



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.1079/162**

Date: *2nd* February, 2021.

The Deputy Governor,
Secretary to the State Government,
Chief of Staff,
Head of Service,
Hon. Commissioners,
Chairmen of Commissions/Boards/Parastatals
Permanent Secretaries/Clerk of the House of Assembly,
Heads of Non-Ministerial Departments,
General Managers/Executive Secretaries.

**MODALITIES ADOPTED FOR THE RATIFICATION OF YEAR 2015 CONVERSION
EXERCISE EFFECTED IN JANUARY, 2021.**

Sequel to the lifting of embargo on conversion process in May, 2020, the year 2015 conversion process, which was at the verge of conclusion before the hitherto subsisting suspension, was the first consideration for necessary ratification. The candidates for the said conversion exercise, who had then attended Commissioners' interview, among other due procedures, were advised to formally revalidate their interests in the completion of the process in view of its attendant implications.

2. Return from the said applicants with photocopies of their respective Conversion forms procured prior to the commencement of the process in year 2015, were duly processed for ratification. Meanwhile there was a Civil Service Commission's Circular Ref. No. C.1079/147 dated 29th November, 2013 which was then intended to be a one-off set of waiver-guidelines targeted at conversion/upgrading within that period but which had hitherto not been implemented. This had rather served as an impetus to consider some excusable waivers in the process of ratifying the year 2015 Conversion exercise. However, some requirements that are fundamental to the extant Scheme of Service and/or more recent establishment circular(s) were still considered sacrosanct.

3. It has, therefore, become imperative, especially for record purpose, to advert the attention of the Service to the following as some of the considerations/one-off waivers for the recently concluded ratification of year 2015 conversion:

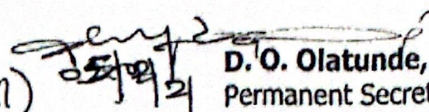
- i. all applicants for conversion into officer cadres which required passing and who had passed Public Service Examination (PSE) conducted by ASCON between 2013 and 2015 only were considered;
- ii. conversion of any applicant with any first Degree in Accounting/Accountancy into the Accountant Cadre;

- iii. applicants for conversion into Accountant cadre with Higher National Diploma in Accountancy with professional qualification like ICAN or ANAN up to year 2015 were considered with provision that such officers would still need to require a Degree in Accountancy/Accounting before proceeding beyond GL 14;
- iv. all Technical Officers with Higher National Diploma certificate with Post Graduate Diploma (PGD) Certificate and Master's Degree in the relative field (even if the PGD was not obtained from Federal University of Technology, Akure (FUTA) as restricted by an extant circular);
- v. all applicants whose higher educational qualifications presented for the conversion predated their dates of first appointment but had been in the service for at least six (6) years as at year 2015 were considered for the conversion into cadres or relevance to such educational qualifications;
- vi. all applicant for conversion in year 2015 with no proof of approval to proceed on part time course to obtain the additional qualification(s) presented for the conversion were considered;
- vii. promotion(s) earned before year 2015 (up till July, 2015) were considered as the conversion Grade Level point for such beneficiaries;
- viii. all applicants for conversion into Administrative Officer Cadre on the Year 2015 list had to complete the special process of written test, extended interview and the Commissioners' interview; and
- ix. the extant regulation on cognate experience was observed in placement of conversion Grade Level as some have no prior work experience of the new cadre.

4. It is to be reiterated that the considered waivers, as listed among others above, are just one-off special consideration to the ratification of year 2015 inconclusive conversion process and none of which is to be cited as precedent. Meanwhile, the Commission could not consider applicants with qualifications which negate the fundamental requirement (s) of the Scheme of Service for the respective cadres because of the ripple implication of doing otherwise on extant regulations. For instance, Non-Accounting/Accountancy Degrees were not considered for conversion into the Accountant Cadre and Banking and Finance was not considered for any cadre pending the review of the controversy surrounding its exclusion.

5. Kindly give the contents of the circular the necessary attention it deserves while any area(s) of doubt could be further clarified with the undersigned.

6. I thank you.


 D. O. Olatunde, mni
 Permanent Secretary,
 for: Chairman.

PLS note from
 the 04/02/21