

**UNIVERSITY OF PORT HARCOURT
PORT HARCOURT**

**CAREER STRUCTURE FOR SENIOR PROFESSIONAL ADMINISTRATIVE
AND TECHNICAL STAFF (SPATS)
CONTOISS 6 – 15**

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ACADEMIC PLANNING OFFICER CADRE

| POST | SALARY SCALE (CONTISS) | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--|------------------------|--|----------------------|
| Academic Planning Officer II | 7 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit, in the Field of Educational Management and Planning/Business Administration/Mathematics/Accounting/Statistics/Economics/Computer Science from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Academic Planning Officer I | 8 | a) By promotion of a confirmed and suitable Academic Planning Officer II, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit, in the Field of Educational Management and Planning/Business Administration/Mathematics/Accounting/Statistics/Economics/Computer Science from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from any higher institution/private sector. c) By appointment of a candidate possessing a Master's Degree in in relevant field as in (b) above. | Applicable |
| Senior Academic Planning Officer | 9 | a) By promotion of a confirmed and suitable Academic Planning Officer I, who has spent at least 3 years on the grade. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit, in the Field of Educational Management and Planning/Business Administration/Mathematics/Accounting/Statistics/Economics/Computer Science from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private sector. c) By appointment/conversion of a candidate possessing a Master's Degree in a relevant field as in (b) above and at least 3 years cognate experience from any higher institution/private sector. | Applicable |
| Principal Academic Planning Officer II | 11 | a) By promotion of a confirmed and suitable Senior Academic Planning Officer, who has spent at least 3 years on the grade and successful at the Appraisal Test. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit, in the Field of Educational Management and Planning/Business Administration/Mathematics/Accounting/Statistics/Economics/Computer Science from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from any higher institution/private sector. c) By appointment of a candidate possessing a Master's Degree in a relevant field and at least 6 years cognate experience from any higher institution/private sector. | Not Applicable |

| POST | SALARY SCALE (CONTISS) | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------------|------------------------|---|----------------------|
| Principal Academic Planning Officer I | 12 | <p>a) By promotion of a confirmed and suitable Principal Academic Planning Officer II, who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing HND with at least Lower Credit, in the Field of Educational Management and Planning/Business Administration/Mathematics/Accounting/Statistics/Economics/Computer Science from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from any higher institution / public sector.</p> | Not Applicable |
| Chief Academic Planning Officer | 13 | <p>a) By promotion of a confirmed and suitable Principal Academic Planning Officer II and Principal Academic Planning Officer I, who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²), in the Field of Educational Management and Planning/Business Administration/Mathematics/Accounting/Statistics/Economics/Computer Science from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience.</p> <p>c) By direct appointment of a candidate possessing a Master's Degree in a relevant field as in (b) above and at least 9 years cognate experience from any higher institution/private sector</p> | Not Applicable |
| Deputy Director Academic Planning | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Academic Planning Officer with at least 15 years cognate experience and has served a four-year residency on the post.</p> <p style="text-align: center;">(TERMINAL POINT FOR HND HOLDERS)</p> | Not Applicable |
| Director Academic Planning | 15 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Deputy Director Academic Planning Officer with at least 18 years cognate experience and has served a four-year residency on the post.</p> | Not Applicable |

ACCOUNTANT CADRE

| POST | SALARY SCALE (CONTISS) | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|----------------------|------------------------|---|----------------------|
| Accountant II | 7 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²)/3 rd [with Professional qualification] in Accountancy from a recognized higher Institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Accountant I | 8 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Accountant II, who has spent at least 3 years on the grade and registrable. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) in Accountancy from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience in Public/Private Sector Accounting. c) By direct appointment/conversion of a candidate possessing an HND with at least Lower Credit in Accountancy from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and either ACA or CAN with at least 3 years cognate experience in Public/Private Sector Accounting. d) By direct appointment of a candidate possessing a Master's Degree in Accounting, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Accountant | 9 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Accountant I, who has spent at least 3 years on the grade and registrable. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) in Accountancy from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience. c) By direct appointment of a candidate possessing an honours degree in accountancy plus recognized professional Accountancy qualifications (ACA/ CNA), NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience in Public/Private Sector Accounting. d) By direct appointment/conversion of a candidate possessing an HND with at least Lower Credit in Accountancy from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and either ACA or CNA with at least 6 years cognate experience in Public/Private Sector Accounting. d) By direct appointment of a candidate possessing a Master's Degree in Accounting, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience in Public/Private Sector Accounting. e) By review /redesignation of appointment of candidates possessing either ACA or CNA. | Applicable |
| Principal Accountant | 11 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Senior Accountant, and registerable with professional certificate who has spent at least 3 years on the grade and successful at the Appraisal Test. | Applicable |

| POST | SALARY SCALE (CONTISS) | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------|------------------------|---|----------------------|
| | | <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) in Accountancy from a recognised higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience.</p> <p>c) By direct appointment of a candidate possessing an HND with at least Lower Credit, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience in Public/Private Sector Accounting.</p> <p>d) By direct appointment of a candidate possessing a Master's Degree in Accounting, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience plus ACA or CNA.</p> | |
| Chief Accountant | 13 | <p>a) By promotion of a confirmed and suitable Principal Accountant with professional qualifications of either ACA or CNA, has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²) plus ACA or CNA, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience.</p> <p>c) By direct appointment/conversion of a candidate possessing an HND with at least Lower Credit in Accountancy from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and either ACA or CAN with at least 12 years cognate experience in Public/Private Sector Accounting.</p> <p>d)</p> <p>e) By direct appointment of a candidate possessing a Master's Degree in Accounting, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience plus ACA or CNA.</p> | Applicable |
| Deputy Bursar | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Accountant with at least 15 years cognate experience in Public/Private Sector Accounting and has served a four year residency on the post. | Not Applicable |
| Director | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Deputy Bursar, with at least 18 years cognate experience, who has served a residency of 4 years on the post of Deputy Bursar. | Not Applicable |
| Bursar | Consolidated Salary | <p>a) Same as above and any other requirements to be specified by the University Governing Council and must be a Director in the Bursary with at least a residency of 4 years.</p> <p>b) By direct appointment in response to a specific advertisement, of a candidate possessing an honours degree (minimum of 2²) from a recognized higher institution, ACA, CNA and at least 18 years cognate experience, especially, in Public/Private Sector Accounting. Possession of Higher Degree(s) can be an advantage.</p> | Not Applicable |

ADMINISTRATIVE OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|----------------------------|-------------------------|---|----------------------|
| Administrative Assistant | 7 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate | Applicable |
| Administrative Officer | 8 | <p>a) By promotion of a confirmed and suitable Administrative Assistant who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) from a recognized higher institution, NYSC Discharge / Exemption/Exclusion Certificate and at least 3 years cognate experience in University Administration, any other Institution of Higher Learning, Public Service/ recognized private entity.</p> <p>c) By appointment of a candidate possessing a Master's Degree in the relevant Field, plus NYSC Discharge / Exemption/Exclusion Certificate.</p> | Applicable |
| Assistant Registrar | 9 | <p>a) By promotion of a confirmed and suitable Administrative Officer who has spent at least 3 years on the grade and must be registered with the Association of Nigerian Universities Professional Administrators (ANUPA) or any other relevant professional body.</p> <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience in University administration, any other institution of higher learning, Public Service and recognized private entity and registered with a relevant professional body.</p> <p>c) By appointment of a candidate possessing a Master's Degree in the relevant Field, NYSC Discharge / Exemption/Exclusion Certificate with at least 3 years cognate experience from any higher institution/private sector service and must be registered with a relevant professional body.</p> | Applicable |
| Senior Assistant Registrar | 11 | <p>a) By promotion of a confirmed and suitable Assistant Registrar who has spent at least 3 years on the grade and successful at the Appraisal Test and must be registered with the Association of Nigerian Universities Professional Administrators (ANUPA) or any other relevant professional body.</p> <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and</p> | Applicable |

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-------------------------------|-------------------------|---|-------------------------|
| | | <p>at least 9 years cognate experience in University administration, any other institution of higher learning ,Public Service/ recognized private entity and registered with a relevant professional body.</p> <p>c) By appointment of a candidate possessing a Master’s Degree in the relevant Field, plus NYSC Discharge / Exemption/Exclusion Certificate with at least 6 years cognate experience from any higher institution/private sector and registered with a relevant professional body.</p> | |
| Principal Assistant Registrar | 13 | <p>a) By promotion of a confirmed and suitable Senior Assistant Registrar who has spent at least 3 years on the grade, successful at the Appraisal Test and must be registered with the Association of Nigerian Universities Professional Administrators (ANUPA) or any other relevant professional body.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience in University administration, any other institution of higher learning, Public Sector/ recognized private entity and registered with a relevant professional body.</p> <p>c) By appointment of a candidate possessing a Master’s Degree in the relevant Field, plus NYSC Discharge / Exemption/Exclusion Certificate with at least 9 years cognate experience and registered with a relevant professional body.</p> | Not Applicable |
| Deputy Registrar | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Assistant Registrar, with at least 15 years cognate experience and has served a four year residency on the post and registered with a relevant professional body. | Not Applicable |
| Director | 15 | By appointment preceded by an internal and external advertisement and interview of a confirmed and suitable Deputy Registrar, with at least 18 years cognate experience, who has served a residency of 4 years on the post of Deputy Registrar and registered with a relevant professional body. | Not Applicable |
| The Registrar | Consolidated salary | By direct appointment, in response to a specific advertisement, of a candidate possessing an honours degree (minimum of 2 ²) from a recognized higher institution, with at least 18years cognate experience, especially, in Institutions of Higher Learning who has served a residency of 4 years on the post of Director and registered with a relevant professional body. Possession of higher degree(s) can be an added advantage. | Not Applicable |

LEGAL OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-------------------------|-------------------------|---|----------------------|
| Legal Officer II | CONTISS 8 | a) By direct appointment/conversion of a candidate possessing Bachelor of Law (LLB) and Barrister at Law (BL). The candidate must have a minimum of 2 nd Class Lower Division, plus NYSC Discharge/Exemption/Exclusion Certificate and evidence of Membership of the Nigerian Bar Association (NBA). | Applicable |
| Legal Officer I | CONTISS 9 | a) By promotion/conversion of a confirmed and suitable Legal Officer who has spent at least 3 years on the grade. b) By direct appointment of a candidate possessing a Bachelor of Law (LLB) and Barrister at Law (BL). The candidate must have a minimum of 2 nd Class Lower Division, NYSC Discharge/Exemption/Exclusion Certificate, plus evidence of Membership of the Nigerian Bar Association (NBA) and at least 3 years cognate experience in public or private service. c) By appointment of a candidate possessing a Master's Degree in Law and a BL, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Legal Officer | CONTISS 11 | a) By promotion of a confirmed and suitable Legal Officer I who has spent at least 3 years on the grade and successful at the Appraisal Test. b) By direct appointment of a candidate with Bachelor of Law (LLB) and Barrister at Law (BL). The candidate must have a minimum of 2 nd Class Lower Division, NYSC Discharge/Exemption/Exclusion Certificate, plus evidence of Membership of the Nigerian Bar Association and at least 6years cognate experience in public or private service. c) By appointment of a candidate possessing a Master's Degree in Law and BL, NYSC Discharge/Exemption/Exclusion Certificate, plus at least 3 years cognate experience in public or private service. | Not Applicable |
| Principal Legal Officer | CONTISS 13 | a) By promotion of a confirmed and suitable Senior Legal Officer who has spent at least 3 years on the grade and successful at the Appraisal Test. b) By direct appointment of a candidate with Bachelor of Law (LLB) and Barrister at Law (BL). The candidate must have a minimum of 2 nd Class Lower Division, NYSC | Applicable |

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| | | Discharge/Exemption/Exclusion Certificate, plus evidence of Membership of the Nigerian Bar Association and at least 9 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master's Degree in Law and BL, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience in public/private service. Must be registered with the Nigerian Bar Association(NBA) | |
| Assistant Chief Legal Officer | CONTISS 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Assistant Registrar (Legal) with at least 12 years cognate experience and has served a four year residency on the post. Must be registered with the Nigerian Bar Association [NBA] | Not Applicable |
| Chief Legal Officer | CONTISS 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Deputy Registrar (Legal) with at least 15 years cognate experience in public and private service and has served a four years residency on the post. Must be registered with the Nigerian Bar Association [NBA]. | Not Applicable |

PUBLIC RELATIONS OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|-----------------------------|---|-----------------------------|
| Information and Public Relations Officer II | 7 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) in Mass Communication/Journalism/Linguistics and Communication Studies/Media and Communication Studies/Public Relations /English Studies from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Information and Public Relations Officer I | 8 | a) By promotion of a confirmed and suitable Information and Public Relations Officer II who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) in Mass Communication, /Journalism/Linguistics and Communication Studies/English Studies from a recognized higher institution, NYSC Discharge / Exemption/Exclusion Certificate and at least 3 years cognate experience in Information and Public Relations Duties. c) By appointment of a candidate possessing a Master's Degree in the relevant field as in (7) above, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Information and Public | 9 | a) By promotion of a confirmed and suitable Information and Public Relations Officer I who has spent at least 3 years on the grade. | Applicable |

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|----------------------|---|----------------------|
| Relations Officer | | <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) as in (7) above, from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience in Information and Public Relations Duties.</p> <p>c) By appointment of a candidate possessing a Master's Degree in the relevant field as in (7) above, NYSC Discharge / Exemption/Exclusion Certificate with at least 3 years cognate experience in Information and Public Relations Duties. Must be registrable with the Nigerian Institute of Public Relations [NIPR].</p> | |
| Principal Information and Public Relations Officer II | 11 | <p>a) By promotion of a confirmed and suitable Senior Information and Public Relations Officer who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) in the relevant field as in (7) above, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience in Information and Public Relations Duties.</p> <p>c) By appointment of a candidate possessing a Master's Degree in the relevant Field as in (7) above, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience in Information and Public Relations Duties and registreable with the Nigerian Institute of Public Relations [NIPR].</p> | Not Applicable |
| Principal Information and Public Relations Officer I | 13 | <p>a) By promotion of a confirmed and suitable Principal Information and Public Relations Officer II who has spent at least 3 year on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) in the relevant field as in (7) above from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience in Information and Public Relations Duties.</p> <p>c) By appointment of a candidate possessing a Master's Degree in the relevant Field as in (b) above, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience in Information and Public Relations Duties and must be registered with the Nigerian Institute of Public Relations [NIPR].</p> | Not Applicable |
| Deputy Director Information and Public Relations | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Information and Public Relations Officer I, with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Director Information and Public Relations | 15 | By appointment preceded by an internal and external advertisement and interview of a confirmed and suitable Deputy Director, Information and Public Relations, with at least 18 years cognate experience, who has served a residency of 4 year on the post of a Deputy Director, Information and Public Relations. | Not Applicable |

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| | | Must be registered with the Nigerian Institute of Public Relations [NIPR] possession of a higher Degree can be an added advantage. | |

AGRICULTURAL SUPERINTENDENT CADRE

| POST | SALARY SCALE | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|--------------|--|----------------------|
| Chief Agricultural Field Overseer /Chief Farm attendant /Chief Forest Field Overseer/Chief Forest Attendant | 6 | <p>a) By promotion of a confirmed and suitable Agricultural Field Overseer /Assistant Chief Forest Attendant who has spent at least 3 years on the grade and possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L including Agricultural science.</p> <p>b) By direct appointment of a candidate possessing OND in Agricultural Science from a recognized higher institution.</p> | Applicable |
| Agricultural Superintendent | 7 | <p>a) By promotion of a confirmed and suitable Chief Agricultural Field Overseer /Chief Farm attendant /Chief Forest Field Overseer/Chief Forest Attendant who possesses OND in Agricultural Science from a recognized higher institution and has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing HND in Agricultural Science with at least Lower Credit from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Senior Agricultural Superintendent | 8 | <p>a) By promotion of a confirmed and suitable Agricultural Superintendent who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing HND in Agricultural Science with at least Lower Credit from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/ well established private sector. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Principal Agricultural Superintendent II | 9 | <p>a) By promotion of a confirmed Senior Agricultural Superintendent who has spent at least 3 years on the grade.</p> | Applicable |

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| | | b) By direct appointment/conversion of a candidate possessing HND in Agricultural Science with at least Lower Credit from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/well established private sector. | |
| Principal Agricultural Superintendent I | 11 | a) By promotion of a suitable Principal Agricultural Superintendent II, who has spent at least 3 years on the grade and successful at the Appraisal Test. b) By direct appointment of a candidate possessing HND in Agricultural Science with at least Lower Credit from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/well established private sector. | Not Applicable |
| Assistant Chief Agricultural Superintendent | 12 | a) By promotion of a suitable Principal Agricultural Superintendent I, who has spent at least 3 years on the grade and successful at the Appraisal Test. b) By direct appointment of a candidate possessing HND in Agricultural Science with at least Lower Credit from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public and well established private sector. (TERMINAL POINT FOR OND HOLDERS) | Not Applicable |
| Chief Agricultural Superintendent | 13 | By promotion of a suitable Assistant Chief Agricultural Superintendent who has spent at least 3 years on the grade with successful at the Appraisal Test with at least 12 years cognate experience from public/well established private sector .Must be a member of the relevant professional body. | Not Applicable |
| Senior Chief Agricultural Superintendent | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed Chief Agricultural Superintendent who has spent at least four years on the grade and has at least 15 years cognate experience from Public/well established Private sector. (TERMINAL POINT FOR HND HOLDERS) | Not Applicable |

ARCHITECT CADRE(WORKS AND SERVICES/PHYSICAL PLANNING AND DEVELOPMENT UNIT)

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--------------|-----------------------------|--|-----------------------------|
| Architect II | 7 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) in Architecture from a recognized University and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Architect I | 8 | a) By promotion of a confirmed and suitable Architect II, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) in Architecture from a recognized University, registrable with Architect Registration Council of Nigeria (ARCON), NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/well established private sector. | Applicable |

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------|----------------------|--|----------------------|
| | | c) By appointment of a candidate possessing a Master's Degree in Architecture, plus NYSC Discharge/Exemption/Exclusion Certificate. | |
| Senior Architect | 9 | <p>a) By promotion of a confirmed and suitable Architect I, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) in Architecture from a recognized University, registrable with Architect Registration Council of Nigeria (ARCON), NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/well established private sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Architecture, plus NYSC Discharge/Exemption/Exclusion Certificate with 3 years cognate experience from public/well established private sector.</p> <p>d) By review /redesignation of appointment of candidates who are registered with ARCON.</p> | Applicable |
| Principal Architect | 11 | <p>a) By promotion of a confirmed and suitable Senior Architect, who has spent at least 3 years on the grade, successful at the Appraisal Test and registered with the Architect Registration Council of Nigeria (ARCON).</p> <p>b) By direct appointment of a candidate possessing a Masters Degree in Architecture from a recognized University, registered with the Architect Registration Council of Nigeria (ARCON), NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/well established private sector.</p> | Not Applicable |
| Chief Architect | 13 | <p>a) By promotion of a confirmed and suitable Principal Architect who has spent at least 3 years on the grade and successful at the Appraisal Test and registered with the Architect Registration Council of Nigeria (ARCON).</p> <p>b) By direct appointment of a candidate possessing a Masters Degree in Architect from a recognized University, registered with Architect Registration Council of Nigeria (ARCON), NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/well established sector.</p> | Not Applicable |
| Deputy Director | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Architect with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Director | 15 | See pages 102 and 139. | Not Applicable |

ARTISAN CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------------------|-------------------------|---|----------------------|
| Foreman/Workshop Supervisor II | 06 | By promotion/conversion of a confirmed and suitable Foreman/Craftsman who has demonstrated competent performance and passed Government Trade Test I and has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Foreman/Workshop Supervisor I | 07 | By promotion/conversion of a confirmed and suitable Foreman/Workshop Supervisor II, who has spent at least 3 years on the post. | Applicable |
| Senior Foreman/Workshop Supervisor | 08 | By promotion of a confirmed and suitable Foreman/Workshop Supervisor II, who has spent at least 3 years on the post. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Not Applicable |

ARTIST CADRE

| POST | SALARY SCALE (CONTISS) | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------|---------------------------|--|----------------------|
| Chief Artist | 06 | By promotion/conversion of a confirmed and suitable Assistant Artist who has spent at least 3 years on the grade and possessing 3 credits in WASC/SSCE/NECO/NABTEB/GCE O/L. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Chief Artist II | 07 | By promotion/conversion of a confirmed and suitable Chief Artist who has spent at least 3 years on the grade and possessing 3 credits in WASC/SSCE/NECO/NABTEB/GCE O/L. | Applicable |
| Chief Artist I | 08 | By promotion of a confirmed and suitable Assistant Artist who has spent at least 3 years on the grade and possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Not Applicable |

INTERNAL AUDITOR CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|----------------------------|-------------------------|--|----------------------|
| Internal Auditor II | 7 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) in Accountancy from a recognized higher institution and NYSC Discharge/ Exemption/Exclusion Certificate. | Applicable |
| Internal Auditor I | 8 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Internal Auditor II, who has spent at least 3 years on the grade and registrable with either ACA or CNA. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) in Accountancy, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience in Public/Private Sector Auditing and registrable with either ACA or CNA. c) By appointment of a candidate possessing a Master's Degree in Accountancy, plus NYSC Discharge/Exemption/Exclusion Certificate and registrable with either ACA or CNA. | Applicable |
| Senior Internal Auditor | 9 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Internal Auditor I, who has spent at least 3 years on the grade and registrable with either ACA or CNA. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) in Accountancy, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service and registrable with either ACA or CNA. c) By direct appointment of a candidate possessing a recognized professional Accountancy qualifications (ACA/CNA), NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience in Public/well established Private Auditing firm. d) By appointment of a candidate possessing a Master's Degree in Accountancy and ACA/CNA, plus NYSC Discharge/Exemption/Exclusion Certificate with 3 years cognate experience from public/well established Private Auditing firm. e) By review /redesignation of appointment of candidates who are registered with the relevant professional body (ANA/CNA). | Applicable |
| Principal Internal Auditor | 11 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Senior Internal Auditor and registrable with professional Body (CNA/ANA), who has spent at least 3 years on the grade and successful at the Appraisal Test. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²) in Accountancy and CNA/ACA, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience in Public/well established Private Auditing firm. | Not Applicable |

