

OYO STATE OF NIGERIA
MINISTRY OF ESTABLISHMENTS & TRAINING

P.M.B 5001, Secretariat, Ibadan, Oyo State, Nigeria

AD3/206/VOL.II/157

11th May, 2021

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

CIRCULAR LETTER:

Deputy Governor
Secretary to the State Government
Head of Service
Chief of Staff
Honourable Commissioners
Executive Assistants
Special Advisers/Senior Special Assistants
Chairmen of Commissions and Boards
Permanent Secretaries/Clerk of the State House of Assembly
Heads of Extra-Ministerial Departments
General Managers/Executive Secretaries
Chief Registrar, Oyo State Judiciary,

**REVIEW OF EXTANT RULES ON CONFIRMATION/PROMOTION/ADVANCEMENT
EXAMINATIONS IN THE CIVIL /PUBLIC SERVICE OF OYO STATE**

The need to adopt a uniform Standard Operating Procedures (SOP) for requisite examinations preceding the Confirmation of Appointment of Staff in various cadres across various grades in the State Civil, Judicial, Legislative and Local Government Service as well as Commissions and Boards had been observed.

2. Consequent upon this development and **in line with the provisions of the extant Schemes of Service**, it has been approved that the extant rules guiding the eligibility of officers for Confirmation/Promotion/Advancement Examinations be reviewed as follows:

(a) **JUNIOR STAFF ON GL.01-06**

- (i) all staff appointed into the post of Clerical Officer, GL.04 would continue to be required to pass the Confirmation/Promotion/Advancement Examinations conducted by the Ministry of Establishments and Training at Confirmation Level (40%) before their appointment could be confirmed while all staff appointed into the post of Clerical Assistant, GL.03 and Allied cadres would continue to be required to pass the examinations at Promotion level (50%) before their confirmation of appointment and promotion to the post of Clerical Officer, GL.04;

- (ii) all staff appointed into the post of Technical Assistant, GL.03 and other Allied Assistant cadres on GL.03 will, henceforth, be required to pass the Confirmation/Promotion/Advancement Examinations conducted by the Ministry of Establishments and Training like their counterparts in the Clerical Assistant cadre at Promotion Level (50%) before their Confirmation of Appointment and Promotion to the post of Technical Assistant, GL.04;
- (iii) all staff appointed into any post in the Works Attendant Cadre (Works Attendant, Workshop Attendant, Water Meter Reader, Plan Record Attendant, Senior Water Meter Reader, Crusher Operation, Painting Attendant, Trade Apprentice etc), Fisheries Attendant, Health Attendants and Allied Attendant cadres with terminal salary GL.03/04 are required to, henceforth, sit for and pass Trade Tests III, II, I in relevant trades within two years of their appointment while the Ministry of Establishments and Training should be notified of their success at the examinations with documentary evidences for approval of their Confirmation of Appointment;
- (iv) all Staff appointed into Technical Assistant, Land Assistant and allied cadres on GL.04 are henceforth, required to sit for and pass the Confirmation/Promotion/Advancement Examinations conducted by the Ministry of Establishments and Training at Confirmation Level (40%);
- (v) all staff appointed into the post of Assistant Craftsman GL.03, Craftsman GL.04 and Senior Craftsman GL.05 would be required to sit for and pass Trade test III, II and I respectively in relevant trades within two years before their Confirmation of Appointment and further Promotions/Advancements on the cadre could be approved by the Ministry of Establishments and Training;
- (vi) Staff appointed into Watchman, Security man, Cleaner and Messenger cadres are not required to sit for and pass the above-mentioned Confirmation/Promotion/Advancement Examinations before Confirmation of their Appointments and Promotions within the cadres except any of them who desires to convert to Clerical Assistant or Clerical Officer and Allied Cadres.

