UNIVERSITY OF PORT HARCOURT
PORT HARCOURT

CAREER STRUCTURE FOR SENIOR PROFESSIONAL ADMINISTRATIVE AND TECHNICAL STAFF (SPATS)
CONTISS 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	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. **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.	Not Applicable
Chief Academic Planning Officer	13	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. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2^2), 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. 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	Not Applicable
Deputy Director Academic Planning	14	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. **(TERMINAL POINT FOR HND HOLDERS)**	Not Applicable
Director Academic Planning	15	By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Deputy Director AcademicPlanning Officer with at least 18 years cognate experience and has served a four-year residency on the post.	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)/3rd[with Professional qualification] in Accountancy from a recognized higher Institution and NYSC Discharge/Exemption/Exclusion Certificate.	Applicable
Accountant I	8	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 2^2) 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	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 2^2) 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	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
		b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2^2) in Accountancy from a recognised higher institution, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience. 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. 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.	
Chief Accountant	13	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. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2^2) plus ACA or CNA, NYSC Discharge/Exemption/Exclusion Certificate and at least 12 years cognate experience. 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. d) 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.	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	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. b) 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, ACA, CNA and at least 18 years cognate experience, especially, in Public/Private Sector Accounting. Possession of Higher Degree(s) can be an advantage.	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	a) By promotion of a confirmed and suitable Administrative Assistant 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) 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. c) By appointment of a candidate possessing a Master's Degree in the relevant Field, plus NYSC Discharge / Exemption/Exclusion Certificate.	Applicable
Assistant Registrar	9	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. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2^2) 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. **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.**	Applicable
Senior Assistant Registrar	11	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. b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2^2) from a recognized higher institution, NYSC Discharge/Exemption/Exclusion Certificate and	Applicable

POST	SALARY SCALE CONTISS	BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE	REMARK ON CONVERSION
		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. 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 institiution/private sector and registered with a relevant professional body.	
Principal Assistant Registrar	13	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. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2^2) 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. 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.	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 2nd 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 2nd 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 2nd 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 2nd Class Lower Division, NYSC	Applicable

		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 Barv 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		b) By direct appointment/conversion of a candidate possessing an Honours Degree (minimum of 2^2) 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. 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].	
Principal Information and Public Relations Officer II	11	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. b) By direct appointment of a candidate possessing an honours degree (minimum of 2^2) 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. 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].	Not Applicable
Principal Information and Public Relations Officer I	13	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. b) By direct appointment of a candidate possessing an honours degree (minimum of 2^2) 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. 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].	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
		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	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. b) By direct appointment of a candidate possessing OND in Agricultural Science from a recognized higher institution.	Applicable
Agricultural Superintendent	7	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. 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.	Applicable
Senior Agricultural Superintendent	8	a) By promotion of a confirmed and suitable Agricultural Superintendent who has spent at least 3 years on the grade. 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)**	Applicable
Principal Agricultural Superintendent II	9	a) By promotion of a confirmed Senior Agricultural Superintendent who has spent at least 3 years on the grade.	Applicable

		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	a) By promotion of a confirmed and suitable Architect 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 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. 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. d) By review /redesignation of appointment of candidates who are registered with ARCON.	Applicable
Principal Architect	11	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). 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.	Not Applicable
Chief Architect	13	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). 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.	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 Iand 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	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 2^2) 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	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 2^2) 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	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 2^2) 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

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 Suprintendent 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 Creditin Printing Technology from a recognized higher institution, NYSC Discharge/Exemption/ExclusionCertificate 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, plusNYSC Discharge/Exemption/Exclusion Certificate and at least 3 years cognate experience from a public/well established private sector.	Applicable

Principal Bindery Officer	11	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. b) By direct appointment 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 9 years cognate experience from public/well established private sector. c) By appointment of a candidate possessing a Master's Degree in Printing Technology. plusNYSC Discharge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/well established private sector.	Not Applicable
Assistant Chief Bindery Officer	12	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. 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. **[TERMINAL POINT FOR OND HOLDERS]**	Not Applicable
Chief Bindery Officer	13	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. 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.	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

		institution, NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from 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 with at least 3 years cognate experience from public/well established private sector.	
Principal Cartographer II	11	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. 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/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 Geography and Environmental Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience from a public/well established private sector.	Not Applicable
Principal Cartographer I	12	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. 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/Exclusion Certificate with at least 9 years cognate experience from 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/Exclusion Certificate with at least 6 years cognate experience from public/well established private sector. **(TERMINAL POINT FOR OND/NCE HOLDERS)**	
Assistant Chief Cartographer	13	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. 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/Exclusion Certificate, must be a Member of the relevant professional body and **at least 12 years** cognate experience from public/well established private sector. c) By appointment of a candidate possessing a Master's Degree in Geography and Environmental Sciences, NYSC Discharge/Exemption/ExclusionCertificate and must be a Member of professional body, with at least 9 years cognate experience from public/well established private sector.	Not Applicable