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|----------------------------------|----------------------|--|----------------------|
| | | c) By appointment of a candidate possessing a Master's Degree in Accountancy, CNA/ACA plus NYSC Discharge/Exemption/Exclusion Certificate with 6 years cognate experience from public/well established private Auditing firm. | |
| Chief Internal Auditor | 13 | a) By promotion of a confirmed and suitable Principal Internal Auditor, with professionally recognized qualification ACA/CNA who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2 ²) in Accountancy, CNA/ACA, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience in Public/well established Private Auditing firm . c) By appointment of a candidate possessing a Master's Degree in Accounting and CAN or ACA, plus NYSC Discharge/Exemption/Exclusion Certificate with 9 years cognate experience from public/well established Auditing firm. | Not Applicable |
| Deputy Director (Internal Audit) | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Internal Auditor with at least 15 years cognate experience in Public/well established Private Auditing and has served a 4 year residency on the post. | Not Applicable |
| Director (Internal Audit) | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed Deputy Director (Internal Audit) possessing an Honours degree (minimum of 2 ²) in Accountancy, ACA or CNA, plus at least 18 years cognate experience in Public/well established Private Auditing firm and has served a 4 year residency on the post. | Not Applicable |

BINDERY SUPERVISOR CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------|----------------------|---|----------------------|
| Bindery Supervisor | 6 | By promotion/conversion of a confirmed and suitable Binder, possessing 3 credits in WASC/NABTEB/SSCE/GCE O' Level at not more than 2 sitting, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Bindery Supervisor II | 7 | By promotion/conversion of a confirmed and suitable Bindery Supervisor, possessing 3 credits in WASC/NABTEB/SSCE/GCE O' Level at not more than 2 sitting, who has spent at least 3 years on the grade. | Applicable |

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| Bindery Supervisor I | 8 | By promotion of a confirmed and suitable Bindery Supervisor II possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L/NABTEB O' Level at not more than 2 sittings, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Not Applicable |
|----------------------|---|--|----------------|

BINDERY OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARKON CONVERSION |
|------------------------|----------------------|--|---------------------|
| Bindery Superintendent | 6 | a) By direct appointment/ conversion of a candidate possessing OND (Lower Credit) in Printing Technology and other related areas from a recognized Institution. | Applicable |
| Bindery Officer II | 7 | (a) By promotion of a confirmed and suitable Bindery Superintendent who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Printing Technology from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Bindery Officer I | 8 | a) By promotion of a confirmed and suitable Bindery Officer II who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Printing Technology from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from a public/well established private sector. (c) By appointment of a candidate possessing a Master's Degree in the Printing Technology, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Bindery Officer | 9 | a) By promotion of a confirmed and suitable Bindery Officer I who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Printing Technology from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from a public/ well established private sector. c) By appointment of a candidate possessing a Master's Degree in the Printing Technology, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from a public/well established private sector. | Applicable |

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|---------------------------------|----|---|----------------|
| Principal Bindery Officer | 11 | <p>a) By promotion of a confirmed and suitable Senior Bindery Officer who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Printing Technology from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/well established private sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Printing Technology. plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/well established private sector.</p> | Not Applicable |
| Assistant Chief Bindery Officer | 12 | <p>a) By promotion of a confirmed and suitable Principal Bindery Officer who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing HND with at least Lower Credit in Printing Technology from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/well established private sector.</p> <p style="text-align: center;">[TERMINAL POINT FOR OND HOLDERS]</p> | Not Applicable |
| Chief Bindery Officer | 13 | <p>a) By promotion of a confirmed and suitable Assistant Chief Bindery Officer, who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing HND with at least Lower Credit in Printing Technology from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 15 years cognate experience from public/well established private sector.</p> | Not Applicable |
| | 14 | TO INCLUDE 14 | |

BOAT DRIVER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-------------------------|-------------------------|---|----------------------|
| Chief Quarter Master | 06 | By promotion of a confirmed Senior Quarter Master who has spent at least 3 years on the grade and possessing 3 credits in WASC/SSCE/NECO/NABTEB/GCE O/L. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Not Applicable |
| Chief Quarter Master II | 07 | By promotion of a confirmed Chief Quarter Master who has spent at least 3 years on the grade and possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L/NABTEB. | Not Applicable |

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------|----------------------|---|----------------------|
| Chief Quarter Master I | 08 | By promotion of a confirmed Chief Quarter Master II who has spent at least 3 years on the grade and possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | |

CARTOGRAPHER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------|----------------------|--|----------------------|
| Cartographer III | 6 | By direct appointment of a candidate possessing an OND/NCE in Geography. | Applicable |
| Cartographer II | 7 | a) By promotion of a confirmed and suitable Cartographer III who has spent at least 3 years on the grade. b) By direct appointment /conversion of a candidate possessing an honours degree/HND with at least Lower Credit in Geography and Environmental Sciences and NYSC Discharge/Exemption/Exclusive Certificate | Applicable |
| Cartographer I | 8 | (a) By promotion of a confirmed and suitable Cartographer II who has spent at least 3 years on the grade. (b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Geography and Environmental Sciences from a recognized higher institution, NYSC Discharge/Exemption/ExclusionCertificate with at least 3 years cognate experience from a public/well established private sector. (c) By appointment of a candidate possessing a Master's Degree in Geography and Environmental Sciences, plus NYSC Discharge/Exemption/ExclusionCertificate. | Applicable |
| Senior Cartographer | 9 | (a) By promotion of a confirmed and suitable Cartographer I who has spent at least 3 years on the grade. (b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Geography and Environmental Sciences from a recognized higher | Applicable |

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| | | <p>institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from public/well established private sector.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Geography and Environmental Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/well established private sector.</p> | |
| Principal Cartographer II | 11 | <p>a) By promotion of a confirmed and suitable Senior Cartographer who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Geography and Environmental Sciences from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from a public/well established private sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Geography and Environmental Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from a public/well established private sector.</p> | Not Applicable |
| Principal Cartographer I | 12 | <p>a) By promotion of a confirmed and suitable Principal Cartographer II who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Geography and Environmental Sciences from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/well established private sector .</p> <p>c) By appointment of a candidate possessing a Master's Degree in Geography and Environmental Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from public/well established private sector.</p> <p style="text-align: center;">(TERMINAL POINT FOR OND/NCE HOLDERS)</p> | |
| Assistant Chief Cartographer | 13 | <p>a) By promotion of a confirmed and suitable Principal Cartographer I who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Geography and Environmental Sciences from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate, must be a Member of the relevant professional body and at least 12 years cognate experience from public/well established private sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Geography and Environmental Sciences, NYSC Discharge/Exemption/Exclusion Certificate and must be a Member of professional body, with at least 9 years cognate experience from public/well established private sector.</p> | Not Applicable |

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| Chief Cartographer | 14 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Assistant Chief Cartographer with at least 15 years cognate experience and has served a four year residency on the post. (TERMINAL POINT FOR HND/B.A/B.Sc. HOLDERS) | Not Applicable |
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CATERING /HOUSEKEEPING SUPERVISOR CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--|----------------------|--|----------------------|
| Catering /Housekeeping Supervisor Officer II | 6 | By promotion/conversion of a confirmed and suitable Senior Assistant Catering Supervisor/ Assistant Housekeeper/Steward, possessing 3 credits in WASC/NABTEB/SSCE/GCE O' Level at not more than 2 sitting, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Catering / Housekeeping Supervisor I | 7 | By promotion of a confirmed and suitable Catering/Housekeeping Supervisor II possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L O' Level at not more than 2 sitting, who has spent at least 3 years on the grade. | Not Applicable |
| Higher Catering/ Housekeeping Supervisor | 8 | By promotion of a confirmed and suitable Catering/Higher Housekeeping Supervisor I possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L/NABTEB O' Level at not more than 2 sitting, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Not Applicable |

CATERING/HOUSEKEEPING OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------------|----------------------|--|----------------------|
| Catering /Housekeeping Superintendent | 6 | By direct appointment/conversion of a candidate possessing an OND/NCE in Home Economics/Catering/ Hospitality Management and Tourism/Home Management from a recognized higher institution/well established private sector. | Applicable |

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| Catering/Housekeeping Officer | 7 | <p>a) By promotion of a confirmed and suitable Catering /Housekeeping Superintendent, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment /conversion of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Home Economics/Catering/ Hospitality Management and Tourism/Home Management from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Catering/Housekeeping Officer I | 8 | <p>a) By promotion of a confirmed and suitable Catering/Housekeeping Officer, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in relevant field as in (7) above, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from a public/well established private sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in relevant field as in (7) above, plus NYSC Discharge/ Exemption/Exclusion Certificate.</p> | Applicable |
| Senior Catering/ Housekeeping Officer | 9 | <p>a) By promotion of a confirmed and suitable Catering/House Keeping Officer I, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours Degree (minimum of 2²) /HND with at least Lower Credit in relevant field as in (7) above, from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from a public/well established private sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in the relevant field as in (7) above, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/well established private sector.</p> | Applicable |
| Principal Catering /Housekeeping Officer II | 11 | <p>a) By promotion of a confirmed and suitable Senior Catering/Housekeeping Officer who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an honours Degree (minimum of 2²) /HND with at least Lower Credit in the relevant field as in (7) above from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/well established private sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in the relevant field as in (7) above, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from a public/well established private sector.</p> | Not Applicable |
| Principal Catering/ | 12 | <p>a) By promotion of a confirmed and suitable Principal Catering/Housekeeping Officer II, who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> | Not Applicable |

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| Housekeeping Officer I | | b) By direct appointment of a candidate possessing HND with at least Lower Credit in the relevant field as in (7) above from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from a public/well established private sector. (TERMINAL POINT FOR OND ONLY) | |
| Assistant Chief Catering /Housekeeping Officer | 13 | a) By promotion of a confirmed and suitable Principal Catering/Principal Housekeeping Officer I who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Home Economics/Catering/ Hospitality Management and Tourism/Home Management from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 15 years cognate experience from public/well established private sector. c) By appointment of a candidate possessing a Master's Degree in Home Economics/Catering/ Hospitality Management and Tourism/Home Management, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/well established private sector. | Not Applicable |
| Chief Catering / Housekeeping Officer | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Catering/Housekeeping Officer with at least 18 years cognate experience and has served a 4 year residency on the post. (TERMINAL POINT FOR B.Sc./HND HOLDERS) | Not Applicable |

CLERICAL OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|----------------------------|----------------------|--|----------------------|
| Chief Clerical Officer III | 06 | By promotion of a confirmed and suitable Senior Clerical Officer possessing 3 credits in WASC/SSCE/NABTEB/GCE O' Level including English and Mathematics at not more than 2 sittings, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Chief Clerical Officer II | 07 | By promotion of a confirmed and suitable Chief Clerical Officer III possessing 5 credits in WASC/SSCE/NABTEB/GCE O' Level including English and Mathematics at not more than 2 sittings, who has spent at least 3 years on the grade. | Applicable |
| Chief Clerical Officer I | 08 | By promotion of a confirmed and suitable Chief Clerical Officer II possessing 5 credits in WASC/SSCE/NABTEB/GCE O' Level including English and Mathematics at not more than 2 sitting, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

SPORTS COACH CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------|----------------------|--|----------------------|
| Assistant Sports Coach | 6 | By direct appointment of a candidate possessing an OND/NCE in Physical Education or professional Coaching Certificate from a recognized Sports Institute, coaching ability in a specific sport or game and at least 3years cognate experience | Applicable |
| Sports Coach II | 7 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Assistant Sports Coach who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Physical Education from a recognized higher institution with a professional coaching certificate and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Sports Coach I | 8 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Sports Coach II who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Physical Education from a recognized higher institution with a professional coaching certificate, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years coaching experience in a specific sports/game. c) By appointment of a candidate possessing a Master's Degree in Physical Education, plus NYSC Discharge/Exemption/Exclusion Certificate and a professional coaching certificate. | Applicable |
| Senior Sports Coach | 9 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Sports Coach I who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Physical Education etc from a recognized higher institution, a professional coaching certificate, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience in a specific sports/game. c) By appointment of a candidate possessing a Master's Degree in Physical Education, plus NYSC Discharge/Exemption/Exclusion Certificate with a Professional Coaching Certificate and at least 3 years cognate experience from public/well established private sector. | Applicable |
| Principal Sports Coach II | 11 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Senior Sports Coach who has spent at least 3 years on the grade and successful at the Appraisal Test. b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Physical Education etc from a recognized higher institution with a professional | Applicable |

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| | | <p>coaching certificate, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience in a specific sports/game.</p> <p>c) By direct appointment of a candidate possessing a Master's Degree in Physical Education, plus NYSC Discharge/Exemption/Exclusion Certificate, professional coaching certificate and at least 6 years cognate experience from public/well established private sector.</p> | |
| Principal Sports Coach I | 12 | <p>a) By promotion of a confirmed and suitable Principal Sports Coach II who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Physical Education from a recognized higher institution, a professional coaching certificate, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience in a specific sports/game.</p> <p>c) By direct appointment of a candidate possessing a Master's Degree in Physical Education, plus NYSC Discharge/Exemption/Exclusion Certificate, professional coaching certificate and at least 9 years cognate experience from a public/well established private sector.</p> <p style="text-align: center;">[TERMINAL POINT FOR OND/NCE HOLDERS]</p> | Applicable |
| Chief Sports Coach | 13 | <p>a) By promotion of a confirmed and suitable Principal Sports Coach I who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²)/HND with at least a Lower Credit in Physical Education from a recognized higher institution, professional coaching certificate, NYSC Discharge/Exemption/Exclusion Certificate and at least 15 years cognate experience in a specific sports/game.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Physical Education, plus NYSC Discharge/Exemption/Exclusion Certificate and a professional coaching certificate and at least 12 years cognate experience from a public/well established private sector.</p> | Applicable |
| Deputy Director of Sports | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Coach with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Director of Sports | 15 | By appointment preceded by an Internal/External Advertisement of a confirmed Deputy Director of Sports possessing an honours degree (minimum of 2 ²) Physical Education and a professional Coaching Certificate with at least 18 years cognate coaching and administrative experience. Possession of a higher Degree in Sports Administration will be an added advantage and has served a four year residency on the post. | Not Applicable |

HEALTH SUPERINTENDENT CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Assistant Health Superintendent | 6 | By direct appointment/conversion of a candidate who possesses 5 0'Level credits (WASSCE/SSCE/NECO/GCE, including English Language and Mathematics at not more than 2 sitting, plus National Diploma in Public/Environmental/Health Education from School of Health Technology or any other approved public health institution. | Applicable |
| Health Superintendent | 7 | By promotion of a confirmed and suitable Assistant Health Superintendent who has spent at least 3 years on the grade. | Not Applicable |
| Higher Health Superintendent | 8 | By promotion of a confirmed and suitable Health Superintendent who has spent at least 3 years on the grade. (TERMINAL POINT) | Not Applicable |

COMMUNITY HEALTH TECHNICIAN CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--|-------------------------|--|----------------------|
| Community Health Technician | 6 | By direct appointment/conversion of a candidate who possesses 5 0'Level credits (WASSCE/SSCE/NECO/GCE, including English Language and Mathematics at not more than 2 sitting, plus OND in Community Health from a recognized health institution. | Applicable |
| Higher Community Health Technician | 7 | a) By promotion of a confirmed and suitable Community Health Technician who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing HND with at least Lower Credit in Community Health from a recognized health institution and has obtained the registration of the National Council for Community Health Practice Board of Nigeria for Technician Cadre. | Applicable |
| Senior Community Health Technician | 8 | a) By promotion of a confirmed and suitable Higher Community Health Technician who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing HND with at least Lower Credit in Community Health from a recognized health institution, with at least 3 years cognate experience and has obtained the registration of the National Council for Community Health Practice Board of Nigeria for Technician Cadre. | Applicable |
| Principal Community Health Technician II | 9 | a) By promotion of a confirmed and suitable Senior Community Health Technician who has spent at least 3 years on the grade. b) By direct Appointment/conversion of a candidate possessing HND with at least Lower Credit in Community Health from a recognized health institution, with at least 6 years cognate experience and obtained the registration of the National Council for Community Health Practice Board of Nigeria for Technician Cadre. | Applicable |
| Principal Community Health Technician I | 11 | a) By promotion of a confirmed and suitable Principal Community Health Technician II, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing HND with at least Lower Credit in Community Health, from a recognized health institution with at least 9 years cognate experience and obtained the registration of the National Council for Community Health Practice Board of Nigeria for Technician Cadre. | Not Applicable |

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| Assistant Chief Community Health Technician | 12 | <p>a) By promotion of a confirmed and suitable Principal Community Health Technician I who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing HND with at least Lower Credit in Community Health with at least 12 years cognate experience and has obtained the registration of the National Council for Community Health Practice Board of Nigeria for Technician Cadre.</p> <p style="text-align: center;">(TERMINAL POINT FOR OND HOLDERS)</p> | Not Applicable |
| Chief Community Health Technician | 13 | By promotion of a confirmed and suitable Assistant Community Health Technician I who has spent at least 3 years on the grade and successful at the appraisal test. | Not Applicable |

COMPUTER NETWORK ADMINISTRATOR CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Network Administrator II | 7 | By direct appointment /conversion of a candidate possessing an Honours degree (minimum of 2 ²) /HND with at least Lower Credit in Computer Science/Information Science/Information Technology/Electrical/Electronic Engineering from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Network Administrator I | 8 | <p>a) By promotion of a confirmed and suitable Network Administrator II, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²) /HND with at least Lower Credit in Computer Science/Information Science/Electrical/Electronic Engineering, in addition to Professional Certification in A+ and NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience, 2 of which must be as a Network Administrator.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science/Information Science/Electrical/Electronic Engineering, in addition to Professional Certification in A+, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |

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| Senior Network Administrator | 9 | <p>a) By promotion of a confirmed and suitable Network Administrator I must be registrable with relevant professional Body, and has spent at least 3 years on the grade.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²)/HND with at least Lower Credit in Computer Science /Information Science, Electrical/Electronic Engineering, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience as a Network Administrator, and must be CISCO certified.</p> <p>c) By appointment of a candidate possessing a Master’s Degree in Computer Science/Information Science/Electrical/Electronic Engineering, with at least 3 years cognate experience in a Public/well established private sector and must be CISCO certified.</p> | Applicable |
| Principal Network Administrator III | 11 | <p>a) By promotion of a confirmed and suitable Senior Network Administrator who has spent at least 3 years on the grade, successful at the Appraisal Test and must be registrable with a relevant professional Body, and has spent at least 3 years on the grade.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²)/HND with at least Lower Credit in Computer Science/ Information Science/Electrical/Electronic Engineering from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience as a Network Administrator in a Public/well established Private Sector and must be must be registrable with relevant professional Body.</p> <p>c) By appointment of a candidate possessing a Master’s Degree in Computer Science/Information Science/Electrical/Electronic Engineering, with at least 6 years cognate experience and must be CISCO certified, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Principal Network Administrator II | 12 | <p>a) By promotion of a confirmed and suitable Principal Network Administrator III who has spent at least 3 years on the grade, successful at the Appraisal Test and must be must be registrable with relevant professional body.</p> <p>b) By direct appointment of a candidate possessing an HND with at least Lower Credit in Computer Science/ Information Science/Electrical/Electronic Engineering from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience as a Network Administrator and must be CISCO certified.</p> | Applicable |
| Principal Network Administrator I | 13 | <p>a) By promotion of a confirmed and suitable Principal Network Administrator II and Principal Network Administrator II, possessing an Honours Degree (minimum of 2²) in Computer Science /Information Science/Electrical/Electronic Engineering from a recognized higher institution, who has spent at least 3 years on the grade, successful at the Appraisal Test and must be CISCO certified.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree in Computer Science/Information Science/Electrical/Electronic Engineering in addition to Professional Certification in CISCO, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience as a Network Administrator in a Public/well established Private Sector.</p> | Applicable |

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| | | c) By appointment of a candidate possessing a Master's Degree in Computer Science/Information Science/Electrical/Electronic Engineering, with at least 9 years cognate experience in a Public/well established Private Sector, in addition to Professional Certification in CISCO, plus NYSC Discharge/Exemption/Exclusion Certificate. | |
| Chief Network Administrator | 14 | By appointment preceded by an Internal and External Advertisement of a Principal Network Administrator I, with at least 15 years cognate experience and has served a four year residency on the post. (TERMINAL POINT FOR HND HOLDERS) | Not Applicable |
| Senior Chief Network Administrator | 15 | By appointment preceded by an Internal and External Advertisement of a Principal Network Administrator , with at least 18 years cognate experience and has served a four year residency on the post. Possession of a higher Degree will be an added advantage. | Not Applicable |

COMPUTER SYSTEMS ANALYST/PROGRAMMER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|----------------------------------|----------------------|---|----------------------|
| Systems Analyst II/Programmer II | 7 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit in Computer Science or Information Science/Technology from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Systems Analyst I/Programmer I | 8 | a) By promotion of a confirmed and suitable Systems Analyst II/ Programmer II, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit in Computer Science or Information Science/Technology from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience, 2 of which must be in Systems Analyst/Design. c) By appointment of a candidate possessing a Master's Degree in Computer Science or Information Science, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Systems Analyst / | 9 | a) By promotion of a confirmed and suitable Systems Analyst I/ Programmer I, possessing relevant professional body etc who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours degree (minimum of 2 ²) /HND with at least Lower Credit in Computer Science or Information Science/Technology | Applicable |

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| Senior Programmer | | <p>from a recognized higher institution, professional certification in Cisco/Microsoft/A+/ Oracle etc, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience, 4 of which must be in Systems Analyst/Design</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science or Information Science/Technology, NYSC Discharge/Exemption/Exclusion Certificate and professional certification in Cisco/Microsoft/A+/ Oracle etc, with at least 3 years cognate experience.</p> | |
| Principal Systems Analyst / Principal Programmer | 11 | <p>a) By promotion of a confirmed suitable Senior Systems Analyst / Senior Programmer who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science or Information Science from a recognized higher institution, must be registrable with the relevant professional body etc., NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience, 7 of which must be in Systems Analyst and Design.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science or Information Science/Technology, NYSC Discharge/Exemption/Exclusion Certificate, plus professional certification in Cisco/Microsoft/A+/ Oracle etc with at least 6 years cognate experience from a public/well established Private Sector .</p> | Applicable |
| Assistant Chief Systems Analyst / Assistant Chief Programmer | 12 | <p>a) By promotion of a confirmed and suitable Principal Systems Analyst / Principal Programmer who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing HND with at least Lower Credit in Computer Science or Information Science/Technology from a recognized higher institution/public service, must be registrable with the relevant professional body etc., NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience.</p> | Applicable |
| Chief Systems Analyst/ Chief Programmer | 13 | <p>a) By promotion of a confirmed and suitable Principal Systems Analyst / Principal Programmer and Assistant Chief Systems Analyst / Assistant Chief Programmer possessing the relevant professional certification, who has spent at least 3 years on the grade and also successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) in Computer Science or Information Science from a recognized higher institution, professional qualification in Cisco/Microsoft/A+/ Oracle etc., NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science or Information Science/Technology and professional certification in Cisco/Microsoft/A+/ Oracle etc., with at least 9 years cognate experience from public/well established Private Sector.</p> | Applicable |

