

USMANU DANFODIYO UNIVERSITY, SOKOTO

(OFFICE OF THE REGISTRAR, JUNIOR STAFF OFFICE)

To: all Deans/Provost/Directors/Managers/Heads of Department/ Divisions/Units/Faculty Officers.

THE 2019/2020 JUNIOR STAFF ANNUAL EVALUATION PROMOTION EXERCISE

This is to inform you that 2019/2020 annual evaluation and promotion exercise has commence. All Deans/Provost/Directors/Heads of Department, Divisions and Units Centers are hereby requested to furnish all Junior Staff working under them with Junior Staff Establishment Committee form 1 (A) (i.e evaluation form) for completion and subsequent evaluation/assessment.

All Junior Staff should therefore compete the Junior Staff Establishment Committee form (A) (including those on study level) and submit enough copies for the consideration of their respective Faculties/Department and Junior Staff Promotion Committee for consideration. Faculties/Department's Appointments and promotions Committee are to use the completed form 1 (A) (i.e evaluation form) for their recommendations and subsequently all information would be compiled onto the J.S.E.C Form 1(B) (i.e Rating Scale for promotion) attached according to: category (A) recommended for promotion and category (B) not recommended for promotion respectively. Five copies are required of (Form 1 (b) for Junior Staff Establishment Sub-Committee and five (5) copies of the form 1 (A) for staff file. **The forms should be computer typed as JSEC Sub-Committee on promotions no longer accepts handwritten forms.**

All processed and evaluated forms for the 2019/2020 promotion for the Junior Staff are to be submitted to the Junior staff officer not later than 15th September, 2020.

The Junior Staff Establishment Sub-Committee will start meeting to consider the recommendations immediately after the deadline. The committee will not attend to any fresh promotion cases submitted to the secretariat beyond the deadline.

BELOW ARE GUIDELINES BY THE JUNIOR STAFF ESTABLISHMENTS COMMITTEE ON PROCEDURE FOR RECOMMENDATION

- i. All promotions should be subject to availability of vacancies as provided in the recurrent Estimates.
- ii. The Staff with warning from the Junior Staff office loses promotion for that session.
- iii. Staff with a score below two (2) should not be recommended for promotion.
- 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. Typist/Confidential Secretaries are required to pass the necessary examination offered by recognized examination bodies.
 - (a) Promotion avenues for typist are as follows
 - Typist III (25 word per minute)
 - Typist II (35 word per minute)
 - Typist I (50 word per minute)
 - Senior Typist 50 word per minute
 - (b) Promotion avenues for confidential secretaries
 - Con. Secretary III 35/80 word per minute
 - Con. Secretary IV 50/100 word per minute
 - Con. Secretary V 50/120 word per minute in (typing/shorthand respectively).
 - (c) Laboratory Attendant/Assistants
 - Laboratory Attendant to laboratory Assistant (WASC or Grade II/SSCE attempted passed, with a minimum of 2 credits/4 passes in Science and/Science related subjects. Passed SSCE means possession of at least 4 credits at Senior Secondary School Certificate Examinations.
- However, professional laboratory certificate remains the requisite requirement to qualify for promotion to Laboratory Supervisor.
- (d) Security personnel
 - Formal Education i.e (Senior Secondary School Certificate Examinations) remains a condition for promotion to all levels.
 - (e) Drivers and other artisans- various Trade Tests remains a condition for promotion.
 - Only staff that served satisfactorily should be recommended irrespective of all conditions mentioned above.

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 the required number of completed forms on or before 15th September, 2020.

Mrs. Kulu Abdullahi

Junior Staff Officer

For: Registrar

Ref: UDUS/R/ED/JS.14/Vol. IV/6

CC: Vice Chancellor

DVC (Academic)

DVC (administration)

Registrar

Bursar

Date: 30th August, 2020