

**USMANU DANFODIYO UNIVERSITY, SOKOTO**  
(Office of the Registrar, Junior Staff Office)



**Date:** 24<sup>th</sup> October, 2022

**To:** All Deans/Provost/Directors/Managers/Heads of Department/ Division/Unit/Faculty Officers.

**2021/2022 JUNIOR STAFF PROMOTION EXERCISE**

This is to inform you that the processes for 2021/2022 Promotion Exercise has commenced. The Deans/Provost/Directors/Heads of Department, Division, Unit and Center are hereby requested to furnish all Junior Staff with JSEC Form 1 (A) (Evaluation Form) who would be due for promotion by **1<sup>st</sup> January, 2023** (including those on study leave). The forms and guide could also be accessed on the University Website.

The eligible Staff should therefore, complete the JSEC Form 1 (A) (including those on study leave) and submit the required copies to their respective Faculties/Department's Junior Staff Promotion Committee for consideration. Faculties/Department's Appointments and promotions Committee are to use the completed JSEC Form 1 (A) (evaluation form) for their recommendations. Subsequently, all applicant's information should be compiled into the JSEC Form 1 (B) (Rating Scale for promotion) attached, according to category A (recommended for promotion) and category B (not recommended for promotion) respectively. Ten copies each of JSEC Forms 1 (A) and recommendations of the Faculty/Centre/College Appointments and Promotions Committees incorporated in the minutes of meeting and Rating Scale should be forwarded to the Junior Staff Office on or before **30<sup>th</sup> November, 2022**. **The forms should be computer typed as handwritten completed forms are no longer accepted by JSEC Sub-Committee.**

The Junior Staff Establishments Sub-Committee would commence sitting to consider the recommendations immediately after the deadline. The Committee will not entertain any submission to the Secretariat beyond the deadline.

Thank you.

(Signed)

**Abubakar Sarki**

Junior Staff Officer

For: Registrar

## **BELOW ARE GUIDELINES FOR PROMOTION OF JUNIOR STAFF**

- i. All promotions should be subject to availability of vacancies.
- ii. Staff with warning from the Junior Staff Office or three (3) queries from the Head of Department loses promotion for that session.
- iii. Staff with a score below three (3) points on punctuality should not be recommended for promotion and shall be advised to improve on punctuality.
- iv. Three (3) years remains the minimum waiting period (i.e three years since last promotion or first appointment).
- v. Only officers that have satisfied the minimum waiting period and obtained the necessary qualifications for promotion to the next grade are to be recommended.
- vi. Committee shall use the completed form 1 (A) (i.e evaluation form) for their recommendations and subsequently compile the JSEC 1 (B) (i.e rating scale) for promotion in respect of both recommended and not recommended candidates.
- vii. The Department shall submit required copies of JSEC Forms 1 (A) and (B) to the Faculty/College/Centre Appointment and Promotion Committee for consideration.
- viii. Typist/Confidential Secretaries are required to pass the necessary examination offered by recognized examination bodies.

## **PROMOTION AVENUE FOR CATEGORIES OF CADRES:**

### **a. Clerical Officer II/Caretaker (Terminal)**

By promotion of Clerical/Office Assistants after three years satisfactory service and terminal for Office Assistant and Clerical Officer II with less than five Credit Pass.

- i. Senior Clerical Officer/Assistant Executive Officer  
By promotion of Clerical Officer I after three years of Satisfactory Service with Certificate in Public Administration.
- ii. Chief Clerical Officer/Executive Officer  
Promotion avenue for Senior Clerical Officer or Assistant Executive Officer after three years satisfactory service. (Terminal for Executive Officer without National Diploma) and for Chief Clerical Officer.
- iii. Clerical Officer II (Accounts and Audit)  
By promotion of a Clerical Assistant (Accounts and Audit) after three years satisfactory service and terminal without additional relevant qualifications.
- iv. Senior Clerical Officer/Executive Officer (Accounts and Audit)  
By promotion of Clerical Officer 1 (Accounts and Audit) after three years satisfactory service and certificate in Finance and Audit.
- v. Chief Clerical Officer/Executive Officer (Accounts and Audit)  
By promotion of Senior Clerical Officer/Assistant Executive Officer (Accounts and Audit) after three years satisfactory service. (Terminal for Executive Officer and Chief Clerical Officer without Diploma.

