



**NATIONAL BOARD FOR TECHNICAL EDUCATION  
(FEDERAL MINISTRY OF EDUCATION)**

**TEMPLATE FOR THE  
APPOINTMENT OF RECTORS,  
REGISTRARS, POLYTECHNIC  
LIBRARIANS AND BURSARS  
OF POLYTECHNICS IN  
NIGERIA**

**APPROVED AT THE STAKEHOLDERS MEETING  
HELD AT NBTE LIAISON OFFICE, ABUJA ON MONDAY  
27<sup>TH</sup> MARCH 2023.**



## **APPENDIX I** **RECTOR**

### **ADVERTISEMENT FOR THE POSITION OF THE RECTOR FOR FEDERAL POLYTECHNICS IN NIGERIA**

#### **PREAMBLE....**

----- Institution was established in -----, the staff strength is .... and the student population is ..... etc.

The .....[name of the institution] hereby invites applications from suitably qualified candidates to fill the post of the **RECTOR** of [name of the institution] which will become vacant on DD/MM/YY.

#### **THE RECTOR**

The Rector is the Chief Academic, Administrative and Accounting Officer of the Polytechnic and has power to exercise general authority over both the staff and students and he/she is also responsible for discipline in the Polytechnic, subject to the general control of the Governing Council. He/she is one of the Principal Officers of the Polytechnic. In addition to proven management and leadership experience, the successful candidate must have a demonstrable passion for academic endeavours and must also be credible.

#### **ACADEMIC QUALIFICATIONS AND QUALITIES**

The candidate for the post must possess the following qualification and qualities:

- [i] Doctorate (PhD) degree from a recognised institution in a discipline offered in the Polytechnic Sector; or any requirement stipulated in the Schemes of Service for the appointment of a Chief Lecturer;
- [ii] Minimum of second class lower division degree or Higher National Diploma [HND] with Lower Credit in a discipline offered in the Polytechnic Sector from a recognised institution;
- [iii] Minimum of seventeen [17] years teaching experience in tertiary institutions, at least ten [10] years of which must have been gained in a Polytechnic or similar TVET institution;
- [iv] Chief Lecturer from the Polytechnic sector with not less than five [5] years' experience on the rank;



- [v] Not more than fifty-nine [59] years of age as at DD/MM/YY [date the post will become vacant];
- [vi] Demonstrate evidence of strong academic and administrative leadership initiative and creativity in policy formulation, good human relations and positive managerial attributes;
- [vii] Provide evidence of membership of professional body/bodies recognized by the Federal Government;
- [viii] Provide evidence of scholarly publications in reputable journals as well as presentation of invited papers at educational conferences, seminars and workshops;
- [ix] Be able to attract research grants and development facilities to the Polytechnic;
- [x] Person with initiative and vision with the capacity to sustain the accelerated pace of development of the Polytechnic even under financial and other challenging constraints;
- [xi] Person who is not likely to pursue racial, gender, political, religious or other sectional interests;
- [xii] Morally sound, of impeccable character, proven integrity and free from financial embarrassment;
- [xiii] Physically and mentally fit [with evidence from a Government hospital]; and
- [xiv] Proficient in Information & Communication Technology [ICT].

### **TERMS OF APPOINTMENT AND CONDITION OF SERVICE**

The appointment is for a single tenure of five [5] years in line with extant provisions. The salary is consolidated and the appointee shall enjoy any other benefits attached to the position of a Principal Officer of the Polytechnic as approved by the Federal Government.

### **METHOD OF APPLICATION**

Applicants are required to submit typed copies of their application letter, curriculum vitae and attach photocopies of all relevant documents to their applications [twenty [20] copies], giving the details in the following order:

- [i] Full Names [Surname first and underlined]
- [ii] Date and place of birth
- [iii] State of Origin and Local Government Area
- [iv] Nationality and how acquired
- [v] Marital status
- [vi] Current Postal Address including telephone number and email address
- [vii] Educational Institutions attended with dates
- [viii] Academic and Professional qualifications obtained with dates
- [ix] Membership of Professional Bodies/Associations



- [x] Honours and Distinctions [if any]
- [xi] Academic/Scholarly publications
- [xii] Conferences attended and papers presented with dates
- [xiii] Previous Employer[s] and Post[s] held with dates
- [xiv] Present Employment to include status, duties and any other relevant experience
- [xv] Statement of own vision for the Polytechnic [20 copies]
- [xvi] Other activities outside current employment
- [xvii] Names and addresses of three [3] Referees [Employer, Educational and Personal] who are to forward Confidential Reports directly to the Registrar, .....[name of institution]. Such referees should be able to attest to the candidate's claim to high academic and managerial capabilities as well as to the candidate's notable uprightness.

