



**NIGER DELTA UNIVERSITY**

Wilberforce Island, Bayelsa State, Nigeria

# CONDITIONS OF SERVICE

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FOR SENIOR STAFF

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(NOVEMBER, 2020)



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## **NIGER DELTA UNIVERSITY**

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### **Motto**

Creativity, Excellence, Service

### **Vision**

To be a centre of excellence defined by well articulated programme that will produce creative and innovative minds

### **Mission**

To strive to maintain an international reputation for high quality scholarship, research and academic excellence for the promotion of the socio-cultural and economic well-being of mankind

## **NIGER DELTA UNIVERSITY ANTHEM (THE BRIGHTEST STAR)**

Like the brightest star we are, to lead the way  
To good education that is all our due,  
The dream of our fathers like the seed has grown;  
Niger Delta University if here to stay.

In all that we do, let us bring to mind  
Our duty as staff and students of N.D.U  
Ev'rywhere to promote peace towards mankind.  
Creativity, Excellence and Service

Let us build on this noble foundation  
And with love, let our dedication increase,  
To raise and up-hold this noble vision  
Ev'ry passing moment let our zeal never decrease.

**CHORUS**  
Rejoice, great people old and new, rejoice  
For the good fruit through us is shown;  
Be glad in our worthy contribution  
To the growth of humanity (x2)

## PREFACE

Reviews are sine qua non in employer-employee relations or contracts in any workplace.. They are necessitated by unavoidable changes such as: market forces, cost of educational goods and services and the need to revisit employment and promotion criteria.

**The Rules and Regulations Governing Conditions of Service of staff** of the Niger Delta University was drawn up in 2004, reviewed in 2009 and 2015. Many provisions in these former conditions had been overtaken by events arising from Government circulars, decisions of Governing Council and Senate respectively as well as developments arising from the Federal Government-University Unions Agreements. The former Conditions of Service did not also provide clearly defined career structures for some professions.

It was therefore expedient when the 4<sup>th</sup> Governing Council of the Niger Delta University mandated the Vice-chancellor with the University Management in collaboration with the leadership of all recognised workers' unions in the university to revise **The Rules and Regulations Guiding the Conditions of Service of staff** and career structure of the various professions.

The reviewed Conditions of service was ratified by the 4<sup>th</sup> Governing Council in February, 2021 taking into consideration the conditions prevalent in other institutions and consequently approved the Reviewed **Rules and Regulations Guiding the Conditions of Service of staff** effective from November, 2020. The reviewed Conditions of Service are flexible in application, comprehensive in scope and contemporary in their provisions.

**Niger Delta University**  
**November 2020**

## CONTENTS

<b>Chapter One</b>	Preliminaries	2
<b>Chapter Two</b>	Appointments and Promotions	9
<b>Chapter Three</b>	Disciplinary Matters	38
<b>Chapter Four</b>	Salary Scales and Allowances	47
<b>Chapter Five</b>	Welfare	52
<b>Chapter Six</b>	Accommodation	67
<b>Chapter Seven</b>	Pensions and Gratuity (subject to the provision of the new pension reform act)	70
Guidelines for the Appointments and Promotions of Academic Staff		76
The Career Structure and Guidelines Appointments and Promotions of Senior Staff Registry Department		
	Administrative Cadre	101
	Secretaries Cadre	102
	Typists/Computer Operators Cadre	104
	Catering Officers Cadre	104
	House Keepers Cadre	106
	Information and Communications Technology (ICT) Cadre	108
	Legal Cadre	109
	Medical Doctors Cadre	110
	Medical Laboratory Scientists Cadre	111
	Technologist Cadre	112
	Laboratory Scientists Cadre	113
	Medical Laboratory Technicians Cadre	113

Medical Records Technicians Cadre	114
Pharmacy Cadre	115
Pharmacist Technicians Cadre	116
Nursing Cadre	116
X-ray Technologist (Radiographer) Cadre	118
X-ray Technicians Cadre	120
Clinical Instructor (Nursing)	121
Environmental Health Officer Cadre	122
Health Assistant Cadre	123
Accountants Cadre	123
Internal Auditors Cadre	125
Library Officers Cadre (Sub-professional Staff)	126
Bindery/Printing Staff Cadre	127
Publishing House	128
Meteorological Cadre	129
Cartographer Cadre	130
Security – Senior Cadre	132
Secondary School Cadre	133
Primary School Teaching Cadre	134
Works and Services Department Engineering Cadre	135
Architects Cadre	136
Land Surveyors	136
Quantity Surveyors	138
Estate Officers	140
Building Officers	141
Technical Officers	142

Stores Officer Cadre	142
Transport Officer Cadre	143
Drivers Cadre	144
Draughtsman	144
Instructor's Cadre	145
Coach Cadre (Sports Unit)	147
Arts Fellow Cadre	147
Centre for Niger Delta Studies	149

# **PART 1**

## **GENERAL RULES AND REGULATIONS**

**Pages 1 - 75**



## **CHAPTER ONE PRELIMINARIES**

### **1.1 TITLE**

i. These Regulations made by the Governing Council of the Niger Delta University shall be cited as the Regulations Governing the Conditions of Service for Senior Staff.

ii. These Regulations came into effect in **November 2014** and supersedes all previous relations.

iii. All employees, whether single or married, have the same conditions of service except where otherwise stated or where, there would be a duplication of benefits received by a member of staff and his or her spouse.

### **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/her, in so far as his/her terms and conditions of service are concerned, he/she 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 of the University

either at its own discretion or in consideration of the collective proposals of members of staff submitted to the Council through the Secretary to Council at any point in time.

#### 1.4 **DEFINITION OF TERMS**

In these Regulations except otherwise stated, the definition of the Terms are as indicated in the NDU law 2000 as amended in 2004:

- i. The **“University”** means the Niger Delta University established by the Niger Delta University Law 2000 as amended.
- ii. **“Council”** means the Governing Council of the University.
- iii. **“Senate”** means the Senate of the University.
- iv. **“Chancellor”** means the Chancellor of the University.
- v. **“Pro-Chancellor”** means the Pro-Chancellor and Chairman of Council of the University.
- vi. **“Vice-Chancellor”** means the Vice-Chancellor of the University or any person appointed by the University Authorities to act for him/her for the purpose of all or part of these Regulations.
- vii. **“Deputy Vice-Chancellor”** means a Deputy Vice-Chancellor of the University.
- viii. **“Registrar”** means the Registrar of the University or any person appointed by the University Authorities to act for him/her for the purpose of all or part of these Regulations.
- ix. **“Bursar”** means the Bursar of the University or any person appointed by the University Authorities to act for him/her for the purpose of all or part of these Regulations.
- x. **“University Librarian”** means the Librarian of the University.

- xi. “**College**” means an aggregate of Faculties in related disciplines under a “Provost”.
- xii. “**Provost**” means the Academic and Administrative Head of a College.
- xiii. “**Faculty**” means a body of related academic disciplines established by Senate and Council.
- xiv. “**Dean**” means the Academic and Administrative Head of a Faculty except as otherwise stated e.g. Dean of Student Affairs.
- xv. The “**Department**” means any unit of the University, Academic or Non-Teaching established by the University Senate and Council.
- xvi. “**Head of Department**” means a staff appointed or designated as Head of Department by the Vice-Chancellor.
- xvii. “**Institute**” means an academic unit established within the University for research and/or instruction in specialized areas.
- xviii. “**Director**” means the Academic and/or Administrative Head of an Institute/Centre/Services.
- xix. “**Employee**” means any member of staff of the University.
- xx. “**Senior Staff**” means all staff of the University on CONUSSS 6-15 OR CONUASS 1-7 or as may be determined from time to time.
- xxi. “**Established Employee**” means an employee appointed on pensionable or non-pensionable terms to fill an established post in the Estimates of the University.
- xxii. “**Temporary Employee**” means an employee who is appointed temporarily on the authority of the Vice-Chancellor and on non-pensionable yearly term as may be stated in his Letter of Appointment.

- xxiii. “**Academic Staff**” means all persons holding appointment as members of the teaching and/or research staff of the University, and whose primary duty is teaching and/or research and any such other duties as Senate may from time to time determine.
- xxiv. “**Non-Teaching Staff**” means persons holding appointments other than those indicated in 1.4 (xxiii) above.
- xxv. “**Board/Committee**” means a deliberative body with membership and terms of reference set up by the University and approved either by Council, Senate, Administration or on their behalf.
- xxvi. “**Division/Section**” means any functional component within any Administrative or Technical Department in the University.
- xxvii. “**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.
- xxviii. “**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.
- xxix. “**Date of Appointment**” means the date on which an employee assumes duty with the University.
- xxx. “**Incremental Date**” means the date (1<sup>st</sup> October) on which an employee's salary is increased.
- xxxi. “**Leave Year**” means the period between 1<sup>st</sup> January and 31<sup>st</sup> December of the same year.
- xxxii. “**Promotion**” means advancement of staff from one scale to another other than the review or by direct

appointment and shall be effective from 1<sup>st</sup> October of the year.

- xxxiii. **“Re-grading”** means the review or the adjustment of salary grade or position of a member of staff.
- xxxiv. **“Session or Academic Year”** means the period of twelve (12) months, which normally begins on 1<sup>st</sup> October and ends on 30<sup>th</sup> September of the following year.
- xxxv. **“Semester”** means part of an academic year usually lasting fifteen (15) to eighteen (18) weeks.
- xxxvi. **“Labour Code”** means the Labour Code of the Federal Republic of Nigeria and includes all the labour legislations in force in Nigeria.
- xxxvii. **“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.
- xxxviii. **“Voluntary Retirement”** means the termination of an employee's service at his/her own option after serving for ten (10) years.
- xxxix. **“Resignation”** means the termination of an employee's services at his/her own option.
- xl. **“Termination”** means the cessation of an employee's service by the University Authority.
- xli. **“Retiring Age”** means the retiring age of seventy (70) years for Academic Staff of the Professorial cadre and sixty-five (65) years for Academic Staff and Non-Teaching Staff.
- xl. **“Pre-Retirement Leave”** means three (3) month leave prior to the effective date of retirement.
- xlii. **“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 corruption, dishonesty, drunkenness, violent conduct at work, false claims against the University, insubordination, negligence, absence from duty without permission or satisfactory reason, production and sale of hand-outs or other unauthorized texts, sexual harassment, falsification of records, plagiarism, failure to keep or suppression of records, externalizing internal affairs, taking the University to court, conviction for a criminal offence other than boating or traffic offence, negligence deemed by an Auditor *and a Committee* to have occasioned the loss of funds to the University, 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, Provost, Deans/Directors or Heads of Department/Unit or their Representatives.

- xliv. “**Suspension**” means the temporary cessation of the service of a member of staff following an alleged misconduct.
- xlv. “**Interdiction**” means an order forbidding a member of staff facing criminal charges from attendance at his/her duty post until such charges have been disposed of.
- xlvi. “**Dismissal**” means the removal of an employee from the service of the University as a result of misconduct.
- xlvii. (a) “**Public Service**” means any service or employment recognized as such by the University Council, including authorities and employment:

- a. Listed in Regulation 8 of the Pensions Regulation to the Pensions Act, Cap. 147, subject to the implications of the new Pensions Act.
- b. Already declared “**Approved Services**” under the Pension Act 147, subject to the provisions of the new Pensions Act.

(b) “**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/her transfer to or from a public service, subject to the provision of the new Pensions Act.

© “**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/her retirement.

## **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 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 *if need be*.

###### **iii. Date and Content of Advertisements**

Advertisement of vacancies shall be done by the Registrar, preferably during the period of November/December so as to enable recruitment and appointment to the vacancies to be completed by the month of April the following year. 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. Short-Listing**

The short-listing of all applications shall be done by the Head of the Department after appropriate consultation with members of his/her staff and the Dean and then be routed through the Dean to the Registrar, provided that, in the case of Professorial 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/herself 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) Letters of Appointment are issued by the Registrar and Secretary to Council or an authorized member of the University Administration acting on his/her behalf to whom a letter of acceptance shall be sent within one month.

**2.2 Date of Commencement of Appointment**

An appointment commences from the date an employee assumes duty.

### **2.3 Declaration of Age**

Every member of staff of the University is obliged to disclose his/her true age by means of a birth certificate or other acceptable means on first appointment. No alternation is permitted.

### **2.4 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 a fully registered Medical Practitioner in a Government or University Teaching Hospital, subject to the approval of the Director of Health Services.

### **2.5 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 Professorial cadres and sixty-five (65) years (for *other academic cadres and* Non-Teaching Staff) at which age the staff member shall normally retire.
  - ii. The appointment of a new employee shall after two (2) years of satisfactory services be confirmed.
- 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/she 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 staff member who is to retire at the age of Seventy (70) years for professorial cadre and a Sixty-Five (65) for *other* Academics, Administrative and Technical Staff at the end of a Tenure or Contract Appointment may, at the discretion of Council, be re-engaged.
- e) **Pre-Retirement Leave for Staff**  
Pre-Retirement Leave for staff shall be mandatory and shall be three (3) months prior to the effective date of retirement.
- f) 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 professorial or its equivalent level in another Institution of higher learning. An employee whose application for transfer of service has been accepted may be deemed to have been confirmed in his/her previous place of work.

## **2.6 Election of Provosts and Deans**

### **a) Election of Provost**

The Provost shall hold office for two (2) years and may be re-elected for a second term of two (2) 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/her last term has lapsed.

**b) Elections of Deans**

Deans are elected by the Faculty from among the Professors in the Faculty. The Dean shall hold office for two (2) years and may be re-elected for a second term of two (2) 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/her last term has lapsed.

**c) Procedure for Election**

A month before the expiration of his/her tenure, the incumbent Provost/Dean shall inform the Registrar who shall in turn fix a date for the election of a new Provost/Dean. Such an election shall be at a regular or an emergency meeting of the College Board or Faculty Board respectively. The outcome of the election shall be reported to the Senate through the Vice-Chancellor. Where no professor obtained form for the election until the close of the date, the Vice-Chancellor shall appoint an academic staff from the rank of a Senior Lecturer and above to be an Acting Provost/Dean.

**2.7 Appointment of Heads of Department**

- a) Where the position of the Head of a Department becomes vacant, the Vice-Chancellor shall, after due consultation with the Dean of the Faculty, appoint a Head of Department not below the rank of a Senior Lecturer.

**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 *if necessary*. 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 or 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 with requisite qualification, **whose services are required** may be appointed *on adjunct* for a definite period during which he/she 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 as approved by Council. The terms and conditions of such adjunct appointments shall be specified in the letter of appointment.

## **2.10 Part-Time Appointments**

For Part-Time Appointments, the following procedure and conditions shall apply:

- i. The Head of Department shall, after consultation with the Department Board, recommend a candidate or candidates through the Dean to the Vice-Chancellor. Each case shall be supported by an up-to-date Curriculum Vitae of the candidate.
- ii. The Dean shall satisfy himself/herself that the candidate is *prima facie* qualified to participate in teaching or allied programmes 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 approvals shall be reported to the next meeting of Appointments and Promotions Committee (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 Appointment 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 the Deans of Faculty/Directors of the Institute concerned before being processed for payment.

## **2.11 Contract Appointment**

- 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 year through his/her 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/her contract may also seek for an adjustment of the contract period so 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 appointment are normally for one (1) year duration and may be renewed annually. The terms of a contract appointment remain valid for the period of the contract except as may otherwise be changed in

accordance with relevant section of these Regulations.

- f) However, at the time of renewing a contract, consideration may be given to reviewing the level of appointment.
- g) Staff on contract appointments are not eligible for gratuity payment

## **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. The terms of such appointments are as follows:

### **a) Visiting Appointments of Less than One Semester**

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 Secondment**

- (a) This provision applies when any of the Public Services of the Federal formally requests the University to release an individual to it for a stipulated period, normally for not more than two (2) years.
- (b) During the period of secondment, the body to which the staff member is seconded will be responsible for the payment of the staff member's salary and allowances, as may be mutually agreed and also for the payment to the University of a standard percentage where applicable of the person's salary



with the University throughout the period of secondment, as a contribution to his/her retirement benefits. He/she will also continue to service all his/her obligations with the University, such as monthly repayments of all loans from the University through his/her new employer, who will undertake at the outset to collect the same on behalf of the University and remit same to the University.

- (c) Staff on Secondment may be granted notional increment and promotion based on the Niger Delta University criteria for promotion, using inputs from the duty post of the staff during the secondment.
- (d) Secondment shall always be subject to approval by the appropriate Appointments and Promotions Committee and ratification by the Council.

#### **2.14 Service Years for Appointment of Internal Teaching Staff**

- (a) If need be, the Vice-Chancellor can propose to Council to request for approval for internal advert to fill vacant positions in the academic cadre.
- (b) Service years for appointment of internal teaching staff who go through appointment interviews need not be broken into old and new service periods and the service periods shall be deemed as continuous. The consideration of the number of years left for service before retirement shall not play any role since the service period is not broken.

#### **2.15 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/she shall first apply through his/her 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/she is willing to take the staff member on transfer. If this is agreed, the staff member shall be informed, and a record of his/her service will be forwarded to the new employer.

- b) Request for 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.

## **2.16 Disqualification for Appointment**

- (a) No person shall be eligible for appointment to a post in the University who has:
  - i. Been found guilty of a criminal offence;
  - ii. Been dismissed or had his/her 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 any way, particularly when applying for a post.
- (b) Where an employee is found to have deliberately concealed such information from the University, he/she 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.

### **2.17 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 organization(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/her appointment.
- (c) A charge may be made for the services rendered and/or for the use of University equipment or materials for work undertaken for an outside body.

### **2.18 Confirmation of Appointments**

- (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 and to the administration of his/her Department/Unit since his/her first appointment and that the period of probation has been satisfactorily completed. In the case of Lecturers 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/her 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.

## **2.19 Appointments and Promotions Committees**

There shall be two (2) 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 Staff)
- (b) Appointments and promotions Committee (Administrative, Professional and Technical staff (Administrative and Technical)

## **2.20 Appointments and Promotions Committee for Academic Staff**

### **(a) Membership**

The Appointments and Promotions Committee (Academic Staff) shall consist of:

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

### **(b) Terms of Reference**

The Terms of Reference of the Committee shall be to:

- i. Determine and inform Senate and Council on general criteria for academic staff to be considered for appointments and promotions or additional increments;
- ii. Appoint academic staff to established posts and to promote staff for outstanding achievements and meritorious services;
- iii. Co-opt 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 Readers and Professors;
- iv. Through the Vice-Chancellor, report appointments, promotions, confirmations or extension of appointments made by the

Committee to the next regular meeting of Council and also such other matters as may be deemed necessary to Council for necessary action;

- v. Consider the points 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 Council;
- vi. Consider the confirmation or extension of appointments of members of the academic staff on the expiry of their initial period of appointments and to recommend to Council whether or not the appointment be confirmed to retiring age or extended for specific periods; and
- vii. Advise Council on any other matters relating to the Committees 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/her absence, the Deputy Vice-Chancellor (Academic) shall be Chairman of the Committee. In the absence of both the Vice-Chancellor and the Deputy Vice-Chancellors, the Committee shall elect one of its members present as Chairman for the occasion. The Registrar shall designate the Officer in-charge of the Establishment Division to serve as Secretary.
- (ii) The Head of Department concerned or the person deputizing for him/her when business relating to his/her Department is being considered.

## **2.21 Appointments and Promotions Committee for Administrative, Professional and Technical Staff**

### **(a) Membership**

- i. The Vice-Chancellor as Chairman
- ii. Two (2) External Members of Council
- iii. The Deputy Vice-Chancellors
- iv. The Registrar
- v. Bursar
- vi. The University Librarian
- vii. The Director of Works/Services
- viii. The Director of Health Services
- ix. The Director of Information & Communications Technology Centre (ICT)
- x. Two (2) Congregation Representatives
- xi. The Establishments Officer as Secretary

### **(b) Terms of Reference**

The Terms of Reference of the Committee are as follows:

- i. Consider all Appointments and Promotions within the Administrative and Professional Cadre, except 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 (*where vacancy exists*) to such posts for a period not exceeding one (1) year;
- ii. Consider the points in 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;

- iii. Consider 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;
- iv. The Committee shall, through the Vice-Chancellor report appointments, promotions, confirmation or extension of appointments made by the Committee to the next meeting of Council and also such other matters as may be deemed necessary to Council for necessary action.
- v. To appoint Non-Teaching staff to established posts and to promote deserving staff for outstanding achievements and meritorious services;
- vi. Grant Study Leave/Leave of Absence to Non-Teaching Staff in accordance with Regulations made from time to time by Council; and
- vii. Advise Council on any other matters relating to the Committee's Terms of Reference.

**(c) Quorum**

The quorum of the Committee shall be one-third of the members and one of whom shall be an external member of Council.

- (i) The Vice-Chancellor, or in his/her absence, the Deputy Vice-Chancellor (Admin) shall be Chairman of the Committee. In the absence of both the Vice-Chancellor and the Deputy Vice-Chancellors, 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 Head of Department concerned or the person deputed by him/her when business relating to his/her department is being considered.

## **B. PROMOTIONS**

### **Appraisal and Promotion of Academic Staff**

#### **(a) Time for Appraisals**

About March each year, Head 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 Committee in May. The approved promotions will take effect from the next 1<sup>st</sup> October.

#### **(b) 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. Contract Staff shall be covered in the annual appraisals.

They are eligible for promotion during a contract period provided such a staff is within the University's employable age.

#### **(c) Stagnated Staff**

- i. Affected staff shall be advised to acquire relevant additional qualifications to enable them to progress in their careers.
- ii. Council in its Wisdom may disengage or convert

such a staff from the services of the University after a warning letter is served to the affected staff.

## **2.23 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 on a particular position in the University by the next 1<sup>st</sup> of 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.

### **(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 Departmental Committee for an adjustment of grade level within the total number of posts already provisionally agreed for the 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.

