

MINISTRY OF ESTABLISHMENTS & TRAINING

DIRECTORATE

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Our Ref: No.....
All communication on this matter
should be addressed to the
Hon. Commissioner for Establishments
and Training quoting
Your Ref: No.....

15th January, 2014
Date.....20.....

CIRCULAR LETTER TO:

Secretary to the State Government,

Chief of Staff,

Head of Service,

All the Honourable Commissioners,

All the Special Advisers,

All the Permanent Secretaries/Head of Non Ministerial Departments,

Directors General/Executive Secretaries/General Managers

ELONGATION OF OFFICIAL REPORTER CADRE FROM GRADE LEVEL 08-17 AND CREATION OF ASSISTANT OFFICIAL REPORTER CADRE, GRADE LEVEL 07-14

I wish to inform you that the Oyo State Government has graciously approved the adoption of the Federal Government Circular No. HCSE/EPO/EIR/CND/S.100/25 of 8th October, 2012. The circular has elongated the Official Reporter Cadre from GL.08-17 and the creation of Assistant Official Reporter Cadre, GL.07-14. The entry qualification of Official Reporter Cadre shall be a relevant University Degree from a recognized University.

2. The approved structures are as follows:

(i) OFFICIAL REPORTER CADRE

| | | |
|-------------------------------------|---|-------|
| Official Reporter II | - | GL.08 |
| Official Reporter I | - | GL.09 |
| Senior Official Reporter | - | GL.10 |
| Principal Official Reporter | - | GL.12 |
| Chief Official Reporter | - | GL.13 |
| Assistant Director Reporter | - | GL.14 |
| Deputy Director (Official Reporter) | - | GL.15 |

(II) ASSISTANT OFFICIAL REPORTER CADRE

POSTS/SALARIES

| | | |
|---------------------------------------|---|-------|
| Assistant Official Reporter II | - | GL.07 |
| Higher Official Reporter I | - | GL.08 |
| Senior Assistant Official Reporter | - | GL.09 |
| Principal Assistant Official Reporter | - | GL.10 |
| Principal Assistant Official Reporter | - | GL.12 |
| Assistant Chief Official Reporter | - | GL.13 |
| Chief Assistant Official Reporter | - | GL.14 |

3.1 METHOD OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

3.1.1. OFFICIAL REPORTER II GL.08

By direct appointment of a candidate possessing a degrees in Secretaries Studies, Secretarial Administration or Social Sciences, Humanities/Arts from a recognized University plus official Reporters Certificate obtained from a recognized training institution.

3.1.2 OFFICIAL REPORTER I GL.09

By promotion of a confirmed and suitable official Reporter II who has spent at least three years on the grade.

3.2.1 ii By direct appointment of a candidate possessing the qualification specified in above plus at least three years post-qualification cognate experience.

3.2.2 iii By direct appointment of a candidate possessing a Master Degree in the discipline specified in sub-paragraph 2:1:1: above plus at least one year post-qualification cognate experience.

3.3 SENIOR OFFICIAL REPORTER GL.10

3.3.1 By promotion of a confirmed and suitable Official Reporter I who has spent at least three years on the grade.

3.3.2 ii By direct appointment of a candidate possessing the qualifications specified in sub-paragraph 2:1:1 plus at least six years post-qualification cognate experience

3.4 PRINCIPAL OFFICIAL REPORTER GL.12

3.4.1 By promotion of a confirmed and suitable Senior Official Reporter who has spent at least three years on the grade with satisfactory performance.

3.5 CHIEF OFFICIAL REPORTER GL.13

3.5.1 By promotion of a confirmed and suitable Principal Official Reporter who has spent at least three years on the grade with satisfactory performance.

3.6 ASSISTANT DIRECTOR OFFICIAL REPORTER GL.14

- 3.6.1 By promotion of a confirmed and suitable Chief Official Reporter who has spent at least three years on the grade with satisfactory performance.

3.7 DEPUTY DIRECTOR (OFFICIAL REPORTER) GL.15

- 3.7.1 By promotion of a confirmed and suitable Chief Official reporter who possess a relevant degree and who has spent at least three years on the grade with satisfactory performance.

3.8 DIRECTOR (OFFICIAL REPORTER) GL.16

- 3.8.1 By promotion of a confirmed and suitable Deputy Director who has spent at least four years on the grade with satisfactory performance.

3. The circular takes effect from 8th October, 2012. Any clarification on the content of the circular should be directed to the undersigned.

4. Kindly accord the circular the publicity it deserves.



O.A. Qazi-Hassan (Mrs.),
Ag. Permanent Secretary,
For: Honourable Commissioner.