



FEDERAL UNIVERSITY OF AGRICULTURE ZURU
(Office of the Registrar)

CRITERIA

**FOR APPOINTMENT, APPRAISAL AND PROMOTION OF
ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL STAFF**

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GUIDELINES FOR APPRAISAL AND PROMOTION OF SENIOR ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL STAFF

i. PREAMBLE

The appraisal and promotion exercise is an annual event and it is mandatory upon all members of staff to fill-in appraisal forms annually. Contrary to the general belief that the appraisal and promotion exercise is meant only for promotion, this exercise is also intended to appraise the overall performance of every member of staff over the period under review; in terms of efficiency, competence, resourcefulness, integrity, etc. Those who have been found worthy for promotion would be promoted accordingly while those who deserve commendation would be commended and those whose performances call for rebuke or disciplinary action shall be handled appropriately.

ii. CRITERIA FOR APPRAISAL

The criteria to be used for Appraisal and Promotion of Senior Administrative, Technical and Professional Staff are:

- a. Marked efficiency, competence and contribution to the effectiveness of the department;
- b. Ability to undertake new and expanded schedules of duty
And additional responsibilities;
- c. Special aptitudes, experience, initiative and training;
- d. Personal integrity.

iii. RECOMMENDATIONS FOR PROMOTION

In recommending a member of staff for promotion, the following shall be taken into consideration:

- a. The salary grade level/step reached in the candidate's salary scale.
- b. The academic/professional qualifications obtained since appointment or last promotion.
- c. These criteria are intended to serve as a general guide in judging the candidate, they are not meant to set boundaries to the elements of performance that may be considered.
- d. Comprehensive assessment of the member of staff's qualification for promotion, taking into consideration the criteria set out above.
- e. A member of staff must have completed a minimum of three (3) years since appointment or the last promotion with a minimum of 60% of Head of

Department scoring and examination score combined before such a staff will be eligible for consideration for promotion.

- f. The percentage (%) total score to be obtained shall be distributed as follows:
 - i. Annual Performance Evaluation Report (APER) - 20%
 - ii. Seniority - 10%For every one (1) year above the Time-in-rank, two (2) points shall be earned, subject to a maximum of 10 points.
- iii. General Paper Evaluation - 30%
- iv. Professional Examination - 40%
- g. Before a staff is considered for promotion, he/she must possess the qualification(s) for the post to which he/she is being assessed.
- h. There shall be no promotion to any post on CONTISS 14 and above except by an assessment/interview panel.
- i. There shall be no promotion examinations that will be graded over 70% marks for all members of staff recommended for promotion.

IV. PLACEMENT OF SALARY GRADE LEVEL/STEPS ON PROMOTION

A newly promoted member of staff shall be placed on a grade level that will earn him/her at least a higher consolidated basic salary.

V. DATE OF PROMOTION

All promotion shall take effect from 1st October of the year of assessment.

VI. COMMENDATION/DISCIPLINARY ACTION

A member of staff whose general performance has been outstanding shall be commended. On the other hand, those whose ratings are below 60% shall be advised in writing to improve their performances. Any staff with an adverse report during the year under review may not be considered for promotion and may be disciplined.

VII. REGRADING

The appointment & promotion Committee for Senior Administrative, Technical and Professional Staff may review the salary and or the appointment of senior staff under the following conditions:

- a. On a recommendation by the Head of Department concerned for the reason that the earlier assessment had not been based on all the available facts and had accordingly resulted in wrong placement on the salary scale or wrong grade.
- b. That such review or regrading shall be done in the first year of appointment and only in such cases that review or regrading shall apply retrospectively to the date of such appointment.

- c. All recommendation or review of salary or for regrading shall be made by the Head of Department to the Registrar for consideration and recommendation to the A&PC (A&T).

VIII. CONVERSION

The Appointment and Promotion Committee for Senior Administrative, Technical and Professional staff may convert a senior staff under the following conditions:

- a. On obtaining relevant additional qualification from a recognised institution through Study Fellowship.
- b. That lateral conversion to any senior staff position shall not be beyond CONTISS 09.
- c. That any senior staff that has exceeded CONTISS 09 on the former grade shall have his/her salary remaining personal.

NOTE: IN THE REGULATIONS:

“Committee” means Appointments and Promotions Committee for Senior Administrative, Professional and Technical Staff. “Senior non-teaching staff/member of staff” means the Administrative, Professional and Technical Staff on CONTISS 6 and above.

**SCHEME OF SERVICE FOR ADMINISTRATIVE, TECHNICAL AND
PROFESSIONAL STAFF
REGISTRY DEPARTMENT**

1. SCHEME OF SERVICE FOR ADMINISTRATIVE OFFICERS CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATIO(S)
1.	Administrative Assistant	CONTISS 07	a. By direct appointment or conversion of a candidate possessing a first degree in Humanities or Social Sciences from a recognised University with NYSC/Exemption Certificate.
2.	Administrative Officer	CONTISS 08	a. By promotion of a confirmed Administrative Assistant with at least three (3) years experience. b. By direct appointment or conversion of a candidate possessing qualification(s) specified in 1 (a) above plus at least three (3) years cognate experience.
3.	Assistant Registrar	CONTISS 09	a. By promotion of a confirmed Administrative Officer with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing qualification (s) specified in 1 (a) above plus at least six (6) years cognate experience.
4.	Senior Assistant Registrar II	CONTISS 11	a. By promotion of a confirmed Assistant Registrar with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
5.	Senior Assistant Registrar I	CONTISS 12	a. By promotion of a confirmed Senior Assistant Registrar II with

			<p>at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Principal Assistant Registrar	CONTISS 13	<p>a. By promotion of a confirmed Senior Assistant Registrar I with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body</p>
7.	Deputy Registrar	CONTISS 14	<p>a. By promotion of a confirmed Principal Assistant Registrar with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a chartered professional body.</p>
8.	Director	CONTISS 15	<p>a. By promotion of a confirmed Deputy Registrar with at least ten (10) years experience on the grade.</p> <p>b. Candidate must be a member of a chartered professional body.</p>

2. SCHEME OF SERVICE FOR EXECUTIVE OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Executive Officer (General)	CONTISS 06	<p>a. By promotion of a confirmed Assistant Executive Officer with National Diploma in Relevant field with at least four (4) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing National Diploma from a recognised institution with at least four (4) years cognate experience on the grade</p>

2.	Higher Officer	Executive	CONTISS 07	<p>a. By promotion of a confirmed Executive Officer possessing National Diploma in relevant field with at least three (3) years experience.</p> <p>b. By direct appointment or conversion of a candidate possessing HND in relevant field from a recognised institution plus NYSC/Exemption Certificate.</p>
3.	Senior Officer	Executive	CONTISS 08	<p>a. By promotion of a confirmed Higher Executive Officer with qualification(s) indicated in 1(a) above with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing qualification(s) indicated in 2(b) above plus at least six (6) years cognate experience.</p>
4.	Principal Officer II	Executive	CONTISS 09	<p>a. By promotion of a confirmed Senior Executive Officer with qualification(s) indicated in 1(a) above with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possession HND in relevant field from a recognised institution plus NYSC/Exemption Certificate with at least nine (9) years cognate experience.</p>
5.	Principal Officer I	Executive	CONTISS 11	<p>a. By promotion of a confirmed Principal Executive Officer II with at least three (3) years experience on the grade.</p>
6.	Assistant Executive Officer	Chief	CONTISS 12	<p>a. By promotion of a confirmed Principal Executive Officer I with at least three (3) years experience on the grade.</p>

7.	Chief Executive Officer	CONTISS 13	a. By promotion of a confirmed Assistant Executive Officer with at least three (3) years experience on the grade.
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3. SCHEME OF SERVICE FOR CONFIDENTIAL SECRETARY CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Confidential Secretary III	CONTISS 06	<p>a. By promotion of a confirmed Confidential Secretary IV at speed of 50/100 WPM in typing and shorthand from a recognised institution with at least four (4) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate with National Diploma in Secretarial Studies from a recognised institution.</p> <p>c. Basic computer knowledge is an added advantage.</p>
2.	Confidential Secretary II	CONTISS 07	<p>a. By promotion of a confirmed Confidential Secretary III with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing HND in Secretarial Studies/Administration plus NYSC/Exemption Certificate</p> <p>c. Candidate with government certificate with 60/120 WPM in shorthand and typewriting from a recognised institution plus 1 (c) above</p>
3.	Confidential Secretary I	CONTISS 08	<p>a. By promotion of a confirmed Confidential Secretary II with at least three (3) years experience on the grade.</p>

			<p>b. By direct appointment or conversion of a candidate with qualification(s) indicated in 2(b) above or government certificate with 60/120 WPM with at least six (6) years cognate experience.</p>
4.	Senior Confidential Secretary	CONTISS 09	<p>a. By promotion of a confirmed Confidential Secretary I with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate with qualification(s) indicated in 2(b) above or government certificate with 60/120 WPM with at least nine (9) years cognate experience.</p>
5.	Principal Confidential Secretary	CONTISS 11	<p>a. By promotion of a confirmed Confidential Secretary with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Assistant Chief Confidential Secretary	CONTISS 12	<p>a. By promotion of a confirmed Principal Confidential Secretary with at least three (3) years experience on the grade</p> <p>b. Candidate must be a member of a relevant chartered professional body</p>
7.	Chief Confidential Secretary	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Confidential Secretary with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

4. SCHEME OF SERVICE FOR DATA PROCESSING OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Data Processing Officer	CONTISS 06	<p>a. By promotion of a confirmed Assistant Data Processing Officer with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate with National Diploma in Computer Science or Data Processing from a recognised institution.</p>
2.	Higher Data Processing Officer	CONTISS 07	<p>a. By promotion of a confirmed Data Processing Officer with National Diploma in Computer Science with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing HND in Computer Science/Application from a recognised institution with NYSC/Exemption Certificate.</p>
3.	Senior Data Processing Officer	CONTISS 08	<p>a. By promotion of a confirmed Higher Data Processing Officer with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>
4.	Principal Data Processing Officer II	CONTISS 09	<p>a. By promotion of a confirmed Senior Data Processing Officer with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of candidate</p>

			possessing qualification(s) specified in 2(b) above with at least nine (9) years cognate experience.
5.	Principal Data Processing Officer I	CONTISS 11	a. By promotion of a confirmed Principal Data Processing Officer II with at least three (3) years experience on the grade.
6.	Assistant Chief Data Processing Officer	CONTISS 12	a. By promotion of a confirmed Principal Processing Officer I with at least three (3) years experience on the grade.
7.	Chief Data Processing Officer	CONTISS 13	a. By promotion of a confirmed Assistant Chief Data Processing Officer with at least three (3) years experience on the grade.