**© Graduate Assistant 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 or a Doctorate Degree. The re-grading will become effective only on the confirmation of the award of the degree, but will then take effect from the date the staff member resumed duty provided the concerned Lecturer supports his/her upgrading recommendation with the required number of publications for the respective position.

**2.24 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:

**I. Faculty/Department Appraisal Committee**

**a) Faculty Appraisal Committee**

- i. The Dean (Chairman)
- ii. All Heads of Departments of the Faculty

- iii. All Professors of the Faculty
- iv. Two (2) members elected by the Faculty Board not below the rank of Senior Lecturer
- v. One (1) Principal Chief Laboratory Technologist

**b) Department Appraisal Committee**

- i. Head of Department (Chairman)
- ii. Senior Lecturers and above
- iii. In Attendance
  - a) Establishments Officer
  - b) Secretary Faculty Officer

**II. Composition of College Appraisal Board (Academic)**

**(a) The College Appraisal Board shall have the following membership:**

- i. Provost of the College - Chairman
- ii. Deputy Provost - Member
- iii. All Deans - Member
- iv. All Professors - Member
- v. Heads of Department in the College - Member
- vi. Representative of the NDU Establishments Unit - Member
- vii. College Secretary - Secretary

**(b) College Appraisal Procedure**

1. Departmental Appraisal is first conducted and Reports submitted to Faculty's Appraisal Committee.
2. Faculty Appraisal Committee (with Establishments Unit's representative attending) meets to consider the Departmental submissions. The Faculty's Report shall,

thereafter, be submitted to the College's Central Appraisal Board for detailed consideration. Thereafter, the College Board makes recommendations to NDU's Central A&PC for consideration and approval.

### **III. Institute Appraisal Committee**

- i. The Director of the Institute (Chairman)
- ii. All Professors of the Institute
- iii. Two (2) members of the Institute, not below the rank of Senior Lecturer/Senior Research Fellows.
- iv. Two (2) members not below the rank of Professor and from a related Institute or Faculty, appointed by the Vice-Chancellor.
- v. In Attendance
  - a) Establishments Officer
  - b) Secretary Institute Officer

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

### **V. Quorum**

The Quorum for each Appraisal Committee meeting shall be 50% of the membership.

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.

## **VI. Establishments Officer**

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

## **VII. 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.

### **2.25 Further Action by the Registrar, Dean, Director and University Librarian**

#### **Notification of Decision**

- i. When Appointments and Promotions Committee (Academic) has considered the cases, the Registrar will communicate to members of staff after approval by Council.  
For Professors/Readers, the Appointments/Promotions shall be based on two (2) positive reports from external assessors without adverse comment from the 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/her, 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 Appointment and Promotions Committee shall recommend that appropriate disciplinary action be taken.

## **2.26 Appraisals and Promotions of Administrative, Professional and Technical Staff**

### **(a) 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 against the 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.

### **(b) Staff to be Appraised**

All Administrative, Professional and Technical Staff on permanent appointment are to be appraised annually, using the guideline, 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. 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.

#### **2.27 Residency Requirement**

All Administrative, Professional 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.

#### **2.28 Appraisal Committee**

Each Faculty, Institute and Service Departments shall set up an appraisal panel for the purposes of appraising all its Administrative, Professional, Technical and Executive staff. The size of the panel shall vary depending on the Faculty, Institute or 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) members from other Departments not below CONUSSS 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 Department are to submit a list of membership of the Appraisal Committee to the Vice-Chancellor for his/her consideration and approval.

##### **a) Quorum**

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



**b) Appraisal Format**

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

**2.29 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 of his/her 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.

**2.30 Annual Appraisal Forms**

**(a) Annual Appraisal Forms: Revised 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 (FormAA/CAF)**

**Section I**

This section consists of twenty-three (23) criteria

for the assessment of individual staff member by the Supervisor (immediate supervisor 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 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 member's performances with appropriate recommendation); and
- (c) The Chairman of the Appraisal Committee.

### **2.31 Petition**

A member of staff aggrieved by a decision concerning his/her 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.

## **2.32 Withdrawal of Appointment by the Employee**

### **(a) Professorial Staff**

A Professor shall not withdraw his/her appointment at the end of an academic session which is normally June in any year after having given to the University six (6) months' notice in writing of his/her intention to do so or after payment of six (6) months total salary less tax in lieu of 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/her 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/her intention to do so or after paying three (3) months total salary less tax 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 CONUSSS 15 may terminate his/her appointment at any time after having given three (3) months' notice in writing of his/her intention to do so or 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) month total salary less tax 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 who shall decide where appropriate on behalf of Council.

- 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/her appointment other than as provided in these Regulations or in the terms of his/her contract of employment shall not be entitled to any leave or travel expenses, terminal benefits, including repatriation.
- iii. All cases of termination of appointment shall be reported to the appropriate Appointments and Promotions Committee and Council.

## **CHAPTER THREE DISCIPLINARY MATTERS**

### **3.1 Introduction**

It shall be the duty of every Head of Department, Division/Unit, as soon as he/she observes any shortcoming in any member of staff subordinate to him/her, to bring it to the staff member's notice with a view to correcting such shortcomings in order to improve his/her usefulness and efficiency in the service.

### **3.2 Disciplinary Measures**

Subject to Section 18 of the University Law, the following disciplinary measures shall apply:

#### **(a) Warning**

- i. A member of staff who commits a minor offence or who is inefficient in the performance of his/her duties shall be queried.
- ii. A member of staff whose conduct and/or work appears unsatisfactory shall be given a query in writing. If his/her excuse is considered by the Head of Department/Unit as adequate, no further action shall be taken. If his/her explanation is not considered adequate, a warning in writing shall be issued to him/her.
- iii. Where a member of staff has been queried and a decision recorded against him/her in writing, one copy of such written decision shall be served on him/her and other copies forwarded to the Vice-Chancellor and the Registrar so that this can be entered in his/her Record of Service, requiring disciplinary action.

- iv. Failure to answer to a query within the stipulated time shall be regarded as evidence of defiance and gross indiscipline requiring appropriate disciplinary action.

**(b) Reprimands**

- i. A letter of reprimand shall be issued under the terms of sub-section 3.2 above.
- ii. In case of further misconduct after a third warning by the Head of Department/Unit, the Registrar shall notify the Vice-Chancellor who after considering all the papers in connection with the member of staff concerned, may issue a letter of severe disciplinary action including suspension, termination or dismissal to the staff and report to A&PC and then to Council.
- iii. Any serious case of misconduct, which may involve serious indiscipline, theft, loss or damage to University property, shall be immediately reported to the Vice-Chancellor for necessary disciplinary action.

**(c) 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/her 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 a member of staff concerned on the approval of the Vice-Chancellor stating the terms.
- iii. When a member of staff has been suspended, he/she shall thereupon be forbidden to carry on his/her duties and visit his/her place of work unless with the express permission of the Vice-Chancellor. He/she may also be called upon to hand over any of the University equipment and materials in his/her charge to such other member of staff as the Head of Department/Unit shall order, and he/she shall be placed on half salary for the period.
- iv. If found not guilty of any misconduct, the suspension shall be lifted forthwith and the member of staff reinstated with full salary including the arrears of his/her salary.

**(d) 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/her from his/her 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/she shall be entitled to receive half of his/her salary, and such interdiction shall be reported to Council forthwith. He/she 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/her charge to such person as the Head of Department/Unit shall order, and he/she shall be forbidden to carry on his/her duties and to visit his/her 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/she shall be reinstated and shall receive the balance of his/her salary for the whole period of his/her interdiction. Council may, however, review the circumstances of the case with a view to determining the desirability or otherwise of his/her continuation in the service of the University. Where he/she is found guilty, Council may decide in the circumstances, that his/her appointment be terminated forthwith.
- vi. Any member of staff under interdiction may not, without the permission of the Vice-Chancellor in writing, leave his/her station during the period of interdiction. Any member of staff contravening this regulation renders himself/herself liable to dismissal by the Council. If the staff member's whereabouts remain unknown, the dismissal may be made by Council without further formality.

**(e) 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/her shortcoming and his/her increment 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 granted retrospectively because of improved service later.

**(f) Termination/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 or terminated by Council, and if dismissed, shall not be entitled to receive any emoluments from the date of his/her conviction nor shall he/she receive travelling expenses.
- ii. A member of staff of the University shall be summarily dismissed:
  - (a) If he/she corruptly accepts or obtains or cause any person to accept, or attempts to obtain from any person, for himself/herself 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/she, whilst employed in the University on a full-time capacity. Acts as an attorney or agent against the University in any matter;

- (c) If he/she falsifies testimonials or any other records;
  - (d) If he/she 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/her 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' notice or alternatively six (6) 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 provisions of these regulations and 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/she 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/her charge to the Head of his/her 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/her appointment terminated with one (1) month's pay in lieu of notice at any time during his/her probation.
- vii. A member of staff shall not be terminated or dismissed in accordance with these Regulations unless Section 2 of the University Law which deals with removal, suspension of Academic, Administrative and Professional staff, is full 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/her appointment shall be required to vacate the University quarters immediately on the expiration of his/her notice.
- x. The provisions of these Regulations are without prejudice to the powers of the Vice-Chancellor of 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.
- xi. In the foregoing paragraphs of this section, the meaning of the expression 'termination of appointment' includes transfer of service, withdrawal of service, resignation and retirement.

**g. Determination of Punishment**

Without prejudice to all the sections and paragraphs of disciplinary matters, it shall be within the powers of the

Council or in the absence of Council, the Management to determine the type of punishment to be meted to any offender of the Rules and Regulations of the University.

### **3.3 Recognition of Service to the University**

#### **(a) Principal Officers**

- i. Vice-Chancellor
- ii. Deputy Vice-Chancellors
- iii. Registrar
- iv. Bursar
- v. University Librarian

The above Principal Officers upon leaving the office are entitled to go with the benefits approved by Council.

- (b) As a mark of recognition of meritorious service, other retiring officers apart from Principal Officers should be awarded a plaque and a cash award of one (1) month take home salary.

### **3.4 Conversion from Non-Teaching Staff to Teaching 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 Promotions 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.

### **3.5 Conversion from Teaching to Non-Teaching Staff**

A Teaching (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 (Administrative

and Technical) and shall satisfy all the requirements for the appointments of Administrative and Technical staff. Successful staff shall be placed appropriately based on qualifications and experience, and the salary shall be made personal.

## **CHAPTER FOUR**

### **SALARY SCALES AND ALLOWANCES**

#### **4.1 Salary Scales**

Members of staff shall be paid salaries assigned to their respective posts in accordance with the prevailing University salary scales. The current salary grades and scales are as listed in the approved job list for Nigerian Universities and as may be determined by the Governing Council from time to time.

#### **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/her qualifications, relevant experience, and academic standing, where applicable.
- b) A member of staff promoted from one grade to another shall enter the higher scale at a point that gives him/her salary incremental step in his/her old scale.
- c) A member of staff may qualify for annual increment on 1<sup>st</sup> October of every year until he/she reaches the maximum point of the salary scale subject to his/her having worked for the University for at least six (6) months before that date.
- d) An appointee may not qualify for annual increment if he/she is adversely appraised upon during the period of twelve (12) months ending 30th September preceding the date of award of annual increments. An appointee so adversely reported upon, shall be informed and shall have the right of appeals to the appropriate Appointments and Promotions Committee.

#### **4.3 Rates of Responsibility and Acting Allowances**

##### **a) Responsibility Allowances**

Staff 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 allowance shall be paid to Heads of Academic and Non-Teaching Departments/Units. It shall be determined from time to time by Council for special Incentives and Allowance.

- b) The methods of appointment to these responsibility posts are specified in the relevant sections of the University Law.

##### **c) 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 three (3) months 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/her substantive post, he/she shall, where the higher post attracts a salary one grade level above his/her substantive post, draw an acting allowance equal to the difference between his/her substantive salary and the minimum salary of the post in which he/she 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/her substantive rank, acting allowance shall be based on the minimum salary of the next grade level higher than that of his/her substantive rank, or he/she shall be paid fifty (50%) percent of the difference between his/her substantive salary and the minimum salary of the post in which he/she 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.

#### **4.4 Kilometer Allowance**

- a) A member of staff using his/her 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.
- b) No kilometer allowance shall be paid in respect of journeys from home/residence to place of work and back.

#### **4.5 Travelling Allowance**

A travelling allowance shall be paid in lieu of hotel bills 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.

#### **4.6 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.



#### **4.7 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.

#### **4.8 Local Course Allowance**

When an Officer is sent on a course of instruction within Nigeria and outside his/her duty post and board and lodging are not provided by the training Institution concerned, he/she will be entitled to appropriate travelling and course allowances.

#### **4.9 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 the current rate for payment in the various ministries at both the Federal and State levels.

#### **4.10 Wardrobe Allowance**

- a) Wardrobe allowances are payable to the under-listed:
  - i. Vice-Chancellor
  - ii. Deputy Vice-Chancellor
  - iii. Registrar
  - iv. Bursar
  - v. University Librarian
- b) Shall be entitled to a wardrobe annual allowance of 10% (gross) of their annual salary.
- c) In like manner, the Public Relations Officer (P.R.O) and special Assistant to the Vice-Chancellor (S.A.V.C.) and the Director of Linkages and advancement shall be entitled to wardrobe allowance of 10% of their gross annual salary.

#### **4.11 SIWES Supervision Allowance**

The SIWES Supervision Allowance shall be paid in line with the ASUU/FGN Agreement (July, 2009).

#### **4.12 Field Trip Allowance**

Technicians involved in field trip shall be paid field trip allowance.

## **CHAPTER FIVE WELFARE**

University appointments are full-time and staff may not engage in other activities to the detriment of their primary assignments. On its part, 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. Sick Leave
- iv. Maternity Leave
- v. Sabbatical Leave
- vi. Study Leave with Pay
- vii. Study Fellowship
- viii. Leave of Absence without Pay
- ix. Research Leave

### **5.1 Annual Leave**

The University Leave Year is 1<sup>st</sup> January to 31<sup>st</sup> December.

- a. The entitlement of annual vacation leave for staff on CONUSSS 6 and above and CONUASS 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.
- b. Annual Vacation Leave shall be granted after twelve (12) months' service provided that:
  - i. Such leave in the first year of appointment shall be subject to minimum of six (6) months' continuous service.
  - ii. Leave in the last year of service shall be calculated pro-rata when a member of staff retires before he/she has completed the full year.

- c. 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.
- d. The 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/she had taken leave when it fell due.
- e. 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.
- f. No member of staff shall be required or allowed to take working leave whereby the member of staff reports for duty during his/her approved Annual Vacation Leave period, provided a member of staff on leave may be recalled if the occasion demands.
- g. A member of staff who is dismissed shall not be granted any leave.
- h. A member of staff who is proceeding on retirement shall commence his/her vacation leave immediately prior to retirement. The duration of leave will be determined by the Council and will be either.
  - i. any deferred leave to his/her credit plus the proportion of annual vacation leave due to him/her; or
  - ii. such leave as Council may determine whichever is the greater. Retirement shall take effect on the expiration of the leave period.

## **5.2 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 of 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 or not a right, and shall not accumulate.

## **5.3 Leave for Temporary and Contract Staff**

- (a) Annual Vacation Leave for expatriate contract staff shall be defined in their agreements and shall not normally exceed forty-two (42) working days in a Leave Year.
- (b) Annual Vacation Leave shall not be granted to temporary and contract staff.
- (c) 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.

## **5.4 Sick Leave**

- (a) All Sick leave Certificate (for Sick leave not exceeding twenty-one (21) days) must be signed or endorsed signifying approval be the Director of Health Services or a University Medical Officer on his/her 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/her absence, a 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 condition 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 for this purpose) to be permanently incapacitated shall immediately commence vacation leave prior to retirement in accordance with the relevant provisions of the Public Service Regulations.

## **5.5 Maternity Leave**

- (a) A female member of staff who has been delivered of a baby shall be entitled to four (4) months 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:

- i. 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, certified by the Director, Health Services.

#### **5.6 Sabbatical Leave for Academic Staff**

- (a) An Academic staff not below the rank of Senior Lecturer on pensionable appointment shall be eligible for Sabbatical Leave of twelve (12) months' duration after not less than six 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 to him/her and
  - ii. He/she has been a staff of the Niger Delta University for a period of not less than three (3) years after transfer of service provided, he/she 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 through the Registrar, who shall forward it with his/her recommendations to the Vice-Chancellor for consideration by the Appointments and Promotions Committee (Academic).
- (c) Sabbatical Leave 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 the applicant can be spared from his/her duties or adequate arrangements have been made for his/her replacement.

- (d) Sabbatical Leave shall be used only for bona fide academic purposes such as to engage in research or writing, to use library or laboratory facilities elsewhere, to acquire specialized techniques, to undertake field work or to collect research materials.
- (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/her appointment with the University before, at least, one (1) year has elapsed after his/her return to the University.
- (g) A member of staff granted Sabbatical Leave should return to serve the University for at least a year or pay back salary paid him/her while on Sabbatical Leave.

#### **5.7 Study Leave with Pay**

Study Leave is a privilege and not a right. It may be granted at the discretion of the University to a member of the Academic, Administrative or Technical Staff for programmes of study with the following objectives:

- (a) To give an opportunity to write 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;
- (b) To write a thesis for a higher degree;
- (c) To attend relevant specialized courses;
- (d) To refresh and update knowledge by contracts with work being undertaken elsewhere; and
- (e) Study Leave is not normally granted for courses leading to diploma or for part-time study. The applicant would have already acquired a basic qualification.



**i. Procedure for Applying for Study Leave**

The following requirements must be met before a staff member will be eligible to apply for a Study Leave.

- a) An applicant must have gained admission into a recognized institution.
- b) Application for Study Leave shall be submitted on prescribed forms.
- c) Such forms shall pass through the Faculty A&PC and shall embody the recommendations of the Head of Department, Dean/Director.
- d) 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).
- e) All completed application forms shall be submitted to the Head of Department normally not later than 31<sup>st</sup> March for the Academic year. This condition is applicable to both Undergraduate and Postgraduate programmes.
- f) *Where necessary, staff (non-teaching) shall enjoy the same benefits as the academic staff.*

**ii. Rules and Regulations for Study Leave**

- a) A member of staff must have normally served the University for a continuous period of four (4) semesters and such staff appointment should have been confirmed before the commencement of Study Leave.
- b) The course of the study must be relevant to the needs of the University.

- c) There must be a budgetary provision for the Study Leave.
- d) The maximum allowable period for Study Fellowship shall be three (3) years for Masters Degree and five (5) years for a Doctorate. A staff may apply for 1 year extension where necessary with a progress report from the institution duly signed by his/her supervisor and head of department.
- e) Any staff member granted Study Leave shall be required to sign a bond under which he/she 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.
- f) Where a staff on Study Leave with pay returns to the University at the expiration of the Study Leave period granted without the necessary certificate, the staff concerned shall pay back to the University all the salaries earned and other charges such as fees etc.

### **iii. Obligations of the University to a Staff on Study Leave**

- a) Payment of full monthly salary
- b) Payment of tuition, examination and other prescribed fees.
- c) Return transport/baggage allowance for self and family as provided in the Regulations of the University.

In addition, the following allowances shall be paid to staff on Study Leave within Nigeria subject to periodic review.

	<b>Books</b>	<b>Accommodation</b>	<b>Thesis</b>	<b>Research/Field Work</b>
Ph.D	₦ 100,000.00  (Annually)	₦ 60,000.00 (Annually)	₦ 70,000.00	Science ₦ Non 200,000.00 Science ₦ 150,000.00
M.Sc.	₦ 70,000.00 (Annually)	₦ 40,000.00 (Annually)	₦ 50,000.00	Science ₦ Non 150,000.00 Science ₦ 100,000.00

**NOTE:** payment for b&c above are subject to availability of fund

### **I. Obligations of the Staff on Study Leave**

- a) A staff member on Study Leave must complete a Bond Form.
- b) A staff member must submit to the University yearly Academic Progress Reports in writing through his/her Supervisor/Head of Department.
- c) Failure to resume duty at the end of 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 or shall attract dismissal.

### **5.1 Study Fellowship**

Study Fellowships are intended for staff development and will be awarded to staff to pursue study leading to higher or further qualifications, acquiring specialized techniques or generally updating one's knowledge.

The process of the award of Study Fellowship is the same as Study Leave. Any member of staff granted Study Fellowship shall be required to sign a bond under which he/she must return at the expiration of the Study Fellowship to work in the University initially for at least a period equal to the Study Fellowship.

i. **Entitlement for Staff on Study Fellowship**

A staff member on Study Fellowship shall be entitled to his/her full salary and allowance in respect of tuition, books, accommodation and other relevant expenses as may be approved from time to time.

- (a) The staff member must submit to the University yearly academic progress reports in writing.
- (b) The maximum allowable period for Study Fellowship shall be three (3) years for Masters and five (5) years for Doctorate. A staff may apply for 1 year extension where necessary with a progress report from the institution duly signed by his/her supervisor and head of department.
- (c) Preference will be given to Study Fellowship Award obtainable in Nigerian Higher Institutions.
- (d) The award of a Staff Development Fellowship is not a right but shall be made only according to the staff development needs of the University.

ii. **Passage for Staff on Study Fellowship**

Return passage to and from approved place of study shall be provided for a member of staff and family on Study Fellowship.

**5.2 Leave of Absence**

Leave of Absence 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 is a privilege, not a right, and will not normally be granted unless the A&PC is satisfied that the applicant can be spared from his/her duties and that, the work of the University will not be adversely affected.

**a) Federal, State or Foreign Services**

At the request of the Federal, State or Foreign Services, a member of staff may be released on Leave of Absence from duty. Such Leave of Absence may be renewed annually at the request of the staff concerned.

