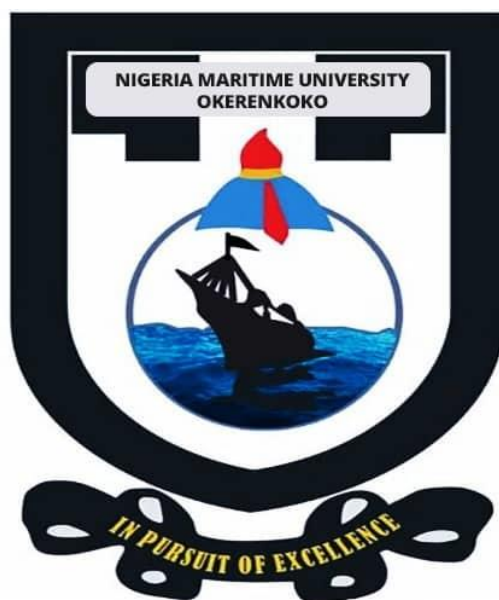


NIGERIA MARITIME UNIVERSITY

Okerenkoko, Delta State, Nigeria

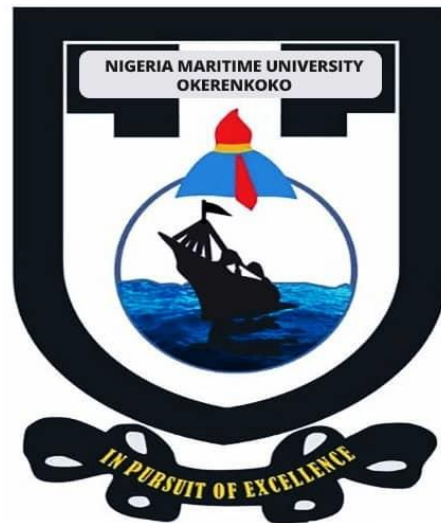


**RULES AND REGULATIONS GOVERNING
CONDITIONS OF SERVICE**

**FOR SENIOR STAFF
(FEBRUARY, 2025)**

NIGERIA MARITIME UNIVERSITY

Okerenkoko, Delta State Nigeria



**RULES AND REGULATIONS GOVERNING
CONDITIONS OF SERVICE**

**FOR SENIOR STAFF
(FEBRUARY, 2025)**

MEMBERSHIP OF THE JOINT COMMITTEE ON CONDITIONS OF SERVICE REVIEW

- | | |
|--|--|
| 1. Professor Perekibina A. Bariweni- | Dean, Postgraduate Studies (Co-Chair-Academic) |
| 2. Dr. John Charley Igwe, <i>FCA</i> - | Acting Bursar (Co-Chair-Non-Teaching) |
| 3. Dr. Bassil E. Posigha - | Acting University Librarian/Member |
| 4. Dr. Roupa Agbadede - | Acting Dean, Faculty of Engineering/Member |
| 5. Dr. Victor Omoke - | Acting Dean, Faculty of Transport/Member |
| 6. Professor Jonnie J. Tuaweri - | Director, Academic Planning/Member |
| 7. Engr. Emmanuel B. Egbekun - | Director Works and Services/Member |
| 8. Dr. Clarkson R. Agagha - | Acting Director, Health Services/Member |
| 9. Mr. Samson A. Porri - | Deputy Registrar/Member |
| 10. Dr. Melvin Eko-Raphaels - | Department of Marine Economics &
Finance/Member |
| 11. Adm. Wonikiri C. Kori-Akpoebi- | Principal Assistant Registrar, Head, Special Duties/
Member (Co-Secretary-Academic) |
| 12. Mr. Vincent T. Ubebe - | Principal Assistant Registrar
Establishments Officer/Member (Co-Secretary-Non-
Teaching) |

NIGERIA MARITIME UNIVERSITY

Okerenkoko, Delta State, Nigeria

MOTTO

In Pursuit of Excellence

OUR vision

The Vision of the Nigeria Maritime University is to be the Maritime Institution of first choice for all those who seeks to make a career in the industry and to contribute to the creation of employment and wealth in the global maritime economy. The University shall expand the frontiers of knowledge and opportunities for Nigeria to be a leading player in the world's maritime industry and economy and produce first rate mariners and professionals imbued with patriotism, discipline and courage to manage Nigeria's maritime industry and keep the country's flag aloft across the oceans and waterways of the world.

MISSION

The mission of the Nigeria Maritime University is to provide excellent facilities and faculties for training, research and production of Maritime Human Resources and equipment where staff and students can achieve their professional goals and support Nigeria to exploit her maritime endowments to become a leading player in the world's knowledge-driven economy.

NIGERIA MARITIME UNIVERSITY (NMU) ANTHEM

All hail, All hail
Nigeria Maritime University Okerenkoko
A Citadel of learning
for students and professionals
of ocean and waterways
Developing human capacity,
skills, patriotism and courage

Hail Institution of first choice
Hail Institution of excellence
For career in maritime global economy
Peaceful congregation of scholars
Sailing through the marine-ways!
Sailing through the marine-ways!
Sailing through the marine-ways! of the world

Foreword

Universities like most organisations rely on rules and regulations for their effective and efficient administration. The achievements of organizational objectives depend to a large extent of written rules and regulations. Indeed, an organization without rules and regulations is an organization without direction.

The Rules and Regulations Governing the Conditions of Service of Senior staff of Nigeria Maritime University, Okerenkoko is intended for the effective management of the University. They have been compiled based on a thorough review of conditions of service of senior staff in reputable Nigerian Universities. Painstaking and thorough efforts have been made to ensure that they are consistent with best practices in university administration especially in the Nigerian environment.

It is expected that these rules and regulations will establish a satisfactory relationship between the University Management and its senior staff and will minimize conflict between the two parties in the institution. The rules spell out procedures on the appointment, promotion and discipline of senior staff. They also spell out senior staff rights and privileges as well as career structures and employment requirements.

It has been observed that many employees are ignorant about the rules and regulations in their organizations and risk losing their rights and privileges as well as mistreatment. It is therefore imperative for every senior staff of Nigeria Maritime University to possess a copy of this document for guidance.

The rules and regulations in this document are not hard and fast. They can change according to the prevailing environment and circumstances. The environment in this context includes, principally, the public service rules of the Federal Government of Nigeria.

Dr. Alfred T. Mulade

Registrar, Nigeria Maritime University,

Okerenkoko, Delta State.

June, 2024.

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GENERAL RULES AND REGULATIONS

CHAPTER ONE

PRELIMINARIES

1.1 TITLE

- i. This Manual of the Nigeria Maritime University, Okerenkoko shall be cited as the Rules and Regulations Governing the Service of Senior Staff of Nigeria Maritime University, Okerenkoko, 2022.
- ii. This Manual shall be effective from the day it is approved by the Council of the University. It governs the appointments, promotions and other conditions of service of Senior Staff of the Nigeria Maritime University on CONUASS/CONMESS 01 and CONTISS/CONHESS 06 and above.
- iii. All Senior employees have the same conditions of service except where otherwise stated or where, there would be duplication of benefits received by a member of staff and his or her spouse. In these Regulations, unless the context indicates otherwise, the concepts “he”, “him”, and “his” also apply to female members of Staff.

1.2 INTERPRETATION

- i. In the event of any question or doubt arising out of or in connection with these Regulations, the matter, except in financial issues, shall be referred, in the first instance to the Registrar for clarification, interpretation or decision, and thence on appeal to the Vice-Chancellor. In respect of financial matters, the question shall, in the first instance, be referred to the Bursar, and thence on appeal to the Vice-Chancellor whose decision shall be final, except as prescribed in (ii) below for both cases.
- ii. Where a Staff member is of the view that the interpretation of the Vice-Chancellor is Prejudicial to him, in so far as his terms and conditions of service are concerned, he may appeal through the Registrar to Council against the decision of the Vice-Chancellor and the decision of the Council shall be final.

1.3 AMENDMENTS

These Regulations or any part thereof may be amended or modified by the Governing Council either at its own discretion or in consideration of proposals from the Congregation of the University submitted through the Secretary to Council.

1.4 DEFINITION OF TERMS

The following, except otherwise stated, are the definitions of terms in the context of these rules and regulations:

- i. **Academic Staff** means all persons holding Appointment as members of the teaching and/or Research staff of the University, whose primary duty is teaching and/or research and any such other duties as Senate may from time to time determine.
- ii. **Board/Committee** means a deliberative body with membership and terms of reference set up and approved in the University either by Council, Senate, and Management or on their behalf.
- iii. **Bursar** means the Bursar of the University or any person appointed by the University authorities to act in this capacity for the purpose of all or part of these Regulations.
- iv. **Chancellor** means the Chancellor of the University.
- v. **Child** means the off-spring of a member of staff, a step child or a legally adopted child who is unmarried, not in a gainful employment and wholly dependent on the member of staff concerned and not over the age of eighteen (18) years, or more than twenty-five (25) years, if receiving full time education in an educational institution.
- vi. **College** means an aggregate of Faculties in related disciplines under a **Provost**.
- vii. **Congregation** means the Congregation established under the Nigeria Maritime University, Okerenkoko Establishments Act.
- viii. **Council** means the Governing Council of the University.
- ix. **Date of Appointment** means the date on which an employee assumes duty with the University.
- x. **Dean** means the Academic and Administrative head of a Faculty except as otherwise stated e.g. Dean of Student Affairs.
- xi. **Deputy Vice-Chancellor** means a Deputy Vice-Chancellor of the University.

- xii. **Director** means the Academic and/or Administrative Head of an Institute/ Centre / Services/Directorate.
- xiii. **Dismissal** means the removal of an employee from the service of the university as a result of misconduct.
- xiv. **Division/Section/Unit** means any functional component within any Administrative, Technical or Academic Department in the University.
- xv. **Employee** means any member of the Staff of the University.
- xvi. **Established Employee** means an Employee appointed on pensionable or non-pensionable terms to fill an established post in the University.
- xvii. **Faculty** means a body of related Academic disciplines, an aggregate of departments established by Senate and Council.
- xviii. **Family** means staff member, spouse and four (4) children aged less than eighteen (18) years, or if receiving full-time education in an educational institution, less than twenty- five (25) years.
- xix. **Final Salary** means the basic salary, including allowances being paid to the member of staff for housing, transport, meal subsidy, utility, entertainment, domestic servants etc. to entitled staff at the date of his retirement.
- xx. **Gross Misconduct** means an act of behaviour or conduct which tarnishes the image of the University. Without prejudice to the generality of this definition, gross misconduct includes falsification of results or records, suppression of records, withholding of files, conviction on a criminal charge (other than a minor boating, traffic or sanitary offence or the like), false claims against the University, absence from duty without leave, permission or satisfactory reason, production and sale of hand-outs or other unauthorized texts, sexual harassment, negligence deemed by an Auditor to have been the occasion of loss of funds to the University, engaging in partisan political activities, bankruptcy/serious financial embarrassment, unauthorized disclosure of official information, bribery, corruption, embezzlement, misappropriation, violation of the oath of secrecy, action prejudicial to the security of the University, advanced fee fraud, holding more than one full-time paid job, nepotism or any form of preferential treatment, divided loyalty, sabotage, willful damage to university property, plagiarism and any other act unbecoming of an employee of the University.

- xxi. **Head of Department** means a Staff appointed or designated as Head of Department by the Vice-Chancellor.
- xxii. **Incremental Date** means the date (1st January) on which an employee's salary is increased.
- xxiii. **Institute** means an Academic unit established within the University for the Research and/or instruction in specialized areas.
- xxiv. **Interdiction** means an order forbidding a member of staff facing criminal charges from attendance at his duty post until such charges have been disposed of.
- xxv. **Labour Code** means the Labour Code of the Federal Republic of Nigeria and includes all the labour legislations in force in Nigeria.
- xxvi. **Leave Year** means the period between 1st January and 31st December of the same year.
- xxvii. **Misconduct** means a specific or general act of wrong-doing which is prejudicial to the good name and/or reputation of the University, and/or discipline and proper administration of the business of the University. Without prejudice to the generality of this definition, misconduct includes immoral behavior, unruly behaviour, drunkenness, foul language, assault, battery, habitual lateness to work, deliberate delay in treating official document, failure to keep records, unauthorized removal of the University record, dishonesty, negligence, membership of cults, sleeping on duty, improper dressing while on duty, hawking merchandise within office premises, malingering, insubordination, discourteous behaviour to the public, disobedience of an order to proceed on leave or to accept a posting or of any other lawful order issued by the University Council, the Vice-Chancellor, the Registrar, Bursar, University Librarian, Provost, Deans/Directors or Heads of Department/Unit or their Representatives.
- xxviii. **Non-Teaching Staff** means persons holding Appointments other than those indicated as Academic Staff in (i) above.
- xxix. **Pro-Chancellor** means the Pro-Chancellor and Chairman of Council of the University.

- xxx. **Promotion** means advancement of staff from one level to another other than or review or by direct appointment and shall be effective from 1st October of the year.
- xxxi. **Pro rata** means proportional distributions or allocation. Leave for first year of appointment shall be for six months or over, if taken during the calendar year within which the date of taking up duty falls. Service of less than six months within the first calendar year of appointment shall not qualify for leave. The same rule apply during the last year of service.
- xxxii. **Provost** means the Academic and Administrative Head of a College.
- xxxiii. **Public Service** means the Public Service of the Federation, the Public Service of Federal Capital Territory, the Public Service of the State Governments and the Public Service of the Local Governments as recognized by the Governing Council of the University and indicated in Parts (I) and (II) of Pensions Reform Act, 2014.
- xxxiv. **Registrar** means the Registrar of the University or any person appointed by the University authorities to act in this capacity for the purpose of all or part of these Regulations.
- xxxv. **Re-Grading** means the review or the adjustment of salary grade or position of a member of staff.
- xxxvi. **Resignation** means the termination of an employee's services at his own option.
- xxxvii. **Retiring Age** means the retiring age of seventy (70) years for Academic Staff that has attained the rank of the Professorial Cadre and sixty-five (65) years for Academic Staff below the Professorial Cadre as well as Senior Professional, Administrative and Technical Staff (SPATS).
- xxxviii. **Semester** means a part of an Academic year usually lasting twelve (12) to eighteen (18) weeks.
- xxxix. **School** means an Educational Institution, aggregate of Faculties and or Departments under a Dean, established by Senate and Council.
- xl. **Senate** means the Senate of the University.

- xli. **Senior Staff** means all Staff of the University on CONTISS 6, CONHESS 6, CONUASS 1, and CONMESS 1 and above.
- xl.ii. **Session or Academic Year** means the period of twelve (12) months, which normally begins on 1st October and ends on 30th September of the following year.
- xl.iii. **Suspension** means the temporary cessation of the service of a member of staff following an alleged misconduct.
- xl.iv. **Temporary Employee** means an Employee who is temporarily appointed on the authority of the Vice-Chancellor and on non-pensionable yearly term as may be stated in his Letter of Appointment.
- xl.v. **Termination** means the cessation of employee's service by the University Authority.
- xl.vi. **Transfer Value** means the amount paid and accepted in complete discharge of Pensions liability in respect of a member of staff at the time of his transfer to or from a public service, subject to the provisions of Pensions Reform Act, 2014.
- xl.vii. The **Department** means unit of the University, Academic or Non-Teaching established by the University Senate and Council.
- xl.viii. The **University** means Nigeria Maritime University, Okerenkoko, Delta State, Nigeria.
- xl.ix. The **Vice-Chancellor:** means the Vice-Chancellor of the University or any person appointed by the University authorities to act in this capacity for the purpose of all or part of these regulations.
- l. **University Librarian** means the Administrative Head of the University Library.
- li. **Withdrawal of Service** means the termination of an employee's service at his own option after serving for five (5) years or more but less than ten (10) years.

CHAPTER TWO

APPOINTMENTS AND PROMOTIONS

A. APPOINTMENTS

2.1 Procedure for Appointments

i. Vacancies

Vacancies in the establishment of any department shall normally be filled either by promotion from among serving staff of the university, inter Departmental Transfer or by appointment after due advertisement and interview. Any departure from this norm shall be subject to the approval of Council.

ii. Notification of Vacancies

All vacant posts which are to be filled by advertisement shall be published in such a manner as to ensure adequate publicity both within and outside the University.

iii. Date and Content of Advertisements

Advertisement of vacancies shall be done by the Registrar, preferably during the period February / March so as to enable recruitment and appointment to the vacancies to be completed by the month of July following. The advertisement shall specify all such conditions, qualifications etc. as are requisite for the vacant posts, and the manner of application.

iv. Processing of Applications

The Registrar shall forward a copy of every application in response to an advertisement to the Head of the Department concerned within two (2) weeks; he shall also acknowledge same promptly to each applicant short-listed after the closing date.

v. The short-listing of all applications shall be done by the Head of the Department after appropriate consultation with members of his staff and the Dean and then be routed through the Dean to the Registrar, provided that, in the

case of professional posts in a teaching unit of the University which has no professor, the Dean shall do the short-listing; but where the Dean is himself not a professor, the short-listing shall be done by the Provost in respect of the College and in other cases by the Vice-Chancellor. The Vice-Chancellor shall approve the short-list of candidates for the post of Reader or Professor as well as short-list for Administrative, Technical and Professional posts of equivalent salary grades, before candidates are invited for an interview.

vi. **Appointments**

- a. Appointments are made by the Council on the recommendation of the Appointments and Promotions Committees (Academic and Non-Teaching).
- b. An appointment shall not be valid until it is offered and accepted in writing.
- c. Every new employee shall submit three referee reports one of which should be preferably from his/her immediate employer/school (if available) before assuming duty.
- d. Letters of Appointment are issued by the Registrar and Secretary to Council or an authorized member of the University Administration acting on his behalf to whom a Letter of Acceptance shall be sent within one month and whose date of assumption shall not exceed three months from the date of the Appointment.

2.2 Declaration of Age

Every member of staff of the University is obliged to disclose his true age by means of a birth certificate or other acceptable means on first appointment. No alteration to the declared age shall be permitted.

2.3 Medical Examination

Appointment to an established post is subject to the submission by the new appointee of a Certificate of Fitness duly signed by the Director of Health Services of the University or fully registered Medical Practitioner in a Government or University Teaching Hospital, subject to the approval of the Director of Health Services.

2.4 Date of Commencement of Appointment

An appointment commences from the date an employee assumes duty.

2.5 Probation

- i. On first appointment, an established employee shall be on probation for two years. However, the Vice Chancellor may extend this period by not more than one year on the recommendation of the Head of Department provided the employee is notified on the decision to extend it before the two years period expires.
- ii. The probation period of two years as in (i) in this regulation may be reduced to not less than six months for a new employee by deduction of previous service of the employee in the University provided that the service is relevant to the appointment, preferably to the Department to which the employee is appointed.
- iii. The University may at any time within the period of probation, for any good cause and without giving any reason, terminate any employee's appointment.

2.6 Confirmation of Appointment

- a) Confirmation of appointment of an Academic Staff to retiring age after the initial two-year probation period shall be made by the Appointments and Promotions Committee on the recommendation of the Dean or Director, acting on the advice of the Head of Department.
- b) The Appointments and Promotions Committee making the decision on the Confirmation of the Appointment of Senior Lecturer and above, must be satisfied that the member of staff concerned has made an effective contribution to teaching, research, community service and the administration of his Department/Unit since his first appointment and that the period of probation has been satisfactorily completed. In the case of Lecturer I and II, evidence of teaching ability, experience and contribution to the administration in the Department/Unit shall be acceptable.
- c) Subject to the recommendation of the appropriate Dean or Head of Non-Teaching Department, confirmation of an Administrative, Professional or Technical appointment to retiring age, after the initial period of two (2) years shall be based on job knowledge and satisfactory performance of the duties of the office.
- d) If a member of staff is on a training leave for part or all of the probationary period of his appointment, such a period shall not normally be counted for purpose of confirmation.
- e) Where the appropriate Committee is of the opinion that the period of probation of any appointee has not been

satisfactorily completed, it shall recommend to the Council that either the appointment be terminated or that a further period of probation be imposed.

- f) If a fresh appointment is not terminated after a period of three (3) years and three (3) months, such an appointment is deemed to have been confirmed.
- g) An employee whose application for transfer of service has been accepted is not subject to Confirmation of appointment in the University.

2.7 Tenure Appointment

- a) Tenure appointment shall, for the purposes of these Regulations, be defined in the following terms:
 - i. Members of staff shall be on probation for two years upon employment. If confirmed at the end of this period, the appointment shall become a Tenure Appointment until the age of seventy (70) years for Academic Staff of the Professorial Cadre and sixty-five (65) years for Academic Staff below the rank of the cadre professor as well as Non-Teaching Senior Professional, Administrative and Technical Staff (SPATS).
 - ii. The appointment of a new employee shall be confirmed after two (2) years of satisfactory service.
- b) If a member of staff is absent on study fellowship/study leave for part or all of the probation period of two (2) years, he shall not be eligible for consideration of confirmation to a tenure appointment until the study fellowship /study leave has been successfully completed and a period of not less than one year has been spent on the post at the University.
- c) Confirmation of tenure status shall be determined by the relevant Appointments and Promotions Committee and reported to Council.
- d) A Teaching staff member on the Professorial Cadre who is to retire at the age of seventy (70) years, may at the discretion of Council, be re-engaged on yearly basis up to the age of seventy-five (75) years. Also, a Teaching staff below the Professorial Cadre or a Senior Professional, Administrative, and Technical Staff or a staff on Contract Appointment who is to retire at the age of sixty-five (65) years, may at the discretion of Council, be re-engaged on a yearly basis up to the age of seventy (70) years.

Notwithstanding the provisions of this section, Council may, at its discretion, appoint directly to a Tenure post if it is considered desirable to do so. Such cases may normally be considered where the applicant already held a tenure appointment at the professional or its equivalent level in another institution of Higher Learning. An employee whose application for the transfer of service has been accepted may be deemed to have been confirmed in his previous place of work.

2.8 Temporary Appointments

- a) The Vice-chancellor shall have power to make temporary appointments, if considered necessary for periods up to one (1) year and report to Council thereafter but all such temporary appointments shall be formalized before the end of the year. The terms and conditions of such temporary appointments shall be specified in the letter of appointment.
- b) A period of Temporary Appointment in an established post shall count as part of the period of probation for purposes of confirmation of appointment, if immediately followed by a tenure appointment.
- c) Staff on Temporary Appointment shall not be eligible for promotion re-grading/ sponsorship without regularization of the appointment.

2.9 Adjunct Appointment

- a) A person who is not below the rank of a Senior Lecturer or its equivalent shall be appointed for a definite period during which he may be required to render academic or other assistance in an area deemed necessary as stipulated in the letter of Appointment. This appointment does not carry the full weight of responsibility as permanent or tenure appointment.
- b) The appointee will be required to render service as when required by the Department or Faculty.
- c) The appointee shall normally be paid an emolument not more than 40% of the monthly basic salary attached to the post and will not be entitled to the usual allowances of a permanent staff.

2.10 Part-Time Appointments

The following procedure and conditions shall apply for Part-Time Appointments:

- i. The Head of Department shall, after consultation with the Departmental Board, recommend a candidate or candidates through the Dean to the Vice-Chancellor. Each case shall be supported by up-to-date Curriculum Vitae of the candidate.
- ii. The Dean shall satisfy himself that the candidate is prima facie qualified to participate in teaching or allied programme of the faculty.
- iii. The decision of the Dean, together with the Curriculum Vitae of the candidate and the recommendation of the Head of Department, shall be forwarded to the Vice-Chancellor with the request that an appointment be made.
- iv. For non-teaching positions, Part-Time Appointments shall be through the Head of Department concerned who shall thereafter make a recommendation to the Vice-Chancellor for approval. Such approval shall be reported to the next meeting of Appointments and Promotions Committee (Senior Professional, Administrative, and Technical Staff) for ratification, or otherwise.
- v. Persons holding Part-Time Appointments are not regarded as staff of the University within the terms of these regulations. The terms and conditions of such appointments shall be specified in the Letter of Appointment.
- vi. The rates of emoluments for Part-Time staff shall be determined by the University from time to time.
- vii. The hourly duties for which these emoluments shall be paid shall include instructional duties and grading of examination papers. The Head of Department shall certify the claim submitted by Part-Time officers which shall be endorsed by Deans of Faculty/Directors of the Institute concerned before being processed for payment.

2.11 Contract Appointments

- a) A contract appointment is an appointment for a definite period indicated in formal documents of agreement.
- b) A contract appointment will end, unless earlier terminated by either party, on the day before the anniversary of the date of its commencement, but by mutual agreement the period may be extended or reduced.

- c) It is advisable, in cases where renewal of contract is desired, that staff should seek renewal at least four (4) months before the expiry date through his Head of Department and Registrar for submission to the relevant University Appointments and Promotions Committee.
- d) An academic staff who does not propose to renew his contract may also seek for an adjustment of the contract periods that it will end on a mutually acceptable date. In particular circumstances, this may also apply to Non-Teaching staff. Request for adjustments of up to three (3) months may be made through the Registrar for the Vice-Chancellor's approval while adjustments exceeding three (3) months require the approval of the appropriate Appointments and Promotions Committee.
- e) Contract appointments shall be for one (1) year duration and may be renewed at the anniversary of such appointments for a maximum of five (5) years. The terms of a contract appointment remain valid for the period of the contract except as may otherwise be changed in accordance with relevant sections of these regulations.
- f) Contract staffs are not normally eligible for promotion during any contract period. However, at the time of renewing a contract, consideration may be given to reviewing the level of appointment.

2.12 Appointment of Visiting Scholars/Professors

Short-term appointments as visiting scholar shall be made by the Vice-Chancellor for a period up to one (1) year, and by the Appointments and Promotions Committee (Academic) for a period of up to two (2) years.

For visiting appointments of less than one semester, visiting scholars shall be provided with:

- i. Free lodging;
- ii. Passage for self only (where applicable);
- iii. Salary at a rate to be determined by the University from time to time.

2.13 Election of Deans

- a) Deans are elected by the Faculty from among the Professors in the Faculty. The Dean shall hold office for three (3) years. A professor who has served two (2) consecutive terms of two (2) years each shall not be eligible for re-election until a period of two (2) years after his last term has elapsed.

b) Procedure for Election

A month before the expiration of his tenure, the incumbent Dean shall inform the Registrar who shall in turn fix a date for the election of a new Dean. Such an election shall be at a regular or an emergency meeting of the Faculty Board. The outcome of the election shall be reported to the Senate through the Vice-Chancellor.

2.14 Appointment of Heads of Department

- a) Where the position of the Head of a Department becomes vacant, the Vice-Chancellor shall, after due consultations with the Dean of the Faculty, appoint a Head of Department who shall hold office for two (2) years which is renewable.
- b) Where there is no Professor in the Department, the Vice-Chancellor shall, after due consideration with the Dean of the Faculty, appoint a Lecturer, not below the rank of a Senior Lecturer as an Acting Head of Department.
- c) Where there is no Senior Lecturer and above, the Vice-Chancellor shall after due consultation with the Dean of the Faculty, appoint a lecturer below the rank of a Senior Lecturer.

2.15 Appointment of Directors

The Vice-Chancellor shall have the powers to appoint Directors for a period of two (2) years, which is renewable for another term of two (2) years.