5. SCHEME OF SERVICE FOR PROGRAMME ANALYST CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Programme Analyst II	CONTISS 07	a. By direct appointment of a candidate possessing a degree in Computer Science or a degree in Mathematics & Statistics with a Postgraduate Diploma in Computer Science/Software Application from a recognised institution plus NYSC/Exemption Certificate.
2.	Programme Analyst I	CONTISS 08	a. By promotion of a confirmed Programme Analyst II with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least three (3) years cognate experience.
3.	Senior Programme Analyst	CONTISS 09	a. By promotion of a confirmed Programme Analyst I with at least

			<p>three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>
4.	Principal Programme Analyst	CONTISS 11	<p>a. By promotion of a confirmed Senior Programme Analyst with at least three (3) experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
5.	Assistant Chief Programme Analyst	CONTISS 12	<p>a. By promotion of a confirmed Principal Programme Analyst with at least three (3) experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Chief Programme Analyst	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Programme Analyst with at least three (3) experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	Deputy Director	CONTISS 14	<p>a. By promotion of a confirmed Chief Programme Analyst with at least three (3) experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
8.	*Director	CONTISS 15	<p>a. By promotion of a confirmed Deputy Director Programme Analyst with at least ten (10) experience on the grade.</p>

			b. Candidate must be a member of a relevant chartered professional body.
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*Subject to availability of vacancy

6. SCHEME OF SERVICE FOR SECRETARIAL ASSISTANT CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Senior Secretarial Asst. II/Data Processing Officer	CONTISS 06	<p>a. By promotion or conversion of a candidate possessing S.S.C.E. or equivalent with typing certificate grade I at a speed of 50 WPM or a certificate in Computer Application/Software from a recognised institution with at least four (4) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing a National Diploma in Secretarial Studies or Diploma in Computer Science/Software Application.</p>
2.	Senior Secretarial Asst. I/Higher Data Processing Officer	CONTISS 07	<p>a. By promotion or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing qualification(s) in 1(b) above plus at least three (3) years cognate experience on the grade.</p>
3.	Chief Secretarial Assistant/Senior Data Processing Officer	CONTISS 08	<p>a. By promotion or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least three (3) years experience as Secretarial Assistant I or Higher Data Processing Officer with at least three (3) years cognate experience on the grade.</p>

			b. By direct appointment of a candidate possessing qualification(s) in 1(a) above plus at least six (6) years cognate experience as Secretarial Assistant I or Higher Data Processing Officer.
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7. SCHEME OF SERVICE FOR CLERICAL OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Chief Clerical Officer (General)	CONTISS 06	a. By promotion of a confirmed Assistant Chief Clerical Officer with at least four (4) years experience on the grade.

BURSARY DEPARTMENT

8. SCHEME OF SERVICE FOR ACCOUNT CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Accountant	CONTISS 07	a. By direct appointment of a candidate possessing a degree in Accountancy from a recognised University with NYSC/Exemption Certificate.
2.	Accountant II	CONTISS 08	a. By promotion of a confirmed Assistant Accountant with qualification(s) specified in 1(a) above plus at least three(3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.
3.	Accountant I	CONTISS 09	a. By promotion of a confirmed Accountant II with at least three (3) years experience on the grade.

			b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least nine (9) years cognate experience.
4.	Senior Accountant	CONTISS 11	a. By promotion of a confirmed Accountant 1 with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
5.	Principal accountant	CONTISS 12	a. By promotion of a confirmed Senior Accountant with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
6.	Chief Accountant	CONTISS 13	a. By promotion of a confirmed Principal Accountant with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
7.	Deputy Bursar	CONTISS 14	a. By promotion of a confirmed Chief Accountant with at least three (3) experience on the grade. b. Candidate must be a member of a relevant chartered professional.
8.	Director	CONTISS 15	a. By promotion of a confirmed Deputy Bursar with at least ten (10) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.

9. SCHEME OF SERVICE FOR EXECUTIVE OFFICER (ACCOUNTANTS)

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Executive Officer (Accts)	CONTISS 06	<p>a. By promotion of a confirmed Assistant Executive Officer (Accountants) with National Diploma in relevant field with at least four (4) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing National Diploma in Accounting or other relevant field from a recognised institution plus at least four (4) years cognate experience.</p>
2.	Higher Executive Officer (Accts)	CONTISS 07	<p>a. By promotion of a confirmed Executive Officer (Accounts) with qualification(s) specified in 1(a) above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing HND in Accounting or other related field from a recognised institution plus NYSC/Exemption Certificate.</p>
3.	Senior Executive Officer (Accts)	CONTISS 08	<p>a. By promotion of a confirmed Higher Executive Officer (Account)</p> <p>b. Must have at least three (3) years experience on the grade.</p> <p>c. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>

4.	Principal Executive Officer II (Accts)	CONTISS 09	<p>a. By promotion of a confirmed Senior Executive Officer (Accounts),</p> <p>b. Must have at least three (3) years experience on the grade.</p> <p>c. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least nine (9) years cognate experience.</p>
5.	Principal Executive Officer I (Accts)	CONTISS 11	<p>a. By promotion of a confirmed Principal Executive Officer 11.</p> <p>b. Must have at least three (3) years experience on the grade.</p> <p>c. Candidate must be a member of a relevant chartered professional body.</p>
6.	Assistant Chief Executive Officer (Accts)	CONGTISS 12	<p>a. By promotion of a confirmed Principal Executive Officer 1.</p> <p>b. Must have at least three (3) years experience on the grade.</p> <p>c. Candidate must be a member of a relevant chartered professional body.</p>
7.	Chief Executive Officer (Accts)	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Executive Officer (Accounts).</p> <p>b. Must have at least three (3) years experience on the grade.</p> <p>c. Candidate must be a member of a relevant chartered professional body.</p>

10. SCHEME OF SERVICE FOR STORE OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Stores Officer	CONTISS 06	<p>a. By promotion of a confirmed Assistant Store Officer possessing a National Diploma in Business</p>

			Studies/purchasing and Supply with at least four (4) years experience on the grade.
2.	Higher Stores Officer	CONTISS 07	<ul style="list-style-type: none"> a. By promotion of a confirmed Store Officer with qualification(s) specified in 1(a) above plus at least four (4) years experience on the grade. b. By direct appointment conversion of a candidate possessing HND in Business Administration or Purchasing and Supply plus NYSC/Exemption certificate.
3.	Senior Stores Officer	CONTISS 08	<ul style="list-style-type: none"> a. By promotion of a confirmed Higher Store Officer with qualification(s) specified in 2(a) above plus at least four (4) years experience on the grade. b. By promotion of a Higher Stores Officer with qualification(s) specified in 2(b) above plus at least three (3) years experience on the grade. c. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with six (6) years cognate experience.
4.	Principal Stores Officer II	CONTISS 09	<ul style="list-style-type: none"> a. By promotion of a confirmed Senior Store Officer plus at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with nine (9) years cognate experience.
5.	Principal Stores Officer I	CONTISS 11	<ul style="list-style-type: none"> a. By promotion of a confirmed Principal Store Officer II with at least three (3) years experience on the grade.

			b. Candidate must have be a member of a relevant chartered professional body.
6.	Assistant Chief Stores Officer	CONTISS 12	a. By promotion of a confirmed Principal Store Officer 1 with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
7.	Chief Store Officer	CONTISS 13	a. By promotion of a confirmed Assistant Chief Store Officer with at least three (3) years experience on the grade. b. Candidate must be member of a relevant chartered professional body.

11.SCHEME OF SERVICE FOR CATERING OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(2)
1.	Catering Officer	CONTISS 06	a. By direct appointment or conversion of a candidate possessing National Diploma in Hotel and Catering Management or any other related discipline from a recognised institution.
2.	Higher Catering Officer	CONTISS 07	a. By promotion of a confirmed Catering Officer plus at least four (4) years experience on the grade. b. By direct appointment or conversion of a candidate with Higher National Diploma in Hotel and Catering Management/ Diatetics from a recognised institution plus NYSC/Exemption Certificate.
3.	Senior Catering Officer	CONTISS 08	a. By promotion of a confirmed Higher Catering Officer with qualification(s) specified in 1(a)

			<p>above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a confirmed Higher Catering Officer with qualification(s) specified in 2(b) above plus at least three (3) years experience on the grade.</p> <p>c. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>
4.	Principal Catering Officer II	CONTISS 09	<p>a. By promotion of a confirmed Senior Catering Officer with plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least nine (9) years cognate experience.</p>
5.	Principal Catering Officer I	CONTISS 11	<p>a. By promotion of a confirmed Principal Catering Officer II with/plus at least three (3) years experience on the grade.</p>
6.	Assistant Catering Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Catering Officer I with plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	Chief Catering Officer	CONTISS 13	<p>a. By promotion of a confirmed Assistant Catering Officer with plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

8.	Deputy Director Catering	CONTISS 14	<p>a. By promotion of a confirmed Chief Catering Officer with/plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
9.	Deputy Director Catering Services	CONTISS 15	<p>a. By promotion of a confirmed Deputy Director catering plus at least ten (10) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

12. SCHEME OF SERVICE FOR DIETICIAN CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Dietician I	CONTISS 07	<p>a. By direct appointment or conversion of a candidate possessing a first degree in Dietetic or Food and Nutrition from a recognised University, registered with relevant body plus NYSC/Exemption Certificate.</p>
2.	Dietician II	CONTISS 08	<p>a. By promotion of a confirmed Dietician I possessing the qualification(s) specified above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above plus at least three (3) years cognate experience.</p> <p>c. Candidate must be a member of a relevant chartered professional body.</p>
3.	Senior Dietician	CONTISS 09	<p>a. By promotion of a confirmed Dietician II possessing the</p>

			<p>qualification(s) specified above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above plus at least six (6) years cognate experience.</p> <p>c. Candidate must be a member of a relevant chartered professional body.</p>
4.	Principal Dietician II	CONTISS 11	<p>a. By promotion of a confirmed Senior Dietician possessing the qualification(s) specified above plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
5.	Principal Dietician I	CONTISS 12	<p>a. By promotion of a confirmed Principal Dietician II plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Assistant Chief Dietician	CONTISS 13	<p>a. By promotion of a confirmed Principal Dietician I plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	Deputy Director Dietician	CONTISS 14	<p>a. By promotion of a confirmed Assistant Chief Dietician plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

8.	*Director	CONTISS 15	a. By promotion of a confirmed Deputy Director Dietician plus at least ten (10) years experience on the grade.
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*Subject to availability of vacancy

13. SCHEME OF SERVICE FOR ASSISTANT DIETICIAN CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Dietician	CONTISS 06	a. By direct appointment or conversion of a candidate possessing a National Diploma in Dietetic or Food and Nutrition from a recognised institution plus registration with relevant body plus at least four (4) years working experience on the last grade.
2.	Higher Assistant Dietician	CONTISS 07	<p>a. By promotion of a candidate Assistant Dietician with qualification(s) specified in 1(a) above plus at least three (3) years experience on the grade.</p> <p>b. By promotion of a candidate Assistant Dietician with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.</p> <p>c. By direct appointment of conversion of a candidate possessing HND in Dietetics or Food and Nutrition from a recognised institution plus NYSC/Exemption Certificate with at least three (3) years cognate experience.</p>
3.	Senior Assistant Dietician	CONTISS 08	a. By promotion of a candidate Higher Assistant Dietician with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.