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

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 HousekeepingSupervisor Ipossessing 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

Catering/Housekeeping Officer	7	a) By promotion of a confirmed and suitable Catering /Housekeeping 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 Home Economics/Catering/ Hospitality Management and Tourism/Home Management from a recognized higher institution and NYSC Discharge/ Exemption/Exclusion Certificate.	Applicable
Catering/Housekeeping Officer I	8	a) By promotion of a confirmed and suitable Catering/Housekeeping 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 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. c) By appointment of a candidate possessing a Master's Degree in relevant field as in (7) above, plus NYSC Discharge/ Exemption/Exclusion Certificate.	Applicable
Senior Catering/ Housekeeping Officer	9	a) By promotion of a confirmed and suitable Catering/House Keeping 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 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. 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.	Applicable
Principal Catering /Housekeeping Officer II	11	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. b) By direct appointment of a candidate possessing an honours Degree (minimum of 2^2) /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. 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.	Not Applicable
Principal Catering/	12	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.	Not Applicable

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	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 2^2) /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	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 2^2) /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	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 2^2) /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	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 2^2) /HND with at least Lower Credit in Physical Education etc from a recognized higher institution with a professional	Applicable

		coaching certificate, NYSC Discharge/Exemption/Exclusion Certificate and at least 9 years cognate experience in a specific sports/game. 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.	
Principal Sports Coach I	12	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. b) By direct appointment of a candidate possessing an Honours degree (minimum of 2^2) /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. 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. **[TERMINAL POINT FOR OND/NCE HOLDERS]**	Applicable
Chief Sports Coach	13	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. b) By direct appointment of a candidate possessing an Honours degree (minimum of 2^2)/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. 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 experiencefrom a public/well established private sector.	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
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 Applicablee
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 ofNigeria for TechnicianCadre.	Applicable
Senior Community Health Technician	8	a) By promotion of a confirmed and suitable Higher Community Health Technicianwho 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 ofNigeria for TechnicianCadre.	Applicable
Principal Community Health Technician II	9	a) By promotion of a confirmed and suitable Senior Community Health Technicianwho has spent at least 3 years on the grade. b) By direct Appointment/conversion of a candidate possessing HND with at least Lower Credit inCommunity 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 ofNigeria for TechnicianCadre.	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 ofNigeria for TechnicianCadre.	Not Applicable

Assistant Chief Community Health Technician	12	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. 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 ofNigeria for TechnicianCadre. **(TERMINAL POINT FOR OND HOLDERS)**	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

OMPUTER NETWORK ADMINISTRATOR CADRE

POST	SALARY SCALE CONTISS	BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE	REMARK ON CONVERSION
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	a) By promotion of a confirmed and suitable Network Administrator 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 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. 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.	Applicable

Senior Network Administrator	9	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. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2^2)/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. 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.	Applicable
Principal Network Administrator III	11	**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. **b)** By direct appointment of a candidate possessing an Honours Degree (minimum of 2^2)/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**.** 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.	Applicable
Principal Network Administrator II	12	**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. 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.	Applicable
Principal Network Administrator I	13	a) By promotion of a confirmed and suitable Principal Network Administrator II and Principal Network Administrator II, possessing an Honours Degree (minimum of 2^2) 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. 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.	Applicable

		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. Possessionof 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

Senior Programmer		from a recognized higher institution, professional certfication 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 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.	
Principal Systems Analyst / Principal Programmer	11	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. b) By direct appointment of a candidate possessing an Honours degree (minimum of 2^2) /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. 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 .	Applicable
Assistant Chief Systems Analyst / Assistant Chief Programmer	12	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. 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.	Applicable
Chief Systems Analyst/ Chief Programmer	13	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 cerification, who has spent at least 3 years on the grade and also successful at the Appraisal Test. b) By direct appointment of a candidate possessing an Honours degree (minimum of 2^2) 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. **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.	Applicable