2.16 Secondment/Leave of Absence

- a) This provision applies when any of the public services of the Federation formally requests the University to release an individual to it for a stipulated period. Secondment/Leave of Absence shall be granted for not more than two (2) years in the first instance, renewable every year as mutually applicable.
- b) During the period of secondment, the body to which the staff member is seconded will be responsible for the staff member's salary and allowances, as may be mutually agreed and also for compliance with the provisions of the Pension Reform Act, 2014 as regards his retirement benefits throughout the period of secondment. He will also continue to service all his obligations with the University through his new employer, who will undertake at the outset to collect the same on behalf of the University.

- c) Staff on secondment and leave of absence may be granted notional increment and promotion, using inputs from the duty post of the staff during the leave/secondment.
- d) Secondment and leave of absence shall always be subject to approval by the appropriate Appointments and promotions committee and ratification by the Council.

2.17 Transfer of Service

- a) Transfer of Service between the University and other Organizations in the Nigerian Public Service shall be permitted on the mutual agreement of the former employer and the new employer. When a member of staff wishes to go to another public service on transfer, he shall first apply through his Head of Department to the Registrar. If the University is willing to release the staff member on transfer, the Registrar will write to the prospective employer asking if he is willing to take the staff member on transfer. If this is agreed, the staff member shall be informed, and a record of his service will be forwarded to the new employer.
- b) Request for the transfer of service initiated after a staff member has left the service of the University may not be entertained.
- c) The transfer of a person joining the University service from another organization in the public service of Nigeria shall similarly be subject to mutual agreement of the two organizations.

2.18 Conversion from Non-Teaching to Academic Staff

A non-teaching staff may apply for conversion to a teaching (Academic) staff where the need arises. Such application shall be made through the Registrar to the Chairman of Appointments and Promotion Committee (Academic) and shall satisfy all the requirements for the appointment of academic staff. Successful staff shall be placed appropriately based on qualifications and experience, and the salary shall be made personal.

2.19 Conversion from Academic to Non-Teaching Staff

An Academic staff may apply for conversion to a Non-Teaching staff where the need arises. Such application shall be made through the Registrar to the Chairman of Appointments and Promotions Committee (Senior Professional, Administrative, and Technical) (SPATS) and shall satisfy all the requirements for the appointment of Administrative and Technical staff. Successful staff shall be placed appropriately based on qualifications and experience, and the

salary shall be made personal.

2.20 Conversion of Executive/Technical/ Superintendent Cadres to same Professional Officer's Cadre in the University

For the avoidance of doubt, conversion should be as follows:

A. Conversion from Executive/Superintendent/Technical Cadre to Professional/Officer Cadre in the University

The Officer must have been doing job similar to the professional officer's cadre to which he desires to convert. For instance;

- (i) Executive/Technical/Superintendent Cadres on SGL 08 & SGL 09 should be lateral to the corresponding grade level
- (ii) Executive/Technical/Superintendent Cadres on SGL 11, SGL 12, SGL 13 & SGL 14 should be stepped down by one grade level (SGL 09, SGL 11 & SGL 13) respectively.

B. Conversion from one Cadre to another distinct cadre

- (i) SGL 08, SGL 09 & SGL 11 should be stepped down by one grade level
- (ii) From SGL 12 and above should be brought back to SGL 09, to enable the officer acquire the basic rudiments of the new cadre being entered into.
- (iii) Officers must have acquired the basic academic qualification(s) as provided in the Career Structure of Senior Professional, Administrative, and Technical Staff (SPATS), criteria for appointment to enter into the new cadre.

2.21 Disqualification for Appointment

- a) No person shall be eligible for appointment to a post in the University if he has:
 - i. been found guilty of a criminal offence;
 - ii. been dismissed or had his appointment terminated on grounds of misconduct or inefficiency from any post in the University or other public service; or;

- iii. been known to have made false statements in anyway, particularly when applying for a post.
- b) Where an employee is found to have deliberately concealed such information from the University, he shall be liable to summary dismissal.
- c) An employee whose appointment in the University has been terminated on grounds of misconduct shall not be re-appointed to the service of the University.

2.22 Appointments outside the University

- a) Unless otherwise stated in the instrument of appointment, all appointments are full-time and no member of staff shall engage in full time employment or work with or for any person(s) and/or organizations(s) other than the University without the written approval of the Vice-Chancellor.
- b) A member of staff who violates the above provisions shall be liable to termination of his appointment.
- c) A charge may be made for the services rendered and/or for the use of the University equipment or materials for work undertaken for an outside body.

2.23 Appointments and Promotions Committees

There shall be three (3) standing committees charged with the responsibility for Appointments and Promotions of Academic Staff and Non-Teaching Senior Staff.

These are:

- a) Appointments and Promotions Committee (Academic I: Assistant Lecturer-Senior Lecturer)
- b) Appointments and Promotions Committee (Academic II: Associate Professor - Professor)
- c) Appointments and Promotions Committee (Senior Professional, Administrative, and Technical Staff-SPATS) Non-Teaching Staff

2.24 Appointments and Promotions Committee (Academic I: Assistant Lecturer-Senior Lecturer)

a) Membership

- i. The Vice-Chancellor as Chairman
- ii. Deputy Vice-Chancellor's
- iii. Registrar
- iv. University Librarian
- v. Two (2) External members of Council
- vi. Deans of Faculty
- vii. Two (2) Representatives of Senate in Council
- viii. One Representative of Congregation in Council
- ix. The Establishments Officer to serve as Secretary

b) Terms of Reference

The Terms of Reference of the Committee shall be, to act on behalf of and report to Council as appropriate on matters relating to:

- i. Prescription and review from time to time of procedures and criteria for appointments and promotions of academic staff between the ranks of Graduate Assistant and Senior Lecturer;
- ii. Consideration and making of appointments to academic staff cadres except to the positions of Associate Professors and Professors as well as to the office of the University Librarian, provided always that the Vice-Chancellor shall have power to make temporary appointments to the academic staff establishment for a period not exceeding one year;

- iii. Consideration and approval as appropriate of recommendations from the respective Faculty Boards for promotions (where appropriate) of relevant members of Academic staff;
- iv. Consideration of confirmation or extension of appointments of members of the academic staff on the expiry of their initial periods of appointments and to recommend whether or not the appointments be confirmed to retiring age or extended for specific periods;
- v. Consideration of appointment in the appropriate salary grade level at which members of academic staff shall be placed on first appointments or on promotion in accordance with the regulations made from time to time by the Council;
- vi. Consideration of matters relating to misconduct of academic staff and recommendation of appropriate action;
- vii. Granting of sabbatical, study leave and leave of absence or research leave to academic staff in accordance with regulations made from time to time by Council; and
- viii. Advise Council on any other matters relating to the Committees Terms of Reference.

c) **Quorum**

The quorum of the Committee shall be one-third including not less than one (1) External Member of Council.

- i. The Vice-Chancellor, or in his absence, the Deputy Vice-Chancellor (Academic) shall be Chairman of the Committee. In the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor, the committee shall elect one of its members present as chairman for the occasion. The Registrar shall designate the officer in-charge of the Establishments Division to serve as Secretary.
- ii. The Dean of Faculty/Director of Institute/School concerned or the person deputizing for him when business relating to his Faculty/Institute/School is being considered.

2.25 Appointments and Promotions Committee (Academic II: Associate Professors - Professors)

a) Membership

- i. The Vice-Chancellor as Chairman
- ii. Deputy Vice-Chancellor's
- iii. The Registrar
- iv. University Librarian
- v. Two (2) External members of Council
- vi. Deans of Faculty who are Professors
- vii. All Professors who are members of the Committee
- viii. The Establishments Officer to serve as Secretary

b) Terms of Reference

The Terms of Reference of the Committee shall be, to act on behalf of and report to Council as appropriate on matters relating to:

- i. Prescription and review from time to time of procedures and criteria for appointments and promotions of Associate Professors and Professor;
- ii. Cooption of Professors or other officers of that grade as may be necessary to serve as assessors of the contributions of academic staff that are prima facie qualified to be considered for promotion or appointment as Associate Professors or Professors;
- iii. Consideration and making of appointments to Associate Professors and Professors positions;
- iv. Consideration and approval as appropriate or recommendations from the respective Faculty Boards for promotions (where appropriate) of Associate Professors and Professors;
- v. Consideration of confirmation or extension of appointments of members of the academic staff on the expiry of

their initial periods of appointments and to recommend whether or not the appointments be confirmed to retiring age or extended for specific periods;

- vi. Consideration of appointment in the appropriate salary grade level at which Associate Professors and Professors shall be placed on first appointments or on promotion in accordance with the regulations made from time to time by the Council;
- vii. Consideration of matters relating to misconduct of Associate Professors and Professors and recommendation of appropriate action;
- viii. Granting of sabbatical, study leave and leave of absence or research leave to Associate Professors and Professors in accordance with regulations made from time to time by Council; and
- ix. Advising Council on any other matters relating to the Committees Terms of Reference.

c) Quorum

The quorum of the Committee shall be one-third including not less than one (1) External Member of Council.

- i. The Vice-Chancellor, or in his absence, the Deputy Vice-Chancellor (Academic or Administration) shall be the Chairman of the Committee. In the absence of both the Vice-Chancellor and the Deputy Vice-Chancellor's, the Committee shall elect one of its members present as Chairman for the occasion. The Registrar shall designate the officer in-charge of the Establishments Division to serve as Secretary.
- ii. The Dean of Faculty/Director of Institute/School concerned or the person deputizing for him when business relating to his Faculty/Institute/School is being considered.

2.26 Appointments and Promotions Committee (Senior Professional, Administrative and Technical Staff-SPATS), Non-Teaching Senior Staff)

a. Membership

- i. The Vice-Chancellor as Chairman
- ii. The Deputy Vice-Chancellor's
- iii. The Registrar
- iv. The Bursar
- v. The University Librarian
- vi. Deans of Faculty
- vii. Director of ICT
- viii. The Director of Works/Services
- ix. The Director of Health Services
- x. Two (2) external members of Council
- xi. One Representative of Congregation (Non-Teaching) in Council
- xii. The relevant Head of Departments
- xiii. The Establishments Officer to serve as Secretary

b. Terms of Reference

The Terms of Reference of the Committee shall be, to act on behalf of and report to Council as appropriate on matters relating to:

- i. Prescription and review from time to time of procedures and criteria for appointments and promotions of Non-Teaching Senior Staff;
- ii. Consideration and making of appointments to fill vacant positions in the senior administrative and technical cadre, except appointments to the posts of Registrar, Bursar, Director of Works and Services, Director of Health Services and Chief Security Officer provided always that the Vice-Chancellor shall have power to make temporary appointments to such posts for period not exceeding one (1) year;
- iii. Consideration of the points on the appropriate salary grade level at which members of Non-teaching staff shall be placed on first appointment or on promotion in accordance with the Regulations made from time to time by Council;
- iv. Consideration of the confirmation or extension of appointments of members of the Non-teaching staff on the

expiry of their initial periods of appointments and to recommend to Council whether or not the appointments be confirmed to retiring age or extended for specific periods;

- v. Consideration and recommendation of appointments, promotions, confirmation or extension of appointment and also such other matters as may be deemed necessary, through the Vice-Chancellor, to Council for necessary action.
- vi. Appointment of non-teaching staff to established posts and rewarding of deserving staff for outstanding achievements and meritorious services;
- vii. Granting of sabbatical, Study Leave/Leave of Absence to Senior Non-Teaching Staff not below CONTISS 13 in accordance with regulations made from time to time by Council;
- viii. Consideration of matters relating to cases of misconduct by members of Senior Non-Teaching staff and recommendation of appropriate action to Council through the Vice-Chancellor; and
- ix. Advising Council on any other matters relating to Committee's Terms of Reference.

c. Quorum

The quorum of the Committee shall be one-third, one (1) of whom must be an External Member of Council.

- i. The Vice-Chancellor, or in his absence, the Deputy Vice-Chancellor's shall be Chairman of the Committee. In absence of both the Vice-Chancellor and the Deputy Vice-Chancellor's, the Committee shall elect one of its members present as Chairman for the meeting.
- ii. The Head of Department concerned or the person deputizing for him when business relating to his department is being considered.

B. PROMOTION OF ACADEMIC STAFF

2.27 Appraisal and Promotion of Academic Staff

I. Time for Appraisals

About March each year, Heads of Department will initiate action so that Academic Staff can be appraised and recommendations on promotions can be submitted to the Academic Staff Appointments and Promotions Committees in May. The approved promotions shall take effect from 1st October of the appraisal year.

II. Staff to be Appraised

The cadres of staff coming under these provisions are:

- i. Academic (i.e. Teaching, Research, and Professional Library Staff).

- ii. Appraisals should be made from the records of all staff in these cadres who shall have completed one (1) year service from October of the Appraisal year.

III. Basis for Promotion

a. Qualifying Period to be Considered

Promotion shall normally be considered after staff must have spent at least three (3) years since first appointment or last promotion in the University by the next 1st October, subject to any modification in the annual call circular, which will state the cut-off date. This is, however, the minimum period for staff whose performance is above average. If, following his 1st appointment, a new staff serves not less than six (6) months before the next 1st October, that period shall be approximated and counted for him as one year for the purpose of promotion.

b. Promotions and Vacancies

Promotions are normally subject to vacancies at the higher levels. When preparing their estimates proposals for the coming year, Heads of Department are expected to allow for all possible promotions. However, if the estimates proposals have not covered a post to which promotion on other grounds may be recommended, the Head of Department concerned may make a supplementary recommendation to the A&PC for an adjustment of grade level within the total number of posts already provisionally agreed for that cadre concerned. It must be noted that:

- i. If the provision in the estimates is not finally approved, it may not be possible to make the promotion where it is subject to vacancy;
- ii. The approval of any post does not guarantee promotion to that post;
- iii. At the higher level of any cadre, the number of posts established must be based on the duty positions in the Department concerned and the need to maintain a balance between grade levels. Where necessary, promotion may have to be by selection among those staff eligible for consideration.

c. Graduate Assistants and Staff on Study Fellowship

Re-grading from Graduate Assistant to Assistant Lecturer may be considered, as a separate exercise when the staff member has returned from study Fellowship to resume duty and has produced satisfactory evidence of having completed the requirements for a Master's degree. The re-grading will become effective only on the

confirmation of the award of the degree, but will take effect from the date the staff member resumed duty. The same condition is applicable to Assistant Lecturers on acquiring a Doctorate degree.

IV. Appraisal procedure

Deans of Faculty in conjunction with Heads of Department, Directors of institute and the University Librarian are requested to take steps as set out below to make assessments and present their recommendations for consideration in the first instance by the appropriate appraisals panel constituted as follows:

a. Faculty/Department Appraisal Committee

1) Faculty Appraisal Committee

- i. The Dean (Chairman)
- ii. Vice-Chancellor's Representative
- iii. All Heads of Department of the Faculty
- iv. All Professors of the Faculty
- v. Two (2) members elected by the Faculty Board not below the rank of Senior Lecturer
- vi. Chief Technologist
- vii. Secretary, Faculty Officer

In attendance:

Establishments officer

2) Departmental Appraisal Committee

- i. Head of Department (Chairman)
- ii. Senior lecturers and above
- iii. Secretary, Departmental officer

In attendance

Establishments officer

b. Institute Appraisal Committee

- i. The Director of the institute (Chairman)
- ii. Vice-Chancellor's Representative
- iii. All Professors of the institute
- iv. Two (2) members of the institute, not below the rank of Senior Lecturer/Senior Research Fellows
- v. Secretary, institute officer

In attendance

Establishments Officer

c. School Appraisal Committee

- i. The Director of the School (Chairman)
- ii. Vice-Chancellor's Representative
- iii. Professors of the School
- iv. Two (2) members of the School, not below the rank of Senior Lecturer/Senior Research Fellows.
- v. Secretary, Institute Officer

In attendance

Establishments Officer

- d. A member should withdraw when promotions to ranks above his own are to be considered.

Quorum

In case a faculty /institute is not able to constitute an adequate panel to appraise staff at higher levels, a special panel shall be constituted by the Vice-Chancellor on behalf of the Academic Staff Appointments and Promotions Committee. The Establishments Officer shall be in attendance.

f. Establishments Officer

The dates for the Appraisal Committee meetings should be fixed in consultation with the Establishments Officer to enable him attend all such meetings. The reports of the Appraisals Committee shall be sent to the Registrar.

g. Appraisal Forms

The format of the current curriculum vitae to be submitted by each member of the Academic staff and the annual appraisal forms to be used will be circulated with the annual call circular.

V. Further Action by the Registrar, Dean, Director and University Librarian

Notification of decision

- i. When Appointments and Promotions Committee (Academic I) and (Academic II) have considered the cases, the Registrar will communicate decisions to members of Staff after approval by Council.
For Professors/Readers Appointments/Promotions shall be based on two (2) positive reports out of three (3) from external assessors. Such reports shall be read fully at the meeting of A&PC by the Chairman. The staff so affected shall be so informed after the meeting of A&PC and Council's ratification.
- ii. Decisions upholding an Appraisal panel's recommendation not to promote a staff member who is eligible for consideration, or not to accept a recommendation for promotion, will be communicated to the Dean/Director or Librarian. The latter shall then inform the staff member who has not been recommended for promotion in writing concerning the decision. The Dean/Director or Librarian must inform a staff member of any adverse assessments made on him, if this has not been done earlier.
- iii. If, in the opinion of the Academic Staff Appointments and Promotions Committee the results of the assessment on a staff are so adverse as to necessitate a disciplinary action, the Appointments and Promotions Committee shall recommend that appropriate disciplinary action be taken.

C. PROMOTION OF SENIOR PROFESSIONAL, ADMINISTRATIVE, AND TECHNICAL STAFF (SPATS)

2.28 Appraisals and Promotions of Senior Professional, Administrative, and Technical Staff (SPATS)

i. Time for Appraisals

The process for appraisal of staff should commence in March each year by the Heads of Department/Unit so that the A & PC can, by May, consider all recommendations for the annual promotions 1st October of the Appraisal year. The Appraisal exercise shall not, however, be limited to considering promotions but shall include determining whether some staff should be commended, warned or considered for further training.

ii. Staff to be Appraised

All Senior Professional, Administrative, and Technical staff on permanent appointment are to be appraised annually, using the guidelines, and the format that are developed and approved. The criteria are also to be used in the appraisal and promotions of the Executive Cadre within the Administrative and Bursary Departments. All staff in the Executive Cadre with the service Departments, Faculties and institutes are also to be appraised in accordance with the Guidelines and the appraisal format.

iii. Residency Requirement

All Senior Professional, Administrative, and Technical staff, including the Executive Cadre afore-mentioned are to be appraised annually, but the minimum period required for consideration of normal promotion is three (3) years.

iv. Appraisal Committee

Each Faculty, Institute and Service Departments shall set up an appraisal panel for the purposes of appraising all its Senior Professional, Administrative, and Technical, and Executive staff. The size of the panel shall vary depending on the Faculty, Institute/School/Service Department. The secretary to the panel shall be the Faculty/Institute Officer. In the Registry, Bursary, Health Services, Library and Works and Services Department, the Secretary shall be appointed by the respective Heads of Department. Two (2) staff members of other Departments not below CONTISS 13 shall be members of the Appraisal Committee. The Establishments Officer should always be in attendance at all Appraisal Committee meetings. The Faculty, Institute and Service Departments are to submit a list of membership of the Appraisal Committee to the Vice-Chancellor for his consideration and approval.

v. Quorum

The quorum for each Appraisal committee meeting shall be 50% of the membership.

vi. Appraisal format

Every staff is to complete the Annual Appraisal form (Annual Appraisal/ Assessment for Confirmation of Appointment Form and the Revised Curriculum Vitae [i.e. Form (AACAF/RCV)] annually, and submit it to the Head of Department, through his supervisor or Head of Division/Unit for comments and recommendations to Appraisal Committee. Appraisal may include oral or written test.

vii. Confidentiality of Proceedings

The recommendations at all stages during the Annual Appraisal Exercise shall be treated as strictly confidential and no disclosure shall be made until a decision is taken, and communicated to the staff member concerned by the Registrar or his representative. At no stage shall the views expressed by any individual taking part in the Appraisal and even at the A&PC level, be disclosed to any person not taking part.

viii. Annual Appraisal Forms

a. Annual Appraisal Forms: Form (AACAF/RCV)

The approved personal data form is to be completed by individual staff members. Information required will, among other things, cover perceived strengths and weakness on the job of the staff. This is the only section to be completed by a staff.

b. Annual Appraisal Form: Assessment Form (Form AA /CAF)

Section I

This section consists of twenty-three (23) criteria for the assessment of individual staff member by the supervisor (immediate superior officer). The supervisor is to assess the performance of each staff on all the twenty-three (23) criteria using the rating scheme as shown in the Appraisal forms.

This section is strictly confidential and shall not be shown to the staff being appraised. Scores will be used by the appropriate appraisal panel in its consideration of the individual staff for normal promotion. For non-teaching senior staff, the required minimum score for the promotion to each grade is as shown in the criteria for assessment and weighting of non-teaching senior staff for promotions.

Section II

General Comments on the Staff Member's Performance.

This section is to be completed by:

- a. The supervisor – immediate Superior Officer (a brief write-up with appropriate recommendation);

- b. The Head of Department (a detailed and overall assessment of the staff members' performances, with appropriate recommendation);
- c. The chairman of the Appraisal Committee.

D. PETITION AND TERMINATION OF APPOINTMENT BY EMPLOYEE

2.29 Petition

A member of staff aggrieved by a decision concerning his appraisal/promotion or non-promotion may submit a petition through his/her Head of Department, through the Chairman of the relevant Appraisal Committee to the appropriate Appointments and Promotions Committee for its consideration.

2.30 Withdrawal of Appointment by the Employee

(a) Professorial Staff

A professor shall not withdraw his appointment other than at the end of an academic session in any year after having given the University six (6) months' notice in writing of his intention to do so or after paying six (6) months' salary in lieu notice, unless the consent of the Vice-Chancellor acting on behalf of Council, be otherwise obtained.

(b) Other Senior Staff

A member of academic staff below the grade of a professor shall not terminate his appointment other than the end of academic session which is normally June in any year after having given the University three (3) months' notice in writing of his intention to do so or after paying three (3) months' salary in lieu of notice, unless the consent of the Vice-Chancellor, acting on behalf of the council, be otherwise obtained. A member of staff who is a non-teaching staff and on salary grade below CONTISS 15 may withdraw his appointment at any time having given three (3) months' notice in writing of his intention to do so or after paying three (3) months' salary in lieu of notice. The resignation of Appointment of Principal Officers shall follow the appropriate provisions of the University Law.

(c) Temporary Appointment

Notwithstanding the above provisions, a temporary appointment may be terminated at any time by either party by one (1) months' notice given in writing or payment of one (1) months' salary in lieu of notice.

(d) Notification process

Due notice in all cases shall be in writing, addressed to the Registrar through the Dean/Director and Head of Department/Unit and shall be given so as to expire normally at the end of the academic year for academic staff as specified above. The Registrar shall communicate the same to the Vice-Chancellor.

- i. The Registrar, shall, thereafter, inform the member of staff in writing of the acceptance or rejection of notice of termination.
- ii. A member of staff who resigns his appointment other than as provided in these regulations or in the terms of his contract of employment shall not be entitled to any leave or travel expenses, terminal benefits, including repartition.
- iii. All cases of termination of appointment shall be reported to the appropriate Appointments and Promotions Committee and Council.

CHAPTER THREE

GENERAL DISCIPLINE

3.1 INTRODUCTION

- i. It shall be the responsibility of every staff of the University to familiarise himself/herself with the Rules and Regulations.
- ii. The power to exercise disciplinary control over Senior Staff of the University is vested in the Council.

3.2 DISCIPLINARY MEASURES

(A) Warning

- i. A member of staff whose conduct appears unsatisfactory shall be given a query in writing. The staff shall respond in writing within forty-eight (48) hours of the receipt of the query.
- ii. Where the explanation of the staff is not considered adequate by his Head of Department and a warning is recorded against him in writing, one copy of the written warning shall be served on him and other copies shall be forwarded to the Registrar and the Vice-Chancellor so that this can be entered in his record of service requiring disciplinary action.
- iii. Failure to answer to a query within the stipulated time shall be regarded as evidence of defiance and gross misconduct requiring appropriate disciplinary action.
- iv. In case of further misconduct after a third warning by the Head of Department/Unit, the Registrar shall notify the Vice-Chancellor who then refers the issue to the Senior Staff Disciplinary Committee after considering all the reports in connection with the member of staff. The Vice-Chancellor sends the report through the appropriate Appointments and Promotions Committee to Council for severe disciplinary action including suspension, termination or dismissal to the staff.

C. GENERAL INADEQUACY

- (a) Definition: General inadequacy comprises of a series of omissions or inefficiency, incompetence, the cumulative effect of which indicate that the officer is not capable of efficiently discharging the duties of the office he holds.
- (b) Drawing Attention to Shortcomings
It shall be the duty of the superior officer as soon as he observes any shortcomings in the assignment of a staff subordinate to him, to bring to the attention of the officer verbally and subsequently in writing.
- (c) Removal for General Inadequacy
Is shall be a condition precedent before proceedings for the removal of an officer for general inadequacy may be initiated, he must have been:
 - (i) Warned in writing on two or more prior incidents or suffer loss or deferment of his last two incremental steps; and
 - (ii) Given sufficient opportunity for improvement.

D. Removal of Temporary Staff for Inadequacy

Just before the termination of the employment of a temporary staff on grounds of general inadequacy, the staff shall be informed of the grounds on which it is proposed to terminate his appointment and he must be made known in written and given an opportunity to explain himself in writing why his appointment should not be terminated. Likewise, proceeding to the termination of his appointment for inadequacy, such staff shall be given written cautioning of his inadequacy and be given an opportunity to improve or to offer a acceptable explanation for his failure to execute his duties competently.

- E. Deferred Increment may be postponed because of an employee's general inadequacy if a Head of Department, School, Institute, etc. so recommends. The period of deferment shall be fixed at the time and should Not be more than 6 months in the first instance. Staff continued poor performance may result in a loss of annual increment for the given year.

On no account an employee increment shall be deferred unless his inadequacy has been brought to his notice during the increment-earning period and he has failed to make any reasonable improvement in his assigned duties. The employee's inadequacy should be communicated to him in writing before an increment is deferred.

An increment deferred may not be afterward granted without the official communication of the Registrar to inform the staff of the approval. When eventually granted, a deferred increment shall not become effective until the day following the expiration of the specific period of deferment but the employee concerned shall retain his original increment date for subsequent increments.

A deferred increment should not be granted with retrospective effect because of subsequent improved services.