#### **ADDITIONAL INFORMATION**

- [a] Applicants will be required to produce originals of their certificates and other relevant credentials if invited for interview, photocopies will not be accepted.
- [b] Applications are to be submitted in a sealed envelope and marked 'APPLICATION FOR THE POST OF RECTOR' at the top left hand corner addressed to:

#### **THE REGISTRAR**

[name and address of the institution]

#### **CLOSING DATE**

Applications are to reach the office of the Registrar not later than six [6] weeks [specific date-DD/MM/YY] from the date of this publication.

**SIGNED  
REGISTRAR**



**NAME OF INSTITUTION**  
**INTERVIEW SCORESHEET FOR APPOINTMENT OF RECTOR**

**BIO DATA**

Candidate's Name in Full: .....  
 Date of Birth: ..... Age at the time of Assumption of Duty: .....  
 State of Origin: .....  
 Present Rank: ..... Present Salary: .....  
 Current place of Employment: .....

S/N	Guidelines	Maximum Scores	Candidate's Score	Candidate's Total Score
1.	<b>Academic Qualifications</b>	[12 Pts]		
	Ph.D.	02		
	M.Sc. /M.Eng. /MBA etc	01		
	B.Sc./B.Tech./HND etc			
	• 1 <sup>st</sup> Class/ Distinction	09 or		
	• 2 <sup>nd</sup> Class Upper/ Upper Credit	08 or		
	• 2 <sup>nd</sup> Class Lower/ Lower Credit	07		
2.	<b>Academic/ Teaching Experience</b>	[10 Pts]		
	- Chief Lecturer [1pt. per year subject to a max of 7yrs.]	07		
	- Principal Lecturer [0.5pt. per year subject to a max. of 3 yrs.]	1.5		
	- Senior Lecturer [0.5pt. per year subject to a max of 3yrs.]	1.5		
3.	<b>Administrative Experience</b>	[15 Pts]		
	- Former Rector [0.3 pt per year subject to max. of 5yrs]	1.5		
	- Deputy Rector [1.0 pts per year subject to a max. of 4yrs]	04		
	- Member (Internal) of Governing Council (2 pts) and membership of any Council Standing Committee (2 pts)	04		
	- Dean/Director [1pt per year subject to a max. of 4yrs]	04		
	- Head of Dept. [0.5 pt per year subject to a max. of 3 yrs]	1.5		
4.	<b>Professional Standing/Honours</b>	[07 Pts]		
	- Registered Member of relevant Registration Council recognized by FG [0.5pt per year subject to a max. of 6 years]	03		
	- Fellow of a relevant Registration Council recognized by FG [0.5pt per year subject to a max. of 4 years]	02		



	<ul style="list-style-type: none"> <li>- Additional Professional membership recognized by FG [1pt per body subject to a max. of 2 bodies]</li> </ul>	02		
5.	<b>Societal/Industry Linkages</b> <ul style="list-style-type: none"> <li>- Work experience in the Industry [1 pt per year subject to a max. of 3 years.]</li> </ul>	[09 Pts]		
	<ul style="list-style-type: none"> <li>- Community Service/Societal Activities in the last 5 yrs [1pt to a max. of 5 years.]</li> </ul>	03		
6.	<b>Proficiency in ICT</b> <ul style="list-style-type: none"> <li>- Ability to use Microsoft Office (Word, Excel and PPT- 2 pts each)</li> <li>- Ability to use Professional Software</li> </ul>	[10 Pts]		
		06		
		04		
7.	<b>Contribution to Knowledge and Research</b> <p><b>[a] Publications</b></p> <ul style="list-style-type: none"> <li>- Citations <ul style="list-style-type: none"> <li>1 – 50 - 1pt</li> <li>51 – 100 - 1pt</li> <li>Above 100 - 1pt</li> </ul> </li> <li>- International Journals in the last 5yrs [0.4 pt./publication subject to a max. of 5 publications]</li> <li>- Local Journals in the last 5 yrs. [0.4 pt./publication subject to a max. of 5 publications]</li> <li>- 1 - 2 Author Textbooks [1pt. per book subj. to a max. of 2 books]</li> <li>- 3-4 Authors- Textbook [0.5pt per book subject to a max. of 2 books]</li> <li>- Seminar/Conferences Papers in the last 5yrs [0.2pt per Seminar/Conferences to a max of 5 Seminar/Conference.]</li> </ul>	[13 Pts]		
		03		
		02		
		02		
		01		
		01		
		01		
	<p><b>[b] Fabrication/Inventions/Patents</b></p> <ul style="list-style-type: none"> <li>- Fabrication/Inventions [1pt. per fabrication/invention subject to a max. of 1 fabrication./invention]</li> <li>- Patents [1pt per patent subject to a max. of 1 patent]</li> </ul>			
		01		
		01		
8.	<b>Interview Performance</b> <ul style="list-style-type: none"> <li>- Candidate's Vision for the Institution</li> <li>- Knowledge on Management matters [Regulations- 4; Laws/Circulars/Edicts/Policies- 4; Management Terms- 2]</li> <li>- General Knowledge/Current Affairs [International- 2; National- 2]</li> <li>- Articulation - 1 /Personality - 1 /Appearance - 1 /Comportment - 1</li> </ul>	[22 Pts]		
		04		
		10		
		04		
		04		