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	a) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2^2) /HND with at least Lower Credit in Computer Science and NYSC Discharge/Exemption/Exclusion Certificate b) By direct appointment of a candidate possessing an honours degree (minimum of 2^2) /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.	Applicable
Webmaster I/Web Designer I	8	a) By promotion of a confirmed and suitable Webmaster II/ Web Designer 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 Computer Science, registrable with a professional body. c) By direct appointment of a candidate possessing an Honours degree (minimum of 2^2) /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 . 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	Applicable

Senior Webmaster/ Web Designer	9	(a) By promotion of a confirmed and suitable Webmaster I/Web Designer 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 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. c) By direct Appointment of a candidate possessing an Honours degree (minimum of 2^2) /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 Certificatewith at least 6 years cognate experience as a Webmaster/Designer. 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.	Applicable
Principal Webmaster II/ Web Designer II	11	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,. b) By direct Appointment of a candidate possessing an Honours degree (minimum of 2^2) /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. 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.	Applicable
Principal Webmaster I/ Web Designer I	12	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. b) By direct appointment of a candidate possessing an Honours degree (minimum of 2^2) /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. c) By appointment of a candidatepossessing a Master's Degree in Computer Science, in addition to Professional Certification in Programming Languages i.e. PHP,ASP,JAVA etc, plus NYSC	Applicable

		Discharge / Exemption/Exclusion Certificate with at least 9 years cognate experience from public/private service.	
Asst. Chief Webmaster/ Web Designer	13	a) By promotion of a confirmed and suitable Principal Webmaster II/Principal Web Designer II and Principal WebmasterI/Principal Web Designer 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 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. c) By appointment of a candidate possessing a Master's Degree in Computer Science, in addition to Professional Certification inProgramming 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.	Applicable
Chief Webmaster/ Web Designer	14	By appointment preceded by an Internal and External Advertisement and interview of a confirmed and suitable Asststant Chief Webmaster/Asst. Chief Web Designerwith 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 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
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	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 2^2) 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	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 2^2) 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

Principal Counselling Officer II/Principal Social Welfare Officer II	11	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) b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2^2) 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. 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).	Not Applicable
Principal Counselling Assistant Chief Social Welfare Officer I	13	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. b) **By direct appointment of a candidate possessing an Honours Degree (minimum of 2^2) 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.** 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)**	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. Possessionof 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
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	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 2^2]/ HND Lower Creditin 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	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 2^2]/ 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	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 2^2]/ 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	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 2^2]/ 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.	
Assistant Chief Curator	13	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. b) By direct appointment of a candidate possessing an Honours Degree[minimum of 2^2] 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. c) By appointment of a candidatepossessing 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.	Applicable
Chief Curator	14	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. **[TERMINAL POINT FOR HND HOLDERS]**	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	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. b) By direct appointment of a candidate possessing OND in Computer Science/Data Processing from a recognized institution. **(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	Applicable
Data Processing Officer II	07	a) By promotion of a confirmed and suitable Senior Computer Operator 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/Data Processing from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.	Applicable
Data Processing Officer I	08	a) By promotion of a confirmed and suitable Data Processing Officer 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 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. c) By appointment of a candidate possessing a Master's Degree in Computer Science/Data Processing and NYSC Discharge/Exemption/Exclusion Certificate. **(TERMINAL POINT FOR 5CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	Applicable
Senior Data Processing Officer	09	a) By promotion of a confirmed and suitable Data Processing 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 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	Applicable

		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	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. b) By direct appointment of a candidate possessing an Honours Degree (minimum of 2^2)/ 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 . 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 .	Not Applicable
Principal Data Processing Officer I	12	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. 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 . **(TERMINAL POINT FOR OND HOLDERS ONLY)**	Not Applicable
Assistant Chief Data Processing Officer	13	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. 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.	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 Appicable
Chief Drummer	08	By promotion of a confirmed and suitable Drummer who has spent at least 3 years on the grade	Not Applicable

		.**(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	

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

		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 with at least 12 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 9 years cognate experience from a public/well established private Sector and Professional Certification.	
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

ENVIRONMENTALHEALTH 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	(a) By promotion of a confirmed and suitable Assistant Environmental/Health 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 Environmental/Health Sciences from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.	Applicable
Higher Environmental Health Officer	08	(a) By promotion of a confirmed and suitable Environmental/Health 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 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. (c) By appointment of a candidate possessing a Master's Degree in Environmental/Health Sciences, plus NYSC Discharge/Exemption/Exclusion Certificate.	Applicable

