



# KADSUBEB PROMOTIONAL EXAMS 2024 STUDY GUIDE

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# Background

This study guide has been compiled to assist participants in preparing for their upcoming promotional exams. It serves as a comprehensive reading material, designed to highlight and clarify key information drawn from essential statutory documents. The content focuses on critical points from the following authoritative texts:

- A Law to Amend Kaduna State Universal Basic Education Board (KADSUBEB) Law (2005)
- Guidelines for Transfer of Service, Conversion/Change of Cadre, Leave of Absence, Secondment, and Special Posting in the State Public Service (2022)
- Guides to Administrative Procedures (2022)
- The Kaduna State Public Service Rules

Key points to be noted have been highlighted. By engaging with this material, participants will gain a deeper understanding of the legal and administrative frameworks governing their roles within the public service, ensuring they are well-prepared to succeed in their exams and continue contributing to the advancement of the Kaduna State educational system.

## **THE KADUNA STATE PUBLIC SERVICE RULE**

The Kaduna State Public Service Rules provide a framework for the appointment, promotion, discipline, and retirement of public officers. The Kaduna State Public Service Rules aim to establish a well-structured and efficient public service that delivers on government objectives and policies, these rules ensure that public service is conducted efficiently and in a manner that is fair to all employees. The Kaduna State Government is responsible for establishing and maintaining a public service that fulfills these objectives.

**Scope and Application of rules:** The rules apply to all public officers in the service of the Kaduna State Government. They cover various aspects of public service, including recruitment, promotion, discipline, and retirement.

### **APPOINTMENTS AND RECRUITMENTS INTO THE PUBLIC SERVICE**

Appointments to public offices are made by the Civil Service Commission and other relevant bodies empowered by the Constitution and Laws of Kaduna State. Recruitment involves filling vacancies by appointing individuals not already in the public service.

#### **Procedures of Appointments:**

There are two procedures for appointing officers into the public service which are:

1. **By Letter:** Written by or on direction from the Civil Service Commission or other Recruiting Establishments/Agency.
2. **By Agreement:** Formal agreement between the officer and the State Government.

#### **Guidelines for Appointment:**

The general guidelines for appointment are as follows:

1. Appointments must comply with advertisement terms.
2. Specific guidelines exist for appointments to different grade levels:

- GL.12 – GL.14: Appointed by the Civil Service Commission.
- GL.15 – GL.17: In consultation with the Head of Service

### **Eligibility Criteria for Appointment into Public Service:**

- i. Must be between 18 and 50 years old.
- ii. Must meet minimum qualification requirements.
- iii. Must be certified medically fit by a Government Medical Officer.
- iv. Must have a good conduct testimonial from the last employer or educational institution attended.

### **PROMOTIONS IN THE PUBLIC SERVICE.**

Promotions in the public service are decided based on a competitive process that includes examinations, interviews, and recommendations from superiors.

**Accelerated Promotion:** An accelerated promotion is a promotion granted to an officer two or more grades *or* post higher than the officer's substantive rank at the same time.

### **LEAVING THE PUBLIC SERVICE**

Officers can leave the service through:

- i. Retirement
- ii. Resignation
- iii. Dismissal
- iv. Redundancy.

### **Points To Remember About Leaving the Public Service**

- i. The retirement age for most officers is 60 years or 35 years of service, whichever comes first. There are exceptions for academic staff at state-owned tertiary institutions.
- ii. Officers who resign are required to give three months' notice and may forfeit some benefits.

- iii. Officers who are dismissed for misconduct may lose their pension and other benefits.
- iv. Officers are required to attend a pre-retirement workshop or seminar before they retire.

### **THE PUBLIC SERVICE NON-DISCRIMINATORY POLICY**

The non-discriminatory policy is a recruitment policy on non-discrimination regarding gender, age, religion, sex, or tribal affiliation in the public service. The policy allows for equal opportunities for women, both Nigerian and non-Nigerian, to be employed in the public service based on qualifications.

#### **Appointment Terms for Women in the Public Sector:**

- Nigerian women, married or not, can be appointed on equal terms with men.
- Non-Nigerian women can be appointed on contract terms for posts graded at salary grade level 07 and above.

