

Our Ref: JSC.318/VOL.III/964

Date: 12th October, 2023

ABUBAKAR, SOFIYYAT

4 ALAPERI STREET, ALAPERI, LAGOS STATE

OFFER OF APPOINTMENT ON PROBATION

Sequel to your application for employment and subsequent interview at the Judicial Service Commission held on Thursday 17th August, 2023, I wish to convey that the Commission has approved your appointment as **REGISTRAR II Grade Level 09 Step 1** on a yearly and monthly salary of **₦992,319.96k** and **₦82,693.33k** respectively.

2. This offer of probationary appointment is made on terms and conditions set out below:

- (i) The probationary appointment will take effect from the date of your assumption of duty and your service for pension purpose will be recorded from the same date.
- (ii) Your Schedule shall include the usual duties as specified in the Scheme of Service for your Cadre and any other duties which Government may call you to perform.
- (iii) Similarly, you will be entitled at any time to voluntarily retire, withdraw or resign your appointment by giving Government one-month notice or payment of one-month salary in lieu of notice and complying with the terms of any agreement you might have entered into with Government or any of its accredited representative(s).
- (iv) Incremental credit will be awarded to you annually provided your service in all respect has been satisfactory throughout an increment earning period. Your annual incremental date will be the date of your appointment on probation advanced to the first day of the month of January or July as the case may be.
- (v) You must comply with all Public Service Rules and relevant statutory provisions pertaining to your appointment.
- (vi) You will not either directly or indirectly engage or be concerned in any other service or business whatsoever or receive commission or profit of any kind, but shall devote the whole of your time and attention to your work and duties that may be assigned under the Judicial Service Commission's Regulations and other instructions of the Government that are in force.

- (vii) You are entitled to **30 (Thirty)** working days annual leave in a year. This will be calculated on pro-rata basis in respect of completed months utilized in a year. If you are certified by a Government Medical Officer as unable to work because of illness you may be granted an aggregated sick leave, up to a maximum of six (6) weeks a year.
- (viii) Government will not be responsible for providing you with housing accommodation but should you be provided with one, you will be required to pay rents at the prevailing rate. You will also be required to comply with the provisions of the Public Service Rules and other instructions relating to the occupation of Government Quarters.
- (ix) Please note that your acceptance of this offer of Appointment with designation and Grade Level Salary attached to it precludes you from requesting for a review of your Grade Level either at present or in future. Notwithstanding this proviso, your career progression shall be in accordance with the Public Service Rules.
- (x) The Appointment if accepted is subject to probation for a period of two (2) years after which, if you are found satisfactory, you will be confirmed. However, before or after probation, the Government can at its discretion determine your appointment by giving you one-month notice or payment of one month's salary in lieu of notice. Please note that upon dismissal of your service, you will not be entitled to one-month notice or payment of one month's salary in lieu of notice.
- (xi) However, Confirmation of your Appointment is subject to presentation of your original certificate issued from a recognized institution.
- (xii) The validity of your acceptance is subject to your submission of a Medical Report of fitness from a Government Hospital.
- (xiii) Please inform this Office in writing within seven (7) days of the receipt of this letter, your acceptance of this offer of appointment on terms and conditions stated overleaf including other subsisting instructions of Government, failure to which, it will be regarded as rejection of the offer and same is automatically withdrawn.
- (xiv) Notice of this incidence will soon be published in the State Official Gazette.
- (xv) Congratulations!



Olubukola O. Salami (Mrs.)
Permanent Secretary