Senior Environmental Health Officer	09	(a) By promotion of a confirmed and suitable Higher Environmental/Health 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 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. (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.	Applicable
Principal Environmental Health Officer II	11	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. b) By direct appointment/conversion of a candidate possessing an honours degree (minimum of 2^2)/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. 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.	Applicable
Principal Environmental Health Officer I	12	(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. (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. **(TERMINAL POINT FOR OND HOLDERS)**	Applicable
Assistant Chief Environmental Health Officer	13	(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. (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. (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.	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

		(i) An honours degree (minimum of 2^2) 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. (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. (iii) By appointment of a candidate possessing a Master's Degree in Estate Management/Town Planning, plus NYSC Discharge/Exemption/Exclusion Certificate.	
Senior Estate Officer/Senior Town Planner	9	(a) By promotion of a suitable and confirmed Estate Officer I/Town Planner I who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing any of the following: (i) An honours degree (minimum of 2^2) 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. (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. (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.	Applicable
Principal Estate Officer III/Principal Town Planner III	11	(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. (b) By direct appointment of a candidate possessing: (i) An Honours degree (minimum of 2^2) in Estate Management/Town Planning from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate and at least 8 years cognate experience (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. (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.	Applicable
Principal Estate Officer I/Principal	12	(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.	Applicable

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 (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	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/(3rd 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/(3rd 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/ (3rd 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/ (3rd 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/(3rd 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
		(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 (3rd 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 (3rd 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 (3rd 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 (3rd 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.	

Officer I (Admin.)		b) By direct appointment of a candidate possessing a degree (3rd 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 (3rd 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	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. 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.	Applicable
Higher Executive Officer (Audit)	7	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. 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.	Applicable
Senior Executive Officer (Audit)	8	a) By promotion/conversion of a confirmed and suitable Higher Executive Officer (Audit), who has spent at least 3 years on the grade. 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)**	Applicable
Principal Executive Officer III (Audit)	9	a) By promotion/conversion of a confirmed and suitable Senior Executive Officer (Audit), who has spent at least 3 years on the grade. 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.	Applicable

Principal Executive Officer II(Audit)	11	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. 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.	Applicable
Principal Executive Officer I(Audit)	12	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. 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)**	Applicable
Assistant Chief Executive Officer (Audit)	13	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. 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.	Applicable
Chief Executive Officer (Audit)	14	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. **(TERMINAL POINT FOR B.Sc/B.A/HND HOLDERS)**	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	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. 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.	Applicable
Higher Executive Officer (Procurement)	7	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. 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.	Applicable
Senior Executive Officer (Procurement)	8	a) By promotion of a confirmed and suitable Higher Executive Officer (Procurement) who has spent at least 3 years on the grade. 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/Economicswith 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 (Procurement)	9	a) By promotion of a confirmed and suitable Senior Executive Officer (Procurement), who has spent at least 3 years on the grade. 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.	Applicable

Principal Executive Officer II (Procurement)	11	a) By promotion of a confirmed and suitable Principal Executive Officer III (Procurement), who has spent at least 3 years on the grade. 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.	Applicable
Principal Executive Officer I(Procurement)	12	a) By promotion of a confirmed and suitable Principal Executive Officer II (Procurement), who has spent at least 3 years on the grade. 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. **(TERMINAL POINT FOR OND HOLDERS)**	
Assistant Chief Executive Officer (Procurement)	13	a) By promotion of a confirmed and suitable Principal Executive Officer I (Procurement), who has spent at least 3 years on the grade. 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.	Applicable
Chief Executive Officer (Procurement)	14	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. **(TERMINAL POINT FOR B.Sc/HND HOLDERS)**	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	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. **(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)** 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.	Applicable
Higher Executive Officer (Secretarial)	7	(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. (b) By direct appointment/conversion of a candidate possessing any of the following qualifications: 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. 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.	Applicable
Senior Executive Officer (Secretarial)	8	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. b) By direct appointment/conversion of a candidate possessing any of the following qualifications: 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 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. **(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	Applicable

Principal Executive Officer III(Secretarial)	9	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. b) By direct appointment/conversion of a candidate possessing any of the following qualifications: 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 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.	Applicable
Principal Executive Officer II (Secretarial)	11	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. b) By direct appointment of a candidate possessing any of the following qualifications: 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 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	Applicable
Principal Executive Officer I (Secretarial)	12	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. b) By direct appointment of a candidate possessing any of the following qualifications: 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 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)	
Assistant Chief Executive	13	(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.	Applicable