### **DEALING WITH DISCIPLINE AND MISCONDUCT IN THE PUBLIC SERVICE**

Every public officer is expected to familiarize themselves with the disciplinary rules and other relevant regulations. The Civil Service Commission holds the authority to dismiss and discipline officers, a power that can be delegated to Permanent Secretaries or Heads of MDAs for initiating disciplinary processes and making recommendations for further actions.

#### **General Inefficiency**

This section outlines the steps to be taken when an officer is deemed inefficient. Inefficiency includes a series of omissions or incompetencies which cumulatively shows an officer's inability to carry out job responsibilities effectively. If an officer's performance is unsatisfactory, their superior must bring this to their attention and provide opportunities for improvement. Termination for inefficiency requires a one-month notice, and the officer may be paid a salary equivalent to the notice period if immediate departure is necessary.

## **Misconduct**

Misconduct is defined as any specific act of wrongdoing or improper behavior that can be investigated and proved. Examples include wilful acts or omissions, loitering, engaging in trade without authority, improper dressing, and hawking merchandise during office hours. Misconduct also encompasses any behavior that brings the public service into disrepute or undermines discipline and proper administration.

### **Key Points on Misconduct:**

- Officers must avoid improper behavior and maintain a professional demeanour.
- Engaging in unauthorized trade or business is prohibited.
- Officers should adhere to dress codes and avoid hawking goods during office hours.

## **Serious Misconduct**

Serious misconduct involves severe infractions that can lead to disciplinary actions, including dismissal. This includes criminal activities, absence without leave, insubordination, corruption, unauthorized disclosure of official information, sexual harassment, embezzlement, and involvement in secret societies.

## **Facing a Query in Public Service**

A query is a written document by a superior to a public officer for unsatisfactory behaviour. A query details the issue and requests an explanation.

### **Possible Outcomes of a Query**

- Superior may decide the provided explanation is satisfactory and no further action is required.
- The explanation is not satisfactory, but dismissal is not warranted, officer may receive a formal letter of advice.

- The explanation is not satisfactory, and the offense is serious, disciplinary action may be recommended.

### **Publications and Public Statements by Public Officers**

Officers are restricted from participating in or contributing to publications or public statements on political or administrative matters without permission from their Head of MDAs. They may not take part in the management or financial contribution to newspapers or journals unless permitted. Officers must also refrain from public speeches or broadcasts on political or administrative topics without approval. Permissions for such activities consider the interest of the Government and public, and officers must submit a full manuscript for final permission.

### **Political Activities of Public Officers**

Officers must not hold any office in political organizations, run for elective public office, or publicly support or oppose any political party or candidate without resigning from public service. Public officers can hold shares in companies but must avoid directorships in private companies unless nominated by the Government. Officers are required to disclose any investments held by them or their immediate family when requested.

### **Conflict of Interest and Gifts**

Officers are prohibited from accepting gifts or presents in recognition of their official position, except for small personal gifts exchanged between friends and colleagues. Presents from traditional rulers or other significant figures must be handed over to the Government. Officers must not engage in private practice or agency in matters related to their public duties, and they must report any valuable mineral discoveries to the Government.

### **Employment and Financial Conduct of Public Officers**

Officers on leave must not accept paid employment without approval. They are prohibited from borrowing money from persons subject to their official authority or from registered moneylenders. Borrowing from banks or co-operative societies is allowed, provided it does not cause serious financial

embarrassment. Officers and their families must not accept gifts or engage in activities that could lead to public scandal or be perceived as an abuse of their public position.

### **Integrity and Anti-Corruption**

Officers must avoid engaging in corrupt practices or accepting bribes. They must report any misconduct or gross misconduct, which could lead to criminal prosecution. Officers must not use official information for unauthorized purposes and must maintain high standards of integrity in all their professional conduct.