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| Deputy Director | 14 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Chief Systems Analyst/ Chief Programmer with at least 15 years cognate experience and has served a four year residency on the post. (TERMINAL POINT FOR HND HOLDERS) | Not Applicable |
| Director | 15 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Deputy Director with at least 18 years cognate experience and has served a four year residency on the post. | Not Applicable |

COMPUTER WEBMASTER/COMPUTER WEB DESIGNER

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------------|-------------------------|--|-------------------------|
| Webmaster II/Web Designer II | 7 | <p>a) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science and NYSC Discharge/Exemption/Exclusion Certificate</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science, from a recognized higher institution, in addition to professional Certification in programming languages and NYSC Discharge/Exemption/ Exclusion Certificate.</p> | Applicable |
| Webmaster I/Web Designer I | 8 | <p>a) By promotion of a confirmed and suitable Webmaster II/ Web Designer II who has spent at least 3 years on the grade.</p> <p>b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science, registrable with a professional body.</p> <p>c) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science, from a recognized higher institution, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, NYSC Discharge / Exemption/Exclusion Certificate with at least 3 years cognate experience, 2 of which must be as a Webmaster/Designer .</p> <p>d) By appointment of a candidate possessing a Master's Degree in Computer Science in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, plus NYSC Discharge / Exemption/Exclusion Certificate</p> | Applicable |

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| Senior Webmaster/ Web Designer | 9 | <p>(a) By promotion of a confirmed and suitable Webmaster I/Web Designer I, who has spent at least 3 years on the grade.</p> <p>(b) By direct Appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science from a recognized higher institution, in addition to Professional Certification in Programming Languages i.e. PHP, ASP, JAVA etc, NYSC Discharge/Exemption/ Exclusion Certificate with at least 6 years cognate experience as a Webmaster/Designer.</p> <p>(c) By direct Appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in from a recognized higher institution, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience as a Webmaster/Designer.</p> <p>(d) By appointment of a candidate possessing a Master's Degree in Computer Science, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, plus NYSC Discharge /Exemption/Exclusion Certificate with at least 3 years cognate experience from a well established Public/Private Sector.</p> | Applicable |
| Principal Webmaster II/ Web Designer II | 11 | <p>a) By promotion of a confirmed and suitable Senior Webmaster /Senior Web Designer, who has spent at least 3 years on the grade and successful at the Appraisal Test in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc,.</p> <p>b) By direct Appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience, 6 of which must be as a Webmaster/Designer.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, plus NYSC Discharge / Exemption/Exclusion Certificate with at least 6 years cognate experience from a public/well established Private Sector.</p> | Applicable |
| Principal Webmaster I/ Web Designer I | 12 | <p>a) By promotion of a confirmed and suitable Principal Webmaster II/Principal Web Designer II, who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience, 10 of which must be as a Webmaster/Designer.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, plus NYSC</p> | Applicable |

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| | | Discharge / Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service. | |
| Asst. Chief Webmaster/ Web Designer | 13 | <p>a) By promotion of a confirmed and suitable Principal Webmaster II/Principal Web Designer II and Principal Webmaster I/Principal Web Designer I, who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) /HND with at least Lower Credit in Computer Science, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc,NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, plus NYSC Discharge / Exemption/Exclusion Certificate with at least 12 years cognate experience from a public/well established Private Sector.</p> | Applicable |
| Chief Webmaster/ Web Designer | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assttant Chief Webmaster/Asst. Chief Web Designer with at least 15 years cognate experience and has served a four year residency on the post.</p> <p style="text-align: center;">(TERMINAL POINT FOR HND HOLDERS)</p> | Not Applicable |
| Senior Chief Webmaster/ Web Designer | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Webmaster/Web Designer with at least 18 years cognate experience and has served a four year residency on the post. | |

COUNSELLING/SOCIAL WELFARE OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Counselling / Social Welfare Officer II | 07 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) in any of the following disciplines: Psychology/ Educational Psychology Guidance and Counselling/Sociology/Social Work, from a recognized institution with NYSC Discharge/Exemption/Exclusion Certificate and Registrable with the Counselling Association of Nigeria (CASON) | Applicable |
| Counselling /Social Welfare Officer I | 08 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Counselling Officer II/ Social Welfare Assistant II who has spent at least 3 years on the grade and Registrable with the Counselling Association of Nigeria (CASON) b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) in Psychology/ Educational Psychology and Counselling/Sociology/Social Work from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from a Public/well established Private Sector. c) By direct appointment of a candidate possessing a Masters Degree in Psychology/ Educational Psychology Guidance and Counselling/ Sociology/Social Work, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Counselling / Senior Social Welfare Officer | 09 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Counselling Officer I/Social Welfare Officer I who has spent at least 3 years on the grade and Registrable with the Counselling Association of Nigeria (CASON) b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) in Psychology/Educational Psychology, Guidance and Counselling/Sociology/Social Work from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience and Registrable with the Counselling Association of Nigeria (CASON) c) By direct appointment of a candidate possessing a Masters Degree in Psychology/ Educational Psychology Guidance and Counselling/ Sociology/Social Work, with at least 3 years cognate experience in Public/well established Private Sector, plus NYSC Discharge/Exemption/Exclusion Certificate and Registrable with the Counselling Association of Nigeria (CASON) | Applicable |

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| Principal Counselling Officer II/Principal Social Welfare Officer II | 11 | <p>a) By promotion of a confirmed and suitable Senior Counselling Officer/Senior Social Welfare Officer, who has spent at least 3 years on the grade and successful at the Appraisal Test and Registrable with the Counselling Association of Nigeria (CASON)</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²) in Psychology/Educational Psychology, Guidance and Counselling/Sociology/Social Work from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from a public/well established Private Sector.</p> <p>c) By direct appointment of a candidate possessing a Masters Degree in Psychology/ Educational Psychology Guidance and Counselling/ Sociology/Social Work, with at least 6 years cognate experience NYSC Discharge/Exemption/Exclusion Certificate and Registrable with the Counselling Association of Nigeria (CASON).</p> | Not Applicable |
| Principal Counselling Assistant Chief Social Welfare Officer I | 13 | <p>a) By promotion of a confirmed and suitable Principal Counselling Officer II/ Principal Social Welfare Officer II who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²) in Psychology/Educational Psychology, Guidance and Counselling/Sociology/Social Work from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience from a public/well established Private Sector.</p> <p>c) By direct appointment of a candidate possessing a Masters Degree in Psychology/ Educational Psychology Guidance and Counselling/ Sociology/Social Work, with at least 9 years cognate experience in a Public/well established Private Sector NYSC Discharge/Exemption/Exclusion Certificate and Registered with the Counselling Association of Nigeria (CASON)</p> | Not Applicable |
| Chief Counselling /Social Welfare Officer | 14 | By appointment preceded by Internal and External Advertisement and interview of a confirmed and suitable Principal Counselling Officer I /Assistant Chief Social Welfare Officer I with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Director (Counselling) | 15 | By appointment preceded by Internal and External Advertisement and interview of a confirmed and suitable /Chief Counselling Officer / Chief Social Welfare Officer with at least 18 years cognate experience and has served a four year residency on the post. Possession of higher Degree will be an added advantage. | Not Applicable |

CURATOR CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Curator II | 7 | By Direct appointment/conversion of a candidate possessing an Honours Degree [minimum of 2/2]/HND in related fields of Humanities, Social Sciences, Educational Foundation and Science from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Curator I | 8 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Curator II, who has spent at least 3 years on the grade. b) By direct appointment of a candidate possessing an Honours Degree [minimum of 2²]/ HND Lower Credit in related fields of Humanities, Social Sciences and Science, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from a public/well established Private Sector. c) By appointment of a candidate possessing a Master's Degree in related fields of Humanities, Social Sciences and Science, plus NYSC Discharge/Exemption/Exclusion Certificate | Applicable |
| Senior Curator | 9 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Curator I, who has spent at least 3 years on the grade. b) By direct appointment of a candidate possessing an Honours Degree [minimum of 2²]/ HND with at least Lower Credit in related fields of Humanities, Social Sciences and Science from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from a public/well established Private Sector . c) By appointment of a candidate possessing a Master's Degree in related fields of Humanities, Social Sciences and Science, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from a public/well established Private Sector. | Applicable |
| Principal Curator II | 11 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Senior Curator, who has spent at least 3 years on the grade and successful at the Appraisal Test. b) By direct appointment of a candidate possessing an Honours Degree [minimum of 2²]/ HND with at least Lower Credit in related fields of Humanities, Social Sciences and Science from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from a public/well established Private Sector. c) By appointment of a candidate possessing a Master's Degree in related fields of Humanities, Social Sciences and Science, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from a public/well established Private Sector. | Applicable |
| Principal Curator I | 12 | <ul style="list-style-type: none"> c) By promotion of a confirmed and suitable Principal Curator II, who has spent at least 3 years on the grade and successful at the Appraisal Test. d) By direct appointment of a candidate possessing an Honours Degree [minimum of 2²]/ HND with at least Lower Credit in related fields of Humanities, Social Sciences and Science from a | |

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| | | <p>recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from a public/well established Private Sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in related fields of Humanities, Social Sciences and Science, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from a public/well established Private Sector.</p> | |
| Assistant Chief Curator | 13 | <p>a) By promotion of a confirmed and suitable Principal Curator I, who has spent at least 3 years on the grade and successful at the appraisal tests.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree[minimum of 2²] in related fields of Humanities, Social Sciences and Science from a recognized institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience from a public/well established Private Sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in related fields of Humanities, Social Sciences and Science, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from a public/well established Private Sector.</p> | Applicable |
| Chief Curator | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Curator , with at least 15 years cognate experience and has served a four year residency on the post.</p> <p>[TERMINAL POINT FOR HND HOLDERS]</p> | Not Applicable |

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DATA PROCESSING OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--------------------------------|----------------------|---|----------------------|
| Senior Computer Operator | 06 | <p>a) By promotion/conversion of a confirmed and suitable Computer Operator I with Basic Computer Appreciation certification and has spent at least 3 years on the grade.</p> <p>b) By direct appointment of a candidate possessing OND in Computer Science/Data Processing from a recognized institution.</p> <p>(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Data Processing Officer II | 07 | <p>a) By promotion of a confirmed and suitable Senior Computer Operator who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²)/HND with at least Lower Credit in Computer Science/Data Processing from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Data Processing Officer I | 08 | <p>a) By promotion of a confirmed and suitable Data Processing Officer II who has spent at least 3 years on the grade.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²)/HND with at least Lower Credit in Computer Science/Data Processing from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from a public/well established Private Sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science/Data Processing and NYSC Discharge/Exemption/Exclusion Certificate.</p> <p>(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Senior Data Processing Officer | 09 | <p>a) By promotion of a confirmed and suitable Data Processing Officer I who has spent at least 3 years on the grade.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²)/ HND with at least Lower Credit in Computer Science/Data Processing from a recognized institution, NYSC Discharge/Exemption/Exclusion and at least 6 years cognate experience from a public/well established Private Sector . Must be registrable with a professional body</p> | Applicable |

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| | | c) By appointment of a candidate possessing a Master's Degree in Computer Science/Data Processing, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from a public/well established Private Sector . | |
| Principal Data Processing Officer II | 11 | <p>a) By promotion of a confirmed and suitable Senior Data Processing Officer who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²)/ HND with at least Lower Credit in Computer Science/Data Processing from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from a public/well established Private Sector .</p> <p>c) By appointment of a candidate possessing a Master's Degree in Computer Science/Data Processing, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from a public/well established Private Sector .</p> | Not Applicable |
| Principal Data Processing Officer I | 12 | <p>a) By promotion of a confirmed and suitable Principal Data Processing Officer II who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>b) By direct appointment of a candidate possessing HND with at least Lower Credit in Computer Science/Data Processing from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from a public/well established Private Sector .</p> <p style="text-align: center;">(TERMINAL POINT FOR OND HOLDERS ONLY)</p> | Not Applicable |
| Assistant Chief Data Processing Officer | 13 | <p>c) By promotion of a confirmed and suitable Principal Data Processing Officer II who has spent at least 3 years on the grade and successful at the Appraisal Test.</p> <p>d) By direct appointment of a candidate possessing HND with at least Lower Credit in Computer Science/Data Processing from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service.</p> | Not Applicable |
| Chief Data Processing Officer | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant ChiefData Processing Officer, with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |

DRAUGHTSMAN CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------|-------------------------|--|-------------------------|
| Assistant Draughtsman | 06 | By promotion of a confirmed and suitable Assistant Draughtsman who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Draughtsman | 07 | By promotion/conversion of a confirmed and suitable Assistant Draughtsman who has spent at least 3 years on the grade. | Applicable |
| Chief Draughtsman | 08 | By promotion of a confirmed and suitable Draughtsman who has spent at least 3 years on the grade. .(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Not Applicable |

DRUMMER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-------------------|-------------------------|--|-------------------------|
| Assistant Drummer | 06 | By promotion/conversion of a confirmed and suitable Drummer who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Drummer | 07 | By promotion of a confirmed and suitable Assistant Drummer who has spent at least 3 years on the grade | Not Applicable |
| Chief Drummer | 08 | By promotion of a confirmed and suitable Drummer who has spent at least 3 years on the grade | Not Applicable |

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| | | .(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | |
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ENGINEER CADRE (WORKS AND SERVICES/PHYSICAL PLANNING AND DEVELOPMENT UNIT)

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--------------------|---------------------------------|---|-----------------------------|
| Engineer II | 07 | a) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) in Engineering from a recognized University, registrable with the Council of Registered Engineers of Nigeria (COREN) plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Engineer I | 08 | a) By promotion of a confirmed and suitable Engineer II, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) in Engineering from a recognized University, registrable with the Council of Registered Engineers of Nigeria, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from a public/well established Private Sector. c) By appointment of a candidate possessing a Master's Degree in Engineering plus Professional Certification. | Applicable |
| Senior Engineer | 09 | a) By promotion of a confirmed and suitable Engineer I, who has spent at least 3 years on the grade, registrable with the Council of Registered Engineers of Nigeria (COREN). b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) in Engineering from a recognised University, registrable with the Council of Registered Engineers of Nigeria, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from a Public/well established Private Sector. c) By appointment of a candidate possessing a Master's Degree in Engineering, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from a Public/well established Private Sector with Professional Certification. d) By review /redesignation of appointment of candidates who are registered with COREN. | Applicable |
| Principal Engineer | 11 | a) By promotion of a confirmed and suitable Senior Engineer, who has spent at least 3 years on the grade, registered with the Council of Registered Engineers of Nigeria and successful at the Appraisal Test. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2 ²) in Engineering from a recognized University, registered with the Council of Registered Engineers of Nigeria, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from a public/well established private sector. c) By appointment of a candidate possessing a Master's Degree in Engineering, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from a Public/well established Private Sector and Professional Certification. | Not Applicable |
| Chief Engineer | 13 | a) By promotion of a confirmed and suitable Principal Engineer, who has spent at least 3 years on the grade, registered with the Council of Registered Engineers of Nigeria and successful at the Appraisal Test. | Not Applicable |

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| | | <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²) in Engineering from a recognized University, registered with the Council of Registered Engineers of Nigeria, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience from a public/well established private sector.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Engineering, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from a public/well established private Sector and Professional Certification.</p> | |
| Deputy Director | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Engineer with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Director | 15 | See page 102 and 139 | Not Applicable |

ENVIRONMENTAL HEALTH OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--|-----------------------------|---|-----------------------------|
| Assistant Environmental Health Officer | 06 | By direct appointment of a candidate possessing an OND in Environmental/Health Sciences from a recognized higher institution. | Applicable |
| Environmental Health Officer | 07 | <p>(a) By promotion of a confirmed and suitable Assistant Environmental/Health Officer, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²)/HND with at least Lower Credit in Environmental/Health Sciences from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Higher Environmental Health Officer | 08 | <p>(a) By promotion of a confirmed and suitable Environmental/Health Officer, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²)/HND with at least Lower Credit in Environmental/Health Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Environmental/Health Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |

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| Senior Environmental Health Officer | 09 | <p>(a) By promotion of a confirmed and suitable Higher Environmental/Health Officer, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²)/HND with at least Lower Credit in Environmental/Health Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Environmental/Health Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service.</p> | Applicable |
| Principal Environmental Health Officer II | 11 | <p>a) By promotion of a confirmed and suitable Senior Environmental/Health Officer, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²)/HND with at least Lower Credit in Environmental/Health Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Environmental/Health Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> | Applicable |
| Principal Environmental Health Officer I | 12 | <p>(a) By promotion of a confirmed and suitable Principal Environmental/Health Officer II, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing an HND with at least Lower Credit in Environmental/Health Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 8 years cognate experience from public/private service.</p> <p style="text-align: center;">(TERMINAL POINT FOR OND HOLDERS)</p> | Applicable |
| Assistant Chief Environmental Health Officer | 13 | <p>(a) By promotion of a confirmed and suitable Principal Environmental/ Health Officer II/Principal Environmental/Health Officer I, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing an honours degree/HND with at least Lower Credit in Environmental/Health Sciences from a recognized higher institution and at least 12 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Environmental/Health Sciences and at least 9 years cognate experience from public/private service.</p> | Applicable |
| Chief Environmental Health Officer | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Environmental/Health Officer with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |

(TERMINAL POINT FOR B.Sc./HND HOLDERS)

ESTATE OFFICER/TOWN PLANNER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------------|-----------------------------|---|-----------------------------|
| Assistant Estate Officer/Town Planner | 6 | By direct appointment of a candidate possessing any of the following qualifications: (a) A Pass in the intermediate examination of the Nigerian Institute of Estate Surveyors and Valuers. (b) A Pass in the intermediate examination of the Royal Institute of Chartered Surveyors. (c) A pass in the Intermediate examination of the Nigerian Institute of Town Planners (d) An OND in Estate Management/Town Planning from a recognized higher institution | Applicable |
| Estate Officer II/Town Planner II | 7 | (a) By promotion of a confirmed and suitable Assistant Estate Officer/Assistant Town Planner who has spent at least 3 years on the grade (b) By direct appointment/conversion of a candidate possessing any of the following qualifications: (i) An honours degree (minimum of 2 ²) in Estate Management/Town Planning from a recognized University and NYSC Discharge/Exemption/Exclusion Certificate. (ii) Higher National Diploma (HND) with at least Lower Credit in Estate Management/Town Planning from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate | Applicable |
| Estate Officer I/Town Planner I | 8 | (a) By promotion of a confirmed and suitable Estate Officer II/Town Planner II, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing any of the following qualifications: | Applicable |

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| | | <p>(i) An honours degree (minimum of 2²) in Estate Management/Town Planning from a recognized University plus, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service.</p> <p>(ii)HND with at least Lower Credit in Estate Management/Town Planning from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> <p>(iii) By appointment of a candidate possessing a Master's Degree in Estate Management/Town Planning, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | |
| Senior Estate Officer/Senior Town Planner | 9 | <p>(a) By promotion of a suitable and confirmed Estate Officer I/Town Planner I who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing any of the following:</p> <p>(i) An honours degree (minimum of 2²) in Estate Management/Town Planning from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> <p>(ii) Higher National Diploma with at least Lower Credit in Estate Management/Town Planning from a recognized higher institution and at least 9 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Estate Management/Town Planning, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service.</p> | Applicable |
| Principal Estate Officer III/Principal Town Planner III | 11 | <p>(a) By promotion of a confirmed and suitable Senior Estate Officer/Senior Town Planner who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing:</p> <p>(i) An Honours degree (minimum of 2²) in Estate Management/Town Planning from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate and at least 8 years cognate experience</p> <p>(ii) Higher National Diploma in Estate Management/Town Planning from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Estate Management/Town Planning, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from public/private service.</p> | Applicable |
| Principal Estate Officer I/Principal | 12 | <p>(a) By promotion of a suitable Principal Estate Officer III/Principal Town Planner III who has spent at least 3 years on the grade and successful at the appraisal test.</p> | Applicable |

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| Town Planner II | | (b) By direct appointment of a candidate possessing HND in Estate Management/Town Planning from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (TERMINAL POINT FOR OND HOLDERS) | |
| Principal Estate Officer I/Principal Town Planner I | 13 | (a) By promotion of a suitable Principal Estate Officer II/Principal Town Planner II who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing HND in Estate Management/Town Planning from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service. | Applicable |
| Assistant Chief Estate Officer/ Assistant Chief Town Planner | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Estate Officer I/Principal Town Planner I with at least 15 years cognate experience and has served a four year residency on the post (TERMINAL POINT FOR HND HOLDERS) | Not Applicable |
| Chief Estate Officer/Chief Town Planner | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Estate Officer /Assistant Chief Town Planner with at least 18 years cognate experience and has served a Four year residency on the post, possession of additional higher degree will be an added advantage. | Not Applicable |

EXECUTIVE OFFICER (ACCOUNTS) CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-------------------------------------|----------------------|--|----------------------|
| Executive Officer (Accounts) | 06 | a) By promotion of a confirmed and suitable Senior Clerical Officer (Accounts), who has spent at least 3 years on the grade. b) By direct appointment of a confirmed and suitable Senior Clerical Officer (Accounts) possessing section G.C.E 'A' level in 2 subjects obtained at one sitting or 3 obtained at 2 sittings including OND with at least Lower Credit in Business Studies, Accounting or Mathematics or OND with at least Lower Credit in Business Studies, Accounting, Public Administration, Banking and Finance, Marketing, Computer Science, Management, Actuarial Science from a recognized higher institution. | Applicable |
| Higher Executive Officer (Accounts) | 7 | a) By promotion of a confirmed and suitable Executive Officer (Accounts/Chief Clerical Officer (Accounts) who has spent at least 3 years on the grade. a) By direct appointment/conversion of a candidate possessing a Degree (3 rd Class or Pass)/HND with at least a pass from a recognized institution and NYSC Discharge/Exemption/Exclusion Certificate. By direct appointment/conversion of a candidate possessing a Degree (3 rd Class or Pass)/HND with at least a pass in Accountancy, Economic, Public Administration, Banking and Finance, Marketing, Computer | Applicable |

