistant, GL.12

2. It is pertinent to state that the career progression under the new Scheme takes effect immediately. The erstwhile Chief Typist, GL 09 will now be designated as Principal Secretarial Assistant, II, GL 09 until advancement to the next rank. For the purpose of clarity eligibility for promotion beyond Principal Secretarial Assistant, II, GL 09 will be after

undertaking a six (6) month Advancement (Stagnation Breaking) course to be conducted by Simeon Adebo Staff Development Centre at a cost of thirty thousand naira (N30,000.00) only per participant. Each MDA is to be responsible for sponsorship of their respective officers.

3. For the preparation of 2013 Budget, the new designation must be used for the Secretarial Assistants in post. Effort should also be made to make provision for the post of Principal Secretarial Assistant I, GL 10, in the year 2013 Budget through the instrumentality of the use of "trade off" in the post immediately below. It should be noted that the occupier of the post to be traded off must have spent a minimum of three years on salary GL 09.

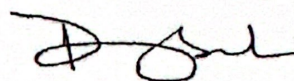
4. I wish to reiterate that this development should not in any way lead to increase in your Establishments proposal as the Ministry of Establishments and Training will not accept any increase in the Establishment proposal beyond the current approved Establishment when preparing for 2013 Budget.

 5. Typists who have pre-requisite qualification in line with the extant Scheme of Service may apply for conversion into Data Processing Officer Cadre.

6. Kindly give this circular the widest publicity it deserves.

7. Any clarification arising from the implementation of this circular letter should be referred to the undersigned.

8. Thank you.



M.A Omonigbehin (Mrs.)
Permanent Secretary