## **LEAVE IN THE PUBLIC SERVICE**

### **Important Definitions**

- **Leave:** Refers to authorized vacation leave with Salary.
- **Leave Year:** The period between January 1st and December 31st of the same year.
- **Earned Leave:** Vacation leave accumulated in respect of the preceding tour of duty.
- **Authorized Leave:** Refer to vacation leave granted on a specific occasion, accompanied by an authorised extension.
- **Leave Address:** The location in Nigeria where an officer will spend their leave.
- **Terminal Leave:** A compulsory leave granted to an about to retire officer who has tendered **a three (3) months notice** of retirement.

### **Types of Leave**

- **Vacation Leave:** Annual leave with full pay granted at varying rates depending on the officer's grade level (GL). Officers may be granted leave in instalments throughout the leave year.
- **Deferred Leave:** Unutilized vacation leave that can be carried forward to the following year under exceptional circumstances and with prior approval.



- **Sick Leave:** Leave granted due to illness.
- **Maternity Leave:** leave granted to pregnant female officers who are entitled to 6 months of maternity leave with full pay, provided they have not taken maternity leave in the last 4 years. Otherwise, they are entitled to 3 months of leave.
- **Casual Leave:** Occasional leave for a few days without pay, granted at the discretion of the Head of MDA. Extended casual leave requires approval from the Office of the Head of Service.
- **Leave Without Pay:** Leave granted for specific reasons without salary. The officer's Head of MDA must report this leave to the relevant authorities.
- **Special Leave Without Pay:** Leave granted to undertake a course of study that is deemed beneficial to the officer's service.

# **A LAW TO AMEND KADUNA STATE UNIVERSAL BASIC EDUCATION BOARD (KADSUBEB) LAW (2005)**

## **1. Commencement of the Law**

The amendment to the Kaduna State Universal Basic Education Board (KADSUBEB) Law 2005 took effect on May 25, 2007. It is officially cited as the Kaduna State Compulsory Free Universal Basic Education Board (Amendment) Law 2007, providing the legal framework within which the Board operates.

## **2. Supervision of the Board by the Ministry of Education**

The Ministry of Education oversees the activities of KADSUBEB, ensuring compliance with state and federal education policies. This includes evaluating educational programs and initiatives to ensure alignment with the state's broader educational goals.

## **3. Functions and Membership of the Board**

The Board's primary functions include:

- Recruitment, appointment, promotion and discipline of the teaching and non-teaching staff on salary grade level 07 above.
- Posting and deployment of staff including inter-State transfer.
- Assessment and funding of salaries and allowances of teaching and non-teaching staff based on the scheme of service.
- Retirement and re-absorption of teaching and non-teaching staff.
- Management of Non-formal, Primary, Junior Secondary and Nomadic Schools in the State.
- Ensuring the provision of adequate educational facilities.
- Recruiting and training qualified teaching and non-teaching staff.
- Monitoring and evaluating educational standards.

The Board comprises:

- 3 members appointed by the Governor (A Full-time Chairman, and 2 full-time Members)

- 2 ex-officio representatives from the State Ministry of Education and Ministry of Finance
- 3 ex-officio representatives of the Local Government areas from the 3 Senatorial zones
- 1 representative each of:
  - Parent/Teacher Association (PTA)
  - Nigerian Union of Teachers (NUT)
  - Women Group
  - The Federal Ministry of Education
  - Agency of Mass Literacy

#### **4. The Local Government Education Authority (LGEA)**

The LGEA is subject to the control of the State Universal Basic Education Board.

Local Government Education Authorities (LGEAs) are responsible for:

- Managing and supervising primary and nomadic schools within their jurisdictions.
- Appointment, posting, transfer, promotion and discipline of staff on grade levels 01-06 within its jurisdiction.
- Make recommendations on promotion and discipline of teaching and non-teaching staff on grade levels 07 and above within its jurisdiction.
- Submission of annual estimates, annual accounts and monthly returns to the board.
- Payment of salaries, allowances and benefits to all the teaching and non-teaching staff within its jurisdiction.
- Ensuring the implementation of state educational policies at the local level.
- Collecting data on educational performance and needs.
- Facilitating community involvement in educational development.

