

# UNIVERSITY OF ILORIN, NIGERIA



## DIRECTORATE OF HUMAN RESOURCES (JUNIOR STAFF SECTION)

# CIRCULAR

### **CALL CIRCULAR FOR YEAR 2024 PROMOTIONS EXERCISE FOR JUNIOR STAFF ON CONTISS 01 TO 05**

Submissions are hereby invited from qualified staff for consideration at the year 2024 promotions exercise. The Junior Staff Appointments and Promotions Committee meeting is expected to hold very soon to consider recommendations from Heads of Departments/Units in respect of Junior Staff on CONTISS 01 to 05 for the year 2024 promotions exercise.

To this end, Junior staff who are eligible for promotions are to upload and submit their applications, which include the Staff Performance Evaluation Form for Promotions, Curriculum Vitae, and credentials online through the following link: <https://forms.gle/BCYvB45z75i1qzNX6> and forward a hard copy of the uploaded documents to the Directorate of Human Resources (Junior Section) for filling.

Please note that the online applications should be submitted on or before **24<sup>th</sup> May 2024** when access to the online link will close.

Heads of Departments/Units and staff eligible for promotions are requested to please note the following guidelines for promotions as approved by the University Council for **strict compliance**.

### **GUIDELINES ON JUNIOR STAFF PROMOTIONS EXERCISE – 2024**

1. Recommendations for promotion should only be made in respect of positions that are already established in the budget of the year that the promotion will take effect; in this respect, 2024.
2. Recommendations on centrally deployed staff such as Drivers, Secretaries, Clerical Staff, Executive staff, etc.; should be processed through and duly endorsed by the appropriate Head of the Staff's deploying Department (e.g. Registry, Bursary or Works Department).
3. Recommendations for promotions are expected to be made by Heads of Departments/Units in clear terms and precise language. Where a staff does not merit promotion, such should be clearly stated. In addition, queries and warnings handled within a Department without due reference to the Junior Staff Section of the Directorate of Human Resources Office will not be used to penalize the staff concerned.
4.
  - (i) Staff recommended for promotion must possess the required qualifications and experience required for the post in view.
  - (ii) In line with Section 5.3.1 (f) of the Conditions of Service for Junior Staff, Junior Staff being recommended for the year 2024 promotions exercise will undergo written, oral,

and practical promotion examinations as the case may be. No staff shall be promoted unless he/she passes the examination/test.

(iii) The Faculty/Departmental Promotions Review Panel for technical and professional staff should include an External Expert in the relevant field and a representative of the Registrar from the Directorate of Human Resources. The proposed dates for Written, oral, and practical examinations by the Faculty/Department will be arranged with the Directorate of Human Resources (Junior Section). The examinations for Executive, Clerical, Secretarial, and Messengerial Cadres will be handled by the Registry Promotions Review Panel.

(iv) Notice of meetings of the Faculty/Department Promotions Panels at which the Directorate of Human Resources should be represented must reach the Principal Assistant Registrar, Directorate of Human Resources, Junior Staff Section **at least 7 days before** the date of such meetings for effective representation of the Registry.

5. (i) **A staff recommended for promotion shall be required to have served for at least three (3) years after the last appointment/promotion upgrade conversion.**

(ii) Only staff whose appointment has been confirmed and those whose recommendation for confirmation of appointment papers were forwarded for consideration and approval shall be considered for promotion. Therefore, recommendations in respect of staff whose appointment is yet to be confirmed shall **not** be countenanced.

(iii) Only notional promotion may be considered or approved for a member of staff on study leave with or without pay.

(iv) Where vacancies are limited, Heads of Departments/Units are requested to do the necessary ranking of their staff recommended for promotion to assist the Committee.

(v) **Candidates must state the correct Grade Levels, Personnel File Numbers and indicate their surname in upper case and underlined to assist in the processing of recommendations.**

6. All Heads of Departments/Units should submit hard and soft copies of the list of staff who applied for the 2024 promotion to the Junior Staff Section of the Directorate of Human Resources to enhance the smooth processing of the promotion recommendations to the Junior Staff Appointments and Promotions Committee (JSA&PC).

**The list should be submitted in the under-listed format on or before 19<sup>th</sup> April 2024.**

| S/NO | NAMES | FILE NO | CURRENT UNIT/ DEPARTMENT | PRESENT POST AND GRADE LEVEL | NEXT POST AND GRADE LEVEL |
|------|-------|---------|--------------------------|------------------------------|---------------------------|
|      |       |         |                          |                              |                           |
|      |       |         |                          |                              |                           |
|      |       |         |                          |                              |                           |

**DEADLINE FOR SUBMISSION OF RECOMMENDATIONS AND PROMOTION EXAMINATIONS  
REPORTS**

**Please note that 24<sup>th</sup> May 2024 is the deadline for online submission of recommendations and promotion examination reports respectively. Late submissions would not be entertained.**



