

**ED3/140T1/3**

Office of Establishments and Training,  
Office of the Head of Service,  
Governor's Office,  
Akure.

17 January, 2014

**CIRCULAR LETTER TO:**

The Chief of Staff to Mr. Governor,  
The Senior Special Assistant to the Deputy Governor  
Secretary to the State Government,  
The State Commissioners,  
Permanent Secretaries,  
Administrative Secretaries,  
Tutors-General,  
The Ag. Clerk, Ondo State House of Assembly,  
The Ag. Statistician-General,  
The Ag. Accountant-General,  
The State Auditor-General,  
The Auditor-General for Local Governments,  
General Managers/Heads of Non-Ministerial Departments,

**Appointment and Recruitment Process into the  
Public Service of Ondo State**

Over the years, appointment/recruitment process into the Public Service of Ondo State had not been handled in a coordinated manner. This had given room to pervasive abuses of the process. These abuses include the appointment of persons to established positions without due approval, as well as the appointment of those who may not be needed in the Service at a particular time, to satisfy some interests.

02. After a critical evaluation of this and the recent events in the Public Service of Ondo State which led to the 2013 Verification Exercise, the State Government has approved some measures with a view to exercising potent control over personnel policies and administration of all State-owned Parastatals and Corporations to prevent further pervasive abuses of personnel process in the sector.

03. Consequently, the State Government has approved and directed as follows:

- (a) Approval to recruit into the Public Service of Ondo State has been centralised as the consent of Mr. Governor must be sought and obtained before any appointment is made into the Service. For the purpose of emphasis, all Government Agencies including Teaching Service Commission, Judicial Service Commission, Local Government Service Commission, House of Assembly Service Commission, Universal Basic

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03. Consequently, the State Government has approved and directed as follows:

- (a) Approval to recruit into the Public Service of Ondo State has been centralised as the consent of Mr. Governor must be sought and obtained before any appointment is made into the Service. For the purpose of emphasis, all Government Agencies including Teaching Service Commission, Judicial Service Commission, Local Government Service Commission, House of Assembly Service Commission, Universal Basic Education Board, etc, must obtain Mr. Governor's approval before filling any vacancy (from GL. 01 and above) in the Public Service of Ondo State.

- (b) All requests for appointment of persons into the Civil Service must be routed through the Head of Service while requests from other Scheduled Agencies, Commissions and Parastatals are to be routed through their Political/Administrative Heads for the consideration of Mr. Governor, henceforth.
- (c) Inter State Transfer of Service must henceforth be approved by the Governor based on the recommendation of the Head of Service or the appropriate Employment Agencies like the Civil Service Commission, Teaching Service Commission, Local Government Service Commission, Judicial Service Commission, House of Assembly Service Commission, Hospitals Management Board, Universal Basic Education Board, etc, before such transfer of service is effected. and
- (d) Primary six certificates must be compulsorily presented by all officers at the point of entry into as well as the point of exit from the Service.

04. I wish to stress that any appointment made by any State Government or Local Government Official or Agency that does not follow the required due process is null and void, and appropriate sanctions will be taken against State/Local Government officials involved in the process.

05. You are to give the contents of this circular letter the deserved widest publicity and ensure unwavering compliance, please.

  
**Toyin Akinkuotu, Esq**  
Head of Service.