Officer (Secretarial)		(b) By direct appointment of a candidate possessing adegree (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 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

Assistant Deputy Farm Manager	13	(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. (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 12 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 9 years cognate experience from public/private service.	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 CONTISS	BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE	REMARK ON CONVERSION
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 Degreein any field of Engineering/Science, plus NYSC Discharge/Exemption/Exclusion Certificate withand a Fireman Certificate of	Applicable

		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	(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. (b) By direct appointment of a candidate possessing a 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 12 years cognate experience, plus Membership of the Institute of Fire Engineers. (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.	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

		(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 higherinstitution and NYSCDischarge/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 NYSCDischarge/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, plusNYSCDischarge/Exemption/Exclusion Certificate and at least 3 years cognate experience from public/private service.	Applicable

Principal Graphic Artist II	11	(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. (b) By direct appointment 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 8 years cognate experience from public/private service. (c) By appointment of a candidate possessing a Master's Degree in Fine and Graphic Arts, plus NYSCDischarge/Exemption/Exclusion Certificate and at least 6 years cognate experience from public/private service.	Applicable
Principal Graphic Artist I	12	(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. (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. **(TERMINAL POINT FOR OND HOLDERS)**	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	(a) By promotion of a confirmed and suitable Assistant Hall Supervisor 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 Hospitality Management and Tourism/Psychology/ Social Sciences from a recognized higher institution of learning.	Applicable
Higher Hall Supervisor	07	(a) By promotion of a confirmed and suitable Hall Supervisor, who has spent at least 3 years on the grade. (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. (c) By direct appointment/conversion of a candidate possessing an honours degree(minimum of 2^2)/ HND with at least Lower Credit from a recognized higher institution and NYSC Discharge/Exemption/Exclusion Certificate.	Applicable
Senior Hall Supervisor	08	(a) By promotion of a confirmed and suitable Higher Hall 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 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. (c) By appointment of a candidate possessing a Master's Degree in Hospitality Management and Tourism/Psychology/Sociology, plus NYSC Discharge/Exemption/Exclusion Certificate. **(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	Applicable
Principal Hall Supervisor II	09	(a) By promotion of a confirmed and suitable Senior Hall 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 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.	Applicable

		(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, plusNYSC 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	(a) By promotion of a confirmed and suitable Health Superintendent 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 a National Diploma from School of Health Technology or any other approved Health Institutions.	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	By promotion of a confirmed and suitable Assistant Chief Health Superintendent who has spent at least 3 years on the grade. **(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	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 anhonours 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

Principal Horticulturist III	11	(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. (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. (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.	Applicable
Principal Horticulturist II	12	(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. (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)**	Applicable
Principal Horticulturist I	13	(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. (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.	
Assistant Chief Horticulturist	14	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)**	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

Principal Library Officer II	11	(b) By promotion of a confirmed and suitable Principal Library Officer III, who has spent at least 3 years on the grade. (c) 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. (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	
Principal Library Officer I	12	(a) By promotion of a confirmed and suitable Principal Library 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 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. (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.	Applicable
Assistant Chief Library Officer	13	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. 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.	Applicable
Chief Library Officer	14	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. **[TERMINAL POINT FOR HND HOLDERS]**	Not Applicable
Senior Chief Library Officer	15	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.	

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): • An Honours Degree (minimum of 2^2) 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): • An honours degree (minimum of 2^2) 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: • An honours Degree (minimum of 2^2) 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

Principal Marine Engineer II	11	(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. (b) By direct appointment of a candidate possessing any of the following qualifications: • An honours Degree (minimum of 2^2) 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. (c) By *appointment* 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.	Applicable
Principal Marine Engineer I	13	(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. . (b) By direct appointment of a candidate possessing any of the following qualifications: • An honours Degree (minimum of 2^2) in Marine Engineering from a recognized University, NYSC Discharge/Exemption/Exclusion Certificate, registered with the Council of Registered Engineers of Nigeria and at least12 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. (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.	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

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

MEDICAL RECORDS TECHNICIAN CADRE

POST	SALARY SCALE CONTISS	BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE	REMARK ON CONVERSION
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

Principal Medical Records Technician II	09	(a) By promotion of a confirmed and suitable Senior 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) /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 2^2) holders /9 years cognate experience for HND holders (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.	Applicable
Principal Medical Records Technician I	11	(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. (b) By direct appointment of a candidate possessing any of the following qualifications: B.Tech. (minimum of 2^2) 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 2^2), with at least 9 years cognate experience for HND holders. (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.	Applicable
Assistant Chief Medical Records Technician	12	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. 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, plus9 years cognate experience for HND holders and Associate Members. **(TERMINAL POINT FOR OND HOLDERS)**	Applicable

Chief Medical Records Technician	13	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. 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. 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.	Applicable
Deputy Director	14	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. **(TERMINAL POINT FOR B.Sc./HND HOLDERS)**	Not Applicable

MORTICIANCADRE

POST	SALARY SCALE CONTISS	BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE	REMARK ON CONVERSION
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.	

