



SULE LAMIDO UNIVERSITY KAFIN HAUSA

REGULATIONS GOVERNING CONDITIONS AND SCHEME OF SERVICE OF JUNIOR STAFF (Revised Edition)

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SECTION 1: INTRODUCTION

These Regulations Governing Conditions and Scheme of Service of Junior Staff of Sule Lamido University Kafin Hausa are made pursuant to the University Establishment Law No. 6, 2013 (as amended), the Jigawa State Civil Service Rules and Standing Orders of Jigawa State Government of Nigeria.

The Regulations are presented in two (2) parts: Part One (1) outlines Conditions of Service, while Part Two (2) outlines Scheme of Service of Junior Staff.

Where the provisions of these Regulations are silent on any issue, recourse shall be made to the Jigawa State Civil Service Rules and/or Standing Orders of the Jigawa State Government of Nigeria. Extant circulars or policies from the State Government or any decision of the Council shall take precedence over the provisions of these Regulations.

All employees 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 spouse.

Except where the Regulations require other specific authorisation, applications for payment shall be made to the Vice-Chancellor, through Heads of Department/Unit. If the eligibility of a staff for a payment is in doubt, the matter shall be referred to the Registrar for clarification. Matters other than claims for payment should be submitted to the Registrar.

Where there is a dispute in the interpretations of any provision of these Regulations, the matter shall be referred to the Registrar. In all such cases the decision of the Vice-Chancellor shall be final, except in cases where the Regulations provide for further appeal.



SECTION 2: INTERPRETATIONS

For the purposes of interpreting these Regulations, the following shall apply:

Advancement means progression within cadres in the services of the University.

Appointments and Promotions Committee means the Junior Staff Appointments and Promotions Committee.

Board/Committee is a person or group of persons constituted to carry out specific assignment and make appropriate recommendations or take appropriate decisions.

Bursar means the person appointed as Bursar of the University or any person appointed by the Governing Council of the University to act in that capacity.

Centre means an academic unit established within the University for research and/or instruction in specified areas. It could also mean an administrative or service unit designated as such.

Chancellor means the person appointed as Chancellor of the University.

Child means a biological child, a step-child, or a legally adopted or mandated child, aged less than 21 years if still in full time education, who is unmarried, not in a gainful employment and wholly dependent on the member of staff concerned.

College/School means a collection of faculties/departments in related disciplines under a Provost/Director.

The Council means the Governing Council of Sule Lamido University Kafin Hausa.

Date of Appointment means the date on which an employee assumes duty with the University.

Dean means the Academic and Administrative Head of a Faculty, School or Students' Affairs Division.

Department means any unit of the University, Academic or Non- Academic, approved by the Council.

Deputy Vice-Chancellor means a person(s) appointed as such pursuant to the University Law 2013 or any other amendment thereto.

Director means the Administrative Head of an Academic Centre, an Institute, or Academic/Administrative Unit in the University.

Dismissal means the removal of an employee from the service of the University as a result of serious misconduct(s).

Division/Section means any functional component within any administrative or



technical department in the University.

Employee means any member of staff of the University.

Faculty means a body of related academic departments approved by the Council.

Family in relation to a member of staff means his spouse and children, as defined in these Regulations.

Financial Year means the period from 1st January to 31st December of a year.

Full-Time Contract Appointment means engaging a person to work for a stipulated period of time on such terms and conditions as may be agreed.

Full-Time Tenure Appointment means a permanent appointment subject to confirmation after a probationary period of two (2) years until the attainment of retirement age.

Full-Time Temporary Appointment means an appointment approved by the Vice-Chancellor for a period of not more than one year in areas where specialised services are required and it is impracticable to fill the post by tenure appointment immediately.

Gender Any reference to the masculine includes the feminine.

Head of Department means the head of an academic, administrative or service department or any other person designated as such.

He/His/Him as used in these regulations, are meant to refer to both genders that is, male and female staff of the University.

Husband means a man married to a female member of staff in accordance with Islamic Law, the Marriage Act, or the Customary Law of the place where the marriage was contracted.

Inefficiency means incompetence or ineptitude, an action which shows that staff is not properly discharging the duties of his office.

Institute means an academic unit established within the University for research and/or instruction in specified areas.

Interdiction means an instruction forbidding a member of staff facing a serious case that may lead to dismissal from attendance at his duty post on half pay until such case has been disposed of.

Junior Staff means an employee of the University in the Administrative, Professional and Technical cadres on CONTISS 02 to 05, or as may be determined from time to time by Council.

Junior Staff A & PC means the University Central Junior Staff Appointments and Promotions Committee.



JSDC means Junior Staff Disciplinary Committee.

Law means the Statute establishing the Sule Lamido University Kafin Hausa.

Leave Year means the period from 1st day of October of each Calendar year to the 30th day of September of the following year, or as may be determined from time to time by the University.

Married Woman means a woman recognised as married under the Law (Islamic Law, the Marriage Act & Customary Law).

Misconduct means a specific act of wrong-doing or an improper behaviour which is prejudicial to the good name, reputation or interest of the University or prejudicial to discipline or the proper administration of the business of the University and which can be investigated and if proven may lead to termination. It includes but not limited to: conduct which may be regarded as constituting failure or inability to discharge the functions of one's office or to comply with the terms and conditions of one's service; abuse of office; scandalous conduct such as: immoral behaviour, unruly behaviour, drunkenness in the course of duty, foul language, assault, battery; refusal to proceed on transfer or to accept posting; habitual lateness to work; failure to keep records; dishonesty; negligence; membership of cults; sleeping on duty; improper dressing while on duty; hawking merchandise within office premises; malingering; discourteous behaviour to the public.

Next-of-Kin means the person named by a member of staff as the person with whom the University will legally deal with in case of death or other permissible circumstances.

Officer of the University is an authority of the University as defined in the University Laws and Statutes.

Promotion means advancement of staff from one grade level to another other than by review.

Provost means the Academic and Administrative Head of a College.

Pro-Chancellor means the person appointed as the Pro-Chancellor and Chairman of the Governing Council of the University.

Public Service means any service or employment recognised as such by the Federal Government of Nigeria.

Query means a written enquiry or question to a staff for unsatisfactory behaviour to explain why disciplinary action should not be taken against him.

Registered Domicile means the place within Nigeria or outside Nigeria which, on appointment, the employee has declared to be home. A change of registered domicile shall not be recognised for the purpose of these Regulations unless such a change had been previously notified to and accepted by the Registrar.



Registrar means the person appointed as Registrar of the University or any person appointed by the Governing Council of the University to act in that capacity.

Resignation means the discontinuance of an employee's services at his own option after serving for up to three years but less than five.

Retirement means leaving the service after reaching the mandatory retirement age or voluntarily after serving for a period of ten years or more.

Semester means part of an academic year usually lasting between fifteen (15) and eighteen (18) weeks.

Senate means the Senate of the University, the highest decision-making body on academic matters.

Serious (Gross) Misconduct means a specific act of very serious wrongdoing and improper behaviour which is prejudicial to the good name, reputation or interest of the University or prejudicial to discipline or the proper administration of the business of the University and which can be investigated and if proven, may lead to dismissal. Serious (Gross) acts of misconduct include but not limited to: repeated acts of abuse of office, membership of cults or secret society, insubordination, falsification of records, suppression of records, withholding of files, misuse of official records, conviction for a criminal offence (other than minor traffic or sanitary offence or the like), abscondment, false claim against the University or any of its organs, engaging in partisan political activities, bankruptcy, serious financial embarrassment, unauthorised disclosure of official information, bribery, corruption, embezzlement, misappropriation of fund, violation of oath of secrecy, action prejudicial to security, fraud, holding more than one full-time paid job at a time, nepotism or any other form of preferential treatment, sabotage, wilful damage to public property, sexual harassment, involvement in examinations malpractice and any act unbecoming of a public officer. It is an act of serious misconduct for a staff to contest for an elective political office or party position while in the service of the University. It is also an act of gross/serious misconduct for a staff to seek redress in a court of law without first exhausting the internal mechanisms for addressing grievances.

Session or Academic Year means the period of two Semesters, which normally begins on 1st October and ends on 30th September of the following year, or as otherwise determined by the University.

Spouse means a husband or wife of staff.

Staff means Junior Staff of the University.

Suspension means the temporary prohibition of a member of staff from performing his duties following an allegation of serious misconduct without emolument until a decision is taken. It may also be a punishment for misconduct.



Temporary Appointment means an appointment made on temporary basis, the duration of which is not more than one year.

Termination of Appointment means the cessation of an employee's services at the instance of the University authorities. It may also be a punishment for misconduct.

The University means Sule Lamido University Kafin Hausa.

University Librarian means the person appointed as University Librarian or any person appointed by the Governing Council to act in that capacity.

Vice-Chancellor means the person appointed as Vice-Chancellor of the University or any person appointed by the Governing Council to act in that capacity.

Wife means a woman married to a male member of staff in accordance with Islamic Law, the Marriage Act, or the Customary Law of the place where the marriage was contracted.

Withdrawal of Service means the discontinuance of an employee's services at his own option after serving for five years or more but less than ten years.



PART ONE (1):

JUNIOR STAFF

CONDITIONS OF SERVICE



SECTION 3: APPOINTMENTS, PROMOTIONS AND EMOLUMENTS

3.1 Appointments

Appointments are made by the Council or on its behalf by the Vice-Chancellor on the recommendations of the Junior Staff Appointments and Promotion Committee, as follows:

a) Full-Time Tenure Appointment

Full-time tenure appointment is a permanent appointment subject to confirmation after a probationary period of two (2) years for fresh appointment. If confirmed, the appointment will continue until the compulsory retirement age of sixty-five (65) years is attained, unless earlier terminated by either party.

b) Full-Time Contract Appointment

Full-time contract appointment is the engagement of any suitable and qualified person for a period of two (2) years, on such terms and conditions as may be specified in the contract.

A contract appointment commences from the date the person appointed assumes duty and ends, unless earlier terminated by either party, on the day before the anniversary of the date of commencement.

Application for renewal of Contract appointment by a staff shall be forwarded by the Head of Department, at least three months before the expiration of the current contract to the Registrar who shall make appropriate recommendation to the Vice-Chancellor for approval.

Engagement on contract or renewal of any contract appointment shall be subject to the following conditions:

- i) The post where the contract appointment is required should be of critical need and such that it is difficult to find a new staff.
- ii) The applicants should be in good mental and physical condition of health, to be certified by the Director, University Medical Services.
- iii) The applicants should have had good track record of service attested to by the Departmental A & PC, subject to verification by the Registrar.
- iv) For internal applicants, they should have served the University continuously for the last ten (10) years preceding their retirement.
- v) Salary of a contract staff should be one grade level below the salary of the staff at retirement.
- vi) Contract appointment shall not attract promotion. However, any staff who was appointed on Contract before reaching the mandatory retirement age and the apex of his cadre, could, after serving for a minimum of two (2)



tenures of two (2) years each satisfactorily, negotiate for reengagement at a grade higher than the previous one, provided that he had the requisite academic qualifications and experience. Such applications should be supported by evidence of hard work, commitment to duty and loyalty to the system.

c) Full-Time Temporary Appointment

Full-time temporary appointment is an appointment approved by the Vice-Chancellor for a period of not more than one year, based on critical need, where specialised services are required and it is impracticable to appoint tenure staff immediately.

A temporary appointment commences from the date on which the person appointed assumes duty. Such person shall not engage in any other employment without the written permission of the Vice-Chancellor. However, no staff is entitled to engage in two salaried employments at the same time.

A temporary staff shall enjoy seven working days of leave in a leave year.

3.2 Eligibility for Full-Time Appointment

To be eligible for appointment into the service of the University a candidate shall:

- a) be between eighteen (18) and forty-nine (49) years of age for fresh appointment from outside the tertiary education system. However, the ceiling of forty-nine (49) years of age shall not be applicable in the case of contract or temporary appointments;
- b) possess the minimum qualification for the post advertised;
- c) not have been convicted of criminal offence other than minor traffic offence; and
- d) not have been dismissed from any employment.

