

LAGOS STATE JUDICIAL SERVICE COMMISSION

P. M B.

Telephone: 01-7936969

Telegram: JOC STAFF

JDP/1741/1

Our Ref. No.....

Your Ref. No.....



Court of Appeal/High Court Complex,
Igbosere Road,
Lagos, Nigeria.

18TH October, 2005

Date.....

OSONUGA .O. TEMITOPE

Sir /Madam

I am directed to refer to our letter Ref. No of 11TH JULY, 2005 and interview of 23RD JULY, 2005 and to offer you appointment, to the Judicial Service of Lagos State as **COMPUTER OPERATOR**.

2. This offer is made on the terms and conditions set out below pending the completion of necessary formalities precedent to your being offered probationary appointment.

3. This appointment will take effect from the date on which you assume the duties of your post and your salary will be on Grade Level 08.

4. After the necessary formalities have been satisfactorily completed, you will be offered probationary appointment, which will also have effect from the date on which you assume the duties of your post. The period of probation is usually two (2) years after which, your appointment will be confirmed.

5. Your duties shall include the usual duties of the office in which you are engaged, and any other suitable duties, which the Commission may call upon you to perform. You will not either directly or indirectly engage or be concerned in any other services or business whatsoever or receive commission

or profit of any kind, but shall devote the whole of your time and attention to the Judicial Service Commission's Regulation and other instructions of the government that are in force.

6. The Commission can, at its direction, determine your appointment by giving you a month's notice or paying a month's salary in lieu of notice. You will be entitled, at any time, to determine your appointment by giving to the Commission one month's notice or paying one month's salary in lieu of notice and complying with the terms as specified in the aforementioned regulations or any other instructions that may be applicable.

7. You will be entitled to vacation leave of thirty (30/21) days a year. This would be calculated on pro-rata basis in respect of completed months worked in a year. There is also provision for a few days' special leave in case of urgent domestic affairs. If you are certified by a Government Medical Officer as unable to attend work because of illness you may be granted sick leave up to a cumulative period of forty-two days in a year.

8. I am to ask you to inform this office within a month of the date of this letter, whether you are prepared to accept this offer of appointment on terms and conditions stated above.

9. In the event of your accepting the offer, it would be appreciated if you could let us know how soon you would report to the Chief Registrar, High Court of Lagos State, Ikeja for duty.

10. By standard practice, persons offered appointment are required to assume duty within a month of the date of the letter of offer unless they can give a satisfactory reason for assuming duty later. In the event of their not assuming duty within the stipulate time and in the absence of satisfactory reasons for being unable to assume duty, offer of appointment usually lapse.

Yours Faithfully,


L.A. LAWAL
Secretary