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

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	a) By promotion of a confirmed and suitable News Editor II/Reporter II, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing a B.A Honours Degree (minimum of 2^2) /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. c) By appointment of a candidate possessing a Master's Degree in Mass Communication/Journalism/Linguistics/English Studies, plus NYSC Discharge/Exemption/Exclusion Certificate.	Applicable
Senior News Editor/Senior Reporter	09	a) By promotion of a confirmed and suitable News EditorI/Reporter I, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing a B.A Honours Degree (minimum of 2^2) /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. 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.	Applicable
Principal News Editor III/Principal Reporter III	11	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. b) By direct appointment of a candidate possessing a B.A Honours Degree (minimum of 2^2)/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. 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).	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 ReporterIII, 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 least9 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 15years 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

NURSINGOFFICER 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 1, 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 OfficerI	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.Possessionof a higher Degree will be an added advantage **(TERMINALPOINT 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	(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. (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. (c) By direct appointment of a candidate possessing an OND in the relevant field, from a recognized higher institution. **(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	Applicable
Higher Pharmacy Technician	7	(a) By promotion of a confirmed and suitable Pharmacy Technician, who has spent at least 3 years on the grade. (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. (c) By direct appointment/conversion of a candidate possessing a B.Tech (minimum of 2^2) degree, NYSC Discharge/Exemption/Exclusion Certificate plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.	Applicable

Senior Pharmacy Technician	8	(a) By promotion of a confirmed and suitable Higher Pharmacy Technician, who has spent at least 3 years on the grade. (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. (c) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2^2), NYSC Discharge/Exemption/Exclusion Certificate with at least 3 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute. (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. **(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	Applicable
Principal Pharmacy Technician III	9	(a) By promotion of a confirmed and suitable Senior Pharmacy Technician**,** who has spent at least 3 years on the grade. (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 **(c)** By direct appointment of a candidate possessing a B.Tech degree (minimum of 2^2), NYSC Discharge/Exemption/Exclusion Certificate with at least 6 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute. (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.	Applicable
Principal Pharmacy Technician II	11	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. b) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2^2), NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute. 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.	Applicable

Principal Pharmacy Technician I	12	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. b) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2^2), NYSC Discharge/Exemption/Exclusion Certificate with at least 9 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute. 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. **TERMINAL POINT FOR OND HOLDERS AND PHARMACY TECHNICIAN CERTIFICATE**	
Assistant Chief Pharmacy Technician	13	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. b) By direct appointment of a candidate possessing a B.Tech degree (minimum of 2^2), NYSC Discharge/Exemption/Exclusion Certificate with at least 12 years cognate experience plus a Pharmacy Technician's Certificate, from an approved Institution/Institute.	
Chief Pharmacy Technician	14	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. **TERMINAL POINT FOR B.Sc./HND HOLDERS**	Not Applicable

PHOTOGRAPHER CADRE

POST	SALARY SCALE CONTISS	BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE	REMARK ON CONVERSION
Chief Photographic Assistant	6	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)** 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.	Applicable
Higher Photographer	7	(a) By promotion of a confirmed and suitable Chief Photographic Assistant, who has spent at least 3 years on the grade. (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.	Applicable
Senior Photographer	8	(a) By promotion of a confirmed and suitable Higher Photographer, who has spent at least 3 years on the grade. (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. 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)**	Applicable
Principal Photographer III	9	(a) By promotion of a confirmed and suitable Senior Photographer who has spent at least 3 years on the grade. (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. (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.	Applicable

Principal Photographer II	11	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. 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. 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.	Applicable
Principal Photographer I	12	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. 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 least10 years cognate experience from public/private service. 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. **(TERMINAL POINT FOR OND HOLDERS)**	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	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. **(TERMINAL POINT FOR B.Sc./B.A./HND HOLDERS)**	Not Applicable