The LGEA comprises of:

- A Part-Time Chairman
- One representative of the Ministry of Education
- One representative of NUT in the LGA
- One representative of women group in the LGA
- Not more than One representative of religious organizations in the LGA
- 2 religious leaders
- 2 eminent persons domiciled in the LGA

## **5. Establishment and Membership of the District Education Committee and Its Functions**

District Education Committees are established to support the decentralized management of education. It is subject to the control of the LGEA. It comprises of not more than 12 members. Their functions include:

- Advising on educational needs and priorities within the district.
- Monitoring the implementation of educational programs.
- Promoting community participation in school activities.
- Informing the LGEA of all educational problem in the area.

Membership typically includes: a chairman, representatives from local communities, religious leaders, educational experts, representative of NUT and senior head teacher who serves as the secretary of the committee.

## **6. Establishment of the Universal Basic Education Board Fund and Financing of the State Universal Basic Education (UBE)**

The Universal Basic Education Board Fund is a fund established and maintained by the Board which is separate from the National Fund. The fund shall cover all expenses incurred by the board except otherwise stated.

Funding for the State Universal Basic Education comes from multiple sources, including:

- Allocations from the state government budget.
- Allocations from the Local Government budget.

- Intervention funds from the federal government.
- Donations and Grants from local and international donors.

This diverse financing structure ensures the sustainability and effectiveness of basic education programs.

## **7. Functions of the Secretary of the Board and Other Committees**

The Secretary of the Board and other committees are to serve the following functions:

- Be the Chief Administrative Officer of respective bodies.
- Maintaining records and documentation of the Board or Committees.
- Perform any other duty as directed by the Board or Committee.

Other committees within the Board, such as finance, audit, and project implementation committees, support the Board's operations by providing specialized oversight and expertise.

# **GUIDELINES FOR TRANSFER OF SERVICE, CONVERSION/CHANGE OF CADRE, LEAVE OF ABSENCE, SECONDMENT AND SPECIAL POSTING IN THE STATE PUBLIC SERVICE 2022**

## **Definition of Key Terms**

**Transfer of Service:** The permanent release of an officer from the service of one government establishment to another across the three levels of government (federal, state and local government).

**Secondment:** The temporary transfer of an officer to another department or organization for a specific period.

**Conversion:** The movement of an officer from one professional cadre to another, or from a sub-professional cadre to a professional cadre.

**Leave of Absence:** Authorized absence from duty for a specific period, without pay.

## **Transfer of Servicer/Secondment**

The following section highlights key points to be remembered with regards to transfer of service/secondment

### **1. Procedure for Transfer of Service/Secondments:**

- I. All applications shall be determined by the Head of service.
- II. Applications must originate from the applicant through his/her serving MDA, through the recruiting agency to the Head of service.
- III. Applications should be submitted to the Recruiting Agency in triplicate copies.

### **2. Required Documents for Transfer of Service/Secondment:**

- Application form.
- Evidence of qualification and other professional requirements.

- Confirmation of Appointment.
- Two years Employee Performance Management Form (EPMF) formerly known as Annual Performance Evaluation Report (APER).
- Up-to-date Record of Service.
- Kaduna State Residency Card/Residency Registration Number.
- Recommendation letter.
- Inter-Service Transfer Form.

### **3. Duration of Secondment**

The initial duration of secondment is two (2) years which is renewable only once for another two (2) years.

### **4. Conditions for Effecting Transfer of Service/Secondment**

- I. Transfer-on-Promotion is only considered in response to an advertised post.
- II. The officer must be confirmed in previous service, with qualifications, experience, and career progression aligned with the Scheme of Service.
- III. Transfer/Secondment should not jeopardize the promotion **prospects** of deserving serving officers.
- IV. Officers seeking transfer/secondment from other states to Kaduna State may be considered based on necessity and adherence to established procedures.
- V. The vacancy to be occupied must exist and be relevant.
- VI. Transfer/Secondment must be in relation to the applicant's area of specialization.
- VII. If an applicant accepts a lower position than initially applied for, they cannot petition for upgrading or review after assuming duty.
- VIII. The relevant recruiting agency must inform the officer and the releasing MDA, which should convey the officer's assumption of duty date.