9.	<b>Referee Report</b>	[03 Pts]		
	- Referee Report [1 pt per each referee report subject to a max. of 3 reports]	03		
	<b>TOTAL</b>	<b>100 Pts</b>		



## **APPENDIX II**

### **ADVERTISEMENT FOR THE POSITION OF REGISTRAR FOR FEDERAL POLYTECHNICS IN NIGERIA**

**PREAMBLE...**

----- Institution was established in -----, the staff strength is .... and the student population is ..... etc.

The ..... [name of the institution] hereby invites applications from suitably qualified candidates to fill the post of the **REGISTRAR** of [name of the institution] which will become vacant on DD/MM/YY.

#### **THE REGISTRAR**

The Registrar is responsible to the Rector for the day to day administration of the Polytechnic and shall perform such other duties as the Governing Council or, as the case may be, the Rector may from time to time require her/him to do. He/she is one of the Principal Officers of the Polytechnic. He/she heads the Registry Department and is the custodian of Polytechnic documents. He/she is the Secretary to the Council, the Academic Board and any Standing Committee of the Council.

#### **QUALIFICATIONS AND EXPERIENCE**

The candidate for the post must possess the following qualifications and qualities:

- [i] Holds a first degree with a minimum of second class lower division or Higher National Diploma [HND] with at least a lower credit in Social Sciences, Education, Arts, Humanities and other related courses from a recognized Institution of Higher Learning;
- [ii] Have a minimum of eighteen [18] years post qualification cognate experience for first degree and HND holders or Master's degree in relevant discipline with a minimum of fifteen [15] years post qualification cognate experience or Doctorate degree [Ph.D.] in relevant discipline with a minimum of twelve [12] years post qualification cognate experience, at least ten [10] years of which must have been gained in a Polytechnic or similar TVET institution;
- [iii] Registered member with relevant professional bodies recognized by the Federal Government;



- [iv] Be currently on the rank of Deputy Registrar for a period NOT less than five [5] years in a Polytechnic or similar TVET institution;
- [v] Proficient in Information and Communication Technology [ICT] skills and packages;
- [vi] Be not more than fifty-nine [59] years of age as at DD/MM/YY [date the post will become vacant];
- [vii] Demonstrate evidence of strong administrative leadership, initiative and creativity in administration policy formulation, good human relation and positive managerial attributes;
- [viii] Knowledgeable in the Public Service Rules and Regulations of the Polytechnic system;
- [ix] Provide evidence of membership of professional body/bodies recognised by the Federal Government;
- [x] A person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
- [xi] Morally sound, of impeccable character, proven integrity and free from financial embarrassment; and
- [xii] Physically and mentally fit [with evidence from a Government hospital].

### **TERMS OF APPOINTMENT AND CONDITION OF SERVICE**

The appointment is for a single tenure of five [5] years in line with extant provisions. The salary is consolidated and the appointee shall enjoy any other benefits attached to the position of a Principal Officer of the Polytechnic as approved by the Federal Government.

