



OFFICE OF THE HEAD OF SERVICE
SECRETARIAT, IBADAN
OYO STATE OF NIGERIA

Your Ref. No.....
All communications should be addressed
to the Head of Service, quoting.

Our Ref. No....**HS.8/S.1/Vol. XIII/152**

Date 21st June, 2024

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

Re: Conduct of A Merit-Based Selection Exercise for the Appointment of Permanent Secretaries, Permanent Secretaries/Inspectors-General of Education, Permanent Secretaries/Tutors-General and Heads of Extra-Ministerial Departments in the Oyo State Civil/Public Service.

Further to my Letter No. HS.8/S.1/Vol.XIII/150 dated 24th May, 2024 on the above subject, I wish to inform you that the period for the on-line registration of all interested and eligible Officers in the State Civil/Public Service aspiring for the posts of Permanent Secretaries, Permanent Secretaries/Inspectors-General of Education, Permanent Secretaries/Tutors-General and Heads of Extra-Ministerial Departments has lapsed and the dedicated link had been shut down at 12.00am on Monday 10th June, 2024.

2. However, for the benefit of those interested/eligible officers who could not access the link during the period due to one challenge or the other, the link will be re-opened for additional three (3) days effective from Tuesday 25th to Thursday 27th June, 2024 for unfettered access. Candidates are advised not to register more than once, as this action may lead to disqualification. The link for the online registration is <https://forms.gle/dgpHFVa8YQZTuTH6A>.

3. Consequent upon this development and in order to enhance the effective participation of all prospective participants at the Selection Exercise, the Consultant handling the Selection Exercise has forwarded the various phases for the Selection Exercise as follows:

- (a) **First Phase:** covering the following fields:
- (i) Job-Related knowledge (knowledge of Office Management Operations);
 - (ii) Environmental Related Knowledge (knowledge of Current Affairs);
 - (iii) Numerical Ability: ability to work with numbers and perform simple computations (speed and accuracy);
 - (iv) Numerical Reasoning: ability for making generalizations from specific instances (inductive reasoning);
 - (v) Verbal Reasoning: ability to analyze available information in order to make practical decisions (deductive reasoning);
 - (vi) Symbolic Reasoning: ability to think and reason abstractly using symbols rather than words or numbers;
 - (vii) Verbal Comprehension: ability to understand the meaning of words (reading comprehension, verbal analogies disarranged sentences etc);
 - (viii) Word Fluency: ability to think of words fast;
 - (ix) Spatial Visualization: perception of fixed spatial or geometric relations and manipulative visualization; and
 - (x) Perceptual speed: ability for quick and accurate grasping of visual details, similarities and differences;

Some of these tests will be done through the Computer Based Test (CBT);

- (b) **Second Phase:** Interview exercise to assess Technical/Hard Skills;
- (c) **Third Phase:** Use of Assessment Centre to assess the Soft Skills which include Role Play Exercises, In-Basket Exercises, Oral Presentation Exercises, Leadership Group Exercises/Problem Analysis Exercises, Self-Assessment Exercises and Future Autobiographies;
- (d) **Fourth Phase:** Psychometrics of shortlisted candidates; and
- (e) **Fifth Phase:** Final Selection of shortlisted candidates.

4. In addition, the Consultant has provided some Reference Materials that will assist adequate preparation of all prospective participants for the Selection Exercise which include but not limited to:


- (i) Relevant books in the domain of the position that the candidate had applied to fill;
- (ii) Management and Leadership Books;

- (iii) Public Service Rules Vol I 2013;
- (iv) Public Service Rules Vol 2, 2013 (Financial Regulations);
- (v) Public Service Commission Regulations, 1978 (Oyo State Law 2000, Vol. VI);
- (vi) Civil Service Handbook;
- (vii) Procurement Procedures Guidelines for Public Procurement in Oyo State, 2021;
- (viii) 1979 Pension Law (Defined Benefits Scheme);
- (ix) Current Trends in Information and Communication Technology (ICT);
- (x) Various Institutions recently created by the State Government for good governance since 2019;
- (xi) Road Map to Accelerated Development Agenda, Omituntun 1.0
- (xii) Road Map to Sustainable Development Agenda, Omituntun 2.0;
- (xiii) Relevant Establishments Circulars released to amend certain obsolete aspects of Public Service Rules in the Oyo State Public Service.
- (xiv) 1999 Constitution of Federal Republic of Nigeria (As Amended)
- (xv) Local Legislations consisting of the following Chapters of the Law of Oyo State of Nigeria, 2000:
 - (a) Chapter 74 - Legislative House (Powers and Privileges)
 - (b) Chapter 106 - Oyo State Internal Revenue Board Law
 - (c) Chapter 133 - The Public Administration Law; and
 - (d) Various Laws assented to by the State Executive Governor since 2019.

5. The conduct of the Selection Examinations is scheduled to hold between Monday 5th and Friday 9th August, 2024.

6. This Office will ensure that all prospective participants are kept abreast of further details about the Selection Exercise as may be submitted from time to time by the Consultant.

7. Please, give the content of this Circular Letter the widest publicity it deserves among the affected Officers in your Ministry/Department/Agency.


Mrs. Olubunmi Oni, mni
Head of Service