**b) For Study**

In the case of a member of staff who is not 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; and
- 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. It is clearly understood that the University will not guarantee to re-absorb the staff member in the same post as that vacated for the Leave of Absence.
- iii. Staff on Leave of Absence shall not be promoted

**5.3 Sabbatical Leave for Senior Non-Teaching Staff**

Sabbatical Leave shall be granted to:

- i. A Non-Teaching senior member of staff of the Niger Delta University on CONUSSS 13 and above;
- ii. A member of the senior Non-Teaching staff 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 Niger Delta University, provided that the six (6) year of continuous service shall not include any period of study leave or

- leave of absence previously granted to that staff;
- iii. Application for Sabbatical Leave shall be submitted through the Registrar, who shall forward it with recommendations to the Vice-Chancellor for consideration by the Appointments and Promotions Committee (Administrative and Technical);
  - iv. The application shall contain:
    - a) a statement of the commencing date, duration and place of the sabbatical leave sought;
    - b) the proposal of what is going to be undertaken during the Sabbatical Leave;
    - c) 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
    - d) support the application with a letter of offer of placement at the place the person intends to spend the leave.
  - v. Unless otherwise specified, a member of staff on Sabbatical Leave shall be entitled to full salary and other benefits during the period of the Sabbatical Leave.
  - vi. Sabbatical Leave is not a right and as such will not necessarily be granted to every applicant who has completed six (6) years of service. In granting Sabbatical leave, consideration will be given to whether the applicant can be spared from his/her duties and whether the University will incur additional expenses through engagement of a replacement.

#### **5.4 Medical Care**

- a) Medical and Dental attention shall be provided in Nigeria under arrangements made from time to time for a member of staff, spouse(s), dependent children and parents living with him/her. But the staff member shall be required to

pay for medical or dental appliances not covered by Insurance Policy.

- b) Medical care is provided in the University Health Centre, but when considered necessary, the Director of Health Services may refer a member of staff or his/her family for treatment elsewhere in Nigeria, and the University will be responsible for the cost of such treatment, including payment of passages where applicable for his/her feeding.
- c) The Director of Health Services may approve treatment for domestic staff on payment of an approved fee fixed from time to time by council.
- d) The University shall be responsible for the cost of spectacles and replacement with lenses at the first instance with minimum cost.
- e) The University shall also be responsible for medical aids and equipment certified to have become necessary as a result of an accident to the employee arising out of and in course of his/her official duties.

### **5.5 Research Leave**

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

### **5.6 Medical Treatment Outside Nigeria**

- a) Where the circumstances so demand, the Director of Health Services may refer a member of staff or his/her family for treatment overseas subject to approval by Council. The cost of such treatment including overseas passage shall be borne by the University.
- b) Apart from (a) above, the University accepts no

liability for medical expenses incurred outside Nigeria, except that medical expenses incurred by staff on University duty or Study Leave overseas or attending an approved conference, who is unsuccessful in obtaining medical treatment under the country's local health services or through personal medical insurance, shall be reimbursed medical expenses, 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 reimbursement by the Director of Health Services shall be submitted to the Vice-Chancellor for approval.

- c) The University shall not be responsible for the cost of debentures, 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/her official duties.

## **5.7 Private Medical Treatments**

A member of staff who prefers to be treated by a private medical practitioner, instead of availing himself/herself of medical facilities provided by the University, shall bear the expenses incurred through such treatment. However, in emergency cases, subject to approval by the Vice-Chancellor, expenses may be refunded at such rates as the Director of Health Services may consider fair and reasonable, if a staff member or a member of his/her family is compelled to avail himself/herself of the services of a private medical practitioner. But this must be reported to the Health Services Department within one (1) month of receiving such medical care.



### **5.8 Refusal to Undergo Medical Examination (On Pre-Employment)**

The council may terminate a staff member's appointment at any time with three (3) months' notice, if he/she is unable to work due to apparent illness but refuses to undergo a medical examination or appropriate treatment.

### **5.9 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 of all of the time he/she was in a state of convalescence, or with a minor injury, not seriously impairing his/her well-being, then this time may be set off against any other leave due him/her, on the recommendation of the Director of Health Services to the Registrar.

### **5.10 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.

### **5.11 Passage on Special Grounds**

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

## **CHAPTER SIX ACCOMMODATION**

6.0 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 and Services and Health Services Departments of the University.

6.2 **Conditions for Occupation of University Quarters**

- a) A house of flat shall be allocated to a staff member for as long as he/she 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 approved by the Vice-Chancellor.
- d) University quarters are for residential purposes only and shall not be used for any other purpose such as trading and other commercial or business 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, cows, etc may be allowed to wander around.

- 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 him/her at the expiration of the notice of disengagement from service.
- b) When a member on attaining the official retirement age, retires from the service of the University, he/she shall vacate university quarters within a period not exceeding six (6) months.
- 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 (3) months except in the case of dismissal where the staff shall vacate his/her quarters with immediate effect.
- e) Any violation of the above regulations shall attract appropriate sanctions by the University authority.

### **6.4 Security**

- a) Members of staff are required to observe 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, 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 members of staff on the Security Services covered by these regulations shall be held fully responsible for taking speedy and appropriate actions on all security matters affecting the University and for making immediate and comprehensive reports on all such matters to the Vice-Chancellor.

## **CHAPTER SEVEN**

### **PENSIONS AND GRATUITY (SUBJECT TO THE PROVISION OF THE NEW PENSION REFORM ACT)**

#### **7.1 Eligibility**

- i. All members of staff on pensionable appointment are eligible for pensions and gratuities in accordance with the Federal Government Pension Scheme for Public Servants applicable to the state.
- ii. (a) Academic staff in the Professorial level shall retire at seventy (70) years;  
(b) Academic staff below Professorial level shall retire at sixty-five (65) years; and  
(c) Non-academic staff shall retire at sixty five (65) years.
- iii. The Council may subject a staff 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/her retirement.

#### **7.2 Conditions under which Pensions and Gratuities are Payable**

Pension and Gratuity at the rates prescribed in Schedule 1 shall become payable to a member of staff if one of the following events occurs subject to the implications of the New Pension Act.

- i. On voluntary retirement from the service of the University after serving for ten (10) years in the Public Service but pension earned will not be due for payment until the officer attains the age of forty-five (45) years;
- ii. On withdrawal from service after five (5) years of continuous service such staff shall be entitled to gratuity of his/her total emolument;

- iii. After a properly constituted Medical Board has pronounced that a staff member is not suitable for further service on health grounds;
- iv. If a member of staff is totally or permanently disabled while in the service of the University as to hinder the performance of his/her normal duty;
- v. On abolition of office;
- vi. If a member of staff is required by the University to withdraw or retire from service in the interest of the University; and
- vii. On 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.

### 7.3 **Death Benefits**

If a member of staff who has completed ten or more years in Service dies while still in the service of the University, his/her registered next-of-kin/designated survivors will be entitled to the gratuity which the member of staff would have been entitled to have, had he/she retired on the date of his/her demise.

Where, however, the member of staff has served for less than ten years, his/her next-of-kin/designated survivors will be entitled to only a year's salary as his/her death gratuity.

Survivor will be taken as those whose names are furnished on the Record of Service kept in the University before his/her death.

### 7.4 **Burial of Staff**

If a member of staff dies, the sum of five Hundred Thousand naira (₦500,000.00) Only plus an ambulance

to convey the corpse shall be provided to his/her next-of-kin/designated survivors. For past and serving principal officer who died in active service in the University shall be provided with one million naira (N1,000,000.00).

**7.5 Pensions and Gratuity where Member of Staff dies in the course of Employment**

(a) where a staff member dies unexpectedly while still in employment, his/her registered next-of-kin or designated survivors will be entitled to a gratuity which the member of staff would have been entitled to on the date of his/her demise, plus payment of pension for five years.

Where a staff dies while still in employment, his/her salaries shall run for three (3) months and should be paid to the next-of-kin.

**7.6 Injury Pension**

If a member of staff is injured during the course of his/her employment without his/her own fault, he/she shall be sent to the University Medical Board which will determine whether he/she is medically fit to continue to work. If the Board determines that he/she is not able to work, he/she shall be paid not less than 50% of his/her gross annual salary as pension at the time of his/her injury for life.

If the member of staff has reached retirement point at the time of injury, he/she shall draw his/her normal retirement benefits plus 25% of his/her gross salary as injury benefits for life in accordance with the provisions of the Workman Compensation Act, 1988.

**7.7 Five Years Pension Guarantee after Retirement**

If a member of staff dies within five (5) years of his/her retirement, his/her designated survivors(s) shall be entitled to the pension awarded to the member of staff until the 5th anniversary of the date of his/her retirement.

**7.8 Payment of benefit to member of Staff Reported Missing**

Where within one (1) year of the disappearance of a member of staff, a Board of Enquiry set up by the Council is able to conclude that the staff who is reported missing is dead, his/her estate may be paid the benefits for one year only. If nothing is known or heard of him/her after one (1) year of his/her disappearance, his/her death benefit shall be paid to his next-of-kin.

**7.9 Continuous University Service**

For the purpose of computation and payment of benefits under these Regulations, it is only continuous and unbroken period of public service that shall be taken into account, including approved periods of leave.

**7.10 Abolition of Office**

If due to re-organization within the University, it is considered necessary to abolish or scrap an office and the incumbent cannot be offered a suitable alternative post, he/she shall be called upon by Council to retire and shall be entitled to, in addition to awards payable under 7.2 above, a compensation of twenty five (25%) percent of pension and gratuity for premature retirement: provided that his total benefits shall not exceed seventy (70%) percent of his salary as pension or three hundred (300%) percent as gratuity.



**7.11 Transfer Value**

If a staff member transfers to the University from the Public Service, the Public Service from which he/she transfers shall pay his accrued benefits as at date of the transfer to the University in accordance with the Table of Transfer Values. The University will pay the retirement benefits and seek reimbursement from the transferring organization.

**7.12 Awards not Assignable or Transferable**

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

**7.13 Leave without Pay**

No period during which a member of staff shall have been absent from duty on leave without pay shall be taken into account in computing his pension and gratuity under these Regulations unless the leave without pay is for the purpose of pursuing an approved course of study or employment in other Universities/institutions/Public Service whether in Nigeria or abroad as approved by Council.

**7.14 Temporary Appointment immediately followed by Permanent Appointment**

Where a member of staff holding a temporary or contract appointment is offered a permanent one, the period during which he/she was on such an appointment will count in full for the purpose of calculating his pension and gratuity provided that:

- I. He/she did not receive any extra pay in the form of contract addition and or contract gratuity while holding the contract appointment; and

- ii. if he/she has received any of the extra pay aforementioned, he/she may opt to refund them so as to benefit from the provisions of these Regulations.

**7.15 War Services**

Where an employee who served in the Armed Forces of Nigeria i.e. Nigerian Army, Nigerian Navy, Nigerian Air Force during wars in which the individual participated, in determining the period of service under these Regulations:

- i. Each completed year of service during the aforementioned period shall count as two years;
- ii. Service of over four (4) months during the period and not included in a completed year shall count as one year.

**7.16 Vesting of Pension**

Pension and gratuity 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 retiring benefits.

**7.17 Staff in court with the University**

Any staff who took the University to court shall forfeit all benefits.

## **PART 2**

### **GUIDELINES FOR THE APPOINTMENTS AND**

### **PROMOTIONS OF ACADEMIC STAFF**

**Pages 76 - 150**

## **GUIDELINES FOR APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF**

### **A. PROCEDURE**

1. Appointments to academic positions shall be made at any time of the year after the normal processes of assessment and interview. For every position, there shall be an internal assessment which should be brought to the appropriate Faculty Appraisal Committee or a College Appraisal Committee for staff of a College . All requirements shall be met before anyone may be appointed or promoted.
2. *The College shall have the College Central Appraisal Board, for the purpose of appraisal of all category of College's Academic staff.*
3. Appraisals for promotions shall be conducted once a year. The process shall begin within each Academic Department from 1st April to 30th of each year. All papers for appraisal/assessment shall be submitted to the Departments by the 1st of April, in any case not later than 30th April. Recommendations from the Departments shall reach the Faculties by the 1st of May, and in any case not later than 7th of May. Recommendations from the Faculties must reach the Registrar not later than 15th of June. Any material received in the Department after 30th April will not be considered in the year's exercise. All articles in journals for appraisal must not be more than the allowable threshold of the similarity test.
4. The Departmental Appraisal/Assessment Committee shall consist of the Head of Department (Chairman), all Professors, Readers and Senior Lecturers in the

Department. Even if there is no Senior Lecturer, Appraisals shall be done by the Faculty.

5. In all cases of promotion and new appointment, the same criteria shall be used for the determination of the rank.
6. In the event that an application fails either at the Department/Faculty Appraisal or the Appointments and Promotions Committee (Academic) levels, the appropriate Head of Department shall inform the assessed staff in writing within two (2) weeks, stating why the application was unsuccessful.
7. Candidate for promotion or for appointment to a particular position must attain the required pass mark that will qualify the candidate to be considered by the various Appraisal/Assessment Committees of the University.
8. The residency period for staff on approved study leave for Ph.D shall be four (4) years while for Master degree, shall be two (2) years. A staff who stays beyond the approved maximum four (4) years on study leave for Ph.D and two (2) years for a Master degree shall not have the extra period(s) counted for residency for promotion requirements.

**B. CRITERIA FOR APPRAISAL OF ACADEMIC STAFF**

The following criteria shall be used for the Appointments, Review of Appraisals and Promotion of Academic Staff.

(a) ASSESSMENT PARAMETERS/AREAS FOR SCORING

- i. Qualification
- ii. Teaching and Professional Experience
- iii. Research and Publications
- iv. Conferences and Learned Society Activities
- v. Administrative Experience
- vi. Community Service

(b) CRITERIA FOR APPRAISAL OF ACADEMIC STAFF

Both points and number of publications shall be used to encourage staff to seek leadership position for research purposes and to encourage staff to write quality papers.

However, a staff who had been found guilty of or undergoing an un-concluded disciplinary process shall not be promoted for that assessment year.

## QUALIFICATION

**TABLE 1: SCORE TABLE FOR ACADEMIC STAFF  
FACULTIES OF ENGINEERING, MEDICINE, MEDICAL  
LABORATORY SCIENCES, NURSING AND PHARMACY**

S/N	Criteria	Prof.	Reader	Senior Lecturer	Lecturer I	Lecturer II	Assistant Lecturer
1	Qualification Ph.D 10 Master 7 Bachelor 5	10	10	10	10(7)	10(7)	7
2	Minimum Number of Publications	24	16	8	3	0	-
3	Minimum Number of Points on Publications	55	32	20	9	0	-
4	Teaching and Professional Experience (1 point per year)	10(15)	9(12)	6(9)	3(6)	0(3)	-
5	Learned Society Activities (2 points per society)	5	5	5	5	5	5
6	University Administration (2 points per society)	5	5	5	-	-	-
7	Community Service (1 point per service)	5	5	5	5	5	5
8	Conference Attendance (1 point per Conference)	5	5	5	5	5	5
9	Total Minimum points required	95(100)	71(74)	56(59)	37(37)	25(28)	22

*Note: At every level, a candidate must meet both the minimum number of publications and minimum number of points. All points in the table are minimum.*

Average Score Required for Promotion of Senior  
Non-Teaching Staff (CONUSSS)  
CONUSSS 6-12 70%  
CONUSSS 13-15 80%

**TABLE 2: SCORE TABLE FOR ACADEMIC STAFF  
FACULTIES OF AGRICULTURE, ARTS, EDUCATION, LAW,  
MANAGEMENT SCIENCES, SCIENCE AND SOCIAL SCIENCES**

S/N	Criteria	Prof.	Reader	Senior Lecturer	Lecturer I	Lecturer II	Assistant Lecturer
1	Qualification Ph.D 10 Master 7 Bachelor 5	10	10	10	10(7)	10(7)	7
2	Minimum Number of Publications	26	18	8	3(4)	0(1)	-
3	Minimum Number of Points on Publications	55	40	24	7	0(3)	-
4	Teaching and Professional Experience (1 point per year)	10(15)	9(12)	6(9)	3(6)	0(3)	-
5	Learned Society Activities (2 points per society)	5	5	5	5	5	5
6	University Administration (2 points per society)	5	5	5	-	-	-
7	Community Service (1 point per service)	5	5	5	5	5	5
8	Conference Attendance (1 point per Conference)	5	5	5	5	5	5
9	Total Minimum points required	95(100)	79(82)	60(63)	35(35)	25(28)	22

*Note: At every level, a candidate must meet both the minimum number of publications and minimum number of points. All points in the table are minimum.*

Minimum Score Required for Appointment of Academic Staff (CONUASS)

Assistant Lecturer to Senior Lecturer CONUASS 1-5 70%

Reader to Professor CONUASS 6-7 80%



**Important Note:**

- (A) **ENGINEERING**
  - i. **GRADUATE ASSISTANT**  
First degree preferably with Hons.  
(First or Second class upper Divisions)
  - ii. **LECTURER II**  
At least Second Class lower Division and Masters Degree and registrable by COREN
  - iii. **LECTURER I**  
Ph.D and evidence of having applied for COREN registration
    - i. **SENIOR LECTURER**  
Ph.D and must be COREN registered Engineer
- (B) **MASTERS DEGREE:** Employable degrees are M.Sc MA. M.ED. M. Tech., MPA, M. Phil (But NOT MBA\*\*)
- (C) **LAW**
  - i. **ASSISTANT LECTURER**  
LL.B (Hons.) plus Call to Bar (Law School)
  - ii. **LECTURER II**  
LL.M. plus Call to Bar (Law School)
  - iii. **LECTURER I**  
Ph.D. plus Call to Bar (Law School)

\*\* MBA: Holders of MBA must possess a basic Management Sciences undergraduate degree to be considered for employment. This is against the backdrop that some Universities that graudate them do not even recognize the MBA as a higher degree for academic employment.

#### MEDICAL AREAS:

Consultant	-	Lecturer I
MB: BS/BDS plus appropriate fellowship entry Point	-	Lecturer II
DVM Entry point	-	Lecturer I
B Pharmacy plus Masters Degree	-	Lecturer II
BNSc plus Msc	-	Lecturer I
B Pharmacy plus Registration	-	Asst. Lecturer
BNSc plus Registration	-	Asst. Lecturer
BMLS	-	Asst. Lecturer

#### MINIMUM RESIDENCY PERIOD

(a) Assistant Lecturer to Lecturer II	-	3 years
(b) Lecturer II to Lecturer I	-	3 years
(c) Lecturer I to Senior Lecturer	-	3 years
(d) Senior Lecturer to Reader	-	3 years
(e) Senior Lecturer to Professor	-	6 years
(f) Reader to Professor	-	3 years

***Note: for a staff to be a Senior Lecturer, the staff must have spent 6 years in academics, 9 years for a Reader or Associate Professor, and 10 years and above for a Professor***

#### **The Career Structure and Guidelines for Appointments and Promotions of Academic Staff in the Niger Delta University.**

##### **General Procedure for Appointments to Vacant Academic Positions**

The following criteria shall be used for the Appointments and Promotions for Academic Positions in the University.

- i. Qualifications
- ii. Teaching effectiveness and relevant professional experience
- iii. Research and Publications
- iv. Administrative Experience
- v. Attendance at learned conferences including active participation.
- vi. Community Service (local and national)

- vii. Ability to attract grants from external sources in kind or cash to the University may enhance the candidate's chances.

Applicants for Academic Appointment and Promotions should possess the qualifications stated below for each category of post. Besides the qualifications, they should also possess the minimum number of publications that pass integrity (plagiarism) test threshold which shall be determined by the University Governing Council from time to time, and be registered in Google Scholar 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.