### **b. Typist Cadre**

Typist III (25 word per minute)

Typist II (35 word per minute)

Typist I (50 word per minute)

Senior Typist 50 word per minute

### **c. Confidential Secretary's Cadre**

- i. Confidential Secretary III

By promotion of Confidential Secretary iv with Confidential Secretary II Certificate. 80/35 word per minute after three years satisfactory service.

### **d. Stores Cadre**

- i. Stores Officer

Promotion avenue after three years satisfactory service for Assistant Stores

Officer with Diploma in Purchasing and Supply or five years without Diploma, and

Terminal without National Diploma.

### **e. Library Cadre**

i. Assistant Library Officer

By promotion of a Senior Library Assistant after three years satisfactory service with Assistant Library Officers Certificate or five years without additional Qualification.

**ii. Library Officer**

By promotion of an Assistant Library Officer after three years of satisfactory service and Diploma in Library Science.

**f. Promotion Avenue for Dental Technician Cadre**

i. Assistant Dental Technician

By promotion of Dental Technician in training with Dental Hygiene or Health Technology Certificate after three years of satisfactory service.

ii. Dental Technician

promotion avenue for Senior Assistant Dental Technician after three years satisfactory service and Terminal without Diploma.

**g. Laboratory/Herbarium Cadre**

i. Senior Laboratory/Herbarium Assistant I

By promotion of Senior Laboratory/Herbarium Assistant II after three years of satisfactory service and Terminal without Professional Certificate in Laboratory/Herbarium Sciences and terminal without Diploma.

ii. Assistant Laboratory Technologist/Herbarium Technician

By promotion of Senior Laboratory/Herbarium Assistant I after three years satisfactory service and terminal without Diploma in Laboratory/Herbarium Sciences.

**h. Motor Driver/Driver Mechanic/Tractor Driver Cadre**

i. Driver Mechanic I

By promotion of a Motor Driver/Mechanic II after three years satisfactory service. Various Trade Tests Certificate (s) in the relevant Profession remains requisite requirement. Terminal for Head Driver.

ii. Foreman Driver/Transport Supervisor

By promotion of Driver Mechanic/ Tractor Driver I after three years of satisfactory Service. Various Trade Tests Certificate (s) in the relevant Profession remains requisite requirement. Terminal without National Diploma.

**i. Artisan Cadre (Carpenter/Electrician/Plumber/Welder/Plant Operator/Painter etc)**

By promotion of Artisan (Carpenter/Electrician/Plumber/Welder/Plant Operator or Painter), after three years of satisfactory service, various Trade Tests Certificate (s) in the relevant Profession remains the requisite requirement.

**j. Audio-Visual Assistant/Technical Assistant/Studio/Arts Cadre**

**i. Senior Technical Assistant (Audio Visual/Studio/Arts/Technical)**

By promotion of the Audio-Visual/Technical/Studio/Arts, after three years of satisfactory service, the relevant professional certificate remains the requisite requirement. For Senior Technical Assistant (Audio Visual/Studio/Arts/Technical) certificate must be posses to qualify him/her for promotion.

**k. Security Cadre**

SSEC or its equivalents, remains a requisite requirement for promotion up to Assistant Security Officer and Terminal without relevant Diploma.

**l. Valuation Assistant Cadre**

Secondary School Certificate or its equivalents for all level with three years satisfactory service and Terminal for Chief Valuation Assistant without relevant Diploma.

**m. Printing Cadre**

SSCE or its equivalent with three years satisfactory service remains the requisite requirement up to Senior Printer. Terminal without relevant Diploma.

**n. Laundry Cadre**

SSCE or its equivalent with three years satisfactory service and Terminal for Laundry Supervisor without Diploma.

**o. Porter/Matron Cadre**

**i. Assistant Supervisor**

Promotion avenue for Assistant Supervisor after three years of satisfactory service. Terminal without Diploma.

**p. Sports Cadre**

**i. Supervisor (Catering/House Keeper)**

Promotion Avenue for Assistant Supervisor (Catering/House Keeper) after three years satisfactory service and terminal without Diploma.

**q. Livestock/Poultry/Herdsman/Dairy/Fishery Cadre**

i. Senior Livestock/Fishery Assistant  
By promotion of a Caretaker (Herds/Livestock/Fishery/Dairy after three years satisfactory service and Terminal without Diploma.

ii. Assistant Livestock Superintendent  
By promotion of a Senior Livestock/Fishery Assistant who has spent at least three years on the grade and has successfully completed the Diploma Course in relevant discipline from a recognized Veterinary School or Animal Health Institution.