3.3 Procedure for Appointments

a) Vacancies

Vacancies in the establishment of any department shall be subject to budgetary provisions and may be filled by appointment of qualified candidates after due internal and external advertisement, interview by Junior Staff Appointments and Promotions Committee and approval by the Vice-Chancellor on behalf of the Council.

b) Notification of Vacancies

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



c) Date and Content of Advertisements

Advertisement of vacancies shall be done by the Registrar, specifying all the conditions and qualifications required for the posts and the procedure of the application.

d) Processing of Applications

Applications for employment are to be supported by copies of credentials attesting to the qualifications required for each post. The short-listing of all applications shall be done by the Junior Staff A & PC after which an appropriate date shall be fixed for the conduct of interview that may require writing competency examination

e) Appointments

Appointments are made by the Council or on its behalf by the Vice-Chancellor on the recommendation of the Junior Staff A & PC.

f) Letter of Appointment

Letter of Appointment which shall state the terms of the engagement is issued by the Registrar or an authorised staff of the University. An appointment shall not be valid until the offer is accepted in writing within the specified period.

3.4 Date of Commencement

The date on which a member of staff will take up an appointment is a matter of agreement between him and the University. An appointment commences from the date the staff assumes duty as agreed.

3.5 Documentation

a) Declaration of Age

The date of birth declared on the application for employment form, supported by either Birth Certificate or Statutory Declaration of Age shall remain valid throughout the duration of service. No alteration shall be permitted.

b) Medical Examination

Documentation of all appointments, including the renewal of contract and/or temporary appointment shall be subject to medical examination conducted by the University Medical Services. All medical certificates and reports, duly endorsed by the Director, University Medical Services or his representative, shall be kept by the Registrar and treated as strictly confidential.

c) Name of Staff

The name written on the application form shall remain valid throughout the duration of Service. Change of name shall, however, be approved by the Registrar on the following grounds:



- i) Change in marital status in case of female staff supported by a certificate or affidavit of marriage and copy of publication of the change in a national newspaper.
- ii) Change in religious status.

d) Next-of-Kin

Particulars of Next-of-Kin shall be properly documented by staff during documentation. A member of staff who wishes to change the particulars so documented could do so through a written application made to the Registrar, stating the particulars of the new Next-of-Kin, for appropriate action.

e) Referees Report

Documentation for new staff shall only be complete with reports from three (3) Referees who shall attest to the conduct of the appointee. The Referees should include the Head of the last institution attended or the previous employer for staff with an employment history.

3.6 Confirmation of Appointment

Full-time tenure appointment requires confirmation after the probationary period of two (2) years. The confirmation shall be approved by the Registrar on the recommendation of the Head of Department.

Where confirmation is not approved for unsatisfactory performance, the appointment shall be terminated by payment of one month's salary in lieu of notice.

If confirmed, full-time tenure appointment will continue until the compulsory retirement age of sixty-five (65) years is attained, unless earlier terminated by either party.

3.7 Resignation of Appointment or Withdrawal from Service

A member of staff may resign his appointment or withdraw his service from the University by giving three (3) months' notice in writing (or payment of one month salary in lieu) to the Registrar and the latter's acceptance in writing.

If a member of staff resigns his appointment less than twelve months after the commencement of his appointment or less than six months after his return from a home visit, the Registrar may, if he considers it reasonable to do so, require the member of staff to refund in part or in full, his transport expenses, incurred by the University when he was appointed.

A member of staff on contract appointment who resigns his appointment before his contract is due to expire, shall normally be required to refund the cost of his transportation by the University for himself and his family from his place of domicile unless he has served for a minimum of one year.



3.8 Promotions

Cases of promotions shall be forwarded by the Head of Department to the Junior Staff A & PC for recommendation to the Registrar, for the approval of the Vice-Chancellor. Promotions are usually done annually with effect from 1st October of the promotion year. Promotions are not normally considered for staff on study fellowship.

The time-in-rank or minimum waiting period for promotion shall be three (3) years. However, any staff who spent at least thirty (30) months on a rank by 30th September of the promotion year, shall be considered eligible for promotion to a higher rank. That is, if the affected staff's appointment, placement or upgrade to the rank had taken effect on or before 31st March of the first year.

3.9 Advancement and Re-designation of Appointment

In cases of upgrading, re-designation or conversion of appointments within and across cadres, applications shall be made to the Registrar for consideration by the appropriate committee.

The effective date of advancement or upgrade within the same cadre shall be the date the staff reports back to the University from an approved study and presents the certificate obtained. Whereas in the case of change of cadre, redesignation or conversion of appointment across cadres, the effective date shall be the date of the approval by the approving authority.

3.10 Emoluments

Salaries are paid monthly. The approved salary scale is as determined by the Council from time to time.

Increments and promotions are normally granted annually without formality but may, for sufficient cause, be withheld.

The Registrar may, based on the recommendation of the HOD, approve that a member of staff shall forfeit his salary for any period during which such member of staff absents himself from duties without sufficient cause. Appeals against such decisions may be made to the Vice-Chancellor.

3.11 The Junior Staff Appointments and Promotions Committee

3.11.1 Composition:

- a) Chairman – Deputy Vice-Chancellor (Administration).
- b) Members – The Registrar, Bursar, University Librarian, Director of PPD & MS, Director of University Medical Services and the Head of Security Services.
- c) Secretary – Establishment Secretary.
- d) In-Attendance – Deans/Directors concerned.



3.11.2 Terms of Reference

- a) To appraise applications for recruitment and make appropriate recommendations to the Management.
- b) Consider and treat promotion cases recommended to it from Faculties, Schools, Centres, Departments and Units and forward its recommendations to Management.

3.11.3 Quorum

Four (4) Members: Chairman, the Registrar and two other members.



SECTION 4: DUTIES AND LEAVE

4.1 Duties

Staff shall not engage in any form of employment outside the University without the approval of the Registrar. Such approval shall be for a period not exceeding one year, subject to renewal at the discretion of the Registrar. Approval to travel abroad shall be given by the Vice-Chancellor.

4.1.1 Registration with Professional Bodies

If the nature of the duties of a member of staff requires him to be registered under any enactment in force in Nigeria it shall be his responsibility to obtain the registration and to pay the necessary fees. If he omits or fails to do so, his appointment may be terminated after investigation.

4.1.2 Hours of Work

The hours of work shall be from 9:00 am to 5:00 pm on Mondays to Thursdays and 9:00 am to 1:00 pm on Fridays or as may be determined by the nature of their work or the University policy. Their duties may be as prescribed by their Heads of Department, in line with the University's Scheme of Service taking into account the staff's grade, training and abilities.

A member of staff should seek the approval of the Head of Department whenever he will be absent from office. If the absence shall be for more than two days, the Head of Department shall recommend to the Registrar for approval, stating the date of departure and the date of return.

4.1.3 Posting

A staff shall be required to work in any section or in any capacity in which the best interest of the University is ensured.

4.1.4 Uniform, Protective Clothing and Gadgets

- a) The University shall provide uniforms, protective clothing or gadgets where the nature of the duties requires such items. A staff who has been provided with a uniform shall wear it at all times on duty but not off duty, except for journeys between the residence and place of work.
- b) A staff shall be responsible for maintaining the uniforms, protective clothing or gadgets in good condition. A staff may be surcharged with the cost of replacement, if it becomes necessary due to neglect or wilful damage.
- c) On leaving the service of the University, a staff shall be required to surrender the items and all other University property in his possession to the Head of Department including the staff identity card.



4.1.5 Tools

The University shall provide and maintain all the tools needed for the staff to discharge their duties.

4.2 Leave

Leave is the authorised absence of a staff from duty for a specific period approved by the Registrar on the recommendation of the Head of Department.

4.2.1 Leave and Leave Year

The Leave Year is from 1st October to 30th September or as otherwise determined by the University authority.

4.2.2 Types of Leave

The types of leave available in the University Service consist of Annual Leave, deferred leave, accumulated leave, emergency leave, examination leave, compassionate leave, pro-rata leave, casual leave, sick leave, maternity leave, paternity leave and leave for religious purposes, as follows:

a) Annual Leave

Annual Leave is the authorised absence of a staff from duty for 14 or 21 working days in a Leave Year as the case may be. It is compulsory, but shall be granted at the convenience of the department and on the request of the member of staff concerned. The leave shall be exclusive of all Saturdays, Sundays and Public Holidays occurring therein.

The length of period of leave to be granted to fulltime staff in any leave year is as follows:

CONTISS 02 and 03 - 14 working days

CONTISS 04 and 05 - 21 working days

A staff who is promoted during a leave year to a post on a salary scale attracting leave at a higher rate may be granted leave at that higher rate, provided that the staff had not taken the leave before the promotion. Where a staff had already taken the leave for that year at the rate prior to the promotion, no arrears of leave shall be granted.

A staff from study fellowship during the leave year and who has served for a minimum period of six months in the leave year will normally be granted proportionate leave.

i) Forfeiture of Annual Leave

Where a member of staff fails to apply for leave by 30th September or where the Annual Leave has not been officially deferred, such leave shall be deemed to have been forfeited. Annual Leave shall not be granted to temporary staff.

**ii) Qualifying Period for Annual Leave**

A staff shall qualify for Annual Leave not less than six (6) months after the previous leave within a leave earning service year.

iii) Periods which are not Leave Earning

Periods spent on study leave, study fellowship and sick-leave will not be leave-earning. A study fellowship lasting more than one year will be considered to use up any leave earned but not taken before the commencement of the fellowship.

iv) Annual Leave Roaster

It is the responsibility of the Head of Department/Unit to draw up the Annual Leave Roaster of the next leave year for all the staff under him and forward same to the Registrar for information not later than 30th September of the current year.

v) Annual Leave Abroad

A staff who desires to spend his Annual Leave or part of it abroad, shall seek the approval of the Vice-Chancellor and shall provide detailed address of his destination before proceeding on the leave.

vi) Leave Address

A staff spending his leave within or outside Nigeria shall indicate his intended destination or leave address in the application for leave.

vii) Resumption from Annual Leave

A staff is required to resume duty after Annual Leave on the date following the expiration of the authorised leave. On return from Annual Leave a staff should fill the Resumption of Duty Form and submit to the Registrar through his Head of Department/Unit.

A staff who fails to resume duty after leave, without valid reason(s), shall be regarded as having absconded, which is an act of serious misconduct.

viii) Curtailment of Leave

The Registrar may, upon the recommendation of the Head of Department/Unit, where the exigencies of duty demand, recall a staff to return to duty before the expiration of Annual Leave. Any portion of the leave so curtailed shall be taken after the completion of the assignment but not later than the first quarter of the next leave year.

b) Emergency Leave

Emergency Leave is the leave granted to a staff in case of personal emergency for a period of up to ten (10) working days. It shall be counted as part of Annual Leave.



c) Examination Leave

Examination Leave is a special leave granted to a staff for the purpose of taking examination on the presentation of the time-table for the examination. It shall be counted as part of Annual Leave.

d) Compassionate Leave

Compassionate Leave is a special leave from duty on full pay granted to a staff on compassionate grounds for a period of up to ten (10) working days for burial and mourning of a spouse, child, parent or parent's spouse only. It shall not be counted as part of Annual Leave.

e) Casual Leave

Casual Leave is an authorised absence of a staff from duty for a short period not exceeding an aggregate of five (5) working days within a Leave Year. A staff shall be entitled to Casual Leave to enable him attend to urgent personal affairs. It shall not be counted as part of Annual Leave.

f) Sick Leave

Sick Leave is a full paid leave granted by the Vice-Chancellor to a staff on grounds of ill health for a maximum period of six (6) weeks per year if not hospitalised, and six (6) calendar months if hospitalised. The procedure is explained in the Regulations under Medical Treatment.

g) Maternity Leave

Maternity Leave is the authorised absence of a serving female staff from duty granted on account of pregnancy for a period of one hundred and twelve (112) working days. Where a female staff adopts a child under four (4) months old, the staff shall enjoy eighty-four (84) working days Maternity Leave. The procedure is explained in the Regulations under Medical Treatment.

h) Paternity Leave

Paternity Leave is the authorised absence of a serving male staff from duty granted shortly before or after delivery by his wife for a period of fourteen (14) working days and not more than once in two (2) years for a maximum of four (4) children. The staff will equally enjoy the Paternity Leave where his family adopts a child under four (4) months old.