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--|----------------------|--|----------------------|
| | | Science, Management, Actuarial Science, Education Management [Accounting] etc from a recognized higher institution and NYSC Discharge/ Exemption/Exclusion Certificate, Accounting from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | |
| Senior Executive Officer (Accounts) | 8 | a) By promotion of a confirmed and suitable Higher Executive Officer (Accounts), who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing a degree/(3 rd Class or Pass)/HND in Accounting from a recognized higher institution/public service, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Principal Executive Officer III (Accounts) | 9 | a) By promotion/conversion of a confirmed and suitable Senior Executive Officer (Accounts), who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing a Degree/(3 rd Class or Pass)/HND in Accounting, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. | Applicable |
| Principal Executive Officer III(Accounts) | 11 | (a) By promotion of a confirmed and suitable Principal Executive Officer III (Accounts), who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing a Degree/ (3 rd Class or Pass)/HND Accounting from a recognized higher institution/public service, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. | Applicable |
| Principal Executive Officer I I(Accounts) | 12 | (c) By promotion of a confirmed and suitable Principal Executive Officer II (Accounts), who has spent at least 3 years on the grade and successful at the appraisal test. (d) By direct appointment of a candidate possessing a Degree/ (3 rd Class or Pass)/HND in Accounting from a recognized higher institution/public service, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (TERMINAL POINT FOR OND HOLDERS) | Applicable |
| Assistant Chief Executive Officer (Accounts) | 13 | a) By promotion of a confirmed and suitable Principal Executive Officer I (Account), who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing a Degree/(3 rd Class or Pass)/HND in Accounting from a recognized higher institution and at least 12 years cognate experience from public/private service. | Applicable |
| Chief Executive Officer (Accounts) | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Executive Officer (Accounts), with at least 15 years cognate experience and has served a four year residency on the post. | Not applicable |

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| | | (TERMINAL POINT FOR B.Sc./HND HOLDERS) | |

EXECUTIVE OFFICER (ADMIN) CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|-------------------------|---|----------------------|
| Executive Officer (Admin.)/ Chief Clerical Officer | 6 | a) By promotion of a confirmed and suitable Senior Clerical Officer, who has spent at least 3 years on the grade(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) b) By direct appointment of a confirmed and suitable candidate possessing an OND/NCE/ ISCA/ G.C.E 'A' level in a relevant discipline, from a recognized higher institution. | Applicable |
| Higher Executive Officer (Admin.) | 7 | b) By promotion of a confirmed and suitable Executive Officer (Admin.) who has spent at least 3 years on the grade. c) By direct appointment/conversion of a candidate possessing a Degree (3 rd Class or Pass)/HND with at least a Lower Credit from a recognized institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Executive Officer (Admin.) | 8 | a) By promotion of a confirmed and suitable Higher Executive Officer (Admin.) who has spent at least 3 years on the grade. b) By direct appointment of a candidate possessing a degree (3 rd Class or Pass)/HND with at least Lower Credit from a recognised higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Principal Executive Officer III (Admin.) | 9 | a) By promotion of a confirmed and suitable Senior Executive Officer (Admin.)who has spent at least 3 years on the grade. b) By direct appointment of a candidate possessing a degree (3 rd Class or Pass)/HND with at least Lower Credit from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. | Applicable |
| Principal Executive Officer II (Admin.) | 11 | a) By promotion of a confirmed and suitable Principal Executive Officer III (Admin.) who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing a degree (3 rd Class or Pass)/HND with at least Lower Credit from recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. | Applicable |
| Principal Executive | 12 | a) By promotion of a confirmed and suitable Principal Executive Officer II (Admin.) who has spent at least 3 years on the grade and successful at the appraisal test. | |

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| Officer I (Admin.) | | b) By direct appointment of a candidate possessing a degree (3 rd Class or Pass)/HND with at least Lower Credit from recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (TERMINAL POINT FOR OND HOLDERS) | |
| Assistant Chief Executive Officer (Admin.) | 13 | a) By promotion of a confirmed and suitable Principal Executive Officer I (Admin.) who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing a Degree (3 rd Class or Pass)/HND with at least Lower Credit in the relevant field from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service. | Applicable |
| Chief Executive Officer (Admin.) | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Executive Officer (Admin), with at least 15 years cognate experience and has served a four year residency on the post. (TERMINAL POINT FOR B.Sc/B.A/HND HOLDERS) | Not Applicable |

EXECUTIVE OFFICER (AUDIT)

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|----------------------|---|----------------------|
| Executive Officer (Audit)/Chief Clerical Officer (Accounts) | 6 | <p>a) By promotion of a confirmed and suitable Executive Officer (Accounts/Chief Clerical Officer (Accounts) who has spent at least 3 years on the grade.</p> <p>b) By promotion/conversion of a confirmed and suitable Executive Officer (Audit)/Chief Clerical Officer (Accounts) possessing WASC/NABTEB/ G.C.E 'A' level in 2 subjects obtained at one sitting or 3 obtained at 2 sittings including Economic, Public Administration, Banking and Finance, Marketing, Computer Science, Management, Actuarial Science, Education Management [Accounting] etc or OND with at least Lower Credit in Business Studies or Accounting from a recognized higher institution and has spent at least 3 years on the grade.</p> | Applicable |
| Higher Executive Officer (Audit) | 7 | <p>a) By promotion/conversion of a confirmed and suitable Executive Officer (Audit)/Chief Clerical Officer (Accounts), who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing a Degree (3rd Class or Pass)/HND with at least a pass from a recognized institution and NYSC Discharge/Exemption/Exclusion Certificate. By direct appointment/conversion of a candidate possessing a Degree (3rd Class or Pass)/HND with at least a pass in Accountancy, Economic, Public Administration, Banking and Finance, Marketing, Computer Science, Management, Actuarial Science, Education Management [Accounting] etc from a recognized higher institution and NYSC Discharge/ Exemption/Exclusion Certificate, Accounting from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Senior Executive Officer (Audit) | 8 | <p>a) By promotion/conversion of a confirmed and suitable Higher Executive Officer (Audit), who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing a Degree (3rd Class or Pass)/ACIS/HND with at least Lower Credit in Accountancy, Economic, Public Administration, Banking and Finance, Marketing, Computer Science, Management, Actuarial Science, Education Management [Accounting] etc from a recognized higher institution and NYSC Discharge/ Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Principal Executive Officer III (Audit) | 9 | <p>a) By promotion/conversion of a confirmed and suitable Senior Executive Officer (Audit), who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing a Degree (3rd Class or Pass)/ACIS/HND with at least Lower Credit in Accounting from a recognized higher institution/public service, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> | Applicable |

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| Principal Executive Officer II(Audit) | 11 | <p>a) By promotion of a confirmed and a suitable Principal Executive Officer III (Audit), who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing a Degree (3rd Class or Pass)/ACIS/HND with at least a Lower Credit in Accounting from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> | Applicable |
| Principal Executive Officer I(Audit) | 12 | <p>a) By promotion of a confirmed and a suitable Principal Executive Officer II (Audit), who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing a Degree (3rd Class or Pass)/ACIS/HND with at least a Lower Credit in Accounting from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.(TERMINAL POINT FOR OND HOLDERS)</p> | Applicable |
| Assistant Chief Executive Officer (Audit) | 13 | <p>a) By promotion of a confirmed and suitable Principal Executive Officer I (Audit), who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>By direct appointment of a candidate possessing a Degree (3rd Class or Pass)/ACIS/HND with at least a Lower Credit in Accounting from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private serviceand has served a four year residency on the post.</p> | Applicable |
| Chief Executive Officer (Audit) | 14 | <p>B By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Executive Officer (Audit), with at least 15 years cognate experience and has served a four year residency on the post.</p> <p>(TERMINAL POINT FOR B.Sc/B.A/HND HOLDERS)</p> | Not Applicable |

EXECUTIVE OFFICER (PROCUREMENT)

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|-------------------------|---|----------------------|
| Executive Officer /Chief Clerical Officer (Procurement) | 6 | <p>c) By promotion of a confirmed and suitable Executive Officer (Accounts/Chief Clerical Officer (Accounts) who has spent at least 3 years on the grade.</p> <p>d) By promotion/conversion of a confirmed and suitable Executive Officer (Audit)/Chief Clerical Officer (Accounts) possessing WASC/NABTEB/ G.C.E 'A' level in 2 subjects obtained at one sitting or 3 obtained at 2 sittings including Economic, Public Administration, Banking and Finance, Marketing, Computer Science, Management, Actuarial Science, Education Management [Accounting] etc or OND with at least Lower Credit in Business Studies or Accounting from a recognized higher institution and has spent at least 3 years on the grade.</p> | Applicable |
| Higher Executive Officer (Procurement) | 7 | <p>b) By promotion/conversion of a confirmed and suitable Executive Officer (Audit)/Chief Clerical Officer (Accounts), who has spent at least 3 years on the grade.</p> <p>c) By direct appointment/conversion of a candidate possessing a Degree (3rd Class or Pass)/HND with at least a pass from a recognized institution and NYSC Discharge/Exemption/Exclusion Certificate. By direct appointment/conversion of a candidate possessing a Degree (3rd Class or Pass)/HND with at least a pass in Accountancy, Economic, Public Administration, Banking and Finance, Marketing, Computer Science, Management, Actuarial Science, Education Management [Accounting] etc from a recognized higher institution and NYSC Discharge/ Exemption/Exclusion Certificate, Accounting from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Senior Executive Officer (Procurement) | 8 | <p>a) By promotion of a confirmed and suitable Higher Executive Officer (Procurement) who has spent at least 3 years on the grade.</p> <p>b) By direct appointment of a candidate possessing a degree (3rd Class or Pass)//HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics with at least Lower Credit from a recognised higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service.</p> <p>(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Principal Executive Officer III (Procurement) | 9 | <p>a) By promotion of a confirmed and suitable Senior Executive Officer (Procurement), who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing a degree (3rd Class or Pass)//HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 6 years cognate experience from public/private service.</p> | Applicable |

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| Principal Executive Officer II (Procurement) | 11 | <p>a) By promotion of a confirmed and suitable Principal Executive Officer III (Procurement), who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing a degree (3rd Class or Pass)//HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 8 years cognate experience from public/private service.</p> | Applicable |
| Principal Executive Officer I(Procurement) | 12 | <p>a) By promotion of a confirmed and suitable Principal Executive Officer II (Procurement), who has spent at least 3 years on the grade.</p> <p>By direct appointment/conversion of a candidate possessing a degree (3rd Class or Pass)//HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 9 years cognate experience from public/private service.</p> <p>(TERMINAL POINT FOR OND HOLDERS)</p> | |
| Assistant Chief Executive Officer (Procurement) | 13 | <p>a) By promotion of a confirmed and suitable Principal Executive Officer I (Procurement), who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing a degree (3rd Class or Pass)//HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 12 years cognate experience from public/private service.</p> | Applicable |
| Chief Executive Officer (Procurement) | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Executive Officer (Procurement), with at least 15 years cognate experience and has served a four year residency on the post.</p> <p>(TERMINAL POINT FOR B.Sc/HND HOLDERS)</p> | Not Applicable |

EXECUTIVE OFFICER (SECRETARIAL)

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|-------------------------|---|----------------------|
| Executive Officer (Secretarial) | 6 | <p>a) By promotion of a confirmed and suitable Senior Clerical Officer, possessing any of the qualification listed below and subject to practical tests in Shorthand and Typewriting: WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, with credit in 5 subjects including English Language plus 100 wpm typewriting/50 RSA Shorthand or WAEC Business Examination Certificate or NABTEB and who has spent at least 3 years on the grade.</p> <p>(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> <p>b) Diploma/OND in Secretarial Studies from a recognized higher institution plus 100/50 wpm RSA Shorthand/Typewriting with at least 3 years cognate experience from public/private service.</p> | Applicable |
| Higher Executive Officer (Secretarial) | 7 | <p>(a) By promotion of a confirmed and suitable Executive Officer (Secretarial), possessing any of the qualification listed below and subject to practical tests in Shorthand and Typewriting: WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, with credit in 5 subjects including English Language plus 100 wpm typewriting/50 RSA Shorthand or WAEC Business Examination Certificate or NABTEB and who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing any of the following qualifications:</p> <p>i) A degree (3rd Class or Pass)/HND with at least Lower Credit in Secretarial Administration/Office and Information Management from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> <p>ii) University Diploma/OND in Secretarial Studies from a recognized institution plus 100/50 wpm RSA Shorthand/Typewriting with at least 6 years cognate experience from public/private service.</p> | Applicable |
| Senior Executive Officer (Secretarial) | 8 | <p>a) By promotion of a confirmed and suitable Higher Executive Officer (Secretarial) subject to passing proficiency tests in computer operations, Shorthand and Typewriting, and who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing any of the following qualifications:</p> <p>i) A degree (3rd Class or Pass)/HND with at least Lower Credit in Secretarial Administration/Office and Information Management from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. plus 120/50 wpm RSA Shorthand/Typewriting</p> <p>ii. University Diploma/OND in Secretarial Studies from a recognized institution plus 100/50 wpm RSA Shorthand/Typewriting with at least 6 years cognate experience from public/private service.</p> <p>(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |

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| Principal Executive Officer III(Secretarial) | 9 | <p>a) By promotion of a confirmed and suitable Senior Executive Officer (Secretarial) subject to passing proficiency practical tests in computer operations, Shorthand and Typewriting, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing any of the following qualifications:</p> <p>i. A degree (3rd Class or Pass)/HND with at least Lower Credit in Secretarial Administration /Office and Information Management from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. plus 120/50 wpm RSA Shorthand/Typewriting</p> <p>ii. University Diploma/OND in Secretarial Studies from a recognized higher institution plus 120/50 wpm RSA Shorthand/Typewriting with at least 9 years cognate experience from public/private service.</p> | Applicable |
| Principal Executive Officer II (Secretarial) | 11 | <p>a) By promotion of a confirmed and suitable Principal Executive Officer III (Secretarial), subject to passing a proficiency practical tests in computer operations, Shorthand and Typewriting, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing any of the following qualifications:</p> <p>i. A degree (3rd Class or Pass)/HND with at least Lower Credit in Secretarial Administration from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9years cognate experience from public/private service. plus 120/50 wpm RSA Shorthand/Typewriting</p> <p>ii. University Diploma/OND in Secretarial Studies from a recognized institution plus 100/50 wpm RSA Shorthand/Typewriting with at least 12 years cognate experience</p> | Applicable |
| Principal Executive Officer I (Secretarial) | 12 | <p>a) By promotion of a confirmed and suitable Principal Executive Officer II (Secretarial), subject to passing a proficiency practical tests in computer operations, Shorthand and Typewriting, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing any of the following qualifications:</p> <p>i. A degree (3rd Class or Pass)/HND with at least Lower Credit in Secretarial Administration from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. plus 120/50 wpm RSA Shorthand/Typewriting</p> <p>ii. University Diploma/OND in Secretarial Studies from a recognized institution plus 100/50 wpm RSA Shorthand/Typewriting with at least 12 years cognate experience (TERMINAL POINT FOR OND HOLDERS)</p> | |
| Assistant Chief Executive | 13 | <p>(a) By promotion of a confirmed and suitable Principal Executive Officer I (Secretarial), who has spent at least 3 years on the grade and successful at the appraisal test.</p> | Applicable |

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| Officer (Secretarial) | | (b) By direct appointment of a candidate possessing a degree (3 rd Class or Pass)/HND with at least Lower Credit in Secretarial Administration/Office and Information Management from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service. | |
| Chief Executive Officer (Secretarial) | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Executive Officer (Secretarial), with at least 15 years cognate experience and has served a four year residency on the post. (TERMINAL POINT FOR B.Sc/HND HOLDERS) | Not Applicable |

FARM OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------|-------------------------|---|----------------------|
| Farm Officer II | 7 | a) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) in Agriculture or Agricultural Science, from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Farm Officer I | 8 | (a) By promotion of a confirmed and suitable Farm Officer II who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) in Agriculture or Agricultural Sciences, from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, with at least 3 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Agriculture or Agricultural Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Farm Officer | 9 | (a) By promotion of a confirmed and suitable Farm Officer I who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) in Agriculture or Agricultural Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Agriculture or Agricultural Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate, with at least 3 years cognate experience from public/private service. | Applicable |
| Principal Farm Officer | 11 | (a) By promotion of a confirmed and suitable Senior Farm Officer who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) in Agriculture or Agricultural Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Agriculture or Agricultural Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate, with at least 6 years cognate experience from public/private service. | Applicable |

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| Assistant Deputy Farm Manager | 13 | <p>(a) By promotion of a confirmed and suitable Principal Farm Officer who has spent at least 3 years on the grade and successful at the appraisal test and registered with relevant professional body.</p> <p>(b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) in Agriculture or Agricultural Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Agriculture or Agricultural Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate, with at least 9 years cognate experience from public/private service.</p> | Applicable |
| Deputy Farm Manager | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Farm Manager with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Farm Manager | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Farm Officer with at least 18 years cognate experience and has served a four years residency on the pos, possession of a higher Degree will be an added advantage. | Not Applicable |

FIRE OFFICER CADRE

| POST | SALARY SCALE CONTOISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Fire Officer II | 7 | (a) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) in any field of Engineering/Science from a recognized University plus NYSC Discharge/Exemption/Exclusion Certificate with a Fireman Certificate of Competency class I from a recognized Establishment. | Applicable |
| Fire Officer I | 8 | (a) By promotion of a confirmed and suitable Fire Officer II who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an Honours degree (minimum of 2 ²) in any field of Engineering/Science from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in any field of Engineering/Science, plus NYSC Discharge/Exemption/Exclusion Certificate and a Fireman Certificate of Competency class I from a recognized Establishment. | Applicable |
| Senior Fire Officer | 9 | (a) By promotion of a confirmed and suitable Fire Officer I, who has spent at least 3 years on the grade, plus membership of the Institute of Fire Engineers. (b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) in any field of Engineering/Science from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience, plus membership of the Institute of Fire Engineers. (c) By appointment/conversion of a candidate possessing a Master's Degree in any field of Engineering/Science, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience and a Fireman Certificate of Competency class I from a recognized Establishment. | Applicable |
| Principal Fire Officer | 11 | (a) By promotion of a confirmed and suitable Senior Fire Officer who has spent at least 3 years on the grade, plus membership of the Institute of Fire Engineers (b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) in any field of Engineering/Science from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate, at least 9 years cognate experience and Membership of the Institute of Fire Engineers. (c) By appointment of a candidate possessing a Master's Degree in any field of Engineering/Science, plus NYSC Discharge/Exemption/Exclusion Certificate with a Fireman Certificate of | Applicable |

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| | | Competency class I from a recognized Establishment with at least 6 years cognate experience and membership of the Institute of Fire Engineers. | |
| Assistant Chief Fire Officer | 13 | <p>(a) By promotion of a suitable Principal Fire Officer who spent at least 3 years on the grade plus membership of the Institute of Fire Engineers and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing a an honours degree(minimum of 2²) in any field of Engineering/Science from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience, plus Membership of the Institute of Fire Engineers.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in any field of Engineering/Science, NYSC Discharge/Exemption/Exclusion Certificate, with at least 9 years cognate experience from public/private service.</p> | Applicable |
| Chief Fire Officer | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Fire Officerwith at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |

FIRE SUPERINTENDENT CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|-------------------------|---|----------------------|
| Fireman/ Superintendent | 6 | (a) By appointment of a candidate possessing the Ordinary National Diploma (OND) in any field of Engineering/Science from a recognized higher institution. (b) By direct appointment of a suitable Chief Fireman possessing OND/Fireman Certificate of competence (FCC) class I from a recognized Establishment. | Applicable |
| Higher Fire Superintendent | 7 | (a) By promotion of a confirmed and suitable Fire Superintendent who has spent at least 3 years on the grade and obtained the Advanced Fire Certificate of competency. (b) By direct appointment/conversion of a candidate possessing a degree/HND in any field of Engineering/Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and Membership Diploma of fire Engineering. | Applicable |
| Senior Fire Superintendent | 8 | (a) By promotion of a confirmed and suitable Higher Fire Superintendent who has spent at least 3 years on the grade and obtained the Advanced Fire Certificate of competency. (b) By direct appointment/conversion of a candidate possessing a degree/HND in any field of Engineering/Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and Membership Diploma of fire Engineering with at least 3 years cognate experience from public/private service. | Applicable |
| Principal Fire Superintendent III | 9 | (a) By promotion of a confirmed and suitable Senior Fire Superintendent who has spent at least 3 years on the grade and obtained the Advanced Fire Certificate of competency. (b) By direct appointment/conversion of a candidate possessing a degree/HND in any field of Engineering/Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and membership Diploma of fire Engineering and at least 6 years cognate experience from public/private service. | Applicable |
| Principal Fire Superintendent II | 11 | (a) By promotion of a suitable Principal Fire Superintendent III, who has spent at least 3 years on the grade and successful at the Appraisal test. (b) By direct appointment of a candidate possessing a degree/HND in any field of Engineering/Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and Membership Diploma of fire Engineering and at least 9 years cognate experience from public/private service. | Applicable |
| Principal Fire Superintendent I | 12 | (a) By promotion of a suitable Principal Fire Superintendent II, who has spent at least 3 years on the grade and successful at the appraisal test. | Applicable |

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| | | (b) By direct appointment of a candidate possessing a degree/HND in any field of Engineering/Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and Membership Diploma of fire Engineering with at least 9 years cognate experience from public/private service. . (TERMINAL POINT FOR OND HOLDERS) | |
| Assistant Chief Fire Superintendent | 13 | (a) By promotion of a confirmed and suitable Principal Fire Superintendent I, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing a degree/HND in any field of Engineering/Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, membership Diploma of fire Engineering and at least 12 years cognate experience from public/private service. | Applicable |
| Chief Fire Superintendent | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Fire Superintendent with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |

GRAPHIC ARTIST CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK FOR CONVERSION |
|-----------------------|-------------------------|---|-----------------------|
| Assistant Artist III | 6 | (a) By promotion of a confirmed and suitable Assistant Artist who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) (b) By direct appointment of a candidate possessing an OND in Fine and Graphic Arts from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Graphic Artist II | 7 | (a) By promotion of a confirmed and suitable Assistant Artist III who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Fine and Graphic Arts from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Graphic Artist I | 8 | (a) By promotion of a confirmed and suitable Graphic Artist II, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Fine and Graphic Arts from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Fine and Graphic Arts, plus NYSC Discharge/Exemption/Exclusion Certificate. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Senior Graphic Artist | 9 | (a) By promotion of a confirmed and suitable Graphic Artist I, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Fine and Graphic Arts from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Fine and Graphic Arts, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. | Applicable |