			<p>b. By promotion of a candidate Higher Assistant Dietician with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.</p> <p>c. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>
4.	Principal Assistant Dietician II	CONTISS 09	<p>a. By promotion of a candidate Senior Assistant Dietician with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.</p> <p>b. By promotion of a candidate Senior Assistant Dietician with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.</p> <p>c. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least nine (9) years cognate experience.</p>
5.	Principal Assistant Dietician I	CONTISS 11	<p>a. By promotion of a confirmed Principal Assistant Dietician II with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.</p> <p>b. By promotion of a confirmed Principal Assistant Dietician II with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.</p>
6.	Assistant Chief Dietician	CONTISS 12	<p>a. By promotion of a confirmed Principal Assistant Dietician I with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.</p>

			b. By promotion of a confirmed Principal Assistant Dietician I with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.
7.	Chief Assistant Dietician	CONTISS 13	a. By promotion of a confirmed Assistant Chief Dietician with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade. b. By promotion of a confirmed Assistant Chief Dietician with qualification(s) specified in 2(a) above plus at least three (3) years experience on the grade.

LIBRARY SERVICES DEPARTMENT

14. SCHEME OF SERVICE FOR LIBRARY OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Library Officer	CONTISS 06	a. By promotion of a confirmed Assistant Library Officer with National Diploma in Library Science plus at least three (3) years experience on the grade.
2.	Higher Library Officer	CONTISS 07	a. By promotion of a confirmed Library Officer with qualification(s) specified in 1(a) above plus at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing HND in Library Science from a recognised institution plus NYSC/Exemption Certificate.
3.	Senior Library Officer	CONTISS 08	a. By promotion of a confirmed Higher Library Officer with qualification(s) specified in 1(a)

			<p>above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience on the grade.</p>
4.	Principal Library Officer II	CONTISS 09	<p>a. By promotion of a confirmed Senior Library Officer with/plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least nine (9) years cognate experience on the grade.</p>
5.	Principal Library Officer I	CONTISS 11	<p>a. By promotion of a confirmed Principal Library Officer II with plus at least three (3) years experience on the grade.</p>
6.	Assistant Chief Library Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Library Officer I with /plus at least three (3) years experience on the grade.</p>
7.	Chief Library Officer	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Library Officer with/plus at least three (3) years experience on the grade.</p>

15.SCHEME OF SERVICE FOR ADMINITRATIVE LIBRARIAN CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Librarian	CONTISS 07	<p>a. By direct appointment or conversion of a candidate possessing first degree in Library Science or any other discipline from a recognised institution plus NYSC/Exemption Certificate.</p>

2.	Librarian II	CONTISS 08	<p>a. By promotion of a confirmed Assistant Librarian with at least three (3) years experience on the grade</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above plus at least three (3) years cognate experience.</p>
3.	Librarian I	CONTISS 09	<p>a. By promotion of a confirmed Librarian II with at least three (3) years' experience on the grade</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above a postgraduate diploma in Library Science with at least six (6) years cognate experience on the grade.</p>
4.	Senior Librarian	CONTISS 11	<p>a. By promotion of a confirmed Librarian I with at least three (3) years experience on the grade</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
5.	Principal Librarian II	CONTISS 12	<p>a. By promotion of a confirmed Senior Librarian with at least three (3) years' experience on the grade</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Principal Librarian I	CONTISS 13	<p>a. By promotion of a confirmed Principal Librarian II with at least three (3) years' experience on the grade</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	Deputy University Librarian	CONTISS 14	<p>a. By promotion of a confirmed Principal Librarian I with at least</p>

			<p>four (4) years' experience on the grade</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
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MEDICAL & HEALTH SERVICES DEPARTMENT

16. SCHEME OF SERVICE FOR MEDICAL OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Medical Officer	CONTISS 09	a. By direct appointment if a candidate possessing a degree in Medicine (MBBS) registered with Medical and Dental Council of Nigeria (MCDN) from a recognised institution plus NYSC/Exemption Certificate.
2.	Senior Medical Officer II	CONTISS 11	a. By promotion of a confirmed Medical Officer with at least three (3) years experience on the grade.
3.	Senior Medical Officer I	CONTISS 12	a. By promotion of a confirmed Senior Medical Officer II with at least three (3) years experience on the grade.
4.	Principal Medical Officer	CONTISS 13	a. By promotion of a confirmed Senior Medical Officer I with at least three (3) years experience on the grade.
5.	Deputy Director Medical Services	CONTISS 14	a. By promotion of a confirmed Principal Medical Officer with at least three (3) years experience on the grade.
6.	*Director Medical Services	CONTISS 15	a. By promotion of a confirmed Deputy Director Medical Services with at least ten (10) years experience on the grade.

*Subject to availability of vacancy

17. SCHEME OF SERVICE FOR NURSING OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Staff Nurse	CONTISS 07	a. By direct appointment or conversion of a candidate with B.Sc. in Nursing and registered with Nursing/Midwifery Council of Nigeria plus NYSC/Exemption Certificate.
2.	Nursing Officer	CONTISS 08	a. By promotion of a confirmed Nursing Officer II with qualification(s) specified in 1(a) above plus at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least three (3) years cognate experience.
3.	Senior Nursing Officer	CONTISS 09	a. By promotion of a confirmed Nursing Officer I with qualification(s) specified in 1(a) above plus at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.
4.	Principal Nursing Officer	CONTISS 11	a. By promotion of a confirmed Senior Nursing Officer plus at least three (3) years experience on the grade.
5.	Assistant Chief Nursing Officer	CONTISS 12	a. By promotion of a confirmed Principal Nursing Officer plus at least three (3) years experience on the grade
6.	Chief Nursing Officer	CONTISS 13	a. By promotion of a confirmed Assistant Chief Nursing Officer plus at least three (3) years experience on the grade

7.	Deputy Director Nursing Services	CONTISS 14	a. By promotion of a confirmed Chief Nursing Officer plus at least four (4) years experience on the grade
8.	*Director Nursing Services	CONTISS 15	a. By promotion of a confirmed Deputy Director Nursing Officer plus at least ten (10) years experience on the grade.

*Subject to availability of vacancy

18. SCHEME OF SERVICE FOR STAFF NURSE/STAFF MIDWIFREY CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Staff Nurse/Staff Midwife	CONTISS 06	a. By direct appointment or conversion of a candidate possessing NRN or the NRM or equivalent qualification(s) plus Registration with the Nursing and Midwifery Council of Nigeria (NMCN).
2.	Nursing Sister/Nursing Superintendent	CONTISS 07	a. By promotion of a confirmed Staff Nurse/Staff Midwife with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above plus at least three (3) years cognate experience.
3.	Senior Nursing Superintendent/Senior Nursing Sister	CONTISS 08	a. By promotion of a confirmed Nursing Superintendent/Midwifery Sister plus at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.
4.	Principal Nursing Superintendent II	CONTISS 09	a. By promotion of a confirmed Senior Nursing Superintendent with

			at least three (3) years experience on the grade.
5.	Principal Nursing Superintendent I	CONTISS 11	a. By promotion of a confirmed Principal Nursing Superintendent II with at least three (3) years experience on the grade.
6.	Assistant Chief Nursing Superintendent	CONTISS 12	a. By promotion of a confirmed Principal Nursing Superintendent I with at least three (3) years experience on the grade.
7.	Chief Nursing Superintendent	CONTISS 13	a. By promotion of a confirmed Assistant Chief Nursing Superintendent plus at least four (4) years experience on the grade. b. Candidate must possess the qualification(s) specified in 1(a) above.

19. SCHEME OF SERVICE FOR PHARMACIST CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Pharmacist	CONTISS 08	a. By direct appointment of a candidate with first degree in Pharmacy from a recognised institution registered with Pharmacist Registration Board of Nigeria plus NYSC/Exemption Certificate.
2.	Senior Pharmacist	CONTISS 09	a. By promotion of a confirmed Pharmacist with qualification(s) specified in 1(a) above plus at least three (3) years experience on the grade.
3.	Principal Pharmacist II	CONTISS 11	a. By promotion of a confirmed Senior Pharmacist plus at least three (3) years experience on the grade.
4.	Principal Pharmacist I	CONTISS 12	a. By promotion of a confirmed Principal Pharmacist II plus at least three (3) years experience on the grade.

5.	Chief Pharmacist	CONTISS 13	a. By promotion of a confirmed Principal Pharmacist I plus at least three (3) years experience on the grade.
6.	Deputy Director Pharmaceutical Services	CONTISS 14	a. By promotion of a confirmed Chief Pharmacist plus at least four (4) years experience on the grade.
7.	*Director Pharmaceutical Services	CONTISS 15	a. By promotion of a confirmed Deputy Director Pharmaceutical Services plus at least ten (10) years experience on the grade.

*Subject to availability of vacancy

20.SCHEME OF SERVICE FOR PHARMACIST TECHNICIAN CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Pharmacy Technician	CONTISS 06	<p>a. By promotion of a confirmed Assistant Pharmacist Technician with National Diploma in relevant field from the School of Health Technology plus at least four (4) years experience on the grade.</p> <p>b. By direct appointment of a candidate who has completed the prescribed training programme from School of Health Technology and has obtained registration from the Institute of Health Technology for Technician Cadre.</p>
2.	Higher Pharmacy Technician	CONTISS 07	<p>a. By promotion of a confirmed Pharmacy Technician with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(b) above with three (3) years cognate experience.</p>
3.	Senior Pharmacy Technician	CONTISS 08	a. By promotion of a confirmed Higher Pharmacy Technician.

