



OFFICE OF THE PERMANENT SECRETARY
MINISTRY OF ESTABLISHMENTS AND TRAINING

OYO STATE OF NIGERIA

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Our Ref: No.....AD3/206/19.....

Your Ref: No.....

Date: 16th Sept. 2014.....

Circular Letter

Secretary to the State Government,
Deputy Chief of Staff,
Head of Service,
Honourable Commissioners,
Chairmen of Commissions and Boards,
Permanent Secretaries,
Heads of Non-Ministerial Departments,
General Managers/Executive Secretaries.

**CLARIFICATION ON CONSIDERING DIPLOMA CERTIFICATE
FOR EMPLOYMENT ADVANCEMENT, CONVERSION AND PROMOTION**

This Ministry has been inundated with requests of serving officers possessing Diploma awarded by Nigeria Universities and Polytechnics for upgrading, conversion and promotion, particularly when it was obvious that such qualifications were not listed in the extant Scheme of Service as requisite qualifications for entry into any cadre. Also, despite the fact that Circular Letters No. ES./CDC/12/24 of 17th November, 2006 and ES.CDC/12/29 of 11th December, 2006 were issued on this matter. The concession granted by the State Government to consider holders of these Diplomas for year 2005 and 2006 promotion exercises does not extend beyond those periods. It is against this background that I wish to inform all MDAs, particularly, those involve in handling personnel matters, that the stand of Government on this matter subsists.

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

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

(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 main for proficiency;

(c) applicants possessing HND with bridging Post-Graduate Diploma (e.g PGD in Engineering for Technical Officers at FUTA) and a Master Degree in relevant subject could be appointed to the Officers' Cadre.

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