**r. Museums Cadre**

i. Assistant Museums Supervisor  
promotion avenue for Senior Museums Assistant after three years satisfactory service with qualification of Museum Technician Certificate, or five years without qualification.

ii. Museum Supervisor  
Promotion avenue of Assistant Museum Supervisor with a minimum of Professional Museum Technician Certificate after three years satisfactory service.. terminal without Diploma.

**s. Zoo/Wild-life Attendant Cadre**

i. Chief Zoo Keeper/Wild-life  
promotion avenue for Assistant Chief Zoo Keeper/Wild-life after three years satisfactory service and terminal without Diploma in relevant field.

**t. Animal Health Cadre**

i. Superintendent (Animal Health/Fishery/Poultry)  
promotion avenue for Assistant Superintendent (Animal Health/Fishery/Poultry) after three years satisfactory service and terminal without Diploma.

**u. Firemen Cadre**

i. Assistant Fire Officer I

promotionavenue of Assistant Fire Officer II after three years satisfactory service. Terminal without relevant Diploma.

**v. Information Assistant Cadre**

i. Assistant Information Officer

promotion avenue for Information Assistant I after three years satisfactory service. Terminal without Diploma in relevant field.

**w. Firm Editing Cadre**

i. Chief Film Editor

promotion avenue for Assistant Film Editor after three years satisfactory service. Terminal without Diploma.

**x. Data processing Assistant Cadre**

i. Data Processing Officer

promotion avenue for Data Processing Officer after three years satisfactory service. Terminal without National Diploma.

**y. Agric/Forestry/Field Attendant (Animal Husbandry) Cadre**

i. Agricultural Superintendent

promotion avenue for Assistant Agricultural Superintendent after three years satisfactory service. Terminal without Diploma.

**z. Cultural Assistant Cadre**

i. Chief Cultural Assistant

promotion avenue for Senior Cultural Assistant after three years satisfactory service. Terminal without Diploma.

**Ba. Technical Assistant Cadre**

i. Technical Officer

promotion avenue for Assistant Technical Officer after three years satisfactory service. Terminal without Diploma.

**Bb. Machine Operator Cadre**

i. Technical Officer

promotion avenue for Assistant Technical Officer after three years satisfactory service. Terminal without Diploma.

**Bc. Geological Assistant Cadre**

i. Assistant Technologist (Geology)

by promotion of a confirmed Geological Assistant that has put in three years satisfactory service. Terminal without National Diploma.

**Bd. Photographic Assistant Cadre**

By promotion of confirmed Assistant Photographic Officer who has spent at least three years satisfactory service on the rank. Terminal without Diploma.

**Heads of Department/Units etc should please note the following:**

1. Ensure proper correct entries of information by the Staff being evaluated.
2. That, the Junior Staff Appointment and Promotion Committee (A&PC) of Faculties are to consider all applications for promotion of Junior Staff cadre by cadre using the attached form.
3. Faculties/Divisions/College are to forward ten (10) copies of their computer typed recommendation (form 1 (A) to the Registrar for further action.
4. Faculties are to note that the evaluation form JSEC 1 is for consideration of the respective Faculties A&PC while the form JSEC 1A is for the JSEC.
5. Officers are to ensure proper completion of their evaluation forms stating clearly the current qualification(s) and years obtained while the Heads of Department are enjoined to honestly evaluate officer's official conduct.
6. Departments/Units/Divisions are to ensure that Junior staff on course/training are issued with form 1(A) for completion and forwarded to the Junior Staff officer for further action.

### **Deadline for Submission**

All Faculties/Departments/Units/Centers etc. are requested to submit Ten (10) copies of completed JSEC Forms 1 (A) duly signed by the respective Heads of Department/Unit/Division, accompanied with JSEC Form 1 (B) (Rating Scale) and minutes of meeting on or before 30<sup>th</sup> November, 2022.

(Signed)

**Abubakar Sarki**  
Junior Staff Officer  
**For: Registrar**

**Ref: UDUS/R/ED/JS.16/Vol. IV/8**

**Date: 25<sup>th</sup> October, 2022**

CC: Vice Chancellor  
DVC (Academic)  
DVC (administration)  
DVC (RI&D)  
Registrar  
Bursar