PHYSICAL PLANNING AND DEVELOPMENT UNIT (DIRECTOR)

POST	SALARY SCALE CONTISS	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	a) By promotion of a confirmed and suitable Assistant Presenter, 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 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.	Applicable
Presenter I	08	a) By promotion of a confirmed and suitable Presenter 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 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. 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).	Applicable
Senior Presenter	09	a) By promotion of a confirmed and suitable Presenter 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 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. 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).	Applicable
Principal Presenter	11	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. 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.	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 yearscognate 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

		(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	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. b) By direct appointment of a candidate possessing an honours degree (minimum of 2^2) in Education, plus NYSC Discharge/Exemption/Exclusion Certificate with 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 with at least 9 years cognate experience from public/private service. **(TERMINAL POINT FOR NCE HOLDERS)**	Applicable
Senior Principal Master	13	a) By promotion of a suitable Principal Master, 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 Education, plus NYSC Discharge/Exemption/Exclusion Certificate with at least 12 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 with at least 9 years cognate experience from public/private service.	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 1	8	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 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, 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	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 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, 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	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 2^2)/HND in Marketing/Purchasing and Supply/Accountancy/Finance and Banking/Business Administration/Management/Economics, Educational Management [Accounting, Economics]	Applicable

		from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 9 years cognate experience from public/private service. 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.	
Chief Procurement Officer	13	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. b) By direct appointment 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 from a recognized higher institution/public service, NYSC Discharge/Exemption/Exclusion Certificate, plus 12years 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/Economicsand at least 9 years cognate experience from public/private service.	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

Principal Producer II	12	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. 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. **(TERMINAL POINT FOR OND HOLDERS)**	
Principal Producer I	13	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. 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.	Applicable
Assistant Chief Producer	14	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. **. (TERMINAL POINT FOR HND HOLDERS)**	Not applicable
Chief Producer	15	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.	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	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. b) 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, 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. 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.	Applicable
Senior Quantity Surveyor	09	(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. (b) 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, 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. (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.	Applicable
Principal Quantity Surveyor II	11	(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. (b) By direct appointment of a candidate possessing an honours degree (Minimum of 2^2)/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. (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.	Applicable

Principal Quantity Surveyor I	12	(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. (b) By direct appointment of a candidate possessing an honours degree (Minimum of 2^2)/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. 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. **(TERMINAL POINT FOR OND HOLDERS)**	
Chief Quantity Surveyor	13	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. b) By direct appointment of a candidate possessing an honours degree (Minimum of 2^2) /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. 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	Applicable
Deputy Director	14	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. **(TERMINAL POINT FOR HND HOLDERS)**	Not Applicable
Director	15	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..	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	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 2^2) 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	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 2^2) 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	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 2^2) 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.	

Senior Secretarial Assistant I	9	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 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. c) HND 120/50 wpm with at least 3 years cognate experience from public/private service.	
Principal Secretarial Assistant	11	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 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. c) HND 120/50 wpm with at least 3 years cognate experience from public/private service.	Applicable
Assistant Chief Secretarial Assistant	12	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 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. c) HND 120/50 wpm with at least 8 years cognate experience from public/private service.	
Senior Chief Assistant	13	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. b) HND 120/50 wpm with at least 12 years cognate experience from public/private service.	
Chief Secretarial Assistant	14	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. b) HND 120/50 wpm with at least 15 years cognate experience from public/private service.	

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	(a) By promotion of a confirmed and suitable Confidential Secretary, who has spent at least 3 years on the grade. (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. (c) By direct appointment of a candidate possessing a Masters Degree in Secretarial Administration/Office and Information Management, plus NYSC Discharge/Exemption/Exclusion Certificate..	Applicable
Senior Personal Secretary I	9	(a) By promotion of a confirmed and suitable Personal Secretary II, who has spent at least 3 years on the grade (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. (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.	Applicable
Principal Secretary	11	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. 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. 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.	Applicable

Assistant Chief Personal Secretary	13	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. 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. 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.	Applicable
Chief Personal Secretary	14	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. **(TERMINAL POINT FOR B.Sc./B.A./HND HOLDERS)**	Not Applicable