3.3 MISCONDUCT

DEFINITION: without prejudice and detriment to the interpretation clause of these Regulations, misconduct is defined as a specific act of wrongdoing or an improper and unacceptable behaviour which is inimical to the image of the University and which can be investigated and proved. The act of misconduct can also lead to termination and retirement. It includes:

- (a) Scandalous conduct such as:
 - (i.) Immoral Behaviour;
 - (ii.) Unruly behaviour;
 - (iii.) Drunkenness;
 - (iv.) Foul Language
 - (v.) Assault;
 - (vi.) Battery;
- (b) Refusal to proceed on transfer or to accept posting;
- (c) Habitual lateness to work;
- (d) Deliberate delay in treating official document;
- (e) Failure to keep records;
- (f) Unauthorized removal of official document;
- (g) Dishonesty;
- (h) Negligence;
- (i) Membership of Cults;
- (j) Sleeping on duty;

- (k) Improper dressing while on duty;
- (l) Hawking merchandise within office premises;
- (m) Refusal to take/carry out lawful instruction from superior officers
- (n) Malingering;
- (o) Insubordination;
- (p) Discourteous behaviour to the public

3.4 GROSS MISCONDUCT:

DEFINITION: without prejudice to the interpretation clause of this Regulation, serious/gross misconduct is a specific act of very serious/gross wrongdoing and improper behaviour which is inimical to the image of the service and which can be investigated and if proven, may lead to dismissal.

Acts of Gross misconduct include:

- i. Falsification of records
- ii. Suppression of records;
- iii. Withholding of files;
- iv. Conviction on a criminal charge (other than a minor traffic or sanitary offence or the like);
- v. Absence from duty without leave;
- vi. False claims against the University/frivolous allegation against Government Officials;
- vii. Engaging in partisan political activities;
- viii. Bankruptcy/serious financial embarrassment;
- ix. Unauthorised disclosure of official information
- x. Bribery;
- xi. Corruption;
- xii. Embezzlement;
- xiii. Misappropriation;
- xiv. Violation of oath of secrecy;
- xv. Action prejudicial to the security of the University;
- xvi. Advance fee fraud (Criminal Code 419)
- xvii. Holding more than one full-time job;

- xviii. Nepotism or any other form of preferential treatment;
- xix. Divided loyalty;
- xx. Sabotage;
- xxi. Willful damage to public property;
- xxii. Sexual harassment of staff and students;
- xxiii. Sale of Handouts;
- xxiv. Subletting of responsibilities;
- xxv. Examination Malpractice;
- xxvi. Aiding and Abetting;
- xxvii. Contravention of Financial Regulations;
- xxviii. dereliction of duty;
- xxix. Extortion of staff and students;
- xxx. Plagiarism; and
- xxxii. Any other act unbecoming of a Public Official.

C. Sanctions Applicable by the Senior Staff Disciplinary Committee

i. The Vice-Chancellor shall refer a case of misconduct to the Senior Staff Disciplinary Committee (SSDC) as may be deemed necessary. Among the sanctions that shall apply to a member of staff arraigned before the Senior Staff Disciplinary Committee, depending on the determination of his case, shall be the following in ascending order of severity:

- a Verbal reprimand;
- b Serious reprimand (in writing);
- c Loss of annual increment for a specified period;
- d Delay of promotion/appointment for a specific period;
- e Loss of headship or other administrative position of honour or responsibility for a specific period;
- f Deferment of confirmation for appointment for a specified period;
- g Surcharge;
- h Suspension without pay for a specified period;
- i Reduction in Rank;
- j Forced resignation of appointment (non-compliance shall lead to item (m) below);

- k Termination of appointment/contract appointment;
- l Demotion and termination of appointment, where termination alone is not considered a sufficient punishment; and
- m Dismissal (applicable in cases of gross misconduct include conviction by a court of law).

II. Sanctions in sub-section i (b-h) above shall lead to loss of promotion for one (1) year.

D. Deferment of Annual Increment

- i. An annual increment may be deferred when, because of an employee's shortcomings, a Head of Department so recommends. The period of deferment shall be fixed at the time and should not be more than six months in the first instance. Continued bad performance may result in a loss of increment for the whole year.
- ii. No employee's increment shall be deferred unless his shortcomings have been brought to his notice during the increment-earning period and he has not made any satisfactory improvement.
- iii. An employee's short-comings shall be conveyed to him in writing by the Registrar before an increment is deferred.
- iv. A deferred increment may not be subsequently restored without the written approval of the Registrar. When eventually granted, a deferred increment shall not become effective until the day following the expiration of the specific period of deferment, but the employee concerned shall retain his original incremental date for subsequent increments. A deferred increment cannot be restored with retrospective effect because of subsequent improved service.

E. Surcharge for Loss or Willful Damage to University Property

- i. If a loss of funds or property in store occurs, an employee discovering the loss shall forthwith report it to his Head of Department or other appropriate authority who shall in turn report the matter to the Registrar who shall ensure that appropriate action is taken to investigate the loss or damage.
- ii. If at any time the University has sustained a loss by reason of negligence or default of any employee, such employee shall be liable to make good the loss or damage to the extent ascertained. Any sum to such employee by the University may be withheld in satisfaction of such a loss or damage.

F. Suspension

- i. Whenever in the opinion of the Vice-chancellor a prima-facie case of misconduct has been made against a member of staff and it is necessary to investigate the matter further with a view to determining the guilt or otherwise and the appropriate disciplinary action, the employee may be suspended by the Vice-Chancellor pending the determination of his case for a period not longer than three (3) months. Such suspension shall be reported to Council forthwith.
- ii. Notice of suspension shall be conveyed to the member of staff concerned on the approval of the Vice-Chancellor stating the offense clearly.
- iii. When a member of staff has been suspended, he shall thereupon be forbidden to carry on his duties and visit his place of work unless with the express permission of the Vice-Chancellor. He may also be called upon to hand over any university equipment and materials in his charge to such other member of staff as the Head of Department/Unit shall order, and he shall be placed on half salary for the period.
- iv. If found not guilty of any misconduct, the suspension shall be revoked forthwith and the member of staff reinstated with full salary including the arrears of his salary for the period.
- v. Whenever, in the opinion of the Senior Staff Disciplinary Committee, misconduct which is of such a nature as not to warrant dismissal is committed by an employee, the Committee may recommend the suspension of the employee with or without pay for a specified period not normally exceeding six months. The employee, if so suspended, shall thereupon, be forbidden to carry on his duties and to visit his place of work without the express permission of his head of Department, Dean or Director as the case may be.
- vi. Notice of suspension and the related decision of the appropriate Senior Staff Disciplinary Committee shall be conveyed to the employee in writing.

G. Interdiction

- i. Where a member of staff has been charged with a criminal offence whether or not connected with the University, the Vice-chancellor on the recommendation of the Registrar shall interdict him from duties forthwith.
- ii. Formal notice of interdiction shall be given to the employee concerned in writing. The notice shall state the date from which the interdiction takes effect and the reasons for such interdiction.
- iii. Where a member of staff has been interdicted, he shall be entitled to receive half of his salary, and such interdiction shall be reported to the Council forthwith. He shall not be entitled to annual leave or any allowance.
- iv. A member of staff who is under interdiction shall be required to hand over all University property in his charge to

such person as the Head of Department /Unit shall order, and he shall be forbidden to carry on his duties and to visit his place of work except with the express permission of the Vice-Chancellor.

- v. Where a member of staff under interdiction is found not guilty of all charges, he shall be reinstated and shall receive the balance of his salary for the whole period of his interdiction.
- vi. Any member of staff under interdiction may not, without the permission of the Vice-Chancellor in writing, leave his define place of residence during the period of interdiction. He shall be liable to dismissal if he contravenes this regulation. If the staff member's whereabouts remain unknown the dismissal may be made by Council without further formality.

H. Reduction in Rank

The rank of a senior staff may be reduced by the Council after consideration of the recommendation of the Senior Staff Disciplinary Committee as endorsed by the appropriate senior staff Appointments and Promotion Committee where the case involving him is not considered to be sufficiently serious to warrant termination from service.

I. Deferment of increment

- i. If the work and /or conduct of a member of staff is continuously unsatisfactory, the appropriate Appointments and Promotions Committee may defer his increment on the recommendation of the Head of Department/Unit provided always that the member of staff concerned has already been given notice in writing by the Head of Department/Unit on his shortcomings and his increments will continue to be deferred until evidence of improvement is shown.
- ii. A deferred increment may not be subsequently granted except with the approval of the appropriate Appointments and Promotions Committee.
- iii. No change in the incremental date on the member of staff shall be made on account of restoration of deferred increment.
- iv. A deferred increment cannot be restored retrospectively because of improved service later.

K. Dismissal

- i. A member of staff whether or not under interdiction or suspension, who is found guilty of an act of gross misconduct severely prejudicial to the interest of the University, shall be summarily dismissed by Council, and if dismissed, shall not be entitled to receive any emoluments from the date of his dismissal nor shall he receive

travelling expenses.

- ii. A member of staff of the University shall be summarily dismissed:
 - a. If he corruptly accepts or obtains, or cause any person to accept or attempts to obtain from any person, for himself or for any other person, any gift or consideration as an inducement or reward for doing or for failing to do any act in relation to the University's affairs or business.
 - b. If he, whilst employed in the University on a full time or part-time capacity, acts as an attorney or agent against the University in any matter
 - c. If he falsifies testimonials or any other records;
 - d. If he, whilst on full-time employment in the University engages in full-time studies without approval of the University authorities;
 - e. For misconduct whether or not in relation to the performance of his duties; and
 - f. For failure to disclose any previous conviction for a criminal offence.
- iii. A professor whose appointment is terminated shall be given six (6) calendar months' pay in lieu of notice. Any leave entitlement accruing at the time of termination may be granted to run concurrently and terminate with the notice or if being terminated without notice such leave may be commuted to cash.
- iv. No notice or salary in lieu of notice shall be given to a member of staff dismissed under the provision of these regulations and the section of the University Law which deals with removal, suspension of Academic, Administrative and professional staff, but dismissal shall take effect from the day the member of staff concerned is officially notified that he has been dismissed.
- v. Any member of staff dismissed for misconduct shall not be eligible for leave and shall immediately, vacate the premises of the University and before doing so, shall hand over all University property in his charge to the Head of Department/Unit or to such other person as the Head of Department/Unit shall designate.
- vi. In addition to the provision in the regulations governing termination of staff with unsatisfactory probationary service, an unconfirmed employee may have his appointment terminated with one (1) month's pay in lieu of notice at any time during his probation.
- vii. A member of staff shall not be terminated or dismissed in accordance with these Regulations unless the section of the University Law which deals with removal, suspension of Academic, Administrative and professional staff, is fully complied with.
- viii. A member of staff whose appointment is terminated for inefficiency may be allowed to continue to stay in the University quarters for a period not exceeding three (3) months.

- ix. A member of staff who resigns his appointment shall be required to vacate the University quarters immediately on the expiration of his notice.
- x. The provisions of these Regulations are without prejudice to the powers of the Vice-Chancellor or the Council as provided in the University Law to maintain staff discipline, and institute disciplinary proceedings or measures in respect of staff as may be appropriate.

3.5 Other Basis for Termination of Appointment by the University

a. Abolition of Office

The University may terminate the appointment of a member of staff if due to re-organization, his office, post, or appointment is abolished and no suitable alternative post. A member of staff whose office, post or appointment is abolished shall be given three months' notice or paid three months' salary in lieu of notice before the termination of his appointment.

b. Redundancy

The University may terminate the appointment of a member of staff if he becomes redundant by reason of re-organization in any Department or inability to carry out functions effectively and no suitable alternative post. A member of staff who becomes redundant shall be given three months' notice or paid three months' salary in lieu of notice before the termination of his appointment.

c. Services no longer Required

The appointment of a member of staff may be terminated by the University if the services of the staff are no longer required. A member of staff whose services are no longer required shall be given three months' notice or paid three months' salary in lieu of notice before the termination of his appointment.

d. Medical Unfitness

If at any time during his service in the University, a member of staff is certified by a Medical Board appointed on the instruction of the Vice-Chancellor acting on behalf of the Council to be so unfit and incapable of carrying out his duties, and the condition does not improve after six months, Council may accept his resignation or terminate his appointment on such terms as it deems fit, fair and just.

e. In the foregoing paragraphs of this section and section 3.2 above, the meaning of the expression 'termination of appointment' includes transfer of service, withdrawal of service, resignation and retirement.

3.6 Disclosure of Official Information

- a. An employee shall not disclose to any person, except in accordance with the special permission of the University, any information of an official nature entrusted to him or which has been obtained in the course of his official duties.
- b. An employee shall exercise due care to prevent the knowledge of any such information being communicated to any person against the interest of the University.
- c. An employee shall not abstract, extract or copy official minutes, correspondence, records of other documents or remove same except in accordance with official routine or with the special permission of his Head of Department.

3.7 Obligation of the Employee

It shall be the duty of every employee to uphold the good name of the University at all times. Any employee who conducts himself in such a manner detrimental to the good name of the University or who carries or speaks false information to the detriment of the good name of the University shall be guilty of misconduct and shall be liable to be dismissed.

3.8 Committee of Enquiry

- a. If the circumstances pertaining to a proposed disciplinary action warrant it, a Committee of Enquiry may be constituted to investigate an employee's misconduct by the Vice-Chancellor.
- b. The Committee shall consist of at least three persons one of whom shall be a representative of the Congregation.
- c. The terms of reference of the Committee shall be stipulated by the Vice-Chancellor.

3.9 Procedure for Staff Complaints

A member of staff having a complaint shall report it through his Head of Department/Unit to the Registrar for necessary action.

3.10 Right of Appeal

Any employee dissatisfied with the disciplinary action taken against him under these Regulations shall have the right of appeal to the Council through the Registrar.

CHAPTER FOUR

SALARY STRUCTURES AND ALLOWANCES

4.1 SALARY STRUCTURES

Members of staff shall be paid salaries assigned to their respective posts in accordance with the University Salary Structures as may be approved by Council. The current salary structures in the University are as approved by the Federal Government of Nigeria.

4.2 PLACING ON THE SCALE

- a. The point on salary scale at which an appointee is placed at the time of appointment shall be determined on the basis of his qualifications, relevant experience, and academic standing, where applicable.
- b. A member of staff promoted from one grade to another shall enter the higher grade at a point that gives him salary incremental step in his old scale.
- c. A member of staff may qualify for annual increment on 1st January of every year until he reaches the maximum point of the salary grade subject to his having worked for the University for at least six (6) continuous months before that date.
- d. An appointee may not qualify for annual increment if he is adversely reported upon during the period of twelve (12) months ending 31st December preceding the date of award of annual increments. An appointee so adversely reported upon, shall be informed and shall have the right of appeal to the appropriate Appointment and promotion committee.

4.3 ALLOWANCES

Allowances Payable by the University

Allowances payable to qualified staff of the University are as approved by Council

a. Responsibility Allowance

Staffs of the University are expected to contribute towards the development of the University in various ways. Apart from committee work, which such contribution may entail, staff may be appointed to undertake specific duties outside their normal duties. The responsibility allowances shall be determined from time to time by Council for special incentives and allowances.

The methods of appointment to these responsibility posts are specified in the relevant sections of the University Act.

b. Acting allowance

- i. A member of staff who is not a Dean/Director/Head of Department or Unit but appointed by the Vice-Chancellor to act in that capacity for at least a month shall be paid an acting allowance at the appropriate rate during the period of acting.
- ii. Where a non-teaching member of staff is appointed in an acting capacity to a position which attracts a basic salary higher than that of his substantive post, he shall, where the higher post attracts a basic salary one grade level above his substantive post, draw an acting allowance equal to the difference between his substantive salary and the minimum salary of the post in which he is acting.
- iii. Where the non-teaching staff member is acting in a post which attracts a salary more than one salary grade level above his substantive rank, acting allowance shall be based on the minimum salary of the next grade level higher than that of his substantive rank, or he shall be paid 50% of the difference between his substantive salary and the minimum salary of the post in which he is acting, whichever is the higher.
- iv. All acting appointments shall be made by the Vice-Chancellor indicating where applicable the schedule of duties and the responsibilities of the office to which the acting appointment is being made.

c. **Kilometer Allowance**

- i. A member of staff using his own motor vehicle or public transport on approved journeys made on university duty shall be paid allowance at the rate approved by Council from time to time.
- ii. No kilometer allowance shall be paid in respect of journeys from home/residence to place of work and back.

d. **Travelling Allowance**

A travelling allowance shall be paid in lieu of hotel bills at existing government rate (Per diem) as approved by the Vice-Chancellor to members of staff who travel on authorized University duties within Nigeria away from their normal place of work at rates to be determined from time to time by Council.

e. **Travelling outside Nigeria**

For a member of staff who is required to travel outside Nigeria for University business authorized by the Vice-Chancellor, the approved Estacode allowance shall be paid.

f. **Warm Clothing Allowance**

A warm clothing allowance is payable to a member of staff who is proceeding on University duty, study or training leave to a temperate country at university expense provided that this entitlement is payable not more than once every three (3) years.

g. **Local Course Allowance**

When an officer is sent on a course of instruction within Nigeria and outside his duty post and board and lodging is not provided by the training institution concerned, he shall be entitled to appropriate travelling and course allowances.

h. Shift Duty Allowance

Shift duty allowance shall be payable to workers on shift duty where applicable based on the prevailing circumstances such allowance shall be 30% of their Basic salary which is the current rate for payment in the various ministries at both the Federal and State levels e.g. Medical, Works [Electrical, Plant Operators, Plumbers] and Library.

i. Wardrobe Allowance

i. Wardrobe allowances shall be payable to the under-listed

- i. Vice-Chancellor
- ii. Deputy Vice-Chancellor's
- iii. Registrar
- iv. Bursar; and the
- v. University Librarian

ii. The above officers shall be entitled to a wardrobe annual allowance of 10% (gross) of their annual salaries or as may otherwise be determined.

III. Wardrobe Allowance of 10% of the gross annual salaries shall be payable to the Public Relations Officer (P.R.O) and Special Assistant to the Vice-Chancellor (S.A.V.C.).

j. Hazard Allowance

Hazard allowance shall be paid to all Senior Staff of the University as approved by Governing Council.

k. Earned Allowance

Earned allowance shall be payable to entitled staff in the University as approved by Governing Council.

l. Recognition of Service to the University

- I. The Principal Officers listed below shall at the end of their tenure be entitled to leave with their official cars and furniture in their homes as approved by Council.
 - i. Vice-Chancellor
 - ii. Deputy Vice-Chancellor
 - iii. Registrar
 - iv. Bursar and
 - v. University Librarian
- II. As a mark of recognition of meritorious service, other retiring officers apart from principal officers shall be awarded a plaque and a cash award of one (1) month take home salary.

m. Special Incentives

a. Maritime Allowance

Due to the marine terrain of Okerenkoko, a special incentive at the rate of 35% of Gross Salary per annum shall be paid to all confirmed Senior Staff.

b. Child Education Allowance

A flat rate of Two Hundred Thousand Naira (~~₦~~200, 000.00) only shall be paid annually to all confirmed Senior Staff.

4.4 PAYMENT OF SALARIES AND ALLOWANCES

The Payment of salaries and allowances shall be subject to the implementation of the Integrated Payroll and Personnel Information System (IPPIS) or other prevailing platforms as approved and implemented by the Federal Government of Nigeria from time to time.

CHAPTER FIVE

WELFARE

5.1 WELFARE BENEFITS

The University provides a number of welfare benefits for its staff. Such benefits are earned and may be modified from time to time. The benefits include:

- i. Annual Leave
- ii. Casual Leave
- iii. Leave for Temporary and Contract Staff
- iv. Sick Leave
- v. Maternity Leave
- vi. Sabbatical Leave
- vii. Study Leave with pay
- viii. Study Fellowship
- ix. Leave of absence without pay
- x. Research Leave
- xi. Examination Leave
- xii. Leave for Sporting Events
- xiii. Pre-retirement Leave
- xiv. Medical Care
- xv. Funeral Benefits
- xvi. Passages

5.2 Annual Leave

The University Leave Year is 1st January to 30th November.

- i. The entitlement of Annual Vacation Leave for staff on CONTISS/CONHESS 6 and above and CONUASS/CONMESS 1-7 is 30 working days. The Vice-Chancellor may extend leave beyond thirty (30) working days for special academic purpose but not beyond fifty-six (56) days for Academic staff.
- ii. Annual Vacation Leave shall be granted after twelve (12) months' service provided that:
 - a. such leave in the first year of appointment shall be subject to minimum of six (6) months' continuous service.
 - b. leave in the last year of service shall be calculated pro- rata when a member of staff retires before he has completed the full year. Also taking into cognisance of the pre-retirement leave.
- iii. Annual Vacation Leave shall be granted at the convenience of the Department and the staff member concerned. Except where the exigency of duty requires otherwise, Annual Vacation Leave shall be taken during the University long vacations.
- iv. Annual Vacation Leave shall be granted at the rate applicable to the grade of a member of staff at the time the Leave is granted and taken during the leave year. For any deferred or accumulated leave, the rate shall be that which the officer should have got if he had taken leave when it fell due. Deferment of leave must be applied for in the year the leave fell due if not utilized due to exigency of duty.
- v. A member of staff not granted leave passage may be paid a leave bonus grant once in an academic year. The rates of leave transport grant shall be determined by the University Governing Council from time to time. The leave allowances are as applicable in the Public Service.
- vi. Annual vacation leave is compulsory and all members of staff are required to take and exhaust their annual vacation leave within the leave year in which such leave is earned except deferment is authorized by the Registrar on the approval of the Vice-Chancellor on special grounds.

vii. No member of staff shall be required or allowed to take working leave whereby the member of staff reports for duty during his approved Annual Leave period, provided a member of staff on leave may be recalled if the occasion demands.

vii. A member of staff who is dismissed shall not be granted any leave.

viii. A member of staff who is proceeding on retirement shall commence his vacation leave immediately prior to retirement. The duration of leave will be determined by the Council and will be either:

- a. any deferred leave to his credit plus the proportion of annual vacation leave due to him; or
- b. such leave as Council may determine whichever is the greater. Retirement shall take effect on the expiration of the leave period.

5.3 Casual Leave

- a. The Deans/Principal Officers/Directors may, on the recommendation of a Head of Department/Unit, grant a member of staff casual leave with pay on special reasons, during a session up to three (3) days. Copies of such approval shall be forwarded to the Registrar for record purposes.
- b. The Vice-Chancellor may, at the request of a member of staff, and on the recommendation of the Dean/Principal Officer/Director grant casual and/or compassionate leave with pay not exceeding seven (7) days in a Leave Year.
- c. Casual and/or Compassionate Leave is a privilege and not a right, and shall not accumulate.

5.4 Leave for Temporary and Contract Staff

- a. Annual vacation leave for expatriate contract staff shall be defined in their engagement letter and shall not normally exceed forty-two (42) working days in a Leave Year.
- b. Annual Vacation Leave shall not be granted to temporary staff.
- c. Indigenous staff on contract appointment shall not be granted leave unless they have completed six (6) months service and the amount of such leave shall be calculated pro-rata.
- d. For every completed one (1) month of service, expatriates will be entitled to three (3) days leave on pro-rata basis; expatriate contract officers will be entitled to four (4) days travelling time when they go on home leave.

5.5 Sick Leave

- a. All Sick Leave Certificates (for sick Leave not exceeding twenty-one (21) days) must be signed or endorsed signifying approval by the Director of Health Services or a University Medical Officer on his behalf.
- b. Sick Leave on full pay may be granted by the Vice-Chancellor acting on behalf of the Council, for a maximum of six (6) months on the production of a medical report signed by the Director of Health Services or in his absence, University Medical Officer acting in the capacity.
- c. Extension of Sick Leave beyond six (6) months may be granted on the approval of the Council who shall specify the conditions of such extension. The extension may be on full pay or less.
- d. A member of staff who is recommended by a Medical Board (set up for this purpose) to be permanently invalid shall immediately commence vacation leave prior to retirement in accordance with the relevant provisions of the Public Service Regulations.

5.6 Maternity/Paternity Leave

- a. A Female member of staff who is pregnant shall be entitled to Eighty-Four (84) working days Maternity Leave.
- b. The Maternity Leave shall be with full pay, if the female member of staff holds a pensionable or contract appointment, and has been in the service of the University normally for not less than six (6) months.
- c. A female member of staff granted such Maternity Leave shall not be entitled to Vacation Leave in the same academic year, and where the Annual Vacation Leave has already been taken before the grant of Maternity Leave, the part of the Maternity Leave equivalent to the annual leave will be without pay.
- d. A female member of staff who holds a pensionable or contract appointment but has been in the employment of the University for less than six (6) months may be granted Maternity Leave.
- e. A female member of staff who holds a temporary appointment, and is granted maternity leave shall be on half pay if she has been in the employment of the University for less than six (6) months.
- f. The grant of Maternity Leave is subject to production of a medical certificate issued by any Government owned hospital and a certified NHIA health care provider of the staff, and by the Director, Health Services.
- g. A male member of staff who holds a pensionable or contract appointment but has been in employment of the University for not less than six (6) months may be granted paternity leave for ten (10) working days on the approval of the Vice-Chancellor.

5.7 Sabbatical Leave

- a. A senior Academic Staff of the grade of Senior Lecturer and above or a senior Non-Teaching Staff of the grade of CONTISS 13 or its equivalents and above on pensionable appointment shall be eligible for Sabbatical Leave of twelve (12) months' duration after not less than six (6) years of continuous service in the University, provided that:
 - i. The six (6) years of continuous service shall not include any period of study Leave previously granted him; and
 - ii. He has been a staff of Nigeria Maritime University, Okerenkoko, for a period of not less than three (3) years after transfer of service provided, he has satisfied the six (6) years requirement.
- b. Application for Sabbatical Leave shall be submitted through the Dean or in the case of a Dean and Non-Teaching Staff through the Registrar, who shall forward it with his recommendations to the Vice-Chancellor for consideration by the Appointment and Promotions Committee. The application shall contain:
 - i. a statement of the commencing date, duration and place of the sabbatical leave sought;
 - ii. the proposal of what is going to be undertaken during the Sabbatical Leave;
 - iii. support the application with evidence that the leave will be spent either in an institution of higher learning or with a recognized formal organization; and
 - iv. support the application with a letter of offer of placement at the place the person intends to spend the leave.
- c. Sabbatical Leave is not a right and as such may not necessarily be granted to every applicant who has completed six (6) years of service. In granting Sabbatical Leave, account will be taken of the relevance of the proposed study, research or work, whether arrangements have been made for his replacement.
- d. The University may pay appropriate passages and transportation at approved rates for staff granted Sabbatical Leave.
- e. Unless otherwise specified, staff shall be entitled to full salary and benefits during the period of the Sabbatical Leave.
- f. A member of staff granted Sabbatical Leave shall not terminate his appointment with the University before, at least, one (1) year has elapsed after his return to the University.

- g. A member of staff granted Sabbatical Leave shall return to serve the University for at least a year or pay back salary paid him/her while on Sabbatical Leave, while on Sabbatical, if he wishes to terminate his appointment with the University.

5.8 Study Leave with Pay

- a. Study Leave is a privilege and not a right. It shall be granted to a member of staff at the discretion of the University.
- b. Study Leave shall be granted for programmes of study with the following objectives:
 - i. to give an opportunity to write up a book or research work, to use library or other facilities not available locally or to undertake extensive field work and the collection of materials;
 - ii. to write up a thesis for a higher degree;
 - iii. to attend relevant specialized courses; and
 - iv. to refresh and update knowledge by contacts with work being undertaken elsewhere.

Study Leave shall not be granted for courses leading to Diploma certificates or for part-time studies as the applicant would have already acquired a basic qualification.