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| Principal Graphic Artist II | 11 | <p>(a) By promotion of a confirmed and suitable Senior Graphic Artist, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing an honours degree (minimum of 2²)/HND with at least Lower Credit in Fine and Graphic Arts from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 8 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Fine and Graphic Arts, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> | Applicable |
| Principal Graphic Artist I | 12 | <p>(a) By promotion of a confirmed and suitable Principal Graphic Artist II, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing an HND with at least Lower Credit in Fine and Graphic Arts from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> <p style="text-align: center;">(TERMINAL POINT FOR OND HOLDERS)</p> | Applicable |
| Assistant Chief Graphic Artist | 13 | By promotion of a confirmed and suitable Principal Graphic Artist I, who has spent at least 3 years on the grade with at least 12 years cognate experience from public/private service. and successful at the appraisal test. | Not Applicable |
| Chief Graphic Artist | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Graphic Artist with at least 15 years cognate experience and has served a four year residency on the post. (TERMINAL POINT FOR B.Sc./B.A./HND HOLDERS ONLY) | Not Applicable |

HALL SUPERVISOR CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT (S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------------|-------------------------|---|----------------------|
| Hall Supervisor | 06 | <p>(a) By promotion of a confirmed and suitable Assistant Hall Supervisor who has spent at least 3 years on the grade.</p> <p>(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> <p>(b) By direct appointment of a candidate possessing an OND in Hospitality Management and Tourism/Psychology/ Social Sciences from a recognized higher institution of learning.</p> | Applicable |
| Higher Hall Supervisor | 07 | <p>(a) By promotion of a confirmed and suitable Hall Supervisor, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an OND in Hospitality Management and Tourism/Psychology/Social Sciences from a recognized higher institution/public service, plus 3 years cognate experience from public/private service.</p> <p>(c) By direct appointment/conversion of a candidate possessing an honours degree(minimum of 2²)/ HND with at least Lower Credit from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Senior Hall Supervisor | 08 | <p>(a) By promotion of a confirmed and suitable Higher Hall Supervisor who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) /HND in Hospitality Management and Tourism/Psychology/ Social Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Hospitality Management and Tourism/Psychology/Sociology, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> <p>(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Principal Hall Supervisor II | 09 | <p>(a) By promotion of a confirmed and suitable Senior Hall Supervisor who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) /HND in Hospitality Management and Tourism/Psychology/ Social Sciences from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> | Applicable |

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| | | (c) By appointment of a candidate possessing a Master's Degree in Hospitality Management and Tourism/Psychology/ Social Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. | |
| Principal Hall Supervisor I | 11 | (a) By promotion of a confirmed and suitable Principal Hall Supervisor II who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) /HND in Hospitality Management and Tourism/Psychology/Sociology from a recognized higher institution/public service, NYSC/Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Hospitality Management and Tourism/Psychology/Sociology, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. | Applicable |
| Principal Hall Supervisor II | 12 | (a) By promotion of a confirmed and suitable Principal Hall Supervisor I who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Hospitality Management and Tourism/Psychology/Sociology from a recognized higher institution/public service, NYSC/Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Hospitality Management and Tourism/Psychology/Sociology, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. (TERMINAL POINT FOR OND HOLDERS) | Applicable |
| Assistant Chief Hall Supervisor | 13 | By promotion of a confirmed and suitable Principal Hall Supervisor I/Assistant Chief Hall Supervisor who has spent at least 3 years on the grade and successful at the appraisal test. | Applicable |
| Chief Hall Supervisor | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Graphic Artist with at least 15 years cognate experience and has served a four year residency on the post. (FOR B.Sc/B.A/HND HOLDERS ONLY) | Not Applicable |

HEALTH ASSISTANT CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT (S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------------|-------------------------|---|----------------------|
| Assistant Chief Health Superintendent | 06 | <p>(a) By promotion of a confirmed and suitable Health Superintendent who has spent at least 3 years on the grade.</p> <p>(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> <p>(b) By direct appointment of a candidate possessing a National Diploma from School of Health Technology or any other approved Health Institutions.</p> | Applicable |
| Chief Health Superintendent | 07 | By promotion of a confirmed and suitable Assistant Chief Health Superintendent who has spent at least 3 years on the grade. | Applicable |
| Chief Health Superintendent | 08 | <p>By promotion of a confirmed and suitable Assistant Chief Health Superintendent who has spent at least 3 years on the grade.</p> <p>(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |

HORTICULTURIST CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------|-------------------------|---|-------------------------|
| Horticulturist III | 6 | (a) By promotion of a confirmed and suitable Foreman (Gardening)/Agricultural Field Overseer, who has spent at least 3 years on the grade. (b) By direct appointment of a candidate possessing an OND in Crop Science/Plant Science/Botany from a recognized higher institution (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Horticulturist II | 7 | (a) By promotion of a confirmed and suitable Horticulturist III, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree /HND in Crop Science/Plant Science/Botany, from a recognized higher institution plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Horticulturist I | 8 | (a) By promotion of a confirmed and suitable Horticulturist II, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree /HND in Crop Science/Plant Science/Botany, from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Crop Science/Plant Science/Botany plus NYSC Discharge/Exemption/Exclusion Certificate. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Senior Horticulturist | 9 | (a) By promotion of a confirmed and suitable Horticulturist I, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree /HND in Crop Science/Plant Science/Botany from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Crop Science/ Plant Science/Botany, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. | Applicable |

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| Principal Horticulturist III | 11 | <p>(a) By promotion of a confirmed and suitable Senior Horticulturist, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing an honours degree/HND in Crop Science/ Plant Science/Botany, from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Crop Science/Plant Science/Botany and at least 6 years cognate experience from public/private service.</p> | Applicable |
| Principal Horticulturist II | 12 | <p>(a) By promotion of a confirmed and suitable Principal Horticulturist III, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing an HND in Crop Science/ Plant Science/Botany, from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.(FOR OND HOLDERS ONLY)</p> | Applicable |
| Principal Horticulturist I | 13 | <p>(a) By promotion of a confirmed and suitable Principal Horticulturist I, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing HND in Crop Science/ Plant Science/Botany, from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service.</p> | |
| Assistant Chief Horticulturist | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Horticulturist I with at least 15 years cognate experience and has served a four year residency on the post (TERMINAL POINT FOR B.Sc/B.A/HND HOLDERS)</p> | Not Applicable |

LIBRARY OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARKON CONVERSION |
|-------------------------------|-------------------------|--|------------------------|
| Library Supervisor | 6 | (a) By promotion of an Assistant Library Supervisor who has spent at least 3 years on the grade. (b) By direct appointment of a candidate possessing a OND in Library Science from a recognized higher institution. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Higher Library Officer | 7 | (a) By promotion of a confirmed and suitable Library Supervisor, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit in Library Science from a recognized higher institution plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Library Officer | 8 | (a) By promotion of a confirmed and suitable Higher Library Officer, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit in Library Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Library Science, plus NYSC Discharge/Exemption/Exclusion Certificate. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Principal Library Officer III | 9 | (a) By promotion of a confirmed and suitable Senior Library Officer, who has spent at least 3 years on the grade. (a) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit in Library Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. (b) By appointment of a candidate possessing a Master's Degree in Library Science, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. | Applicable |

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| Principal Library Officer II | 11 | <p>(b) By promotion of a confirmed and suitable Principal Library Officer III, who has spent at least 3 years on the grade.</p> <p>(c) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) /HND with at least Lower Credit in Library Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> <p>(d) By appointment of a candidate possessing a Master's Degree in Library Science, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience</p> | |
| Principal Library Officer I | 12 | <p>(a) By promotion of a confirmed and suitable Principal Library Officer II, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) /HND with at least Lower Credit in Library Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Library Science, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> | Applicable |
| Assistant Chief Library Officer | 13 | <p>a) By promotion of a confirmed and suitable Principal Library Officer I, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an HND with at least Lower Credit in Library Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service.</p> | Applicable |
| Chief Library Officer | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Library Officer with at least 15 years cognate experience and has served a four year residency on the post.</p> <p style="text-align: center;">[TERMINAL POINT FOR HND HOLDERS]</p> | Not Applicable |
| Senior Chief Library Officer | 15 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Library Officer with at least 18 years cognate experience and has served a four year residency on the post.</p> | |

LIGHT DESIGNER CADRE

| POST | SALARY SCALE (CONTISS) | BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE (SUMMARY) | REMARK ON CONVERSION |
|--------------------------------|------------------------|---|----------------------|
| Supervisor (Light Designer) | 06 | By promotion of a confirmed Assistant Supervisor (Light Designer) who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Supervisor (Light Designer) II | 07 | By promotion of a confirmed Assistant Supervisor (Light Designer) who has spent at least 3 years on the grade. | |
| Supervisor (Light Designer) I | 08 | By promotion of a confirmed Assistant Supervisor (Light Designer) who has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | |

MARINE ENGINEER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------|-------------------------|--|----------------------|
| Marine Engineer II | 7 | By direct appointment/conversion of a candidate possessing any of the following and registrable with the Council for Regulation of Engineering in Nigeria (COREN): <ul style="list-style-type: none"> • An Honours Degree (minimum of 2²) in Marine Engineering from a recognized University plus NYSC Discharge/Exemption/Exclusion Certificate. • British B.O.T Certificate of competency 1st mate. • British B.O.T Certificate of competency 2nd mate | Applicable |
| Marine Engineer I | 8 | (a) By promotion of a confirmed and suitable Marine Engineer who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing any of the following qualifications and registrable with the Council for the Regulation of Engineering in Nigeria (COREN): <ul style="list-style-type: none"> • An honours degree (minimum of 2²) in Marine Engineering from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. • British B.O.T Certificate of competency 1st mate. • British B.O.T Certificate of competency 2nd mate with at least 3 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Marine Engineering, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Marine Engineer | 9 | (a) By promotion of a confirmed and suitable Marine Engineer who has spent at least 3 years on the grade and registrable with the Council for the Regulation of Engineering in Nigeria (COREN). (b) By direct appointment/conversion of a candidate possessing any of the following qualifications: <ul style="list-style-type: none"> • An honours Degree (minimum of 2²) in Marine Engineering from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate, registrable with the Council for the Regulation of Engineering in Nigeria (COREN) with at least 6 years cognate experience from public/private service. • British B.O.T Certificate of competency 1st mate. • British B.O.T Certificate of competency 2nd mate registrable with the Council of Registered Engineers of Nigeria with at least 6 years cognate experience. (c) By appointment of a candidate possessing a Master's Degree in Marine Engineering, plus NYSC Discharge/Exemption/Exclusion Certificate, registrable with the Council for the Regulation of Engineering in Nigeria (COREN) and at least 3 years cognate experience from public/private service. | Applicable |

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| Principal Marine Engineer II | 11 | <p>(a) By promotion of a confirmed and suitable Senior Marine Engineer who has spent at least 3 years on the Grade, registered with the Council of Registered Engineers of Nigeria and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing any of the following qualifications:</p> <ul style="list-style-type: none"> • An honours Degree (minimum of 2²) in Marine Engineering from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate, registered with the Council for the Regulation of Engineering in Nigeria (COREN) and at least 9 years cognate experience from public/private service. • British B.O.T Certificate of competency 1st mate. • British B.O.T Certificate of competency 2nd mate, at least 9 years cognate experience and registered with the Council of Registered Engineers of Nigeria. <p>(c) By <i>appointment</i> of a candidate possessing a Master's Degree in Marine Engineering, plus NYSC Discharge/Exemption/Exclusion Certificate, registered with the Council for the Regulation of Engineering in Nigeria (COREN) and at least 6 years cognate experience from public/private service.</p> | Applicable |
| Principal Marine Engineer I | 13 | <p>(a) By promotion of a suitable and confirmed Principal Marine Engineer who has spent at least 3 years on the Grade, registered with the Council for the Regulation of Engineering in Nigeria (COREN) and successful at the appraisal test. .</p> <p>(b) By direct appointment of a candidate possessing any of the following qualifications:</p> <ul style="list-style-type: none"> • An honours Degree (minimum of 2²) in Marine Engineering from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate, registered with the Council of Registered Engineers of Nigeria and at least 12 years cognate experience from public/private service. • British B.O.T Certificate of competency 1st mate. • British B.O.T Certificate of competency 2nd mate registered with the Council of Registered Engineers of Nigeria and at least 12 years cognate experience from public/private service. <p>(c) By appointment of a candidate possessing a Master's Degree in Marine Engineering, registered with the Council for the Regulation of Engineering in Nigeria (COREN).and at least 9 years cognate experience from public/private service.</p> | Applicable |
| Assistant Chief Marine Engineering | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Marine Engineer with at least 15 years cognate experience and has served a four (4) year residency on the post. | Not Applicable |
| Chief Marine Engineering | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Deputy Director Marine Engineer with at least 18 years cognate experience and has served a four (4) year residency on the post | |

MEDICAL OFFICER CADRE

| POST | SALARY SCALE CONMESS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------|-----------------------------|--|-----------------------------|
| Medical Officer II | 2 | By direct appointment of a Medical Doctor who has completed his/her Housemanship and Registered with the Nigerian Medical and Dental Council plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Medical Officer I | 3 | (a) By promotion of a confirmed and suitable Medical Officer II, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a Medical Doctor registered with the Nigerian Medical and Dental Council, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years post registration experience. | Applicable |
| Senior Medical Officer | 4 | (a) By promotion of a confirmed and suitable Medical Officer I, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a Medical Doctor registered with the Nigerian Medical and Dental Council, NYSC Discharge/Exemption/Exclusion Certificate at least 6 years post registration experience. | Applicable |
| Principal Medical Officer | 5 | a) By promotion of a confirmed and suitable Senior Medical Officer, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a Medical Doctor registered with the Nigerian Medical and Dental Council, NYSC Discharge/Exemption/Exclusion Certificate and at least 8 years post registration experience. | Applicable |
| Assistant Chief Medical Officer | 6 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Medical Officer, with at least 12 years cognate experience and has served a four year residency on the post. | Applicable |
| Chief Medical Officer | 7 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Medical Officer, with at least 15 years cognate experience and has served a four year residency on the post. | Applicable |
| Director of Health Services | 7 | By direct appointment, in response to an Advertisement of a Medical Doctor registered with the Nigerian Medical and Dental Council with at least 18 years cognate experience of which 4 years must be as a Chief Medical Officer/Assistant Chief Medical Officer. The post shall be for a tenure of 5 years. | Applicable |

MEDICAL LABORATORY SCIENTIST CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|-------------------------|---|----------------------|
| Medical Laboratory Scientist | 09 | By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) in Medical Laboratory Science, NYSC Discharge/ Exemption/Exclusion Certificate, plus Associate Membership of Medical Laboratory Science Council of Nigeria (AMLSCN). | Applicable |
| Senior Medical Laboratory Scientist | 11 | (a) By promotion of a confirmed and suitable Medical Laboratory Scientist I who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) in Medical Laboratory Science, NYSC Discharge/ Exemption/Exclusion Certificate with at least 3 years post registration cognate experience, plus Associate Membership of Medical Laboratory Science Council of Nigeria (AMLSCN). (c) By appointment of a candidate possessing a Master's Degree in Medical Laboratory Science, plus NYSC Discharge/ Exemption/Exclusion Certificate. | Applicable |
| Principal Medical Laboratory Scientist II | 12 | (a) By promotion of a confirmed and suitable Senior Medical Laboratory Scientist who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing a honours degree (minimum of 2 ²) in Medical Laboratory Science, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years post registration cognate experience, plus Associate Membership of Medical Laboratory Science Council of Nigeria (AMLSCN). (c) By appointment of a candidate possessing a Master's Degree in Medical Laboratory Science, plus NYSC Discharge/ Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service. | Applicable |
| Principal Medical Laboratory Scientist I | 13 | a) By promotion of a confirmed and suitable Senior Principal Medical Laboratory Scientist II who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing a honours degree (minimum of 2 ²) in Medical Laboratory Science, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years post registration cognate experience, plus Associate Membership of Medical Laboratory Science Council of Nigeria (AMLSCN). c) By appointment of a candidate possessing a Master's Degree in Medical Laboratory Science, plus NYSC Discharge/ Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service. | |
| Assistant Medical Laboratory Scientist | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Medical Laboratory ScientistI, with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |

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| Deputy Director (Medical Laboratory Scientist) | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Medical Laboratory Scientist with at least 18 years cognate experience and has served a four year residency on the post. | Not Applicable |
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MEDICAL RECORDS TECHNICIAN CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Medical Records Technician | 06 | By direct appointment of a candidate possessing any of the following: OND in Laboratory Technology from a recognized higher institution/public service, Associate Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician Cadres. | Applicable |
| Higher Medical Records Technician | 07 | (a) By promotion of a confirmed and suitable Medical Records Technician who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing any of the following qualifications: HND with at least Lower Credit in Medical Laboratory Science from a recognized institution, Associate Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician, plus NYSC Discharge/Exemption/Exclusion Certificate | Applicable |
| Senior Medical Records Technician | 08 | (a) By promotion of a confirmed and suitable Higher Medical Records Technician who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing any of the following qualifications: B.Tech. (minimum of 2 ²) in Medical Laboratory Science from a recognized higher institution/public service, Associate Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician, NYSC Discharge/Exemption/Exclusion Certificate plus at least 3 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Medical Laboratory Science plus Associate Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician | Applicable |

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| Principal Medical Records Technician II | 09 | <p>(a) By promotion of a confirmed and suitable Senior Medical Records Technician who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing any of the following qualifications: B.Tech. (minimum of 2²) /HND with at least Lower Credit in Medical Laboratory Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, Associate Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician, plus at least 6 years cognate experience for B.Tech. (minimum of 2²) holders /9 years cognate experience for HND holders</p> <p>(c) By appointment of a candidate possessing a Master's Degree in the Medical Laboratory Science NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience, plus Associate Membership of the Association of Medical Records Technician and Certificate of Registration of the Institute of Medical Laboratory Technology for Technician.</p> | Applicable |
| Principal Medical Records Technician I | 11 | <p>(a) By promotion of a confirmed and suitable Principal Medical Records Technician II who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing any of the following qualifications: B.Tech. (minimum of 2²) and HND with at least Lower Credit in Medical Laboratory Science from a recognized higher institution plus NYSC Discharge/Exemption/Exclusion Certificate, Associate Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician, plus at least 9 years cognate experience for B.Tech holders (minimum of 2²), with at least 9 years cognate experience for HND holders.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in Medical Laboratory Science and at least 6 years cognate experience plus Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician.</p> | Applicable |
| Assistant Chief Medical Records Technician | 12 | <p>a) By promotion of a confirmed and suitable Principal Medical Records Technician I who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing HND with at least Lower Credit in Medical Laboratory Science from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, Associate Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician, plus 9 years cognate experience for HND holders and Associate Members.</p> <p>(TERMINAL POINT FOR OND HOLDERS)</p> | Applicable |

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| Chief Medical Records Technician | 13 | <p>a) By promotion of a confirmed and suitable Principal Medical Records Technician I/Assistant Chief Medical Records Technician who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing any of the following qualifications: B.Tech. and HND with at least Lower Credit in Medical Laboratory Science from a recognized higher institution/public service, Associate Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician, plus at least 9 years cognate experience for B.Tech holders /12years cognate experience for HND holders and Associate Members NYSC Discharge/Exemption/Exclusion Certificate.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Medical Laboratory Science and at least 12 years cognate experience, plus Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician.</p> | Applicable |
| Deputy Director | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Medical Records Technician at least 15years cognate experience and has served a four year residency on the post, plus Membership of the Association of Medical Records Technician, Certificate of Registration of the Institute of Medical Laboratory Technology for Technician.</p> <p>(TERMINAL POINT FOR B.Sc./HND HOLDERS)</p> | Not Applicable |

MORTICIANCADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Mortician II | 7 | By direct appointment/conversion of a candidate possessing an honours degree in Human Anatomy, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Mortician I | 8 | (a) By promotion of a confirmed and suitable Mortician II who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree in Human Anatomy, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Human Anatomy plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Mortician | 9 | (a) By promotion of a confirmed and suitable Mortician I who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing an honours degree in Human Anatomy, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Human Anatomy and at least 3 years cognate experience plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Principal Mortician II | 11 | (a) By promotion of a confirmed and suitable Senior Mortician I, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing an honours degree in Human Anatomy from a recognized institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. Must have training in embalmment. (c) By appointment of a candidate possessing a Master's Degree in Human Anatomy and at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Principal Mortician I | 13 | (d) By promotion of a confirmed and suitable Principal Mortician II, who has spent at least 3 years on the grade and successful at the appraisal test. (e) By direct appointment of a candidate possessing an honours degree in Human Anatomy from a recognized institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. Must have training in embalmment. (f) By appointment of a candidate possessing a Master's Degree in Human Anatomy and at least 9 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. | |

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| Chief Mortician | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Mortician I with at least 15 years cognate experience and has served a four year residency on the post.. | Not Applicable |
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MORTUARY ATTENDANT CADRE

| POST | SALARY SCALE CONTISS | MODIFICATION | REMARK ON CONVERSION |
|------------------------|-------------------------|--|-------------------------|
| Mortuary Supervisor | 06 | By promotion of a confirmed and suitable Mortuary Assistant Supervisor possessing 3 Credits in WASC/SSCE/NECO/NABTEB/GCE O/L and has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Mortuary Supervisor II | 07 | By promotion of a confirmed and suitable Mortuary Assistant Supervisor possessing 3 Credits in WASC/SSCE/NECO/NABTEB/GCE O/L and has spent at least 3 years on the grade. | Applicable |
| Mortuary Supervisor I | 08 | By promotion of a confirmed and suitable Mortuary Assistant Supervisor possessing 3 Credits in WASC/SSCE/NECO/NABTEB/GCE O/L and has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

MUSEUM CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------------|---------------------------------|--|---------------------------------|
| Senior Museum Supervisor | 06 | By promotion of a confirmed and suitable Museum Supervisor possessing 3 Credits in WASC/SSCE/NECO/NABTEB/GCE O/L who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Senior Museum Supervisor II | 07 | By promotion of a confirmed and suitable Museum Assistant Supervisor possessing 3 Credits in WASC/SSCE/NECO/NABTEB/GCE O/L and has spent at least 3 years on the grade. | Applicable |
| Senior Museum Supervisor I | 08 | By promotion of a confirmed and suitable Museum Assistant Supervisor possessing 3 Credits in WASC/SSCE/NECO/NABTEB/GCE O/L and has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

