



The Presidency

FEDERAL CHARACTER COMMISSION

OFFICE OF THE EXECUTIVE CHAIRMAN

CIRCULAR

FCC/CHM/S.18C/17

4th April, 2017

The Chief of Staff to the President
The Deputy Chief of Staff, Office of the Vice President
Honourable Ministers/Ministers of State
The Secretary to the Government of the Federation
Head of Civil Service of the Federation
Chairman, Code of Conduct Bureau
Chairman, Federal Civil Service Commission
Chairman, Federal Judicial Service Commission
Chairman, Independent National Electoral Commission
Chairman, National Judicial Council
Chairman, National Population Commission
Chairman, Police Service Commission
Chairman, Revenue Mobilization, Allocation and Fiscal Commission
All Federal Permanent Secretaries
Special Advisers
Service Chiefs/Inspector-General of Police
Governor, Central Bank of Nigeria
Chairmen of all Board of Parastatals, Agencies and Institutions
The Clerk of the National Assembly
Chief Registrar, Supreme Court of Nigeria
The Auditor-General for the Federation
Accountant-General of the Federation
Secretary, National Judicial Council
All Chief Executive Officers and
Heads of Extra-Ministerial Departments/Parastatals
Government –Owned Companies, Agencies and
Other Federal Establishments

PROCEDURE FOR RECRUITMENT OF JUNIOR STAFF INTO THE FEDERAL PUBLIC SERVICE

It has been observed that some Ministries, Departments and Agencies recruit persons into the Service without following the procedure for recruitment into the Federal Public Service, purporting the new recruits to be junior staff.

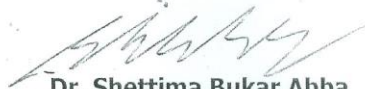
2. Junior staff recruited into the Service, apart from constituting a significant proportion of the workforce, also have the potential of progressing into the levels of senior staff in just a few years.

3. In the light of the above, it has become necessary to inform Federal Ministries, Departments and Agencies, Parastatals that ***the content of the Commission's Circular letter ref.FCC/CHM/S.18/1c dated 1st September, 2014 (copy attached) also applies fully to the recruitment of Junior Staff on grade levels 01-06, hence no category of new employees into the Federal Public Service is excluded from its application.***

4. Furthermore, it is hereby reiterated that the content of the Commission's circular ref. FCC/CHM/011/17 dated 4th December, 1997 is still extant. Attention is particularly drawn to paragraph 3 of the circular wherein it is stated that the limits for sharing of posts between States and Zones;

"shall also apply in the case of junior staff at the Head Office of Federal Government departments, agencies and parastatals. In the case of junior staff at branch offices, this Commission supports the long established policy of the Federal Civil Service Commission that the indigenes of the locality should constitute majority of junior staff in such offices. For the purpose of this circular, a minimum of seventy-five per cent should be indigenes of the locality and its immediate neighbours. Locality means the State which the organization concerned has a branch office in each State. In all other cases, locality means the geographical areas served by the branch office" and neighbours means states within the same geo-political zone with the state the branch office is located.

5. May I therefore, urge Ministries, Departments and Agencies including the Military and other Security Services and equivalent parastatals to strictly observe the implementations of this circular.



Dr. Shettima Bukar Abba
Ag. Executive Chairman