- IX. Officers wishing to take up appointments with another government establishment must submit a transfer/secondment request through normal channels and give one month notice if approved.
- X. Recruiting agencies must send quarterly reports on officers on transfer/secondment to the Office of the Head of Service.

## **5. Duration Before Nullification of Transfer/Secondment Offer**

An offer for transfer or secondment is typically valid for a period of three months. If the officer does not assume duty within this period, the offer is considered null and void.

### **Leave of Absence**

The following section highlights key points to be remembered with regards to leave of absence.

#### **1. Procedure for Leave of Absence:**

- I. Applications shall be determined by the Head of Service.
- II. Application must originate from the applicant's serving MDA through the Recruiting Agency to the Head of Service without objection.
- III. Applications must be submitted to Recruiting Agency in Triplicate copies.

#### **2. Required Documents for Leave of Absence:**

- The documents required for application for leave of absence are the **same as the documents required for Transfer of Service/Secondment**, except for Inter-Service Transfer Form.

#### **3. Conditions for Leave of Absence:**

- i. The **leave must be in the interest of the service**, on personal but legitimate interest, or compliance with professional requirements.



- ii. The officer must apply, clearly stating reasons with documentary evidence.
- iii. The officer must have confirmation of appointment, clean records, and no inconclusive disciplinary actions.
- iv. A clear and unambiguous timeframe of absence, renewable every two years.

### **Procedure for Conversion/Change of Cadre**

- **Application:** Applications must first be endorsed by the Parent agency of the applicant before being forwarded to the Recruiting Agency.
- **Approval:** Approval/No Objection can only be obtained from the Head of service.
- **Training:** Attend any required training or courses.
- **Documents Required:**
  - Application letter
  - Confirmation of appointment
  - Newly acquired relevant certificates and qualifications
  - Evidence of vacancy to absorb applicant in the proposed cadre

### **Conditions for Special Posting**

- I. Officer must be confirmed.
- II. Officer must possess required qualifications and relevant working experience.
- III. Officer must have proven integrity.
- IV. Officer's Recruiting Agency must be notified.
- V. Duration of posting must be specified.

## GUIDES TO ADMINISTRATIVE PROCEDURES 2022

### Office Routine and Procedure

- **Definition of a File:** A file is a record of actions taken on a particular matter, including all incoming and outgoing correspondence, minutes, discussions, telephone communications, and committee meeting minutes.
- **Contents of Files:** Files should provide a continuous, easily readable history of all actions taken. Writing must be clear, and margins should be broad to allow for comments.
- **File Titles:** Titles should be approved by a senior officer, especially when the subject matter is technical. For subjects with few documents, separate files for policy and action may not be necessary.
- **Movement of Files:** The officer signing a minute must note the title, page number, and date on the file jacket.
- **Returning Files:** Files should be returned to the registry after immediate action is completed. Documents should not be removed from a file without leaving a note showing where they are.

### Minuting

- **Definition:** A minute is a written communication directing action between two persons. Minuting is the art of writing a minute.
- **Characteristics of Effective Minutes:** Minutes should be brief, decisive, accurate, and self-contained. They should not be written unnecessarily when matters can be cleared by conversation, when routine action is required, or when responsibility lies with another officer.
- **Addressing Minutes:** Minutes should be addressed to the person with the authority to take the required decision. They must be dated, initialled, and paragraphs numbered for clarity.

## Drafting

- **Definition:** A draft is a proposed reply to a letter, memorandum or circular put up for higher authority's consideration. It may be accepted, amended, or rejected.
- **Preparation:** When suggesting action through a letter or memorandum, a draft should be prepared and submitted with the minutes to avoid duplication of effort.

## Style of Letters

- **General Style:** Letters should be simple, direct, accurate, brief, and courteous. Ensure clarity for recipients who may not have access to the same information as the writer.
- **Internal Correspondence:** Within the government service, letters are addressed to the senior officer by title, with junior officers signing "for" the senior officer.
- **Demi-official Letters:** Used between personally acquainted officers and addressed by name.
- **Public Correspondence:** Letters to the public should express usual courtesies, with appropriate salutations and conclusions. Adverse criticisms or reproofs must be signed by a higher-grade officer.