(b) SUB-OFFICER CADRES ON GL.06-14

- (i) all Officers appointed into the sub-officer cadres namely, Executive Officer (General Duties, Accounts, Audit, Revenue, Information etc) would continue to be required to pass the three (3) Compulsory Papers prescribed in Section 060302 of Public Service Rules I, 2013 i.e. Public Service Rules, Financial Regulations and Principles of Common Law within two years of their appointment before they could be eligible for Confirmation of Appointment and Promotions/Advancement within the cadre;
- (ii) Officers appointed into Technical Officers and Allied sub-officer cadres including officers appointed/converted to Works Superintendent and allied cadres structured on GL.06-14 would, henceforth, be required to pass the above-mentioned three (3) compulsory papers within two years of their appointment as pre-requisite for their Confirmation of appointment;
- (iii) Officers appointed into the posts of Confidential Secretaries, Data Processing Officer, Secretarial Assistant, Statistical Officer and other sub-officer cadres with minimum entry qualification of National Diploma(ND) or its equivalent structured on GL.06-14 would, henceforth, be required to pass the above mentioned three (3) Compulsory Papers within two years of their appointment before such appointment could be confirmed;
- (iv) officers appointed into the post of Nursing Superintendent, GL.07 would, henceforth, be required to pass the Confirmation/Advancement/Promotion Examinations and observe the two years probationary period before confirmation of their appointment.

(c) OFFICER CADRES ON GL.08-17

- (i) Without prejudice to the provision of the extant Schemes of Service all officers appointed into any cadre, whether Administrative, Special Departmental and Professionals that require minimum qualification of first degree at the point of entry must, henceforth, write and pass the five (5) compulsory papers prescribed in Section 060402 of Public Service Rules I, 2013 i.e. Public Service Rules, Financial Regulations, Principles of Common Law, Local Government Service Commission Regulations/Local Legislations and General Paper within two years of their appointment as Confirmation/Advancement/Promotion Examinations for the cadre;

- (ii) all officers recruited into the officer cadres from 2019 are required to write and pass the above-mentioned Confirmation/Advancement/Promotion Examinations before year 2023 Promotion Exercise;
- (iii) all officers recruited into the officer cadres structured on GL.08-17 that were due for promotions between 2017 and 2020 and have never sat for and passed the Confirmation/Advancement/Promotion Examinations should have their appointment confirmed by the relevant Service Commissions i.e. Civil Service Commission, House of Assembly, Service Commission, Judicial Service Commission, Local Government Service Commission and Public Corporations Commission with two (2) years satisfactory Progress Reports on six (6) months basis from their respective Ministries, Departments and Agencies (MDAs);
- (iv) officers appointed into Officer cadre with Master degrees would be required to observe the mandatory two years probationary period and pass the required Confirmation/Advancement/Promotion Examinations before their appointment could be confirmed. Such officers could, however, be given a step ahead their compeers after passing the Confirmation/Advancement/Promotion Examinations.

(d) MEDICAL CONSULTANTS

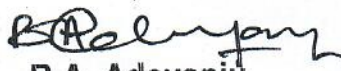
Officers appointed directly into the post of Consultant GL.15 shall be exempted from the above-mentioned Confirmation/Advancement/Promotion Examinations. They will, however, observe the mandatory two-year probationary period before their appointment could be confirmed as well as further advancement on the cadre. In addition, they will have to go through an Induction Course that would be organized by the Office of the Head of Service in conjunction with the Oyo State Hospitals Management Board.

3. This Ministry will ensure that Circular Letters are issued twice in a year to sensitize the concerned officers whenever the Confirmation/Promotion/Advancement Examinations are to be held for effective participation. The Pool Ministries, Departments and Agencies (MDAs) of Works Attendant and Allied Attendant Cadres with terminal salary on GL.03/04 are, however, required to ensure that staff appointed into this category in any of the Services are advised to sit for and pass the required trade tests in relevant trades within two years of their Appointment. Thereafter, recommendations for Confirmation of Appointment of such staffers should be forwarded to Ministry of Establishments and Training and other Service Commissions as may be applicable for consideration and approval.

4. Henceforth, Confirmation/Advancement/Promotion Examinations are to be conducted twice in a year on the dates to be fixed by the Office of the Head of Service in conjunction with the schedule MDA as Confirmation/Advancement/Promotion is now sacrosanct to be passed in the first two (2) years of officers appointment.

5. Kindly ensure the widest publicity of the content of this Circular Letter for guidance and strict compliance.

6. Any enquiry arising from the implementation of this circular should be directed to this Ministry for necessary clarification.



B.A. Adeyanju
Permanent Secretary
for: Honourable Commissioner