The request for such leave shall be accompanied by the Expected Date of Delivery (EDD) report of the staff's wife or evidence of approval of the adoption of the child by the relevant government bodies.

i) Leave for Religious Purposes

Leave for Religious Purposes is the leave granted to a staff for a religious purpose up to a maximum of thirty (30) working days per Leave Year. It shall be counted as part of his Annual Leave.



j) Pro-rata Leave

Pro-rata Leave is the leave granted to a staff for part of a leave year worked at the beginning or end of service. Staff in this category will enjoy the leave in the following order:

Leave Earning Period	Pro-rata Leave in Working Days	
	CONTISS 02 & 03	CONTISS 04 & 05
12 Months	14	21
11 Months	13	19
10 Months	12	17
9 Months	10	15
8 Months	9	13
7 Months	8	12
6 Months	7	11



SECTION 5: STUDY FELLOWSHIP

The following are the guidelines for Study Fellowship for Junior Staff:

5.1 Full-time Study Fellowship

- a) A candidate being nominated Full-time Study Fellowship shall be a confirmed staff. However, in an exceptional circumstance, an unconfirmed staff could be granted study fellowship, provided it is in the best interest of the University to do so.
- b) There should be a budgetary provision and establishment position to accommodate the placement of the staff on completion of the training.
- c) The proposed training should be appropriate to the line of duty for which the staff member is employed.
- d) The department should certify that the release of the staff for the period of the training will not require replacement.
- e) The staff must have served for the period of three (3) years after the last training.
- f) Any staff, whose failure to complete a sponsored programme is attributable to him, shall not be sponsored again for the same programme. Also, any staff who committed an examination malpractice or any other gross misconduct that led to his withdrawal from a sponsored programme by the institution where he studies, shall have his appointment with the University terminated.
- g) A staff who wishes to pursue first degree programme would be allowed only after serving the University for a period of six (6) years and must be on CONTISS 04 and above.
- h) Not more than three (3) staff members should be released for study fellowship from the same department at a time. The University does not sponsor staff for Advanced Diploma Programmes.
- i) A staff granted Study Fellowship shall sign a bond to serve the University for a period equal to the one spent on the study. Any staff who fails to serve his bond with the University shall be made to refund the amount expended on him for the fellowship and the salary he enjoyed during the period.
- j) A staff on approved study fellowship is entitled to payment of his monthly salary, tuition fees, kilometre allowance at the approved rate to and from the place of study, books allowance and any other fees directly related to the programme, as may be determined from time to time by the Non-Teaching Staff Development Committee (NTDC).



- k) Also, a staff on fellowship is entitled to Project Allowance, as may be determined from time to time by the NTDC.
- l) A staff could only be sponsored for a programme offered within Nigeria.
- m) A Staff who has not fulfilled the above conditions could be allowed to go on Study Leave without Pay on the recommendations of his Head of Department.

Where the budgetary and staffing situation could not support mass sponsorship of staff, candidates would be considered only for programmes that the University could grant full sponsorship.

5.2 Part-Time Study Fellowship

- a) A candidate being nominated for part-time study fellowship shall be a confirmed staff.
- b) The programme of study should be an evening or a weekend programme.
- c) There should be a budgetary provision and establishment position to accommodate the placement of the staff on completion of the training.
- d) The proposed training should be appropriate to the line of duty for which the staff member is employed.
- e) The department should certify that the release of the staff for the period of the training will not require replacement.
- f) Part-time study does not require bondage as the staff is to attend to his normal duties while pursuing the studies.
- g) The staff must have served for the period of three (3) years after the last training.
- h) Any staff, whose failure to complete a sponsored programme is attributable to him, shall not be sponsored again for the same programme. Also, any staff who committed an examination malpractice or any other gross misconduct that led to his withdrawal from a sponsored programme by the institution where he studies, shall have his appointment with the University terminated.
- i) A staff who wishes to pursue first degree programme would be allowed only after serving the University for a period of six (6) years and must be on CONTISS 4 and above.
- j) The H.O.D shall attest to the undertaking by the fellow that the study shall not affect the full discharge of his responsibility to the University.
- k) A staff on approved part-time study fellowship is entitled to the payment of his monthly salary, tuition fees, any other fees directly related to the



programme and books allowance, as may be determined from time to time by the NTDC.

- l) Also, a staff on fellowship is entitled to Project Allowance, as as may be determined from time to time by the NTDC.

Where the budgetary and staffing situation could not support mass sponsorship of staff, candidates would be considered only for programmes/courses that the University could grant full sponsorship.

5.3 Self-Sponsorship

- a) A programme of study should be an evening or a weekend programme.
- b) A candidate applying for Self-Sponsorship need not to be confirmed.
- c) Self-Sponsorship could be allowed even where the programme of study is outside the line of duty of the staff provided it is offered in a recognised Institution.
- d) The H.O.D shall attest to the undertaking by the fellow that the study shall not affect the full discharge of his responsibility to the University.
- e) Self-Sponsorship could also be allowed to a staff who enjoyed an approved study fellowship after the staff has fulfilled the conditions in the bond for the fellowship.
- f) Self-Sponsorship does not require bondage as the staff is to attend to his normal duties while pursuing the studies.
- g) A member of staff who failed to qualify after undergoing a programme sponsored by the University may be allowed to undertake another programme on self-sponsorship after a period of three (3) years.
- h) A staff on approved self-sponsorship is entitled to payment of his monthly salary only.
- i) A staff on approved self-sponsorship could be given one-day off per week provided the need has been established and that his primary responsibility shall not suffer.



SECTION 6: CONFERENCE ATTENDANCE

6.1 Local Conference Attendance

Where approval to a staff to attend a conference or workshop or a short course of training in Nigeria but outside Jigawa State, for a period in excess of one week and board and lodging is not provided by the organisers of the programme, he would be paid Kilometre Allowance to and from the venue, 100% DTA and Local Running Allowances at the appropriate rate for the first five days. Thereafter, he will be entitled to 50% of the DTA and Local Running Allowances for the remaining days, up to a maximum of five days (Refer to Section 9.1.1 for the rates of the Allowances).



SECTION 7: MEDICAL TREATMENT

7.1 Treatment in Nigeria

The University Medical Services (UMS) provides medical and dental services to staff, his spouse and four children under a health insurance scheme, where applicable. Medical attention may be extended to additional dependents under conditions provided in the scheme. A staff shall, however, be at liberty to enter into an arrangement with a different hospital under the scheme.

7.2 Sick Leave

A member of staff prevented by illness from carrying out his work should inform his Head of Department and seek medical attention promptly. If an illness exceeds one month it must be reported to the Registrar and the University may require the staff to be examined by a medical doctor of his choice who shall submit a confidential report to the Registrar for appropriate recommendation to the Vice-Chancellor, on the advice of the Director, UMS. The Vice-Chancellor may grant sick leave on full pay to a maximum of six (6) weeks per year of sick leave if not hospitalised, and if hospitalised to a sick leave of six (6) months with full pay in the first instance subject to an extension for another six (6) months. Thereafter a Medical Board shall determine if the staff shall be allowed further sick leave or invalidated from service.

The Council may terminate the appointment of a staff at any time, with three months' notice, if he is unable to work due to apparent illness but he refuses to undergo appropriate treatment or a medical examination in accordance with the previous paragraph.

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 that for part or all the time he was in a state of convalescence or with a minor injury, not seriously impairing his well-being then the staff shall be recalled and the time may be set against any other leave due to him.

Before a member of staff absents himself from duty for reasons of ill-health, he should inform the Head of Department immediately and cause the Director of Medical Services to forward to the Registrar a Medical certificate specifying the period he should be excused from duty.

Where a staff has been issued with an excuse duty for the same ailment thrice or more, in six (6) consecutive months, he should be advised to undergo a medical examination.

7.3 Medical Board

The Director, University Medical Services shall be the Chairman. Two other members shall be Senior Medical personnel in the University Medical Services Unit appointed by the Vice Chancellor. The Establishment Secretary shall be the Secretary to the Board.



The Board can co-opt a consultant in the relevant speciality.

The Board shall determine the degree of illness and whether or not the staff is still serviceable to the University. If the Board does not recommend invaliding, the staff shall continue on sick leave, but with pay for another period of three (3) months after which the staff shall be invalidated if the illness continues.

7.4 Maternity Leave

Any female member of staff who is pregnant shall be entitled to one hundred and twelve (112) working days maternity leave with full pay. The annual leave for that year will, however, be regarded as part of the maternity leave. Where the annual leave has already been enjoyed before the grant of maternity leave that part of the maternity leave, equivalent to the annual leave, shall be with half pay (50% of salary).

Maternity leave shall be taken at a stretch beginning not less than twenty-eight (28) working days before the Expected Date of Delivery (EDD). A medical certificate/report indicating the EDD shall be presented not less than two (2) months before the date.

Maternity leave may be granted only if the member of staff had spent at least six (6) months in service, otherwise it shall be with 50% pay.

Where a female staff adopts a child under four (4) months old, the staff shall enjoy eighty-four (84) working days maternity leave. The request for such leave shall be accompanied with evidence of approval of the adoption of the child by the relevant government bodies.



SECTION 8: TRANSPORTATION

8.1 Entitlement to Transport

The University will provide or pay for transport for members of staff and their families as set out below:

In a case where these Regulations apply to a married woman but not to her husband, she will be entitled to transport for herself under paragraphs (a), (b) and (c) if there is no duplication with her husband's entitlements from any source, for her husband if he is medically incapacitated and dependent on her, and for her children if they are dependent on her because her husband is medically incapacitated or by court order, or in other exceptional circumstances approved by the Vice-Chancellor.

- a) On first appointment - for himself, his wife and up to four children from the place of recruitment or, exceptionally another place as agreed, to the place of work.
- b) On retirement, expiry of a contract or earlier termination of an appointment – for himself, his wife and up to four children, from the place of work to his domicile, or provided the cost is not greater, to another place as agreed. Staff on contract, which is renewed, will only be entitled to transport under this paragraph on final departure.
- c) To the place of approved study for himself and, if the period of study leave is at least six months or of a study fellowship at least twenty-four months, for his wife and up to four children.
- d) When travelling on University Business outside Nigeria - for himself only.

8.2 Mode of Transport

All transport for the purposes set out in these Regulations which the University will provide or pay for, will be by the most direct route. Within other countries it may be by economy class by air, otherwise road or air transport may be used within Nigeria. No transport at the University's expense will be provided in any case where the necessary journeys are to be paid for by any other body.

8.3 Declaration of Domicile

When a member of staff is appointed, he will declare his domicile (town), which will be the basis of determining transport entitlements. If husband and wife are both employees of the University the domicile of the wife is deemed to have acquired the domicile of her husband.

8.4 Baggage

A staff on first appointment is entitled to a baggage allowance of Ten Thousand Naira (₦10,000.00) only.