S/N	POST	CONUASSS	BASIC REQUIREMENTS
1	GRADUATE ASSISTANT	1	A good honours degree (first or second class upper) from any recognized University. No Graduate Assistant in Nursing
2	ASSISTANT LECTURER	2	<ul style="list-style-type: none"> <li>a) A good honours degree (not less than 2<sup>nd</sup> class lower plus a Masters degree OR</li> <li>b) A Master degree plus a professional registration</li> <li>c) For Engineering: Second Class Lower and Masters degree</li> <li>d) For Nursing: Bachelor of Nursing Science (B.N.Sc.) degree with a minimum of 2<sup>nd</sup> class honours (Lower Division) plus professional registration (Registered Nurse RN.)</li> <li>e) For Law, LL.B. with a minimum of 2<sup>nd</sup> Class Honours (Lower Division), plus B. L.</li> </ul>
3	LECTURER II	3	<ul style="list-style-type: none"> <li>a) A Ph.D from a recognized University. OR</li> <li>b) Masters degree plus one (1) journal publication.</li> <li>c) Masters degree plus the relevant professional registration.</li> <li>d) For Engineering, Masters degree and registrable by COREN.</li> <li>e) For Nursing, Bachelor of Nursing Science (B.N.Sc/B.Sc.) degree with a minimum of 2<sup>nd</sup> Class Honours (Lower Division) with a fellowship Certificate of West Africa College of Nursing (FWACN) or its equivalent and with any Post -basic Professional Registrations (RM, RPN, RNT, PHN, and other specialties i.e. Ophthalmic, theater, Pediatrics, Oncology, Orthopedic Nurse, professional registration without any publication.</li> <li>f) For Law, LL.B. with a minimum of 2<sup>nd</sup> Class Honours (Lower Division), B.L. publication, and evidence of registration for Ph.D in Law.</li> </ul>
4	LECTURER I	4	<ul style="list-style-type: none"> <li>a) A Ph.D. from a recognized University plus three (3) publications, all must be Journal articles.</li> <li>b) Masters degree, plus four (4) publications, all must be journal articles. Staff shall have seven (7) points on publications.</li> <li>c) For Engineering: A PhD in relevant Engineering discipline with evidence of application for COREN registration.</li> </ul>

			<p>With Masters degree. By promotion from Lecturer II. Staff must obtain Masters degree with evidence of application for COREN registration plus a minimum of three (3) of three (3) journal articles.</p> <p>d) For Nursing A Masters degree in Nursing with a fellowship Certificate of the West Africa equivalent with one (1) journal Nursing with three (3) journal publications OR PhD in Nursing plus professional registration.</p> <p>e) For Law:</p> <ul style="list-style-type: none"> <li>- Ph.D (in Law), B.L. with a minimum of three (3) publications (fresh appointee) minimum of two (2) publications (by conversion).</li> <li>- LL.M., B.L., LL.B. with a minimum of four (4) publications, two (2) of which must have been in print (by promotion for Lecturer II).</li> <li>- LL.M., B.L., LL.B. with a minimum of five (5) publications, three of which must be in print (fresh appointee) and with evidence of Ph.D registration.</li> <li>- Residency for promotion from Lecturer II a minimum of three (3) years.</li> </ul>
5.	SENIOR LECTURER	5	<p>a) A Ph.D. from a recognized University plus eight (8) publications, six (6) of which must be referred journal articles in print. Not more than one book shall be accepted. Twenty (24) points scored on publications.</p> <p>b) For Engineering: A Ph.D plus a minimum of three (3) years residency as Lecturer I. must be COREN registered Engineer with eight (8) publications, six (6) of which must be in print. A minimum of twenty (20) points scored from journal publications. Only one (1) book shall be accepted.</p> <p>c) For Nursing:</p> <ul style="list-style-type: none"> <li>- A Ph.D in Nursing with at least six (6) years teaching experience at University level or cognate exposure, plus eight (8) publications, six (6) of which must be refereed journal articles in print plus professional registration OR</li> </ul>

			<ul style="list-style-type: none"> <li>- A PhD in Nursing with a fellowship Certificate of the West Africa College of Nursing (FWACN) plus eight (8) publications, six (6) of which must be refereed journal articles in print plus professional registration. Twenty (20) points on publications. Not more than one (1) book shall be accepted.</li> </ul> <p>d) For Law:</p> <ul style="list-style-type: none"> <li>- Ph.D (in law), LLM, B.L., with a minimum of eight (8) publications, six (6) of which must be in print in refereed Law journals/books and not more than one (1) book shall be accepted.</li> <li>- Residency for promotion from Lecturer I is a minimum of three (3) years. The applicant must have spent six (6) unbroken years in academics.</li> </ul>
6.	READER	6	<p>a) A Ph.D. from a recognized University with at least nine (9) years of teaching at the University level or cognate exposure. Eighteen (18) publications all in print, four (4) of which must be in foreign indexed regularly published journals. Forty (40) points scored on publications. Not more than two (2) books shall be accepted.</p> <p>b) For Engineering: By promotion from senior Lecturer must have a residency of a minimum of three (3) years, plus eighteen (18) publications all in print, four (4) of which must be in foreign indexed regularly published journals, with a minimum of thirty-two (32) points scored from journal publications. Only two (2) books shall be accepted. Nine (9) years of cognate experience.</p> <p>c) For Nursing:</p> <ul style="list-style-type: none"> <li>- A Ph.D in Nursing with at least 9 years teaching experience at University level or cognate exposure.</li> <li>- A Ph.D in Nursing with a fellowship Certificate of the West Africa College of Nursing (FWACN) plus sixteen (16) publications, all in print, four (4) of which must be in foreign indexed regularly published journals, plus professional registration. Thirty two (32) points on publications. Not more than two (2) books shall be accepted.</li> </ul>

			<ul style="list-style-type: none"> <li>- A Ph.D in Nursing plus eighteen (18) publications, all in print, four (4) of which must be in foreign indexed regularly published journals, plus professional registration. Thirty-two (32) points on publications. Not more than two (2) books shall be accepted.</li> </ul> <p>d) For Law:</p> <ul style="list-style-type: none"> <li>- A Ph.D with at least 9 years teaching experience at university level or cognate exposure.</li> <li>- Ph.D (in Law), LL.M., B.L., LL.B, with a minimum of eighteen (18) publications, all in print, fourteen (14) journal articles must have been published in refereed Law journals/books and four (4) of which must be in foreign indexed regularly published Law journals. Not more than two (2) books shall be accepted.</li> <li>- Residency is a minimum of three (3) years and must have sufficient administrative and teaching experience of nine (9) years.</li> </ul>
7.	PROFESSOR	7	<p>a) A Ph.D from a recognized University or a recognized appropriate professional (medical) qualification with a least ten (10) years teaching experience at the University level or cognate exposure. Twenty-six (26) Publications, all in print, six (6) of which must be in foreign indexed regularly published journals.</p> <p>b) For Engineering: By promotion from Senior lecturer must have a residency of a minimum of six (6) years, plus twenty four (24) publications all in print, six (6) of which must be in foreign indexed regularly published journals, with a minimum of fifty five (55) points scored from journal publications. Only three (3) books shall be accepted. Ten (10) years of cognate experience.</p> <p>c) For Nursing: A Ph.D in Nursing with at least 10 years teaching experience at University level or cognate exposure. Twenty four (24) publications, all in print, not less than six (6) of which must be in foreign indexed regularly published journal articles. Fifty-five (55) points on publications. Not more than three (3) books shall be accepted as part of publications.</p>

			<p>d) For Law</p> <p>(A) <u>Promotion from Senior Lecturer to Professor</u></p> <ul style="list-style-type: none"> <li>- Candidate must have satisfied a minimum of 6 years residency with a minimum of twenty (26) publications. All in print, twenty -three (23) of which must have been published in refereed Law journals/books and six (6) in foreign indexed regularly published Law journals. Not more than three (3) books shall be accepted as part of publications.</li> <li>- Candidate must have sufficient administrative and teaching experience of ten (10) years.</li> </ul>
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## ACADEMIC APPOINTMENTS AND PROMOTIONS IN PROFESSIONAL AREAS OF MEDICINE, MEDICAL LABORATORY SCIENCES, PHARMACY AND NURSING.

Appointments and promotions of Lecturers in the professional disciplines shall normally follow the same procedures as in the Non-Professional areas but with the following modifications. In all areas however, the residency period of three (3) years shall apply.

### 1. Assistant Lecturer/Assistant Research Fellowship

- a) The First Professional Degree such as
  - (a) BMLS, AMLSCN (Associate) or BMLS, FMLSCN (Fellow)
  - (ii) B. Pharm
  - (iii) BNSC/B.Sc Nursing plus professional registration (RN) and additional qualification (eg. Public Health Psychiatry and Midwifery Nursing).

### 2. Lecturer II

- a) The first professional degree such as MB;BS, BDS
- b) As in (1) above plus a Masters Degree
- c) As in (1) above plus a Master Degree
- d) Pharm. D. Plus professional registration.



### **3. Lecturer I**

- a) As in I (a) plus a minimum of three (3) years cognate teaching experience.
- b) MB;BS, plus possession of the final or part II of the relevant fellowship certificate.
- c) For Medical Laboratory Scientists, Ph.D plus AMLSCN or Ph.D plus FMLSCN.
- d) For Pharmacists, Masters Degree and Pharm D. plus Professional Registration.
- e) For Nurses, Ph.D in Nursing with RN or Ph.D in Nursing with FWACN.

### **4. Senior Lecturer, Reader and Professor**

As for Lecturer I (a), (b) and (c) above plus appropriate number of scholarly publications as evidence of good research ability plus three (3) years of residency at each level.

### **5. Senior Lecturer (as applicable to medical staff)**

- a) MB;BS plus possession of the final or part II of the relevant fellowship certificate eg. FNMC/Fellow of the Nigeria or West African Medical College and a Ph.D. from a recognized University plus eight (8) foreign index journal articles of which six (6) should be in print.
- b) Ph.D plus a registration with eight (8) foreign index journal articles out of which six (6) must be in print.

### **6. Associate Professor**

As for Engineering and the Applied Sciences.

### **7. Professor**

As for Engineering and Applied Sciences.

## FINE ARTS AND THEATRE ARTS

The minimum number of publications, productions and exhibitions required for Appointments and promotions to each level in Fine Arts and Theatre Arts shall be as follows.

S/ N	POST	CON UAS S	BASIC REQUIREMENTS FINE & APPLIED ARTS PROGRAMME	BASIC REQUIREMENTS THEATRE ARTS PROGRAMME
1.	GRADUATE ASSISTANT	1	A First Class or Second Class Upper Honours Degree from a recognized University.	A First Class or Second Class Upper Honours degree from a recognized University.
2.	ASSISTANT LECTURER	2	A good Second Class Honours Degree from a recognized University plus Masters Degree.	Staff must hold a Masters Degree (MA) relevant to Theatre Theory and practice.
3.	LECTURER II	3	For promotion from Assistant Lecturer to Lecturer II, staff must hold MA relevant to his/her area of specialization, with one (1) Solo exhibition, one (1) journal and three (3) years Teaching.	Staff must hold a Ph.D from a recognized University or MA in relevant areas of specialization, one (1) journals artistic and three (3) years of teaching experience at the University.
4.	LECTURER I	4	For promotion from Lecturer II to Lecturer I a) Staff must have a Master Degree, 3 solo exhibition, 4 group exhibition, 3 journal articles and 6 years cognate exposure. b) Staff must have a Ph.DS in his/her relevant area of specialization, two (2) solo exhibitions or artistic participation in 3 group exhibitions. Solo exhibition must be evidence by a brochure and photographs of artworks and two (2) journal articles. 7 points on publications.	a) MA with three (3) productions and three (3) published journal articles. The three (3) productions must be documented in a production brochure. Six (6) years cognate experience. Seven (7) points on publications or b) A Ph.D in Theatre Arts from a recognized University and two (2) journal articles.
5.	SENIOR LECTURER	5	For promotion from Lecturer I to Senior Lecturer: a Ph.D from a recognized University, three (3) solo exhibitions or participation in 4 group exhibitions with catalogue or commissioned artworks and 6 journal articles, four (4) of which must be in print. Not more than one (1) book shall be accepted. 24 points on publications.	Staff must have a Ph.D in Theatre Arts, four (4) productions brochure with artistic participation in at least three (3) productions (documented in a production brochure) with not less than six (6) published journal articles, all must be in print. Not more than one (1) book shall be accepted. Twenty for (24) points on publications.

6.	READER	6	For promotion from Senior Lecturer to Reader: A Ph.D with nine (9) years teaching experience, four (4) solo exhibitions with catalogue or five (5) commissioned artworks with proof of photographic evidence, with fourteen (14) journal articles all in print. At least four (4) in foreign indexed journals. Not more than two (2) books 40 points on publication.	Staff must have a Ph.D in Theatre Arts from a recognized University. Nine (9) years of teaching experience. Documented evidence of six (6) productions in a productions brochure with at least artistic participation in four (4) productions documented in production brochure with fourteen (14) journals, all in print with at least four (4) in foreign indexed journals. Not more than two (2) books Forty (40) points on publications.
7.	PROFESSOR	7	For promotion from Reader to Professor: A Ph.D with ten (10) years Teaching Experience, six (6) solo exhibitions or seven (7) commissioned artworks, with 18 journal articles. Not more than three (3) books shall be accepted 55 points on publication. All publications must be in print and six (6) in foreign indexed journals.	Ph.D in Theatre Arts from a recognized University. Ten (10) years of Teaching Experience. Documented evidence of eight (8) productions in a production brochure with at least artistic participation in eight (8) productions documented in a production brochure. Twenty (20) publications, all in print with six (6) foreign indexed journals. Not more than three (3) books shall be accepted. 55 points on publications.

I. A solo exhibition will have a minimum of twenty (20) new items and for avoidance of doubt, all productions and exhibitions must be fully documented.

ii. Creative Work: published plays, novels, a collection of short stories, a volume of at least twenty (20) poems, musical composition of not less than thirty (30) minutes duration and major productions shall be regarded as publication, provided they have been referred.

### Scoring Chart for Fine & Arts Works

S/N	GROUP	POINTS
1.	Group Art Exhibition	0-3 points (each time a staff participates)
2.	Solo or One-Man Arts Exhibition/Major Commission/Book	0-3 points (each time a staff participates)
3.	Major Commissions in: Sculpture Painting Textile Graphics Ceramics Metal Design and other Media	0-5 points (per job)
4.	Illustration in: Books Book Cover Designs Record/Medicine Package Jackets	0-2 points (per job)

### iii. Scoring Chart for Theatre Arts Works

S/NO.	GROUP	POINTS
1.	A published play in print 0-1	0-6 points
2.	A stage published play (a play written and staged but not published in print)	0-3 points
3.	Productions Major (productions that are privately produced and productions that attract external, academic and professional audience including departmental commissioned productions).	0-3 points
4.	Minor Command Performance Production: Plays, dances and musical dramas performed in the Department for other organization in which academic staff are involved.	0-2 points

**I. Applied Sciences:** Scientific invention or patents in medicine, Pharmacy, Engineering, Electronics, etc shall count as publication, provided they are not more than three (3) in a give promotion exercise and have been previously used for promotion purposes.

- ii. **Publication:** A document is considered and accepted as publication if the publisher of the document has its registered office in a country, the place of printing or place of circulation being irrelevant.

**Notes on Publications:** Self-published books and commercial journals are not recognized for the purposes.

iii. **Notes on Monographs**

A monograph is a specialist work of writing /research on a single subject or an aspect of a subject, usually by a single author. Unlike a textbook which surveys the state of knowledge in a field, the main purpose of a monograph is to present primary research and original scholarship.

The research is presented at length, distinguishing monograph from an article.

Monographs are regarded as vital for career progression in many academic disciplines, and are published as individual volumes in short print run. Librarians consider a monograph to be a non-serial publication complete in one volume or a finite number of volumes. It is a non-serial publication of less than book size based on a primary research that is presented at length on a single subject.

The points to be given for Monograph are 0.3 points.

- Viii. **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 lapse after thirty-six (36) months.

- Ix      Scoring Formula:** A book is a publication of over 49 pages by a registered reputable publisher (utilizing blind peer review process) irrespective of who printed it. A Chapter in such a book shall be treated as equivalent to a journal article.

A book shall score 0-6 points.

For the promotions from Assistant lecturer to Lecturer II and lecturer I, books shall not be accepted. All publications shall be journal articles. A journal is a serial publication by a Professional Body/University. A paper in a refereed proceedings is evidence to a journal article (provided there is evidence that the paper has passed through blind peer review process and not just the process of acceptance to present the paper at the conference.

For purposes of promotions from Assistant Lecturer to Lecturer II and to Lecturer I, books shall not be accepted. All publications shall be journal articles.

A journal article shall score 0-3 points.

- x.      Refereed Conference proceedings**

Paper published in refereed conference proceedings shall score 0-3 points (see under definition of journal article).

- xi.      Spread of Journals**

**National** – the Spread of National Publications to be considered for points shall not exceed the following percentage: eight-five percent (85%) for Professors, seventy-five (75%) for Associate Professor and seventy percent (70%) for Senior Lecturers.

**Foreign/International** – Not more than three (3) publications in a particular journal and not more than one (1) publication in a particular volume.

**Note:**

**a). Definition of international journal (which is also a foreign indexed journal) - For purposes of promotion in the Niger Delta University;**

1. An International Journal is a journal hosted by an NUC recognised university/higher institution or research institute based outside Nigeria or published by a foreign (non-Nigerian) University-based or reputable non-University based publisher.

2. A journal shall be recognised as an international (foreign indexed) journal if the articles in each volume of the journal have and display an international spread. This means that at least 75% of the content in each volume shall not be from any single country.

3. Articles in each volume of an international (foreign indexed) journal should emanate from multiple authors and institutions. Such a journal should not have more than 25% of articles being contributions from a single institution and not more than one article should be from a single author.

4. A journal shall be recognised as an international (foreign indexed) journal only if it is published by a Department, Faculty, Center or Institute, based in a University or other institution of higher learning (equivalent to a University) or a Research Institute based outside Nigeria and accredited or recognised by the NUC provided that journals published or hosted by recognised regional and international professional bodies and associations shall also qualify as such.

5. An international (foreign indexed) journal should normally be available in both print and online. However, journals published solely online for appropriate discipline by reputable publishers such as SAGE, Taylor & Francis, Routledge, etc are acceptable especially (but not exclusively) those indicated as open access.

6. An international (foreign indexed) journal should be one that is regular and published at the intended or stated frequency.

7. Full details (including all other published papers, etc. ) of a journal must be accessible on-line (via the internet) and should be part of an international bibliographical data base of abstracted/indexed journals for such a journal to be recognised as an international (foreign indexed) journal acceptable for purposes of promotion in the NDU.

8. All online journals shall have a recognisable website affiliated to an institution in order to qualify as an international (foreign indexed journal) for purposes of promotion in the NDU.

9. In order to qualify as an international (foreign indexed) journal, the journal's peer review process must be described on the journal's website. Established and explicit procedure for peer review involving experts in the field should be visibly displayed. Journals publishing papers within two months or less of submission will not be accepted. Email or other form of communication indicating the date of submission may be required.

10. A journal shall qualify as a recognised international (foreign indexed) journal if it has a good impact factor, provided that an impact factor of 2.5 shall be acceptable.

11. In order to be recognised as an international (foreign indexed) journal, a journal must have a clear retraction policy. The journal must have a clearly stated policy for recalling or updating articles as and when required.

12. Ideally, an international (foreign indexed) journal should feature in mainstream abstracting and indexing databases recognised in the given professional field. A good international



(foreign indexed) journal should be a member of prominent publisher association and should be listed in bibliographic and subject-specific databases widely used in the relevant professional field.

13. Recognised international (foreign indexed) journals should be those that provide comprehensive contact information and a verifiable address on their website. The journal, its editors and staff should ideally have institutional or journal affiliated e-mail addresses.

14. An international (foreign indexed) journal shall have an editorial board whose members are recognised and affiliated experts in their professional field. Members of the editorial board should be recognised academic and or professional experts in the field that the journal covers. No more than 25% of the members of the editorial board should be from the same institution.

#### **b). Outlaw Journals**

For purposes of promotion in the Niger Delta University, the following journals shall not be accepted:

i. One-man journals with apparent university address(es) but not affiliated to the university (are not acceptable).

ii. Commercial journals –Journals which are published by individuals or organisations strictly or mostly for the purposes of profit or financial gain. Each discipline has many of these and departments should identify, generate list and submit to A& PC. This list should be updated annually. Predatory journals, usually characterised by a single individual or organisation hosting journals across a wide range of professional fields with no clear academic or professional goal, whose main purpose is financial gain are excluded

iii. Journals published (usually solely online with no record of print copies) with no clear institutional identity or affiliation with a known and recognised academic or research institution or institute.

iv. Any exclusively on-line journal that has no impact factor and has not existed for at least five years.

**xii. Focus – Specialized Areas**

Ninety percent (90%) of publications shall be in the area of specialization.

**Authorship**

For multiple authorships, the points below shall be shared as follows.

**i. BOOKS**

1. In a book of 1-2 authors, each author shall score the maximum grade points. (that is 0-6 points).
2. In a book of 3-10 authors, the lead author shall score the highest-grade points and The 2<sup>nd</sup> author 80% of the grade points, while others shall have 50% each.

**iii. JOURNAL ARTICLES**

1. In a journal article of 1-2 authors, each author shall score the maximum points (that is 0-3 points).
2. In a journal article of 3-10 authors, the lead author shall score the highest- grade point and the 2<sup>nd</sup> author 80% of the grade points, while others shall have 50% each.

**Note:** For promotions from Assistant lecturer to lecturer II and Lecturer I, books shall not be accepted. All publications shall be journal articles.

In case the staff publishes in a journal wherehe/she is the editor, it shall not be accepted for promotion.

3. He/She must be a lead author for at least 70% of joint authorship papers presented for promotion.

### **QUALIFICATION AND PUBLICATION REQUIREMENTS FOR APPOINTMENTS AND PROMOTIONS OF LIBRARY ACADEMIC STAFF**

<b>S/N</b>	<b>POST</b>	<b>SALARY/SCALE</b>	<b>BASIC EDUCATION REQUIREMENT</b>
1	ASSISTANT LIBRARIAN	CONUASS 1	A good honours degree (2/2) in Librarianship from a recognized University plus one (1) year 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, MLS 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 four (4) above plus three (3) journal publications computer literate plus LRCN registration.
5	PRINCIPAL LIBRARIAN	CONUASS 5	Professional degree 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 and a PhD in relevant field of study.
6	DEPUTY LIBRARIAN	CONUASS 6	Professional degree plus 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 in different reputable foreign journals.

7	FULL 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, publications for Librarian staff include: Bibliographic Essay, Bibliographies. Index to Books and Journal Guides to Literature; twenty (20) publications, fifteen (15) in reputable must have appeared in at least regularly published foreign Index Journals. International and Local Journals
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## THE CAREER STRUCTURE AND GUIDELINES APPOINTMENTS AND PROMOTIONS OF SENIOR STAFF

### REGISTRY DEPARTMENT - ADMINISTRATIVE CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIRED
1	ADMINISTRATIVE ASSISTANT (AA)	6	<ul style="list-style-type: none"> <li>a) OND in the relevant field or an equivalent qualification plus at least three (3) years relevant post qualification experience.</li> <li>b) Two subjects at a sitting at the GCE/ (A/L) plus at least three (3) years relevant experience.</li> </ul>
2	ADMINISTRATIVE OFFICER II	7	<ul style="list-style-type: none"> <li>a) A University degree from a recognized University plus one (1) Year National youth Service or exemption. Or</li> <li>b) A third class or a pass University degree plus NYSC</li> <li>c) A.C.R.S</li> <li>d) H.N.D. in the relevant field with NYSC</li> </ul>
3	ADMINISTRATIVE OFFICER I	8	<ul style="list-style-type: none"> <li>a) A University degree from a recognized University plus at least three (3) years post qualification cognate experience.</li> <li>b) A Masters degree or</li> <li>c) A.C.R.S. plus six (6) years post qualification experience.</li> <li>d) HND in the relevant field plus three (3) years post qualification experience.</li> </ul>
4	ASSISTANT REGISTRAR (AR)	9	<ul style="list-style-type: none"> <li>a) A University degree from a recognized University, plus at least six (6) years post qualification cognate experience.</li> <li>b) A Masters degree, plus three (3) years cognate experience. Or</li> <li>c) A.C.R.S. plus nine (9) years post qualification experience.</li> <li>d) HND in the relevant field plus six (6) years post qualification experience</li> </ul>

5	SENIOR ASSISTANT REGISTRAR (SAR)	11	<ul style="list-style-type: none"> <li>a) A university degree from a recognized University plus at least nine (9) years post qualification cognate experience.</li> <li>b) A Masters degree plus at least six (6) years post qualification cognate experience. Or</li> <li>c) A.C.R.S. plus twelve (12) years post qualification experience.</li> <li>d) H.N.D. in the relevant field plus nine (9) years post qualification experience.</li> </ul>
6	PRINCIPAL ASSISTANT REGISTRAR (PAR)	13	<ul style="list-style-type: none"> <li>a) A good honours degree from a recognized University plus at least twelve (12) years post qualification cognate experience, a considerable part of which must be in a higher institution of learning.</li> <li>b) A Masters degree plus nine (9) years post qualification cognate experience.</li> </ul>
7	DEPUTY REGISTRAR (DR)	14	<ul style="list-style-type: none"> <li>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 preferable in a University.</li> <li>b) A Masters degree plus at least twelve (12) years post qualification cognate experience.</li> <li>c) Promotion by interview.</li> </ul>
8	REGISTRAR	15	Appointment by interview in line with University law.