			<p>b. Must have at least three (3) years experience on the grade.</p> <p>c. By direct appointment of a candidate possessing the qualification(s) specified in 1(b) above with six (6) years cognate experience.</p>
4.	Principal Pharmacy Technician II	CONTISS 09	<p>a. By promotion of a confirmed Senior Pharmacy Technician.</p> <p>b. Must have at least three (3) years experience on the grade.</p> <p>c. By direct appointment of a candidate possessing the qualification(s) specified in 1(b) above with nine (9) years cognate experience.</p>
5.	Principal Pharmacy Technician I	CONTISS 11	<p>a. By promotion of a confirmed Principal Pharmacy Technician II plus at least three (3) years experience on the grade.</p>
6.	Assistant Chief Pharmacy Technician	CONTISS 12	<p>a. By promotion of a confirmed Principal Pharmacy Technician I plus at least three (3) years experience on the grade.</p>
7.	Chief Pharmacy Technician	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Pharmacy Technician plus at least three (3) years experience on the grade.</p>

21. SCHEME OF SERVICE FOR PHYSIOTHEPIST CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Physiotherapist	CONTISS 08	<p>a. By direct appointment of a candidate possessing a degree in Physiotherapy and registered with the Medical Rehabilitation Therapist Registration Board of Nigeria with NYSC/Exemption Certificate.</p>

2.	Senior Physiotherapist	CONTISS 09	<p>a. By promotion of a confirmed Physiotherapist plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above plus at least three (3) years cognate experience.</p>
3.	Principal Physiotherapist	CONTISS 11	<p>a. By promotion of a confirmed Senior Physiotherapist plus at least three (3) experience on the grade.</p>
4.	Assistant Chief Physiotherapist	CONTISS 12	<p>a. By promotion of a confirmed Principal Physiotherapist plus at least three (3) experience on the grade.</p>
5.	Chief Physiotherapist	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Physiotherapist plus at least three (3) experience on the grade.</p>
6.	Deputy Director	CONTISS 14	<p>a. By promotion of a confirmed Chief Physiotherapist plus at least four (4) experience on the grade.</p>
7.	*Director	CONTISS 15	<p>a. By promotion of a confirmed Deputy Director Physiotherapist plus at least ten (10) experience on the grade.</p>

*Subject to availability of vacancy

22. SCHEME OF SERVICE FOR IMAGING SCIENTIST/RADIOGRAPHY OFFICER CADRE

S/NO	POST	CONTISS	BASIC QUALIFICATION(S)
1.	Medical Imaging Scientist I/Radiography Officer	CONTISS 08	<p>a. By direct appointment of a candidate with (B.Rad) from a recognised University or any other equivalent qualification(s) registerd with Radiographers Registration Board of Nigeria (RRBN), plus NYSC/Exemption Certificate.</p>
2.	Senior Imaging Scientist/Radiography Officer	CONTISS 09	<p>a. By promotion of a confirmed Medical Imaging Scientist I/Radiography Officer plus at least three (3) years experience on the grade.</p>

			b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with three (3) years cognate experience.
3.	Principal Imaging Scientist/Radiography Officer	CONTISS 11	a. By promotion of a confirmed Senior Medical Imaging Scientist I/Radiography Officer plus at least three (3) years experience on the grade.
4.	Assistant Chief Imaging Scientist/Radiography Officer	CONTISS 12	a. By promotion of a confirmed Principal Medical Imaging Scientist I/Radiography Officer plus at least three (3) years experience on the grade.
5.	Chief Imaging Scientist/Radiography Officer	CONTISS 13	a. By promotion of a confirmed Assistant Chief Medical Imaging Scientist I/Radiography Officer plus at least three (3) years experience on the grade.
6.	Deputy Director	CONTISS 14	a. By promotion of a confirmed Chief Medical Imaging Scientist I/Radiography Officer plus at least four (4) years experience on the grade.
7.	*Director	CONTISS 15	a. By promotion of a confirmed Deputy Director Medical Imaging Scientist I/Radiography Officer plus at least ten (10) years experience on the grade.

*Subject to availability of vacancy

23.SCHEME OF SERVICE FOR DENTAL TECHNOLOGIST CADRE

S/NO.	POST	CONTISS	BASIC ENTRY QUALIFICATION (S)
1.	Assistant Dental Technologist II	CONTISS 07	a. By promotion of a confirmed Junior Dental Officer who has completed a four (4) years course from an approved Institution of Dental Technology.

			<p>b. By direct appointment of a candidate possessing National Diploma from British Institution of Surgical (Dental) plus at least six (6) years cognate experience.</p> <p>c. By direct appointment of candidate possessing any of the following:</p> <ul style="list-style-type: none"> ❖ HND in Dental Technology from a recognised institution. ❖ Associate Certificate from the Institution of Surgical Technology.
2.	Assistant Dental Technologist 1	CONTISS 08	<p>a. By promotion of a confirmed Assistant Dental Technologist II with qualification(s) specified in 1(a) and 1(a) above plus at least three (3) years experience on the grade</p> <p>b. By promotion of a confirmed Assistant Dental Technologist II with qualification(s) specified in 1(c) above plus three (3) years experience.</p> <p>c. By direct appointment of a candidate possessing any of the qualification(s) specified in 1(b) and (c) above with at least three (3) years cognate experience.</p>
3.	Senior Assistant Dental Technologist	CONTISS 09	<p>a. By promotion of a confirmed Assistant Dental Technologist I with at least three (3) years experience on the grade.</p> <p>b. By promotion of a confirmed Assistant Dental Technologist I with qualification(s) specified in 1(c) above plus three (3) years experience.</p>

			c. By direct appointment of a candidate possessing the qualification(s) specified in 1(b) and (c) above with at least six (6) years cognate experience.
4.	Principal Assistant Dental Technologist	CONTISS 11	a. By promotion of a confirmed Senior Assistant Dental Technologist with at least three (3) years experience on the grade.
5.	Assistant Chief Dental Technologist	CONTISS 12	a. By promotion of a confirmed Principal Assistant Dental Technologist I with at least three (3) years experience on the grade.
6.	Chief Dental Technologist	CONTISS 13	a. By promotion of a confirmed Assistant Chief Dental Technologist I with at least three (3) years experience on the grade.

24. SCHEME OF SERVICE FOR HEALTH ASSISTANT CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Principal Health Assistant	CONTISS 06	<p>a. By promotion of a confirmed Health Attendant with the following qualification(s):</p> <ul style="list-style-type: none"> ❖ Successful completion of an In-service Training Courses in relevant field or ❖ Passing a National Certificate in Health Assistant from the School of Health Technology. <p>b. With at least four (4) years cognate experience.</p>
2.	Chief Health Assistant	CONTISS 07	a. By promotion of a confirmed Principal Health Assistant plus at least three (3) years experience on the grade.

25. SCHEME OF SERVICE FOR MEDICAL RECORDS TECHNICIAN CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Medical Record Technician	CONTISS 06	<p>a. By direct appointment of a candidate possessing any of the following:</p> <ul style="list-style-type: none"> ❖ Associate membership of the Association of Medical Technician. ❖ Associate membership of Chartered Institute of Secretaries and Administrators ❖ Certificate of registration of the Institute of Medical Laboratory Technology for Technician cadres after successful completion of the three (3) years training programme.
2.	Higher Medical Record Technician	CONTISS 07	<p>a. By promotion of a confirmed Medical Record Technician possessing the qualification(s) specified in 1 above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing HND in Medical Records with at least three (3) years cognate experience.</p>
3.	Senior Medical Record Technician	CONTISS 08	<p>a. By promotion of a confirmed Higher Medical Record Technician with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with six (6) years cognate experience.</p>
4.	Principal Medical Record Technician	CONTISS 09	<p>a. By promotion of a confirmed Senior Medical Record Technician with at least three (3) years experience on the grade.</p>

			b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with nine (9) years cognate experience.
5.	Assistant Chief Medical Records Technician	CONTISS 11	a. By promotion of a confirmed Principal Medical Record Technician with at least three (3) years experience on the grade.
6.	Chief Medical Records Technician	CONTISS 12	a. By promotion of a confirmed Assistant Chief Medical Record Technician with at least three (3) years experience on the grade.

26. SCHEME OF SERVICE FOR RADIOGRAPHER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Radiographer	CONTISS 06	a. By direct appointment of a candidate possessing a Diploma from the Society of Radiographer (DSR) or certificate of membership of Radiographers or any other equivalent qualification from a recognised institution.
2.	Higher Radiographer	CONTISS 07	a. By promotion of confirmed Radiographer plus at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing any of the qualification(s) specified in 1(a) above with three (3) years cognate experience.
3.	Senior Radiographer	CONTISS 08	a. By promotion of confirmed Higher Radiographer plus at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.

4.	Principal Radiographer II	CONTISS 09	<p>a. By promotion of confirmed Senior Radiographer plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with at least nine (9) years cognate experience.</p>
5.	Principal Radiographer I	CONTISS 11	<p>a. By promotion of confirmed Principal Radiographer II plus at least three (3) years experience on the grade.</p>
6.	Assistant Chief Radiographer	CONTISS 12	<p>a. By promotion of confirmed Principal Radiographer I plus at least three (3) years experience on the grade.</p>
7.	Chief Radiographer	CONTISS 13	<p>a. By promotion of confirmed Assistant Radiographer plus at least three (3) years experience on the grade.</p>

27. SCHEME OF SERVICE FOR PUBLIC HEALTH/ENVIRONMENTAL HEALTH OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Environmental/Health Officer II	CONTISS 07	<p>a. By direct appointment of a candidate possessing B.Sc. in Environmental Health Science from a recognised University plus NYSC/Exemption Certificate.</p>
2.	Environmental Health Officer I	CONTISS 08	<p>a. By promotion of a confirmed Environmental Health Officer II plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with three (3) years cognate experience.</p>

3.	Senior Environmental Health Officer	CONTISS 09	<p>a. By promotion of a confirmed Environmental Health Officer I plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with six (6) years cognate experience.</p>
4.	Principal Environmental Health Officer	CONTISS 11	<p>a. By promotion of a confirmed Senior Environmental Health Officer plus at least three (3) years experience on the grade.</p>
5.	Assistant Chief Environmental Health Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Environmental Health Officer plus at least three (3) years experience on the grade.</p>
6.	Chief Environmental Health Officer	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Environmental Health Officer plus at least three (3) years experience on the grade.</p>

28. SCHEME OF SERVICE FOR ENVIROMENTAL HEALTH SUPERINTENDENT CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Environmental Health Superintendent	CONTISS 07	<p>a. By direct appointment or conversion of a candidate possessing the following:</p> <p>i. Royal Society of Health Diploma for Public Health.</p> <p>ii. West African Health Examination Board Diploma for Public Health Officer/Environmental Health Officer.</p> <p>iii. HND in Environmental Health Science from a recognised institution plus NYSC/Exemption Certificate.</p>

2.	Higher Environmental Health Superintendent	CONTISS 08	<p>a. By promotion of a confirmed Environmental Health Superintendent with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(iii) above with at least three (3) years cognate experience.</p>
3.	Senior Environmental Health Superintendent	CONTISS 09	<p>a. By promotion of a confirmed Higher Environmental Health Superintendent with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(aiii) above with at least six (6) years cognate experience.</p>
4.	Principal Environmental Health Superintendent	CONTISS 11	<p>a. By promotion of a confirmed Senior Environmental Health Superintendent with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
5.	Assistant Chief Environmental Health Superintendent	CONTISS 12	<p>a. By promotion of a confirmed Senior Principal Environmental Health Superintendent with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Chief Environmental Health Superintendent	CONTISS 13	<p>a. By promotion of a confirmed Senior Assistant Chief Environmental Health Superintendent with at least four (4) years experience on the grade.</p>

			b. Candidate must be a member of a relevant chartered professional body.
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UNIVERSITY FARM

29. SCHEME OF SERVICE FOR FARM OFFICER/MANAGER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Farm Officer II	CONTISS 07	a. By direct appointment of a candidate possessing a degree in Agricultural Science, Agric. Economics, Crop Science or Crop Production from a recognised institution plus NYSC/Exemption Certificate.
2.	Farm Officer I	CONTISS 08	a. By promotion of a confirmed Farm Officer II with at least three (3) years experience on the grade. b. By direct appointment if a candidate possessing the qualification(s) specified in 1(a) above with at least three (3) years cognate experience.
3.	Senior Farm Officer	CONTISS 09	a. By promotion of a confirmed Senior Farm Officer I with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.
4.	Farm Manager	CONTISS 11	a. By promotion of a confirmed Senior Farm Officer with at least

			three (3) years experience on the grade.
5.	Senior Farm Manager	CONTISS 12	a. By promotion of a confirmed Farm Manager with at least three (3) years experience on the grade.
6.	Principal Farm Manager	CONTISS 13	a. By promotion of a confirmed Senior Farm Manager with at least three (3) years experience on the grade.
7.	Deputy Director	CONTISS 14	a. By promotion of a confirmed Principal Farm Manager with at least four (4) years experience on the grade.
8.	*Director	CONTISS 15	a. By promotion of a confirmed Deputy Director with at least four (4) years experience on the grade.

