



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/184**

Date. **24<sup>th</sup> July, 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.**

I wish to refer to Circular Letter No. HS.162/S.1<sup>B</sup>/T<sup>1</sup>/177 dated 16<sup>th</sup> July, 2024 on the above subject and inform you that the Consultant handling the above-mentioned Selection Exercise has forwarded the underlisted guidelines/regulations for the information of all registered candidates:

- (i) **Conduct** - Candidates are expected to conduct themselves professionally and respectfully throughout the examination. Any form of misconduct, including cheating or collusion, may result in disqualification;
- (ii) **Examination Materials** – Candidates are responsible for bringing their writing materials, such as pens and pencils, which must remain uncompromised. Study guides and electronic materials are not permitted in the examination venue;
- (iii) **Time Management** – Candidates must arrive at the examination venue at least 30 minutes before the scheduled start time. Latecomers will not be allowed to enter the examination room thereafter;
- (iv) **Answering of Questions** – Candidates are required to answer all questions. Any unanswered questions will be marked as incorrect;
- (v) **Mobile Phones** – Mobile phones and other electronic devices are prohibited in the examination venue;
- (vi) **Food and Drink** – Food and drinks are not allowed in the examination room;
- (vii) **Restrooms/Toilets** – Candidates should use the restroom before the examination begins, as no additional time will be provided for restroom breaks;

(viii) **Scores** – after submission of answers, candidates should please go out of the hall as the scores will be sent to them later on;

(ix) **PowerPoint Presentation** – Candidates who successfully pass the computer-based test (CBT) stages should prepare for a 15-minute PowerPoint presentation. In this connection, candidates are required to:

- (a) bring along their fully charged Laptops with full Microsoft Office for PowerPoint presentations if they make it to the 3<sup>rd</sup> day/4<sup>th</sup> day;
- (b) come with one high-quality new flash drive each, if they make it to the 3<sup>rd</sup> day/4<sup>th</sup> day; and
- (c) bring along the originals and five (5) photocopies of credentials which must include the First Letter of Appointment and the Last Promotion Letter.

(x) **Examination Dates/Venue:**

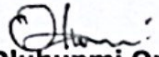
(a) **Day 1 and Day 2 (Monday, 5<sup>th</sup> – Tuesday, 6<sup>th</sup> August 2024):**  
Distance Learning Centre, Sasa Road, Off Ajibode Junction, Ojoo/Oyo Road, Ibadan. Please use [Google Maps](#) if need be; and

(b) **Day 3, 4 & 5 (Wednesday, 7<sup>th</sup> – Friday, 9<sup>th</sup> August 2024):**  
Subomi Balogun Conference Centre,  
U.I. Hotel,  
Opposite Chapel of the Resurrection,  
University of Ibadan.  
Please use [Google Maps](#) if need be

2. Please, bring the content of this circular to the attention of all registered candidates in your Ministries/Departments/Agencies/Zones and advise them to note the guidelines for strict compliance.

3. For further clarifications, please contact the Office of the Permanent Secretary (Service Matters), Office of the Head of Service, Secretariat, Ibadan.

4. Thank you.

  
**Mrs. Olubunmi Oni, mni**  
**Head of Service**