## SECRETARIES CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIRED
1	CONFIDENTIAL SECRETARY II	6	<ul style="list-style-type: none"> <li>(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.</li> <li>(b) OND/University Diploma in Secretarial Studies plus four (4) years post qualification experience. Evidence of proficiency in Computer.</li> </ul>
2	CONFIDENTIAL SECRETARY I	7	<ul style="list-style-type: none"> <li>(a) A university Degree/HND in Secretarial Studies. Evidence of Office Management Technology Proficiency in Computer and Shorthand plus NYSC.</li> <li>(b) OND/University Diploma in Secretarial Studies with seven (7) years post qualification experience. Evidence of proficiency in Computer.</li> </ul>

			(c) 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; at least five (5) years post qualification experience; Evidence of proficiency in Computer.
3	SENIOR CONFIDENTIAL SECRETARY	8	<p>(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; at least eight (8) years post qualification experience; Evidence of proficiency in Computer.</p> <p>(b) OND/University Diploma in Secretarial Studies with ten (10) years post qualification. Post qualification experience. Evidence of proficiency in Computer.</p> <p>(c) A university Degree/HND in Secretarial Studies/Office Management Technology with three (3) years post qualification, post qualification experience. Evidence Proficiency in Computer.</p>
4	PRINCIPAL CONFIDENTIAL SECRETARY II	9	<p>(a) A University Degree or HND in Secretarial Studies with six (6) years post qualification experience. Evidence of proficiency in Computer and Shorthand.</p> <p>(b) OND or University Diploma in Secretarial Studies with thirteen (13) years post qualification experience. Evidence of proficiency in Computer and Shorthand.</p>
5	PRINCIPAL CONFIDENTIAL SECRETARY I	11	<p>(a) A University Degree or HND in Secretarial Studies with nine (9) years post qualification experience. Evidence of proficiency in Computer and Shorthand.</p> <p>(b) OND or University Diploma in Secretarial Studies with Sixteen (16) years post qualification experience. Evidence of proficiency in Computer.</p>
6	DEPUTY CHIEF CONFIDENTIAL SECRETARY	13	A good University degree in Secretarial Studies/Office management Technology with twelve (12) years post qualification experience. Evidence of proficiency in Computer and Shorthand.
7	CHIEF CONFIDENTIAL SECRETARY	14	A good University Degree in Secretarial Studies/Office management Technology plus fifteen (15) years post qualification experience. Evidence of proficiency in Computer and Shorthand by Interview.

### **TYPISTS/COMPUTER OPERATORS CADRE**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION REQUIRED</b>
1	SENIOR TYPISTS/SENIOR COMPUTER OPERATOR	6	a) SSC or its equivalent. Possession of typewriting speed certificate for 50wpm plus at least three (3) years experience as Typist Grade I b) Diploma in Computer proficiency plus six (6) years experience c) Advanced Diploma in Computer proficiency.
2	ASSISTANT CHIEF TYPISTS ASSISTANT CHIEF COMPUTER OPERATOR	7	a) SSC or its equivalent 50 wpm in typewriting plus at least six (6) years experience as senior Typist. b) Diploma in Computer proficiency plus nine (9) years experience c) Advanced Diploma in Computer proficiency plus (3) years experience.
3	CHIEF TYPISTS/CHIEF COMPUTER OPERATOR	8	a) SSC or its equivalent. Possession of 50 wpm Certificate in Typewriting, plus at least twelve (12) years experience as Assistant Chief Typist. b) Diploma in Computer proficiency plus twelve (12) years experience. c) Advanced Diploma in Computer proficiency plus (6) years experience.

### **CATERING OFFICERS CADRE**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION REQUIRED</b>
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 Economic/Home Management/Catering/Institution Management.

2	HIGHER CATERING OFFICER	7	<p>a) University Diploma/OND in Home Economic/Home Management/Catering/Institution Management.</p> <p>b) University Degree or HND in Home Economics/Home Management/Catering/Institution Management plus NYSC Discharge or Exemption Certificate.</p>
3	SENIOR CATERING OFFICER	8	University Degree or HND in Home Economics/Home Management/Catering/Institutional Management, plus Three (3) years post qualification experience.
4	PRINCIPAL CATERING OFFICER	9	University Degree or HND in Home Economics/Home Management/Catering/Institutional Management plus Six (6) years post qualification experience.
5	ASSISTANT CHIEF CATERING OFFICER	11	University Degree or HND in Home Economics/Home Management/Catering/Institutional Management plus NYSC Discharge Certificate plus nine (9) years post qualification experience.
6	CHIEF CATERING OFFICER	13	A good University Degree in Home Economics/Home Management/Catering/Institutional Management plus NYSC Discharge Certificate plus (12) years post qualification experience.
7	SENIOR CHIEF CATERING OFFICER	14	A good University Degree in Home Economics/Home Management/Catering/Institutional Management plus NYSC Discharge Certificate with (15) years post qualification experience. By interview.



## HOUSE KEEPERS CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIRED
1	HOUSE-KEEPER	6	<ul style="list-style-type: none"> <li>a) A University Degree or HND with at least Upper Credit in Institutional Management, institutional House Keeping or any Social Sciences or Management Sciences course plus NYSC Discharge or Exemption Certificate.</li> <li>b) University Diploma or OND with at least Merit in Institutional Management, Institutional House Keeping or any Social Sciences or Management Sciences course from a recognized University, plus three (3) years post qualification experience.</li> </ul>
2	HIGHER HOUSE-KEEPER	7	<ul style="list-style-type: none"> <li>a) A University Degree or HND with at least Upper Credit in Institutional Management, institutional House Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus Three (3) years post qualification experience.</li> <li>b) A University Degree or OND with at least Merit in Institutional Management, institutional House Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus Six (6) years post qualification experience.</li> </ul>
3	SENIOR HOUSE-KEEPER	8	<ul style="list-style-type: none"> <li>a) A University Degree or HND with at least Upper Credit in Institutional Management, institutional House Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus Six (6) years post qualification experience.</li> <li>b) University Degree or OND with at least Merit in Institutional Management, institutional House Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus Nine (9) years post qualification experience.</li> </ul>

4	PRINCIPAL HOUSE- KEEPER	9	<ul style="list-style-type: none"> <li>a) A University Degree or HND with at least Upper Credit in Institutional Management or Institutional House Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus nine (9) years post qualification experience.</li> <li>b) University Diploma or OND with a least Merit in Institutional Management or Institutional House Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus twelve (12) years post qualification experience.</li> </ul>
5	ASSISTANT CHIEF HOUSE- KEEPER	11	<ul style="list-style-type: none"> <li>a) A University Degree or HND with at least Upper Credit in Institutional Management or Institutional House-Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus nine (9) years post qualification experience.</li> <li>b) University Diploma or OND with a least Merit in Institutional Management or Institutional House-Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus twelve (12) years post qualification experience.</li> </ul>
7	DEPUTY CHIEF HOUSE- KEEPER	13	A good University Degree in institutional Management or Institutional House-Keeping or any Social Sciences or Management Sciences courses from a recognized University, plus NYSC Discharged Certificate plus twelve (12) years post qualification experience.
8	CHIEF HOUSE- KEEPER	14	A good University Degree in institutional House-Keeping or any Arts, Education, Management Sciences or Social Sciences courses from a recognized University, plus NYSC Discharged Certificate plus fifteen(15) years post qualification experience. By interview

**INFORMATION AND COMMUNICATIONS TECHNOLOGY  
(ICT) CADRE**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION REQUIRED</b>
1	SYSTEMS ANALYST/PROGRAMMER ENGINEER II	7	HND or Bachelor Degree in Computer Science or Computer Engineering plus NYSC.
2	SYSTEMS ANALYST/PROGRAMMER ENGINEER I	8	<ul style="list-style-type: none"> <li>a) HND or Bachelor Degree in Computer Science or Computer Engineering plus NYSC, plus three (3) years post qualification experience.</li> <li>b) Masters in Computer Science or Computer Engineering plus NYSC.</li> </ul>
3	SENIOR SYSTEMS ANALYST/PROGRAMMER ENGINEER	9	<ul style="list-style-type: none"> <li>a) HND or Bachelor Degree in Computer Science or Computer Engineering plus NYSC, plus six (6) years post qualification experience.</li> <li>b) Masters in Computer Science or Computer Engineering with three (3) years post qualification experience plus NYSC.</li> </ul>
4	PRINCIPAL SYSTEMS ANALYST/PROGRAMMER ENGINEER	11	<ul style="list-style-type: none"> <li>a) HND or Bachelor Degree in Computer Science or Computer Engineering plus NYSC, plus Nine (9) years post qualification experience.</li> <li>b) Masters in Computer Science or Computer Engineering with Six (6) years post qualification experience.</li> </ul>
5	ASSISTANT CHIEF SYSTEMS ANALYST/PROGRAMMER ENGINEER	12	<ul style="list-style-type: none"> <li>a) HND or Bachelor Degree in Computer Science or Computer Engineering plus NYSC, plus Twelve (12) years post qualification experience.</li> <li>b) Masters or M.Tech in Computer Science or Computer Engineering with Nine (9) years post qualification experience.</li> </ul>

6	CHIEF SYSTEMS ANALYST/PROGRAMMER ENGINEER	13	a) HND or Bachelor Degree in Computer Science or Computer Engineering plus NYSC, plus Fifteen (15) years post qualification experience. b) Masters in Computer Science or Computer Engineering with Twelve (12) years post qualification experience.
7	DEPUTY DIRECTOR	14	a) Bachelor Degree in Computer Science or Computer Engineering plus NYSC, plus Fifteen (15) years post qualification experience. b) Masters in Computer Science or Computer Engineering with Twelve (12) years post qualification experience plus considerable Administrative Experience. By Interview

### LEGAL CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIRED
1	LEGAL OFFICER	8/2	L.LB, BL and NYSC Discharge or Exemption Certificate.
2	SENIOR LEGAL OFFICER	9	a) L.LB, BL and NYSC Discharge or Exemption plus a minimum of one (1) year post NYSC experience. b) L.LM plus call to the Bar and NYSC.
3	PRINCIPAL LEGAL OFFICER	11	a) L.LB, BL and NYSC Discharge or Exemption plus a minimum of Six (6) years post NYSC experience. b) L.LM plus call to the Bar and Three (3) years post NYSC.
4	ASSISTANT CHIEF LEGAL OFFICER	12	a) L.LB, BL and NYSC Discharge or Exemption plus a minimum of Nine (9) years post NYSC experience. b) L.LM plus Six (6) years post NYSC.
5	DEPUTY CHIEF LEGAL OFFICER	13	a) L.LB, BL and NYSC Discharge or Exemption plus a minimum of Twelve (12) years post NYSC experience. b) L.LM plus Nine (9) years post NYSC.
6	CHIEF LEGAL OFFICER	14	a) L.LB, BL and NYSC Discharge or Exemption plus a minimum of Fifteen (15) years post NYSC experience. b) L.LM plus Twelve (12) years post NYSC. By Interview

**THE CAREER STRUCTURE AND GUIDELINE FOR  
APPOINTMENTS AND PROMOTIONS OF SENIOR STAFF  
MEDICAL DOCTORS CADRE**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION</b>
1	MEDICAL OFFICER	9	a) M.B.B.S. Plus one (1) year NYSC.
2	SENIOR MEDICAL OFFICER	11	a) M.B.B.S. Plus three (3) years residency or post housemanship. b) M.B.B.S. Plus Diploma in a medically related discipline plus part I.
3	SENIOR MEDICAL OFFICER I	12	a) M.B.B.S. Plus Six (6) years residency or post housemanship. b) M.B.B.S. Plus Diploma in a medically related discipline with three (3) years post Diploma. c) M.B.B.S. Plus Masters in a medically related discipline plus part I plus three (3) years experience.
4	PRINCIPAL MEDICAL OFFICER	13	a) M.B.B.S. Plus Nine (9) years residency or post housemanship. b) M.B.B.S. Plus Diploma in a medically related discipline with six (6) years post Diploma. c) M.B.B.S. Plus Masters in a medically related discipline plus PART I with six (6) years post masters experience. d) Specialist/fellow consultant plus PART II.
5	DEPUTY DIRECTOR	14	a) M.B.B.S. Plus twelve (12) years post housemanship. b) M.B.B.S. Plus Diploma with Nine (9) years post Diploma. c) M.B.B.S. Plus Masters with six (6) years post masters degree. d) Specialist/fellow or consultant with plus PART II plus nine (9) years qualification (as a specialist). e) Promotion avenue for Director PART II plus nine (9) years. By Interview.
6	DIRECTOR OF HEALTH SERVICES	15	Appointment by interview in line with University law.

## MEDICAL LABORATORY SCIENTISTS CADRE

S/N	POST	CONUSSS	BASIC REQUIREMENT
1	MEDICAL LABORATORY SCIENTIST	7	A good first degree in Medical lab. Science (MLS), plus registration with the Institute of med. Lab. Technology of Nigeria (IMLTN) plus NYSC.
2	MEDICAL LABORATORY SCIENTIST I	8	<ul style="list-style-type: none"> <li>a) A good first degree in Medical Lab. Technology of Nigeria (IMLTN), plus three (3) years post qualification cognate experience plus NYSC.</li> <li>b) A Master degree in MLS, plus NYSC.</li> </ul>
3	SENIOR MEDICAL LABORATORY SCIENTIST	9	<ul style="list-style-type: none"> <li>a) A good first degree in Medical Lab. Science (MLS), plus registration with the Institute of Med. Lab. Technology of Nigeria (IMLTN), plus six (6) years post-qualification cognate experience.</li> <li>b) A Masters degree in MLS, plus three (3) years post qualification cognate experience.</li> <li>c) Plus Ph.D. in MLS and evidence of registration.</li> </ul>
4	PRINCIPAL MEDICAL LABORATORY SCIENTIST	11	<ul style="list-style-type: none"> <li>a) A good first degree in Medical Lab. Science (MLS), plus registration with the Institute of Med. Lab. Technology of Nigeria (IMLTN), plus nine (9) years post qualification cognate experience.</li> <li>b) A Masters degree in MLS, plus six (6) years post qualification cognate experience.</li> <li>c) Doctorate Degree (Ph.D) in MLS, plus three (3) years residency or post qualification.</li> </ul>
5	ASSISTANT CHIEF MEDICAL LABORATORY	12	<ul style="list-style-type: none"> <li>a) A good first Degree in Medical Lab. Science (MLS), plus registration with the Institute of Med. Lab. Technology of Nigeria (IMLTN), plus twelve (12) years post qualification cognate experience.</li> <li>b) A Master degree in MLS, plus nine (9) years post qualification cognate experience.</li> <li>c) Doctorate degree (Ph.D.) in MLS, plus six (6) years residency or post qualification.</li> </ul>
6	CHIEF MEDICAL LABORATORY SCIENTIST	13	<ul style="list-style-type: none"> <li>a) A good first degree in Medical Lab. Science (MLS), plus registration with Institute of Med. Lab. Technology of Nigeria (IMLTN), plus fifteen (15) years post qualification cognate experience.</li> <li>b) A Master degree in MLS, plus twelve (12) years post qualification cognate experience.</li> <li>c) Doctorate degree (Ph.D) in MLS, plus nine (9) years residency or post qualification</li> </ul>

7	DEPUTY DIRECTOR	14	<p>a) A good first degree in Medical Lab. Science (MLS), plus registration with Institute of Med. Lab. Technology of Nigeria (IMLTN), plus eighteen (18) years post qualification cognate experience with a Master degree in MLS.</p> <p>b) A Master degree in MLS, plus fifteen (15) years post qualification cognate experience.</p> <p>c) Doctorate degree (Ph.D) in MLS, plus twelve (12) years residency or post qualification. By Interview.</p>
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### **CAREER STRUCTURE FOR TECHNOLOGISTS IN ACADEMIC DEPARTMENTS OF UNIVERSITIES**

#### **TECHNOLOGIST CADRE**

S/N	POST	CONUSSS	BASIC QUALIFICATION
1	TECHNOLOGIST II	7	HND, Final Diploma, B.Sc (Professional Degree). Registerable with the relevant institute plus NYSC.
2	TECHNOLOGIST I	8	As above for Technologist II registered with NISTL, IMLT and other relevant Professional bodies plus three (3) years residency or post qualification experience.
3	SENIOR TECHNOLOGIST	9	As in Technologists II plus six (6) years residency or post qualification experience.
4	PRINCIPAL TECHNOLOGIST	11	As in Technologists II plus nine (9) years residency or post qualification experience.
5	ASSISTANT CHIEF TECHNOLOGIST	12	As in Technologists II plus twelve (12) years residency or post qualification experience.
6	CHIEF TECHNOLOGIST	13	A good university degree or HND with upper credit in the relevant field. Registerable with the relevant institute plus NYSC. Fifteen (15) years residency or post qualification experience required.
7	SENIOR CHIEF TECHNOLOGIST	14	<p>a) B.Sc (Professional Degree) or HND plus Masters degree and eighteen (18) years residency or post qualification experience.</p> <p>b) Promotion by Interview subject to availability of vacancies.</p>

## LABORATORY SCIENTISTS CADRE

S/N	POST	CONUSSS	BASIC REQUIREMENT
1	LABORATORY SCIENTIST II	7	HND, Final Diploma, B.Sc (Professional degree). Registerable with the relevant institute plus NYSC.
2	LABORATORY SCIENTIST I	8	As above for Laboratory Scientist II registered with NISTL, IMLT and other relevant Professional Bodies plus three (3) years residency or post qualification experience.
3	SENIOR LABORATORY SCIENTIST	9	As in Laboratory Scientist II plus six (6) years residency or post qualification experience.
4	PRINCIPAL LABORATORY SCIENTIST	11	As in Laboratory Scientist II plus nine (9) years residency or post qualification experience
5	ASSISTANT CHIEF LABORATORY SCIENTIST	12	As in Laboratory Scientist II plus twelve (12) years residency or post qualification experience
6	CHIEF LABORATORY SCIENTIST	13	A good university degree or HND with upper credit in the relevant field. Registerable with the relevant institute plus NYSC. Fifteen (15) years residency or post qualification experience required.
7	SENIOR CHIEF LABORATORY SCIENTIST	14	a) B.Sc (Professional Degree) or HND plus Masters Degree and eighteen (18) years residency or post qualification experience. b) Promotion by Interview subject to availability of vacancies.

## MEDICAL LABORATORY TECHNICIANS CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	MEDICAL LAB. TECHNICIAN	6	WASC or SSC plus three (3) years Training and Registration with the Institute of Medical Laboratory Technology for Technician Cadres.
2	HIGHER MEDICAL LAB. TECHNICIAN	7	Certificate in Medical Lab. Technology plus three (3) years post qualification.
3	SENIOR MEDICAL LAB. TECHNICIAN	8	Certificate in Medical Lab. Technology plus six (6) years post qualification.



4	PRINCIPAL MEDICAL LAB. TECHNICIAN	9	Certificate in Medical Lab. Technology plus nine (9) years residency or nine (9) years post qualification.
5	ASSISTANT CHIEF MEDICAL LAB. TECHNICIAN	11	Certificate in Medical Lab. Technology plus twelve (12) years residency or twelve (12) years post qualification.
6	CHIEF MEDICAL LAB. TECHNICIAN	12	Certificate in Medical Lab. Technology plus fifteen (15) years residency or fifteen (15) years post qualification.

### **MEDICAL RECORDS TECHNICIANS CADRE**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION</b>
1	MEDICAL LAB. TECHNICIAN	6	WASC or SSC plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres (IMLTTC).
2	HIGHER MEDICAL RECORDS (OFFICER) TECHNICIAN	7	WASC or SSC, plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus three (3) years post (IMLTTC) registration.
3	SENIOR MEDICAL RECORDS (OFFICER) TECHNICIAN	8	WASC or SSC, plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus six (6) years cognate experience.
4	PRINCIPAL MEDICAL RECORDS (OFFICER) TECHNICIAN	9	WASC or SSC, plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus nine (9) years cognate experience.
5	ASSISTANT CHIEF MEDICAL RECORDS (OFFICER) TECHNICIAN	11	WASC or SSC, plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus twelve (12) years cognate experience.
6	CHIEF MEDICAL RECORDS (OFFICER) TECHNICIAN	12	WASC or SSC, plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus fifteen (15) years cognate experience.