SECTION 9: WELFARE PACKAGES AND ALLOWANCES

The University may provide the following welfare packages within the available resources at the discretion of Council:

9.1 Allowances

9.1.1 Non-Regular Allowances

In addition to regular allowances consolidated in the monthly salary, the following allowances are also paid to entitled staff at the current rates or as may be determined by the Council from time to time:

a) Kilometre Allowance

A kilometre allowance at the rate of ₦50.00 per kilometre will be paid for approved journeys by road on the University business.

b) Duty Tour Allowance

When travelling on the University business within Nigeria, other than Conference or Workshop, a Duty Tour Allowance (DTA) at the following rates is given to take care of accommodation and feeding, with 30% of it for local running, if official vehicle is not provided:

CONTISS 01 - 03 - ₦10,000.00 per night

CONTISS 04 & 05 - ₦15,000.00 per night

Staff should note that attendance at a Conference is not regarded as being on the University business, unless the member of staff is formally designated by the University authorities to represent the University.

c) Estacode

When travelling on the University's business outside Nigeria, an estacode is given to take care of accommodation, feeding and local running at the following rates:

CONTISS 01 - 05 = US \$206 per night

For the journeys outside Nigeria, the following travelling times (days) shall apply:

- a) African Countries - Two (2) days (to and fro)
- b) European Countries - Two (2) days (to and fro)
- c) Asia and American Countries - Four (4) days (to and fro)

d) Shift Duty Allowance

Staff who perform shift duty, other than health professionals, could be paid shift duty allowance at the rate of 6% of their monthly basic salaries.



e) Overtime Allowance

Staff could be paid overtime allowance for authorised work done outside the official working hours at the following rates:

- i) Normal working days = 0.70% of monthly basic salary, subject to a maximum of 45 hours in a month.
- ii) Work-free days = 150% of the normal overtime rate.
- iii) Public Holidays = 200% of the normal overtime rate.

f) Funeral Expenses

Families of fulltime staff who dies in active service shall be paid the allowance at the following rates:

CONTISS 01 - 05 = ₦100,000.00

9.1.2 Earned Allowances

The following allowances are also paid to entitled staff at the approved rates: hazard and non-accident bonus

a) Hazard Allowance

For Laboratory Scientists and Technologists working Laboratories or Workshops and staff working in the University Medical Services at the rate of ₦15,000.00 per month.

b) Non-Accident Bonus

- i) A Driver on full-time appointment shall earn a “Non-Accident Bonus” at the rate of ₦10,000.00 per annum after completing one year accident-free driving a University vehicle. For the purpose of payment, the year shall start on the date the driver assumes duty.
- ii) The term “Accident” in this context means any occurrence to a vehicle being driven or handled by the driver at a material time whereby damage is done to property of any kind or injury is done to persons or animals.
- iii) A Driver who is involved in an accident or found wanting in the course of the year shall forfeit this bonus unless, as far as the accident is concerned, the Police report certifies that the Driver is not at fault. When at fault, the Driver shall start a further qualifying period of two years accident-free driving as from the date of the accident.



SECTION 10: HOUSING

10.1 Allocation of Housing

University housing is allocated to eligible staff by the Staff Housing Allocation Committee on behalf of the Vice-Chancellor, based on the working guidelines of the Committee.

Request for housing or transfer from one house to another shall be referred to the Committee for consideration and appropriate action.

Where a couple are employees of the University, only one of them is entitled to the University housing.

Where a member of staff is allocated a house by the University, he would be charged a fair rent, electricity and water rates as approved by the Council from time to time.

Rent will be charged during the absence of a member of staff, unless he vacates his house or makes it available for temporary reallocation on request by the University.

Housing Allowance is paid to staff at the rate approved by the Council.



SECTION 11: SEPARATION FROM SERVICE

11.1 Separation from Service

Any of the following shall constitute separation from service: abandonment of post, death, dismissal from service, expiration of appointment, resignation, retirement, termination of appointment and withdrawal from service.

a) Abandonment of Post

Abandonment of post, also known as absconding, is a separation initiated by the member of staff other than by way of resignation. Separation as a result of abandonment of post shall not be regarded as a termination of appointment but may lead to initiating the process of a disciplinary action against the staff.

b) Death automatically extinguishes one's appointment.

c) Dismissal from Service

Dismissal from service is a separation resulting from disciplinary action taken against a staff.

d) Expiration of Appointment

A contract or temporary appointment shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

e) Resignation

A resignation is a separation from service initiated by a member of staff who has spent less than five years in the service of the University.

A staff intending to resign from service shall give three months' notice in writing or one month salary in lieu of notice.

f) Retirement

- i) A staff shall retire from the service of the University on reaching the age of sixty-five (65) years.
- ii) A staff due for retirement from service pursuant to the above paragraph shall give 6-month notice in writing to the University.
- iii) A staff may voluntarily retire after serving for a minimum period of ten (10) years by giving 3-month notice in writing or one (1) month salary in lieu of notice.
- iv) In any of the cases i, ii and iii above, the staff shall copy such notice to his Pension Fund Administrator, if applicable.

g) Termination of Appointment

A termination of Appointment is a separation from service initiated by the University.



The Council or the Vice-Chancellor, on its behalf, may terminate the appointment of a staff on any of the following grounds:

- i) Abolition of posts or re-organisation
- ii) Unsatisfactory service
- iii) Medical reason(s) resulting in incapacity to discharge ones' official duties
- iv) Disciplinary action in accordance with the Regulations
- v) Disclosure of facts which, if known earlier, the staff would not have been appointed in the first instance
- vi) In the interest of the good administration of the University

h) Withdrawal from Service

Withdrawal from Service is a separation initiated by a member of staff who has spent five years or more but less than ten in the service of the University.

A staff intending to withdraw from service shall give three months' notice in writing or one month salary in lieu of the notice.

11.2 Retirement Benefits

- a) The provisions of the Pensions Reform Act 2004 as applicable in Jigawa State shall apply.

b) Continuous University Services

For the purpose of computation and payment of benefits, it is only continuous and unbroken period of public service that shall be taken into account provided that, any break in a member of staff's public service that is condoned by the Government or University may be disregarded.

11.3 Transfer of Service

A staff who wishes to transfer his services from other public services to the University may do so if:

- a) He has satisfactorily served the University for at least one (1) year.
- b) He is certified to be medically fit for service in the University.
- c) The receiving department indicates interest in his service.
- d) His remaining period of service is at least five (5) years.
- e) The staff shall be responsible for processing of the transfer value from his previous employers.



SECTION 12: INVENTIONS

Subject to the University Research Policy, the following provisions shall apply:

12.1 Provisional Protection of Inventions

A member of staff who has made an invention which in some respects is related to his work at the University should immediately report it to the Vice-Chancellor through the HOD. He may, at his own expenses and shall, at the expenses of the University, if required by the Vice-Chancellor, lodge an application for Provisional Protection of the Patent.

12.2 Appointment of Awards Committee

The Council will appoint an awards committee, including at least one qualified lawyer, to make investigations and recommendations in respect of inventions. The Awards Committee may make rules regulating its proceedings, but any member of staff involved in an invention shall be entitled to appear personally or to be represented before the Committee.

12.3 University's Option

As soon as practicable, the Awards Committee will recommend and Council will decide whether the member of staff will be allowed controlling rights in the patent. Pending the decision of the Council, the rights shall be deemed to belong to the staff and be held in trust by the University. Where an invention is in all respects alien to the employment of the member of staff, he will normally be granted the controlling rights. If the member of staff is allowed controlling rights the following provisions shall apply:

- a) The member of staff will be responsible for all expenditure for taking out the patent.
- b) The Council may attach to its decision such conditions as it may think fit and in particular, may reserve to the University a right of user of the invention free of royalty and/or may reserve the right to a share of any commercial proceeds.

12.4 Rules when a Member of Staff is Not Allowed Controlling Rights

If the member of staff is not to be allowed controlling rights of the patent, the following provisions will apply:

- a) The member of staff shall assign his rights in the invention to the University.
- b) The University will be responsible for all the expenditure in taking out the patent.
- c) The Awards Committee will recommend and Council will decide on whether the member of staff will be allowed a share of any royalties or commercial proceeds accruing therefrom.



12.5 Determination of Award

Whether or not he is allowed controlling rights, the member of staff may apply to the Award Committee for an award in respect of his invention.

In fixing the amount of any award or share of commercial proceeds:

- a) any reasonable expenses incurred by the member of staff in respect of his invention shall be taken into account.
- b) the reservation of the right of user, free of royalty of the University, shall not be taken into account, but if and when such right is exercised by the University, a material change calling for modification of the award shall be deemed to have taken place. The Awards Committee will submit its recommendation for Council's decision.



SECTION 13: SECURITY

Members of staff shall observe any rules made by any competent authority regarding the security of lives and property, road traffic regulations, custody of animals, etc.

In the same vein, members of staff shall abide by all rules made by the University Authority regarding security of lives and property and other related issues on any of the University Premises.



SECTION 14: STAFF DISCIPLINE

14.1 Purpose of Disciplinary Action

Disciplinary action may be taken against a staff on grounds of misconduct or serious misconduct as enumerated in Section 2 of these Regulations.

14.2 Nature of Disciplinary Action

The following disciplinary actions, among others that may be deemed suitable, to be imposed on staff as sanction for misconduct or serious misconduct:

- a) Warning, oral or written (the authority executing this action shall document the oral warning given)
- b) Denial of annual salary increment (the authority executing this disciplinary action should determine the duration of the denial, based on the gravity of such misconduct)
- c) Denial of appraisal for promotion for a specified Period
- d) Denial of any other benefit as may be deemed appropriate e.g. granting of study fellowship
- e) Loss of salary for a specified period, not exceeding one month
- f) Suspension of duties for a specified period without pay
- g) Reduction in rank
- h) Surcharge
- i) Termination of appointment
- j) Dismissal from service
- k) Suspension from duties or office with half salary not exceeding three (3) months at the first instance

14.3 By Whom Disciplinary Action May Be Taken

Except otherwise provided in these Regulations, the power to exercise disciplinary control over staff is vested in the Council. The Council may delegate such power, from time to time, in such manner and conditions as it may deem fit.

14.4 Details of Nature of Disciplinary Action

a) Warning

The warning should encompass drawing attention to shortcomings through counselling, oral warning and written warning by the Head of Department or Unit.

**b) Suspension from Duty**

A staff may be suspended from duty for a specified period of time without pay, as provided for in these Regulations.

c) Dismissal from Service, Termination of Appointment and other Forms of Disciplinary Action

The Vice-Chancellor shall, on behalf of Council, approve the dismissal, termination of appointment or any other form of disciplinary action against a staff. This, however is without prejudice to the power conferred on the Registrar under Section 14.3 of these Regulations.

Where in the opinion of the Head of Department, an act of misconduct is beyond oral or written warning, the Head of Department shall send a report to the Registrar on the matter, who shall refer it to the Junior Staff Disciplinary Committee (JSDC) for appropriate consideration and recommendation to the Vice Chancellor.

14.5 Procedure for Disciplinary Action**14.5.1 Warning:**

- a) Oral warning may be given in response to a reply obtained to an oral query, where the reply is not satisfactory.
- b) Written warning: This requires that a staff should be given a written query to which he should reply in writing within a given time which shall be indicated in the query. The HOD who issued the query shall decide whether:
 - i) the staff has exonerated himself in which case the HOD shall so inform him and no further action shall be taken; or
 - ii) the staff has not exonerated himself but no immediate punishment is warranted, in which case the HOD shall issue an appropriate written warning (copying the Registrar and other appropriate officers) and require the staff to acknowledge its receipt in writing.

14.5.2 Punishment

Where the staff has not exonerated himself through his reply to a query, and deserves some punishment, the HOD concerned shall prepare a submission on the alleged misconduct to the Registrar. The Registrar may, depending on the gravity of the allegations decide to suspend the staff for a period of three (3) months in the first instance on half pay and immediately notify the Vice-Chancellor before taking further action.

In taking further action, the Registrar shall forward the matter to the JSDC for appropriate consideration.