- c. Study Leave shall be granted to a member of staff:
 - i. who has served the University for a minimum continuous period of four (4) semesters and whose appointment has been confirmed;
 - ii. who has gained admission to a recognized institution;
 - iii. whose chosen course of study for the leave is relevant to the needs of the University; and
 - iv. whose intended study leave has a budgetary provision.
- d. The following shall be the procedure for applying for Study leave:
 - i. Application for study leave shall be submitted on prescribed forms;
 - ii. Such forms shall pass through the faculty in the case of Academic Staff and shall embody the recommendations of the Head of Department, Dean/Director;
 - iii. All completed application forms should be directed to the Vice-Chancellor through Heads of Department/Deans and shall be submitted to the Registrar for onward submission to Appointments and Promotions Committees (Academic) and (Administrative and Technical); and

- iv. All completed application forms shall be submitted to the Head of Department normally not later than 31st July for the academic year. This condition is applicable to both undergraduate and postgraduate programmes.
- e. Study leave may be granted for two (2) semesters or for a longer period not normally exceeding six (6) semesters in which case Study Leave is renewable annually, subject to good progress reports.
 - e. Any staff member granted Study Leave shall be required to sign a bond under which he must return at the expiration of the study leave to work in the University, normally for at least a period equal to the Study Leave.
- g. A staff Member who has return from study leave shall not proceed on further study until he has served the period for the previous studies.
- h. The University shall have the following obligations to a senior member of staff granted Study Leave:
 - i. Payment of full monthly salary.
 - ii. Payment of tuition, examination and other prescribed fees.
 - iii. Return transport/ baggage allowance for self and family as provided in the Regulations of the University.
 - iv. Payment of the allowances in the following chart subject to review if Study Leave is within Nigeria and not under TETFUND sponsorship or any other organisation.

PROGRAMME	BOOKS	ACCOMMODATION	THESIS	RESEARCH/FIELD WORK
Ph.D.	~~₦~~ 200,000 (Annually)	~~₦~~ 120,000 (Annually)	~~₦~~ 140,000	Science ~~₦~~ 400,000 Non-Science ~~₦~~ 300,000
M.Sc.	~~₦~~ 140,000 (Annually)	~~₦~~ 80,000 (Annually)	~~₦~~ 100,000	Science ~~₦~~ 300,000 Non-Science ~~₦~~ 200,000

- h. A Staff granted Study Leave shall have the following obligations toward the University:
 - i. Must complete a Bond Form collected from the Establishments Office and same will be submitted through the Head of Department or Supervisor to the Vice-Chancellor;

- ii. A staff member must submit to the University yearly academic progress reports in writing through his/her Supervisor/Head of Department; and
- iii. Failure to resume duty at the end of the Study Leave or to work for the prescribed period on return may render the member of staff concerned liable to refund all salaries and allowances paid him/ her up to the point in which he/she commits the breach of obligation.

5.9 Study Fellowship

- a. Study Fellowship is a long-term leave normally granted to senior staff including Graduate Assistants. The maximum allowed period for Study Fellowship shall be three (3) years for Master degree Programme, and five (5) years for Ph.D., and one (1) year Postdoctoral fellowship/studies. Additional one (1) year extension may be granted when necessary, following the presentation of a Progress Report from the Institution of study duly signed by the staff Supervisor and Head of Department.
- b. Study Fellowship shall be granted to a member of staff who has served the University for a minimum continuous period of four (4) semesters except that Graduate Assistants will not be required to fulfil the time requirement.
- c. Study Fellowships shall be granted to staff to pursue courses of study leading to higher academic/professional qualifications. Study Fellowship is not a right but shall be granted only according to the staff development needs of the University.
- d. The process of the award of Study Fellowship is the same as Study Leave.
- e. Any member of staff granted Study Fellowship shall be required to:
 - i. Must complete a Bond Form collected from the Establishments Office and same will be submitted through the Head of Department or Supervisor to the Vice-Chancellor;
 - ii. submit to the University yearly academic progress reports in writing; and
 - iii. return at the expiration of the Study Fellowship to work in the University immediately after the successful completion of studies for at least a period equal to the Study Fellowship.
- f. A staff member on Study Fellowship shall be entitled to:

- i. his full salary;
 - ii. allowances in respect of tuition, books, accommodation and other relevant expenses as may be approved from time to time; and
 - iii. return passage for self and family to and from approved place of Study Fellowship.
- g. Preference shall be given to study fellowship awards obtainable in Nigerian Higher Institutions.

5.10 Leave of Absence without Pay

Leave of Absence without pay may be granted by the Vice-Chancellor on behalf of the Appointments and Promotions Committee (A&PC) and may be renewed from year to year.

Leave of Absence without pay is a privilege, not a right, and will not normally be granted unless the Vice Chancellor on behalf of A&PC is satisfied that the applicant can be spared from his/her duties and, the work of the University will not be adversely affected.

a. Federal or State Service

At the request of the Federal or State Government, a member of staff may be released on Leave of Absence for duty. Such Leave of absence may be renewed annually.

b. For Study

In the case of a member of staff who is granted any Staff Development Awards, Leave of Absence may be approved in accordance with the following conditions:

- i. The member of staff must have served the University for a continuous period of four (4) semesters and such staff appointment should have been confirmed before the commencement of Leave of Absence without pay.
- ii. If the staff member wishes to improve his/her qualifications through personal efforts, his/her re-absorption on return from Leave of Absence without pay is subject to the availability of vacancy in the Department. The University shall not guarantee to re-absorb the staff member.

5.11 Research Leave

An Academic Staff may be granted Research Leave for a period not exceeding thirty (30) working days in addition to his Annual Leave.

5.12 Examination Leave

- a. A member of staff undergoing an approved part-time study shall be granted examination leave on full pay.
- b. An application for examination leave shall be made in writing through the Head of Department/Unit for the approval of the Registrar. All applications must be accompanied by copies of the examination timetable and admission notice.
- c. The duration of such leave shall include the time necessary for him to travel to the place of examination which shall be the Centre closest to the University, to sit for the examination and to return to his station.
- d. The duration for an examination leave shall not exceed seven (7) working days in a calendar year. If the period desired by an employee for an examination is more than seven (7) working days in a calendar year, the period in excess of the seven (7) days shall be deducted from his annual leave of the year. Where the annual leave has also been exhausted, the employee shall be granted leave without pay to cover the period in excess.

5.13 Leave for Sporting Events

- a. A member of staff shall be granted leave by the Registrar for the purpose of taking part in an approved sporting event provided he is a member of a sporting team recognized by the University associated with the event and has been recommended by the coach of the team.
- b. The duration of the Sporting Leave for a member of staff shall be determined by the number of days:
 - i. required for the actual sporting activity;
 - ii. required for travelling to and from the place arranged for the sporting event; and
 - iii. in excess of (i) and (ii) above, which are certified as necessary by the appropriate sporting council.
- c. A member of staff granted leave under this Regulation shall have no transport at University expense where he is not representing the University or team transport is provided.

- d. The Head of unit of a member of staff granted Sporting Leave shall be informed in writing of the approval for the leave

5.14 Pre-retirement Leave:

A staff member shall proceed on three (3) months pre-retirement leave prior to the effective date of retirement.

5.15 Medical Care

- a. Medical Screening/Examination on Assumption of Duty:

The University shall make it mandatory for a member of staff to undergo medical examination on his appointment and to ensure his continuing medical fitness for his job. The Council may terminate the appointment of a member of staff at any time with three months' notice if he is unable to work due to apparent illness but refuses to undergo medical examination or appropriate treatment.

- b. Medical Care within Nigeria

- i. It shall be mandatory for all staff of the University to register with the National Health Insurance Authority (NHIA).
- ii. A member of staff registered with the NHIA and his spouse, dependent children and other family members covered by the scheme shall be provided medical services as contained in the Act. He shall, however, pay for his family members' medical care and medical or dental appliances not covered by the Act, except medical consultations.
- iii. A member of staff not registered with NHIA, shall be required to pay for services provided him and members of his family in the University Clinic, except medical consultations.

- c. Medical Treatment outside Nigeria

- i. Where the circumstances so demand, the Director of Health Services may refer a member of staff or his family for treatment overseas subject to approval by Council or the Vice-Chancellor on behalf of Council. The cost of such treatment including overseas passage shall be borne by the University.

- ii. All University staff going abroad on approved trips (other than conference trips) shall be obliged to take insurance policy where such policy exists and the University shall reimburse such staff the cost of premium paid.
- iii. Apart from (a) above, the University accepts no liability for medical expenses incurred outside Nigeria, except that medical expense incurred by staff on university duty or Study Leave overseas or attending an approved conference, who is unsuccessful in obtaining medical treatment under that country's local health services or through personal medical insurance, shall be reimbursed, if in the opinion of the Director of Health Services the treatment was necessary and the charge reasonable. Claims for refund must be supported with appropriate receipts, and sums recommended for re-imbursement by the Director of Health Services shall be submitted to the Vice-Chancellor for approval.

d. Cost of Dentures, Gold Fillings and other Medical Aids

The University shall not be responsible for the cost of dentures, gold filling, and other medical aids and equipment unless they are certified to have become necessary as a result of an accident to the employee arising out of, and in the course of, his official duties.

e. Private Medical Treatment

A member of staff who prefers to be treated by a private medical practitioner, instead of availing himself of medical facilities provided by the University, shall bear the expenses incurred through such treatment.

f. Period of Illness Deducted from Earned Leave

If a member of staff is absent from work for a period exceeding one (1) month due to illness or injury and it is medically certified by the Director of Health Services that for part or all of the time he was in a state of convalescence, or with a minor injury, not seriously impairing his well-being, then this time may be set off against any other leave due him, on the recommendation of the Director of Health Services to the Registrar.

5.16 Funeral Benefits

Where the death of a member of staff occurs while in the service of the University, the University shall:

i. Pay to family of the deceased staff the cost of his funeral arrangements as follow:

GRADE LEVEL		AMOUNT(₦)
CONUASS/CONMESS	01- 04	₦400,000.00
CONTISS/CONHESS	06-12	₦400,000.00
CONUASS/ CONMESS	05-07	₦600,000.00
CONTISS/CONHESS	13-15	₦600,000.00
CONSOLIDATED		₦1,000,000.00

- ii. Pay to the family of the deceased staff the cost of one full page publication of his obituary in a national newspaper;
- iv. Bear the cost of transportation of the body of the deceased staff;
- v. Pay the sum of One Hundred and Fifty Thousand Naira (₦150,000.00) only for Casket; and
- vi. Bear the cost of Night Tribute.

5.17 Passages

I. Passage on Appointment

A member of staff shall be provided with economy class air or first class sea passages and/or approved road rail fares by the shortest direct route for himself, one (1) spouse and up to four (4) children up to the age of twenty-five (25) if still under full-time education, plus reasonable baggage expenses from his place of engagement to the University on initial appointment.

II. Passage on Retirement

- i. A member of staff shall be provided with transport from the University to his declared place of domicile, provided that:
 - a. His retirement is in accordance with the terms of his contract of employment.

b. He is an expatriate, who has been in the service of the University for, at least, ten (10) years and his wife and children have also been living with him in Nigeria for, at least, six (6) months prior to the date of his departure at the end of his contract.

ii. Where a member of staff resigns while on sabbatical/study leave he will not be entitled to passage for himself, his wife and children to return to the University from his study post.

III. Passages on Termination/Dismissal

Where the appointment of a member of staff is terminated by Council, he will be entitled to travelling or repatriation expenses at the expense of the University except the Council determines otherwise. In case of dismissal, the member of staff shall forfeit all entitlements

IV. Passage on Study Leave

A Nigerian member of staff shall be entitled to passage as approved by Council for himself alone between Nigeria and his place of study subject to approved conditions of Study Leave.

V. Passage on University Business

A passage on university business shall be authorized by the Vice-Chancellor acting on behalf of the Council. There shall be no entitlement of family passages.

VI. Passage on Special Grounds

A member of staff in need of urgent medical treatment abroad with approval of the Vice-Chancellor on the recommendation of the Director of Health Services shall be provided with the return approved passage for himself and members of his family.

VII. Baggage Allowance

Any employee recruited from overseas shall be entitled to economy air passages, or approved first class passages for self, spouse and up to three (3) children below the age of 25 years, and the following baggage allowance.

i. Accompanied by Air

50 kilo ex-baggage - Single

100 kilo ex-baggage - Double

- ii. Unaccompanied by Air
 - 100 kilo - Single
 - 200 kilo - Double

- iii. Unaccompanied by Sea
 - 2 cubic meters - Single
 - 3 cubic meters - Double

VIII. Refund of Passage Fare and Baggage Allowance

A member of staff who terminates his appointment within the probationary period or before the end of the first contract period shall refund to the University the passage fare and baggage allowance which the University expended on his behalf on his appointment, unless the Vice-Chancellor, on the recommendation of the Registrar, condones the non-refund upon extenuating circumstances.

CHAPTER SIX

ACCOMODATION

The University shall within the limits of available resources provide appropriate accommodation for various categories of its staff.

6.1 Housing Allocation Committee

There shall be a University Housing Committee appointed by the Vice-chancellor. The Committee shall advise the Vice-Chancellor on housing matters and work out the modalities for the allocation of houses to each category of staff. The Committee shall, at all times, have representatives from the Works & Services, Health Services and other relevant departments of the University.

6.2 Conditions for Occupation of University Quarters

- a. A house or flat shall be allocated to a staff member for as long as the staff remains in the service of the University.
- b. Such accommodation shall be held according to such regulations that shall be made from time to time by the Committee, subject to the approval of the Vice-Chancellor.
- c. Private arrangement for the exchange of quarters can only be made on the recommendation of the Committee and approval by the Vice-Chancellor.
- d. University quarters are for residential purposes only and shall not be used for any religious, commercial and other unapproved activities.
- e. It shall be the duty of occupants of university quarters to ensure that the quarters and the premises are kept clean and well maintained at all times.
- f. No large animals like goats, sheep, and cows may be allowed to wander around. However, pets like dogs and cats may be kept, provided they are always under restraint.

- g. All repairs, due to normal wear and tear, shall be carried out by the University.

6.3 Surrender of University Quarters

- a. A member of staff who is leaving the service of the University shall vacate and surrender the University quarters occupied by staff at the expiration of the notice of disengagement from service.
- b. Where a member on attaining the official retirement age, retires from the service of the University, such staff shall vacate University quarters within a period not exceeding six (6) months or until full entitlements are paid.
- c. Where a member of staff occupying University quarters dies in service, the family shall be allowed to remain in the quarters for a period not exceeding twelve months.
- d. A member of staff who leaves the service of the University other than by normal retirement or death shall vacate University quarters within a period of three months except in the case of dismissal where the staff shall vacate his quarter with immediate effect.
- e. Any violation of the above regulations shall attract appropriate sanctions by the University authorities.

6.4 Security

- a. Members of staff are required to observe any rules made by a competent authority, normally the Council, regarding the security of persons, and property on the University campus with regard to road traffic regulations, the custody of animals, the erection of kiosks, the use of university property including accommodation, etc.
- b. All members of staff are to co-operate with the University Security Services and the University Administration in reporting to the Vice-Chancellor, the Registrar and the Chief Security Officer matters affecting the Security of the University such as students, members of staff, property and equipment. Failure to report such matters within the knowledge of any member of staff, may on investigation of the matter, be construed as collusion or collaboration in the commission of an offence, and shall render the member of staff concerned liable to appropriate disciplinary action.

- c. The member of staff on the Security Services covered by these regulations shall be held fully responsible for not taking speedy and appropriate actions on all security matters affecting the University; and for not making immediate and comprehensive reports on all such matters to the Vice-Chancellor.

CHAPTER SEVEN

RETIREMENT BENEFITS

7.1 Eligibility

- a. The University shall make it mandatory for a member of staff who is on a pensionable appointment to participate in the Contributory Pension Scheme as established in the Pension Reform Act, 2014.
- b. The compulsory age of retirement shall be seventy (70) years for Teaching staff on Professorial cadre and sixty-five (65) years for non-teaching staff and Teaching staff who are not on Professorial cadre.
- c. The Council may, subject to satisfactory medical report, re-appoint a retired member of staff on contract renewable annually up to a maximum of five (5) years from the date of his retirement.

7.2 The Conditions under Which Retirement Benefits are Payable

- a. Retirement Benefits shall become payable to a member of staff in accordance with the provisions of section 7 of the Pension Reform Act, 2014:
 - i. On his voluntary withdrawal, retirement or disengagement from the service of the University;
 - ii. After a properly constituted Medical Board has pronounced that he is not suitable for further service on health grounds;
 - iii. If he is totally or permanently disabled while in the service of the University as to hinder the performance of his normal duty;
 - iv. On abolition of his office;
 - v. If he is required by the University to withdraw or retire from service in the interest of the University; and
 - vi. On his compulsory retirement for the purpose of facilitating improvements in the organization of the Department/ Faculty/College/Institute so that greater efficiency or economy may be effected.
- b. Without prejudice to subsection (a) in this section, a member of staff of the University who disengages or is disengaged from the service of the University before the age of 50 years and is unable to secure another

employment within four months of such disengagement shall be entitled to payment of retirement benefits in accordance with section 16 of the Pension Reform Act, 2014.

7.3 Death Benefits

If a member of staff dies, while still in the service of the University, his entitlements shall be paid as specified in section 8 of the Pension Reform Act, 2014.

7.4 Injury Entitlements

a. If a member of staff is injured in the course of discharging official duties and without his own fault, he shall be sent to the University Medical Board which will determine whether he is medically fit to continue to work. If the Board determines that he will not be able to perform his duties, he shall be entitled to scale compensation in accordance with the Nigerian Social Insurance Trust Fund (NSITF) Act, 1993.

b. If a member of staff dies in the course of discharging official duties without his own fault, he shall be entitled to scale compensation in accordance with the Nigerian Social Insurance Trust Fund (NSITF) Act, 1993.

7.5 Payment of Benefit to Member of Staff Reported Missing

Where a member of staff is missing and is not found within a period of one year from the date, he was declared missing, and a Board of enquiry set up by the Council is able to conclude that the staff who is reported missing is dead, his death benefits shall be paid to his estate in accordance with the provisions of section 8 as indicated in section 9 of the Pension Reform Act, 2014.

7.6 Transfer Value

If a staff member transfers to the University from the Public Service, the Public Service from which he transfers shall pay his accrued benefits as at date of the transfer to the University. The University shall not be liable for the payment of accrued benefits.

7.7 Retirement Benefits: Not Assignable or Transferable

Retirement Benefits under these Regulations shall not be assignable or transferable except for purpose of satisfying a debt due to the University and Government in the Federation or to an authority or institution declared as Public Service.

7.8 Vesting of Retirement Benefits

Benefits awarded under these Regulations shall be regarded as a staff member's inalienable right and shall under no circumstances be withheld or reduced. But where an employee is dismissed from the Service, such dismissal will result in the forfeiture of his retirement benefits.

7.9 Payment of Contract Gratuity to Non-Pensionable Staff

- a) Staff on contract appointments is paid a contract addition equal to 10% of monthly basic salary, as applicable, paid monthly with salaries. They are eligible for a gratuity of 15% of basic annual salary, payable on satisfactory completion of the contract at the end of any contract period or the staff member's final departure date. If staff member for whom a gratuity has been approved should consequently fail to complete his contract satisfactorily, the University reserves the right to withhold the gratuity from him.
- b) The payment of contract addition and gratuity to any person is subject to the provisions of the Pension Reform Act, 2014.

APPENDIX A:
CRITERIA FOR APPOINTMENT AND
PROMOTION OF ACADEMIC STAFF

A. GENERAL

1. In all cases of Promotion and new appointment, the same criteria shall be used for the determination of the rank.
2. Only staff serving on ground are eligible for consideration. For the avoidance of doubt, the case of a member of staff whose papers have already been submitted and were being considered before such a member of staff proceeded on Study Leave with pay/Sabbatical Leave shall, however, be processed.

B. CRITERIA FOR ASSESSMENT

- i. The following criteria shall be used for the Appointments, Review of Appraisals and Promotion of Academic Staff:
 - i. Qualification
 - ii. Residency
 - iii. Teaching and Professional Experience
 - iv. Research and Publications
 - v. Conferences and Learned Society Activities
 - vi. Administrative Experience
 - vii. Community Service

Note: Applicants for Academic Appointments and Promotions should be registered in Google Scholar, Research Gate, Scopus, etc, and possess the minimum number of points from publications which shall pass through plagiarism test.

ii. Prima Facie

In cases of assessment for the positions of Associate Professor and Professor, two positive internal/external prima facie assessments are required in writing and are to be carried out by competent persons who are superior in academic rank to the candidate. The relevant Head of Department shall process the publications for assessment. However, where a Head of Department is not a Professor, the assessment shall be carried out by the Dean.

A staff with disciplinary problems in a given assessment year shall not be promoted for that year.

iii. *Pima facie* case for assessment for promotion

A unified system of rating shall be used for the appointments and promotions to various academic posts as shown in Table 1 below.

Prima facie case for assessment for promotion

Table I: Allotment of Points for Teaching Effectiveness (Lecturer Grade II to Senior Lectureship)

<i>S/NO</i>	<i>SUB-COMPONENTS OF TEACHING EFFECTIVENESS</i>	<i>POINTS ALLOTTED</i>	<i>REMARKS</i>
<i>1</i>	<i>Students' assessment</i>	<i>0 – 5</i>	<i>Based on assessment forms completed by students</i>
<i>2</i>	<i>Class size</i>	<i>0 – 5</i>	<i>A. One (1) point for regular sized class B. One and half (1.5) point for large sized class</i>
<i>3</i>	<i>Course unit</i>	<i>0 - 5</i>	<i>One (1) point per course unit</i>
<i>4</i>	<i>Departmental assessment</i>	<i>0 - 5</i>	<i>Based on departmental assessment</i>
<i>Maximum points obtainable</i>		<i>20</i>	

- a. The instrument developed by the Directorate of Quality Assurance is to be adopted for the departmental and the student assessments of teaching effectiveness.*
- b. Departmental assessment of teaching competence must be both qualitative and quantitative. The sub-components of the assessment and the points attached to them are given in Table II below:*

Table II: Allotment of Points for Department Assessment of Teaching Effectiveness Experience

S/NO	SUB-COMPONENTS OF DEPARTMENTAL ASSESSMENT		POINTS ALLOTTED
1	Teaching effectiveness	Departmental opinion	0 – 3
2	Teaching experience Years of teaching since the last promotion/upgrade/appointment	Three years and above	2
		Less than three years	1
Maximum points obtainable			5

c. Prima facie cases should not be made for candidates that fail to score at least 50% of the maximum points for teaching effectiveness.

IV. Scoring

TABLE III: SCORE TABLE FOR ACADEMIC STAFF

S/N	Criteria	Prof.	Reader	Sen. Lect.	Lect. I	Lect. II	Asst. Lect.
1	Qualification Ph. D. 10 Masters 7 Bachelors 5	10	10	10	10	10(7)	7
2	Minimum Number of Publications Required	26	18	8	3	1	-
3	Points from publications	55	40	24	9	0(3)	-
4	Teaching and Professional Experience (1 point per society)	12	9	6 (9)	3 (9)	0 (3)	-
5	Learned Society Activities (2 points per Society)	5	5	5	5	5	5
6	Conference Attendance (1 point per conference)	5	5	5	5	2	-
7	University Administration (2 points per service)	5	5	5	-	-	-
8	Community Service (1point per service)	5	5	4	3	2	2
9	Minimum points required.	97	79	59	35	19	14

Note: it is pertinent to note that at every level, a candidate must meet both the minimum number of publications required and minimum number of point for Promotion.

Qualifications

- i. A Ph.D. degree earns 10 points while a Master's degree earns 7 points. A Bachelor's degree carries 5 points. For Lecturer II position, a Ph. D degree holder requires zero (0) points while a Master's degree holder requires three (3) points on publication.
- ii. A Ph.D. holder shall score the maximum points and shall not be scored again for any lower degrees such as Master's and Bachelor's degree.
- iii. Candidates holding terminal degrees can be appointed directly to the position of lecturer II but those with Master's degree will require three (3) years residency making a total minimum Score of twenty (20) points.
- iv. Promotion from Lecturer I to Senior Lecturer requires a Ph.D. degree to qualify.
- v. The position of GRADUATE ASSISTANT requires First degree, preferably with Honours (First or Second class upper Divisions).
- vi. In the **ENGINEERING** field, the position of **LECTURER II** requires a minimum of a Master's Degree with **COREN** Registration while the Position of LECTURER I requires Ph.D. with **COREN** Registration.
- vii. The employable MASTER'S DEGREES are M.Sc. MA. M.Ed. M. Tech., M. Phil or their equivalents or as may be stipulated in extant regulations.

2. Publications

- i. Publications shall include Articles in Journals and Chapters in books recognized by the University.
- ii. Applied Sciences
Scientific invention or patents in Engineering, Electronics, commission reports, technological designs, exhibitions, field works, construction of useful products, pilot plant development, significant developments in techniques or in teaching of organization methods, feasibility reports, etc., shall count as publication, provided they are NOT more than three (3) in a given promotion exercise and have been previously used for promotion purposes.
- iii. Publications in Journals from Polytechnics/Monotechnics and Colleges of Education, Self-published books, and commercial journals are NOT recognized for the purposes of appointments and promotions.
- iv. Papers Accepted for Publication
These shall be considered where there is evidence of acceptance in a journal. However, there shall not be more than two (2) acceptances in a given Appointment/ Promotion Exercise. Furthermore, all acceptance letters shall elapse after thirty- six (36) months.

v. Referred Conference Proceedings

Published Proceedings of a conference shall be treated as a journal and papers therein shall be scored in the same way as journal papers.

vi. Where publications are found to have been made in different forms, they shall be scored as one.

vii. The University shall not accept more than 3 publications by the same Author in any single journal for purposes of appointments and promotions.

viii. The Publications of an Author shall have at least 70% relevance to his area of specialization.

ix. In order for a book to be considered for assessment for purposes of appointments and promotions, it shall:

- a. be in the Author's discipline;
- b. be published by a reputable publisher;
- c. have a minimum of 48 pages; and
- d. have ISBN Number.

x. Scoring Formula

- a. The scoring of journal articles and chapters in books shall be 0-3 points depending on the quality of published work. For books, the scoring is 0-6 points.

b. Authorship

For multiple authorships, the points shall be shared as follows:

i. FOR A TWO- AUTHORED PUBLICATION EACH AUTHOR SHOULD EARN MAXIMUM GRADE POINTS;

ii. In a journal of 3-4 authors, the lead author shall score the highest grade point and the second author 80% of the grade point, which others shall have 50% each.

iii. In a Journal of 5-10 authors, the lead author will take 70%, while the 2nd author 50% and others 30% each.

iv. In all cases of multiple-authorship, the contributors should state the precise level of contribution.

3. Teaching and Professional Experience

- a. The scoring for Teaching and Professional Experience shall be 1 point per year.
- b. Any applicant for the position of READER or PROFESSOR shall have successfully completed the supervision of at least one postgraduate student in his Dissertation or Thesis work.

4. Learned Society Activities

The scoring for Learned Society Activities shall be 2 points per society up to a maximum of 5 points.