*Subject to availability of vacancy

30. SCHEME OF SERVICE FOR AGRICULTURAL/ANIMAL FORESTRY SUPERINTENDENT CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Asst. Agric./Animal Health/Forest Superintendent	CONTISS 06	a. By direct appointment or conversion of a candidate possessing SSCE plus a National Diploma in Agricultural/Forestry/Animal Health from a recognised institution with at least four (4) years cognate experience.
2.	Agric./Animal Health/Forest Superintendent	CONTISS 07	a. By promotion of a confirmed Asst. Agric./Animal Health/ Forestry Superintendent with qualification (s) specified in 1(a) above plus at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing a HND in Agric./Animal Health/Forestry

			from a recognised institution plus NYSC/Exemption Certificate.
3.	Higher Agric./Animal Health/Forestry Superintendent Asst.	CONTISS 08	<p>a. By promotion of a confirmed Agric./Animal Health/Forestry Superintendent with qualification (s) specified in 1(a) above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with a least three (3) years cognate experience.</p>
4.	Senior Agric./Animal Health/Forestry Superintendent	CONTISS 09	<p>a. By promotion of a confirmed Higher Agric./ Animal Health/ Forestry Superintendent with qualification (s) specified in 1(a) above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>
5.	Principal Agric./Animal Health/Forestry Superintendent	CONTISS 11	<p>a. By promotion of a confirmed Senior Agric./Animal Health/Forestry Superintendent with qualification (s) specified in 1(a) above plus at least three (3) years experience on the grade.</p>
6.	Asst. Chief Agric./Animal Health/Forestry Superintendent	CONTISS 12	<p>a. By promotion of a confirmed Principal Agric./Animal Health/Forestry Superintendent with qualification (s) specified in 1(a) above plus at least three (3) years experience on the grade.</p>
7.	Chief Agric./Animal Health/Forestry Superintendent	CONTISS 13	<p>a. By promotion of a confirmed Asst. Chief Agric./Animal Health/Forestry Superintendent</p>

			with qualification (s) specified in 1(a) above plus at least three (3) years experience on the grade.
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FIRE SERVICE DEPARTMENT

31. SCHEME OF SERVICE FOR FIRE OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Fire Officer II	CONTISS 07	a. By direct appointment or conversion of a candidate possessing first degree in Building, Mechanical or Electrical and Electronics Engineering from a recognised University and has passed the prescribed competitive selection examination and appropriate medical fitness test plus NYSC/Exemption Certificate
2.	Fire Officer I	CONTISS 08	a. By promotion of a confirmed Fire Officer II with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least three (3) years cognate experience.
3.	Senior Fire Officer	CONTISS 09	a. By promotion of a confirmed Fire Officer I with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.

4.	Principal Fire Officer	CONTISS 11	<p>a. By promotion of a confirmed Senior Fire Officer with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
5.	Assistant Chief Fire Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Fire Officer with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Chief Fire Officer	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Fire Officer with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	Deputy Director Fire Service	CONTISS 14	<p>a. By promotion of a confirmed Chief Fire Officer with at least four (4) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
8.	*Director	CONTISS 15	<p>a. By promotion of a confirmed Deputy Director Fire Officer with at least four (4) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

*Subject to availability of vacancy

32. SCHEME OF SERVICE FOR FIRE SUPERINTENDENT CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
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1.	Assistant Fire Superintendent	CONTISS 06	<ul style="list-style-type: none"> a. By promotion or conversion of a fireman with at least four (4) years experience on the grade. b. By direct appointment of a candidate possessing National Diploma in Building, Mechanical or Electrical & Electronics Engineering. c. Basic fire certificate course in Fire Fighting plus E. Drivers License.
2.	Fire superintendent	CONTISS 07	<ul style="list-style-type: none"> a. By promotion of a confirmed Assistant Fire Superintendent with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing HND in Building, Mechanical or Electrical & Electronics Engineering plus NYSC/Exemption Certificate. c. By direct appointment of a candidate possessing the qualification(s) specified in 1(c) above plus at least three (3) years cognate experience.
3.	Senior Fire Superintendent	CONTISS 08	<ul style="list-style-type: none"> a. By promotion of a confirmed Fire Superintendent with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least three (3) years cognate experience. c. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above plus at least six (6) years cognate experience.

4.	Principal Fire Superintendent II	CONTISS 09	<p>a. By promotion of a confirmed Senior Fire Superintendent with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p> <p>c. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above plus at least nine (9) years cognate experience.</p>
5.	Principal Fire Superintendent I	CONTISS 11	<p>a. By promotion of a confirmed Principal Fire Superintendent II with at least three (3) years experience on the grade.</p>
6.	Assistant Chief Fire Superintendent	CONTISS 12	<p>a. By promotion of a confirmed Principal Fire Superintendent I with at least three (3) years experience on the grade.</p>
7.	Chief Fire Superintendent	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Fire Superintendent with at least three (3) years experience on the grade.</p>

UNIVERSITY PRINTING PRESS

33.SCHEME OF SERVICE FOR PRINTING OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Printing Officer II	CONTISS 07	<p>a. By direct appointment or conversion of a candidate possessing a degree in Printing Technology, Graphic Arts, or Engineering from a recognised University with NYSC/Exemption Certificate.</p>
2.	Printing Officer I	CONTISS 08	<p>a. By direct promotion of a confirmed Printing Officer II plus at least</p>

			<p>three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least three (3) cognate experience.</p>
3.	Senior Printing Officer	CONTISS 09	<p>a. By direct promotion of a confirmed Printing Officer I plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) cognate experience.</p>
4.	Principal Printing Officer	CONTISS 11	<p>a. By direct promotion of a confirmed Senior Printing Officer I plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
5.	Assistant Chief Printing Officer	CONTISS 12	<p>a. By direct promotion of a confirmed Principal Printing Officer plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Chief Printing Officer	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Printing Officer plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	Deputy Director	CONTISS 14	<p>a. By promotion of a confirmed Chief Printing Officer plus at least four (4) years experience on the grade.</p>

			b. Candidate must be a member of a relevant chartered professional body.
8.	*Director	CONTISS 15	a. By promotion of a confirmed Deputy Director Chief Printing Officer plus at least ten (10) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.

*Subject to availability of vacancy

34. SCHEME OF SERVICE FOR SUPERINTENDENT OF PRESS CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Superintendent of Press	CONTISS 06	a. By promotion of a confirmed Assistant Superintendent of Press with at least four (4) years experience on the grade. b. By direct appointment or conversion of a candidate possessing National Diploma in Machine Printing, Graphic Arts, Printing Technology or Book Binding from any recognised institution.
2.	Higher Superintendent of Press	CONTISS 07	a. By promotion of a confirmed Superintendent of Press with at least four (4) years experience on the grade. b. By direct appointment or conversion of a candidate possessing any of the qualification(s) specified in 1(a) above with at least three (3) years cognate experience.
3.	Senior Superintendent of Press	CONTISS 08	a. By promotion of a confirmed Higher Superintendent of Press with at least three (3) years experience on the grade.

			b. By direct appointment or conversion of a candidate possessing any of the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.
4.	Principal Superintendent of Press II	CONTISS 09	a. By promotion of a confirmed Senior Superintendent of Press with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing any of the qualification(s) specified in 1(a) above with at least nine (9) years cognate experience.
5.	Principal Superintendent of Press I	CONTISS 11	a. By promotion of a confirmed Principal Superintendent of Press II plus at least three (3) years experience on the grade.
6.	Assistant Chief Superintendent of Press	CONTISS 12	a. By promotion of a confirmed Principal Superintendent of Press I plus at least three (3) years experience on the grade.
7.	Chief Superintendent of Press	CONTISS 13	a. By promotion of a confirmed Assistant Chief Superintendent of Press plus at least three (3) years experience on the grade.

35. SCHEME OF SERVICE FOR PRINTING ASSISTANT CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Chief Printing Assistant	CONTISS 06	a. By promotion of a confirmed Senior Printing Assistant plus at least three (3) years experience on the grade.

TECHNOLOGIST CADRE

36. SCHEME OF SERVICE FOR MEDICAL LABORATORY SCIENTIST CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Medical Laboratory Scientist I	CONTISS 08	a. By direct appointment or conversion of a candidate possessing a degree in Medical Laboratory Science from a recognised institution registered with (MLT) plus NYSC/Exemption Certificate.
2.	Senior Medical Laboratory Scientist	CONTISS 09	a. By promotion of a confirmed Medical Laboratory Scientist I with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate qualification(s) specified in 1(a) above plus at least three (3) cognate experience.
3.	Principal Medical Laboratory Scientist II	CONTISS 11	a. By promotion of a confirmed Senior Medical Laboratory Scientist with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.
4.	Assistant Chief Medical Laboratory Scientist I	CONTISS 12	a. By promotion of a confirmed Principal Medical Laboratory Scientist with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
5.	Chief Medical Laboratory Scientist	CONTISS 13	a. By promotion of a confirmed Assistant Medical Laboratory

			<p>Scientist with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Deputy Director	CONTISS 14	<p>a. By promotion of a confirmed Chief Medical Laboratory Scientist with at least four (4) years' experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	*Director	CONTISS 15	<p>a. By promotion of a confirmed Deputy Director Medical Laboratory Scientist with at least ten (10) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

*Subject to availability of vacancy

37. SCHEME OF SERVICE FOR MEDICAL LABORATORY TECHNOLOGIST CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Senior Assistant Technologist	CONTISS 06	<p>a. By direct appointment of a candidate possessing the following qualification(s): National Diploma in Laboratory Technology from a recognised institution.</p>
2.	Medical Laboratory Technologist II	CONTISS 07	<p>a. By direct promotion of a confirmed Senior Assistant Technologist with at least four (4) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing HND in Medical Laboratory Technology plus registration with the IMLT plus NYSC/Exemption Certificate.</p>