- a) The JSDC shall notify the staff in writing of the allegations labelled against him, and be required to defend himself in writing and submit it to the Secretary before the date specified for his appearance before the Committee.
- b) The matter shall be considered by the Committee. The Head of the Department of the staff shall present the case in the presence of the staff.
- c) Any staff invited to give evidence by the JSDC shall comply.
- d) If any witnesses are called to give evidence, the staff shall be entitled to be present and to put questions to the witnesses.
- e) No documentary evidence shall be used against the staff unless he has previously been supplied with a copy thereof or given access thereto.
- f) If the staff does not furnish any representations within the time fixed, the JSDC may take such action as it deems appropriate against him.
- g) If the staff submits his representations and the JSDC is not satisfied that he has exonerated himself, and considers that the staff should be appropriately punished, it shall recommend to Vice-Chancellor through the Registrar accordingly.
- h) The final decision of the Committee shall be taken by simple majority. In case of a tie-up, the Chairman will have a casting vote.

14.5.3 Conviction for a Criminal Offence

A staff convicted of a criminal offence (other than a minor traffic or sanitary offence and the like) shall be suspended on half-pay from duties by the Registrar with effect from the date of conviction, pending consideration of his case by the JSDC. The Registrar shall immediately notify the Vice-Chancellor of the suspension and shall present the case before the JSDC.

A staff acquitted of criminal offence shall not be penalised for any charge of which he has been acquitted, but nothing in these Regulations shall prevent his being dismissed or otherwise punished on any other charges arising out of his conduct in the matter, provided that such charges do not raise substantially the same issues as those of which he has been acquitted.

Any staff who is dismissed forfeits all claims to leave or transport grant.

When a staff is suspended or interdicted, he shall cease to report for duty.

If proceedings reveal that he is not guilty of the charge(s) made against him, the staff shall be immediately reinstated and shall receive the full amounts of his emoluments denied him while he was suspended or interdicted. If he is found guilty but not dismissed, he shall be refunded the one-half of his salary denied him.



A staff must report to the Registrar through the Head of Department whenever he has been convicted of a criminal offence, whatever its nature otherwise disciplinary action may be taken against him.

When a staff is dismissed, no notice or salary in lieu shall be given to him and his dismissal shall take effect from the date on which he is notified thereof. This date shall be notified by the Registrar to the Vice-Chancellor immediately.

14.5.4 Members of Staff on Contract or Unconfirmed Appointment

The Registrar may act, on behalf of the Vice-Chancellor, in cases involving members of staff on contract or unconfirmed full-time appointments, viz:

- a) If the Registrar is of the opinion that the conduct of a staff is or has been such that it is prejudicial to the interest of the University, he may suspend such staff from his duties on half-pay and may also issue instructions limiting his access to any offices in the University or enjoining him to make himself available for enquiry by the JSDC from time to time.
- b) The Vice-Chancellor may, on the recommendation of the Registrar for sufficient cause, approve the termination of the appointment of a staff on contract or unconfirmed regular appointment by giving at least one (1) month notice (or payment of three months' salary in lieu).

14.5.5 Period of Suspension

A staff may be suspended from the service of the University for the period of three months with half pay in first instance during which period his case should have been determined by the JSDC. At the expiration of the three (3) months, the Registrar may recommend the extension of the suspension for another three months to the Vice-Chancellor on such terms and conditions as may be determined including the proportion of the salary to be paid.

14.5.6 Right of Appeal

Any staff disciplined or punished under the foregoing Regulations shall have the right to appeal to the Council through the Registrar within three (3) months after the decision on his case. The decision of Council shall be final.

14.6 The Junior Staff Disciplinary Committee

a) Composition

- i) Chairman – An Academic Staff not below the rank of Senior Lecturer or an Administrative Staff not below the rank of Deputy Registrar, to be appointed by the Vice-Chancellor.
- ii) Members – Vice-Chancellor's nominee, Head of Junior Staff Establishments, Legal Officer, Head of Security Services.
- iii) Secretary – An officer not below the rank of Administrative Officer from the Registry Department.



- iv) In-Attendance – Dean/Director or Heads of Department concerned.

The above composition notwithstanding, no member of the JSDC shall be part of deliberations of the Committee on any disciplinary case he/she has interest in.

b) Terms of Reference

- i) To examine and determine Junior Staff disciplinary cases referred to it by the Registrar, and make appropriate recommendations to the Vice-Chancellor.
- ii) To recommend to the Vice-Chancellor, any other measure(s) pertinent to Junior Staff discipline in the University.

c) Quorum

Chairman and two (2) other members, one of whom shall be the Secretary.



PART TWO (2):

JUNIOR STAFF

SCHEME OF SERVICE



SECTION 15: DATA PROCESSING OFFICER CADRE

15.1 Post and Salary

Assistant Data Processing Officer - CONTISS 05

15.2 Duties

- a) Keep records arising from data processing operations
- b) Assist in on-the-job training of data entry personnel
- c) Prepare computed jobs for dispatch to the data entry points
- d) Report equipment faults and breakdowns
- e) Carry out other duties as may be assigned by superior officers

15.3 Method of Entry and Advancement within the Cadre

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma in Computer Science, Computing, Information Technology or Data Processing, obtained from a recognised institution.

b) Method of Advancement

For promotion to the next rank, a staff must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



SECTION 16: EXECUTIVE OFFICER (ACCOUNTS) CADRE

16.1 Post and Salary

Assistant Executive Officer (Accounts) - CONTISS 05

16.2 Duties

- a) Assist in issuing out signed cheques
- b) Assist in keeping Advances Register
- c) Assist in financial and treasury duties generally
- d) Carry out other duties as may be assigned by superior officers

16.3 Method of Entry and Advancement within the Cadre

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma in Accounting or Accounting and Auditing obtained from a recognised institution. Computer literacy is an added advantage.

b) Method of Advancement

For promotion to the next rank, a staff must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



**SECTION 17:
EXECUTIVE OFFICER (ADMINISTRATION) CADRE**

17.1 Post and Salary

Assistant Executive Officer (Administration) - CONTISS 05

17.2 Duties

- a) Assist in taking charge of specific assignments under supervision
- b) Demonstrate a basic understanding of the University system
- c) Carry out other duties as may be assigned by superior officers

17.3 Method of Entry and Advancement within the Cadre

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma in Public Administration or any other relevant area obtained from a recognised institution. Computer literacy is an added advantage.

b) Method of Advancement

For promotion to the next rank, a staff must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



SECTION 18: TECHNICAL OFFICER (PHOTOGRAPHY) CADRE

18.1 Post and Salary

Assistant Technical Officer (Photography) – CONTISS 05

18.2 Duties

- a) Perform routine photographic duties, including covering University activities
- b) Assist in the production of motion and still photographic records and materials
- c) Assist in maintaining photographic equipment
- d) Carry out other duties as may be assigned by superior officers

18.3 Method of Entry and Advancement within the Cadre

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in Photography obtained from a recognised institution. Computer literacy is an added advantage.

b) Method of Advancement

For promotion to the next rank, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



SECTION 19: BINDERY CADRE

19.1 Posts and Salaries

Bindery Attendant	-	CONTISS 02
Bindery Assistant	-	CONTISS 03
Senior Bindery Assistant	-	CONTISS 04
Assistant Bindery Officer	-	CONTISS 05

19.2 Duties

- i) Bindery Attendant** - **CONTISS 02**
- a) Clean machines and workshop premises
 - b) Move materials from one section to another within the bindery unit
 - c) Off-loading printing materials and moving them to where they are needed within the bindery unit
 - d) Carry out other duties as may be assigned by superior officers
- ii) Bindery Assistant** - **CONTISS 03**
- a) Clean machines and other equipment
 - b) Assist in off-loading printing materials to where they are needed within the bindery unit
 - c) Assist in moving materials from one section to another within the bindery unit
 - d) Carry out other duties as may be assigned by superior officers
- iii) Senior Bindery Assistant** - **CONTISS 04**
- a) Carry out the duties of a Bindery Assistant at a higher level of responsibility
 - b) Sort out and place printing materials
 - c) Assist in the supervision of subordinates
 - d) Carry out other duties as may be assigned by superior officers
- iv) Assistant Bindery Officer** - **CONTISS 05**
- a) Perform the duties of a Senior Bindery Assistant at a higher level of responsibility
 - b) Service and maintain machines in the bindery unit
 - c) Supervise subordinates
 - d) Carry out other duties as may be assigned by superior officers



19.3 Methods of Entry and Advancement within the Cadre

i) Bindery Attendant - CONTISS 02

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent.

ii) Bindery Assistant - CONTISS 03

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 5 credits in SSCE or its equivalent and 3 years relevant working experience.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Bindery Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Senior Bindery Assistant - CONTISS 04

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 5 credits in SSCE or its equivalent and 6 years relevant working experience.

b) Method of Advancement

By promotion of confirmed and suitably qualified Bindery Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Assistant Bindery Officer - CONTISS 05

i) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma in Printing Technology or any other relevant area obtained from a recognised institution.

ii) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Bindery Assistant who has obtained a Certificate in Printing Technology or any other relevant area from a recognised institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



**SECTION 20:
CLERICAL OFFICER (ADMINISTRATION, ACCOUNTS AND AUDIT) CADRE**

20.1 Posts and Salaries

Clerical Assistant	-	CONTISS 02
Clerical Officer	-	CONTISS 03
Senior Clerical Officer	-	CONTISS 04
Assistant Chief Clerical Officer	-	CONTISS 05

20.2 Duties

- i) Clerical Assistant** - **CONTISS 02**
- a) Perform routine clerical duties under supervision
 - b) Assist the Clerical Officer and other senior officers
 - c) Keep official secrets
 - d) Carry out other duties as may be assigned by superior officers
- ii) Clerical Officer** - **CONTISS 03**
- a) Perform the duties of a Clerical Assistant at a higher level of responsibility
 - b) Carry out other duties as may be assigned by superior officers
- iii) Senior Clerical Officer** - **CONTISS 04**
- a) Take charge of correspondences and/or records
 - b) Supervise and train subordinates
 - c) Keep official secrets
 - d) Carry out other duties as may be assigned by superior officers
- iv) Assistant Chief Clerical Officer** - **CONTISS 05**
- a) Perform the duties of a Senior Clerical Officer at a higher level of responsibility
 - b) Carry out other duties as may be assigned by superior officers

20.3 Methods of Entry and Advancement within the Cadre

- i) Clerical Assistant** - **CONTISS 02**

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits and at least a pass in English Language in SSCE or its equivalent.

**ii) Clerical Officer - CONTISS 03****a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits and at least a pass in English Language in SSCE or its equivalent, 3 years relevant working experience and evidence of Computer Literacy.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Clerical Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Senior Clerical Officer - CONTISS 04

The post of Senior Clerical Officer through Chief Clerical Officer shall be filled by promotion of a competent and hardworking staff in the Cadre.

Method of Advancement

By promotion of a confirmed and suitably qualified Clerical Officer who has obtained a Clerical Officer's Certificate and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Assistant Chief Clerical Officer - CONTISS 05**Method of Advancement**

By promotion of a confirmed and suitably qualified Senior Clerical Officer who has obtained a National Diploma in the relevant area from a recognised institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



**SECTION 21:
COMPUTER OPERATOR CADRE**

21.1 Post and Salary

Computer Operator I - CONTISS 05

21.2 Duties

- a) Handle word processing, spreadsheet, database and other applications
- b) Input data and produce it when required
- c) Carry out other duties as may be assigned by superior officers

21.3 Method of Entry and Advancement within the Cadre

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma Certificate in Computer Science or any other relevant area obtained from a recognised institution.

b) Method of Advancement

For advancement to the next rank, a candidate must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



SECTION 22: CONFIDENTIAL SECRETARY CADRE

22.1 Posts and Salaries

Confidential Secretary III - CONTISS 05

22.2 Duties

- a) Provide secretarial assistance such as taking dictation in shorthand and reproducing in typescript form
- b) Receive visitors and telephone calls on behalf of the officer to whom he/she is attached
- c) Keep official secrets
- d) Carry out other duties as may be assigned by superior officers

22.3 Methods of Entry and Advancement within the Cadre

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma in Secretarial Studies or Office Technology and Management (OTM) and a Certificate in computer studies obtained from a recognised institution.

b) Method of Advancement

For promotion to the next rank, a confirmed Confidential Secretary III must have served satisfactorily for a minimum of 3 years and obtained favourable Annual Performance Evaluation Reports for the period.