5. University Administration

- a. University Administration shall include service to the University in non-teaching positions such as head of unit, membership of ad hoc and administrative committees.
- b. Scoring of University Administration shall be 2 points per service up to a maximum of 5 points.

3. Community Service

- a. Community Service shall include service to the public such as membership of Boards of Learned Journals, Institutes, service to learned professional bodies and in Government Committees, etc.
- b. Scoring of Community Service shall be 1 point per service up to a maximum of 5.

C. CAREER STRUCTURE FOR ACADEMIC STAFF

a. The following is the Career Structure of Academic Staff of Nigeria Maritime University, Okerenkoko.

S/N	POST	CONUASS	REQUIREMENT
1	GRADUATE ASSISTANT	1	A good honours degree (first or second class upper) from any recognized University.
2	ASSISTANT LECTURER	2	a. A good second class honours degree (not less than 2 nd class lower plus a Masters' degree or b. A Masters' degree plus a professional registration.
3	LECTURER II	3	a. A Ph.D. from a recognized University or b. Masters' degree plus one (1) journal publication c. Masters' degree plus the relevant professional registration.
4	LECTURER I	4	a. A Ph.D. from a recognized University plus three (3) journal publications two (2) of which must have been published or b. Ph.D. plus professional registration plus two (2) published journal articles. c. A Masters' degree plus three (3) journal articles three (3) of which must have been published.
5	SENIOR LECTURER	5	A Ph.D. from a recognized University plus eight (8) publications; six (6) of which must be referred journal articles in print. The other four (4) articles may be referred conference. For Engineering, eight (8) publications, six (6) of which must be referred journal articles in the print plus COREN registration, the other two (2) articles may be referred proceedings or teaching reports.
6	READER	6	A Ph.D. from a recognized University with at least nine (9) years of teaching at the University level or cognate exposure with demonstrable evidence of scholarly achievement. Eighteen (18) publications, seventeen (17) in print, four (4) of which must be in not less than two (2) different referred reputable and regularly published foreign index journals. The other four (4) may be technical reports or patents. For Engineering and Applied Sciences, eighteen (18) publications, fourteen (14) in print and four (4) in two reputable and regularly published journals. The other four may be technical reports or patents.
7	PROFESSOR	7	A Ph.D. from a recognized University or a recognized appropriate professional qualification with at least twelve (12) years teaching experience at the University level or cognate exposure. Twenty-six (26) Publications of which twenty – four (24) in print out of which all must be in at least three (3) different and regularly published foreign index journals. For Engineering and Applied Sciences, twenty - four (24) publications, twenty (20) in print and not less than six (6) in three (3) different, reputable and regularly published foreign index journals. The other four (4) may be technical reports or patents.

b. Applicants for academic positions are required to possess the qualifications stated above for each post. Besides the qualification, they are also required to possess the minimum number of publications for advancement to each post. Also, the residency period for a level must be attained before a candidate can be considered for promotion to the next level.

d. The career structure of library academic staff is as shown below.

CAREER STRUCTURE OF LIBRARY ACADEMIC STAFF

S/N	POST	SALARY/SCALE	BASIC EDUCATION REQUIREMENT
1	ASSISTANT LIBRARIAN	CONUASS 1	A good honours degree (2/2) in Librarianship from a recognized University plus one (1) year National Youth Service or exemption. The residence period for all library staff is three (3) years.
2	LIBRARIAN II	CONUASS 2	A good honours degree from a recognized University plus a professional qualification of Masters level such as MIS, MLIS or MA in Librarianship. Three (3) years experience and must be eligible to be registered with the Librarian Registration Council of Nigeria (LRCN)
3	LIBRARIAN I	CONUASS 3	M.L.S or Masters' in relevant area plus two (2) journal publications. Computer literate and Chartered Librarian i.e. registered by the LRCN.
4	SENIOR LIBRARIAN	CONUASS 4	M.L.S or Masters in relevant area as in three (3) above plus three (3) journal publications, Computer literate plus LRCN registration.
5	PRINCIPAL LIBRARIAN	CONUASS 5	Ph.D in relevant area as in three (3) above, same number of publications as that of a Senior Lecturer (8 publications) of which five (5) must be journal articles.
6	DEPUTY LIBRARIAN	CONUASS 6	Ph.D in relevant area; fifteen (15) publications, twelve (12) in print, three (3) of which may be referred proceedings and three (3) of which should be different reputable foreign journals.
7	UNIVERSITY LIBRARIAN	CONUASS 7	Professional degree and Ph.D. candidates must have spent at least six (6) years as Principal Librarian, in addition to books and journal articles, twenty (20) publications, fifteen (15) in reputable referred journal, five (5) of the publications must have appeared in at least regularly published Foreign Index Journals, International and Local Journals.

Note: For grading of Library Academic Staff, same requirements for Academic staff shall apply.

APPENDIX B:

CAREER STRUCTURES AND GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF SENIOR STAFF

REGISTRY DEPARTMENT: ADMINISTRATIVE CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ADMINISTRATIVE ASSISTANT (AA)	7	A good honours degree from a recognised University plus one (1) Year National Youth Service or exemption.
2	ADMINISTRATIVE OFFICER (AO)	8	a. A good honours degree from a recognised University plus at least three (3) years post qualification cognate experience. b. A Master's Degree from a recognised University. c. Promotion avenue for an Administrative Assistant.
3	ASSISTANT REGISTRAR (AR)	9	a. A good honours degree from a recognised University, plus at least six (6) years post qualification cognate experience. b. A Master's degree plus three (3) years cognate experience. c. Promotion avenue for an Administrative Officer.
4	SENIOR ASSISTANT REGISTRAR (SAR)	11	a. A good honours degree from a recognised University plus at least nine (9) years post qualification cognate experience. b. A Master's degree plus at least six (6) years post qualification cognate experience c. Promotion Avenue for an Assistant Registrar.
5	PRINCIPAL ASSISTANT REGISTRAR (PAR)	13	a. A good honours degree from a recognised University plus at least twelve (12) years post qualification cognate experience, a considerable part of which must be in higher institution of learning. b. A Master's degree plus nine (9) years post qualification cognate experience. c. Promotion Avenue for a Senior Assistant Registrar.
6	DEPUTY REGISTRAR	14	a. A good honours degree from a recognized University plus at least fifteen (15) years cognate post qualification experience, a considerable part of which must be in a higher institution preferably in a university. b. A Master's degree plus at least twelve (12) years post qualification cognate experience. c. Promotion avenue by interview of a Principal Assistant Registrar who has attained a residency period of three (3) years.
7	DIRECTOR	15	a. A good honours degree from a recognized University plus at least nineteen (19) years cognate post qualification experience, a considerable part of which must be in a higher institution preferably in a university. d. A Master's degree plus at least sixteen (16) years post qualification cognate experience. e. A Registrar who has served out his term but has not attained retirement age may be appointed Director in any other sector of the University. b. Promotion Avenue by interview of a Deputy Registrar who has attained a residency period of 4 years.
8	REGISTRAR (CONSOLIDATED)	15	By Appointment in accordance with the University Act by interview: a. A good honours degree from a recognized University plus at least nineteen (19) years cognate post qualification experience, a considerable part of which must be in a higher institution preferably in a university. b. A Master's degree plus at least sixteen (16) years post qualification cognate experience. c. Promotion avenue by interview of a Deputy Registrar who has attained a residency period of four (4) years.

EXECUTIVE OFFICERS CADRE (ADMINISTRATIVE)

S/N	POST	CONTOSS	BASIC QUALIFICATION REQUIRED
1	CHIEF CLERICAL OFFICER/ EXECUTIVE OFFICER (EO)	6	a. OND in relevant field or an equivalent qualification b. Two subjects at a sitting at the GCE/ (A/L) plus at least (3) years relevant experience. c. Promotion avenue for Assistant Chief Clerical officer with three (3) years' experience
2	HIGHER EXECUTIVE OFFICER (HEO)	7	a. A third class or pass University degree plus NYSC b. A.C.R.S c. H.N.D. in the relevant field with NYSC
3	SENIOR EXECUTIVE OFFICER (SEO)	8	a. University Degree plus three (3) years relevant post qualification experience. b. A.C.R.S plus six (6) years post qualification experience c. HND in the relevant field plus three (3) years post qualification experience. d. Promotion avenue for a Higher Executive Officer.
4	PRINCIPAL EXECUTIVE OFFICER	9	a. University Degree plus six (6) years relevant post qualification experience. b. A.C.R.S plus nine (9) years post qualification experience c. H.N.D in the relevant field plus six (6) years post qualification experience d. Promotion avenue for Senior Executive Officer.
5	ASSISTANT CHIEF EXECUTIVE OFFICER	11	a. University Degree plus nine (9) years relevant post qualification experience. b. A.C.R.S plus twelve (12) years post qualification experience c. HND in the relevant field plus nine (9) years post qualification experience. d. Promotion avenue for a Principal Executive Officer.
6	DEPUTY CHIEF EXECUTIVE OFFICER	12	a. University Degree plus twelve (12) years relevant post qualification experience. b. A.C.R.S plus fifteen (15) years post qualification experience c. HND in the relevant field plus twelve (12) years post qualification experience. d. Promotion avenue for an Assistant Chief Executive Officer.
7	CHIEF EXECUTIVE OFFICER	13	a. University Degree plus fifteen (15) years relevant post qualification experience. b. A.C.R.S plus eighteen (18) years post qualification experience c. HND in the relevant field plus fifteen (15) years post qualification experience. d. Promotion avenue for a Deputy Chief Executive Officer.
8	Senior Chief Executive Officer	14	a. University Degree plus nineteen (19) years relevant post qualification experience. b. A.C.R.S plus twenty-two (22) years post qualification experience d. HND in the relevant field plus nineteen (19) years post qualification experience. e. Promotion avenue by interview for a Chief Executive Officer.

SECRETARIES CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	CONFIDENTIAL SECRETARY II	6	a. WASC or GCE O/L with credits in four (4) subjects including English Language; 100/50 wpm in shorthand/Typing or its equivalent; Government Secretarial Training Certificate and at least four (4) years secretarial experience. Evidence of proficiency in Computer. b. OND/University Diploma in Secretarial Studies plus four (4) years post qualification experience. Evidence of proficiency in Computer and shorthand.
2	CONFIDENTIAL SECRETARY I	7	a. University Degree/HND in Secretarial Studies. Evidence of Office Management Technology, proficiency in Computer and Shorthand plus NYSC b. OND/University Diploma in Secretarial Studies plus Seven (7) years post qualification experience. Evidence of proficiency in Computer and shorthand. c. WASC or GCE O/L with credits in four (4) subjects including English Language; 100/50 wpm in shorthand/ Typing or its equivalent; Government Secretarial Training Certificate and at least seven (7) years secretarial experience. Evidence of proficiency in Computer. d. Promotion avenue for a Confidential Secretary II
3	SENIOR CONFIDENTIAL SECRETARY	8	a. WASC or GCE O/L with credits in four (4) subjects including English Language; 120/50 wpm in shorthand/ Typing or its equivalent; Government Secretarial Training Certificate and at least ten (10) years post qualification experience. Evidence of proficiency in Computer and shorthand. b. OND/University Diploma in Secretarial Studies with Ten (10) years post qualification experience. Evidence of proficiency in Computer and shorthand. c. A good University degree/HND in Secretarial Studies/Office Management Technology with three (3) years post qualification experience. Evidence of proficiency in Computer. d. Promotion avenue for a Confidential Secretary I.
4	PRINCIPAL CONFIDENTIAL SECRETARY II	9	a. A University Degree/HND in Secretarial Studies with sixteen (6) years post qualification experience. Evidence of proficiency in Computer and shorthand. b. OND/University Diploma in Secretarial Studies with thirteen (13) years post qualification experience. Evidence of proficiency in Computer and shorthand. c. Promotion avenue for Senior Confidential Secretary.
5	PRINCIPAL CONFIDENTIAL SECRETARY I	11	a. A University Degree/HND in Secretarial Studies with nine (9) years post qualification experience. Evidence of proficiency in Computer. b. OND/University Diploma in Secretarial Studies with sixteen (16) years post qualification experience. Evidence of proficiency in Computer and shorthand. c. Promotion avenue for a Principal Confidential Secretary II
6	ASSISTANT CHIEF CONFIDENTIAL SECRETARY	12	a. A University Degree/HND in Secretarial Studies with twelve (12) years post qualification experience. Evidence of proficiency in Computer and shorthand. b. OND or University Diploma in Secretarial studies with nineteen (19) years post qualification experience. Evidence of proficiency in Computer and shorthand. c. Promotion avenue for a Principal Confidential Secretary I.
7	DEPUTY CHIEF CONFIDENTIAL SECRETARY	13	a. A University Degree/HND in Secretarial Studies with fifteen (15) years post qualification experience. Evidence of proficiency in Computer. b. OND/University Diploma in Secretarial Studies with twenty-two (22) years post qualification experience c. Promotion avenue for Assistant Chief Confidential Secretary.
8	CHIEF CONFIDENTIAL SECRETARY	14	a. A University Degree/HND in Secretarial Studies with eighteen years (18) years post qualification experience. Evidence of proficiency in Computer. b. Promotion avenue by interview for a Deputy Chief Confidential Secretary.

COMPUTER OPERATORS' CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	COMPUTER OPERATOR	6	a. WASC or its equivalent with typewriting speed certificate for 50 wpm plus at least three (3) years post qualification experience. b. Diploma in Computer proficiency plus (6) years post qualification experience. c. Advanced Diploma in Computer proficiency.
2	ASSISTANT CHIEF COMPUTER OPERATOR	7	a. WASC or its equivalent with 50 wpm speed typing certificate plus at least three (6) years post qualification experience. b. Diploma in Computer proficiency plus (9) years post qualification experiences. c. Advanced Diploma in Computer proficiency plus (3) years post qualification experience. d. Promotion avenue for Computer Operator.
3	CHIEF COMPUTER OPERATOR	8	a. WASC or its equivalent with 50 wpm typing speed certificate plus at least nine (9) years post qualification experience as Assistant Chief Computer Operator. b. Diploma in Computer proficiency plus (12) years post qualification experience. c. Advanced Diploma in Computer proficiency plus (6) years' experience. d. Promotion avenue for Assistant Chief Computer Operator.

CATERING OFFICERS CADRE

S/N	POST	CONTIS	BASIC QUALIFICATION REQUIRED
1	CATERING OFFICER	6	WASC or its equivalent plus one of the following: a. C & G Certificate Nos. 705 (150) and 706 (151) plus two (2) years experience. b. University Diploma/OND in Home Economics, Home Management/ Catering/Institutional Management
2	HIGHER CATERING OFFICER	7	a. University Diploma/OND in Economic, Home Management/ Catering/Institutional Management b. University degree or HND in Home Economics, Home Management/ Catering/Institutional Management plus NYSC Discharge or Exemption Certificate.
3	SENIOR CATERING OFFICER	8	University Degree /HND in Home Economics, Home Management/ Catering /Institutional Management plus three (3) years post qualification experience
4	PRINCIPAL CATERING OFFICER	9	a. University Degree/ HND in Home Economics, Home Management/ Catering/Institutional Management plus six (6) years post qualification experience b. Promotion avenue for Senior Catering Officer.
5	ASSISTANT CHIEF CATERING OFFICER	11	a. University Degree or HND in Home Economics, Home Management/ Catering/Institutional Management plus NYSC Discharge certificate plus nine (9) years post qualification experience. b. Promotion avenue for Principal Catering Officer.
6	DEPUTY CHIEF CATERING OFFICER	12	a. University Degree or HND in Home Economics, Home Management/ Catering/Institutional Management plus NYSC Discharge certificate plus twelve (12) years post qualification experience. b. Promotion avenue for an Assistant Chief Catering Officer.
7	CHIEF CATERING OFFICER	13	a. University Degree or HND in Home Economics, Home Management/ Catering/Institutional Management plus NYSC Discharge certificate plus fifteen (15) years post qualification experience b. Promotion avenue for Deputy Chief Catering Officer.
	SENIOR CHIEF CATERING OFFICER	14	a. University Degree or HND in Home Economics, Home Management/Catering/Institutional Management plus NYSC Discharge certificate plus eighteen (18) years post qualification experience b. Promotion avenue by interview for Chief Catering Officer.

HOUSE KEEPERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	HOUSE KEEPER	6	a. Credit passes in the Advanced National Technical Certificate (ANTC) plus at least a minimum of two (2) year post qualification experience. b. ND/OND/NCE in relevant field plus at least a minimum of two (2) year post qualification experience.
2	HIGHER HOUSE KEEPER	7	a. B.Sc. Home Science and Management or HND in Institutional House Keeping. b. ND/OND/NCE/ANTC House Keeping plus at least a minimum of three (3) year post qualification experience. c. Promotion avenue for House Keeper
3	SENIOR HOUSE KEEPER	8	a. B.Sc. Home Science and Management or HND with at least a minimum of three (3) year post qualification experience. b. ND/OND/NCE in relevant field plus at least a minimum of six (6) year post qualification experience. c. Promotion avenue for Higher House Keeper
4	PRICIPAL HOUSE KEEPER	9	a. B.Sc. Home Science and Management or HND with at least a minimum of six (6) year post qualification experience. b. ND/OND/NCE in relevant field plus at least a minimum of nine (9) year post qualification experience. c. Promotion by interview for Senior House Keeper.
5	ASSISTANT CHIEFH HOUSE KEEPER	11	a. B.Sc. Home Science and Management or HND with at least a minimum of nine (9) year post qualification experience. b. ND/OND/NCE in relevant field plus at least a minimum of twelve (12) year post qualification experience. c. Promotion avenue for Principal House Keeper
6	DEPUTY CHIEF HOUSE KEEPER	12	a. B.Sc. Home Science and Management or HND With at least a minimum of twelve (12) year post qualification experience. b. ND/OND/NCE in relevant field plus at least a minimum of twelve (15) year post qualification experience. c. Promotion avenue for Assistant Chief House Keeper
7	CHIEF HOUSE KEEPER	13	a. B.Sc. Home Science and Management or HND With at least a minimum of twelve (15) year post qualification experience. b. ND/OND/NCE in relevant field plus at least a minimum of twelve (18) year post qualification experience. c. Promotion avenue for Deputy Chief House Keeper.
8	SENIOR CHIEF HOUSE KEEPER	14	a. B.Sc. Home Science and Management or HND With at least a minimum of twelve (18) year post qualification experience. b. ND/OND/NCE in relevant field plus at least a minimum of twelve (21) year post qualification experience. c. Promotion avenue by interview for Chief House Keeper.

PUBLIC RELATIONS/ INFORMATION OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	INFORMATION/ PUBLIC RELATIONS OFFICER II	7	A good Honours Degree from a recognized University in Mass Communication or other relevant degrees in the humanities plus one (1) year National Youth Service (NYSC)
2	INFORMATION/ PUBLIC RELATIONS OFFICER I	8	a. A good Honours Degree from a recognized University in Mass Communication or English Studies or other relevant degrees in the humanities or Social Sciences plus National Youth Service (NYSC) with at least three (3) years cognate experience plus NIPR. b. Master's Degree in the relevant field. c. Promotion avenue for Information/ Public Relations Officer II
3	SENIOR INFORMATION/ PUBLIC RELATIONS OFFICER	9	a. A good Honours Degree from a recognized University in Mass Communication or English Studies or other relevant degrees in the Humanities or Social Sciences plus National Youth Service (NYSC) with at least six (6) years cognate experience plus registered membership of the Nigeria Institute of Public Relations (NIPR). b. Master's Degree in the relevant field with at least three (3) years cognate experience plus registered membership of the Nigeria Institute of Public Relations (NIPR). c. Promotion avenue for Information /Public Relation Officer I.
4	PRINCIPAL INFORMATION/ PUBLIC RELATION OFFICER	11	a. A good Honours Degree from a recognized University in Mass Communication or English or other relevant degrees in the social Sciences plus National Youth Service (NYSC) with at least nine (9) years cognate experience plus registered membership of the Nigeria Institute of Public Relations (NIPR). b. Master's Degree in the relevant field with at least six (6) years cognate experience excluding NYSC or Exemption Certificate plus registered membership of the Nigeria Institute of Public Relations (NIPR). c. Promotion avenue for Senior Information/Public Relations Officer.
5	ASSISTANT CHIEF INFORMATION/ PUBLIC RELATION OFFICER	12	a. A good Honours Degree from a recognized University in Mass Communication or English Studies or other relevant degrees in the Humanities or Social Sciences plus National Youth Service (NYSC) with at least twelve (12) years cognate experience plus registered membership of the Nigeria Institute of Public Relations (NIPR) b. Master's Degree in the relevant field with at least nine (9) years cognate experience plus NYSC, plus registered membership of the Nigeria Institute of Public Relations (NIPR) c) Promotion avenue for a Principal Information/Public Relations Officer.
6	CHIEF INFORMATION/ PUBLIC RELATION OFFICER	13	a. A good Honours Degree from a recognized University in Mass Communication or English Studies or other relevant field in the Humanities or Social Sciences plus National Youth Service (NYSC) with at least fifteen (15) years cognate experience plus registered membership of the Nigeria Institute of Public Relations (NIPR). b. Master's Degree from a recognized University with at least twelve (12) years of cognate experience plus NYSC, plus registered membership of the Nigeria Institute of Public Relations (NIPR). c. Promotion avenue for an Assistant Chief Information/Public Relations Officer.
7	DEPUTY DIRECTOR, PUBLIC RELATIONS	14	a. A good Honours Degree from a recognized University in Mass Communication or English Studies or other relevant field in the Humanities or Social Sciences plus National Youth Service (NYSC) with at least eighteen (18) years cognate experience plus registered membership of the Nigeria Institute of Public Relations (NIPR). b. Master's Degree from a recognized University with at least fifteen (15) years of cognate experience plus NYSC, plus registered membership of the Nigeria Institute of Public Relations (NIPR). c. Promotion by interview of Chief Information/Public Relation Officer
8	DIRECTOR PUBLIC RELATIONS	15	a. A good Honours Degree from a recognized University in Mass Communication or English Studies or other relevant field in the Humanities or Social Sciences plus National Youth Service (NYSC) with at least twenty-one (21) years cognate experience plus registered membership of the Nigeria Institute of Public Relations (NIPR). d. Master's Degree from a recognized University with at least eighteen fifteen (18) years of cognate experience plus NYSC, plus registered membership of the Nigeria Institute of Public Relations (NIPR). c. Promotion by interview of a Deputy Director of Public Relations who has attained a residency period of at least four (4) years.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	DATA OFFICER	6	WASC/NECO plus ND/OND in Computer Training or Data Processing from any recognized Institution plus at a minimum of two (2) years post qualification experience.
2	SYSTEMS ANALYST/ PROGRAMMER/ ENGINEER/TECHNOLOGIST II	7	a. ANTC or NABTEB (Advanced) in Computer Proficiency. b. A good Honours Degree or HND in Computer Science or Computer/Engineering plus NYSC Discharge or exemption Certificate c. Promotion avenue for Data Officer.
3	SYSTEMS ANALYST/ PROGRAMMER/ ENGINEER/ TECHNOLOGIST I	8	a. Advanced National Technical Certificate (ANTC) in Computer Proficiency plus a minimum of three (3) years post qualification experience. b. A good Honours Degree or HND in Computer Science/ Technology/Systems Engineering plus NYSC Discharge or c. Exemption Certificate, plus three (3) years post qualification experience. d. Master's in Computer Science or Computer Engineering plus NYSC Discharge or Exemption Certificate. e. Promotion avenue for Systems Analyst/Programmer/Engineer/ Technologist II
4	SENIOR SYSTEMS ANALYST/ PROGRAMMER/ ENGINEER/ TECHNOLOGIST	9	a. A good Honours Degree or HND in Computer Science/Technology/ Engineering plus NYSC Discharge or Exemption Certificate, plus six (6) years post qualification experience b. Master's in Computer Science or Computer Engineering with three (3) years post qualification experience plus NYSC Discharge or Exemption Certificate. c. Promotion avenue for Systems Analyst/ Programmer/Engineer/ Technologist I
5	PRINCIPAL SYSTEMS ANALYST/ PROGRAMMER/ ENGINEER/TECHNOLOGIST	11	a. HND or a good Honours Degree in Computer Science /Technology/Engineering plus NYSC Discharge or Exemption Certificate, plus nine (9) years post qualification experience b. Master's in Computer Science or Computer Engineering with six (6) years post qualification experience. c. Promotion avenue for Senior Systems Analyst / Programmer/Engineer / Technologist.
6	ASSISTANT CHIEF SYSTEMS ANALYST/ PROGRAMMER/ ENGINEER/ TECHNOLOGIST	12	a. HND or a good Honours Degree in Computer Science/Technology/ Engineering plus NYSC Discharge or Exemption Certificate, plus twelve (12) years post qualification experience. b. Master's in Computer Science or Computer Engineering with nine (9) years post qualification experience. c. Promotion avenue for Principal Systems Analyst/ Programmer/ Engineer/ Technologist
7	CHIEF SYSTEMS ANALYST/ PROGRAMMER/ ENGINEER/ TECHNOLOGIST	13	a. HND or a good Honours Degree in Computer Science/ Engineering/Technology plus NYSC Discharge or Exemption Certificate, plus fifteen (15) years post qualification experience. b. Master's in Computer Science or Computer Engineering with NYSC Discharge Certificate plus twelve (12) years post qualification experience. c. Promotion avenue for Assistant Chief Systems Analyst/ Programmer/Engineer/Technologist
8	DEPUTY DIRECTOR	14	a. A good Honours Degree in Computer Science or Computer Engineering plus NYSC Discharge or Exemption Certificate, plus eighteen (18) years post qualification experience. b. Master's in Computer Science or Computer Engineering with fifteen (15) years post qualification experience plus considerable Administrative experience. d. Promotion avenue by interview for Assistant Chief Systems Analyst/Programmer /Engineer/ Technologist.
9	SENIOR DEPUTY DIRECTOR, ICT	15	a. A good Honours Degree in Computer Science or Computer Engineering plus NYSC Discharge or Exemption Certificate, plus twenty-one (21) years post qualification experience. b. Master's in Computer Science or Computer Engineering with eighteen (18) years post qualification experience plus considerable administrative experience. c. Promotion by interview of a Deputy Director, ICT who has attained a residency period of at least four (4) years.

LEGAL CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	LEGAL OFFICER	8	L.L.B, BL and NYSC discharge or exemption
2	SENIOR LEGAL OFFICER	9	a. L.L.B, BL and NYSC discharge or exemption plus a minimum of three (3) years post NYSC experience. b. L.LM plus call to Bar and NYSC c. Promotion avenue for Legal Officer.
3	PRINCIPAL LEGAL OFFICER	11	a. L.L.B, BL and NYSC discharge or exemption plus a minimum of six (6) years post NYSC. b. L.LM plus call to Bar and three (3) years post NYSC. c. Promotion avenue for Senior Legal Officer.
4	ASSISTANT CHIEF LEGAL OFFICER	12	a. L.L.B, BL and NYSC discharge or exemption plus a minimum of nine (9) years post NYSC. b. L.LM plus six (6) years post NYSC. c. Promotion avenue for Principal Legal Officer.
5	DEPUTY CHIEF LEGAL OFFICER	13	a. L.L.B, BL and NYSC discharge or exemption plus a minimum of twelve (12) years post NYSC. b. L.LM plus nine (9) years post NYSC. c. Promotion avenue for Assistant Chief Legal Officer.
6	CHIEF LEGAL OFFICER	14	a. L.L.B, BL and NYSC discharge or exemption plus a minimum of fifteen (15) years post NYSC. b. L.LM plus twelve (12) years post NYSC. c. Promotion avenue by interview for Deputy Chief Legal Officer.
7	DIRECTOR LEGAL OFFICER	15	a. L.L.B, BL and NYSC discharge or exemption plus a minimum of nineteen (19) years post NYSC. b. L.LM plus sixteen (16) years post NYSC c. Promotion by interview of a Chief Legal Officer who has attained a residency period of at least four (4) years.

