

CHAPTER 7

PRESCRIBED EXAMINATIONS FOR CONFIRMATION/ PROMOTION

Section 1 . . . General

Section 2 . . . Combined Confirmation/Promotion Examinations for Clerical Officers and Assistants

Section 3 . . . Compulsory Examinations for Administrative Officers

Section 4 . . . Compulsory Examinations for Executive Officers

SECTION 1—GENERAL

070101: Textbooks allowed

The purpose of the examinations specified in this chapter is to test the candidates' ability to apply the rules and principles contained in the Books, Acts, Laws etc. which form the subjects of the examinations. Accordingly, candidates will be allowed to refer, during the examinations, to the relevant books, Acts, Laws etc. in question but not books of model answers or prepared questions.

070102: Examination Committee

There shall be an Examination Committee appointed by the Head of Service of the State consisting of Agencies responsible for Establishments Matters, Management Services, Ministries of Justice, Finance and Education, which shall be responsible for the general policy; while the Lagos State Examination Board shall conduct and supervise the examinations.

070103: Failure to pass examination

Any officer who does not pass the examinations specified in this chapter as compulsory for him within the time-limit stated in the relevant Rules, will have his probationary appointment terminated or his confirmation deferred, whichever is appropriate to the circumstance, and he shall not be considered for promotion.

070104: Refusal to take confirmation examination

An officer who refuses to take the confirmation examination after four (4) years of first appointment shall be required to resign from the Service.

070105: Time of holding Confirmation Examination

Confirmation examination shall be held once a year.

**SECTION 2—COMBINED CONFIRMATION/PROMOTION
EXAMINATION FOR CLERICAL OFFICERS AND CLERICAL
ASSISTANTS**

070201

The tests will be held at least once a year. Details of the subjects to be taken at each level are as follows:

I. Clerical Officers GL 04 with WASC or GCE O/L or NECO who have spent at least one (1) year in the Service:

- (i) Use of English;
- (ii) General Paper;
- (iii) Public Service Rules;
- (iv) Financial Regulations;
- (v) Office Procedures or Special Papers.

II. Clerical Assistants GL 03 (with JSSCE or S.75 or SSCE attempted) or those who have passed the Sub-Clerical/Sub-Technician Examinations and have spent at least two (2) years on the post):

- (i) Use of English;
- (ii) General Paper;
- (iii) Public Service Rules;
- (iv) Financial Regulations;
- (v) Office Routine or Special Papers;
- (vi) Elementary Mathematics.

B. The pass marks shall be as follows:

I. Clerical Officer II GL 04: Confirmation/Promotion level: fifty per cent (50%) Average with at least fifty per cent (50%) score in English and forty per cent (40%) score in each of the other subjects.

II. Clerical Assistant: Promotion Level: sixty per cent (60%) Average with at least fifty per cent (50%) score in English and forty per cent (40%) score in each of the other subjects. All Clerical Assistants on GL 03 who have served for not less than two (2) years on the grade shall take and score a minimum of fifty per cent (50%) pass mark to be deemed eligible for promotion to Clerical Officer II GL 04.

SECTION 3—COMPULSORY EXAMINATION FOR ADMINISTRATIVE OFFICERS

070301: General

Administrative Officers are required to pass the examinations prescribed in Rule 070303 within two (2) years from the date of:

- (a) Direct appointment to the State Civil/Public Service, Grade Level notwithstanding;
- (b) Transfer from other scheduled services; and
- (c) Conversion from other cadres to the Administrative Officer cadre.

070302: Exemption

Ar. Administrative Officer who possesses legal qualification obtained from a Nigerian University or has been called to the Nigerian Bar shall be exempted from taking Group A of the prescribed examinations.

070303: General

The following are the prescribed examinations for Administrative Officers except otherwise reviewed:

Group A: Law Examination

This examination consists of two papers on the following subjects:

- 1. (a) Nigerian Legal system;
- (b) Ministerial Government Procedure based on:
 - (i) Lagos (Administrative and Executive Functions) Act No. 1 of 1958

- (ii) Ministers' Statutory Powers and Duties (Miscellaneous Provisions) Act, Cap. 228, Acts of the Federation of Nigeria, 1990
- (iii) Legislative Houses (Powers and Privileges) Act. Cap. 208 Laws of the Federation of Nigeria, 1990
- (iv) Transfer of Functions (Lagos) Order L. N. 257 of 1959
- (v) Transfer of Functions (Federation) Order L. N. 258 of 1959
- (vi) Chapter VI, Part I, Section A of the Constitution of the Federal Republic of Nigeria, 1999.
- (vii) The Pensions Reforms Laws 2007.

2. The main provisions of the following legislation:

- (a) The Constitution of the Federal Republic of Nigeria, 1999;
- (b) The following chapters of the Laws of the Federal Republic of Nigeria, 1999 and the subsidiary legislation made thereunder:

Chapter	Title of Act
447	Commissions and Tribunals of Inquiry Act
513	Illiterates' Protection
192	Interpretation Act
331	Notaries Public Act
333	Oaths Act 1963
335	Official Secrets Act 1962
Vol. IBV Cap 766 503 Vol. IV 1979 Constitution	Laws of Lagos State Civil Service Commission Fundamental Human Rights
VIII Part I of 1999 Constitution	Federal Capital Territory

Group B: Examination in Official Publications

This examination consists of two papers:

- (i) Public Service Rules;
- (ii) Financial Regulations.

SECTION 4—COMPULSORY EXAMINATIONS FOR EXECUTIVE OFFICERS (ALL CADRES)

070401: Officers who are required to pass

Executive Officers (all cadres) are required to pass the examinations prescribed in Rule 070402 within two (2) years from the date of:

- (a) Direct appointment to the State Civil/Public Service, Grade Level notwithstanding;
- (b) Transfer from other scheduled services; and
- (c) Conversion from other cadres to the Executive Officer cadre.

070402: Syllabuses of examination

The following are the prescribed examinations for Executive Officers (all cadres) except otherwise reviewed:

- (i) Public Service Rules;
- (ii) Financial Regulations,

070403: Examination Fees

Fees shall be paid to examiners and invigilators at rates which may be determined from time to time by the State Government.