SECTION 23: COOK/STEWARD CADRE

23.1 Posts and Salaries

Cook/Steward	-	CONTISS 02
Senior Cook/Steward	-	CONTISS 03
Assistant Chief Cook/Steward	-	CONTISS 04
Chief Cook/Steward	-	CONTISS 05

23.2 Duties

- i) Cook/Steward - CONTISS 02**
- a) Assist in preparing and serving meals
 - b) Clean and wash kitchen and kitchen utensils
 - c) Carry out other duties as may be assigned by superior officers
- ii) Senior Cook/Steward - CONTISS 03**
- a) Prepare and serve meals
 - b) Assist in preparing special dishes
 - c) Take custody of kitchen utensils
 - d) Assist in cleaning and washing kitchen and kitchen utensils
 - e) Carry out other duties as may be assigned by superior officers
- iii) Assistant Chief Cook/Steward - CONTISS 04**
- a) Prepare and supervise serving of meals
 - b) Prepare special dishes
 - c) Assist in training junior Cooks/Stewards
 - d) Assist in the purchase and proper storage of foodstuff, beverages, fruits and drinks
 - e) Assist in supervising of Cooks/Stewards
 - f) Assist in taking custody of Kitchen utensils and materials
 - g) Carry out other duties as may be assigned by superior officers
- iv) Chief Cook/Steward - CONTISS 05**
- a) Prepare special dishes
 - b) Take charge and ensure cleanliness of kitchen and kitchen utensils
 - c) Supervise the activities of other Cooks/Stewards
 - d) Responsible for the custody of kitchen utensils and materials
 - e) Responsible for purchase and proper storage of foodstuff, beverages, fruits and drinks
 - f) Carry out other duties as may be assigned by superior officers



23.3 Methods of Entry and Advancement within the Cadre

i) Cook/Steward - CONTISS 02

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent.

ii) Senior Cook/Steward - CONTISS 03

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent and 3 years' experience.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Cook/Steward who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Assistant Chief Cook/Steward - CONTISS 04

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent with a professional catering certificate from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Cook/Steward who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and obtained a professional catering certificate from a recognised institution.

iv) Chief Cook/Steward - CONTISS 05

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma in Catering Services/Hotel Management obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Assistant Chief Cook/Steward who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and obtained a National Diploma in Catering Services/Hotel Management from a recognised institution.



SECTION 24: FIREMAN CADRE

24.1 Posts and Salaries

Fireman Grade II	-	CONTISS 02
Fireman Grade I	-	CONTISS 03
Leading Fireman	-	CONTISS 04
Senior Fireman	-	CONTISS 05

24.2 Duties

- i) Fireman Grade II - CONTISS 02**
- a) Clean premises
 - b) Test and maintain equipment
 - c) Participate in drills and physical training
 - d) Ride on a fire appliance as a crew member
 - e) Take charge of the control room and communications
 - f) Record messages and reports
 - g) Mobilize fire appliances in response to fire calls and other emergencies
 - h) Carry out other duties as may be assigned by superior officers
- ii) Fireman Grade I - CONTISS 03**
- a) Carry out regular testing and maintenance of equipment
 - b) Train in fire prevention, communications and driving
 - c) Take charge of crew on a fire appliance and assume command of a fire incident until the arrival of a more senior officer
 - d) Maintain discipline and control of personnel under him
 - e) Supervise drill sessions and instruction periods
 - f) Ensure maximum safety of personnel at all times
 - g) Supervise the checking and standard testing of equipment detailed for inspection by a more senior officer
 - h) Carry out other duties as may be assigned by superior officers
- iii) Leading Fireman - CONTISS 04**
- a) Participate in fire fighting, disaster handling and rescue operations
 - b) Operate telecommunications equipment
 - c) Drive utility vehicles and fire appliances
 - d) Assist in fire prevention inspection of buildings
 - e) Carry out other duties as may be assigned by superior officers



iv) Senior Fireman - CONTISS 05

- a) Take control of a watch or shift or a small one-pump station
- b) Handle specialist training after suitable training, such as fire prevention, breathing apparatus and communications training
- c) Take control of men on drills and emergencies in the absence of a more senior officer
- d) Supervise subordinates and allocating specific tasks to them
- e) Carry out other duties as may be assigned by superior officers

24.3 Methods of Entry and Advancement within the Cadre

i) Fireman Grade II - CONTISS 02

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

ii) Fireman Grade I - CONTISS 03

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 5 credits including English Language, Mathematics and Chemistry in SSCE or its equivalent.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Fireman Grade II who has spent not less than 3 years of satisfactory service on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Leading Fireman - CONTISS 04

a) Method of Entry

By promotion of a confirmed and suitably qualified Fireman Grade I who has spent not less than 3 years on the grade, with favourable Annual Performance Evaluation Reports for the period and obtained the Firemen Certificate of Competency (FCC) Class II.

**iv) Senior Fireman - CONTISS 05****a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a National Diploma in Building Engineering, Building Technology or any other relevant area obtained from a recognised institution.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Leading Fireman who has spent not less than 3 years on the grade, with favourable Annual Performance Evaluation Reports for the period and obtained the Firemen Certificate of Competency (FCC) Class I.



SECTION 25: GARDENER CADRE

25.1 Posts and Salaries

Gardener II	-	CONTISS 02
Gardener I	-	CONTISS 03
Senior Gardener	-	CONTISS 04
Chief Gardener	-	CONTISS 05

25.2 Duties

- i) Gardener II - CONTISS 02**
- a) Perform such duties as planting and watering of lawns, flowers, fruits, vegetables and gardens
 - b) Maintain existing lawns, flowers, fruits and gardens
 - c) Weed and prune lawns, flowers, fruits and gardens
 - d) Carry out other duties as may be assigned by superior officers
- ii) Gardener I - CONTISS 03**
- a) Perform such duties as planting and watering of lawns, flowers, fruits, vegetables and gardens
 - b) Maintain existing lawns, flowers, fruits and gardens
 - c) Weed and prune lawns, flowers, fruits and gardens
 - d) Carry out other duties as may be assigned by superior officers
- iii) Senior Gardener - CONTISS 04**
- a) Perform the duties of Gardener I at a higher level of responsibility
 - b) Supervise subordinates
 - c) Carry out other duties as may be assigned by superior officers
- iv) Chief Gardener - CONTISS 05**
- d) Perform the duties of Senior Gardener at a higher level of responsibility
 - e) Supervise subordinates
 - f) Carry out other duties as may be assigned by superior officers

25.3 Methods of Entry and Advancement within the Cadre

- i) Gardener II - CONTISS 02**

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent.

**ii) Gardener I - CONTISS 03****a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent and a minimum of 3 years relevant working experience.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Gardener II who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Senior Gardener - CONTISS 04**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent, a Certificate in the relevant area obtained from a recognised institution and a minimum of 5 years relevant working experience.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Gardener I who has spent not less than 3 years on the grade and obtained favourable Annual Performance Evaluation Reports for the period.

iv) Chief Gardener - CONTISS 05**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in Horticulture or related area obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Gardener who has spent not less than 3 years on the grade, obtained a National Diploma in Horticulture or related area and favourable Annual Performance Evaluation Reports for the period.



**SECTION 26:
HEALTH ASSISTANT CADRE**

26.1 Posts and Salaries

Health Attendant	-	CONTISS 02
Health Assistant	-	CONTISS 03
Senior Health Assistant	-	CONTISS 04
Chief Health Assistant	-	CONTISS 05

26.2 Duties

- i) Health Attendant - CONTISS 02**
- a) Clean the environment and equipment
 - b) Attend to the needs of patients
 - c) Carry out other duties as may be assigned by superior officers
- ii) Health Assistant - CONTISS 03**
- a) Carry out the duties of Health Attendant at a higher level of responsibility
 - b) Wait on Nurses and Doctors in the clinics
 - c) Carry out other duties as may be assigned by superior officers
- iii) Senior Health Assistant - CONTISS 04**
- a) Wait on Nurses and Doctors in the clinics
 - b) Assist in preparing and removing of plasters
 - c) Dress and treat wounds under supervision
 - d) Assist in collection of drugs from the main store
 - e) Supervise the activities of subordinates
 - f) Carry out other duties as may be assigned by superior officers
- iv) Chief Health Assistant - CONTISS 05**
- a) Perform the duties of Senior Health Assistant at higher level of responsibility;
 - b) Supervise the activities of subordinates
 - c) Carry out other duties as may be assigned by superior officers

26.3 Methods of Entry and Advancement within the Cadre

- i) Health Attendant - CONTISS 02**

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in the sciences in SSCE or its equivalent.

**ii) Health Assistant - CONTISS 03****a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 5 credits in SSCE or its equivalent, at least 3 of which should be in sciences.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Health Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and a minimum of 3 credits in SSCE or its equivalent in sciences.

iii) Senior Health Assistant - CONTISS 04**Method of Advancement**

By promotion of a confirmed and suitably qualified Health Assistant who has a certificate from the School of Health Technology and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Chief Health Assistant - CONTISS 05**a) Method of Entry**

The post of Chief Health Assistant shall be filled by appointment of a competent person with a National Diploma Certificate from the School of Health Technology.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Health Assistant who has a National Diploma in relevant area from the School of Health Technology and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



**SECTION 27:
LABORATORY ASSISTANT CADRE**

27.1 Posts and Salaries

Laboratory Attendant	-	CONTISS 02
Laboratory Assistant	-	CONTISS 03
Senior Laboratory Assistant	-	CONTISS 04
Laboratory Technician	-	CONTISS 05

27.2 Duties

- i) Laboratory Attendant - CONTISS 02**
- a) Clean and keep the Laboratory tidy at all times
 - b) Assist in cleaning of Laboratory apparatus
 - c) Perform routine manual Laboratory duties under supervision
 - d) Carry out other duties as may be assigned by superior officers
- ii) Laboratory Assistant - CONTISS 03**
- a) Assist in cleaning and keeping the Laboratory tidy at all times
 - b) Keep records of Laboratory equipment
 - c) Collect and preserve Laboratory specimens
 - d) Participate in cleaning of Laboratory apparatus
 - e) Assist in the preparation of simple chemical solutions in the Laboratory
 - f) Set up Laboratory equipment
 - g) Carry out other duties as may be assigned by superior officers
- iii) Senior Laboratory Assistant - CONTISS 04**
- a) Prepare specimens for experiment in the Laboratory
 - b) Ensure cleanliness of Laboratory apparatus
 - c) Maintain Laboratory equipment and apparatus
 - d) Take care of materials and instruments used in the Laboratory
 - e) Set up Laboratory equipment
 - f) Supervise the activities of subordinates
 - g) Carry out other duties as may be assigned by superior officers
- iv) Laboratory Technician - CONTISS 05**
- a) Perform the duties of Senior Laboratory Assistant at a higher level of responsibility
 - b) Supervise the activities of subordinates
 - c) Carry out other duties as may be assigned by superior officers



27.3 Methods of Entry and Advancement within the Cadre

i) Laboratory Attendant - CONTISS 02

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent in the sciences.

ii) Laboratory Assistant - CONTISS 03

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 5 credits in SSCE or its equivalent, at least 3 of which should be in the sciences.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Laboratory Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and a minimum of 3 credits in SSCE or its equivalent in the sciences.

iii) Senior Laboratory Assistant - CONTISS 04

a) Method of Entry

The post of Senior Laboratory Assistant shall be filled by promotion of a competent and hardworking Laboratory Assistant.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Laboratory Assistant who has obtained a Certificate in Laboratory Science/Technology from a recognised institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Laboratory Technician - CONTISS 05

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma in Science Laboratory Technology (SLT)/Medical Laboratory Technology obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Laboratory Assistant who has obtained a National Diploma in Science Laboratory Technology (SLT)/Medical Laboratory Technology from a recognised institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



SECTION 28: LIBRARY ASSISTANT CADRE

28.1 Posts and Salaries

Library Attendant	-	CONTISS 02
Library Assistant	-	CONTISS 03
Senior Library Assistant	-	CONTISS 04
Assistant Library Officer	-	CONTISS 05

28.2 Duties

- i) Library Attendant** - **CONTISS 02**
- a) Ensure cleanliness of the Library and dusting of Library books
 - b) Ensure safety of books and other materials in the Library
 - c) Carry out other duties as may be assigned by superior officers
- ii) Library Assistant** - **CONTISS 03**
- a) Perform the duties of a Library Attendant at a higher level of responsibility
 - b) Assist in shelving of books in the Library
 - c) Carry out other duties as may be assigned by superior officers
- iii) Senior Library Assistant** - **CONTISS 04**
- a) Assist in routine Library duties
 - b) Carry out other duties as may be assigned by superior officers
- iv) Assistant Library Officer** - **CONTISS 05**
- a) Assist in providing Library services such as indexing, circulation, receiving and filing, cataloguing; record and shelving of books, journals and newspapers
 - b) Supervise subordinates
 - c) Carry out other duties as may be assigned by superior officers

28.3 Methods of Entry and Advancement within the Cadre

- i) Library Attendant** - **CONTISS 02**

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits with at least a pass in English Language in SSCE or its equivalent.