## PHARMACY CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	PHARMACY	8	A. Pharm, B.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion or exemption from NYSC.
2	PHARMACIST	9	a) B. Pharm, B.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion or exemption from NYSC, plus three (3) years residency. b) M. Pharm, M.Sc (Pharm.) with full registration with the Pharmacist Council, plus Post- NYSC or exemption.
3	SENIOR PHARMACIST	11	a) B. Pharm, B.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion or exemption from NYSC, plus six (6) years residency or six (6) years post full registration. b) M. Pharm, M.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion or exemption from NYSC, plus three (3) years residency or three years post full registration.
4	PRINCIPAL PHARMACIST	12	a) B. Pharm, B.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion from NYSC, plus nine (9) years residency or nine (9) years post-qualification. b) M. Pharm, B.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion or exemption from NYSC, plus six (6) years residency or six (6) years post full registration.
5	ASSISTANT CHIEF PHARMACIST	13	a) B. Pharm, B.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion or exemption of NYSC, plus twelve (12) years residency or twelve (12) years post full registration. b) M. Pharm, M.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria plus nine (9) years residency or nine (9) years post full registration.
6	CHIEF PHARMACIST	14	a) B. Pharm, B.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion or exemption of NYSC, plus fifteen (15) years residency or fifteen (15) years post full registration. b) M. Pharm, M.Sc (Pharm.) with full registration with the Pharmacist Council of Nigeria and completion or exemption from NYSC, plus twelve (12) years residency or twelve (12) years post full registration. c) Promotion by Interview.

## PHARMACIST TECHNICIANS CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	PHARMACY TECHNICIAN	6	a) WASC or SSC plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres (IMLTTC).
2	HIGHER PHARMACY TECHNICIAN	7	a) WASC or SSC plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus three (3) years post (IMLTTC) registration.
3	SENIOR PHARMACY TECHNICIAN	8	a) WASC or SSC plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus six (6) years post (IMLTTC) registration.
4	PRINCIPAL PHARMACY TECHNICIAN	9	a) WASC or SSC plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus nine (9) years post (IMLTTC) registration.
5	ASSISTANT CHIEF PHARMACY	11	a) WASC or SSC plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus twelve (12) years post (IMLTTC) registration.
6	CHIEF PHARMACY TECHNICIAN	12	a) WASC or SSC plus three (3) years training and registration with the Institute of Medical Laboratory Technology for Technician Cadres, plus fifteen (15) years post (IMLTTC) registration.

## NURSING CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	NURSING OFFICER	6	N.R.N or N.R.M.
2	NURSING OFFICER II	7	a) N.R.N or N.R.M. plus one (1) year post registration
3	NURSING OFFICER I HEALTH VISITOR	8	a) N.R.N or N.R.M. plus four (4) years residency. b) N.R.N or N.R.M. plus three (3) years post registration or specialist qualification e.g Intensive Care Nursing, Coronary Care Nursing, Public Health etc.

4	SENIOR NURSING OFFICER/ SENIOR HEALTH SISTER/SENIOR HEALTH VISITOR	9	<ul style="list-style-type: none"> <li>a) N.R.N or N.R.M. plus seven (7) years residency.</li> <li>b) N.R.N or N.R.M. plus six (6) years post registration or specialist qualification e.g Intensive Care Nursing, Coronary Care Nursing, Public Health etc.</li> <li>c) Health Sister registered plus three (3) years residency or three (3) years post qualification.</li> <li>d) Health Sister registered plus three (3) years residency or three (3) years post qualification.</li> <li>e) BNSc plus three (3) residency or three (3) years post qualification.</li> </ul>
5	PRINCIPAL NURSING OFFICER/PRINCIPAL NURSING SISTER	11	<ul style="list-style-type: none"> <li>a) Senior Nursing Officer of Senior Health Sister plus a minimum of three (3) years post experience.</li> <li>b) Senior Nursing Officer with minimum of two (2) years in the post Diploma in Advance Nursing Administration.</li> </ul>
6	ASSISTANT CHIEF NURSING OFFICER/ASSISTANT CHIEF HEALTH SISTER	12	<ul style="list-style-type: none"> <li>a) Principal Nursing Officer with three (3) years experience.</li> <li>b) Principal Health Sister with thirteen (13) years experience.</li> </ul>
7	CHIEF NURSING OFFICER	13	<ul style="list-style-type: none"> <li>a) N.R.N or N.R.M. plus sixteen (16) years post registration.</li> <li>b) BNSc, N.R.N or N.R.M. plus fourteen (14) years post qualification.</li> <li>c) ACNO plus a minimum of three (3) years post registration.</li> </ul>
8	SENIOR CHIEF NURSING OFFICER	14	<ul style="list-style-type: none"> <li>a) N.R.N or N.R.M plus nineteen (19) years post registration.</li> <li>b) BNSc &amp; N.R.N or N.R.M. plus seventeen (17) years post qualification.</li> <li>c) Chief Nursing Officer (CNO) plus a minimum of three (3) years post registration. By Interview.</li> </ul>

## X-RAY TECHNOLOGIST (RADIOGRAPHER) CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	X-RAY TECHNOLOGIST/RADIOGRAPHER	7	<ul style="list-style-type: none"> <li>a) A National Diploma of the Institute of Medical Laboratory Technology (IMLT) plus Registration with the Medical Laboratory Council of Nigeria of Health Technology (MLCHT).</li> <li>b) D.C.R. (London) in Radiographer and any other equivalent Qualification registered with the Association of Radiographer of Nigeria.</li> <li>c) B.Sc in Radiographer registered with the Association of Radiographers of Nigeria.</li> </ul>
2	HIGHER X-RAY TECHNOLOGIST/RADIOGRAPHER	8	<ul style="list-style-type: none"> <li>a) A National Diploma of the Institute of Medical Laboratory Technology (IMLT) plus Registration with the Medical Laboratory Council of Nigeria of Health Technology (MLCHT) , plus three (3) years residency or three years (3) post registration.</li> <li>b) D.C.R. (London) in Radiographer and any other equivalent Qualification registered with the Association of Radiographer of Nigeria plus three (3) years residency or three (3) years post registration.</li> <li>c) B.Sc in Radiographer registered with the Association of Radiographers of Nigeria, plus three (3) years post registration.</li> </ul>
3	SENIOR X-RAY TECHNOLOGIST/RADIOGRAPHER	9	<ul style="list-style-type: none"> <li>a) A National Diploma of the Institute of Medical Laboratory Technology (IMLT) plus Registration with the Medical Laboratory Council of Nigeria of Health Technology (MLCHT), plus six (6) years residency or six (6) years residency or six (6) years post registration.</li> <li>b) D.C.R. (London) in Radiographer and any other equivalent Qualification registered with the Association of Radiographer of Nigeria plus six (6) years residency or six (6) years post registration.</li> </ul>

4	PRINCIPAL X-RAY TECHNOLOGIST/RADIOGRAPHER	11	<p>a) A National Diploma of the Institute of Medical Laboratory Technology (IMLT) plus Registration with the Medical Laboratory Council of Nigeria of Health Technology (MLCHT), plus nine (9) years residency or nine (9) years post registration.</p> <p>b) D.C.R. (London) in Radiographer and any other equivalent Qualification registered with the Association of Radiographer of Nigeria plus nine (9) years residency or nine (9) years post registration.</p> <p>c) B.Sc in Radiographer registered with the Association of Radiographers of Nigeria, plus nine (9) years residency or nine (9) years post registration.</p>
5	ASSISTANT CHIEF X-RAY TECHNOLOGIST/ RADIOGRAPHER	12	<p>a) A National Diploma of the Institute of Medical Laboratory Technology (IMLT) with Registration with the Medical Laboratory Council of Nigeria for Health Technology (MLCHT) plus twelve (12) years residency or twelve (12) years post registration.</p> <p>b) D.C.R. (London) in Radiography and any other equivalent qualification registered with the Association of Radiographers of Nigeria plus twelve (12) residency or twelve (12) years post registration.</p> <p>c) B.Sc. in Radiography registered with the Association of Radiographers of Nigeria, plus twelve (12) years residency or twelve (12) years post registration.</p>
6	CHIEF X-RAY TECHNOLOGIST/RADIOGRAPHER	13	<p>a) A National Diploma of the Institute of Medical Laboratory Technology (IMLT), with Registration with the Medical Laboratory Council of Nigeria for Health Technology (MLCHT), plus fifteen (15) years residency or fifteen (15) years post registration.</p> <p>b) D.C.R. (London) in Radiography and any other equivalent qualification registered with the Association of Radiographers of Nigeria plus fifteen (15) years residency or fifteen (15) years post registration.</p> <p>c) B.Sc. in Radiography registered with the Association of Radiographers of Nigeria, plus fifteen (15) years residency or fifteen (15) years post registration.</p>

7	SENIOR CHIEF X-RAY TECHNOLOGIST/ RADIOGRAPHER	14	<p>a) A National Diploma of the Institute of Medical Laboratory Technology (IMLT), with Registration with the Medical Laboratory Council of Nigeria for Health Technology (MLCHT), plus eighteen (18) years residency or eighteen (18) years post registration.</p> <p>b) B.Sc. in Radiography registered with the Association of Radiographers of Nigeria, plus eighteen (18) years residency or eighteen (18) years post registration. By interview.</p>
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### **X-RAY TECHNICIANS CADRE**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION REQUIREMENT</b>
1	X-RAY TECHNICIAN	6	WASC or SSC plus three (3) years training and Registration with the Institute of Medical Laboratory Technology for Technical Cadres.
2	HIGHER X-RAY TECHNICIAN	7	Certificate in X -Ray Technician plus three (3) years residency or three (3) years post qualification
3	SENIOR X-RAY TECHNICIAN	8	Certificate in X -Ray Technician plus six (6) years residency or six (6) years post qualification
4	PRINCIPAL CHIEF X-RAY TECHNICIAN	9	Certificate in X-Ray Technician plus nine (9) years residency or nine (9) years post qualification
5	ASSISTANT CHIEF X-RAY TECHNICIAN	11	Certificate in X -Ray Technician plus twelve (12) years residency or twelve (12) years post qualification
6	CHIEF X-RAY TECHNICIAN	12	Certificate in X -Ray Technician plus fifteen (15) years residency or fifteen (15) years post qualification

## CLINICAL INSTRUCTOR (NURSING)

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	CLINICAL INSTRUCTOR	7	<ul style="list-style-type: none"> <li>a) NRN &amp; RM with at least two (2) years of General and Specialized Nursing Experience. Or</li> <li>b) BNSc degree and NYSC plus Registration and 2 years</li> </ul>
2	CLINICAL INSTRUCTOR I	8	<ul style="list-style-type: none"> <li>a) NRN &amp; RM plus five (5) years of General and Specialized Nursing Experience.</li> <li>b) Three (3) years experience as Clinical Instructor in a recognized Institution.</li> <li>c) BNSc degree with at least three (3) General or Specialized Nursing Experience.</li> </ul>
3	SENIOR CLINICAL INSTRUCTOR	9	<ul style="list-style-type: none"> <li>a) NRN &amp; RM plus eight (8) years of General and Specialized Nursing Experience.</li> <li>b) At least three ( 3) years experience as Clinical Instructor I in a recognized Institution.</li> <li>c) BNSc degree with at least six (6) General or Specialized Nursing Experience.</li> </ul>
4	PRINCIPAL CLINICAL INSTRUCTOR	10	<ul style="list-style-type: none"> <li>a) NRN &amp; RM plus ten (10) years of General and Specialized Nursing Experience.</li> <li>b) Three (3) years experience as Senior Clinical Instructor in a recognized Institution.</li> <li>c) BNSc degree with at least three (9) General or Specialized Nursing Experience.</li> </ul>
5	ASSISTANT CHIEF CLINICAL INSTRUCTOR	12	<ul style="list-style-type: none"> <li>a) NRN/NCMM with at least fourteen (14) years of General and Specialized Nursing Experience.</li> <li>b) Three (3) years experience as Principal Clinical Instructor.</li> </ul>
6	CHIEF CLINICAL INSTRUCTOR	13	<ul style="list-style-type: none"> <li>a) Four (4) years as Assistant Chief Clinical Instructor</li> </ul>
7	SENIOR CHIEF CLINICAL	14	A good B.NSc. degree plus NRN/NCM & RM registration with at least twenty-one (21) years experience. By interview



## ENVIRONMENTAL HEALTH OFFICER CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ENVIRONMENTAL HEALTH OFFICER	7	By direct appointment of a candidate possessing any of the following qualifications: Royal Society of Health Diploma (Merit) for Public Health Officer, West African Health Examination Board Diploma for Public Health Officer/Environmental Health Officer, Higher National Diploma with at least Upper Credit in Environmental Health Sciences from a recognized Institution.
2	HIGHER ENVIRONMENTAL HEALTH OFFICER	8	<ol style="list-style-type: none"> <li>1. By promotion of a confirmed and suitable Environmental Health Officer.</li> <li>2. By direct appointment of a candidate possessing any of the following qualifications: Royal Society of Health Diploma with at least Merit for Public Health Officer, West African Health Examination Board Diploma for Public Health Officer/Environmental Health Officer, Higher National Diploma with at least Upper Credit in Environmental Health Sciences from a recognized Institution, plus at least three (3) years post qualification cognate experience.</li> </ol>
3	SENIOR ENVIRONMENTAL HEALTH OFFICER	9	<ol style="list-style-type: none"> <li>3. By promotion of a confirmed and suitable Environmental Health Officer.</li> <li>4. By direct appointment of a candidate possessing any of the following qualifications: Royal Society of Health Diploma with at least Merit for Public Health Officer, West African Health Examination Board Diploma for Public Health Officer/Environmental Health Officer, Higher National Diploma with at least Upper Credit in Environmental Health Sciences from a recognized Institution, plus at least six (6) years post qualification cognate experience.</li> </ol>
4	PRINCIPAL ENVIRONMENTAL	11	By promotion of a confirmed and suitable Senior Environmental Health Officer.
5	ASSISTANT CHIEF ENVIRONMENTAL HEALTH OFFICER	12	By promotion of a confirmed and suitable Principal Environmental Health Officer.
6	CHIEF ENVIRONMENTAL HEALTH OFFICER	13	By promotion of a confirmed and suitable Assistant Chief Environmental Health Officer.

7	SENIOR CHIEF ENVIRONMENTAL HEALTH OFFICER	14	A good University degree in Environmental Health Sciences plus eighteen (18) years post qualification cognate experience. By interview.
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### HEALTH ASSISTANT CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ASSISTANT CHIEF HEALTH SUPERINTENDENT	6	By promotion of a confirmed and suitable Assistant Health Superintendent who had spent at least three (3) years on the post and had obtained the National Certificate with at least Merit for Health Assistant Cadre from School of Health Technology and/or any other approved Health Institution.
2	CHIEF HEALTH SUPERINTENDENT	7	By promotion of a confirmed and suitable Assistant Health Superintendent who had spent at least three (3) years on the post and possessing National Certificate with at least Merit for Health Assistant Cadre. (Terminal point for this cadre).

### CAREER STRUCTURE FOR ACCOUNTANTS CADRE (BURSARY DEPARTMENT)

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ASSISTANT ACCOUNTANT	6	<ul style="list-style-type: none"> <li>a) Holders of ATS or Intermediate of ICAN or equivalent certificate from a recognized Professional Accountancy body.</li> <li>b) OND in Accountancy plus one (1) year relevant experience.</li> <li>c) 2 passes in HSC/GCE A Level obtained in a sitting in related subjects in accounting plus at least four (4) years post qualification relevant experience.</li> </ul>
1	ACCOUNTANT II	7	<ul style="list-style-type: none"> <li>a) A University degree or HND in Accountancy plus NYSC experience. Or</li> <li>a) Same qualification as in 1(a) above plus three (3) years' experience</li> </ul>
2	ACCOUNTANT I	8	<ul style="list-style-type: none"> <li>a) A University. Or HND in Accountancy plus three (3) years post qualification experience.</li> <li>b) A good B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy Body with NYSC experience.</li> </ul>

			<p>c) A good M.Sc. degree in Accountancy plus NYSC.</p> <p>d) Same qualification as in 1(a) above plus six (6) years' experience.</p>
3	SENIOR ACCOUNTANT	9	<p>a) A University degree or HND in Accountancy plus six (6) years post qualification experience plus NYSC.</p> <p>b) A good B.Sc. degree or HND in Accountancy plus membership Body with three (3) years post qualification experience plus NYSC.</p> <p>c) A good M.Sc. degree in Accountancy with three (3) years relevant experience plus NYSC.</p> <p>d) Same qualification as in 1(a) above plus nine (9) years' experience.</p>
4	PRINCIPAL ACCOUNTANT	11	<p>a) A University degree or HND in Accountancy plus nine (9) years post qualification experience plus NYSC.</p> <p>b) A good B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy Body with six (6) years post qualification experience plus NYSC.</p> <p>c) A good M.Sc. degree in Accountancy with six (6) years relevant experience plus NYSC.</p> <p>d) Same qualification as in 1(a) above plus twelve (12) years' experience.</p>
5	CHIEF ACCOUNTANT	13	<p>a) A good B.Sc. degree in Accountancy plus twelve (12) years post qualification experience plus NYSC.</p> <p>b) B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy Body with nine (9) years post qualification experience plus NYSC.</p> <p>c) A good M.Sc. degree in Accountancy with nine (9) years relevant experience plus NYSC.</p>
6	DEPUTY BURSAR	14	<p>a) A good B.Sc. degree in Accountancy plus membership of a recognized Professional Accountancy Body with fifteen (15) years post qualification experience plus NYSC.</p> <p>b) A good M.Sc. degree in Accountancy plus membership of a recognized Professional Accountancy Body with twelve (12) years relevant experience plus NYSC.</p> <p>c) Promotion by Interview.</p>
8	BURSAR	15	Appointment by interview in line with University law.

## CAREER STRUCTURE FOR INTERNAL AUDITORS CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	INTERNAL AUDITOR II	7	a) A good B.Sc. degree or HND in Accountancy plus NYSC experience.
2	INTERNAL AUDITOR I	8	a) A good B.Sc. degree or HND in Accountancy plus three (3) years post qualification experience plus NYSC. b) A good B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy plus NYSC. c) A Masters degree in Accountancy plus NYSC.
3	SENIOR INTERNAL AUDITOR	9	a) A good B.Sc. degree in Accountancy plus six (6) years post qualification experience plus NYSC. b) A good B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy body with three (3) years experience plus NYSC. c) A Masters degree in Accountancy with three (3) years relevant experience plus NYSC.
4	PRINCIPAL INTERNAL AUDITOR	11	a) A good B.Sc. degree or HND in Accountancy plus nine (9) years post qualification experience plus NYSC. b) A good B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy body with six (6) years post qualification experience plus NYSC. c) A Masters degree in Accountancy with six (6) years relevant experience plus NYSC.
5	CHIEF INTERNAL AUDITOR	13	a) A good B.Sc. degree or HND in Accountancy plus twelve (12) years post experience plus NYSC. b) B.Sc. degree or HND in Accountancy plus membership of a recognized Professional Accountancy body with nine (9) years post qualification experience plus NYSC. c) A Masters degree in Accountancy with nine (9) years relevant experience plus NYSC.

6	DEPUTY DIRECTOR OF AUDIT	14	<p>a) A good B.Sc. degree in Accountancy plus membership of a recognized Professional Accountancy body with twelve (12) years post qualification experience plus NYSC.</p> <p>b) A Masters degree in Accountancy plus membership of a recognized Professional Accountancy body with twelve (12) years relevant experience. By Interview</p>
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### **LIBRARY OFFICERS CADRE (SUB-PROFESSIONAL STAFF)**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION REQUIREMENT</b>
1	LIBRARY OFFICER	6	Diploma or OND in Librarianship plus two (2) years post qualification experience.
2	HIGHER LIBRARY OFFICER	7	<p>a) B.Sc/HND in Library Science, plus two (2) years relevant work experience.</p> <p>b) Diploma in Library Science/Studies or OND in Librarianship plus five (5) years post qualification experience.</p>
3	SENIOR LIBRARY OFFICER	8	<p>a) B.Sc/HND in Library Science, plus four (4) years relevant work experience.</p> <p>b) Diploma in Library Science/Studies or OND in Librarianship plus eight (8) years post qualification experience.</p>
4	PRINCIPAL LIBRARY OFFICER II	9	<p>a) B.Sc/HND in Library Science, plus seven (7) years relevant work experience.</p> <p>b) Diploma in Library Science/Studies or equivalent e.g OND in Librarianship experience. Promotion avenue for Senior Library Officer.</p>
5	PRINCIPAL LIBRARY OFFICER I	11	<p>a) B.Sc/HND in Library Science, plus ten (10) years relevant work experience.</p> <p>b) Diploma in Library Science/Studies or equivalent e.g OND in Librarianship, plus fourteen (14) years post qualification experience.</p>
6	DEPUTY LIBRARY OFFICER	12	<p>a) B.Sc/HND in Library Science, plus thirteen (13) years relevant work experience.</p> <p>b) Diploma in Library Science/Studies or equivalent e.g OND in Librarianship, plus seventeen (17) years post qualification experience.</p>
7	CHIEF LIBRARY OFFICER	13	a) B.Sc/HND in Library Science /Studies or equivalent qualification e.g OND in Librarianship, plus twenty (20) years relevant post qualification experience.
8	SENIOR CHIEF LIBRARY OFFICER	14	A good B.Sc in Library Science with twenty - three (23) years relevant post qualification experience. By Interview.