ACADEMIC PLANNING CADRE

S/N	POST	CONTOSS	BASIC QUALIFICATION REQUIRED
1	ASSISTANT ACADEMIC PLANNING OFFICER (AAPO)	7	A good Honours Degree in a relevant discipline plus NYSC Discharge or Exemption Certificate.
2	ACADEMIC PLANNING OFFICER (APO)	8	a. A good Honours Degree in any relevant discipline plus NYSC Discharge or Exemption Certificate with minimum of three (3) years relevant experience. b. Master's Degree in a relevant discipline with NYSC Discharge or Exemption Certificate. c. Promotion avenue for Assistant Academic Planning officer.
3	SENIOR ACADEMIC PLANNING OFFICER	9	a. A good Honours Degree in any relevant discipline plus NYSC Discharge or Exemption Certificate with minimum of six (6) years relevant administrative experience. b. Master's Degree plus NYSC Discharge or Exemption certificate with at least three (3) years post qualification cognate experience. c. Doctorate Degree in any relevant field plus NYSC Discharge or Exemption Certificate. d. Promotion avenue for Academic Planning Officer.
4	PRINCIPAL ACADEMIC PLANNING OFFICER (PAPO)	11	a. A good Honours Degree in any relevant discipline plus NYSC Discharge or Exemption certificate with minimum of nine (9) years relevant administrative experience. b. Master's Degree plus NYSC Discharge or Exemption Certificate with at least six (6) years post qualification cognate experience. c. Doctorate Degree in any relevant field plus NYSC Discharge or Exemption certificate with three (3) years post qualification cognate experience. d. Promotion avenue for Senior Academic Planning Officer.
5	CHIEF ACADEMIC PLANNING OFFICER (CAPO)	13	a. A good Honours Degree in any relevant discipline plus NYSC Discharge or exemption Certificate with minimum of twelve (12) years relevant administrative experience. b. Master's Degree in any relevant discipline plus NYSC Discharge or Exemption Certificate plus at least nine (9) years post qualification cognate experience. c. Doctorate degree in any relevant field plus NYSC Discharge or Exemption Certificate plus six (6) years post qualification cognate experience. d. Promotion avenue for Principal Academic Planning Officer.
6	DEPUTY DIRECTOR OF ACADEMIC PLANNING	14	a. A good honours degree in any relevant discipline plus NYSC Discharge or Exemption Certificate with minimum of fifteen (15) years relevant administrative experience. b. Master's Degree in any relevant discipline with NYSC Discharge or Exemption Certificate plus at least twelve (12) years post qualification cognate experience. c. Doctorate degree in any relevant field plus NYSC Discharge or Exemption Certificate plus nine (9) years post qualification cognate experience. d. Promotion avenue for by interview for Chief Academic Planning Officer.
7	DIRECTOR OF ACADEMIC PLANNING	15	b. A good honours degree in any relevant discipline plus NYSC Discharge or Exemption Certificate with minimum of nineteen (19) years relevant administrative experience. b. Master's Degree in any relevant discipline with NYSC Discharge or Exemption Certificate plus at least fifteen (15) years post qualification cognate experience. c. Doctorate degree in any relevant field plus NYSC Discharge or Exemption Certificate plus twelve (12) years post qualification cognate experience. c. Promotion avenue By interview for Deputy Academic Planning Officer.

MEDICAL DOCTORS CADRE

S/N	POST	CONMESS	BASIC QUALIFICATION REQUIRED
1	MEDICAL OFFICER	03	a. M.B.B.S. plus full registration with the Medical and Dental Council of Nigeria plus NYSC Discharge or Exemption Certificate with minimum of three (3) years cognate experience. b. M.B.B.S. plus Master's Degree in a medically related discipline. c. M.B.B.S plus Part I Fellowship. d. Promotion avenue for Medical Officer with three (3) years cognate experience
2	SENIOR MEDICAL OFFICER	04	a. M.B.B.S. plus six (6) years residency. b. M.B.B.S. plus Master's in a medically related discipline with three (3) years' experience. c. M.B.B.S. plus part I Fellowship plus three (3) years' experience. d. Specialist/Fellowship Consultant with Part II Fellowship.
3	PRINCIPAL MEDICAL OFFICER	05	a. M.B.B.S. plus nine (9) years residency. b. M.B.B.S. plus Master's in medically related discipline with six (6) years' experience. c. M.B.B.S. plus Part I Fellowship with six (6) years experience. d. Specialist/ Fellowship Consultant plus Part II Fellowship plus 3 years qualification as a specialist.
4	PRINCIPAL MEDICAL OFFICER	06	a. M.B.B.S. plus twelve (12) years residency. b. M.B.B.S. plus Master's in a medically related discipline with nine (9) years plus. c. M.B.B.S. plus Part I Fellowship plus nine (9) years experience. d. Specialist/ Fellowship Consultant plus Part II Fellowship plus 6 years experience as a Specialist. e. Advancement to this position is subject to vacancy/assessment and interview.
5	CHIEF MEDICAL OFFICER (DIRECTOR)	07	a. M.B.B.S. plus fifteen (15) years residency (By interview). b. M.B.B.S. plus Master's in a medically related discipline with twelve (12) years post master's cognate experience. c. Specialist/fellowship Consultant plus Part II plus nine (9) years qualification as a specialist.

MEDICAL LABORATORY SCIENTIST CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	SENIOR MEDICAL LABORATORY SCIENTIST	09	By direct appointment of a candidate possessing BMLS degree plus Registration with Med. Lab. Science Council of Nigeria plus NYSC.
2	PRINCIPAL MEDICAL LABORATORY SCIENTIST	11	a. A good BMLS Degree plus three (3) years relevant experience. b. Promotion avenue for a Senior Med. Lab Scientist
3	ASSISTANT CHIEF MEDICAL LABORATORY SCIENTIST	12	a. A good BMLS degree plus six (6) years relevant experience. b. Promotion avenue for a Principal Med. Lab Scientist
4	CHIEF MEDICAL LABORATORY SCIENTIST	13	a. A good BMLS degree plus 9 years relevant experience. b. Promotion avenue for a Chief Med. Lab. Scientist.
5	DEPUTY DIRECTOR MEDICAL LABORATORY SCIENCE	14	a. A good BMLS degree plus 12 years relevant experience. b. Promotion avenue for an Asst. Director Med. Lab Scientist.

MEDICAL LABORATORY TECHNICIAN CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	MEDICAL LAB TECHNICIAN	06	OND in Laboratory Technician Science plus Registration with Laboratory Council of Nigeria.
2	HIGHER MEDICAL LAB. TECHNICIAN	07	a. OND in Laboratory Technician Science plus Registration with Laboratory Council of Nigeria plus three (3) years cognate experience. b. Promotion avenue for Medical Laboratory Technician.
3	SENIOR MEDICAL LAB TECHNICIAN	08	a. OND in Laboratory Technician Science plus Registration with Laboratory Council of Nigeria plus six (6) years cognate experience b. Promotion avenue for Higher Medical Laboratory Technician
4	PRINCIPAL MEDICAL LAB. TECHNICIAN	09	a. OND in Laboratory Technician Science plus Registration with Laboratory Council of Nigeria plus nine (9) years cognate experience. b. Promotion avenue for Senior Medical Laboratory Technician
5	ASSISTANT CHIEF MEDICAL LAB. TECHNICIAN	11	a. OND in Laboratory Technician Science plus Registration with Laboratory Council of Nigeria plus twelve (12) years cognate experience. b. Promotion avenue for Principal Medical Laboratory Technician
6	CHIEF MEDICAL LAB. TECHNICIAN	12	a. OND in Laboratory Technician Science plus Registration with Laboratory Council of Nigeria plus fifteen (15) years cognate experience. b. Promotion avenue for Assistant Chief Medical Laboratory Technician.

HEALTH RECORD OFFICER CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	HEALTH RECORD OFFICER 11	07	B.Sc. in Health Records/Health information Management/ Biostatistics or HND in Health information Management Technology plus Registration with Health Record Officer's Registration Board of Nigeria plus NYSC discharge or exemption certificate
2	HEALTH RECORD OFFICER 1	08	a. B.Sc. in Health Records/ Health information Management/ Biostatistics or HND in Health Information Management Technology plus Registration with Health Record Officer's Registration Board of Nigeria plus NYSC discharge or exemption certificate plus three (3) years cognate experience. b. Promotion avenue for Health Record Officer II
3	SENIOR HEALTH RECORD OFFICER	09	a. B.Sc. in Health Records/ Health information Management/ Biostatistics or HND in Health Information Management Technology plus Registration with Health Record Officer's Registration Board of Nigeria plus NYSC discharge or exemption certificate plus six (6) years cognate experience. b. Promotion avenue for Health Record Officer I
4	PRINCIPAL HEALTH RECORD OFFICER	11	a. B.Sc. in Health Records/ Health information Management /Biostatistics or HND in Health Management Technology plus Registration with Health Record Officer's Registration Board of Nigeria plus NYSC discharge or exemption certificate plus nine (9) years cognate experience. b. Promotion avenue for Senior Health Record Officer
5	ASSISTANT CHIEF HEALTH RECORD OFFICER	12	a. B.Sc. in Health Records/ Health information Management/ Biostatistics or HND in Health Management Technology plus Registration with Health Record Officer's Registration Board of Nigeria plus NYSC discharge or exemption certificate plus twelve (12) years cognate experience. b. Promotion avenue for Principal Health Record Officer
6	CHIEF HEALTH RECORD OFFICER	13	a. B.Sc. in Health Records/ Health information Management /Biostatistics plus Registration with Health Record Officer's Registration Board of Nigeria plus NYSC discharge or exemption certificate plus fifteen (15) years cognate experience. b. Promotion avenue for Assistant Chief Health Record Officer with B.Sc. in Health Records/ Health Information Management/ Biostatistics.
7	ASSISTANT DIRECTOR, HEALTH RECORD	14	a. B.Sc. in Health Records/ Health information Management /Biostatistics plus Registration with Health Record Officer's Registration Board of Nigeria plus NYSC discharge or exemption certificate plus eighteen (18) years cognate experience. b. Promotion by interview subject to vacancy of Chief Health Record Officer.

HEALTH RECORD TECHNICIAN CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	HEALTH RECORD TECHNICIAN	06	National Certificate/ OND in Health Records plus Registration with Health Record Officer's Registration Board of Nigeria.
2	HIGHER HEALTH RECORD TECHNICIAN	07	a. National Certificate/ OND in Health Records plus Registration with Health Record Officer's Registration Board of Nigeria with three (3) years cognate experience. b. Promotion avenue for Health Record Technician.
3	SENIOR HEALTH RECORD TECHNICIAN	08	a. National Certificate/ OND in Health Records plus Registration with Health Record Officer's Registration Board of Nigeria with six (6) years cognate experience. b. Promotion avenue for Higher Health Record Technician.
4	PRINCIPAL HEALTH RECORD TECHNICIAN	09	a. National Certificate/ OND in Health Records plus Registration with Health Record Officer's Registration Board of Nigeria with nine (9) years cognate experience. b. Promotion avenue for Senior Health Record Technician.
5	ASSISTANT CHIEF HEALTH RECORD TECHNICIAN	11	a. National Certificate/ OND in Health Records plus Registration with Health Record Officer's Registration Board of Nigeria with twelve (12) years cognate experience. b. Promotion avenue for Principal Health Record Technician.
6	CHIEF HEALTH RECORD TECHNICIAN	12	a. National Certificate/ OND in Health Records plus Registration with Health Record Officer's Registration Board of Nigeria with fifteen (15) years cognate experience. b. Promotion avenue for Assistant Chief Health Record Technician

PHARMACY CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	PHARMACY (INTERN/NYSC)	08	B. Pharm plus Registration with the Pharmaceutical Council of Nigeria
2	PHARMACIST	09	a. B. Pharm plus Registration with the Pharmaceutical Council of Nigeria plus NYSC.
3	SENIOR PHARMACIST	11	a. B. Pharm. Plus Registration with the Pharmaceutical Council of Nigeria plus NYSC plus three (3) years cognate experience b. Promotion avenue for Pharmacist
4	PRINCIPAL PHARMACIST	12	a. B. Pharm. Plus Registration with the Pharmaceutical Council of Nigeria plus NYSC plus six (6) years cognate experience. b. Promotion avenue for Senior Pharmacist
5	ASSISTANT CHIEF PHARMACIST	13	a. B. Pharm. Plus Registration with the Pharmaceutical Council of Nigeria plus NYSC plus nine (9) years cognate experience. b. Promotion avenue for Principal Pharmacist
6	CHIEF PHARMACIST	14	a. B. Pharm. Plus Registration with the Pharmaceutical Council of Nigeria plus NYSC plus twelve (12) years cognate experience b. Promotion by interview/ assessment subject to vacancy for Chief Pharmacist.

PHARMACY TECHNICIAN CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	PHARMACY TECHNICIAN	6	a. National Certificate/OND in Pharmacy Technician plus Registration with Pharmacy Council of Nigeria.
2	HIGHER PHARMACY TECHNICIAN	7	a. National Certificate/ OND in Pharmacy Technician plus Registration with Pharmacy Council of Nigeria plus three (3) years cognate experience. b. Promotion avenue for Pharmacy Technician.
3	SENIOR PHARMACY TECHNICIAN	8	a. National Certificate/ OND in Pharmacy Technician plus Registration with Pharmacy Council of Nigeria plus six (6) years cognate experience. b. Promotion avenue for Higher Pharmacy Technician
4	PRINCIPAL PHARMACY TECHNICIAN	9	a. National Certificate/ OND in Pharmacy Technician plus Registration with Pharmacy Council of Nigeria plus nine (9) years cognate experience. b. Promotion avenue for Senior Pharmacy Technician
5	ASSISTANT CHIEF PHARMACY TECH	11	a. National Certificate/ OND in Pharmacy Technician plus Registration with Pharmacy Council of Nigeria plus twelve (12) years cognate experience. b. Promotion avenue for Principal Pharmacy Technician
6	CHIEF PHARMACY TECHNICIAN	12	a. National Certificate/ OND in Pharmacy Technician plus Registration with Pharmacy Council of Nigeria plus fifteen (15) years cognate experience. b. Promotion avenue for Assistant Chief Pharmacy Technician

NURSING CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	NURSING ATTENDANT III	6	Registered Nurse with single qualification.
2	NURSING OFFICER II	7	a. Registered Nurse with Double Qualification (RN, RM) plus Registration with the Nursing and midwifery Council of Nigeria. b. Advancement of a Nurse with one (1) year post qualification experience.
3	NURSING OFFICER I	8	a. BNSc post NYSC plus Registration with the Nursing Council of Nigeria. b. Promotion avenue for Nursing Officer II with RN, RM plus three (3) years post qualification experience.
4	SENIOR NURSING OFFICER	9	a. BNSc post NYSC plus Registration with the Nursing Council of Nigeria plus three (3) years post qualification experience. b. Promotion avenue for Nursing Officer I
5	PRINCIPAL NURSING OFFICER	11	a. BNSc post NYSC plus Registration with the Nursing Council of Nigeria plus six (6) years cognate experience. b. Promotion avenue of a Senior Nursing Officer.
6	ASSISTANT CHIEF NURSING OFFICER	12	a. BNSc post NYSC plus Registration with the Nursing Council of Nigeria plus nine (9) years cognate experience. b. Promotion avenue for Principal Nursing Officer
7	ASSISTANT CHIEF NURSING OFFICER	13	a. BNSc post NYSC plus Registration with the Nursing Council of Nigeria plus twelve (12) years cognate experience. b. Promotion avenue for Assistant Chief Nursing officer with BNSc.
8	CHIEF NURSING SERVICE OFFICER	14	a. BNSc post NYSC plus Registration with the Nursing Council of Nigeria plus (15) years post qualification experience. b. Promotion avenue for Chief Nursing Officer with BNSc subject to vacancies/assessment and interview.

X-RAY TECHNOLOGISTS (RADIOGRAPHERS) CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	SENIOR X-RAY TECHNOLOGIST /RADIOGRAPHER	9	B.Sc. in Radiography or Medical Image Science plus Registration with the Radiographers Registration Board of Nigeria plus NYSC.
2	PRINCIPAL X-RAY TECHNOLOGIST/ RADIOGRAPHER	11	a. B.Sc. in Radiography or Medical Image Science with Registration with the Radiographers Registration Board of Nigeria plus three (3) years post qualification experience. b. Promotion avenue for Senior X-Ray Technologist/Radiographer.
3	ASSISTANT CHIEF X-RAY TECHNOLOGIST/ RADIOGRAPHER	12	a. B.Sc. in Radiography or Medical Image Science plus Registration with the Radiographers Registration Board of Nigeria plus NYSC plus six (6) years post qualification experience. c. Promotion avenue for Principal X-Ray Technologist/ Radiographer
4	CHIEF X-RAY TECHNOLOGIST/ RADIOLOGICAL SERVICES	13	a. B.Sc. in Radiography or Medical Image Science plus Registration with the Radiographers Registration Board of Nigeria plus NYSC plus nine (9) years post qualification experience. B. Promotion avenue for Assistant Chief X-Ray Technologist/Radiographer.
5	SENIOR CHIEF X-RAY TECHNOLOGIST/ RADIOLOGICAL SERVICES	14	a. B.Sc. in Radiography or Medical Image Science plus Registration with the Radiographers Registration Board of Nigeria plus NYSC plus twelve (12) years post qualification experience. b. Promotion avenue for Chief X-Ray Technologist/Radiological Services subject to vacancy/assessment and interview.

X-RAY TECHNICIANS CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	X-RAY TECHNICIAN	6	National Certificate/OND in Medical Imaging Technician plus Registration with Radiographers Registration Board of Nigeria.
2	HIGHER X-RAY TECHNICIAN	7	a. National Certificate/ OND in Medical Imaging Technician plus Registration with Radiographers Registration Board of Nigeria plus three (3) years cognate experience. b. Promotion avenue for X-ray Technician.
3	SENIOR X-RAY TECHNICIAN	8	a. National Certificate/ OND in Medical Imaging Technician plus Registration with Radiographers Registration Board of Nigeria plus three (6) years cognate experience. b. Promotion avenue for Higher X-ray Technician.
4	PRINCIPAL X-RAY TECHNICIAN	9	a. National Certificate/ OND in Medical Imaging Technician plus Registration with Radiographers Registration Board of Nigeria plus nine (9) years cognate experience. b. Promotion avenue for Senior X-ray Technician.
5	ASSISTANT CHIEF X-RAY TECHNICIAN	11	a. National Certificate/ OND in Medical Imaging Technician plus Registration with Radiographers Registration Board of Nigeria plus twelve (12) years cognate experience. b. Promotion avenue for Principal X-ray Technician.
6	CHIEF X-RAY TECHNICIAN	12	a. National Certificate/OND in Medical Imaging Technician plus Registration with Radiographers Registration Board of Nigeria plus fifteen (15) years cognate experience. b. Promotion avenue for Assistant Chief X-ray Technician.

ENVIRONMENTAL HEALTH OFFICER CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	ENVIRONMENTAL HEALTH OFFICER	7	HND /B.Sc. in Environmental Health Sciences plus Registration with Environmental Health Officers Registration Council of Nigeria plus NYSC.
2	HIGHER ENVIRONMENTAL HEALTH OFFICER	8	a. HND /B.Sc. in Environmental Health Sciences plus Registration with Environmental Health Officers Registration Council of Nigeria plus NYSC plus three (3) years post qualification experience. b. Promotion avenue for Environmental Health Officer.
3	SENIOR ENVIRONMENTAL HEALTH OFFICER	9	a. HND/B.Sc. in Environmental Health Sciences plus Registration with Environmental Health Officers Registration Council of Nigeria plus NYSC plus six (6) years post qualification experience. b. Promotion avenue for Higher Environmental Health Officer.
4	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER	11	a. HND/B.Sc. in Environmental Health Sciences plus Registration with Environmental Health Officers Registration Council of Nigeria plus NYSC plus nine (9) years post qualification experience. b. Promotion avenue for Senior Environmental Health Officer.
5	ASSISTANT CHIEF ENVIRONMENTAL HEALTH OFFICER	12	a. HND/B.Sc. in Environmental Health Sciences plus Registration with Environmental Health Officers Registration Council of Nigeria plus NYSC plus twelve (12) years post qualification experience. b. Promotion avenue for Principal Environmental Health Officer.
6	CHIEF ENVIRONMENTAL HEALTH OFFICER	13	a. HND/B.Sc. in Environmental Health Sciences plus Registration with Environmental Health Officers Registration Council of Nigeria plus NYSC plus fifteen (15) years post qualification experience. b. Promotion avenue for Assistant Chief Environmental Health Officer.
7	SENIOR CHIEF ENVIRONMENTAL HEALTH SERVICES	14	a. HND/B.Sc. in Environmental Health Sciences plus Registration with Environmental Health Officers Registration Council of Nigeria plus NYSC plus eighteen (18) years post qualification experience. b. Promotion avenue for Chief Environmental Health Services.

ENVIRONMENTAL HEALTH TECHNICIAN CADRE

S/N	POST	CONHESS	BASIC QUALIFICATION REQUIRED
1	ENVIRONMENTAL HEALTH TECHNICIAN	6	National Certificate/ OND in Environmental Health Science plus Registration with the Environmental Health Officer Registration Council of Nigeria.
2	HIGHER ENVIRONMENTAL HEALTH TECHNICIAN	7	a. National Certificate/OND in Environmental Health Science plus Registration with the Environmental Health Officer Registration Council of Nigeria plus three (3) years post qualification experience. b. Promotion avenue for Environmental Health Technician
3	SENIOR ENVIRONMENTAL HEALTH TECHNICIAN	8	a. National Certificate/OND in Environmental Health Science plus Registration with the Environmental Health Officer Registration Council of Nigeria plus six (6) years post qualification experience. b. Promotion avenue for Higher Environmental Health Technician
4	PRINCIPAL ENVIRONMENTAL HEALTH TECHNICIAN	9	a. National Certificate/OND in Environmental Health Science plus Registration with the Environmental Health Officer Registration Council of Nigeria plus nine (9) years post qualification experience. b. Promotion avenue Senior Environmental Health Technician.
5	ASSISTANT CHIEF ENVIRONMENTAL HEALTH TECHNICIAN	11	a. National Certificate/OND in Environmental Health Science plus Registration with the Environmental Health Officer Registration Council of Nigeria plus twelve (12) years post qualification experience. b. Promotion avenue for Principal Environmental Health Technician
6	CHIEF ENVIRONMENTAL HEALTH TECHNICIAN	12	a. National Certificate/OND in Environmental Health Science plus Registration with the Environmental Health Officer Registration Council of Nigeria plus fifteen (15) years post qualification experience. b. Promotion avenue for Assistant Chief Environmental Health Technician.

ACCOUNTANTS CADRE (BURSARY DEPARTMENT)

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ACCOUNTANT II	7	a. Pass in the Final Part of a recognised Professional Accounting qualification-ACCA, ACA, CAN plus NYSC. b. B.Sc. Honours in Accountancy/B.Sc. Finance from a recognised University plus NYSC
2	ACCOUNTANT I	8	a. Membership of a recognised Accounting Body-ACCA, ACA, ICAN plus NYSC. b. B.Sc. Honours in Accountancy/B.Sc. Finance from a recognized University plus NYSC plus a minimum of three (3) years post qualification experience. c. A good M.Sc. degree in Accountancy/Finance plus NYSC d. Promotion Avenue for Accountant II
3	SENIOR ACCOUNTANT	9	a. Membership of a recognised Accounting Body-ACCA, ACA, ICAN plus NYSC with a minimum of three (3) years post qualification experience.s b. B.Sc. Honours in Accountancy/B.Sc. Finance from a recognised University plus NYSC plus a minimum of six (6) years post qualification experience. c. A good M.Sc. degree in Accountancy/Finance with three (3) years relevant experience plus NYSC. d. Promotion avenue for Accountant I.
4	PRINCIPAL ACCOUNTANT	11	a. B.Sc. Honours in Accountancy/ B.Sc. Finance from a recognised University plus NYSC plus a minimum of nine (9) years post qualification experience plus membership of a recognized Professional Accounting body-ACCA, ACA, CNA. b. A good M.Sc. degree in Accountancy/Finance with six (6) years post qualification experience plus NYSC. c. Promotion Avenue for Senior Accountant.
5	CHIEF ACCOUNTANT	13	a. B.Sc. Honours in Accountancy/ B.Sc. Finance from a recognised University plus NYSC plus a minimum of twelve (12) years post qualification experience plus membership of a recognized Professional Accounting body-ACCA, ACA, CNA. b. A good M.Sc. degree in Accountancy/Finance with nine (9) years relevant post qualification experience plus membership of a recognised Professional Accountancy Body and NYSC. c. Promotion Avenue for Principal Accountant.
7	DEPUTY BURSAR	14	a. B.Sc. Honours in Accountancy/ B.Sc. Finance from a recognised University plus NYSC plus a minimum of fifteen (15) years post qualification experience plus membership of a recognized Professional Accounting body-ACCA, ACA, CNA. b. A good M.Sc. degree in Accountancy/Finance plus membership of a recognised Professional Accountancy Body with twelve (12) years relevant post qualification experience plus NYSC. c. Promotion Avenue by interview of a Chief Accountant who has attained a residency period of three (3) years.
8	BURSAR (CONSOLIDATED)	15	Appointment by interview in accordance with the University Act: a. A candidate with B.Sc. Honours in Accountancy/B.Sc. Finance from a recognized University plus NYSC with a minimum of nineteen (19) years post qualification experience plus membership of a recognised Professional Accounting Body-ACCA, ACA, CNA. b. A good M.Sc. degree in Accountancy/Finance plus membership of a recognised Professional Accountancy Body with sixteen (16) years relevant post qualification experience plus NYSC. c. Promotion Avenue by interview of a Deputy Bursar who has attained a residency period of four (4) years.