NEWS EDITOR CADRE

| POST | SALARY SCALE | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--|--------------|--|----------------------|
| News Editor II/Reporter II | 07 | By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2 ²)/HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies from a recognized higher Institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| News Editor I/Reporter I | 08 | <p>a) By promotion of a confirmed and suitable News Editor II/Reporter II, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing a B.A Honours Degree (minimum of 2²) /HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Senior News Editor/Senior Reporter | 09 | <p>a) By promotion of a confirmed and suitable News EditorI/Reporter I, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing a B.A Honours Degree (minimum of 2²) /HND with at least Lower Credit Mass Communication/Journalism/Linguistics/English Studies from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies with at least 3 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Principal News Editor III/Principal Reporter III | 11 | <p>a) By promotion of a confirmed and suitable Senior News Editor/Senior Reporter, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing a B.A Honours Degree (minimum of 2²)/HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies with at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate.(In addition, Officer must have acquired further relevant training in Broadcasting).</p> | Applicable |

| POST | SALARY SCALE | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|--------------|--|----------------------|
| Principal News Editor II/Principal Reporter II | 12 | a) By promotion of a confirmed and suitable Principal News Editor III/Principal Reporter III, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. Candidates with B.Sc in English Language must have professional certification | Applicable |
| Assistant Chief News Editor/ Assistant Chief Reporter | 13 | a) By promotion of a confirmed and suitable Principal News Editor II/Principal Reporter II and Principal News Editor I/Principal Reporter I, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing a B.A Honours Degree (minimum of 2 ²) in Mass Communication/Journalism/Linguistics/English Studies from a recognized higher institution/public service, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies, with at least 9 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. (In addition, Officer must have acquired further relevant training in Broadcasting). (In addition, Officer must have acquired further relevant training in Broadcasting). Candidates with B.Sc in English Language must have professional certification. | Applicable |
| Chief News Editor/Chief Reporter | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief News Editor/ Assistant Chief Reporter, with at least 15 years cognate experience and has served a four year residency on the post. (In addition, officer must have acquired further relevant training in broadcasting). Candidates with B.Sc in English Language must have professional certification. (TERMINAL POINT FOR HND HOLDERS) | Not Applicable |

NURSING OFFICER CADRE (Without Nursing Degree)

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------|-------------------------|--|----------------------|
| Nursing Officer II | 07 | By direct appointment/conversion of a candidate possessing RN/SRN/SCM/NRM Certificates, plus WASC/SSCE/NECO/NABTEB/GCE O/L Credits including Mathematics, Biology and English and has been duly registered with Nursing/Midwifery Council of Nigeria. | Applicable |
| Nursing Officer I | 08 | (a) By promotion/conversion of a confirmed and suitable Nursing Officer II, who has spent at least 3 years on the grade. (b) By direct appointment of a candidate possessing RN/SRN/SCM/NRM with at least 3 years post registration cognate experience from public/private service. | Applicable |
| Senior Nursing Officer | 09 | (a) By promotion/conversion of a confirmed and suitable Nursing Officer I, who has spent at least 3 years on the grade. (b) By direct appointment of a candidate possessing RN/SRN/SCM/NRM with at least 6 years post registration cognate experience from public/private service. | Applicable |
| Principal Nursing Officer II | 11 | (a) By promotion of a confirmed and suitable Senior Nursing Officer, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing RN/SRN/SCM/NRM with at least 9 years post registration cognate experience from public/private service. | Applicable |
| Principal Nursing Officer I | 12 | (a) By promotion of a confirmed and suitable Principal Nursing Officer II, who has spent at least 3 years on the grade and successful at the appraisal test. By direct appointment of a candidate possessing RN/SRN/SCM/NRM with at least 9 years post registration cognate experience from public/private service. | |
| Assistant Chief Nursing Officer | 13 | (a) By promotion of a confirmed and suitable Principal Nursing Officer I, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing RN/SRN/SCM/NRM with at least 12 years post registration cognate experience from public/private service. | Applicable |
| Chief Nursing Officer | 14 | a) By promotion of a confirmed and suitable Assistant Chief Nursing Officer, who has spent at least 4 years on the grade and successful at the appraisal test, with at least 15 years post registration cognate experience from public/private service. Possession of a higher Degree will be an added advantage (TERMINAL POINT FOR RN/SRN/SCM/NRM HOLDERS) | Not Applicable |

NURSING OFFICER CADRE (With Nursing Degree)

| POST | SALARY SCALE CONHESS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------|----------------------|---|----------------------|
| Nursing Officer 1 | 08 | By direct appointment of a candidate possessing a B.Sc. (minimum of 2 ²) in Nursing, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Nursing Officer | 09 | (a) By direct appointment of a candidate possessing a B.Sc. (minimum of 2 ²) in Nursing, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years post registration cognate experience from public/private service. (b) By appointment of a candidate possessing a Master's Degree in Nursing plus NYSC Discharge/ Exemption/Exclusion Certificate | Applicable |
| Principal Nursing Officer III | 11 | (a) By promotion of a confirmed and suitable Senior Nursing Officer, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing B.Sc. (minimum of 2 ²) in Nursing, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years post registration cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Nursing and at least 3 years cognate experience plus NYSC Discharge/ Exemption/Exclusion Certificate | Applicable |
| Principal Nursing Officer II | 12 | (a) By promotion of a confirmed and suitable Principal Nursing Officer III, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing B.Sc. (minimum of 2 ²) in Nursing, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years post registration cognate experience from public/private service. By appointment of a candidate possessing a Master's Degree in Nursing and at least 6 years cognate experience plus NYSC Discharge/ Exemption/Exclusion Certificate | |
| Principal Nursing Officer I | 13 | (a) By promotion of a confirmed and suitable Principal Nursing Officer II, who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing B.Sc. (minimum of 2 ²) in Nursing, NYSC Discharge/Exemption/Exclusion Certificate and at least 8 years post registration cognate experience from public/private service. By appointment of a candidate possessing a Master's Degree in Nursing and at least 12 years cognate experience plus NYSC Discharge/ Exemption/Exclusion Certificate | |
| Assistant Chief Nursing Officer | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principle Nursing Officer I who possesses a B.Sc degree (minimum of 2 ²), with at least 15 years post registration cognate experience and has served a four year residency on the post. | Not Applicable |
| Chief Nursing Officer | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Nursing Officer who possesses a B.Sc degree (minimum of 2 ²), with at least 18 years post registration cognate experience and has served a four year residency on the post, possession of a higher Degree will be an added advantage | Not Applicable |

PHARMACIST CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|----------------------------|-----------------------------|---|-----------------------------|
| Pharmacist I | 08 | By direct appointment/conversion of a candidate possessing a University degree in Pharmacy (minimum of 2 ²), registered with the Pharmacist Council of Nigeria and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Pharmacist | 09 | a) By promotion of a confirmed and suitable Pharmacist I, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing a University degree in Pharmacy (minimum of 2 ²), registered with the Pharmacist Council of Nigeria plus NYSC Discharge/Exemption/Exclusion Certificate, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master's Degree in Pharmacy and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Principal Pharmacist II | 11 | a) By promotion of a confirmed and suitable Senior Pharmacist, registered with Pharmacist Council of Nigeria, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing a University degree in Pharmacy (minimum of 2 ²), registered with the Pharmacist Council of Nigeria, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master's Degree in Pharmacy and at least 3 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Principal Pharmacist I | 13 | a) By promotion of a confirmed and suitable Principal Pharmacist II, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing a University degree in Pharmacy (minimum of 2 ²), registered with the Pharmacist Council of Nigeria, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master's Degree in Pharmacy and at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate | Applicable |
| Assistant Chief Pharmacist | 14 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Principal Pharmacist I, with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Chief Pharmacist | 15 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Assistant Chief Pharmacist with at least 18 years cognate experience and has served a four year residency on the post, possession of a higher Degree will be an added advantage | Not applicable |

PHARMACY TECHNICIAN CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARKS ON CONVERSION |
|----------------------------|-------------------------|---|-----------------------|
| Pharmacy Technician | 6 | <p>(a) By promotion of a confirmed and suitable Senior Pharmacy Assistant possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS, obtained at a maximum of 2 sittings, in Biology, Chemistry, Mathematics, Physics and English Language and who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment of a candidate possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, in relevant subjects, including Science subjects, plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> <p>(c) By direct appointment of a candidate possessing an OND in the relevant field, from a recognized higher institution.</p> <p>(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Higher Pharmacy Technician | 7 | <p>(a) By promotion of a confirmed and suitable Pharmacy Technician, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, in relevant subjects, including Science subjects, plus a Pharmacy Technician's Certificate, from an approved Institution/Institute, with at least 3 years cognate experience from public/private service.</p> <p>(c) By direct appointment/conversion of a candidate possessing a B.Tech (minimum of 2²) degree, NYSC Discharge/Exemption/Exclusion Certificate plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> | Applicable |

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|-----------------------------------|----|---|------------|
| Senior Pharmacy Technician | 8 | <p>(a) By promotion of a confirmed and suitable Higher Pharmacy Technician, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment of a candidate possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, in relevant subjects, including Science subjects, plus a Pharmacy Technician's Certificate, from an approved Institution/Institution, with at least 6 years cognate experience from public/private service.</p> <p>(c) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2²), NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> <p>(d) By appointment of a candidate possessing a Master's Degree in a related field, NYSC Discharge/Exemption/Exclusion Certificate plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> <p>(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Principal Pharmacy Technician III | 9 | <p>(a) By promotion of a confirmed and suitable Senior Pharmacy Technician, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment of a candidate possessing 5 credits in WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, in relevant subjects, including Science subjects, plus a Pharmacy Technician's Certificate, from an approved Institution/Institute, with at least 9 years cognate experience</p> <p>(c) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2²), NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> <p>(g) By appointment of a candidate possessing a Master's Degree in a related field and at least 3 years cognate experience, NYSC Discharge/Exemption/Exclusion Certificate plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> | Applicable |
| Principal Pharmacy Technician II | 11 | <p>a) By promotion of a confirmed and suitable Principal Pharmacy Technician III, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2²), NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> <p>c) By appointment of a candidate possessing a Master's Degree in a related field and at least 6 years cognate experience, NYSC Discharge/Exemption/Exclusion Certificate plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> | Applicable |

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| Principal Pharmacy Technician I | 12 | <p>a) By promotion of a confirmed and suitable Principal Pharmacy Technician II, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2²), NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> <p>c) By appointment of a candidate possessing a Master's Degree in a related field and at least 6 years cognate experience, NYSC Discharge/Exemption/Exclusion Certificate plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> <p>TERMINAL POINT FOR OND HOLDERS AND PHARMACY TECHNICIAN CERTIFICATE</p> | |
| Assistant Chief Pharmacy Technician | 13 | <p>a) By promotion of a confirmed and suitable Principal Pharmacy Technician I, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2²), NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.</p> | |
| Chief Pharmacy Technician | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Pharmacy Technician with at least 15 years cognate experience and has served a four year residency on the post.</p> <p>TERMINAL POINT FOR B.Sc./HND HOLDERS</p> | Not Applicable |

PHOTOGRAPHER CADRE

| POST | SALARY SCALE CONTOISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------------|--------------------------|--|----------------------|
| Chief Photographic Assistant | 6 | <p>a) By promotion of a confirmed and suitable Senior Photographic Assistant who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> <p>b) By direct appointment of a candidate possessing a Diploma/OND in Photography from a recognized institution or Final Certificate of City and Guilds in Photography.</p> | Applicable |
| Higher Photographer | 7 | <p>(a) By promotion of a confirmed and suitable Chief Photographic Assistant, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing a degree /HND with at least Lower Credit in any relevant field, plus a certification in Photography from a recognized institution and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Senior Photographer | 8 | <p>(a) By promotion of a confirmed and suitable Higher Photographer, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment of a candidate possessing a Degree/HND with at least Lower Credit in any relevant field, plus a certification in Photography from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in any relevant field, plus a certification in Photography and NYSC Discharge/Exemption/Exclusion Certificate. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Principal Photographer III | 9 | <p>(a) By promotion of a confirmed and suitable Senior Photographer who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment of a candidate possessing a degree /HND with at least Lower Credit in any relevant field, plus a certification in Photography from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> <p>(c) By appointment of a candidate possessing a Master's Degree in any relevant field, plus a certification in Photography and at least 3 years cognate experience and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |

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|------------------------------|----|--|----------------|
| Principal Photographer II | 11 | <p>a) By promotion of a confirmed and suitable Principal Photographer III, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing a degree/HND with at least Lower Credit in any relevant field, plus a certification in Photography from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 8 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in any relevant field, plus a certification in Photography and at least 6 years cognate experience and NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Principal Photographer I | 12 | <p>a) By promotion of a confirmed and suitable Principal Photographer II, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing a Degree /HND with at least Lower Credit in any relevant field, plus a certification in Photography from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 10 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in any relevant field, plus a certification in Photography and at least 8 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> <p style="text-align: center;">(TERMINAL POINT FOR OND HOLDERS)</p> | Applicable |
| Assistant Chief Photographer | 13 | By promotion of a confirmed and suitable Principal Photographer 1 and Assistant Chief Photographer who has spent at least 3 years on the grade and successful at the appraisal test. | Applicable |
| Chief Photographer | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Photographer with at least 15 years cognate experience and has served a four year residency on the post.</p> <p style="text-align: center;">(TERMINAL POINT FOR B.Sc./B.A./HND HOLDERS)</p> | Not Applicable |

PHYSICAL PLANNING AND DEVELOPMENT UNIT (DIRECTOR)

| POST | SALARY SCALE CONTOISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---|----------------------------------|---|---------------------------------|
| Director of Physical Planning & Development | 15 | By direct appointment, in response to a specific advertisement of a candidate possessing a Degree[Minimum of 2/2] in Engineering/Architecture/Quantity Surveyor/Estate Management/Town Planning etc from a recognised University and registered with the Council of registered Engineers of Nigeria (COREN)/Architect Registration Council of Nigeria (ARCN)/Quantity Surveyors Registration Board of Nigeria (QSRBN) respectively, with at least 18 years cognate experience from public/private service. The post shall be for a tenure of 4 years. | Not Applicable |

PRESENTER CADRE

| POST | SALARY SCALE | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------|--------------|--|----------------------|
| Assistant Presenter | 06 | By direct appointment of a candidate possessing an OND with at least Lower Credit in Mass Communication from a recognized Institution. Must pass Audition test. | Not Applicable |
| Presenter II | 07 | <p>a) By promotion of a confirmed and suitable Assistant Presenter, who has spent at least 3 years on the grade</p> <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) /HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies etc from a recognized higher institution/public service, NYSC Discharge Certificate/Exemption/Exclusion Certificate and must pass Audition test.</p> | Applicable |
| Presenter I | 08 | <p>a) By promotion of a confirmed and suitable Presenter II, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) /HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies etc from a recognized higher institution/public service, NYSC Discharge/ Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies, plus NYSC Discharge/Exemption/Exclusion Certificate.(Must pass Audition test).</p> | Applicable |
| Senior Presenter | 09 | <p>a) By promotion of a confirmed and suitable Presenter II, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2²) /HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies etc from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies and at least 3 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate.(Must pass Audition test).</p> | Applicable |
| Principal Presenter | 11 | <p>a) By promotion of a confirmed and suitable Senior Presenter, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2²) /HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies etc from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> | Not Applicable |

| POST | SALARY SCALE | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------|--------------|--|----------------------|
| | | c) By direct appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies and at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. (In addition, officer must have acquired further relevant training in Broadcasting and must pass Audition test). | |
| Assistant Chief Presenter | 12 | a) By promotion of a confirmed and suitable Principal Presenter, who has spent at least 3 years on the grade and successful at the appraisal test. (In addition, officer must have acquired further relevant training in Broadcasting and must pass Audition test). b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit in Mass Communication/Journalism/Linguistics/English Studies etc from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (TERMINAL POINT FOR OND HOLDERS) | Applicable |
| Assistant Station Manager | 13 | a) By promotion of a confirmed and suitable Principal Presenter and Assistant Chief Presenter, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2 ²) /HND with at least Lower Credit Mass Communication/Journalism/Linguistics/English Studies etc from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 8 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies and at least 12 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. (In addition, officer must have acquired further relevant training in Broadcasting). | Applicable |
| Station Manager | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Station Manager with at least 15 years cognate experience and has served a four year residency on the post. Higher degree will be an added advantage. In addition, must be a Member of a recognized professional body. Officer must have presentation and production skills. (TERMINAL POINT FOR HND HOLDERS) | Not Applicable |

PRIMARY SCHOOL TEACHERS' CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------|-----------------------------|---|-----------------------------|
| Master III | 6 | By direct appointment of a candidate possessing NCE from a recognized College of Education. | Applicable |
| Master II | 7 | a) By promotion of a confirmed and suitable Master III who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing any of the following qualifications: i) An honours degree (minimum of 2 ²) in Education and NYSC Discharge/Exemption/Exclusion Certificate. ii) NCE with a Credit pass from a recognized higher institution and at least 3 years cognate experience from public/private service. | Applicable |
| Master I | 8 | a) By promotion of a confirmed and suitable Master II who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing any of the following qualification: i) An honours degree (minimum of 2 ²) in Education, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service. ii) NCE with a Credit pass from a recognized higher institution and at least 6 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master's Degree in Education, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Master II | 9 | a) By promotion of a confirmed and suitable Master I who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing any of the following qualification: i) An honours degree (minimum of 2 ²) in Education, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from public/private service. ii) NCE with a Credit pass from a recognized higher institution plus at least 9 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master's Degree in Education, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. | Applicable |
| Senior Master I | 11 | (a) By promotion of a confirmed and suitable Senior Master II who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing any of the following qualification: (i) An honours degree (minimum of 2 ²) in Education, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service. (ii) NCE with a Credit pass from a recognized higher institution plus at least 10 years cognate experience from public/private service. | Applicable |

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| | | (c) By appointment of a candidate possessing a Master's Degree in the Education, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 8 years cognate experience from public/private service. | |
| Principal Master | 12 | <p>a) By promotion of a suitable Senior Master I, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) in Education, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Education, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service.</p> <p style="text-align: center;">(TERMINAL POINT FOR NCE HOLDERS)</p> | Applicable |
| Senior Principal Master | 13 | <p>a) By promotion of a suitable Principal Master, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) in Education, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Education, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service.</p> | Applicable |
| Assistant Head Master /Mistress | 14 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Senior Principal Master who has served a residency of 4 years on the post with at least 15 years cognate experience from public/private service. The post shall be for a tenure of two (2) years in the first instance, renewable for another tenure of two (2) years, subject to satisfactory performance and for a maximum of four (4) years. | Not Applicable |
| Head Master /Mistress | 15 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Assistant Head Master/Mistress/Senior Principal Master who has served a residency of 5 years on the post with at least 18years cognate experience from public/private service. The post shall be for a tenure of 4 years. | Not Applicable |

PRINTER/BINDERY ASSISTANT CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARKON CONVERSION |
|--|---------------------------------|---|--------------------------------|
| Chief Printer/Chief Bindery Assistant | 06 | By promotion of a confirmed and suitable Senior Printer/Senior Bindery Assistant, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Chief Printer/Chief Bindery Assistant II | 07 | By promotion of a confirmed and suitable Senior Printer/Senior Bindery Assistant, who has spent at least 3 years on the grade. | Applicable |
| Chief Printer/Chief Bindery Assistant I | 08 | By promotion of a confirmed and suitable Senior Printer/Senior Bindery Assistant, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

PROCUREMENT OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-------------------------------|-------------------------|---|----------------------|
| Procurement Officer II | 7 | By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) / HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics Educational Management [Accounting, Economics] from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Procurement Officer I | 8 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Procurement Officer II, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) / HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics Educational Management [Accounting, Economics] from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 3 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master’s Degree inMarketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Procurement Officer | 9 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Procurement Officer I, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²)/ HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics/Educational Management [Accounting, Economics] from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 6 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master’s Degree in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics, Educational Management [Accounting, Economics] and at least 3 years cognate experience from public/private service. | Applicable |
| Principal Procurement Officer | 11 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Senior Procurement Officer, who has spent at least 3 years on the grade and successful at appraisal test. b) By direct appointment of a candidate possessing an honours degree (minimum of 2²)/HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics, Educational Management [Accounting, Economics] | Applicable |

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| | | <p>from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 9 years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree/ HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics, Educational Management [Accounting, Economics] and at least 6 years cognate experience from public/private service.</p> | |
| Chief Procurement Officer | 13 | <p>a) By promotion of a confirmed and suitable Principal Procurement Officer, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²)/HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 12years cognate experience from public/private service.</p> <p>c) By appointment of a candidate possessing a Master's Degree in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics and at least 9 years cognate experience from public/private service.</p> | Applicable |
| Deputy Director (Procurement) | 14 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Chief Procurement Officer with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Director (Procurement) | 15 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Deputy Director (Procurement) with at least 18 years cognate experience and has served a four year residency on the post, a possession of a higher Degree will be an added advantage. | Not Applicable |

PRODUCER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------|---------------------------------|---|---------------------------------|
| Assistant Producer | 6 | By direct appointment of a candidate possessing OND in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music from a recognized institution. | Applicable |
| Producer II | 7 | a) By promotion of a confirmed and suitable Assistant Producer who has spent at least 3 years on the grade. b) By direct appointment /conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Producer I | 8 | a) By promotion of a confirmed and suitable Producer II who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music from a recognized institution, NYSC Discharge / Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Master's Degree in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Producer | 9 | a) By promotion of a confirmed and suitable Producer I who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music or related field, NYSC Discharge/Exemption/ Exclusion Certificate with at least 6 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Master's Degree in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music and at least 3 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Principal Producer III | 11 | (a) By promotion of a confirmed and suitable Senior Producer who has spent at least 3 years on the grade and successful at the appraisal test. (b) By direct appointment of a candidate possessing an honours degree (minimum of 2 ²) /HND with at least Lower Credit in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service. (c) By direct appointment of a candidate possessing a Master's Degree in Fine & Applied Arts, Textile Design, Graphic Arts or related field and at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |

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| Principal Producer II | 12 | <p>a) By promotion of a confirmed and suitable Principal Producer III who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing HND with at least Lower Credit in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience from public/private service.</p> <p style="text-align: center;">(TERMINAL POINT FOR OND HOLDERS)</p> | |
| Principal Producer I | 13 | <p>c) By promotion of a confirmed and suitable Principal Producer II who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>d) By direct appointment of a candidate possessing HND with at least Lower Credit in Fine & Applied Arts/Textile Design/Graphic Arts/Theatre & Film Studies/Music, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience from public/private service.</p> | Applicable |
| Assistant Chief Producer | 14 | <p>By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Principal Producer I with at least 15 years cognate experience and has served a four year residency on the post.</p> <p style="text-align: center;">(TERMINAL POINT FOR HND HOLDERS)</p> | Not applicable |
| Chief Producer | 15 | <p>By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Assistant Chief Producer with at least 18 years cognate experience and has served a four year residency on the post.</p> | Not Applicable |