## BINDERY/PRINTING STAFF CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ASSISTANT BINDERY OFFICER/PRINTING	6	<ul style="list-style-type: none"> <li>a) OND/ONC in Printing plus two (2) years in binding work experience.</li> <li>b) City and Guides Certificate in Binding with three (3) years binding work experience OR SSC or equivalent plus certificate in craft.</li> <li>c) Bookbinding from a recognized Institution with three (3) years in Binding Work Experience.</li> </ul>
2	SUPERINTENDENT OF BINDERY	7	<ul style="list-style-type: none"> <li>a) B.Sc/HND in printing Technology with one (1) year post experience qualification in binding work.</li> <li>b) OND/ONC in printing with five (5) years post qualification in binding work experience OR.</li> <li>c) City and Guide Final Certificate in Binding with six (6) years in Binding work experience OR SSC or equivalent plus certificate.</li> <li>d) Bookbinding with six (6) years post qualification in Binding work experience.</li> </ul>
3	HIGHER SUPERINTENDENT OF BINDERY	8	<ul style="list-style-type: none"> <li>a) B.Sc/HND/HNC in Printing Technology with four (4) years post qualification in binding work experience OR.</li> <li>b) OND/ONC in printing with eight (8) years post qualification in binding work experience OR.</li> <li>c) City and Guide Final Certificate in Binding with nine (9) years post qualification in Binding Work Experience OR.</li> <li>d) SSC/Equivalent plus Certificate in craft bookbinding with nine (9) years post qualification in binding work experience.</li> </ul>
4	SENIOR SUPERINTENDENT OF BINDERY	9	<ul style="list-style-type: none"> <li>a) B.Sc/HND/HNC in Printing Technology with seven (7) years post qualification in binding work experience OR.</li> <li>b) OND/ONC in printing with eleven (11) years post qualification in binding work experience OR.</li> <li>c) City and Guide Final Certificate in Binding with twelve (12) years post qualification in Binding Work Experience OR.</li> <li>d) SSC/Equivalent plus Certificate in craft bookbinding with twelve (12) years post qualification in binding work experience.</li> </ul>
5	PRINCIPAL SUPERINTENDENT OF BINDERY	11	<ul style="list-style-type: none"> <li>a) B.Sc/HND/HNC in Printing Technology with ten (10) years post qualification in binding work experience.</li> </ul>

6	ASSISTANT CHIEF SUPERINTENDENT OF BINDERY	12	a) B.Sc/HND/HNC in Printing Technology with thirteen (13) years post qualification in binding work experience.
7	CHIEF SUPERINTENDENT OF BINDERY	13	a) B.Sc/HND/HNC in Printing Technology with sixteen (16) years post qualification in binding work experience.
8	SENIOR CHIEF SUPERINTENDENT OF BINDERY/PRINTING	14	A good B.Sc degree in Printing Technology, plus twenty (20) years post qualification in binding work experience. By Interview.

## PUBLISHING HOUSE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	EDITOR II	7	A good honours degree from a recognized University, plus one (1) year NYSC with relevant work experience.
2	EDITOR I	8	Same as Editor II plus three (3) years relevant work experience.
3	SENIOR EDITOR	9	a) Same as Editor I plus six (6) years relevant work experience. b) M.Sc plus three (3) years work experience.
4	PRINCIPAL EDITOR	11	a) Same as Senior Editor plus nine (9) years work experience. b) M.Sc plus six (6) years work experience.
5	ASSISTANT CHIEF EDITOR	12	a) Same as Principal Editor plus twelve (12) years work experience. b) M.Sc plus nine (9) years work experience.
6	CHIEF EDITOR	13	a) Same as Assistant Chief Editor plus fifteen (15) years relevant work experience. b) M.Sc plus twelve (12) years work experience.
7	MANAGER	14	a) Same as Chief Editor plus eighteen (18) years administrative experience, preferably in a publishing house. b) M.Sc plus fifteen (15) years work experience. By Interview.

## METEOROLOGICAL CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ASSISTANT METEOROLOGICAL OFFICER	6	OND with at least Merit in the relevant filed or an equivalent qualification, plus at least three years relevant post qualification experience.
2	METEOROLOGICAL OFFICER II	7	<ul style="list-style-type: none"> <li>a) B.Sc/B.A with at least a Second Class Honours Division of a recognized University degree in the relevant filed, plus NYSC.</li> <li>b) By direct appointment of candidate possessing a degree in any of the following discipline from a recognized University, plus NYSC: Meteorology, Physics, Mathematics, Computer Science, Electronics, Agricultural Science and Geography.</li> <li>c) HND with at least Upper -Credit in the relevant filed plus NYSC.</li> <li>d) Advance Meteorological Certificate from a recognized Institution of Meteorology, Physics, mathematics, Computer Science, Electronics, Agricultural Science and Geography.</li> <li>e) Promotion avenue for confirmed Assistant Meteorological Officer with at least six (6) years relevant post qualification experience.</li> </ul>
3	METEOROLOGICAL OFFICER I	8	<ul style="list-style-type: none"> <li>a) A good University degree plus at least three (3) years relevant post qualification experience.</li> <li>b) HND with at least Upper -Credit in the relevant filed, plus at least three (3) years post qualification experience.</li> <li>c) Promotion avenue for a confirmed Meteorological Officer II.</li> </ul>
4	SENIOR METEOROLOGICAL OFFICER	9	<ul style="list-style-type: none"> <li>a) A good University degree plus at least six (6) years relevant post qualification experience.</li> <li>b) HND with at least Upper -Credit in the relevant filed, plus at least six (6) years post qualification experience.</li> </ul>
5	PRINCIPAL METEOROLOGICAL OFFICER	11	<ul style="list-style-type: none"> <li>a) A Masters Degree (M.Sc./M.A) plus at least six (6) years post qualification cognate experience.</li> <li>b) A good honours degree from a recognized University, plus at least nine (9) years post qualification cognate experience.</li> <li>c) HND with at least Upper -Credit in the relevant filed, plus at least nine (9) years post qualification experience.</li> </ul>



6	ASSISTANT CHIEF METEOROLOGICAL OFFICER	12	<ul style="list-style-type: none"> <li>a) A Masters Degree plus at least nine (9) years post qualification cognate experience.</li> <li>b) A good University degree at least twelve (12) years post qualification experience.</li> <li>c) HND with at least Upper -Credit in the relevant filed, plus twelve (12) years post qualification experience . Post and CONUSS are not transferable to other career structure.</li> </ul>
7	CHIEF METEOROLOGICAL OFFICER	13	<ul style="list-style-type: none"> <li>a) A Masters Degree plus at least twelve (12) years post qualification experience.</li> <li>b) A good honours degree from a recognized University or HND (Upper Credit), plus at least fifteen (15) years post qualification experience. CONUSS is not transferable to other career structures.</li> </ul>
8	SENIOR CHIEF METEOROLOGICAL OFFICER	14	<ul style="list-style-type: none"> <li>a) A Masters Degree plus at least fifteen (15) years post qualification experience.</li> <li>b) A good hon ours degree from a recognized University with at least eighteen (18) years post qualification experience. By Interview.</li> </ul>

### **CARTOGRAPHER CADRE**

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	CARTOGRAPHER III	6	<ul style="list-style-type: none"> <li>a) By direct appointment of a candidate possessing OND with at least Merit in the relevant subject obtained from a recognized institution, plus at least three (3) years post qualification experience of Full technological Certificate of the City and Guilds of London Institute in the relevant subjects, plus at least three (3) years post qualification experience.</li> <li>b) A candidate possessing final Certificate with at least Merit of the City and Guilds of London Institute, plus at least three (3) years post qualification experience.</li> </ul>
2	CARTOGRAPHER II	7	<ul style="list-style-type: none"> <li>a) By direct appointment of candidates possessing a B.Sc with at least a Second Class Honours of a recognized University Degree in the relevant filed, plus NYSC or HND with at least Upper Credit Division in the relevant filed with NYSC.</li> <li>b) By direct appointment of a candidate possessing Full Technological Certificate with at least merit of the City and Guilds of London Institute with a minimum of three (3) years post qualification experience.</li> <li>c) Promotion avenue for a confirmed Cartographer III.</li> </ul>

3	CARTOGRAPHER I	8	<ul style="list-style-type: none"> <li>a) A good University degree plus at least three (3) years relevant post qualification experience.</li> <li>b) HND with at least Upper Credit in the relevant filed, plus at least three (3) years post qualification experience.</li> <li>c) Promotion avenue for a confirmed Cartographer II.</li> </ul>
4	SENIOR CARTOGRAPHER	9	<ul style="list-style-type: none"> <li>a) A good University degree plus at least six (6) years relevant post qualification experience.</li> <li>b) HND with at least Upper Credit in the relevant filed, plus at least six (6) years post qualification experience.</li> <li>c) By Promotion of a confirmed and suitable Cartographer I.</li> </ul>
5	PRINCIPAL CARTOGRAPHER	11	<ul style="list-style-type: none"> <li>a) By direct appointment of a candidate possessing a Masters Degree (M.Sc/M.A.) plus at least six (6) years post qualification cognate experience in relevant areas with NYSC.</li> <li>b) A good honours degree from a recognized University, plus at least nine (9) years post qualification cognate experience.</li> <li>c) HND with at least Upper Credit in the relevant filed, plus at least nine (9) years post qualification experience.</li> <li>d) By Promotion of a confirmed and suitable Senior Cartographer.</li> </ul>
6	ASSISTANT CHIEF CARTOGRAPHER	12	<ul style="list-style-type: none"> <li>a) A Masters Degree plus at least nine (9) years post qualification cognate experience.</li> <li>b) Good University degree plus at least twelve (12) years post qualification experience.</li> <li>c) HND with at least Upper Credit in the relevant filed, plus twelve (12) years post qualification experience.</li> <li>d) By Promotion of a confirmed and suitable Principal Cartographer.</li> </ul>
7	CHIEF CARTOGRAPHER	13	<ul style="list-style-type: none"> <li>a) A Masters Degree plus at least twelve (12) years post qualification cognate experience.</li> <li>b) Good University degree plus at least fifteen (15) years post qualification experience.</li> <li>c) HND with at least Upper Credit in the relevant filed, plus fifteen (15) years post qualification experience.</li> <li>d) By Promotion of a confirmed and suitable Assistant Chief Cartographer.</li> </ul>
8	SENIOR CHIEF CARTOGRAPHER	14	<ul style="list-style-type: none"> <li>a) A Masters Degree plus at least fifteen (15) years post qualification cognate experience.</li> <li>b) A good honours degree from a recognized University plus at least eighteen (18) years post qualification experience. By Interview.</li> </ul>

## SECURITY – SENIOR CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ASSISTANT SECURITY OFFICER (ASO)	6	<ul style="list-style-type: none"> <li>a) Three (3) years experience as a Patrol Supervisor with WASC/GCE/NECO with at least five (5) credits including English Language.</li> <li>b) Ex-Inspector of Police with equivalent rank in the Armed Forces and five (5) years experience including the above educational qualification.</li> </ul>
2	SECURITY OFFICER II (SO II)	7	<ul style="list-style-type: none"> <li>a) Ex-Inspector of Police or equivalent rank in the Armed Forces with at least eight (8) years experience with WASC/GCE/NECO and at least five (5) credits in not more than two (2) sittings including English Language.</li> <li>b) Direct employment with a good honours degree from a recognized University with one (1) year cognate experience/training and NYSC.</li> </ul>
3	SECURITY OFFICER I (SO I)	8	<ul style="list-style-type: none"> <li>a) Same as above plus eleven (11) years cognate experience.</li> <li>b) Same as 2 (b) above plus three (3) years cognate experience.</li> </ul>
4	SENIOR SECURITY OFFICER (SSO)	9	<ul style="list-style-type: none"> <li>a) Inspector of Police with at least four (4) years cognate experience and educational qualification as for 2(a) above.</li> <li>b) A good honours degree in relevant discipline plus at least six (6) years cognate experience with Police/Armed Forces training.</li> </ul>
5	PRINCIPAL SECURITY OFFICER (PSO)	11	<ul style="list-style-type: none"> <li>a) Assistant Superintendent of Police I or equivalent qualification in the Armed Forces and other related services plus twelve (12) years experience with at least five (5) credits in WASC/GCE/NECO including English Language.</li> <li>b) A good honours degree in relevant discipline with at least nine (9) years cognate experience with the Police/Armed Forces.</li> </ul>
6	ASSISTANT CHIEF SECURITY OFFICER (ACSO)	12	<ul style="list-style-type: none"> <li>a) ASP I or equivalent rank in the Armed Forces plus ten (10) years experience with five (5) credits in WASC/GCE/NECO/OL including English Language and other related services.</li> <li>b) A good honours degree with at least twelve (12) experience with Police or Armed Forces training.</li> </ul>

7	DEPUTY CHIEF SECURITY OFFICER (DCSO)	13	<ul style="list-style-type: none"> <li>a) DSP or equivalent rank in the Armed Forces with five (5) credits in not more than two sitting in ASC/GCE/NECO/OL including English Language with ten (10) years experience.</li> <li>b) A good honours degree in a relevant discipline with at least fifteen (15) years cognate experience. A specialized security training will be an added advantage. By Interview.</li> </ul>
8	CHIEF SECURITY OFFICER (CSO)	14	<ul style="list-style-type: none"> <li>a) Superintendent of Police or equivalent ranks in the Armed Forces with eighteen (18) years experience with educational qualification as in SO II.</li> <li>b) A good University degree in a relevant discipline with specialized Police/Armed Forces and other related training with fifteen (15) years cognate experience. A certificate in specialized security training.</li> <li>c) A University degree preferably Masters in a relevant discipline with a Police/Armed Forces training or related services with twelve (12) years cognate experience. By Interview.</li> </ul>

## SECONDARY SCHOOL CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ASSISTANT TUTOR	7	A Bachelor degree in Education with a teaching subject or a Bachelor degree with NCE or Post Graduate Diploma in Education
2	TUTOR II	8	<ul style="list-style-type: none"> <li>a) Same as in 1 above with at least three (3) years relevant teaching experience.</li> <li>b) M.Ed, M.Sc, PGD plus three (3) years teaching experience.</li> </ul>
3	TUTOR I	9	<ul style="list-style-type: none"> <li>a) Same as in 1 above with at least six (6) years relevant teaching experience.</li> <li>b) M.Ed, M.Sc, PGD plus three (3) years teaching experience.</li> </ul>
4	SENIOR TUTOR	11	<ul style="list-style-type: none"> <li>a) Same as in 1 above with at least nine (9) years relevant teaching experience.</li> <li>b) M.Ed, M.Sc, PGD plus six (6) years teaching experience</li> </ul>
5	ASST. CHIEF TUTOR	12	<ul style="list-style-type: none"> <li>a) Same as in 1 above with at least twelve (12) years relevant teaching experience.</li> <li>b) M.Ed, M.Sc, PGD plus nine (9) years teaching experience</li> </ul>

6	CHIEF TUTOR/VICE PRINCIPAL	13	a) Same as in 1 above with at least fifteen (15) years relevant teaching experience. b) M.Ed, M.Sc, PGD plus twelve (12) years teaching experience
7	PRINCIPAL	14	a) Same as in 1 above with at least eighteen (18) years relevant teaching experience. b) M.Ed, M.Sc, PGD plus fifteen (15) years teaching experience. By Interview

**NB:** Vice-Principal shall normally be appointed from among the Chief Tutors on the recommendation of the Principal and by the Board of Governors of the Staff School and Ph.D, will be added advantage.

#### **PRIMARY SCHOOL TEACING CADRE**

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	MASTER III	6	National Certificate of Education (NCE)
2	MASTER II	7	a) Promotion avenue for Master II at least three (3) years of satisfactory continuous service. b) B.Ed or B.Sc plus PGD.
3	MASTER GRADE I	8	Same as in one (1) above plus six (6) years
4	SENIOR MASTER II	9	Nine (9) years of satisfactory continuous service
5	SENIOR MASTER	11	A Bachelor degree in Education with teaching subject and with at least nine (9) years post qualification experience; or NCE holder with at least twelve (12) years experience.
6	SENIOR MASTER (ASST) HEAD MASTER/MISTRESS	12	Terminal for NCE holders' as in four (4) above plus twelve (12) years experience.
7	HEAD MASTER/MISTRESS	13	a) As in five (5) above plus fifteen (15) years cognate experience.

## WORKS AND SERVICES DEPARTMENT ENGINEERING CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ENGINEER II	7	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 NYSC Certificate.
2	ENGINEER I	8	<ul style="list-style-type: none"> <li>a) A good degree or equivalent qualification registered with the Council for the Regulation of Engineering in Nigeria (COREN) plus three (3) years post qualification experience plus NYSC.</li> <li>b) Masters in Engineering in the relevant field of Engineering registered with (COREN).</li> </ul>
3	SENIOR ENGINEER	9	<ul style="list-style-type: none"> <li>a) A good degree or equivalent qualification registered with the Council for the Regulation of Engineering in Nigeria (COREN) plus six (6) years post qualification experience.</li> <li>b) Masters in the relevant field of Engineering and registered with (COREN) plus three (3) years in a relevant field of Engineering.</li> </ul>
4	PRINCIPAL ENGINEER	11	<ul style="list-style-type: none"> <li>a) Registered Engineer in a relevant field with nine (9) years post qualification experience.</li> <li>b) Masters in the relevant field of Engineering and registered with (COREN) plus six (6) years in a relevant field of Engineering.</li> </ul>
5	CHIEF ENGINEER	13	<ul style="list-style-type: none"> <li>a) Registered Engineer, plus twelve (12) years post qualification cognate experience; must also be a member of the Institution of specialized field or Engineering – Civil (NICE) Structural (NIStructE), etc</li> <li>b) Registered Engineer in a relevant field of Engineering with a Masters Degree, plus nine (9) years in a relevant field of Engineering</li> </ul>
6	DEPUTY DIRECTOR (WORKS & SERVICES)	14	<ul style="list-style-type: none"> <li>a) Registered Engineer, plus fifteen (15) years post qualification cognate experience; must also be a member of the Institution of specialized field or Engineering – Civil (NICE) Structural (NIStructE), etc</li> <li>b) Registered Engineer as in a above with Masters Degree , plus twelve (12) years cognate experience with an Interview component.</li> </ul>
7	DIRECTOR OF WORKS & SERVICES	15	<ul style="list-style-type: none"> <li>a) Appointment by interview in line with University law.</li> </ul>

**NOTE:** Architects, Land Surveyors and Quantity Surveyors can be Directors at CONUSSS 15.

### **ARCHITECTS CADRE**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION REQUIREMENT</b>
1	ARCHITECT II	7	A good University First Degree in Architecture, plus one (1) year experience (NYSC).
2	ARCHITECT I	8	a) A good honours degree with three (3) years experience registered with ARCON. b) A Masters degree plus three (3) years experience.
3	SENIOR ARCHITECT	9	a) A good honours degree registered with ARCON.
4	PRINCIPAL ARCHITECT	11	a) A good honours degree with nine (9) years experience registered with ARCON. b) Masters in Architecture registered in ARCON, plus six (6) years cognate experience.
5	CHIEF ARCHITECT	13	a) A good honours degree with twelve (12) years experience registered with ARCON. b) Masters in Architecture registered in ARCON, plus nine (9) years cognate experience.
6	DEPUTY DIRECTOR (PHYSICAL PLANNING)	14	a) A good honours degree with fifteen (15) years experience registered with ARCON. b) Masters in Architecture registered in ARCON, plus twelve (12) years cognate experience. By Interview.

**NOTE:** Ability to use relevant Engineering software is an added advantage.

### **LAND SURVEYORS**

<b>S/N</b>	<b>POST</b>	<b>CONUSSS</b>	<b>BASIC QUALIFICATION REQUIREMENT</b>
1	LAND SURVEYOR II	7	a) A good degree in land Surveying/HND Geodetic Science from a recognized University 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 in Land Surveying/HND Geodetic Science from a recognized University plus NYSC. As in 1(a) & 1(b) plus one (1) year pupillage programme. b) Master in Land Surveyor/Geodetic, plus one (1) year pupillage and NYSC.

3	SENIOR LAND SURVEYOR	9	<p>a) A candidate possessing any of the following qualification or their equivalents.</p> <ul style="list-style-type: none"> <li>i. Corporate membership of the Royal Institute of Chartered Surveyors.</li> <li>ii. A Surveyor registered with the Surveyors Registration Council of Nigeria, (SURCON).</li> <li>iii. A pass in the Final Examination of the Surveyors Licensing Board (A Licensed Surveyor), plus at least six (6) years post qualification cognate experience.</li> </ul> <p>b) Master plus a (i), (ii) &amp; (iii) and three (3) years cognate experience and NYSC.</p>
4	PRINCIPAL LAND SURVEYOR	11	<p>a) A candidate possessing any of the following qualification or their equivalents.</p> <ul style="list-style-type: none"> <li>i. Corporate membership of the Royal Institute of Chartered Surveyors.</li> <li>ii. Surveyor registered with the Surveyors Registration A Council of Nigeria, (SURCON).</li> <li>iii. A pass in the Final Examination of the Surveyors Licensing Board (A Licensed Surveyor), plus at least nine (9) years post qualification cognate experience.</li> </ul> <p>b) Master plus above nine (9) years cognate experience and NYSC.</p>
5	CHIEF LAND SURVEYOR	13	<p>a) A candidate possessing any of the following professional bodies/institutions. .</p> <ul style="list-style-type: none"> <li>i. Corporate membership of the Royal Institute of Chartered Surveyors.</li> <li>ii. Surveyor registered with the Surveyors Registration A Council of Nigeria, (SURCON).</li> <li>iii. A pass in the Final Examination of the Surveyors Licensing Board (A Licensed Surveyor), plus at least twelve (12) years post qualification cognate experience.</li> </ul>



6	DEPUTY DIRECTOR OF SURVEYOR	14	<p>a) A candidate possessing any of the following qualification or their equivalents.</p> <ul style="list-style-type: none"> <li>i. Corporate membership of the Royal Institute of Chartered Surveyors.</li> <li>ii. A Surveyor registered with the Surveyors Registration Council of Nigeria, (SURCON).</li> <li>iii. A pass in the Final Examination of the Surveyors Licensing Board (A Licensed Surveyor), plus at least fifteen (15) years post qualification cognate experience.</li> </ul> <p>b) A Master degree plus a (i), (ii) &amp; (iii) plus twelve (12) years post qualification cognate experience.</p>
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## QUANTITY SURVEYORS

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	QUANTITY SURVEYOR II	7	<p>a) By direct appointment of a candidate possessing any of the following qualifications or their equivalent registerable with the Nigerian Institute of Quantity Surveyors:</p> <p>b) A good degree in Quantity Surveying or related subjected from a recognized University plus NYSC.</p> <p>c) A Pass in the final examination of the Royal Institute of Chartered Surveyors.</p> <p>d) A Pass in the final examination of Nigerian Institute of Quantity Surveyor. .</p>
2	QUANTITY SURVEYOR I	8	<p>a) By promotion of a confirmed and suitable Quantity Surveyor, Grade II who has completed three (3) years pupillage programme (this promotion is not subject to vacancy)</p> <p>b) By direct appointment of a candidate possessing any of the qualifications as shown for Quantity Surveyors Grade II above plus at least three (3) years post qualification cognate experience.</p> <p>c) A Masters degree in Quantity Surveyor plus NYSC.</p>

3	SENIOR QUANTITY SURVEYOR	9	<ul style="list-style-type: none"> <li>a) By promotion of a confirmed and suitable Quantity Surveyor, Grade I with at least six (6) years in the grade. Must be NIQS registered.</li> <li>b) By direct appointment of a registered candidate possessing any of the qualifications shown for Quantity Surveyor Grade I above plus at least six (6) years post qualification cognate experience.</li> <li>c) A Masters degree in Quantity Surveyor plus three (3) years cognate experience.</li> </ul>
4	PRINCIPAL QUANTITY SURVEYOR	11	<ul style="list-style-type: none"> <li>a) By promotion of a confirmed and suitable Quantity Surveyor, Surveyor with at least nine (9) years cognate experience must have been a member of the Nigerian Institution of Quantity Surveyors.</li> <li>b) By direct appointment of a Corporate Member of NIQS.</li> <li>c) A Masters degree in Quantity Surveyor plus NYSC and six (6) years cognate experience plus member of NIQS possessing any of the qualifications shown for Quantity Surveyors above plus at least nine (9) years post membership cognate experience.</li> </ul>
5	CHIEF QUANTITY SURVEYOR	13	<ul style="list-style-type: none"> <li>a) By direct appointment as a registered NIQS member of NIQS with suitable qualifications specified as four (4) above and at least twelve (12) years cognate experience.</li> <li>b) A Masters plus NYSC with nine (9) years cognate experience.</li> </ul>
6	DEPUTY DIRECTOR (COSTING)	14	<ul style="list-style-type: none"> <li>a) By direct appointment as a registered NIQS candidate with suitable qualifications specified as in five (5) above and at least fifteen (15) years cognate experience plus NYSC.</li> <li>b) A Masters plus twelve (12) years cognate membership NIQS plus interview.</li> </ul>

Note: Ability to use Quantity Surveying software is an added advantage.