**ii) Library Assistant - CONTISS 03****a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 5 credits in SSCE or its equivalent with at least a pass in English Language and a Certificate in computer studies obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Library Attendant who has obtained a Certificate in computer studies obtained from a recognised institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Senior Library Assistant - CONTISS 04**a) Method of Entry**

The post of Senior Library Assistant shall be filled by promotion of a competent and hardworking Library Assistant.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Library Assistant who has obtained the Library Assistant Certificate from a recognised institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Assistant Library Officer - CONTISS 05**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a National Diploma in Library and Information Science or equivalent obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Library Assistant who has a National Diploma in Library and Information Science or equivalent obtained from a recognised institution and has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



SECTION 29: LIVESTOCK ASSISTANT CADRE

29.1 Posts and Salaries

Livestock Attendant	-	CONTISS 02
Livestock Assistant	-	CONTISS 03
Senior Livestock Assistant	-	CONTISS 04
Assistant Livestock Officer	-	CONTISS 05

29.2 Duties

- i) Livestock Attendant - CONTISS 02**
- a) Feed Livestock
 - b) Clean areas where livestock are kept
 - c) Carry out other duties as may be assigned by superior officers
- ii) Livestock Assistant - CONTISS 03**
- a) Perform the duties of a Livestock Attendant at a higher level of responsibility
 - b) Perform the duties of animal disease control, animal production/management and veterinary health, under supervision
 - c) Carry out other duties as may be assigned by superior officers
- iii) Senior Livestock Assistant - CONTISS 04**
- a) Inoculate livestock and keep records of vaccination
 - b) Collect data on information required for research and other livestock development processes
 - c) Keep records and write reports on livestock development activities
 - d) Supervise and train subordinate staff in the unit
 - e) Carry out other duties as may be assigned by superior officers
- iv) Assistant Livestock Officer - CONTISS 05**
- a) Perform the duties of Senior Livestock Assistant at a higher level of responsibility
 - b) Supervise and train subordinate staff in the unit
 - c) Carry out other duties as may be assigned by superior officers

29.3 Methods of Entry and Advancement within the Cadre

- i) Livestock Attendant - CONTISS 02**

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent.

**ii) Livestock Assistant - CONTISS 03****a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 5 credits in SSCE or its equivalent.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Livestock Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and obtained a minimum of 3 credits in SSCE or its equivalent.

iii) Senior Livestock Assistant - CONTISS 04**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent in sciences and a Certificate in the relevant area obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Livestock Assistant who has obtained a Certificate in the relevant area from a recognised institution and has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Assistant Livestock Officer - CONTISS 05**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in the relevant area obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Livestock Assistant who has obtained a National Diploma in the relevant area from a recognised institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



SECTION 30: MACHINE OPERATOR CADRE

30.1 Posts and Salaries

Machine Operator III	-	CONTISS 02
Machine Operator II	-	CONTISS 03
Machine Operator I	-	CONTISS 04
Assistant Technical Officer	-	CONTISS 05

30.2 Duties

- i) Machine Operator III** - **CONTISS 02**
- a) Assist in operating machines, plants and boreholes and their maintenance under supervision
- b) Carry out other duties as may be assigned by superior officers
- ii) Machine Operator II** - **CONTISS 03**
- a) Perform the duties of Machine Operator III at a higher level of responsibility
- b) Carry out other duties as may be assigned by superior officers
- iii) Machine Operator I** - **CONTISS 04**
- a) Operate machines, plants and boreholes and handle their maintenance
- b) Supervise subordinates
- c) Carry out other duties as may be assigned by superior officers
- iv) Assistant Technical Officer** - **CONTISS 05**
- a) Assist the Technical Officer in the supervision of the work of Machine Operators
- b) Operate and maintain machines, plants and boreholes
- c) Carry out other duties as may be assigned by superior officers

30.3 Methods of Entry and Advancement within the Cadre

- i) Machine Operator III** - **CONTISS 02**

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent and a pass in Trade Test Grade III in the appropriate trade.

- ii) Machine Operator II** - **CONTISS 03**

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent, a pass in Trade Test Grade II in the appropriate trade and 3 years relevant working experience.

**b) Method of Advancement**

By promotion of a confirmed and suitably qualified Machine Operator III who has obtained Trade Test Grade II in the appropriate trade and has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Machine Operator I - CONTISS 04**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent, a pass in Trade Test Grade I in the appropriate trade and 6 years relevant working experience.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Machine Operator II who has obtained Trade Test Grade I and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Assistant Technical Officer - CONTISS 05**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in the relevant area obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Machine Operator I who has obtained a National Diploma in the relevant area from a recognised institution and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



SECTION 31: MEDICAL RECORDS ASSISTANT CADRE

31.1 Post and Salary

Senior Medical Records Assistant - CONTISS 05

31.2 Duties

- a) Issue files and cards
- b) Assist in maintaining case notes and files, including their security and confidentiality
- c) Assist in maintaining medical records and statistics
- d) Carry out other duties as may be assigned by superior officers

31.3 Method of Entry and Advancement within the Cadre

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of National Diploma in Medical Records obtained from a recognised institution. Computer Literacy is an added advantage.

b) Method of Advancement

For promotion to the next rank, a Senior Medical Records Assistant must have served satisfactorily for a minimum of 3 years, be computer literate and obtained favourable Annual Performance Evaluation Reports for the period.



**SECTION 32:
MOTOR DRIVER /MECHANIC CADRE**

32.1 Posts and Salaries

Motor Driver/Mechanic III	-	CONTISS 02
Motor Driver/Mechanic II	-	CONTISS 03
Driver/Mechanic I	-	CONTISS 04
Senior Driver/Mechanic	-	CONTISS 05

32.2 Duties

i) Motor Driver/Mechanic III - CONTISS 02

- a) Drive with care and caution, a motor vehicle assigned
- b) Keep an accurate and up-to-date log book of the movement of the vehicle
- c) Keep clean and understand the general condition of the vehicle assigned
- d) Report promptly to the appropriate officer, any faults or defects discovered
- e) Carry out other duties as may be assigned by superior officers

ii) Motor Driver/Mechanic II - CONTISS 03

- a) Drive with care and caution, a motor vehicle assigned
- b) Keep an accurate and up-to-date log book of the movement of the vehicle
- c) Keep clean and understand the general condition of the vehicle assigned
- d) Report promptly to the appropriate officer, any faults or defects discovered
- e) Carry out other duties as may be assigned by superior officers

iii) Motor Driver/Mechanic I - CONTISS 04

- a) Drive with care and caution, a motor vehicle assigned
- b) Keep an accurate and up-to-date log book of the movement of the vehicle
- c) Keep clean and understand the general condition of the vehicle assigned
- d) Report promptly to the appropriate officer, any faults or defects discovered
- e) Undertake emergency repairs of the vehicle with the approval of the HOD
- f) Supervise subordinates
- g) Carry out other duties as may be assigned by superior officers.

iv) Senior Driver/Mechanic - CONTISS 05

- a) Drive with care and caution, a motor vehicle assigned
- b) Keep an accurate and up-to-date log book of the movement of the vehicle
- c) Keep clean and understand the general condition of the vehicle assigned
- d) Report promptly to the appropriate officer, any faults or defects discovered



- e) Undertake emergency repairs of the vehicle with the approval of the HOD
- f) Supervise subordinates
- g) Carry out other duties as may be assigned by superior officers

32.3 Methods of Entry and Advancement within the Cadre

i) Motor Driver/Mechanic III - CONTISS 02

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of SSCE or its equivalent; a valid Class C Driver's License, Trade Test Grade III and Driving & Physical Fitness tests conducted by the University.

ii) Motor Driver/Mechanic II - CONTISS 03

The posts of Motor Driver/Mechanic II through Senior Driver/Mechanic shall be filled by promotion of a competent and hardworking staff within the cadre.

Method of Advancement

By promotion of a confirmed and suitably qualified Motor Driver/Mechanic III who has obtained Class E Driving License, Trade Test Grade III and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Driver/Mechanic I - CONTISS 04

Method of Advancement

By promotion of a confirmed and suitably qualified Motor Driver/Mechanic II who has obtained Trade Test Grade II and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Senior Driver/Mechanic - CONTISS 05

Method of Advancement

By promotion of a confirmed and suitably qualified Driver/Mechanic I who has obtained Trade Test I and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



SECTION 33: OFFICE ATTENDANT CADRE

33.1 Posts and Salaries

Office Attendant	-	CONTISS 02
Office Assistant	-	CONTISS 03
Senior Office Assistant	-	CONTISS 04

33.2 Duties

- i) Office Attendant - CONTISS 02**
- a) Open, clean and close offices and entrances to the University buildings
 - b) Control the entry of visitors to offices, student's halls of residence and other University buildings
 - c) Clean the surrounding environment
 - d) Responsible for movement and security of files and official documents
 - e) Carry and deliver letters, articles and mails
 - f) Carry out other duties as may be assigned by superior officers
- ii) Office Assistant - CONTISS 03**
- a) Open, clean and close offices and entrances to the University buildings
 - b) Control the entry of visitors to offices, student's halls of residence and other University buildings
 - c) Clean the surrounding environment
 - d) Responsible for movement and security of files and official documents
 - e) Carry and deliver letters, articles and mails
 - f) Carry out other duties as may be assigned by superior officers
- iii) Senior Office Assistant - CONTISS 04**
- a) Open, clean and close offices and entrances to the University buildings
 - b) Control the entry of visitors to offices, student's halls of residence and other University buildings
 - c) Clean the surrounding environment
 - d) Responsible for movement and security of files and official documents
 - e) Carry and deliver letters, articles and mails
 - f) Supervise subordinates
 - g) Carry out other duties as may be assigned by superior officers



33.3 Methods of Entry and Advancement within the Cadre

i) Office Attendant - CONTISS 02

Method of Entry

By direct appointment of qualified and suitable candidate with minimum of 3 credits in SSCE or its equivalent.

ii) Office Assistant - CONTISS 03

The posts of Office Assistant and Senior Office Assistant shall be filled by promotion of a competent and hardworking staff within the cadre.