**K.A. Adewoyin**  
for: Registrar

**Ref. No: UIL/DHR/JS/11**  
**Date: 2<sup>nd</sup> April, 2024**

CC: Vice-Chancellor  
Deputy Vice-Chancellors  
Bursar  
University Librarian

**UNIVERSITY OF ILORIN  
2024 PROMOTIONS EXERCISE**

**APPROVED FORMAT FOR CURRICULUM VITAE (JUNIOR STAFF)**

**SECTION 'A'  
(TO BE COMPLETED BY STAFF)**

1. **NAME OF STAFF:**.....  
(First Name) (Middle Name) (Surname)
  2. **FILE NUMBER:**.....
  3. **FACULTY/DEPARTMENT/UNIT:**.....
  4. **PHONE NUMBER/UNILORIN E-MAIL ADDRESS:**.....
  5. **DATE OF BIRTH/AGE:**.....
  6. **DATE OF FIRST APPOINTMENT:**.....
  7. **POST ON FIRST APPOINTMENT:**.....
  8. **DATE OF CONFIRMATION:**.....
  9. **DATE OF LAST PROMOTION:**.....
  10. **POST ON LAST PROMOTION:**.....
  11. **PRESENT POST/DESIGNATION:**.....
  12. **INSTITUTIONS ATTENDED WITH DATES:**
    - (i) .....
    - (ii) .....
    - (iii) .....
  13. **ACADEMIC QUALIFICATIONS (WITH DATES):**
    - (i) .....
    - (ii) .....
    - (iii) .....
- (ATTACH A PHOTOCOPY EACH OF YOUR CERTIFICATE(S) (NOT STATEMENT OF RESULT(S)/AFFIDAVIT) TO ONE COPY OF YOUR CV).**
14. **WORKING EXPERIENCE (WITH DATES)**
  15. **FACULTY/DEPARTMENT/OFFICE/UNIT POSTED SINCE LAST PROMOTION (WITH DATES):**
    - (a) .....
    - (b) .....
    - (c) .....
  16. **POST BEING RECOMMENDED:**
  17. **REQUIRED QUALIFICATIONS FOR RECOMMENDED POST:**

\_\_\_\_\_  
**CANDIDATE'S SIGNATURE**

\_\_\_\_\_  
**DATE**

**SECTION 'B'**

**JUNIOR STAFF PERFORMANCE EVALUATION FORM FOR PROMOTION**

1. **NAME IN FULL:** .....  
(First Name) (Middle Name) (Surname)
  
2. **FACULTY/DEPARTMENT/UNIT:**
3. **PRESENT POST:**
4. **STATE WHETHER ON CONTRACT OR PENSIONABLE APPOINTMENT:**  
.....
  
5. **INDICATE WHETHER PRESENT POST IS BY APPOINTMENT/UPGRADE/  
REDESIGNATION/PROMOTION/CONVERSION:**  
.....
  
6. **NEXT POST AND SALARY GRADE:**.....
  
7. **STAFF'S LAST THREE YEAR ANNUAL PERFORMANCE GRADE**

|   | IMMEDIATE THREE YEAR GRADING |                      |                      | POINT AGGREGATE |
|---|------------------------------|----------------------|----------------------|-----------------|
|   | 1 <sup>st</sup> Year         | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year |                 |
| (a) Punctuality   |                              |                      |                      |                 |
| (b) Acceptance of Responsibility  |                              |                      |                      |                 |
| (c) Reliability Under Pressure  |                              |                      |                      |                 |
| (d) Quality of Work   |                              |                      |                      |                 |
| (e) Relationship with Colleagues  |                              |                      |                      |                 |
| (f) Application of Professional/<br>Technical Knowledge (if applicable) | N/A                          | N/A                  | N/A                  |                 |

**NOTE:**

- A - 5 - Excellent
- B - 4 - Very Good
- C - 3 - Good
- D - 2 - Fair
- E - 1 - Poor

Total Point Obtained:  
Maximum Point Obtainable:  
Total Percentage:

8. **WARNING(S) GIVEN/DISCIPLINARY ACTION(S) TAKEN (IF ANY) AGAINST  
THE STAFF SINCE THE LAST REPORT AND FOR WHAT REASON(S):**  
.....  
.....
  
9. **GENERAL ASESSMENT:**  
.....  
.....

10. **RECOMMENDATION BY THE REPORTING OFFICER:**

.....  
.....

.....  
**NAME OF THE REPORTING OFFICER**

.....  
**POST**

.....  
**SIGNATURE OF THE REPORTING OFFICER**

.....  
**DATE**

**SECTION 'C'**

**(TO BE COMPLETED BY HEAD OF DEPARTMENT/UNIT)**

1. **STATE IF ORDINARY OR ACCELERATED PROMOTION:**.....

2. **IF ACCELERATED PROMOTION, PLEASE STATE GROUNDS:**.....

3. **WHAT CONTRIBUTION (IF ANY) HAS THE OFFICER MADE TO THE PROGRESS OF THE DEPARTMENT?**.....  
.....

4. **SPECIFIC RECOMMENDATION OF THE HEAD OF DEPARTMENT/UNIT:**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**POST**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

5. **ENDORSEMENT BY THE REGISTRAR/BURSAR/DIRECTOR OF WORKS; etc.:**

**NAME:** .....

**SIGNATURE:** .....

**DATE:** .....

**UNIVERSITY OF ILORIN**

**JUNIOR STAFF APPOINTMENTS AND PROMOTIONS COMMITTEE**

**RECOMMENDATION FOR CONFIRMATION OF APPOINTMENT**

**PERSONNEL FILE NO. UIL/JSE/PF/.....**

1. Name of Officer:.....  
(Surname) (Other Name)
2. Department/Unit:.....
3. Faculty:.....
4. Date of First Appointment:.....
5. Post:..... Salary Level.....
6. Faculty/Department/Office/Unit posted to since Appointment.  
From:.....  
To:.....
7. .... Date:.....  
Signature of Staff

**SECTION 'B'**

**(TO BE COMPLETED BY HEAD OF DEPARTMENT)**

1. Please assess and report fully, the performance and conduct of the staff to justify the request for confirmation of appointment.
2. Specific Recommendation by the Head of Department.

.....  
**Name of Head of Department**

.....  
**Signature & Date**