

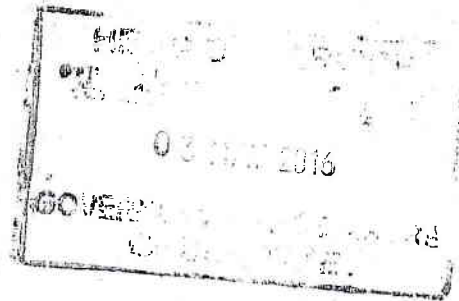
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Office of Establishments and Training,  
Governor's office,  
Akure.

28 April, 2016

**CIRCULAR LETTER TO:**

The Chief of Staff to the Governor,  
Senior Special Assistant to the Deputy Governor,  
State Commissioners,  
The Secretary to the State Government,  
Office of the Head of Service,  
Chairmen of Commissions/Corporations,  
Permanent Secretaries/Tutors-General,  
Permanent Secretaries (Local Government),  
The Clerk, Ondo State House of Assembly,  
The Accountant-General,  
The State Auditor-General,  
The Auditor-General for Local Governments,  
The Statistician-General,  
Directors-General,  
General Managers/Heads of Non-Ministerial Departments,  
Chief Registrar, High Court of Justice,



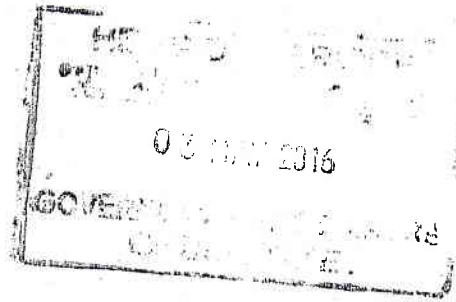
**GUIDELINES FOR PROMOTION EXERCISE IN THE PUBLIC SERVICE**

The career prospects of Public Servants have been widened over time such that almost all cadres now have the opportunity to reach the apex of their career. Aside from being one of the avenues through which officers progress in their career, promotion is also one of the welfare packages to reward and motivate officers for better service delivery. It is, therefore, necessary for all Public Servants to keep abreast of the provisions of extant rules and regulations guiding the conduct of promotion as encapsulated in the Civil Service Rules (CRS) **02702, 02703, 02704, 02705 and 02706.**

2. Experience over the years has however shown that many Public Servants are not conversant the extant rules and regulations as a necessary tool for the conduct of Government business as well as for their personal career development. This scenario necessitated the introduction of promotion examinations by the Federal Government as some states of the federation of

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3. Before now, only officers in the mainstream of the Civil Service moving from GL.12 and above were subjected to promotion examinations, and those that could not attain the cut-off marks were denied promotion to the next grade level; while their colleagues in some Parastatals, Boards and Commissions enjoy automatic promotion without participating in any competency test. In order to

engender efficient service delivery and make all Public Servants in the State conversant with extant rules and regulations as well as new development and innovations in their chosen career, it has become expedient to subject everyone to competency test before promotion to the next grade level.

4. Henceforth, officers in all MDAs, Parastatals, Boards and Commissions from GL.06 - GL.10 moving to the next grade levels will, of a necessity, participate in a competency test (written examination) to be conducted by the Office of Establishments and Training. Such officers would be tested in the following areas:

- (i) English Language
- (ii) General Knowledge
- (iii) Regulatory books

Meanwhile, those moving from GL.12 and above across all MDAs, Parastatals, Boards and Commissions will have to participate in the management level promotion examination conducted by the Service Matters Department. For the avoidance of doubt, some of the conditions precedent for preferment/promotion in the Public Service of Ondo State are as stated below:

- (i) Establishments position for the cadres
- (ii) Availability of vacancy positions
- (iii) Satisfaction of minimum waiting period
- (iv) Acquisition of requisite academic qualifications
- (v) Success in relevant Promotion Examinations (where applicable)

5. For the purpose of uniformity in the conduct of 2016 Promotion Exercise, all Accounting Officers of MDAs, Parastatals, Boards and Commissions are to liaise with the Office of Establishments and Training on the vacancy positions and the effective date of financial benefit of such promotion. All MDAs, Parastatals, Boards and Commissions are to also ensure proper representation of the Office of Establishments and Training as well as the Civil Service Commission and Service Matters Department (where applicable) in all promotion exercises.

6. The template for necessary RETURNS on the 2016 Promotion Exercise is

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6. The template for necessary RETURNS on the 2016 Promotion Exercise is ready for collection for MDAs, Boards and Parastatals that had completed the processes to upload their 2016 Personnel Estimates.

  
**Mr. A.O. Akinseloyin,**  
**for: Head of Service.**