Method of Advancement

By promotion of a confirmed and suitably qualified Office Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Senior Office Assistant - CONTISS 04

Method of Advancement

By promotion of a confirmed and suitably qualified Office Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



SECTION 34: PORTER CADRE

34.1 Posts and Salaries

Assistant Porter	-	CONTISS 02
Porter	-	CONTISS 03
Senior Porter	-	CONTISS 04

34.2 Duties

- i) Assistant Porter** - **CONTISS 02**
- a) Open, clean and close offices and entrances to the University buildings
 - b) Control the entry of visitors to offices, students' halls of residence and other University buildings
 - c) Clean the surrounding environment
 - d) Responsible for movement and security of files and official documents
 - e) Carry and deliver letters, articles and mails
 - f) Carry out other duties as may be assigned by superior officers
- ii) Porter** - **CONTISS 03**
- a) Open, clean and close offices and entrances to the University buildings
 - b) Control the entry of visitors to offices, students' halls of residence and other University buildings
 - c) Clean the surrounding environment
 - d) Responsible for movement and security of files and official documents
 - e) Carry and deliver letters, articles and mails
 - f) Supervise subordinates
 - g) Carry out other duties as may be assigned by superior officers
- iii) Senior Porter** - **CONTISS 04**
- a) Open, clean and close offices and entrances to the University buildings
 - b) Control the entry of visitors to offices, students' halls of residence and other University buildings
 - c) Clean the surrounding environment
 - d) Responsible for movement and security of files and official documents
 - e) Carry and deliver letters, articles and mails
 - f) Supervise subordinates
 - g) Carry out other duties as may be assigned by superior officers



34.3 Methods of Entry and Advancement within the Cadre

i) Assistant Porter - CONTISS 02

Method of Entry

By direct appointment of qualified and suitable candidate with minimum of 3 credits in SSCE or its equivalent.

ii) Porter - CONTISS 03

The posts of Porter and Senior Porter shall be filled by promotion of a competent and hardworking staff within the cadre.

Method of Advancement

By promotion of a confirmed and suitably qualified Assistant Porter who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Senior Porter - CONTISS 04

Method of Advancement

By promotion of a confirmed and suitably qualified Porter who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



SECTION 35: SECURITY CADRE

35.1 Posts and Salaries

Watchman	-	CONTISS 01
Patrolman	-	CONTISS 02
Senior Patrolman	-	CONTISS 03
Assistant Patrol Supervisor	-	CONTISS 04
Patrol Supervisor	-	CONTISS 05

35.2 Duties

- i) Patrolman** - **CONTISS 02**
- a) Perform general security duties in the University under supervision
 - b) Guard the University buildings and other properties
 - c) Patrol the entire University premises
 - d) Search incoming and outgoing vehicles
 - e) Take part in drills and other physical exercises
 - f) Carry out other duties as may be assigned by superior officers
- ii) Senior Patrolman** - **CONTISS 03**
- a) Perform general security duties in the University under supervision
 - b) Guard the University buildings and other properties
 - c) Search incoming and outgoing vehicles
 - d) Take part in drills and other physical exercises
 - e) Carry out other duties as may be assigned by superior officers
- iii) Assistant Patrol Supervisor** - **CONTISS 04**
- a) Perform the duties of a Senior Patrolman at a higher level of responsibility
 - b) Assist in preparing security report on matters referred to the Security Division
 - c) Supervise subordinates
 - d) Carry out other duties as may be assigned by superior officers
- iv) Patrol Supervisor** - **CONTISS 05**
- a) Assist in coordinating the activities of Patrolmen as may be directed
 - b) Assist in the protection of lives and property within and around the University



- c) Assist in preparing periodic security situation reports on the campuses for submission to superior officers
- d) Assist in monitoring and prevention of crime in the University
- e) Supervise subordinates
- f) Carry out other duties as may be assigned by superior officers.

35.3 Methods of Entry and Advancement within the Cadre

ii) Patrolman - CONTISS 02

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Watchman who has obtained a minimum of 3 credits in SSCE or its equivalent and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Senior Patrolman - CONTISS 03

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent and 3 years relevant working experience.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Patrolman who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Assistant Patrol Supervisor - CONTISS 04

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent with 6 years relevant working experience.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

**b) Method of Advancement**

By promotion of a confirmed and suitably qualified Senior Patrolman who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

v) Patrol Supervisor - CONTISS 05**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a National Diploma in the relevant area obtained from a recognised institution.

In addition, a candidate must have passed a competitive selection test and met the appropriate medical fitness condition.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Assistant Patrol Supervisor who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and obtained a National Diploma in the relevant area from a recognised institution.



SECTION 36: STORES KEEPER CADRE

36.1 Posts and Salaries

Stores Assistant	-	CONTISS 02
Stores Keeper	-	CONTISS 03
Senior Stores Keeper	-	CONTISS 04
Assistant Stores Officer	-	CONTISS 05

36.2 Duties

- i) Stores Assistant - CONTISS 02**
- a) Ensure cleanliness of assigned stores at all times
 - b) Assist in performing routine and manual stores work under supervision
 - c) Carry out other duties as may be assigned by superior officers
- ii) Stores Keeper - CONTISS 03**
- a) Perform the duties of a Stores Assistant at a higher level of responsibility
 - b) Carry out other duties as may be assigned by superior officers
- iii) Senior Stores Keeper - CONTISS 04**
- a) Take charge of a store in a Unit/Department
 - b) Issue and receive materials/equipment
 - c) Keep relevant records and check stock
 - d) Carry out other duties as may be assigned by superior officers
- iv) Assistant Stores Officer - CONTISS 05**
- a) Perform the duties of Senior Stores Keeper at a higher level of responsibility.
 - b) Supervise subordinates.
 - c) Carry out other duties as may be assigned by superior officers.

36.3 Methods of Entry and Advancement within the Cadre

- i) Stores Assistant - CONTISS 02**

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits with at least a pass in Mathematics in SSCE or its equivalent.

**ii) Stores Keeper - CONTISS 03****a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent and Basic Store Certificate.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Stores Assistant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iii) Senior Stores Keeper - CONTISS 04**a) Method of Entry**

The post of Senior Stores Keeper shall be filled by promotion of a competent and hardworking Stores Keeper.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Stores Keeper who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

iv) Assistant Stores Officer - CONTISS 05**a) Method of Entry**

By direct appointment of a qualified and suitable candidate with a National Diploma in Purchasing and Supply or equivalent obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Stores Keeper who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period and obtained a National Diploma in Purchasing and Supply from a recognised institution.



**SECTION 37:
TECHNICAL ASSISTANT (CIVIL, ELECTRICAL AND MECHANICAL) CADRE**

37.1 Posts and Salaries

Technical Attendant	-	CONTISS 02
Technical Assistant	-	CONTISS 03
Senior Technical Assistant	-	CONTISS 04
Assistant Technical Officer	-	CONTISS 05

37.2 Duties

- i) Technical Attendant - CONTISS 02**
- a) Assist in the performance of routine trade jobs that require fabrication, processing, installation, maintenance or repairs of buildings, roads, drainages, sewerage, furniture, electrical/mechanical system, vehicles, mobile and stationery machines, material and equipment
 - b) Participate as a team member on large trade jobs in various skilled trades e.g. plumbing, carpentry and joinery, bricklaying and masonry, auto-electrical work etc
 - c) Carry out other duties as may be assigned by superior officers
- ii) Technical Assistant - CONTISS 03**
- a) Perform the duties of Technical Attendant at a higher level of responsibility
 - b) Carry out other duties as may be assigned by superior officers
- iii) Senior Technical Assistant - CONTISS 04**
- a) Perform complex individual trade jobs requiring estimating, calculating, reading, drawings and specification
 - b) Lay out the work, set up equipment, select tools and materials, determine work procedure and modify techniques to meet varying job requirement
 - c) Assist in the supervision and training of subordinates
 - d) Carry out other duties as may be assigned by superior officers
- iv) Assistant Technical Officer - CONTISS 05**
- a) Supervise a group of skilled tradesmen engaged in the fabrication, processing, installation, maintenance, repairs and inspection of buildings, roads, drainages, sewerages, furniture, electrical/mechanical systems, vehicles, mobile and stationery machines and other materials and equipment in a large work unit



- b) Establish work priorities, estimate job time and material requirements, analyse complex repair problems, provide drawings and instructions for fabrication of parts and provide technical advice concerning repairs and replacement of machines and vehicles
- c) Co-coordinate workshop activities with those of other trades
- d) Carry out other duties as may be assigned by superior officers

NB:

- i) **Civil** includes carpentry and joinery, plumbing, masonry, sewerage, roads, drainages, painting etc.
- ii) **Electrical** includes fitting, wiring, installation etc.
- iii) **Mechanical** include welding, fabrication, plant and vehicle maintenance etc.

37.3 Methods of Entry and Advancement within the Cadre

- i) **Technical Attendant** - **CONTISS 02**

Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent and a pass in the appropriate Trade Test Grade III.

- ii) **Technical Assistant** - **CONTISS 03**

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent, a pass in Trade Test Grade III in the appropriate trade and 3 years relevant working experience.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Technical Attendant who has spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.

- iii) **Senior Technical Assistant** - **CONTISS 04**

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a minimum of 3 credits in SSCE or its equivalent, a pass in Trade Test Grade II in the appropriate trade and 6 years relevant working experience.

b) Method of Advancement

By promotion of a confirmed and suitable Technical Assistant who has obtained Trade Test Grade II and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period.



iv) Assistant Technical Officer - CONTISS 05

a) Method of Entry

By direct appointment of a qualified and suitable candidate with a National Diploma in the relevant area obtained from a recognised institution.

b) Method of Advancement

By promotion of a confirmed and suitably qualified Senior Technical Assistant who has obtained Trade Test Grade I and spent not less than 3 years on the grade with favourable Annual Performance Evaluation Reports for the period or a National Diploma in the relevant field obtained from a recognised institution.



**APPENDIX 1:
ANNUAL PERFORMANCE EVALUATION REPORT**



**SULE LAMIDO UNIVERSITY, KAFIN HAUSA
P. M. B. 048, Kafin Hausa, Jigawa State
(Office of the Registrar)**

SLU/R/APER/JP-03

JUNIOR STAFF ANNUAL PERFORMANCE EVALUATION REPORT

**Part I: To be completed by Staff
Part II: To be completed by Supervising Officer**

PART I

Name (Surname Last):.....

Staff Number (JP):.....

Present Rank:.....**Date:**.....

CONTISS:.....**Step:**.....

Department/Unit:.....

Phone No.:.....**E-Mail:**.....

Date of Birth:.....**Marital Status:**.....

State of Origin:.....**L.G.A.**.....

Home Address:.....

Educational/Professional Qualification(s) with Dates

Name of Schools Attended	Period	Certificate Obtained

Signature of Staff:.....**Date:**.....



PART II

In assessing the candidate, the Supervising/Reporting Officer is requested to score the Staff in the appropriate columns below:

S/No	Qualities	Scores/Marks				
		10	8	6	4	2
1	Quality of Work					
2	Ability to Learn					
3	Knowledge of Work					
4	Ability to Initiate					
5	Leadership Qualities					
6	Dependability					
7	Attitude to Work					
8	Relationship with Staff and Public					
9	Punctuality					
10	Integrity					
Total Marks/Scores		__ out of 100				
Minimum Eligibility Marks/Scores for Promotion		60				

Interpretation of Marks/Scores:

- 10 Marks for Outstanding
- 8 Marks for Very Good
- 6 Marks for Good
- 4 Marks for Satisfactory
- 2 Marks for Poor or Unsatisfactory

The Summary of my assessment is that the Staff is recommended for:

- i. Promotion.....
- ii. Confirmation of Appointment.....
- iii. Commendation for Hardwork.....
- iv No Change in Status.....
- v. Demotion.....
- vi. Disciplinary Action.....



.....
.....

Name of Supervising/Reporting Officer.....

Designation.....

Signature.....Date.....

Head of Department/Unit Recommendation

Do you endorse the recommendation of the Reporting Officer?

YES [] NO []

If NO, please comment.....

.....

Name of Head of Dept./Unit.....

Signature.....Date.....

Registrar

(Signature)

(Date)