PROTOCOL ASSISTANTCADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------|---------------------------------|---|---------------------------------|
| Protocol Assistant | 06 | By promotion of a confirmed and suitable Protocol Assistant Supervisor who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Protocol Assistant II | 07 | By promotion of a confirmed and suitable Protocol Assistant Supervisor who has spent at least 3 years on the grade. | Applicable |
| Protocol Assistant I | 08 | By promotion of a confirmed and suitable Protocol Assistant Supervisor II who has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

QUANTITY SURVEYOR CADRE (WORKS AND SERVICES/PHYSICAL PLANNING & DEVELOPMENT)

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--------------------------------|---------------------------------|---|---------------------------------|
| Quantity Surveyor II | 07 | By direct appointment/conversion of a candidate possessing an honours degree (Minimum of 2 ²)/HND with at least Lower Credit in Quantity Survey from a recognized higher institution/public service, and registrable with the Quantity Surveyors Registration Board of Nigeria, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Quantity Surveyor I | 08 | <p>a) By promotion of a confirmed and suitable Quantity Surveyor II, who has spent at least 3 years on the grade and registrable with the Quantity Surveyors Registration Board of Nigeria.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours degree (Minimum of 2²)/HND with at least Lower Credit in Quantity Survey from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, registrable with the Quantity Surveyors Registration Board of Nigeria and at least 3 year cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Master's Degree in Quantity Survey, plus NYSC Discharge/Exemption/Exclusion Certificate and registrable with the Quantity Surveyors Registration Board of Nigeria.</p> | Applicable |
| Senior Quantity Surveyor | 09 | <p>(a) By promotion of a confirmed and suitable Quantity Surveyor I, registered with the Quantity Surveyors Registration Board of Nigeria and who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an honours degree (Minimum of 2²) /HND with at least Lower Credit in Quantity Survey from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, registrable with the Quantity Surveyors Registration Board of Nigeria and at least 6 year cognate experience from public/private service.</p> <p>(c) By direct appointment of a candidate possessing a Master's Degree in Quantity Survey with at least 3 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate and registrable with the Quantity Surveyors Registration Board of Nigeria.</p> | Applicable |
| Principal Quantity Surveyor II | 11 | <p>(a) By promotion of a confirmed and suitable Senior Quantity Surveyor registered with the Quantity Surveyors Registration Board of Nigeria, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing an honours degree (Minimum of 2²)/HND with at least Lower Credit in Quantity Survey from a recognized institution, NYSC Discharge/Exemption/Exclusion Certificate, registered with the Quantity Surveyors Registration Board of Nigeria with at least 9 year cognate experience from public/private service.</p> <p>(c) By direct appointment of a candidate possessing a Master's Degree in Quantity Survey with at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate and Registered with the Quantity Surveyors Registration Board of Nigeria.</p> | Applicable |

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| Principal Quantity Surveyor I | 12 | <p>(a) By promotion of a confirmed and suitable Senior Quantity Surveyor registered with the Quantity Surveyors Registration Board of Nigeria, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b) By direct appointment of a candidate possessing an honours degree (Minimum of 2²)/HND with at least Lower Credit in Quantity Survey from a recognized institution, NYSC Discharge/Exemption/Exclusion Certificate, registered with the Quantity Surveyors Registration Board of Nigeria with at least 9 year cognate experience from public/private service.</p> <p>By direct appointment of a candidate possessing a Master's Degree in Quantity Survey with at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate and Registered with the Quantity Surveyors Registration Board of Nigeria.</p> <p style="text-align: center;">(TERMINAL POINT FOR OND HOLDERS)</p> | |
| Chief Quantity Surveyor | 13 | <p>a) By promotion of a confirmed and suitable Principal Quantity Surveyor, registered with the Quantity Surveyors Registration Board of Nigeria ,who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (Minimum of 2²) /HND with at least Lower Credit in Quantity Survey from a recognized institution, NYSC Discharge/Exemption/Exclusion Certificate, registered with the Quantity Surveyors Registration Board of Nigeria and at least 12 year cognate experience from public/private service.</p> <p>By direct appointment of a candidate possessing a Master's Degree in Quantity Survey with at least 9 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate and Registered with the Quantity Surveyors Registration Board of Nigeria</p> | Applicable |
| Deputy Director | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Quantity Surveyor with at least 15 years cognate experience and has served a four year residency on the post.</p> <p style="text-align: center;">(TERMINAL POINT FOR HND HOLDERS)</p> | Not Applicable |
| Director | 15 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Deputy Director with at least 18 years cognate experience and has served a four year residency on the post, possession of a higher Degree will be an added advantage..</p> | Not Applicable |

RADIOGRAPHER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------------|-------------------------|--|----------------------|
| Radiographer II | 08 | By direct appointment/conversion of a confirmed and suitable candidate possessing an Honours Degree (minimum of 2 ²) in Radiography, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Radiographer I | 09 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Radiographer II, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours degree (minimum of 2²) in Radiography, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service. c) By appointment of a candidate possessing a Master's Degree in Radiography, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Radiographer | 11 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Radiographer I, who has spent at least 3 years on the grade and registered with the Radiographer Registration Board of Nigeria (RRBN). b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) in Radiography, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience and registered with the Radiographer Registration Board of Nigeria (RRBN). c) By appointment of a candidate possessing a Master's Degree in Radiography, with at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate and registered with the Radiographer Registration Board of Nigeria (RRBN). | Applicable |
| Principal Radiographer | 13 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Senior Radiographer, who has spent at least 3 years on the grade, successful at the appraisal test and registered with the Radiographer Registration Board of Nigeria (RRBN). b) By direct appointment of a candidate possessing an Honours degree (minimum of 2²) in Radiography, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience and registered with the Radiographer Registration Board of Nigeria (RRBN). c) By appointment of a candidate possessing a Master's Degree in Radiography with at least 9 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate and registered with the Radiographer Registration Board of Nigeria (RRBN).. | Applicable |
| Assistant Chief Radiographer | 14 | By appointment preceded by an Internal/External Advertisement and interview of a confirmed and suitable Principal Radiographer, with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Chief Radiographer | 15 | By appointment preceded by an Internal/External advertisement and interview of a confirmed and suitable Assistant Chief Radiographer, with at least 18 years cognate experience and has served a Four year residency on the post, possession of a higher degree will be an added advantage. | Not Applicable |

RECEPTIONIST CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------|---------------------------------|---|---------------------------------|
| Chief Receptionist | 06 | By promotion of a confirmed and suitable Assistant Chief Receptionist who has spent 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Chief Receptionist II | 07 | By promotion of a confirmed and suitable Assistant Chief Receptionist who has spent 3 years on the grade. | Applicable |
| Chief Receptionist I | 08 | By promotion of a confirmed and suitable Assistant Chief Receptionist II who has spent 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

SECRETARIAL ASSISTANT CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------|-------------------------|--|----------------------|
| Secretarial Assistant II | 6 | a) By promotion of a confirmed and suitable Secretarial Assistant possessing WASC/SSCE/NECO/NABTEB/GCE O/L, 5 credits obtained at a maximum of two (2) sittings including English Language plus 50wpm in Typing (i.e. RSA STAGE III or NABTEB advanced level) with at least two (2) additional Secretarial subjects and who has spent at least 3 years on the grade. b) By direct appointment of a candidate possessing WASC/SSCE/NECO/NABTEB/GCE O/L, 5 credits obtained at a maximum of 2 sittings, including English Language plus 100wpm/50 in Typing (i.e. RSA STAGE iii or NABTEB advanced level equivalent to OND), at least 2 additional Secretarial subjects and passing a practical test on computer operation. | Applicable |
| Secretarial Assistant I | 7 | a) By promotion of a confirmed and suitable Senior Secretarial Assistant II possessing WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, including English Language with at least 2 additional Secretarial subjects, who has spent at least 3 years on the grade and proficient in computer operations. b) By direct appointment /conversion of a candidate possessing WASC/SSCE/NECO/NABTEB/GCE O/L 5 credits, obtained at a maximum of 2 sittings, including English Language and RSA stage II/NABTEB Advance level 100/50wpm is equivalent to OND and RSASTateg II and passing a practical test on computer operations, with at least 3 years cognate experience from public/private service. c) HND 120/50 wpm with at least 3 years cognate experience from public/private service. | Applicable |
| Senior Secretarial Assistant II | 8 | a) By promotion of a confirmed and suitable Senior Secretarial Assistant II possessing WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, including English Language with at least 2 additional Secretarial subjects, who has spent at least 3 years on the grade and proficient in computer operations. (TERMINAL POINT FOR WASC/SSCE/NECO/NABTEB/GCE O/L) b) By direct appointment /conversion of a candidate possessing WASC/SSCE/NECO/NABTEB/GCE O/L 5 credits, obtained at a maximum of 2 sittings, including English Language and RSA stage II/NABTEB Advance level 100/50wpm is equivalent to OND and RSASTateg II and passing a practical test on computer operations, with at least 3 years cognate experience from public/private service. c) HND 120/50 wpm with at least 3 years cognate experience from public/private service. | |

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| Senior Secretarial Assistant I | 9 | <p>a) By promotion of a confirmed and suitable Senior Secretarial Assistant II possessing WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, including English Language with at least 2 additional Secretarial subjects, who has spent at least 3 years on the grade and proficient in computer operations.</p> <p>b) By direct appointment /conversion of a candidate possessing NABTEB Advance level 100/50wpm is equivalent to OND and RSA Stage II and passing a practical test on computer operations, with at least 3 years cognate experience from public/private service.</p> <p>c) HND 120/50 wpm with at least 3 years cognate experience from public/private service.</p> | |
| Principal Secretarial Assistant | 11 | <p>a) By promotion of a confirmed and suitable Senior Secretarial Assistant II possessing WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, including English Language with at least 2 additional Secretarial subjects, who has spent at least 3 years on the grade and proficient in computer operations.</p> <p>b) By direct appointment /conversion of a candidate possessing NABTEB Advance level 100/50wpm is equivalent to OND and RSASTateg II and passing a practical test on computer operations, with at least 9 years cognate experience from public/private service.</p> <p>c) HND 120/50 wpm with at least 3 years cognate experience from public/private service.</p> | Applicable |
| Assistant Chief Secretarial Assistant | 12 | <p>a) By promotion of a confirmed and suitable Senior Secretarial Assistant II possessing WASC/SSCE/NECO/NABTEB/GCE O/L, obtained at a maximum of 2 sittings, including English Language with at least 2 additional Secretarial subjects, who has spent at least 3 years on the grade and proficient in computer operations.</p> <p>b) By direct appointment /conversion of a candidate possessing NABTEB Advance level 100/50wpm is equivalent to OND and RSASTateg II and passing a practical test on computer operations, with at least 9 years cognate experience from public/private service.</p> <p>c) HND 120/50 wpm with at least 8 years cognate experience from public/private service.</p> | |
| Senior Chief Assistant | 13 | <p>a) By direct appointment /conversion of a candidate possessing NABTEB Advance level 100/50wpm is equivalent to OND and RSASTateg II and passing a practical test on computer operations, with at least 12 years cognate experience from public/private service.</p> <p>b) HND 120/50 wpm with at least 12 years cognate experience from public/private service.</p> | |
| Chief Secretarial Assistant | 14 | <p>a) By direct appointment /conversion of a candidate possessing NABTEB Advance level 100/50wpm is equivalent to OND and RSASTateg II and passing a practical test on computer operations, with at least 15 years cognate experience from public/private service.</p> <p>b) HND 120/50 wpm with at least 15 years cognate experience from public/private service.</p> | |

SECRETARIAL CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------------|-----------------------------|---|-----------------------------|
| Confidential Secretary | 7 | By direct appointment/conversion of a candidate possessing an honours degree in Secretarial Administration/Office and Information Management, subject to passing tests on Typewriting and Shorthand 120 wpm/50 RSA, from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Personal Secretary II | 8 | <p>(a) By promotion of a confirmed and suitable Confidential Secretary, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing an honours degree in Secretarial Administration/Office and Information Management from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate, subject to passing tests on Typewriting and Shorthand 120 wpm/50 RSA with at least 3 years cognate experience from public/private service.</p> <p>(c) By direct appointment of a candidate possessing a Masters Degree in Secretarial Administration/Office and Information Management, plus NYSC Discharge/Exemption/Exclusion Certificate..</p> | Applicable |
| Senior Personal Secretary I | 9 | <p>(a) By promotion of a confirmed and suitable Personal Secretary II, who has spent at least 3 years on the grade</p> <p>(b) By direct appointment/conversion of a candidate possessing an honours degree in Secretarial Administration/Office and Information Management from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate, subject to passing tests on Typewriting and Shorthand 120 wpm/50 RSA with at least 6 years cognate experience from public/private service.</p> <p>(c) By direct appointment of a candidate possessing a Masters Degree in Secretarial Administration/Office and Information Management, plus NYSC Discharge/Exemption/Exclusion Certificate,with at least 3 years cognate experience from public/private service.</p> | Applicable |
| Principal Secretary | 11 | <p>a) By promotion of a confirmed and suitable Personal Secretary I, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree in Secretarial Administration/Office and Information Management from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate, subject to passing tests on Typewriting and Shorthand 150 wpm/60 RSA with at least 9 years cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Masters Degree in Secretarial Administration/Office and Information Management, plus NYSC Discharge/Exemption/Exclusion Certificate, with at least 6 years cognate experience from public/private service.</p> | Applicable |

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| Assistant Chief Personal Secretary | 13 | <p>a) By promotion of a confirmed and suitable Senior Personal Secretary, who has spent at least 3 years on the grade and successful at the annual appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree in Secretarial Administration/Office and Information Management from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate, subject to passing tests on Typewriting and Shorthand 150 wpm/60 RSA with at least 12 years cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Masters Degree in Secretarial Administration/Office and Information Management, plus NYSC Discharge/Exemption/Exclusion Certificate, with at least 9 years cognate experience from public/private service.</p> | Applicable |
| Chief Personal Secretary | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Personal Secretary, with at least 15 years cognate experience and has served a four year residency on the post.</p> <p>(TERMINAL POINT FOR B.Sc./B.A./HND HOLDERS)</p> | Not Applicable |

| POST | SALARY SCALE CONTOISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARKPON CONVERSION |
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| Assistant Security Officer | 6 | <p>a) By promotion of a confirmed and suitable Patrol Supervisor with evidence of 6 months intensive security training in a well established Security Organization with evidence of at least 3 months training in a well established security organization.</p> <p>b) By appointment Security Officer, who has spent at least 3 years on the grade and possesses an OND in Social Sciences.</p> <p>(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Security Officer | 7 | <p>By direct appointment /conversion of a candidate possessing an honours Degree/HND in Criminology/Social Sciences or related discipline from a recognized higher institution/public service, with evidence of at least 6 months intensive training in a well established security Organization plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Senior Security Officer | 8 | <p>a) By promotion of a confirmed and suitable Security Officer, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours Degree/HND in Criminology/Social Sciences or related discipline from a recognized higher institution/public service, with evidence of at least 6 months intensive training in a well established security Organization, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years experience.</p> <p>c) By direct appointment of a candidate possessing a Masters Degree in Criminology/Social Sciences plus NYSC Discharge/Exemption/Exclusion Certificate.</p> <p>(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L)</p> | Applicable |
| Principal Security Officer III | 9 | <p>a) By promotion of a confirmed and suitable Senior Security Officer, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours Degree/HND in Criminology/Social Sciences or related discipline from a recognized higher institution/public service, with evidence of at least 6 months intensive training in a well established security Organization, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Masters Degree in Criminology/Social Sciences, with at least 3 years cognate experience plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |

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| Principal Security Officer II | 11 | <p>a) By promotion of a confirmed and suitable Principal Security Officer III who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree Degree/HND in Criminology/Social Sciences or related discipline from a recognized higher institution/public service, with evidence of at least 6 months intensive training in a well established security Organization, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> <p>By direct appointment of a candidate possessing a Masters Degree in Criminology/Social Sciences, with at least 6 years cognate experience plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Principal Security Officer I | 12 | <p>a) By promotion of a confirmed and suitable Principal Security Officer II who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree Degree/HND in Criminology/Social Sciences or related discipline from a recognized higher institution/public service, with evidence of at least 6 months intensive training in a well established security Organization, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Masters Degree in Criminology/Social Sciences, with at least 6 years cognate experience plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | |
| Assistant Chief Security Officer | 13 | <p>a) By promotion of a confirmed and suitable Principal Security Officer I who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree Degree/HND in Criminology/Social Sciences or related discipline from a recognized higher institution/public service, with evidence of at least 6 months intensive training in a well established security Organization, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Masters Degree in Criminology/Social Sciences, with at least 9 years cognate experience plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | |
| Deputy Security Officer | 14 | By appointment preceded by Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Security Officer with at least 15 years cognate experience and has served a four year residency on the post.. | Not Applicable |
| Chief Security Officer | 15 | By appointment preceded by Internal and External Advertisement and interview of a confirmed and suitable Deputy Chief Security Officer with at least 18 years cognate experience and has served a Four year residency on the post, possession of a higher degree will be an added advantage. | Not applicable |

STATISTICIAN CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------|----------------------|---|----------------------|
| Chief Statistical Officer | 06 | By promotion of a confirmed and suitable Assistant Statistical Officer who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Statistician II | 07 | By direct appointment/conversion of a candidate possessing any of the following qualifications: An honours degree in Statistics/Mathematics from a recognized higher institution and a Pass in the final examination of the Institute of Statisticians, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Statistician I | 08 | <p>a) By promotion of a confirmed and suitable Statistician II who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) in Statistics/Mathematics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, with at least 3 years cognate experience and a Pass in the final examination of the Institute of Statisticians.</p> <p>c) By direct appointment of a candidate possessing a Masters degree in Statistics/Demography/Mathematics/Econometrics or related field, plus NYSC Discharge/Exemption/Exclusion Certificate and a Pass in the final examination of the Institute of Statisticians.</p> <p>(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |
| Senior Statistician | 09 | <p>a) By promotion of a confirmed and suitable Statistician I who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2²) in Statistics/Mathematics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience and a Pass in the final examination of the Institute of Statisticians.</p> <p>c) By direct appointment of a candidate possessing a Masters degree in Statistics/Demography/Mathematics/ Econometrics or related field with at least 3 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate and a Pass in the final examination of the Institute of Statisticians.</p> | Applicable |

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| Principal Statistician II | 11 | <p>a) By promotion of a confirmed and suitable Senior Statistician who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) in Statistics/Mathematics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience and a Pass in the final examination of the Institute of Statisticians. .</p> <p>c) By direct appointment of a candidate possessing a Masters degree in Statistics/Mathematics/Demography/Econometrics or related field, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience and a Pass in the final examination of the Institute of Statisticians.</p> | Applicable |
| Principal Statistician I | 13 | <p>a) By promotion of a confirmed and suitable Principal Statistician II who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours degree (minimum of 2²) in Statistics/Mathematics from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience and a Pass in the final examination of the Institute of Statisticians. .</p> <p>c) By direct appointment of a candidate possessing a Masters degree in Statistics/Mathematics/Demography/Econometrics or related field, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience and a Pass in the final examination of the Institute of Statisticians.</p> | |
| Assistant Chief Statistician | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Principal Statistician 1 with at least 15 years cognate experience and has served a four year residency on the post. | Not Applicable |
| Chief Statistician | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Statistician with at least 18years cognate experience and has served a four year residency on the post, possession of a higher degree will be an added advantage. | Not Applicable |

STORE OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------------|-------------------------|---|----------------------|
| Store Officer | 6 | a) By promotion of a confirmed and suitable Chief Store Keeper who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) b) By direct appointment of a candidate possessing OND in Purchasing and Supply from a recognized institution. | Applicable |
| Higher Store Officer | 7 | a) By promotion of a confirmed and suitable Store Officer who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours Degree/HND in Marketing/Purchasing and Supply, with NYSC Discharge /Exemption/Exclusion Certificate. | Applicable |
| Senior Store Officer | 8 | a) By promotion of a confirmed and suitable Higher Store Officer who has spent at least 3 years on the grade plus Membership of the Institute of Purchasing and Supply. b) By direct appointment/conversion of a candidate possessing an honours Degree/HND in Marketing/Purchasing and Supply, NYSC Discharge/Exemption/Exclusion Certificate and Membership of the Institute of Purchasing and Supply, with at least 3 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Masters degree in Marketing/Purchasing and Supply, plus NYSC Discharge/Exemption/Exclusion Certificate and Membership of the Institute of Purchasing and Supply. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Principal Store Officer III | 9 | a) By promotion of a confirmed and suitable Senior Store Officer who has spent at least 3 years on the grade, plus membership of the Institute of Purchasing and Supply. b) By direct appointment of a candidate possessing an honours Degree/HND in Marketing/Purchasing and Supply, NYSC Discharge/Exemption/Exclusion Certificate, Membership of the Institute of Purchasing and Supply with at least 6 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Masters degree in Marketing/Purchasing and Supply, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience and Membership of the Institute of Purchasing and Supply. | Applicable |

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| Principal Store Officer II | 11 | <p>a) By promotion of a confirmed and suitable Principal Store Officer III who has spent at least 3 years on the grade, plus membership of the Institute of Purchasing and Supply and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours Degree/HND in Marketing/Purchasing and Supply, NYSC Discharge/Exemption/Exclusion Certificate, Membership of the Institute of Purchasing and Supply with at least 9 years cognate experience from public/private service.</p> <p>c) By direct appointment of a candidate possessing a Masters degree in Marketing/Purchasing, plus NYSC Discharge/Exemption/Exclusion Certificate and Supply with at least 6 years cognate experience and Membership of the Institute of Purchasing and Supply.</p> | Applicable |
| Principal Store Officer I | 12 | <p>a) By promotion of a confirmed and suitable Principal Store Officer II who has spent at least 3 years on the grade, plus membership of the Institute of Purchasing and Supply and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing Degree/HND in Marketing/Purchasing and Supply, NYSC Discharge/Exemption/Exclusion Certificate, Membership of the Institute of Purchasing and Supply with at least 9 years cognate experience from public/private service.</p> <p>[TERMINAL POINT FOR OND HOLDERS]</p> | Applicable |
| Assistant Chief Store Officer | 13 | <p>a) By promotion of a confirmed and suitable Principal Store Officer II and Principal Store Officer I who has spent at least 3 years on the grade, plus membership of the Institute of Purchasing and Supply and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing an honours Degree/HND in Marketing/Purchasing and Supply, NYSC Discharge/Exemption/Exclusion Certificate, Membership of the Institute of Purchasing and Supply with at least 12 years cognate experience from public/private service and has served a four year residency on the post.</p> <p>c) By direct appointment of a candidate possessing a Masters degree in Marketing/Purchasing and Supply, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience and Membership of the Institute of Purchasing and Supply and has served a four year residency on the post.</p> | Applicable |
| Chief Store Officer | 14 | <p>By appointment preceded by Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Store Officer with at least 15 years cognate experience and has served a four year residency on the post.</p> <p>(TERMINAL POINT FOR HND HOLDERS)</p> | Not Applicable |
| Senior Chief Store Officer | 15 | <p>By appointment preceded by Internal and External Advertisement and interview of a confirmed and suitable Chief Store Officer with at least 18 years cognate experience and has served a four year residency on the post, possession of a higher degree will be an added advantage.</p> | Not Applicable |