SECURITY OFFICER CADRE

POST	SALARY SCALE CONTISS	BASIC ENTRY REQUIREMENT(S) AND ADVANCEMENT WITHIN THE CADRE	REMARKPON CONVERSION
Assistant Security Officer	6	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. b) By appointment Security Officer, who has spent at least 3 years on the grade and possesses an OND in Social Sciences. **(TERMINAL POINT FOR 3 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)**	Applicable
Security Officer	7	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 Organizationplus NYSC Discharge/Exemption/Exclusion Certificate.	Applicable
Senior Security Officer	8	a) By promotion of a confirmed and suitable Security Officer, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing an honours Degree/HNDin 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. c) By direct appointment of a candidate possessing a Masters Degree in Criminology/Social Sciences plus NYSC Discharge/Exemption/Exclusion Certificate. **(TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L)**	Applicable
Principal Security Officer III	9	a) By promotion of a confirmed and suitable Senior Security 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 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. 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.	Applicable

Principal Security Officer II	11	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. b) By direct appointment of a candidate possessing an honours degree Degree/HNDin 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. 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.	Applicable
Principal Security Officer I	12	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. b) By direct appointment of a candidate possessing an honours degree Degree/HNDin 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. 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.	
Assistant Chief Security Officer	13	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. b) By direct appointment of a candidate possessing an honours degree Degree/HNDin 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. 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.	
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	a) By promotion of a confirmed and suitable Statistician 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 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. 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. (TERMINAL POINT FOR 5 CREDITS WASC/SSCE/NECO/NABTEB/GCE O/L HOLDERS)	Applicable
Senior Statistician	09	a) By promotion of a confirmed and suitable Statistician 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 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. 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.	Applicable

Principal Statistician II	11	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. b) By direct appointment of a candidate possessing an honours degree (minimum of 2^2) 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. . 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.	Applicable
Principal Statistician I	13	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. b) By direct appointment of a candidate possessing an honours degree (minimum of 2^2) 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. . 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.	
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/HNDin 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/HNDin 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/HNDin 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

Principal Store Officer II	11	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. b) By direct appointment of a candidate possessing an honours Degree/HNDin 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. 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.	Applicable
Principal Store Officer I	12	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. b) By direct appointment of a candidate possessing Degree/HNDin 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. **[TERMINAL POINT FOR OND HOLDERS]**	Applicable
Assistant Chief Store Officer	13	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. b) By direct appointment of a candidate possessing an honours Degree/HNDin 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. 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.	Applicable
Chief Store Officer	14	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. **(TERMINAL POINT FOR HND HOLDERS)**	Not Applicable
Senior Chief Store Officer	15	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.	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	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 2^2) /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	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 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 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	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 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 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	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 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 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
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	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)** b) By direct appointment of a candidate possessing any of the following qualification: City & Guilds Technician Certificate/OND in an Engineering related field.	Not Applicable
Higher Technical Officer	7	a) By promotion of a confirmed and suitable Technical Officer, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing any of the following qualification: 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 2^2, 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	(a) By promotion of a confirmed and suitable Higher Technical Officer, who has spent at least 3 years on the grade. (b) By direct appointment/conversion of a candidate possessing any of the following qualifications: 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 2^2, 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. (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)**	Applicable

Principal Technical Officer III	9	a) By promotion of a confirmed and suitable Senior Technical Officer, who has spent at least 3 years on the grade. b) By direct appointment/conversion of a candidate possessing any of the following qualifications: 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 2^2, 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. 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
Principal Technical Officer II	11	a) By promotion of a confirmed and suitable Principal Technical Officer 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: 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 2^2, 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. 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.	
Principal Technical Officer I	12	(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. (b)By direct appointment of a candidate possessingB.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. **[TERMINAL POINT FOR OND HOLDERSAND ITS EQUIVALENT)**	applicable
Assistant Chief Technical Officer	13	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. 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.	Applicable

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

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. **(FOR OND HOLDERS ONLY)**	Applicable

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
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

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 whohas 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

Senior Transport Officer/ Principal Transport Supervisor II	09	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. 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. 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.	Applicable
Principal Transport Officer II/ Principal Transport Supervisor I	11	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. 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] plus 9 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], at least 9 years cognate experience and possesses Health Safety and Environment Certificate in Transportation and Safety.	Applicable
Principal Transport Officer I/Assistant Chief Transport Supervisor	12	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. 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. **[FOR HND HOLDERS ONLY]**	Applicable

Assistant Chief Transport Officer/Chief Transport Supervisor	13	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. 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.	Applicable
Chief Transport Officer	14	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. **(TERMINAL POINT FOR B.Sc/HND HOLDERS)**	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 hasspent 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

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 Superintentdent, 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

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

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 `