## ESTATE OFFICERS

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ASSISTANT ESTATE OFFICER	6	OND/ONC equivalent in Estate Management plus at least two (2) years post qualification experience.
2	ESTATE OFFICER GRADE II	7	a) OND/ONC or equivalent qualification 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 GRADE I	8	a) B.Sc. or HND in Estate Management or equivalent qualification registerable with the Nigerian Institution of Estate Surveyors and Valuers (NIESV) plus NYSC. b) Masters in Estate Management registerable with NIESV.
4	SENIOR ESTATE OFFICER	9	a) B.Sc. or HND in Estate Management or equivalent qualification registerable with NIESV plus at least six (6) years post qualification experience plus NYSC. b) Masters in Estate Management registered with NIESV plus NYSC plus three (3) years cognate experience.
5	PRINCIPAL ESTATE OFFICER	11	a) B.Sc. or HND in Estate Management or equivalent qualification and registered with NIESV plus at least nine (9) years post qualification cognate experience. b) Masters in Estate Management registered with NIESV plus NYSC plus six (6) years cognate experience.
6	CHIEF ESTATE OFFICER	13	a) B.Sc. or HND in Estate Management or equivalent qualification and registered with NIESV plus at least twelve (12) years post registration cognate experience plus NYSC. b) Masters in Estate Management registered with NIESV plus NYSC plus nine (9) years post qualification experience.
7	DEPUTY DIRECTOR (ESTATE)	14	a) A Degree In Estate Management Or Equivalent Qualification And Registered With NIESV Plus NYSC At Least Fifteen (15) Years Post Registration Cognate Experience. b) Masters In Estate Management Registered With NIESV Plus Twelve (12) Years Post Registration Cognate Experience. c) Promotion, Appointment Through Response To Advertisement. d) By Interview

## BUILDING OFFICERS

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	BUILDING OFFICER II	7	A good honours degree in Civil Engineering, Building or any other qualification registerable with Council for the Registration of Builders in Nigeria (CORBON)
2	BUILDING OFFICER I	8	<ul style="list-style-type: none"> <li>a) Direct appointment of candidates with qualification for Building Officer II with three (3) years post qualification cognate experience.</li> <li>b) Masters in a relevant field registerable with CORBON plus NYSC</li> </ul>
3	SENIOR BUILDING OFFICER	9	<ul style="list-style-type: none"> <li>a) Direct appointment of candidates with qualification for Building Officer II with six (6) years post qualification cognate experience. Must be CORBON registered.</li> <li>b) Masters degree plus three (3) years experience must be CORBON registered plus NYSC.</li> </ul>
4	PRINCIPAL BUILDING OFFICER	11	<ul style="list-style-type: none"> <li>a) Direct appointment of a CORBON registered Builder with qualifications specified for Senior Building Officer with nine (9) years post qualification cognate experience.</li> <li>b) Masters degree plus six (6) years cognate experience.</li> </ul>
5	CHIEF BUILDING OFFICER	13	<ul style="list-style-type: none"> <li>a) By direct appointment of candidates with the qualification of Principal Building Officers with twelve (12) years post qualification cognate experience.</li> <li>b) Masters degree plus nine (9) years cognate experience.</li> </ul>
6	DEPUTY DIRECTOR BUILDING	14	<ul style="list-style-type: none"> <li>a) By direct appointment of candidates with the qualification of Principal Building Officers with fifteen (15) years post qualification cognate experience.</li> <li>b) Masters degree plus twelve (12) years cognate experience. By Interview</li> </ul>

## TECHNICAL OFFICERS

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	HIGHER TECHNICAL OFFICER	7	a) B.Sc./HND/HNC with NYSC b) Full Technological Certificate or its equivalent registerable with relevant professional body, three (3) years residency.
2	SENIOR TECHNICAL OFFICER	8	a) As above with three (3) years working experience. b) As in 1 (b) plus six (6) years relevant experience.
3	PRINCIPAL TECHNICAL OFFICER II	9	a) As in 1 (a) above plus six (6) years relevant experience. b) As in 1(b) above plus nine (9) years relevant experience.
4	PRINCIPAL TECHNICAL OFFICER I	11	a) As in 1(a) above, registered with appropriate level of COREN with nine (9) years post registration experience. b) As in 1(b) above plus twelve (12) years relevant experience.
5	ASSISTANT CHIEF TECHNICAL OFFICER	12	a) As in 1(a) above, registered with appropriate level of COREN with twelve (12) years post registration experience. b) As in 1(b) above plus fifteen (15) years relevant experience.
6	CHIEF TECHNICAL OFFICER	13	a) As in 1(a) above, registered with appropriate level of COREN with fifteen (15) years post registration experience. b) As in 1(b) above plus eighteen (18) years relevant experience.
7	SENIOR CHIEF TECHNICAL OFFICER	14	A good B.Sc degree in the relevant filed with appropriate level of COREN, plus twenty-one (21) years relevant experience. By Interview.

## STORES OFFICER CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	STORES OFFICER	6	Final examination of the Institute of purchasing and supply or OND two (2) years with residency.
2	HIGHER STORES OFFICER	7	a) Final examination of the Institute of purchasing and supply with three (3) years experience. b) HND/after NYSC.
3	SENIOR STORES OFFICER	8	a) Final examination of the Institute of purchasing and supply with six (6) years experience. b) HND with three (3) years relevant experience.

4	PRINCIPAL STORES OFFICER	9	a) Final examination of the Institute of purchasing and supply with nine (9) years experience. b) HND with six (6) years relevant experience.
5	ASSISTANT CHIEF STORES OFFICER	11	a) Final examination of the Institute of purchasing and supply with twelve (12) years experience. b) HND with nine (9) years relevant experience.
6	DEPUTY CHIEF STORES OFFICER	12	a) Final examination of the Institute of purchasing and supply with fifteen (15) years experience. b) HND with twelve (12) years relevant experience.
7	CHIEF STORES OFFICER	13	a) Final examination of the Institute of purchasing and supply with eighteen (18) years experience. b) HND with fifteen (15) years relevant experience.
8	SENIOR CHIEF STORES OFFICER	14	A good University degree with twenty -one (21) years relevant experience. By Interview

## TRANSPORT OFFICER CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	TRANSPORT/WORKSHOP SUPERVISOR (MECHANIC OR PLANT)	6	a) WASC/SSC/NECO plus Trade Test Class I and drivers license with six (6) years experience. b) OND/ANT/C&G (MVM) plus two (2) years relevant experience. c) NTC in relevant areas plus nine (9) years experience.
2	SENIOR TRANSPORT/SENIOR WORKSHOP SUPERVISOR (MECHANIC OR PLANT)	7	a) OND/ANT/C&G (MVM) plus seven (7) years relevant experience. b) NTC in relevant areas plus nine (9) years experience.
3	PRINCIPAL TRANSPORT/PRINCIPAL SUPERVISOR	8	a) OND/ANT/C&G (MVM) plus seven (7) years relevant experience. b) NTC in relevant areas plus twelve (12) years experience.
4	ASSISTANT CHIEF TRANSPORT/ASSISTANT CHIEF WORKSHOP SUPERVISOR	9	a) OND/ANT/C&G (MVM) plus eleven (11) years relevant experience. b) NTC in relevant areas plus fifteen (15) years experience.

5	DEPUTY CHIEF TRANSPORT/ DEPUTY CHIEF WORKSHOP SUPERVISOR	11	a) OND/ANT/C&G (MVM) plus fourteen (14) years relevant experience. b) NTC in relevant areas plus eighteen (18) years experience.
6	CHIEF TRANSPORT/CHIEF WORKSHOP SUPERVISOR	12	a) OND/ANT/C&G (MVM) plus fourteen (14) years relevant experience.

### DRIVERS CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	TRANSPORT SUPERVISOR	6	JSS Certificate with a Professional Driving License five (5) years experience in a Government Establishment and Trade Test Class I.
2	SENIOR TRANSPORT SUPERVISOR	7	First School Leaving Certificate with a professional Driving License thirteen (13) years experience in a Government Establishment and Trade Test Class I.
3	CHIEF TRANSPORT SUPERVISOR	8	a) First School Leaving Certificate with a professional Driving License fifteen (15) years experience in a Government Establishment and Trade Test Class I. b) Same as in 1(a) above plus eleven (11) years.

### DRAUGHTSMAN

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	DRAUGHTSMAN GRADE I	6	Trade Test I with eight (8) years experience
2	SENIOR DRAUGHTSMAN	7	Trade Test I with eleven (1) years experience
3	PRINCIPAL DRAUGHTS MAN	8	Trade Test I with fourteen (14) years experience
4	CHIEF DRAUGHTSMAN	9	Trade Test I with seventeen (17) years experience

## INSTRUCTOR'S CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	INSTRUCTOR	7	<ul style="list-style-type: none"> <li>a) Full Technological Certificate (FTC)</li> <li>b) HND or HNC or any other Professional Equivalent Certificate.</li> <li>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.</li> </ul>
2	HIGHER INSTRUCTOR (TECHNICAL/ SECRETARIAL)	8	<ul style="list-style-type: none"> <li>a) Full Technological Certificate (FTC) with five (5) years post qualification experience.</li> <li>b) HND/HNC or any other Professional Equivalent Certificate with five (5) years experience plus NYSC.</li> <li>c) A Certificate in Education 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.</li> <li>d) Master's Degree or its professional equivalent.</li> </ul>
3	SENIOR INSTRUCTOR (TECHNICAL/ SECRETARIAL)	9	<ul style="list-style-type: none"> <li>a) Full Technological Certificate (FTC) with five (5) years post qualification experience.</li> <li>b) HND/HNC or any other Professional Equivalent Certificate with five (5) years experience plus NYSC.</li> <li>c) A Certificate in Education 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.</li> <li>d) Membership of a recognized Professional body (i.e. the Society of Commercial Teachers in England, the Faculty of Teachers in England, the Institute of Private Secretaries of England or their equivalent.</li> <li>e) Master's Degree or its Professional equivalent with three (3) years experience.</li> </ul>



4	PRINCIPAL INSTRUCTOR (TECHNICAL/ SECRETARIAL)	11	<ul style="list-style-type: none"> <li>a) City and Guilds Part II with ten (10) years experience.</li> <li>b) City and Guilds Part III of Full Technology Certificate (FTC) with eight (8) years post qualification experience.</li> <li>c) B.Sc./HND or HNC or any Professional equivalent Certificate with eight (8) years experience.</li> <li>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.</li> <li>e) Membership of a recognized Professional body (i.e. the society of Commercial Teachers in England, the Faculty of Teachers in England, the Institute of Private Secretaries of England or their equivalent.</li> <li>f) Master's Degree or its Professional equivalent with six (6) years experience.</li> </ul>
5	CHIEF INSTRUCTOR (TECHNICAL/ SECRETARIAL)	13	<ul style="list-style-type: none"> <li>a) City and Guilds (Final) with twelve (12) years experience.</li> <li>b) City and Guilds Part III of Full Technology Certificate (FTC) with eight (8) years post qualification experience.</li> <li>c) B.Sc./HND or HNC or any Professional equivalent Certificate with twelve (12) years experience.</li> <li>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.</li> <li>e) Membership of a recognized Professional body (i.e. the society of Commercial Teachers in England, the Faculty of Teachers in England, the Institute of Private Secretaries of England or their equivalent.</li> <li>f) Master's Degree or its Professional equivalent with nine (9) years experience.</li> </ul>
6	SENIOR CHIEF INSTRUCTOR (TECHNICAL/ SECRETARIAL)	14	<ul style="list-style-type: none"> <li>a) A good B.Sc. degree with fifteen (15) years experience.</li> <li>b) Master's Degree with twelve (12) years experience. By Interview</li> </ul>

## SPORTS UNIT

### COACH CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	COACH III	6	a) Diploma in Physical Education plus five (5) credits in WAEC/NECO/GCE including English Language
2	COACH II	7	a) University degree in Physical Education plus NYSC Discharged/Examination Certificate. b) Master's degree in Physical Education
3	COACH I	8	a) University degree in Physical Education plus three (3) years relevant experience. b) Master's degree in Physical Education
4	SENIOR COACH	9	a) University degree in Physical Education plus six (6) years relevant experience. b) Master's degree in Physical Education with three (3) years cognate experience.
5	PRINCIPAL COACH	11	a) University degree in Physical Education plus nine (9) years relevant experience. b) Master's degree in Physical Education with six (6) years cognate experience.
6	CHIEF COACH	13	a) University degree in Physical Education plus twelve (12) years relevant experience. b) Master's degree in Physical Education with nine (9) years cognate experience.
7	DEPUTY DIRECTOR OF SPORTS	14	a) By appointment preceded by an interview of a confirmed and suitable Chief Coach possessing a University degree in Health and Physical Education plus a minimum of fifteen (15) years post qualification experience. b) Master's degree plus twelve (12) years cognate experience.

### ARTS FELLOW CADRE

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	ARTS FELLOW II	7	a) University degree at honours level and NYSC. b) Promotion avenue for Arts Fellow I.
2	ARTS FELLOW I	8	a) University degree at honours level, plus three (3) years relevant post qualification experience. b) Promotion avenue for Arts Fellow I.
3	SENIOR ARTS FELLOW	9	a) University degree at honours level plus six (6) years relevant post qualification experience. b) Promotion avenue for Senior Arts Fellow.

4	PRINCIPAL ARTS FELLOW	12	University degree at honours level plus at least nine (9) years post qualification experience.
5	CHIEF ARTS FELLOW	13	University degree at honours level plus at least twelve (12) years post qualification experience.
6	SENIOR CHIEF ARTS FELLOW	14	A good University degree at honours level plus at least fifteen (15) years post qualification experience. By Interview

### **BASIC ENTRY REQUIREMENT(S) AND CAREER ADVANCEMENT FOR RESEARCH FELLOWS**

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	RESEARCH ASSISTANT	1	a) First degree with a least Second Class Upper Division. b) Demonstrable aptitude for teaching and research.
2	ASSISTANT RESEARCHER	2	a) M.Sc holder as at the time of interview b) Demonstrable aptitude for teaching and research.
3	RESEARCH FELLOW II	3	a) Ph.D holder as at the time of interview. b) M.Sc holder with three (3) years uninterrupted research, training and/or teaching experience in any teaching experience in any Tertiary Institutional of University Status or of comparable institution.
4	RESEARCH FELLOW I	4	a) Uninterrupted research, training and/or teaching experience in any teaching experience in any Tertiary Institutional of University Status or of comparable institution. b) Experience in the executive of research projects. c) Requirements for appointment/promotion as applicable to Lecturer I in NDU.
5	SENIOR RESEARCH FELLOW	5	a) Uninterrupted research, training and/or teaching experience in any teaching experience in any Tertiary Institutional of University Status or of comparable institution. b) Experience in the executive of research projects. c) Requirements for appointment/promotion as applicable to Senior Lecturer I in NDU.
6	ASSOCIATE RESEARCH PROFESSOR	6	a) Uninterrupted research, training and/or teaching experience in any teaching experience in any Tertiary Institutional of University Status or of comparable institution. b) Experience in the executive of research projects. c) Requirements for appointment/promotion as applicable to Reader in NDU.
7	RESEARCH PROFESSOR	7	a) Uninterrupted research, training and/or teaching experience in any teaching experience in any Tertiary Institutional of University Status or of comparable institution. b) Experience in the executive of research projects. c) Requirements for appointment/promotion as applicable to Professor in NDU.

**CENTRE FOR NIGER DELTA STUDIES  
BASIC ENTRY REQUIREMENT(S) AND  
CAREER ADVANCEMENT FOR MUSEUM STAFF**

S/N	POST	CONUSSS	BASIC QUALIFICATION REQUIREMENT
1	CURATOR GRADE II	7	A University degree in Archaeology/History/Ethnography/Museology/Anthropology, Sociology and Fine Arts from a recognized University with NYSC Discharge/Exemption.
2	CURATOR GRADE I	8	a) By promotion of a confirmed and suitable Curator II. b) By direct appointment of a candidate with a University Degree in Archaeology/History/Ethnography/Museology/Anthropology, Sociology and Fine Arts from a recognized University with three (3) years relevant post qualification experience.
3	SENIOR CURATOR	9	a) By promotion of a confirmed and suitable Curator I. b) By direct appointment of a candidate with a University Degree in Archaeology/History/Ethnography/Museology/Anthropology, Sociology and Fine Arts from a recognized University with six (6) years relevant post qualification experience.
4	PRINCIPAL CURATOR	11	a) By promotion of a confirmed and suitable Senior Curator. b) By direct appointment of a candidate with a University Degree in Archaeology/History/Ethnography/Museology/Anthropology, Sociology and Fine Arts from a recognized University with nine (9) years relevant post qualification experience.
5	ASSISTANT CHIEF CURATOR	12	By promotion of a confirmed and suitable Principal Curator.
6	CHIEF CURATOR	13	By promotion of a confirmed and suitable Assistant Chief Curator.
7	SENIOR CHIEF CURATOR	14	By promotion of a confirmed and suitable Chief Curator.
8	ETHNOGRAPHER I	7	B.A. in History or Archaeology with NYSC Discharge/Exemption.
9	ETHNOGRAPHER II	8	B.A. in History or Archaeology with three years experience as Ethnographer/Promotion of confirmed and suitable Ethnographer I.
10	SENIOR ETHNOGRAPHER	9	B.A. in History or Archaeology with six years experience as Ethnographer/Promotion of confirmed and suitable Ethnographer II.

11	PRINCIPAL ETHNOGRAPHER	11	B.A. in History or Archaeology with nine years experience as Ethnographer/Promotion of confirmed and suitable Senior Ethnographer.
12	ASSISTANT CHIEF ETHNOGRAPHER	12	B.A. in History or Archaeology with twelve years experience as Ethnographer/Promotion of confirmed and suitable Principal Ethnographer.
13	CHIEF ETHNOGRAPHER	13	B.A. in History or Archaeology with fifteen years experience as Ethnographer/Promotion of confirmed and suitable Assistant Chief Ethnographer.
14	SENIOR CHIEF ETHNOGRAPHER	14	B.A. in History or Archaeology with fifteen years experience as Ethnographer/Promotion of confirmed and suitable Chief Ethnographer.
15	CULTURAL OFFICER I	6	NCE and OND in Izon Language (DIZON) and other relevant areas.
16	CULTURAL OFFICER II	7	NCE/OND with three years experience as Cultural officer I/B.Sc. Cultural Studies of Sociology with NYSC
17	SENIOR CULTURAL OFFICER	8	B.Sc. Cultural Studies or Sociology with six years experience/promotion of suitable Cultural Officer II.
18	PRINCIPAL CULTURAL OFFICER	9	B.Sc. Cultural Studies or Sociology with nine years experience/promotion of suitable Senior Cultural Officer.
19	ASSISTANT CHIEF CULTURAL OFFICER	11	B.Sc. Cultural Studies or Sociology with twelve years experience/promotion of suitable Principal Cultural Officer.
20	CHIEF CULTURAL OFFICER	12	B.Sc. Cultural Studies or Sociology with fifteen years experience/promotion of suitable Assistant Chief Cultural Officer.
21	ASSISTANT SENIOR CHIEF CULTURAL OFFICER	13	B.Sc. Cultural Studies or Sociology with fifteen years experience/promotion of suitable Chief Cultural Officer.
22	SENIOR CHIEF CULTURAL OFFICER	14	B.Sc. Cultural Studies or Sociology with fifteen years experience/promotion of suitable Assistant Senior Chief Cultural Officer.

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