



The Presidency

## FEDERAL CHARACTER COMMISSION

OFFICE OF THE EXECUTIVE CHAIRMAN

CIRCULAR

FCC/CHM/S.18C/17

4<sup>th</sup> 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.

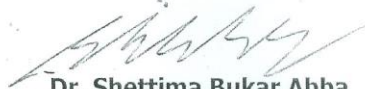
2. Junior staff recruited into the Service, apart from constituting a significant proportion of the workforce, also have the potential of progressing into the levels of senior staff in just a few years.

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 1<sup>st</sup> 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 4<sup>th</sup> 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