## Copying Letters and Channels of Correspondence

- **Copying:** Only relevant parts of letters should be copied to other officers. Clear instructions must be given on whether the copy is for information or action.
- **Internal and External Correspondence:** Procedures for correspondence within a Ministry, between Ministries, with other governments, and with the Presidency must be followed. Correspondence with foreign governments should go through the Ministry of Foreign Affairs when in doubt.

## Committee Procedure

The following are the administrative procedures for any committee meeting in the public service

- **Arrangements:** The Secretary of the Committee handles all arrangements, including the place of meeting, materials, notices, agendas, and minutes.
- **Meeting Notice:** Must clearly indicate the date, time, and place. Agendas should be issued in advance, listing items in order of priority.
- **Minutes:** Drafted immediately after meetings, approved by the Chairman within 24 hours, and circulated within three (3) days. They should clearly state decisions and be understandable without other documents.

## Annual Reports

- **Preparation:** Departments produce annual reports recording activities for the past financial year. Reports should be compiled before August 31st and distributed to key offices.
- **Content:** Reports should be factual and concise, avoiding personal views, policy criticism, or expenditure proposals. Consistency in style and tense is crucial.

## Handing Over Notes

- **Requirement:** Public servants must prepare handing over notes when leaving appointments, ensuring the successor is informed of routine operations and any ongoing developments.
- **Distribution:** Notes should be typed in quadruplet, with copies filed, handed to the successor, and sent to the superior officer, Head of Service, and Secretary to the State Government.

## **Marking Files as 'B.U' and 'P.A'**

Files marked as 'B.U' (Bring Up) indicate that the file is to be brought up for further action on the specified date. This marking is used in the following scenarios:

- When a reply to an outgoing letter is required.
- When information in the file is needed on a specific future date, such as for a committee meeting or the return of an officer from tour.
- When action is to be taken at a future date, such as the submission of a return.

Files marked as 'P.A' (Put Away) indicate that no further action is required and that the file should be stored in the registry. Both 'B.U' and 'P.A' markings must be initialled and dated similarly to minutes

## **Pension Administration in Kaduna State**

Pension administration in Kaduna State is managed by the Kaduna State Pension Bureau, which oversees both the Old Defined Pension Scheme and the Contributory Pension Scheme (CPS). The CPS was introduced through the Kaduna State Pension Reform Law of 2007 and later revised by the Pension Reform Law of 2016. The CPS aims to streamline pension administration and ensure compliance with best practices.

## **The types of Pension Schemes**

### **1. Defined Benefit Scheme (DBS)**

**A Defined Benefit Scheme is a pension scheme where:**

- i. The government promises to pay all retirement entitlements.
- ii. Applicable after a public servant reaches 60 years or completes 35 years of service.

- iii. Pension benefits depend on rank, grade level, and years of service.
- iv. The government is responsible for paying monthly pensions and gratuities.

## **2. Contributory Pension Scheme (CPS)**

### **A Contributory Pension Scheme (CPS) is a pension scheme where:**

- i. Contributions are shared between the employer and the employee.
- ii. Contributions are remitted into a Retirement Savings Account (RSA) managed by a Pension Fund Administrator (PFA).
- iii. The funds in RSAs are invested until retirement.
- iv. Payment of gratuity and death benefits is based on comprehensive documentation, including BVN, NIN, PSN, and original employment documents.

### **Establishment of Contributory Pension Scheme**

- Every employee in the Public Service must participate in the CPS.
- Contributions are 8% from the employer and 7% from the employee.
- Employees registered before December 31, 2016, are exempted from the CPS.
- Upon retirement or reaching 50 years, employees can access their RSA.

### **Grounds for Accessing Retirement Savings Account (RSA)**

- Access to RSA is granted upon **mandatory or compulsory retirement, medical grounds, or temporary loss of employment.**
- Specific conditions and documentation are required for accessing RSA, especially in cases of death or disability.

## **Documentation Requirements for processing benefits from RSA**

- Retirees or their beneficiaries must provide original documents and photocopies for processing benefits.
- In cases of death, various certificates and reports are required, including a death certificate, burial warrant, and a letter from the employer.