PROCUREMENT CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ASSISTANT PROCUREMENT OFFICER	7	B.Sc./HND or their equivalents preferably in Economics, Law and any discipline in the Management Sciences, Physical Sciences, Environmental Sciences and Engineering from a recognized institution plus NYSC discharge or Exemption Certificate.
2	PROCUREMENT OFFICER	8	a. B.Sc./HND or their equivalents preferably in Economics, Law and any discipline in the Management Sciences, Physical Sciences, Environmental Sciences and Engineering from a recognized institution plus NYSC discharge or Exemption Certificate with a minimum of three (3) years cognate experience. b. Promotion avenue for Assistant Procurement Officer.
3	SENIOR PROCUREMENT OFFICER	9	a. B.Sc./HND or their equivalents preferably in Economics, Law and any discipline in the Management Sciences, Physical Sciences, Environmental Sciences and Engineering from a recognized institution plus NYSC discharge or Exemption Certificate with a minimum of six (6) years cognate experience. b. Promotion avenue for Procurement Officer.
4	PRINCIPAL PROCUREMENT OFFICER	11	a. B.Sc./HND or their equivalents preferably in Economics, Law and any discipline in the Management Sciences, Physical Sciences, Environmental Sciences and Engineering from a recognized institution plus NYSC discharge or Exemption Certificate with a minimum of nine (9) years cognate experience. b. Promotion avenue for Senior Procurement Officer.
5	CHIEF PROCUREMENT OFFICER	13	a. B.Sc./HND or their equivalents preferably in Economics, Law and any discipline in the Management Sciences, Physical Sciences, Environmental Sciences and Engineering from a recognized institution plus NYSC discharge or Exemption Certificate with a minimum of twelve (12) years cognate experience. b. Promotion avenue for Principal Procurement Officer.
6	DEPUTY DIRECTOR, PROCUREMENT	14	a. B.Sc./HND or their equivalents preferably in Economics, Law and any discipline in the Management Sciences, Physical Sciences, Environmental Sciences and Engineering from a recognized institution plus NYSC discharge or Exemption Certificate with a minimum of three (15) years cognate experience b. Promotion by interview of a Chief Procurement Officer.
7	DIRECTOR, PROCUREMENT	15	a. B.Sc./HND or their equivalents preferably in Economics, Law and any discipline in the Management Sciences, Physical Sciences, Environmental Sciences and Engineering from a recognized institution plus NYSC discharge or Exemption Certificate with a minimum of eighteen (18) years cognate experience. b. Promotion by interview of a Deputy Director of Procurement who has attained a residency period of 4 years.

EXECUTIVE OFFICERS CADRE (BURSARY DEPARTMENT)

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	EXECUTIVE OFFICER (ACCOUNTS)	6	a. ATS or Intermediate of ICAN or equivalent certificate from a recognized Accounting body. b. OND in Accountancy/Finance plus one (1) year relevant experience. c. Two passes in HSC/ GCE A/LEVEL obtained at a sitting in related subjects in Accounting plus at least four (4) years post qualification experience.
2	HIGHER EXECUTIVE OFFICER II (ACCOUNTS)	7	a. University Degree in Accountancy or Banking & Finance plus NYSC. b. HND Accountancy or Banking & Finance plus NYSC. c. Promotion Avenue for Executive Officer (Accounts)
3	HIGHER EXECUTIVE OFFICER I, ACCOUNTS	8	a. A University Degree in Accountancy or Banking & Finance plus NYSC plus a minimum of three (3) years relevant post qualification experience. b. HND Accountancy or Banking & Finance plus NYSC plus a minimum of three (3) years relevant post qualification experience. c. Promotion Avenue for Higher Executive Officer II (Accounts)
4	SENIOR EXECUTIVE OFFICER (ACCOUNTS)	9	a. A University Degree in Accountancy or Banking & Finance plus NYSC plus a minimum of six (6) years relevant post qualification experience b. HND Accountancy or Banking & Finance plus NYSC plus a minimum of six (6) years relevant post qualification experience. c. Promotion Avenue for Higher Executive Officer I (Accounts)
5	PRINCIPAL EXECUTIVE OFFICER (ACCOUNTS)	11	a. A University Degree in Accountancy or Banking & Finance plus NYSC plus a minimum of nine (9) years relevant post qualification experience. b. HND Accountancy or Banking & Finance plus NYSC plus a minimum of nine (9) years relevant post qualification experience. c. Promotion Avenue for Senior Executive Officer (Accounts)
6	ASSISTANT CHIEF EXECUTIVE OFFICER (ACCOUNTS)	12	a. A University Degree in Accountancy or Banking & Finance plus NYSC plus a minimum of twelve (12) years relevant post qualification experience. b. HND Accountancy or Banking & Finance plus NYSC plus a minimum of six (12) years relevant post qualification experience. c. Promotion Avenue for Principal Executive Officer (Accounts) with B.Sc. and HND in Accountancy.
7	CHIEF EXECUTIVE OFFICER (ACCOUNTS)	13	a. A University Degree in Accountancy or Banking & Finance plus NYSC plus a minimum of fifteen (15) years relevant post qualification experience. b. HND Accountancy or Banking & Finance plus NYSC plus a minimum of fifteen (15) years relevant post qualification experience. c. Promotion Avenue for Assistant Chief Executive Officer (Accounts).
8	SENIOR CHIEF EXECUTIVE OFFICER (ACCOUNTS)	14	a. A University Degree in Accountancy or Banking & Finance plus NYSC plus a minimum of eighteen (18) years relevant post qualification experience. b. HND Accountancy or Banking & Finance plus NYSC plus a minimum of eighteen (18) years relevant post qualification experience. c. Promotion Avenue by interview for a Chief Executive Officer (Accounts).

INTERNAL AUDITORS' CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	INTERNAL AUDITOR II	7	a. A Professional Accountancy qualification-ACCA, ACA, CNA plus NYSC b. B.Sc./HND in Accountancy plus NYSC
2	INTERNAL AUDITOR I	8	a. A Professional Accountancy qualification-ACCA, ACA, CNA plus NYSC. b. B.Sc./HND in Accountancy plus NYSC plus three (3) years post qualification experience c. B. Sc./HND in Accountancy plus NYSC plus membership of a recognized Professional Accountancy body. d. A Master's Degree in Accountancy plus NYSC e. Promotion Avenue for Internal Auditor II
3	SENIOR INTERNAL AUDITOR	9	a. A professional Accountancy qualification-ACCA, ACA, CNA plus NYSC plus three (3) years post qualification experience. b. B.Sc./HND in Accounting plus NYSC plus six (6) years post qualification experience. c. B.Sc./HND in Accountancy plus NYSC plus membership of a recognized Accountancy body plus three (3) years post qualification experience. d. A Master's Degree in Accounting plus NYSC with three (3) years post qualification experience. e. Promotion Avenue for Internal Auditor I
4	PRINCIPAL INTERNAL AUDITOR	11	a. A professional Accountancy qualification-ACCA, ACA, CNA plus NYSC six (6) years post qualification experience. b. B.Sc./HND in Accountancy plus NYSC plus nine (9) years post qualification experience. c. B.Sc./HND in Accountancy plus NYSC plus membership of a recognized Accountancy body plus six (6) years post qualification experience. d. A Master's Degree in Accounting plus NYSC with six (6) years relevant experience. e. Promotion Avenue for Senior Auditor.
5	CHIEF INTERNAL AUDITOR	13	a. B.Sc./HND in Accountancy from a recognized University plus NYSC plus twelve (12) years post qualification experience. b. A Professional Accountancy qualification-ACCA, ACA, CNA plus NYSC plus nine (9) years post qualification experience. c. B.Sc./HND in Accountancy from a recognized University plus NYSC plus a minimum of nine (9) years post qualification experience plus membership of a recognized Professional Accounting body-ACCA, ACA, CNA. c. A Master's Degree in Accountancy plus NYSC with nine (9) years relevant experience. d. Promotion avenue for Principal Auditor
6	DEPUTY DIRECTOR OF AUDIT	14	a. B.Sc./HND in Accountancy from a recognized University plus NYSC plus a minimum of fifteen (15) years post qualification experience plus membership of a recognized Professional Accounting body-ACCA, ACA, CNA. b. A Master's Degree in Accountancy plus Membership of a recognized Professional Accounting body plus NYSC with twelve (12) years relevant post qualification experience. d. Promotion Avenue by interview for Chief Internal Auditor plus membership of a recognized accounting body.
8	DIRECTOR OF AUDIT	15	a. B.Sc./HND in Accountancy from a recognized University plus NYSC plus a minimum of eighteen (18) years post qualification experience plus membership of a recognized Professional Accounting body-ACCA, ACA, CNA. b. A Master's Degree in Accountancy plus Membership of a recognized Professional Accounting body plus NYSC with fifteen (15) years relevant post qualification experience. c. Promotion avenue by interview for Deputy Director of Audit plus membership of a recognized Accounting body.

LIBRARY OFFICERS (SUB-PROFESSIONAL STAFF)

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	LIBRARY OFFICER	6	Diploma or OND in Librarianship plus two (2) years post qualification experience.
2	HIGHER LIBRARY OFFICER	7	a. HND in Library Science plus two (2) years relevant work experience. b. Diploma in Library Science/Studies or OND in Librarianship plus five (5) years post qualification experience. c. Promotion avenue for Library officer
3	SENIOR LIBRARY OFFICER	8	a. HND in Library Science plus four (4) years relevant work experience. b. Diploma in Library Science/Studies or OND in Librarianship plus eight (8) years relevant post qualification experience. c. Promotion Avenue for Higher Library Officer.
4	PRINCIPAL LIBRARY OFFICER II	9	a. HND in Library Science plus seven (7) years relevant work experience. b. Diploma in Library Science/ Studies or equivalent e.g. OND in Librarianship experience plus eleven (11) years post qualification experience c. Promotion avenue for senior Library Officer.
5	PRINCIPAL LIBRARY OFFICER I	11	a. HND in Library Science plus ten (10) years relevant work experience. b. Diploma in Library Science/ Studies or equivalent e.g. OND in Librarianship plus fourteen (14) years relevant post qualification experience. c. Promotion avenue for Principal Library Officer II
6	DEPUTY LIBRARY OFFICER	12	a. HND in Library Science plus thirteen (13) years relevant work experience. b. Diploma in Library Science/ Studies or equivalent e.g. OND in Librarianship, plus seventeen (17) years relevant post qualification experience. c. Promotion avenue for Principal Library Officer I.
7	CHIEF LIBRARY OFFICER	13	a. HND in Library Science/Studies plus sixteen (16) years cognate experience. b. OND in Librarianship, plus twenty (20) years relevant post qualification experience. c. Promotion avenue for Deputy Library Officer.

BINDERY / PRINTING STAFF CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	BINDERY OFFICER PRINTER	6	a. OND/ONC in Printing plus two (2) years in binding work experience. b. City and Guilds Certificate in Binding with three (3) years binding work experience or SSC or equivalent plus certificate in Craft. c. Bookbinding from a recognized Institution with three (3) years in Binding work experience.
2	HIGHER BINDERY OFFICER/ TECHNICAL OFFICER	7	a. B.Sc./ HND in Printing Technology with one (1) year post qualification experience in binding work. b. OND/ONC in printing with six (6) years post qualification experience in in Binding work. c. City and Guilds Final Certificate in Binding work experience or SSC or equivalent plus Certificate in craft book binding. d. Bookbinding with six (6) years post qualification in Binding work experience. e. Promotion Avenue for Bindery Officer.
3	SUPT. OF BINDERY/ HIGHER TECHNICAL OFFICER	8	a. B.Sc./ HND/HNC in Printing Technology with four (4) years post qualification in binding work experience OR b. OND/ONC in printing with eight (8) years post qualification binding work experience OR c. City and Guilds Final Certificate in Binding with nine (9) years post qualification in Binding work experience OR d. SSC/ Equivalent plus Certificate in Craft Bookbinding with nine (9) years post qualification in Binding work experience. e. Promotion avenue for Higher Bindery Officer.
4	SENIOR SUPERIN- TENDENT, BINDERY	9	a. B.Sc./ HND/HNC in Printing Technology with seven (7) years post qualification in binding work experience OR b. OND/ONC in printing with eleven (11) years post qualification in binding work experience OR c. City and Guilds Final Certificate in Binding with twelve (12) years post qualification in Binding work experience OR SSC/ Equivalent plus Certificate in Craft d. Bookbinding with twelve (12) years post qualification in Binding work experience. e. Promotion avenue for Superintendent of Bindery
5	PRINCIPAL SUPT. OF BINDERY	11	a. B.Sc./ HND/HNC in Printing Technology with ten (10) years post qualification in binding work experience. b. Promotion Avenue for Senior Superintendent, Bindery.
6	ASST. CHIEF SUPT. OF BINDERY/ASSISTANT CHIEF BINDERY OFFICER	12	a. B.Sc./ HND/HNC in Printing Technology with thirteen (13) years post qualification in binding work experience. b. Promotion Avenue for Principal Superintendent of Bindery.
7	DEPUTY CHIEF BINDERY OFFICER/DEPUTY CHIEF SUPERINTENDENT OF BINDERY	13	a. B.Sc. HND/HNC in Printing Technology with sixteen (16) years post qualification in binding work experience. b. Promotion Avenue for Assistant Chief Bindery Officer.
8	CHIEF BINDERY OFFICER	14	a. B.Sc. HND/HNC in Printing Technology with twenty (20) years post qualification in binding work experience. b. Promotion Avenue for a Deputy Chief Bindery Officer/Deputy Chief Bindery Superintendent.

SECURITY OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ASSISTANT SECURITY OFFICER (ASO)	6	a. Three (3) years as a serving Supervisor plus at least WASC/GCE/NECO with five (5) Credits including English Language. b. Ex-Inspector of Police or equivalent rank in the Armed forces with a minimum of five (5) years cognate experience plus WASC/GCE/NECO with five (5) credits including English Language.
2	SECURITY OFFICER II (SO II)	7	a. Inspector of Police or equivalent rank in the Armed Forces with at least eight (8) years cognate experience plus at least WASC/GCE/NECO with at five (5) Credits in not more than two (2) sittings including English Language b. Direct employment with a good honours degree from a recognized University with one (1) year cognate experience/training and NYSC.
3	SECURITY OFFICER I (SO I)	8	a. WASC/GCE/NECO with at least five (5) Credits including English Language plus eleven (11) years cognate experience. b. Direct employment with a good honours degree from a recognized University plus three (3) years cognate experience.
4	SENIOR SECURITY OFFICER (SSO)	9	a. Inspector of Police with a good honours degree from a recognized University plus at least four (4) years of cognate experience. b. A good University degree in a relevant discipline plus at least six (6) years cognate experience with Police/Armed forces training.
5	PRINCIPAL SECURITY OFFICER	11	a. Assistant Superintendent of Police II or equivalent qualification in the Armed Forces and other related services plus twelve (12) years of experience with at least five (5) credits in WASC/GCE/NECO including English Language. b. A good honours degree in a relevant discipline plus at least nine (9) years cognate experience with the Police/ Armed Forces.
6	ASSISTANT CHIEF SECURITY OFFICER (ACSO)	12	a. ASP I or equivalent rank in the Armed Forces plus ten (10) years cognate experience with at least five (5) credits in WASC/GCE/NECO including English Language and other related subjects. b. A good University degree plus twelve (12) years of experience with Police or armed forces training.
7	DEPUTY CHIEF SECURITY OFFICER (DCSO)	13	a. DSP or equivalent in the Armed Forces with at least five (5) credits in not more than two (2) sittings in WASC/GCE/NECO including English Language and ten (10) years cognate experience. b. A good honours degree in a relevant discipline plus with at least fifteen (15) years cognate experience. A specialized training will be an added advantage.
8	CHIEF SECURITY OFFICER (CSO)	14	a. Superintendent of Police or equivalent in the Armed Forces with a minimum of five (5) credits in not more than two sittings in WASC/GCE/NECO plus eighteen years cognate experience. b. A good University degree in a relevant discipline with specialized police/Armed Forces and other related training plus fifteen (15) years cognate experience. A certificate in specialized security training will be an added advantage. c. Master's degree in a relevant discipline with Police/Armed Forces training or related services with twelve (12) years cognate experience.

WORKS AND SERVICES (ENGINEER S CADRE)

S/N	POST	CONTISS	BASIC QUALIFICATIONREQUIRED
1	ENGINEER II	7	A good degree or equivalent qualification in a relevant field of Engineering, registerable with the Council for the Regulation of Engineering in Nigeria (COREN) plus NYSC certificate
2	ENGINEER I	8	a. A good degree or equivalent qualification in a relevant field of Engineering, registerable with the Council for the Regulation of Engineering in Nigeria (COREN) plus three (3) years post qualification experience plus NYSC. b. Master's in Engineering in the relevant field of Engineering registrable with (COREN)
3	SENIOR ENGINEER	9	a. A good degree or equivalent qualification in a relevant field of Engineering, registerable with the Council for the Regulation of Engineering in Nigeria (COREN) plus six (6) years post qualification experience plus NYSC. b. Master's in Engineering in the relevant field of Engineering registrable with (COREN) plus three (3) years relevant field of Engineering.
4	PRINCIPAL ENGINEER	11	a. A good degree or equivalent qualification in a relevant field of Engineering, registered with the Council for the Regulation of Engineering in Nigeria (COREN) plus nine (9) years post qualification experience plus NYSC. b. Master's in a relevant field of Engineering with (COREN) registration plus six (6) years relevant field of Engineering.
5	CHIEF ENGINEER	13	a. A good degree or equivalent qualification in a relevant field of Engineering registered with the COREN plus twelve (12) years cognate experience plus membership of the Institution of specialized field of Engineering – Civil (NICE) Structural (NIStruct E), etc b. Master's degree in Engineering with COREN registration plus nine (9) years cognate experience.
6	DEPUTY DIRECTOR (WORKS & SERVICES)	14	a. A good degree or equivalent qualification in Engineering plus registration with COREN plus fifteen (15) years cognate experience plus membership of the Institution of specialized field of Engineering – Civil (NICE) Structural (NIStruct E), etc b. Master's degree in Engineering plus COREN registration plus twelve (12) years cognate experience with an interview component.
7	DIRECTOR (WORKS & SERVICES)	15	Appointment is by Interview in line with the University Act: a. A good Honours degree or equivalent qualification in Engineering plus registration with COREN plus at least nineteen (19) years cognate experience plus membership of the Institution of specialized field of Engineering – Civil (NICE) Structural (NIStruct E), etc b. Master's degree in Engineering plus COREN registration plus sixteen (16) years cognate experience and NYSC with an interview component. c. Promotion Avenue by interview of a Deputy Director of Works and Services who has attained a residency period of four (4) years.

PHYSICAL PLANNING UNIT:

A. (ARCHITECTS)

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ARCHITECT II	7	A good honours degree or equivalent qualification in Architecture plus NYSC registrable with ARCON plus NYSC.
2	ARCHITECT I	8	a. A good honours degree or equivalent qualification in Architecture registrable with ARCON plus NYSC with (3) years cognate experience. b. A Master's degree in Architecture plus NYSC. c. Promotion avenue for Architect II.
3	SENIOR ARCHITECT	9	a. A good honours degree or equivalent qualification in Architecture registerable with ARCON plus NYSC and six (6) years cognate experience. b. A Master's degree in Architecture plus NYSC with three (3) years cognate experience. c. Promotion avenue for Architect I
4	PRINCIPAL ARCHITECT	11	a. A good honours degree or equivalent in Architecture registered with ARCON plus NYSC and nine (9) years cognate experience. b. A Master's degree in Architecture registered with ARCON plus six (6) years cognate experience. c. Promotion avenue for Senior Architect
5	CHIEF ARCHITECT	13	a. A good honours degree or equivalent qualification in Architecture registered with ARCON plus NYSC with twelve (12) years cognate experience. b. A Master's degree in Architecture registered with ARCON plus nine (9) years cognate experience. c. Promotion avenue for Principal Architect.
6	DEPUTY DIRECTOR, (PHYSICAL PLANNING)	14	a. A good honours degree or equivalent qualification in Architecture registered with ARCON plus NYSC with fifteen (15) years cognate experience registrable with ARCON. b. A Master's degree in Architecture registered with ARCON with NYSC plus twelve (12) years cognate experience. c. Promotion avenue for Chief Architect. d. Promotion avenue for Principal Architect.
7	DIRECTOR (PHYSICAL PLANNING DIVISION)	15	Appointment is by Interview in line with the University Act: a. A good honours degree or equivalent qualification in Architecture registered with ARCON plus NYSC with nineteen (19) years cognate experience. b. M.Sc. degree in Architecture, etc. in addition, candidate must be a registered member of a relevant professional body with sixteen (16) years cognate experience plus NYSC with an interview component. c. Promotion avenue by interview of a Deputy Director of Physical Planning who has attained a residency period of four (4) years.

Note:

- i. Eligibility for registration with ARCON is with a Master Degree
- ii. Ability to use relevant Engineering software is an added advantage

B. LAND SURVEYORS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	LAND SURVEYOR II	7	a. A good degree/HND or equivalent qualification in land Surveying registrable with the Surveyors Registration Council of Nigeria (SURCON) plus NYSC. b. A good degree in related discipline plus a diploma in Land Surveying plus NYSC
2	LAND SURVEYOR I	8	a. A good degree/HND or equivalent qualifications in in Land Surveying registrable with the Surveyor Registration Council of Nigeria (SURCON) plus NYSC plus three (3) years post qualification experience. b. Master's in Land Surveying/Geodetic Science plus NYSC. c. Promotion avenue for Land Surveyor II.
3	SENIOR LAND SURVEYOR	9	a. A good degree/HND or equivalent qualification in Land Surveying plus NYSC plus a pass in the final examination of the Surveyors Licensing Board plus Membership with the Surveyors Registration Council Nigeria (SURCON) plus at least six (6) years post qualification cognate experience. b. Master's in Land Surveying plus NYSC plus a pass in the final examination of the Surveyors Licensing Board plus Membership of the Surveyors Registration Council of Nigeria and three (3) years cognate experience. c. Promotion Avenue for Land Surveyor II with a pass in the final examination of the Surveyors Licensing Board and Membership of SURCON.
4	PRINCIPAL LAND SURVEYOR	11	a. A good degree/HND or equivalent qualification in Land Surveying plus NYSC plus a pass in the final examination of the Surveyors Licensing Board plus Membership with the Surveyors Registration Council Nigeria (SURCON) plus at least nine (9) years post qualification cognate experience. b. Master's in Land Surveying plus NYSC plus a pass in the final examination of the Surveyors Licensing Board plus Membership of the Surveyors Registration Council of Nigeria and six (6) years cognate experience. c. Promotion avenue for Senior Land Surveyor.
5	CHIEF LAND SURVEYOR	13	a. A good degree/HND or equivalent qualification in Land Surveying plus NYSC plus a pass in the final examination of the Surveyors Licensing Board plus Membership with the Surveyors Registration Council Nigeria (SURCON) plus at least twelve (12) years post qualification cognate experience. b. Master's in Land Surveying plus NYSC plus a pass in the final examination of the Surveyors Licensing Board plus Membership of the Surveyors Registration Council of Nigeria and nine (9) years cognate experience. c. Promotion avenue for Principal Land Surveyor.
6	DEPUTY DIRECTOR, LAND SURVEYING	14	a. A good degree/HND or equivalent qualification in Land Surveying plus NYSC plus a pass in the final examination of the Surveyors Licensing Board plus Membership with the Surveyors Registration Council Nigeria (SURCON) plus at least fifteen (15) years post qualification cognate experience. b. Master's in Land Surveying plus NYSC plus a pass in the final examination of the Surveyors Licensing Board plus Membership of the Surveyors Registration Council of Nigeria and twelve (12) years cognate experience. c. Promotion by interview of a Chief Land Surveyor.

C. QUANTITY SURVEYORS' CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	QUANTITY SURVEYOR II	7	a. A good honours degree or equivalent qualification in Quantity Surveying registerable with the Nigerian Institute of Quantity (NIQS) Surveyors plus NYSC.
2	QUANTITY SURVEYOR I	8	a. A good honours degree or equivalent qualification in Quantity Surveying registerable with the Nigerian Institute of Quantity Surveyors plus NYSC plus at least three (3) years post-qualification cognate experience. b. A Master's degree in Quantity Surveyor plus NYSC. c. Promotion avenue for Quantity Surveyor II
3	SENIOR QUANTITY SURVEYOR	9	a. A good honours degree or equivalent qualification in Quantity Surveying plus registration with the Nigerian Institute of Quantity Surveyors (NIQS) plus at least six (6) years post-qualification cognate experience. b. A Master's in Quantity Surveying with NYSC plus three (3) years cognate experience. c. Promotion avenue for Quantity Surveyor I
4	PRINCIPAL QUANTITY SURVEYOR	11	a. A good honours degree or equivalent qualification in Quantity Surveying plus NYSC plus Membership of Nigerian Institute of Quantity Surveyors with at least nine (9) years cognate experience. b. A Master's in Quantity Surveying plus NYSC and six (6) years cognate experience plus Membership of NIQS. c. Promotion avenue for Senior Quantity Surveyor with Membership of NIQS.
5	CHIEF QUANTITY SURVEYOR	13	a. A good honours degree or equivalent qualification in Quantity Surveying plus NYSC plus membership of Nigerian Institute of Quantity Surveying with at least twelve (12) years cognate experience. b. A Master's degree in Quantity Surveying plus NYSC plus membership of (NIQS) and nine (9) years cognate experience. c. Promotion avenue for Principal Quantity Surveyor.
6	DEPUTY DIRECTOR, QUANTITY SURVEYING	14	a. A good honours degree or equivalent qualification in Quantity Surveying with NYSC plus Membership of NIQS plus at least fifteen (15) years cognate experience. b. A Master's degree in Quantity Surveying with NYSC plus Membership of NIQS plus twelve (12) years cognate experience. c. Promotion by interview for Chief Quantity Surveyor

Note: Ability to use quantity surveying software is an added advantage

D. ESTATE OFFICERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ASSISTANT ESTATE OFFICER	6	OND/ONC or equivalent in Estate Management plus at least 2 years post qualification experience.
2	ESTATE OFFICER 11	7	a. OND/ONC or equivalent qualification in Estate Management plus at least three (3) years post- qualification experience. b. B.Sc. or HND in Estate Management registerable with the Nigerian Institution of Estate Surveyors and Valuers (NIESV) plus NYSC.
3	ESTATE OFFICER I	8	a. B.Sc. or HND in Estate Management or equivalent qualification registerable with NIESV plus at least three (3) years post qualification experience plus NYSC. b. Master's in Estate Management registerable with NIESV. c. Promotion avenue for Estate Officer II.
4	SENIOR ESTATE OFFICER	9	a. B.Sc or HND in Estate Management or equivalent qualification registered with NIESV plus at least six (6) years post qualification experience plus NYSC. b. Master's in Estate Management registered with NIESV plus NYSC plus three (3) years cognate experience. c. Promotion avenue for Estate Officer I
5	PRINCIPAL ESTATE OFFICER	11	a. B.sc or HND in Estate Management or equivalent qualification registered with NIESV plus at least nine (9) years post qualification cognate experience. b. Master's in Estate Management registered with NIESV plus NYSC and six (6) years cognate experience. c. Promotion avenue for Senior Estate Officer.
6	CHIEF ESTATE OFFICER	13	a. B.Sc. or HND in Estate Management or Equivalent qualification registered with NIESV plus NYSC and at least twelve (12) years post registration cognate experience. b. Master's in Estate Management registered with NIESV plus NYSC and nine (9) years post-qualification experience. c. Promotion avenue for Principal Estate Officer with registration with NIESV.
8	DEPUTY DIRECTOR, ESTATE	14	a. B.Sc. or HND in Estate Management or Equivalent qualification registered with NIESV plus NYSC and at least fifteen (15) years post qualification experience. b. Master's in Estate Management registered with NIESV plus twelve (12) years post qualification experience.