STUDIO MANAGER CADRE

| POST | SALARY SCALE | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-----------------------------|---------------------|--|-----------------------------|
| Assistant Studio Manager | 06 | By direct appointment of a candidate possessing an OND with at least Lower Credit in Electrical/Electronic Engineering from a recognized institution. | Not Applicable |
| Studio Manager II | 07 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Assistant Studio Manager, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours Degree (Minimum of 2²) /HND with at least Lower Credit in Electrical/Electronic Engineering from a recognized higher institution/public service, plus NYSC Discharge/ Exemption Certificate. | Applicable |
| Studio Manager I | 08 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Studio Manager II, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours Degree (Minimum of 2²) /HND with at least Lower Credit in Electrical/Electronic Engineering from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Master's Degree in Electrical/Electronic Engineering, plus NYSC Discharge/ Exemption Certificate. | Applicable |
| Senior Studio Manager | 09 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Studio Manager I, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an Honours Degree (Minimum of 2²) /HND with at least Lower Credit in Electrical/Electronic Engineering from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Master's Degree in Electrical/Electronic Engineering with at least 3 years cognate experience, plus NYSC Discharge/ Exemption Certificate. | Applicable |
| Principal Studio Manager II | 11 | <ul style="list-style-type: none"> a) By promotion of a confirmed and suitable Senior Studio Manager, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an Honours Degree (Minimum of 2²) /HND with at least Lower Credit in Electrical/Electronic Engineering from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Master's Degree in Electrical/Electronic Engineering with at least 6 years cognate experience, plus NYSC Discharge/ Exemption Certificate. | Not Applicable |

| POST | SALARY SCALE | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------------|--------------|--|----------------------|
| | | (In addition, the Officer is required to acquire a certification in Mass Communication/Journalism). (TERMINAL POINT FOR OND HOLDERS) | |
| Principal Studio Manager I | 12 | a) By promotion of a confirmed and suitable Principal Studio Manager II, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing HND with at least Lower Credit in Electrical/Electronic Engineering from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (In addition, the Officer is required to acquire a certification in Mass Communication/Journalism). (FOR HND HOLDERS ONLY) | Applicable |
| Assitant Studio/Station Manager | 13 | a) By promotion of a confirmed and suitable Principal Studio Manager I and Assistant Chief Studio Manager, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an Honours Degree (Minimum of 2 ²) /HND with at least Lower Credit in Electrical/Electronic Engineering from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Master's Degree in Electrical/Electronic Engineering with at least 9years cognate experience and NYSC Discharge/Exemption/Exclusion Certificate. (In addition, the Officer is required to acquire a certification in Mass Communication/Journalism). | Applicable |
| Station Manager | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Studio/Station Manager with at least 15 years cognate experience and has served a four year residency on the post. Higher degree will be an added advantage. In addition, must be duly registered with the relevant Professional body. Officer must have presentation and production skills.Possession of higher degree will be an added advantage (TERMINAL POINT FOR B.Sc/B.A./HND HOLDERS) | Not Applicable |

SWIMMING POOL/LIFE GUARD ATTENDANT CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Swimming Pool/Life Guard Supervisor | 06 | By promotion of a confirmed Swimming Pool/Life Guard Assistant Supervisor who has spent 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Swimming Pool/Life Guard Supervisor II | 07 | By promotion of a confirmed Swimming Pool/Life Guard Assistant Supervisor who has spent 3 years on the grade. | Applicable |
| Swimming Pool/Life Guard Supervisor I | 08 | By promotion of a confirmed Swimming Pool/Life Guard Assistant Supervisor II who has spent 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

TECHNICAL OFFICER CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|---------------------------|----------------------|--|----------------------|
| Chief Technical Assistant | 6 | <p>a) By promotion of a confirmed and suitable Senior Technical Assistant/Assistant Technical Officer, who has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> <p>b) By direct appointment of a candidate possessing any of the following qualification: City & Guilds Technician Certificate/OND in an Engineering related field.</p> | Not Applicable |
| Higher Technical Officer | 7 | <p>a) By promotion of a confirmed and suitable Technical Officer, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing any of the following qualification:</p> <ol style="list-style-type: none"> 1. B.Tech/HND with at least Lower Credit/Higher National Certificate (HNC)/Full Technological Certificate (TNC) in an Engineering related field with a minimum of 2², from a recognized higher institution plus NYSC Discharge/Exemption/Exclusion Certificate. 2. Qualifications listed for Technical Officer with at least 3 years cognate experience as Technical Officer. | Applicable |
| Senior Technical Officer | 8 | <p>(a) By promotion of a confirmed and suitable Higher Technical Officer, who has spent at least 3 years on the grade.</p> <p>(b) By direct appointment/conversion of a candidate possessing any of the following qualifications:</p> <ol style="list-style-type: none"> 1. B.Tech/HND HND with at least Lower Credit/Higher National Certificate (HNC)/Full Technological Certificate(TNC) in an Engineering related field with a minimum of 2², from a recognized higher institution plus NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service. 2. Qualifications listed for Technical Officer plus at least 6 years cognate experience as Technical Officer. <p>(c) By direct appointment of a candidate possessing a Masters degree in an Engineering related field plus NYSC Discharge/Exemption/Exclusion Certificate. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)</p> | Applicable |

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| Principal Technical Officer III | 9 | <p>a) By promotion of a confirmed and suitable Senior Technical Officer, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing any of the following qualifications:</p> <ol style="list-style-type: none"> 1. B.Tech/HND with at least Lower Credit/Higher National Certificate (HNC)/Full Technological Certificate (TNC) in an Engineering related field with a minimum of 2², from a recognized higher institution plus NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service. 2. Qualifications listed for Technical Officer plus at least 9 years cognate experience as Technical Officer. <p>c) By direct appointment of a candidate possessing a Masters degree in the relevant field with at least 3 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | Applicable |
| Principal Technical Officer II | 11 | <p>a) By promotion of a confirmed and suitable Principal Technical Officer III, who has spent at least 3 years on the grade.</p> <p>b) By direct appointment/conversion of a candidate possessing any of the following qualifications:</p> <ol style="list-style-type: none"> 1. B.Tech/HND with at least Lower Credit/Higher National Certificate (HNC)/Full Technological Certificate (TNC) in an Engineering related field with a minimum of 2², from a recognized higher institution plus NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from public/private service. 2. Qualifications listed for Technical Officer plus at least 9 years cognate experience as Technical Officer. <p>c) By direct appointment of a candidate possessing a Masters degree in the relevant field with at least 3 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate.</p> | |
| Principal Technical Officer I | 12 | <p>(a) By promotion of a confirmed and suitable Principal Technical Officer II, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>(b)By direct appointment of a candidate possessing B.Tech/HND with at least Lower Credit in an Engineering related field, from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service.</p> <p style="text-align: center;">[TERMINAL POINT FOR OND HOLDERS AND ITS EQUIVALENT]</p> | applicable |
| Assistant Chief Technical Officer | 13 | <p>a) By promotion of a confirmed and suitable Principal Technical Officer I, who has spent at least 3 years on the grade and successful at the appraisal test.</p> <p>b) By direct appointment of a candidate possessing HND, with at least a Lower Credit in an Engineering related field, from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience from public/private service.</p> | Applicable |

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| Chief Technical Officer | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Technical Officer, with at least 15 years cognate experience who has served a residency of 4 years on the post. [TERMINAL POINT FOR B.Sc/HND HOLDERS AND ITS EQUIVALENT) | Not Applicable |
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TECHNOLOGIST CADRE

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-------------------------------|----------------------|--|----------------------|
| Assistant Technologist | 06 | a) By direct appointment/conversion of a candidate possessing OND in a relevant field | Applicable |
| Senior Assistant Technologist | 07 | b) By direct appointment/conversion of a candidate possessing B.Tech (minimum of 2 ²)/HND with at least Lower Credit in a relevant field, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Technologist I | 08 | c) By direct appointment/conversion of a candidate possessing B.Tech (minimum of 2 ²)/HND with at least Lower Credit in a relevant field, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Technologist | 09 | a) By promotion of a confirmed and suitable Technologist I possessing B.Tech. (minimum of 2 ²)/HND with at least Lower Credit, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing B.Tech. (minimum of 2 ²) /HND with at least Lower Credit in a relevant field, plus NYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Masters degree in the relevant field plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Principal Technologist | 11 | a) By promotion of a confirmed and suitable Senior Technologist who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing B.Tech (minimum of 2 ²)/ HND with at least Lower Credit and Associate member of the Nigerian Institute of Science Technology (NIST), NYSC Discharge/Exemption/Exclusion Certificate, with at least 6 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Masters degree in the relevant field with at least 3 years cognate experience plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Assistant Chief Technologist | 12 | a) By promotion of a confirmed and suitable Principal Technologist, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing B.Tech (minimum of 2 ²)/ HND with at least Lower Credit and Associate member of the Nigerian Institute of Science Technology (NIST), plus NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Masters degree in the relevant field with at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |

(FOR OND HOLDERS ONLY)

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| Chief Technologist | 13 | a) By promotion of a confirmed and suitable Principal Technologist and Assistant Chief Technologist, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing B.Tech (minimum of 2 ²)/ HND with at least Lower Credit and Associate Member of the Nigerian Institute of Science Technology (NIST), plus NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Masters degree in the relevant field with at least 9 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Chief Technologist | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Chief Technologist with at least 15 years cognate experience and has served a four year residency on the post. (TERMINAL POINT FOR HND HOLDERS) | Not Applicable |
| Principal Chief Technologist | 15 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Senior Chief Technologist, with at least 18 years cognate experience who has served a residency of 4 years on the post. | Not Applicable |

TRACTOR DRIVER CADRE

| POST | SALARY SCALE (CONTISS) | BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Chief Tractor Driver | 06 | (a) By promotion of a confirmed and suitable Chief Tractor Driver, possessing Trade Test III and has spent at least 3 years on the grade. | Applicable |

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| Chief Tractor Driver II | 07 | By promotion of a confirmed and suitable Chief Tractor Driver, possessing Trade Test III and has spent at least 3 years on the grade. | Applicable |
| Chief Tractor Driver I | 08 | By promotion of a confirmed and suitable Chief Tractor Driver II, possessing Trade Test III and has spent at least 3 years on the grade. (TERMINAL POINT FOR TRADE TEST/NABTEB/GCE O/L HOLDERS) | Applicable |

TRANSPORT OFFICER/SUPERVISOR CADRE

| POST | SALARY SCALE CONTISS | BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--|-------------------------|--|----------------------|
| Transport Supervisor/ Superintendent Driver | 06 | a) By promotion of a confirmed and suitable Chief Driver possessing Trade Tests III and II, and has spent at least 3 years on the grade. b) By direct appointment of a candidate possessing WASC/SSCE/NECO/NABTEB/GCE O/L (with a minimum of 3 credits including English Language) and Trade Test I [in Motor Mechanic with a valid Class ‘E’ driving license]. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Transport Officer II/ Higher Transport Supervisor | 07 | a) By promotion of a confirmed and suitable Transport supervisor/Superintendent Driver who has spent at least 3 years on the grade and possesses Trade Test I [in Motor Mechanic with a valid Class ‘E’ driving license]. b) By direct appointment/conversion of a candidate possessing WASC/SSCE/NECO/NABTEB/GCE O/L (with a minimum of 3 credits including English Language) and Trade Test I [in Motor Mechanic with a valid Class ‘E’ driving license] plus at least 3 years cognate experience from public/private service. c) By direct appointment/conversion of a candidate possessing a degree/HND, plus NYSC Discharge/Exemption/Exclusion Certificate and Trade Test I [in Motor Mechanic with a valid Class ‘E’ driving license] and Health Safety and Environment Certificate in Transportation and Safety. | Applicable |
| Transport Officer I/Senior Transport Supervisor | 08 | a) By promotion of a confirmed and suitable Transport Officer II/Higher Transport Supervisor who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing WASC/SSCE/NECO/NABTEB/GCE O/L (with a minimum of 3 credits including English Language) and Trade Test I in [Motor Mechanic with a valid Class ‘E’ driving license] plus at least 6 years cognate experience and possesses Health Safety and Environment Certificate in Transportation and Safety. c) By direct appointment/conversion of a candidate possessing a degree/HND, plus NYSC Discharge/Exemption/Exclusion Certificate and Trade Test I [in Motor Mechanic with a valid Class ‘E’ driving license], at least 3 years cognate experience and possesses Health Safety and Environment Certificate in Transportation and Safety. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

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| Senior Transport Officer/ Principal Transport Supervisor II | 09 | <p>a) By promotion/conversion of a confirmed and suitable Transport Officer I/Senior Transport Supervisor who has spent at least 3 years on the grade and possesses Health Safety and Environment Certificate in Transportation and Safety.</p> <p>b) By direct appointment/conversion of a candidate possessing WASC/SSCE/NECO/NABTEB/GCE O/L(with a minimum of 3 credits including English Language) and Trade Test I [in Motor Mechanic with a valid Class ‘E’ driving license] plus at least 9 years cognate experience from public/private service.</p> <p>c) By direct appointment/conversion of a candidate possessing a degree/HND, plus NYSC Discharge/Exemption/Exclusion Certificate and Trade Test I [in Motor Mechanic with a valid class ‘E’ driving license], at least 6 years cognate experience and possesses Health Safety and Environment Certificate in Transportation and Safety.</p> | Applicable |
| Principal Transport Officer II/ Principal Transport Supervisor I | 11 | <p>a) By promotion of a confirmed and suitable Senior Transport Officer/Principal Transport Supervisor II who has spent at least 3 years on the grade, successful at the appraisal test and possesses Health Safety and Environment Certificate in Transportation and Safety.</p> <p>b) By direct appointment of a candidate possessing WASC/SSCE/NECO/NABTEB/GCE O/L(with a minimum of 3 credits including English Language)and Trade Test II[in Motor Mechanic with a valid Class ‘E’ driving license] plus 9 years cognate experience from public/private service.</p> <p>c) By direct appointment/conversion of a candidate possessing a degree/HND, plus NYSC Discharge/Exemption/Exclusion Certificate and Trade Test I [in Motor Mechanic with a valid Class ‘E’ driving license], at least 9 years cognate experience and possesses Health Safety and Environment Certificate in Transportation and Safety.</p> | Applicable |
| Principal Transport Officer I/Assistant Chief Transport Supervisor | 12 | <p>a) By promotion of a confirmed and suitable Principal Transport Officer II/Principal Transport Supervisor I who has spent at least 3 years on the grade, successful at the appraisal test and possesses Health Safety and Environment Certificate in Transportation and Safety.</p> <p>b) By direct appointment/conversion of a candidate possessing HND, plus NYSC Discharge/Exemption/Exclusion Certificate and Trade Test I [in Motor Mechanic with a valid Class ‘E’ driving license], at least 9 years cognate experience and possesses Health Safety and Environment Certificate in Transportation and Safety.</p> <p style="text-align: center;">[FOR HND HOLDERS ONLY]</p> | Applicable |

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| Assistant Chief Transport Officer/Chief Transport Supervisor | 13 | <p>a) By promotion of a confirmed and suitable Principal Transport Officer II/Principal Transport Supervisor I and Principal Transport Officer I/Assistant Chief Transport Supervisor who has spent at least 3 years on the grade, successful at the appraisal test and possesses Health Safety and Environment Certificate in Transportation and Safety.</p> <p>b) By direct appointment of a candidate possessing a degree/HND with at least Lower Credit, plus NYSC Discharge/Exemption/Exclusion Certificate and Trade Test I [in Motor Mechanic with a valid Class 'E' driving license], at least 12 years cognate experience and possesses Health Safety and Environment Certificate in Transportation and Safety.</p> | Applicable |
| Chief Transport Officer | 14 | <p>By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Transport Officer/Chief Transport Supervisor, with at least 15 years cognate experience, a Post Graduate Diploma (PGD) in Transportation and Logistics, plus Health Safety and Environment Certificate in Transportation and Safety and has served a residency of 4 years on the post.</p> <p>(TERMINAL POINT FOR B.Sc/HND HOLDERS)</p> | Not Applicable |

WORKS AND SERVICES (DIRECTOR)

| POST | SALARY SCALE CONTISS | BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|------------------------------|---------------------------------|---|---------------------------------|
| Director of Works & Services | 15 | By direct appointment, in response to a specific advertisement of a candidate possessing a Degree in Engineering/Architecture/Quantity Survey/Estate Management/Town Planning etc from a recognised University and registered with the Council of registered Engineers of Nigeria (COREN)/Architect Registration Council of Nigeria (ARCN)/Quantity Surveyors Registration Board of Nigeria (QSRBN) respectively, with at least 18 years cognate experience from public/private service. The post shall be for a tenure of 5 years. | Not Applicable |

WORKS SUPERINTENDENT CADRE

| POST | SALARY SCALE CONTISS | BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|-------------------------------------|-----------------------------|---|-----------------------------|
| Works Superintendent | 06 | a) By promotion of a confirmed and suitable Assistant Works Supervisor possessing Trade Test III, II and I and has spent at least 3 years on the grade with period of training inclusive. b) By direct appointment of a candidate possessing OND in an Engineering related field from a recognized institution or Full Technology Certificate (Craft) of the City and Guilds of London Institute in the appropriate trade. | Applicable |
| Higher Works Superintendent | 07 | a) By promotion of a confirmed and suitable Works Superintendent who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing HND in an Engineering related field from a recognized higher institution/public service, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Senior Works Superintendent | 08 | a) By promotion/conversion of a confirmed and suitable Higher Works Superintendent who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing HND in an Engineering related field from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience from public/private service. | Applicable |
| Principal Works Superintendent III | 09 | a) By promotion/conversion of a confirmed and suitable Senior Works Superintendent who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing HND in an Engineering related field from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate at least 6 years cognate experience from public/private service. | Applicable |
| Principal Works Superintendent II | 11 | a) By promotion of a confirmed and suitable Principal Works Superintendent III who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an HND in an Engineering related field from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. | Applicable |
| Senior Chief Works Superintendent I | 12 | a) By promotion of a confirmed and suitable Principal Works Superintendent II, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an HND in an Engineering related field from a recognized institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. (TERMINAL POINT FOR OND/TRADE TEST III,II AND I HOLDERS) | Applicable |

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| Assistant Chief Works Superintendent | 13 | By promotion of a confirmed and suitable Senior Chief Works Superintendent I who has spent at least 3 years on the grade and successful at the appraisal test. and at least 12 years cognate experience from public/private service. | Not Applicable |
| Chief Works Superintendent | 14 | By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Assistant Chief Works Superintendent, with at least 15 years cognate experience and has served a residency of 4 years on the post. (TERMINAL POINT FOR B.Sc/HND HOLDERS) | Not Applicable |

ZOO STAFF CADRE

| POST | SALARY SCALE (CONTISS) | BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
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| Chief Zoo Keeper | 06 | By promotion of an Assistant Chief Zoo Keeper who possesses 5 credits in WASC/ SSCE /GCE and has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Chief Zoo Keeper I | 07 | By promotion of an Assistant Chief Zoo Keeper who possesses 5 credits in WASC/ SSCE /GCE and has spent at least 3 years on the grade. | Applicable |
| Chief Zoo Keeper II | 08 | By promotion of an Assistant Chief Zoo Keeper I who possesses 5 credits in WASC/ SSCE /GCE and has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |

LABORATORY SUPERVISOR

| POST | SALARY SCALE (CONTISS) | BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE WITH WASC | REMARK ON CONVERSION |
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| Laboratory Supervisor | 06 | By promotion of an Assistant Laboratory Supervisor who possesses 5 credits in WASC/ SSCE /GCE and has spent at least 3 years on the grade. (TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) | Applicable |
| Laboratory Superintendent | 07 | By promotion of aLaboratory Supervisorwho possesses 5 credits in WASC/ SSCE /GCE and has spent at least 3 years on the grade. | Applicable |
| Senior Laboratory Superintendent | 08 | By promotion of an Laboratory Superintendentwho possesses 5 credits in WASC/ SSCE /GCE and has spent at least 3 years on the grade. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS) NOTE: With OND candidate can proceed to Principal Assistant Technologist II on CONTISS 9 | Applicable |

ASSISTANT LABORATORY TECHNOLOGIST WITH OND

| POST | SALARY SCALE CONTISS | BASIC REQUIREMENT FOR ADVANCEMENT WITHIN THE CADRE | REMARK ON CONVERSION |
|--------------------------------------|-----------------------------|---|-----------------------------|
| Assistant Technologist | 06 | a) By promotion of a confirmed and suitable Laboratory Supervisor possessing a minimum of OND in related field from a recognized institution. b) By direct appointment of a candidate possessing OND in related field from a recognized institution | Applicable |
| Senior Assistant Technologist | 07 | a) By promotion of a confirmed and suitable Assistant Technologist who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing HND in related field from a recognized higher institution/public service, plus NYSC Discharge/Exemption/Exclusion Certificate. | Applicable |
| Principal Assistant Technologist III | 08 | a. By promotion of a confirmed and suitable Senior Assistant Technologist who has spent at least 3 years on the grade. b. By direct appointment/conversion of a candidate possessing HND in an Engineering related field from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate. plus at least 3 years cognate experience | Applicable |
| Principal Assistant Technologist II | 09 | a. By promotion of a confirmed and suitable Principal Assistant Technologist III who has spent at least 3 years on the grade. b. By direct appointment/conversion of a candidate possessing HND in related field from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate at least 6 years cognate experience from public/private service | Not Applicable |
| Principal Assistant Technologist I | 11 | a. By promotion of a confirmed and suitable Principal Assistant Technologist II who has spent at least 3 years on the grade and successful at the appraisal test. b. By direct appointment of a candidate possessing an HND in related field from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service | Not Applicable |
| Chief Assistant Technologist | 12 | a) By promotion of a confirmed and suitable Principal Assistant Technologist I, who has spent at least 3 years on the grade and successful at the appraisal test. b) By direct appointment of a candidate possessing an HND in related field from a recognized institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience from public/private service. c) By direct appointment of a candidate possessing a Masters degree in the relevant field with at least 6 years cognate experience, plus NYSC Discharge/Exemption/Exclusion Certificate. (TERMINAL POINT FOR OND HOLDERS) | Not Applicable` |