3.	Medical Laboratory Technologist I	CONTISS 08	<p>a. By direct promotion of a confirmed Senior Assistant Technologist II with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least three (3) years cognate experience.</p>
4.	Senior Medical Laboratory Technologist	CONTISS 09	<p>a. By promotion of a confirmed Senior Assistant Technologist I with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>
5.	Principal Medical Laboratory Technologist	CONTISS 11	<p>a. By promotion of a confirmed Senior Medical Technologist with at least three (3) years experience on the grade.</p>
6.	Assistant Chief Medical Laboratory Technologist	CONTISS 12	<p>a. By promotion of a confirmed Principal Medical Technologist with at least three (3) years experience on the grade.</p>
7.	Chief Medical Laboratory Technologist	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Medical Technologist with at least four (4) years cognate experience on the grade.</p>
8.	Deputy Director	CONTISS 14	<p>a. By promotion of a confirmed Chief Medical Technologist with at least three (3) years cognate experience on the grade.</p>
9.	*Director	CONTISS 15	<p>a. By promotion of a confirmed Deputy Director with at least ten (10) years cognate experience on the grade.</p>

*Subject to availability of vacancy

**38.SCHEME OF SERVICE FOR SCIENCE LABORATORY
TECHNOLOGIST CADRE**

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Science Laboratory Technologist	CONTISS 06	<p>a. By promotion or conversion of an Assistant Laboratory Technologist with at least four (4) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the following qualification(s): National Diploma in Science Laboratory Technology from a recognised institution.</p>
2.	Science Laboratory Technologist II	CONTISS 07	<p>a. By promotion of a confirmed Senior Assistant Technologist with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate with HND in Science Laboratory Technology with registration with the AIST plus NYSC/Exemption Certificate.</p>
3.	Science Laboratory Technologist I	CONTISS 08	<p>a. By promotion of a confirmed Science Laboratory Technologist II with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least three (3) years cognate experience.</p>
4.	Senior Science Laboratory Technologist	CONTISS 09	<p>a. By promotion of a confirmed Senior Laboratory Technologist I with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>

5.	Principal Science Laboratory Technologist	CONTISS 11	a. By promotion of a confirmed Senior Science Laboratory Technologist with at least three (3) years experience on the grade.
6.	Assistant Chief Science Laboratory Technologist	CONTISS 12	a. By promotion of a confirmed Principal Science Laboratory Technologist with at least three (3) years experience on the grade.
7.	Chief Science Laboratory Technologist	CONTISS 13	a. By promotion of a confirmed Assistant Chief Science Laboratory Technologist with at least three (3) years experience on the grade.
8.	Deputy Director	CONTISS 14	a. By promotion of a confirmed Chief Science Laboratory Technologist with at least four (4) years experience on the grade.
9.	*Director	CONTISS 15	a. By promotion of a confirmed Deputy Director Science Laboratory Technologist with at least ten (10) years experience on the grade.

*Subject to availability of vacancy

39. SCHEME OF SERVICE FOR MEDICAL LABORATORY TECHNICIAN CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Medical Laboratory Technician	CONTISS 06	<p>a. By promotion or conversion of a confirmed Assistant Medical Laboratory Technician with National Diploma in Medical Laboratory Science or any other relevant qualification(s) from School of Health Technology plus at least four (4) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing the following qualification(s): WAEC, and has successfully completed the three (3) training in a recognised</p>

			institution and obtained the registration of the Institute of Medical Laboratory Technologist of Nigeria for technician cadre.
2.	Higher Medical Laboratory Technician	CONTISS 07	<ul style="list-style-type: none"> a. By promotion of a confirmed Medical Laboratory Technician with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing qualification(s) specified in 1(b) above with at least three (3) years cognate experience on the grade. c. By direct appointment of a candidate possessing Higher National Diploma in Medical Laboratory Science and fully registered with the Institute of Medical Laboratory Technologist of Nigeria for Technician cadre.
3.	Senior Medical Laboratory Technician	CONTISS 08	<ul style="list-style-type: none"> a. By promotion of a confirmed Higher Medical Laboratory Technician with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing qualification(s) specified in 2(b) and (c) above with at least six (6) years cognate experience on the grade.
4.	Principal Medical Laboratory Technician	CONTISS 09	<ul style="list-style-type: none"> a. By promotion of a confirmed Senior Medical Laboratory Technician with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing qualification(s) specified in 2(b) and (c) above with at least nine (9) years cognate experience on the grade.

5.	Assistant Chief Medical Laboratory Technician	CONTISS 11	a. By promotion of a confirmed Principal Medical Laboratory Technician with at least three (3) years experience on the grade.
6.	Chief Medical Laboratory Technician	CONTISS 12	a. By promotion of a confirmed Assistant Chief Medical Laboratory Technician with at least three (3) years experience on the grade.

WORKS, PHYSICAL PLANNING AND DEVELOPMENT DEPARTMENT

40. SCHEME OF SERVICE FOR PROFESSIONAL CADRES- ENGINEER, ARCHITECT, QUANTITY SURVEYOR, LAND SURVEYOR, PLANNER, LAND SURVEYOR, ETC.

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Engineer II (Civil/Building/Electrical /Mechanical/Structural), Architect II, Quantity Surveyor II, Planning Officer II, Surveyor II	CONTISS 07	a. By direct appointment of a candidate possessing first degree in relevant field registrable with relevant professional body, plus NYSC/Exemption Certificate.
2.	Engineer I (Civil/Building/Electrical /Mechanical/Structural), Architect I, Quantity Surveyor I, Planning Officer I, Surveyor I	CONTISS 08	a. By promotion of a confirmed graduate with qualification(s) specified in 1(a) above with at least three (3) years experience on the grade.
3.	Senior Engineer (Civil/Building/Electrical/ Mechanical/Structural), Senior Architect, Senior Q.S., Senior Planning Off., Senior Surveyor	CONTISS 09	a. By promotion of a confirmed Engineer I, Architect I, Q.S. I, Planning Officer I, Surveyor I with at least

			three (3) years experience on the grade.
4.	Principal Engineer (Civil/Building/Electrical/Mechanical/Structural), Principal Architect, Principal Q.S., Principal Planning Off., Principal Surveyor	CONTISS 11	<p>a. By promotion of a confirmed Senior Engineer (Civil/Building/Electrical/Mechanical/Structural), Senior Architect, Senior Q.S., Senior Planning Off., Senior Surveyor with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
5.	Deputy Chief Engineer (Civil/Building/Electrical/Mechanical/Structural), Deputy Chief Architect, Deputy Chief Q.S., Deputy Chief Planning Off., Deputy Chief Surveyor	CONTISS 12	<p>a. By promotion of a confirmed Principal Engineer etc. with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Chief Engineer (Civil/Building/Electrical/Mechanical/Structural), Chief Architect, Chief Q.S., Chief Planning Off., Chief Surveyor	CONTISS 13	<p>a. By promotion of a confirmed Deputy Chief Engineer etc. with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	Deputy Director	CONTISS 14	<p>a. By promotion of a confirmed Chief Engineer etc. with at</p>

			<p>least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
8.	*Director	CONTISS 15	<p>a. By promotion of a confirmed Deputy Director Engineer etc. with at least ten (10) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

*Subject to availability of vacancy

41.SCHEME OF SERVICE FOR TECHNICAL CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Higher Technical Officer	CONTISS 07	<p>a. By promotion of a confirmed Technical Officer possessing a National Diploma in relevant field with at least four (4) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing HND in relevant field plus NYSC/Exemption Certificate.</p>
2.	Senior Technical Officer	CONTISS 08	<p>a. By promotion of a confirmed Technical Officer possessing the qualification(s) specified in 1(a) above with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing qualification(s) specified in 1(b) above with at least three (3) years cognate experience.</p>

3.	Principal Technical Officer II	CONTISS 09	<p>a. By promotion of a confirmed Senior Technician Officer with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing qualification(s) specified in 1(b) above with at least six (6) years experience.</p>
4.	Principal Technical Officer I	CONTISS 11	<p>a. By promotion of a confirmed Principal Technician Officer II with at least three (3) years experience on the grade.</p>
5.	Assistant Chief Technical Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Technician Officer I with at least three (3) years experience on the grade.</p>
6.	Chief Technical Officer	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Technician Officer with at least three (3) years experience on the grade.</p>

42. SCHEME OF SERVICE FOR ATISAN CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Workshop Supervisor	CONTISS 06	<p>a. Trade Test Grade I in the Trade with at least twelve (12) years experience.</p>

43. SCHEME OF SERVICE FOR DRIVER/MECHANIC CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Chief Driver/Mechanic	CONTISS 06	<p>a. Trade Test Grade I</p> <p>b. Three (3) years experience (terminal)</p>

44. SCHEME OF SERVICE FOR WORKS SUPERINTENDENT CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Works Superintendent	CONTISS 06	a. By promotion of a candidate with National Diploma in relevant field from a recognised institution.
2.	Higher Works Superintendent	CONTISS 07	a. By promotion of a confirmed Works Superintendent with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing HND in relevant field plus NYSC/Exemption Certificate
3.	Senior Works Superintendent	CONTISS 08	a. By promotion of a confirmed Higher Works Superintendent with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least three (3) years cognate experience.
4.	Principal Works Superintendent II	CONTISS 09	a. By promotion of a confirmed Senior Works Superintendent with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.
5.	Principal Works Superintendent I	CONTISS 11	a. By promotion of a confirmed Principal Works Superintendent II with at least three (3) years experience on the grade.
6.	Asst. Works Superintendent	CONTISS 12	a. By promotion of a confirmed Principal Works Superintendent I with at least three (3) years experience on the grade.
7.	Chief Works Superintendent	CONTISS 13	a. By promotion of a confirmed Assistant Chief Works

			Superintendent with at least three (3) years experience on the grade.
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45. SCHEME OF SERVICE FOR GRAPHIC ARTIS CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Graphic Arts Officer	CONTISS 06	<ul style="list-style-type: none"> a. By promotion of a confirmed Assistant Graphic Artist with at least four (4) years experience on the grade. b. By direct appointment of a candidate possessing National Diploma in Graphic Arts or Fine Arts from a recognised institution
2.	Higher Graphic Arts Officer	CONTISS 07	<ul style="list-style-type: none"> a. By promotion of a confirmed Graphic Artist possessing qualification(s) specified in 1(a) above with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing HND in Graphic Arts or Fine Arts from a recognised institution with NYSC/Exemption Certificate.
3.	Senior Graphic Arts Officer	CONTISS 08	<ul style="list-style-type: none"> a. By promotion of a confirmed Higher Graphic Artist with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing qualification(s) specified in 2(b) above plus at least three (3) years cognate experience on the grade.
4.	Principal Graphic Arts Officer II	CONTISS 09	<ul style="list-style-type: none"> a. By promotion of a confirmed Senior Graphic Artist with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing qualification(s) specified in 2(b)

			above plus at least six (6) years cognate experience on the grade.
5.	Principal Graphic Arts Officer I	CONTISS 11	<p>a. By promotion of a confirmed Principal Graphic Artist II with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Assistant Chief Graphic Arts Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Graphic Artist I with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
7.	Chief Graphic Arts Officer	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Graphic Artist with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