E. BUILDING OFFICERS CADRE

S/N	POST	HATISS	BASIC QUALIFICATION REQUIRED
1	BUILDING OFFICER II	7	A good honours degree/HND in Civil Engineering, Building, or equivalent qualification registerable with council for the Registration of Builders in Nigeria (CORBON) plus NYSC
2	BUILDING OFFICER I	8	a. A good honours degree/HND in Civil Engineering, Building or equivalent qualification registerable with the Council for the Registration of Builders in Nigeria plus NYSC with three (3) years Post- qualification cognate experience. b. Master's in Civil Engineering, Building or equivalent qualification registerable with CORBON plus NYSC. c. Promotion avenue for Building Officer II.
3	SENIOR BUILDING OFFICER	9	a. A good honours degree/HND in Civil Engineering, Building or equivalent qualification plus NYSC plus registration with CORBON with six (6) years Post- qualification cognate experience. b. Master's degree in Civil Engineering, Building or equivalent qualification plus NYSC plus registration with CORBON plus three (3) years post qualification cognate experience. c. Promotion avenue for Building Officer I with Registration with CORBON.
4	PRINCIPAL BUILDING OFFICER	11	a. A good honours degree/HND in Civil Engineering, Building or equivalent qualification plus NYSC plus registration with CORBON with nine (9) years post –qualification cognate experience. b. Master's degree in Civil Engineering, Building or plus NYSC plus registration with CORBON plus six (6) years cognate experience. c. Promotion avenue for Senior Building Officer.
5	CHIEF BUILDING OFFICER	13	a. A good honours degree in Civil Engineering, Building or equivalent qualification plus NYSC plus Registration with CORBON plus twelve (12) years post –qualification cognate experience. b. Master's degree in Civil Engineering, Building plus NYSC plus Registration with CORBON plus nine (9) years post qualification cognate experience. c. Promotion by interview for Principal Building Officer
6	DEPUTY DIRECTOR BUILDING	14	a. A good honours degree/HND Civil Engineering, Building or equivalent qualification plus NYSC plus Registration with CORBON with fifteen (15) years post qualification cognate experience. b. Master's degree in in Civil Engineering, Building plus NYSC plus registration with CORBON plus twelve (12) years cognate experience. c. Promotion avenue for Chief Building Office

F. TOWN PLANNING CADRE

S/N	POST	HATISS	BASIC QUALIFICATION REQUIRED
1	TOWN PLANNING OFFICER II	7	A good honours degree/HND in Civil Engineering, Building, or equivalent qualification registerable with Council for the Registration of Builders in Nigeria (CORBON) plus NYSC.
2	TOWN PLANNING OFFICER I	8	a. A good honours degree/ HND in Civil Engineering, Building or equivalent qualification plus NYSC with three (3) years post qualification cognate experience. b. Master's in Civil Engineering, Building or equivalent qualification registerable with CORBON plus NYSC. c. Promotion avenue for Town Planning Officer II.
3	SENIOR TOWN PLANNING OFFICER	9	a. A good honours degree/HND in Civil Engineering, Building or equivalent qualification plus Registration with CORBON plus NYSC with six (6) years post qualification cognate experience. b. Master's degree in Civil Engineering, Building plus NYSC plus Registration with CORBON plus three (3) years post qualification cognate experience. c. Promotion avenue for Town Planning Officer I with Registration with CORBON
4	PRINCIPAL PLANNING OFFICER	11	a. A good honours degree/HND in Civil Engineering, Building or equivalent qualification with NYSC plus Registration with CORBON with nine (9) years post qualification cognate experience. b. Master's degree in Civil Engineering, Building plus NYSC plus Registration with CORBON plus six (6) years cognate experience. c. Promotion avenue for Senior Town Planning Officer.
5	CHIEF PLANNING OFFICER	13	a. A good honours degree/HND in Civil Engineering, Building or equivalent qualification plus NYSC plus registration with CORBON with twelve (12) years post qualification cognate experience. b. Master's degree in Civil Engineering, Building plus NYSC with Registration with CORBON plus nine (9) years post qualification cognate experience. c. Promotion avenue for Principal Town Planning Officer.
6	DEPUTY DIRECTOR TOWN PLANNING	14	a. A good honours degree/HND in Civil Engineering, Building or equivalent qualification plus NYSC plus Registration with CORBON plus fifteen (15) years post qualification cognate experience. b. Master's degree in Civil Engineering, Building plus NYSC plus Registration with CORBON plus twelve (12) years cognate experience. c. Promotion by interview of a Chief Town Planning Officer

CAREER STRUCTURE AND GUIDELINES FOR TECHNOLOGIST IN ACADEMIC DEPARTEMENT OF THE UNIVERSITY
TECHNICAL OFFICERS/TECHNOLOGISTS' CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	TECHNOLOGIST II	7	a. B.Sc./HND/HNC, Full Technological Certificate registerable with a relevant professional body e.g. Nigerian Institute of Science Laboratory Technologist (NISLT), IMLT, COREN plus NYSC.
2	TECHNOLOGIST I	8	a. B.Sc./HND/HNC, Full Technological Certificate registerable with a relevant professional body e.g. Nigerian Institute of Science Laboratory Technologist (NISLT), IMLT, COREN plus NYSC plus a minimum of three (3) years post qualification experience. b. Master's degree in a relevant field registerable with a relevant professional body e. g. NISLT, IMLT, COREN plus NYSC. c. Promotion Avenue for Technologist II.
3	SENIOR TECHNOLOGIST	9	a. B.Sc./HND/HNC, Full Technological Certificate registerable with a relevant professional body e.g. Nigerian Institute of Science Laboratory Technologist (NISLT), IMLT, COREN plus NYSC plus a minimum of six (6) years post qualification cognate experience. b. Master's degree in a relevant field registerable with a relevant professional body e. g. NILST, IMLT, COREN plus NYSC with three (3) years post registration experience. c. Promotion avenue for Technologist I.
4	PRINCIPAL TECHNOLOGIST	11	a. HND/B.Sc., Full Technological Certificate registered with a relevant professional body e. g. NISLT, IMLT, COREN plus NYSC plus a minimum of nine (9) years post qualification cognate experience. b. Master's degree in a relevant field registered with a relevant professional body e. g. NILST, IMLT, COREN plus NYSC with six (6) years post registration experience. c. Promotion Avenue for Senior Technologist.
5	ASSISTANT CHIEF TECHNOLOGIST	12	a. HND/B.Sc., Full Technological Certificate registered with a relevant professional body e. g. NISLT, IMLT, COREN plus NYSC plus a minimum of twelve (12) years post qualification cognate experience. b. Master's degree in a relevant field registered with a relevant professional body e. g. NILST, IMLT, COREN plus NYSC with nine (9) years post registration experience. c. Promotion Avenue for Principal Technologist.
6	CHIEF TECHNOLOGIST	13	a. HND/B.Sc., Full Technological Certificate registered with a relevant professional body e. g. NISLT, IMLT, COREN plus NYSC plus a minimum of fifteen (15) years post qualification cognate experience. b. Master's degree in a relevant field registered with a relevant professional body e. g. NILST, IMLT, COREN plus NYSC with twelve (12) years post registration experience. c. Promotion avenue for Assistant Chief Technologist.
7	SENIOR CHIEF TECHNOLOGIST	14	a. HND/B.Sc., Full Technological Certificate registered with a relevant professional body e. g. NISLT, IMLT, COREN plus NYSC plus a minimum of eighteen (18) years post qualification cognate experience. b. Master's degree in a relevant field registered with a relevant professional body e. g. NILST, IMLT, COREN plus NYSC with fifteen (15) years post registration experience. c. Promotion by interview of Chief Technologist

STORES OFFICERS' CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	STORE OFFICER	6	a. Final examination of the Institute of purchasing and supply. b. ND/OND in Marketing or Business Studies , ANTC or its equivalents with three (3) years post qualification relevant
2	HIGHER STORES OFFICER	7	a. Final examination of the Institute of purchasing and supply with three (3) years relevant experience. b. HND/B.Sc. in Marketing or Business Administration plus NYSC. c. Promotion avenue for Stores Officer.
3	SENIOR STORES OFFICER	8	a. Final examination of the Institute of purchasing and supply with six (6) years relevant experience. b. HND/B. Sc. in Marketing or Business Administration plus NYSC with three (3) years relevant experience. c. Promotion avenue for Higher Stores Officer.
4	PRINCIPAL STORES OFFICER	9	a. Final examination of the Institute of purchasing and supply with nine (9) years post qualification relevant experience. b. HND/B. Sc. in Marketing or Business Administration plus NYSC plus six (6) post qualification relevant experience. c. Promotion avenue for Senior Stores Officer.
5	ASSISTANT CHIEF STORES OFFICER	11	a. Final examination of the Institute of purchasing and supply with twelve (12) years relevant experience. b. HND/B.Sc. in Marketing or Business Administration plus NYSC plus nine (9) years post qualification relevant experience. c. Promotion avenue for Principal Stores Officer.
6	DEPUTY CHIEF STORES OFFICER	12	a. Final examination of the Institute of purchasing and supply with fifteen (15) years cognate experience. b. HND/B. Sc. in Marketing or Business Administration plus NYSC with twelve (12) years post qualification relevant experience. c. Promotion avenue for Assistant Chief Stores Officer.
7	CHIEF STORE OFFICER	13	a. Final examination of the Institute of purchasing and supply with eighteen (18) years relevant experience. b. HND in relevant areas with fifteen (15) years relevant experience. c. Promotion avenue for Deputy Chief Stores Officer.
8	SENIOR CHIEF STORE OFFICER	13	a. Final examination of the Institute of purchasing and supply with twenty-one (21) years relevant experience. d. A good University degree in relevant areas with eighteen (18) years relevant experience. e. Promotion avenue for Chief Stores Officer.

TRANSPORT OFFICER CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	TRANSPORT/ WORKSHOP SUPERVISOR (MECHANIC OR PLANT)	6	a. WASC/ SSC/ NECO plus Trade Test class I and driver's license with six (6) years relevant experience. b. OND/ ANTC /C&G (MVM) plus three (3) years relevant experience. c. NTC in relevant areas plus nine (9) years relevant experience
2	SENIOR TRANSPORT/ SENIOR WORKSHOP SUPERVISOR (MECHANIC OR PLANT)	7	a. OND/ ANTC/ C&G (MVM) plus six (6) years relevant experience. b. NTC in relevant areas plus nine (9) years relevant experience.
3	PRINCIPAL TRANSPORT/ PRINCIPAL SUPERVISOR	8	a. OND/ ANTC/ C&G (MVM) plus nine (9) years relevant experience. b. NTC in relevant areas plus twelve (12) years relevant experience.
4	ASSISTANT CHIEF TRANSPORT/ ASSISTANT CHIEF WORKSHOP SUPERVISOR	9	a. OND/ ANT/ C&G (MVM) plus Twelve (12) years relevant experience. b. NTC in relevant areas plus fifteen (15) years relevant experience.
5	DEPUTY CHIEF TRANSPORT/ DEPUTY CHIEF WORKSHOP SUPERVISOR	11	a. OND/ ANTC/ C&G (MVM) plus fifteen (15) years relevant experience. b. NTC in relevant areas plus eighteen (18) years relevant experience.
6	CHIEF TRANSPORT/ CHIEF WORKSHOP SUPERVISOR	12	a. OND/ ANTC/ C&G (MVM) plus fifteen (15) years relevant experience.

SENIOR DESK STAFF CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ASSISTANT MASTER	6	a. Certificate of competence of Deck Officer. b. West African School certificate or NECO with four credit in one sitting or five credits in two sittings. c. Promotion Avenue for a Quarter Master with a River Master Certificate of Competence.
2	MASTER	7	a. River Master Certificate of competency from Federal Ministry of Transport or NIMASA plus (12) years cognate experience in govt. b. West African School certificate or NECO with four credit in one sitting or five credits in two sittings. c. OND in Marine Engineering from a recognized institute. d. Promotion Avenue for a Assistant Master with 3 years cognate experience.
3	HIGHER MASTER	8	a. River Master Certificate of competency from Federal Ministry of Transport or NIMASA plus (12) years cognate experience in government b. West African School certificate or NECO with four credit in one sitting or five credits in two sittings.. c. HND in Marine Engineering in Government recognized institution. d. Deck Officer Certificate of Competence or Master (H/T) Certificate of Competence. e. Promotion avenue for a confirmed Higher Master
4	SENIOR MASTER	9	a. River Master Certificate of competency from Federal Ministry of Transport or NIMASA plus (12) years cognate experience in government b. OND, WAEC, NECO, plus 10 years post qualification cognate experience. c. Deck Officer Certificate of Competence or Master (H/T) Certificate of Competence d. Promotion avenue for a confirmed Senior Master
5	PRINCIPAL MASTER GRADE I1	11	a. River Master Certificate of competency from Federal Ministry of Transport or NIMASA plus (12) years cognate experience in government b. OND, WAEC,NECO, plus 10 years post qualification cognate experience c. Deck Officer Certificate of Competence or Master (H/T) Certificate of Competence d. Promotion Avenue for confirmed Principal Master Grade 11 plus 3 years on the grade.
6	PRINCIPAL MASTER GRADE 1	12	a. River Master Certificate of competency from Federal Ministry of Transport or NIMASA plus (12) years cognate experience in government b. OND, WAEC, NECO, plus 10 years post with cognate experience. c. Deck Officer Certificate of Competence d. Promotion Avenue for a confirmed Principal Master Grade 1 plus 3 years on the grade.
7	ASSISTANT CHIEF MASTER	13	a. Deck Officer Certificate of Competence River Master Certificate of Competence. b. OND, WAEC, NECO, plus 10 years post cognate experience. c. Professional Certification in relevant areas. d. Promotion avenue for Assistant Chief Master plus 3 years on the grade.
	CHIEF MASTER	14	a, Deck Officer Certificate of Competence River Master Certificate of Competence b, OND, WAEC, NECO, plus 10 years post with cognate experience c, Professional Certification in relevant areas d, Promotion Avenue for Chief Master plus 3 years on the grade

WORKS SUPERINTENDENT CADRE

S/N	POST	CONTISS	BASIC QUALIFICATIONS/REQUIREMENT/
01	ASSISTANT WORKS SUPERINTENDENT	06	a. Senior Secondary School (WAEC or OND) Trade Test 3,2 (MEA) certificate in a Relevant trade from approved Trade institution with at least (5) years cognate experience. b. Promotion of a confirmed and suitable Assistant works Superintendent who has spent at least three years on the grade.
02	WORKS SUPERINTENDENT	07	a. WAEC/ OND/HND with 5 credits in one or two seating's Plus Trade Test 3,2, 1 b. (MEA) Professional Certificate or (NABTEB O LEVEL) or ANTC with at Least 10 years cognate experience. c. Promotion of a confirmed and suitable works superintendent who has spend at least 3years on the grade.
03	HIGHER WORKS SUPERINTENDENT	08	a. WAEC/ OND/HND with five (5) Credits in one or two seating, Plus Trade Test \ 3,2, 1. b. MEA Professional Certificate of Competence (NABTEB O LEVEL) or ANTC with at Least 10 years cognate experience. c. Promotion of a confirmed and suitable Higher works Superintendent who has spend at least three years on the grade
04,	SENIOR WORKS SUPERINTENDENT	09	a. WAEC/OND/HND with five (5) credits in one or two seating Plus Trade Test 3,2, 1 b. (MEA) Professional Certificate or (NABTEB O LEVEL) or ANTC with at Least 13 years cognate experience. c. Promotion of a confirmed and suitable Higher Works Superintendent who has spend at least three years on the grade.
05,	PRINCIPAL WORKS SUPERINTENDENT	10	a.. WAEC/OND/HND with 5 credits in one or two seating, Plus Trade Test 3,2, 1 b, (MEA) Professional Certificate or (NABTEB O LEVEL, ANTC) with at Least 13 years cognate experience. c. Promotion of a confirmed and suitable Senior Works Superintendent who has spend at least three years on the grade
06	PRINCIPAL WORKS SUPERINTENDENT 1	12	a, WAEC/ OND/HND with 5 credits in one or two seating, Plus Trade Test 3,2, 1 b. (MEA) Professional Certificate or (NABTEB O LEVEL, ANTC) with at least thirteen (13) years cognate experience. c. Promotion of a confirmed and suitable Principal Works Superintendent 11 who has spent at least three (3) years on the grade.
07	ASSISTANT CHIEF WORKS SUPERINTENT	13	a. WAEC/OND/HND with five (5) credits in one or two seating Plus Trade Test 3,2, 1 b. (MEA) Professional Certificate or (NABTEB O LEVEL, ANTC) with at Least fifteen (15) years cognate experience. c. Promotion of a confirmed and suitable Principal Works Superintendent 1 who has spent at least three years on the grade.
08	CHIEF WORKS SUPERINTENDENT	14	a. WAEC/OND/HND with five (5) credits in one or two seating, Plus Trade Test 3,2, 1 b. (MEA) Professional Certificate or (NABTEB O LEVEL, ANTC) with at Least fifteen (15) years cognate experience. c. Promotion of a confirmed and suitable Assistant Chief Works Superintendent plus at least three years on the grade.

DRIVERS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	TRANSPORT SUPERVISOR	6	a. First School Leaving Certificate plus Trade Test Class I and Class C Driving License with fifteen (15) years driving experience in a Government Establishment. b. WASC or its equivalent plus Trade Test Class I and Class C Driving License with nine (9) years Driving experience in a Government Establishment. c. Promotion Avenue for a suitable Senior Driver I.
2	SENIOR TRANSPORT SUPERVISOR	7	a. First School Leaving Certificate plus Trade Test Class I and Class C Driving License with eighteen (18) years driving experience in a Government Establishment. b. WASC or its equivalent plus Trade Test Class I and Class C Driving License with twelve (12) years Driving experience in a Government Establishment. c. Promotion Avenue for Transport Supervisor.
3	CHIEF TRANSPORT SUPERVISOR	8	a. First School Leaving Certificate plus Trade Test Class I and Class C Driving License with twenty (21) years driving experience in a Government Establishment. b. WASC or its equivalent plus Trade Test Class I and Class C Driving License with fifteen (15) years Driving experience in a Government Establishment. c. Promotion Avenue for a Senior Transport Supervisor.

DRAUGHTSMAN CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	DRAUGHTSMAN GRADE I	6	Trade Test draughtsmanship with eight (8) years relevant experience.
2	SENIOR DRAUGHTSMAN	7	Trade Test I with eleven (11) years relevant experience.
3	PRINCIPAL DRAUGHTSMAN	8	Trade Test I with fourteen (14) years relevant experience.
4	CHIEF DRAUGHTSMAN	9	Trade Test I with seventeen (17) years relevant experience.

INSTRUCTORS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	INSTRUCTOR	7	a. Full Technological Certificate (FTC) in secretarial studies Business Education. b. HND or HNC or any other Professional equivalent certificate. c. A Certificate in Education or RSA Teachers' Certificate or RSA or Pitman or ETC or STC Certificate in shorthand (120 WPM) and typewriting (50WPM) and other Secretarial subjects.
2	HIGHER INSTRUCTOR (TECHNICAL/ SECRETARIAL)	8	a. Full Technological Certificate (FTC) with three (3) years post qualification experience. b. HND or HNC in secretarial studies Business Education or any other Professional equivalent certificate with three (3) years cognate experience plus NYSC. c. A Certificate in Education or RSA Teachers' Certificate or RSA or Pitman or ETC or STC Certificate in shorthand (120 WPM) and typewriting (50WPM) and other Secretarial subjects with three (3) years post qualification experience. d. Master's Degree or its Professional equivalent.
3	SENIOR INSTRUCTOR (TECHNICAL/ SECRETARIAL)	9	a. Full Technological Certificate (FTC) with five (5) years post qualification experience. b. HND or HNC in secretarial studies Business Education or any other Professional equivalent certificate with five (5) years cognate experience plus NYSC. c. A Certificate in Education or RSA Teachers' Certificate or RSA or Pitman or ETC or STC Certificate in shorthand (120 WPM) and typewriting (50WPM) and other Secretarial subjects with five (5) years post qualification experience. d. Membership of a recognized Professional body (i.e. the society of Commercial Teachers of England, the Faculty of Teachers in England, the Institute of Private
4	PRINCIPAL INSTRUCTOR (TECHNICAL SECRETARIAL)	11	a. City and Guilds Part II with ten (10) years experience. b. City and Guilds Part II of Full Technology Certificate (FTC) with eight (8) years post qualification experience. c. B.Sc./HND or HNC or any Professional equivalent Certificate with eight (8) years cognate experience. d. A Certificate in Education or RSA Teachers' Certificate or RSA or Pitman or ETC or STC Certificate in shorthand (120 WPM) and typewriting (50WPM) and other Secretarial subjects with eight (8) years post qualification experience. e. Membership of a recognized Professional body (i.e. the society of Commercial Teachers of England, the Faculty of Teachers in England, the Institute of Private Secretaries of England or their equivalent. f. Master's Degree or its Professional equivalent with six (6) years cognate experience.
5	CHIEF INSTRUCTOR (TECHNICAL SECRETARIAL)	13	a. City and Guilds Part II with ten (12) years cognate experience. b. City and Guilds Part II of Full Technology Certificate (FTC) with eight (8) years post qualification experience. c. B.Sc./HND or HNC or any Professional equivalent Certificate with twelve (12) years experience. d. A Certificate in Education or RSA Teachers' Certificate or RSA or Pitman or ETC or STC Certificate in shorthand (120 WPM) and typewriting (50WPM) and other Secretarial subjects with twelve (12) years post qualification experience. e. Membership of a recognized Professional body (i.e. the society of Commercial Teachers of England, the Faculty of Teachers in England, the Institute of Private Secretaries of England or their equivalent. f. Master's Degree or its Professional equivalent with nine (9) years cognate experience.

SPORTS CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ASSISTANT COACH	6	a. National Institute of Sports (NIS) Grade III Certificate plus a minimum of three (3) years post qualification experience. b. NCE/Dipl. in Physical Education plus one (1) year post qualification experience.
2	COACH II	7	a. A good honours degree in Physical Education plus NYSC. b. NCE/Dipl. in Physical Education plus three (3) years post qualification experience. c. Nation Institute of Sports (NIS) Grade III Certificate or Teachers Grade II Certificate with emphasis on Physical Education plus six (6) years post qualification experience. d. Promotion avenue for Assistant Coach.
3	COACH I	8	a. A good honours degree in Physical Education plus NYSC plus a minimum of three (3) years post qualification experience. b. NCE/Dipl. in Physical Education with a minimum of six (6) years post qualification experience. c. National Institute of Sports (NIS) Grade III Certificate or Teachers Grade II with emphasis on Physical Education with a minimum of nine (9) post qualification experience. d. Master's degree in Physical Education plus NYSC. e. Promotion avenue for Coach II.
4	SENIOR COACH	9	a. A good honours degree in Physical Education plus NYSC plus six (6) years relevant experience. b. NCE/Dipl. in Physical Education with a minimum of nine (9) years post qualification experience. c. Master's degree in Physical Education plus NYSC with three (3) years cognate experience. d. Promotion avenue for Coach I except for holders of NIS Certificate and Teachers Grade II
5	PRINCIPAL COACH	11	a. A good honours degree in Physical Education or its equivalent plus NYSC plus a minimum of nine (9) years post qualification experience in Sports Administration. b. Master's degree in Physical Education plus NYSC with six (6) years cognate experience. c. Promotion avenue for a Senior Coach except for NCE/Dipl. Certificate holders.
6	CHIEF COACH	13	a. A good honours degree in Physical Education plus NYSC plus a minimum of twelve (12) years post qualification experience. b. Master's degree in Physical Education plus NYSC plus nine (9) years cognate experience. c. Promotion avenue for Principal Coach.
7	DEPUTY DIRECTOR OF SPORTS	14	a. A good honours degree in Physical Education plus NYSC plus fifteen (15) years post qualification experience. b. Master's degree in physical Education plus twelve (12) years cognate experience. c. Promotion by interview for Chief Coach.
8	DIRECTOR OF SPORTS	15	a. A good honours degree in Physical & Health Education plus NYSC plus eighteen (18) years relevant experience. b. A Master's degree in Physical & Health Education or its equivalent plus NYSC plus fifteen (15) years post qualification experience.

METEOROLOGICAL CADRE

S/N	POST	CONTISS	BASIC QUALIFICATION REQUIRED
1	ASSISTANT METEOROLOGICAL OFFICER	6	OND with at least Merit in the relevant field or an equivalent qualification, plus at least three (30 years relevant post qualification experience
2	METEOROLOGICAL OFFICER II	7	a. A B.Sc/B.A with at least a Second Class Honours Division of a recognised University in the relevant field, plus NYSC. b. By direct appointment of a candidate possessing a degree in any of the following discipline from a recognised University, plus NYSC: Meteorology, Physics, Mathematics, Computer Science, Electronics, Agricultural Science and Geography. c. HND with at least Upper-Credit in the relevant field plus NYSC. d. Advance Meteorology Certificate from a recognised Institution of Meteorology, Physics, Mathematics, Computer Science, Electronics, Agricultural Science and Geography e. Promotion avenue for confirmed Assistant Meteorological Officer with at least six (6) years relevant post qualification experience.
3	METEOROLOGICAL OFFICER I	8	a. A good honours degree from a recognised University, plus at least three (3) years post qualification cognate experience. b. HND with at least Upper Credit in the relevant field, plus at least three (3) years post qualification experience c. Promotion avenue for a confirmed Meteorological Officer II.
4	SENIOR METEOROLOGICAL OFFICER	9	a. A good honours degree from a recognised University plus at least six (6) years post qualification cognate experience. b. HND with at least Upper Credit in the relevant field, plus at least six (6) years post qualification experience. c. Promotion avenue for a confirmed Meteorological Officer I.
5	PRINCIPAL METEOROLOGICAL OFFICER	11	a. A Master Degree (M.Sc/M.A) plus at least six (6) years post qualification cognate experience. b. A good honours degree from a recognised University, plus at least nine (9) years post qualification experience. c. HND with at least Upper credit in the relevant field, plus at least nine (9) years post qualification experience. d. Promotion avenue by interview of a Senior Meteorological Officer.
6	ASSISTANT CHIEF METEOROLOGICAL OFFICER	12	a. A Master's degree plus at least nine (9) years post qualification cognate experience. b. A good honours degree from a recognized University plus at least twelve (12) years cognate post qualification experience. f. HND with at least Upper credit in the relevant field, plus at least twelve (12) years post qualification experience. Post and CONTISS are not transferrable to other career structure. c. Promotion avenue by interview of a Principal Meteorological Officer.
7	CHIEF METEOROLOGICAL OFFICER	13	a. A Master Degree plus at least twelve (12) years post qualification cognate experience. b. A good University degree from a recognised University or HND (Upper Credit), plus at least fifteen (15) years post qualification experience. CONTISS is not transferrable to other career structures. b. Promotion avenue by interview of a Deputy Registrar who has attained a residency period of 4 years.
8	SENIOR CHIEF METEOROLOGICAL OFFICER	14	a. A Master Degree plus at least fifteen (15) years post qualification cognate experience. b. A good University degree from a recognised University with at least plus eighteen (18) years post qualification experience.