OTHER SUPPORT SERVICES CADRES

46. SCHEME OF SERVICE FOR INTERNAL AUDITOR CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Internal Auditor Grade II	CONTISS 07	<p>a. By direct appointment or conversion of a candidate with first degree in Accountancy from recognised University plus NYSC/Exemption Certificate.</p>
2.	Internal Auditor Grade I	CONTISS 08	<p>a. By promotion of a confirmed Auditor II possessing qualification(s) specified in 1(a) above with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing of a</p>

			<p>qualification(s) specified in 1(a) above with three (3) years cognate experience.</p> <p>c. By direct appointment or conversion of a candidate with HND in Accountancy.</p> <p>d. Candidate must be a member if a relevant chartered professional body.</p>
3.	Senior Internal Auditor	CONTISS 09	<p>a. By promotion of a confirmed Auditor I with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with at least six (6) years cognate experience.</p> <p>c. By direct appointment or conversion of a candidate possessing qualification(s) specified in 2(c) above plus at least three (3) cognate experience.</p>
4.	Principal Internal Auditor	CONTISS 11	<p>a. By promotion of a confirmed Senior Auditor with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of relevant chartered professional body.</p>
5.	Assistant Chief Internal Auditor	CONTISS 12	<p>a. By promotion of a confirmed Principal Internal Auditor with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of relevant chartered professional body.</p>
6.	Chief Internal Auditor	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Internal Auditor with at least three (3) years experience on the grade.</p>

			b. Candidate must be a member of relevant chartered professional body.
7.	Deputy Director	CONTISS 14	a. By promotion of a confirmed Chief Internal Auditor with at least three (3) years' experience on the grade. b. Candidate must be a member of relevant chartered professional body.
8.	*Director	CONTISS 15	a. By promotion of a confirmed Deputy Director Internal Auditor with at least ten (10) years experience on the grade. b. Candidate must be a member of relevant chartered professional body.

*Subject to availability of vacancy

47. SCHEME OF SERVICE FOR EXECUTIVE OFFICER (AUDIT)

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Executive Officer (Audit)	CONTISS 06	a. By promotion of a confirmed Assistant Executive Officer (Audit) with at least four (4) years experience on the grade. b. By direct appointment or conversion of a candidate with National Diploma in Accounting or Business Administration from a recognised institution plus at least four(4) years cognate experience.
2.	Higher Executive Officer (Audit)	CONTISS 07	a. By promotion of a confirmed Executive Officer (Audit) with qualification(s) specified in 1(b) above plus at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing HND in Accounting or Business Administration from a recognised

			institution plus NYSC/Exemption Certificate.
3.	Senior Executive Officer (Audit)	CONTISS 08	<p>a. By promotion of a confirmed Higher Executive Officer (Audit) with qualification(s) specified in 1(b) above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least six (6) years cognate experience.</p>
4.	Principal Executive Officer (Audit) II	CONTISS 09	<p>a. By promotion of a confirmed Senior Executive Officer (Audit) with qualification(s) specified in 1(b) above plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least nine (9) years cognate experience.</p>
5.	Principal Executive Officer I (Audit)	CONTISS 11	<p>a. By promotion of a confirmed Principal Executive Officer II (Audit) with qualification(s) specified in 1(b) above plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of relevant professional body.</p>
6.	Assistant Chief Executive Officer (Audit)	CONTISS 12	<p>a. By promotion of a confirmed Principal Executive Officer I (Audit) with qualification(s) specified in 1(b) above plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of relevant professional body.</p>
7.	Chief Executive Officer (Audit)	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Executive Officer</p>

			<p>(Audit) with qualification(s) specified in 1(b) above plus at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of relevant professional body.</p>
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48. SCHEME OF SERVICE FOR INVESTMENT OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Investment Officer	CONTISS 07	a. By direct appointment of a candidate possessing a B.Sc. in Business Administration, Accountancy, Purchasing and Supply, Marketing, Economic, Agric. Economic and other related field from a recognised university with NYSC Certificate /Exemption letter.
2.	Investment Officer	CONTISS 08	a. By promotion of a confirmed Assistant Investment Officer with at least three (3) years experience on the grade.
3.	Senior Investment Officer	CONTISS 09	a. By promotion of a confirmed Investment Officer with at least three (3) years experience on the grade.
4.	Principal Investment Officer	CONTISS 11	<p>a. By promotion of a confirmed Senior Investment Officer with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of relevant chartered professional body</p>
5.	Assistant Chief Investment Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Investment Officer with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of relevant chartered professional body</p>
6.	Chief Investment Officer	CONTISS 13	a. By promotion of a confirmed Assistant Chief Investment Officer

			with at least three (3) years experience on the grade. b. Candidate must be a member of relevant chartered professional body
7.	Deputy Director	CONTISS 14	a. By promotion of a confirmed Chief Investment Officer with at least three (3) years experience on the grade. b. Candidate must be a member of relevant chartered professional body
8.	*Director	CONTISS 15	a. By promotion of a confirmed Deputy Director Investment Officer with at least ten (10) years experience on the grade. b. Candidate must be a member of relevant chartered professional body

*Subject to availability of vacancy

49. SCHEME OF SERVICE FOR SCIENTIFIC OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Scientific Officer II	CONTISS 07	a. By direct appointment of a candidate possessing a first degree in Medical and appropriate Natural Science with NYSC/Exemption Certificate.
2.	Scientific Officer I	CONTISS 08	a. By promotion of a confirmed Scientific Officer II with at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above the at least three (3) years cognate experience. c. By direct appointment of a candidate possessing M.Sc. degree in relevant Medical or Natural Science plus one (1) year post qualification(s) cognate experience.
3.	Senior Scientific Officer	CONTISS 09	a. By promotion of a confirmed Scientific Officer I with at least

			<p>three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 2(b) above with at least four (4) years cognate experience.</p>
4.	Principal Scientific Officer	CONTISS 11	<p>a. By promotion of a confirmed Senior Scientific Officer with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
5.	Assistant Chief Scientific Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Scientific Officer with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Chief Scientific Officer	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Scientific Officer with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>

50. SCHEME OF SERVICE FOR PLANNING OFFICER CADRE

	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Planning Officer	CONTISS 07	<p>a. By direct appointment of a candidate possessing a first degree in Statistics, Economics or development Planning from a recognised University plus NYSC/Exemption Certificate.</p>
2.	Planning Officer	CONTISS 08	<p>a. By promotion of a confirmed Assistant Planning Officer with at least three (3) years experience on the grade.</p>
3.	Senior Planning Officer	CONTISS 09	<p>a. By promotion of a confirmed Planning Officer with at least three (3) years experience on the grade.</p>

4.	Principal Planning Officer	CONTISS 11	<ul style="list-style-type: none"> a. By promotion of a confirmed Senior Planning Officer with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
5.	Assistant Chief Planning Officer	CONTISS 12	<ul style="list-style-type: none"> a. By promotion of a confirmed Principal Planning Officer with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
6.	Chief Planning Officer	CONTISS 13	<ul style="list-style-type: none"> a. By promotion of a confirmed Assistant Planning Officer with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
7.	Deputy Director Planning	CONTISS 14	<ul style="list-style-type: none"> a. By promotion of a confirmed Chief Planning Officer with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.
8.	*Director	CONTISS 15	<ul style="list-style-type: none"> a. By promotion of a confirmed Deputy Director Planning Officer with at least four (4) years experience on the grade. b. Candidate must be a member of a relevant chartered professional body.

*Subject to availability of vacancy

51.SCHEME OF SERVICE FOR COACH CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Coach	CONTISS 06	<ul style="list-style-type: none"> a. By direct appointment of a candidate possessing a National Diploma in Physical Education from a recognised institution or its equivalent from the National Institute of Sports (NIS) including coaching ability in a specific sports or game.

			<ul style="list-style-type: none"> b. By promotion of a confirmed Coaching Assistant I plus at least four (4) years experience on the grade.
2.	Sports Coach II	CONTISS 07	<ul style="list-style-type: none"> a. By promotion of a confirmed Assistant Coach with qualification(s) specified in 1(a) above plus at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 1(a) above with at least three (3) years cognate experience. c. By direct appointment of a candidate possessing a degree in Physical and Health Education or its equivalent plus NYSC/Exemption Certificate.
3.	Sports Coach I	CONTISS 08	<ul style="list-style-type: none"> a. By promotion of a confirmed Sport Coach II with qualification(s) specified in 1(a) years experience on the grade. b. By promotion of a confirmed Sports Coach II with qualification(s) specified in 2(c) above plus at least three (3) years experience on the grade. c. By direct appointment of a candidate possessing qualification(s) specified in 2(c) above plus at least three (3) years cognate experience.
4.	Senior Sports Coach	CONTISS 09	<ul style="list-style-type: none"> a. By promotion of a confirmed Sport Coach I with qualification(s) specified in 1(a) years experience on the grade. b. By promotion of a confirmed Sports Coach II with qualification(s) specified in 2(c) above plus at least nine (9) years experience on the grade. c. By direct appointment of a candidate possessing qualification(s) specified

			in 2(c) above plus at least three (3) years cognate experience.
5.	Principal Coach	CONTISS 11	<p>a. By promotion of a confirmed Senior Sport Coach with qualification(s) specified in 1(a) years experience on the grade.</p> <p>b. By promotion of a confirmed Senior Sports Coach with qualification(s) specified in 1(a) above plus at least three (3) years and must be a member of a relevant chartered professional body.</p>
6.	Assistant Chief Coach	CONTISS 12	<p>a. By promotion of a confirmed Assistant Chief Coach with qualification(s) specified in 1(a) years experience on the grade.</p> <p>b. By promotion of a confirmed Senior Sports Coach with qualification(s) specified in 1(a) above plus at least three (3) years and must be a member of a relevant chartered professional body.</p>
7.	Chief Coach	CONTISS 13	<p>a. By promotion of a confirmed Assistant Chief Coach with qualification(s) specified in 1(a) years experience on the grade.</p> <p>b. By promotion of a confirmed Senior Sports Coach with qualification(s) specified in 1(a) above plus at least three (3) years and must be a member of a relevant chartered professional body.</p>

52. SCHEME OF SERVICE FOR PHOTOGRAPHER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFCATION(S)
1.	Photographer	CONTISS 06	<p>a. By promotion of a confirmed Assistant Photographer with a final certificate of City and Guilds of London Institute of</p>

			Photographers with at least four (4) years experience on the grade.
2.	Higher Photographer	CONTISS 07	a. By promotion of a confirmed Photographer with at least three (3) years on the grade.
3.	Senior Photographer	CONTISS 08	a. By promotion of a confirmed Higher Photographer with qualification(s) specified in 1(a) above with at least three (3) years on the grade.
4.	Principal Photographer II	CONTISS 09	a. By promotion of a confirmed Senior Photographer with at least three (3) years on the grade.
5.	Principal Photographer I	CONTISS 11	a. By promotion of a confirmed Principal Photographer II with at least three (3) years on the grade. b. Candidate must be a member of a relevant chartered professional body.
6.	Assistant Chief Photographer	CONTISS 12	a. By promotion of a confirmed Principal Photographer I with at least three (3) years on the grade. b. Candidate must be a member of a relevant chartered professional body.
7.	Chief Photographer	CONTISS 13	a. By promotion of a confirmed Assistant Chief Photographer with at least four (4) years on the grade. b. Candidate must be a member of a relevant chartered professional body.

53. SCHEME OF SERVICE FOR CAMERAMAN CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Cameraman	CONTISS 06	a. By direct appointment or conversion of a candidate possessing any of the following qualifications: i. Ordinary National Diploma in Cinematography. ii. Ordinary National Diploma in Mass Communication

2.	Cameraman	CONTISS 07	<ul style="list-style-type: none"> a. By promotion of a confirmed Assistant Cameraman with at least three (3) years experience. b. By direct appointment or conversion of a candidate possessing qualification(s) specified in 1(a) above plus at least two (2) years cognate experience on the grade. c. By direct appointment of a candidate possessing the Higher Diploma (HND) in Mass Communication from a recognised institution. d. By direct appointment of candidate possessing any of the qualification(s) specified in 1(a) above plus at least three (3) years cognate experience.
3.	Higher Cameraman	CONTISS 08	<ul style="list-style-type: none"> a. By promotion of a confirmed and suitable Cameraman who has spent at least three (3) years on the grade. b. By direct appointment of a candidate possessing the qualifications specified in 1(a) or 2(c) above plus at least three (3) years post-qualification cognate experience. c. By direct appointment of a candidate possessing the Higher National Diploma (HND) in Cinematography from a recognised institution.
4.	Senior Cameraman	CONTISS 09	<ul style="list-style-type: none"> a. By promotion of a confirmed and suitable Higher Cameraman who has spent at least three (3) years on the grade. b. By direct appointment of a candidate possessing the qualifications specified in 1(a), 2(c) or 3(c) above plus at least three (3) years post-qualification cognate experience.
5.	Principal Cameraman Grade II	CONTISS 11	<ul style="list-style-type: none"> a. By promotion of a confirmed and suitable Senior Cameraman who has

			<p>spent at least three (3) years on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualifications specified in 1(a) or 2(c) above plus at least three (3) years post-qualification cognate experience.</p>
6.	Principal Cameraman I	CONTISS 12	a. By promotion of a confirmed and suitable Principal Cameraman Grade II who has spent at least three (3) years on the grade.
7.	Assistant Chief Cameraman	CONTISS 13	a. By promotion of a confirmed and suitable Principal Cameraman Grade I who has spent at least three (3) years on the grade.
8.	Chief Cameraman	CONTISS 14	a. By promotion of a confirmed and suitable Assistant Chief Cameraman who has spent at least three (3) years on the grade.

54. SCHEME OF SERVICE OF SECURITY SERVICES CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Security Officer	CONTISS 06	<p>a. By promotion or conversion of a Patrol Supervisor with National Diploma in Law or Social Works with at least four (4) years experience on the grade.</p> <p>b. By direct appointment of a candidate who is an Ex-police Inspector or a Warrant Officer II in the Military.</p>
2.	Security Officer	CONTISS 07	<p>a. By promotion of a confirmed Assistant Security Officer with qualification(s) specified in 1(a) with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing the qualification(s) specified in 1(b) above with at least three (3) years cognate experience.</p> <p>c. By direct appointment of a candidate possessing a degree LLB or B.Sc. in</p>

			Sociology or other related discipline with NYCS/Exemption Certificate.
3.	Senior Security Officer	CONTISS 08	<ul style="list-style-type: none"> a. By promotion of a confirmed Higher Security Officer with qualification(s) specified in 1(a) above plus at least four (4) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 1(b) above with at least six (6) years cognate experience. c. By direct appointment of a candidate possessing qualification(s) specified in 2(c) above with at least three (3) years cognate experience.
4.	Principal Security Officer II	CONTISS 09	<ul style="list-style-type: none"> a. By promotion of a confirmed Senior Security Officer with qualification(s) specified in 1(a) above plus at least three (3) years experience on the grade. b. By direct appointment of a candidate possessing the qualification(s) specified in 1(b) above with at least nine (9) years cognate experience. c. By direct appointment of a candidate possessing qualification(s) specified in 2(c) above with at least six (6) years cognate experience.
5.	Principal Security Officer I	CONTISS 11	<ul style="list-style-type: none"> a. By promotion of a confirmed Principal Security Officer II with qualification(s) specified in 1(a) or 1(b) above plus at least three (3) years experience on the grade and must be a member of a relevant professional body.
6.	Assistant Chief Security Officer	CONTISS 12	<ul style="list-style-type: none"> a. By promotion of a confirmed Principal Security Officer I with qualification(s) specified in 1(a) or 1(b) above plus at least three (3) years experience on the grade and must be a member of a relevant professional body.
7.	Deputy Chief Security Officer	CONTISS 13	<ul style="list-style-type: none"> a. By promotion of a confirmed Assistant Chief Security Officer with

			qualification(s) specified in 1(a) or 1(b) above plus at least three (3) years experience on the grade and must be a member of a relevant professional body.
8.	*Chief Security Officer	CONTISS 14	a. By promotion of a confirmed Deputy Chief Security Officer with qualification(s) specified in 1(a) or 1(b) above plus at least three (3) years experience on the grade and must be a member of a relevant professional body.

*Subject to availability of vacancy

55. SCHEME OF SERVICE FOR HALL SUPERVISOR CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Hall Supervisor	CONTISS 06	a. By direct appointment or conversion of Chief Porter possessing a National Diploma in Social Works with at least four (4) years cognate experience.
2.	Hall Supervisor	CONTISS 07	a. By promotion of a confirmed Assistant Hall Supervisor possessing the qualification(s) specified in 1(a) above with at least three (3) years cognate experience.

56. SCHEME OF SERVICE FOR INFORMATION OFFICER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Information Officer II	CONTISS 07	a. By direct appointment or conversion of a candidate possessing a degree preferably in Arts, Journalism, Social Sciences, or English Language from a recognised institution plus NYSC/Exemption Certificate.
2.	Information Officer I	CONTISS 08	a. By promotion of a confirmed Information Officer II with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above

			with three (3) years cognate experience.
3.	Senior Information Officer	CONTISS 09	<ul style="list-style-type: none"> a. By promotion of a confirmed Information Officer I with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with six (6) years cognate experience.
4.	Principal Information Officer	CONTISS 11	<ul style="list-style-type: none"> a. By promotion of a confirmed Senior Information Officer with at least three (3) years experience on the grade. b. By direct appointment or conversion of a candidate possessing the qualification(s) specified in 1(a) above with nine (9) years cognate experience. c. Candidate must be a member of a relevant professional body.
5.	Assistant Chief Information Officer	CONTISS 12	<ul style="list-style-type: none"> a. By promotion of a confirmed Principal Information Officer with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant professional body.
6.	Chief Information Officer	CONTISS 13	<ul style="list-style-type: none"> a. By promotion of a confirmed Assistant Chief Information Officer with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant professional body.
7.	Deputy Director	CONTISS 14	<ul style="list-style-type: none"> a. By promotion of a confirmed Chief Information Officer with at least three (3) years experience on the grade. b. Candidate must be a member of a relevant professional body.
8.	*Director of Information	CONTISS 15	<ul style="list-style-type: none"> a. By promotion of a confirmed Deputy Director Information Officer with at

			<p>least four (4) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant professional body.</p>
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*Subject to availability of vacancy

57. SCHEME OF SERVICE FOR TEACHER/HEADMASTER CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Teacher Grade I/Master Grade III	CONTISS 06	<p>a. By promotion or conversion of a Teacher Grade II, possessing Teacher Grade II Certificate with at least four (4) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing any of the following:</p> <ul style="list-style-type: none"> ❖ Teachers Grade II Certificate plus successful completion of two (2) years Rural Science Course at a recognised institution. ❖ Teachers Grade II plus Associateship Certificate in Education with at least two (2) years cognate experience. ❖ National Certificate of Education.
2.	Headmaster Grade II/Master Grade II	CONTISS 07	<p>a. By promotion of a confirmed Teacher Grade I/Master Grade III with at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing any of the qualification(s) specified in 1(b) above plus at least three (3) years cognate experience.</p> <p>c. By direct appointment or conversion of a candidate possessing a first degree in Education from a recognised institution plus NYSC/Exemption Certificate.</p>
3.	Headmaster Grade I/master Grade I	CONTISS 08	<p>a. By promotion of a confirmed Teacher Grade II/Master Grade II with at least three (3) years experience on the grade.</p>

			<p>b. By direct appointment of a candidate possessing any of the qualification(s) specified in 1(b) above plus at least six (6) years cognate experience.</p> <p>c. By direct appointment of a candidate possessing qualification(s) specified in 2(c) above with at least three (3) cognate experience on the grade.</p>
4.	Headmaster/Senior Master Grade II	CONTISS 09	<p>a. By promotion of a confirmed Teacher Grade I/Master Grade I with at least three (3) years experience on the grade.</p>

58. SCHEME OF SERVICE FOR UNIVERSITY STAFF PRIMARY SCHOOL CADRE

S/NO	POST	CONTISS	BASIC ENTRY QUALIFICATION(S)
1.	Assistant Education Officer	CONTISS 06	<p>a. By promotion or conversion of a Teacher Grade II, possessing National Certificate of Education (NCE) from a recognised institution plus at least three (3) years experience on the grade.</p> <p>b. By direct appointment of a candidate possessing NCE from a recognised institution plus at least four (4) years cognate experience.</p>
2.	Higher Assistant Education Officer	CONTISS 07	<p>a. By promotion of a confirmed Assistant Education Officer with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing qualification(s) specified in 1(b) above plus at least six (6) years cognate experience.</p> <p>c. By direct appointment or conversion of a candidate possessing a first degree in Education from a recognised institution plus NYSC/Exemption Certificate.</p>
3.	Senior Assistant Education Officer	CONTISS 08	<p>a. By promotion of a confirmed Higher Assistant Education Officer with at</p>

			<p>least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing qualification(s) specified in 2(c) above plus at least three (3) years cognate experience.</p>
4.	Principal Education Officer II	CONTISS 09	<p>a. By promotion of a confirmed Senior Assistant Education Officer with at least three (3) years experience on the grade.</p> <p>b. By direct appointment or conversion of a candidate possessing qualification(s) specified in 2(c) above plus at least six (6) years cognate experience.</p>
5.	Principal Education Officer I	CONTISS 11	<p>a. By promotion of a confirmed Principal Education Officer II with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>
6.	Chief Education Officer	CONTISS 12	<p>a. By promotion of a confirmed Principal Education Officer I with at least three (3) years experience on the grade.</p> <p>b. Candidate must be a member of a relevant chartered professional body.</p>