### **METHOD OF APPLICATION**

Applicants are required to submit typed written copies of their application letter, curriculum vitae and attach photocopies of all relevant documents to their applications [twenty [20] copies], giving the details in the following order:

- [i] Full Names [Surname first and underlined]
- [ii] Date and place of birth
- [iii] State of Origin and Local Government Area
- [iv] Nationality and how acquired
- [v] Marital status
- [vi] Current Postal Address including telephone number and email address
- [vii] Educational Institutions attended with dates
- [viii] Academic and Professional qualifications obtained with dates
- [ix] Membership of Professional Bodies/Association
- [x] Honours and Distinctions [if any]



- [xi] Conferences attended and papers presented with dates
- [xii] Previous Employer[s] and Post[s] held with dates
- [xiii] Present Employment to include status, duties and any otherrelevant experience
- [xiv] Statement of own vision for the Polytechnic [20 copies]
- [xv] Other activities outside current employment
- [xvi] Names and addresses of three [3] Referees [Employer, Educational and Personal] who are to forward confidential Reports directly to the Registrar, .....[name of institution], such referees should be able to attest to the candidate's claim to high academic and managerial capabilities as well as to the candidate's notable uprightness.

### **ADDITIONAL INFORMATION**

- [a] Applicants will be required to produce originals of the certificates and other relevant credentials' if invited for interview, photocopies will not be accepted.
- [b] Applications are to be submitted in a sealed envelope and marked 'APPLICATION FOR THE POST OF REGISTRAR' at the top left handcorner addressed to:

### **THE REGISTRAR**

[name and address of the institution]

### **CLOSING DATE**

Applications are to reach the office of the Registrar not later than six [6]weeks [specific-DD/MM/YY] from the date of this publication.

Please, note that late application will not be entertained and only shortlisted candidates will be contacted.

**SIGNED**

**REGISTRAR**



**NAME OF INSTITUTION**  
**INTERVIEW SCORESHEET FOR APPOINTMENT OF REGISTRAR  
OF FEDERAL POLYTECHNIC**

**BIO DATA**

Candidate's Name in Full:.....

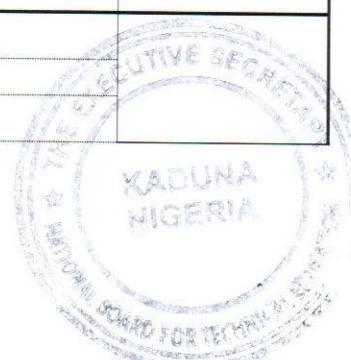
Date of Birth:..... Age at the time of Assumption of Duty:.....

State of Origin: .....

Present Rank: ..... Present Salary: .....

Current place of Employment: .....

S/N	Guidelines	Maximum Scores	Candidate's Score	Candidate's Total Score
1.	<b>Academic Qualifications</b>	[12 Pts]		
	PhD.	01		
	M.Sc. /MBA etc	02		
	B.Sc. /HND etc			
	• 1 <sup>st</sup> Class/ Distinction	09 or		
	• 2 <sup>nd</sup> Class Upper/ Upper Credit	08 or		
	• 2 <sup>nd</sup> Class Lower/ Lower Credit	07		
2.	<b>Administrative Experience</b>	[22 Pts]		
	- Former Registrar [1 pt per year subject to max. of 4yrs]	04		
	- Deputy Registrar [1.5pts per year subject to a max. of 4yrs]	06		
	- Principal Assistant Registrar [1.5pt per year subject to a max. of 4yrs]	06		
	- Senior Assistant Registrar [1.5pt per year subject to a max. of 4yrs]	06		
3.	<b>Professional Standing/Honours</b>	[12 Pts]		
	- Registered Member of relevant Registration Council recognized by FG [1pt per year in the last 5 years subject to a max. of 5pts]	05		
	- Fellow of a relevant Registration Council recognized by FG [1pt per year in the last 5 years subject to a max. of 5pts]	05		
	- Additional Professional membership recognized by FG [1pt per body subject to a max. of 2 bodies]	02		
4.	<b>Societal/Town &amp; Gown Linkages</b>	[06 Pts]		
	- Community Service/Societal Activities in the last 6 yrs [1pt per year to a max. of 6pts.]	06		
5.	<b>Proficiency in ICT</b>	[15 Pts]		
	- Ability to use Microsoft Office	12		
	- Ability to use other Software's	03		



6.	<b>Contribution to Knowledge and Research</b>	[08 Pts]		
	<ul style="list-style-type: none"> <li>- Seminar/Conference/Workshop Papers in the last 5yrs [1pt per paper to a max of 5 ]</li> <li>- Seminar/Conf/Workshop Attendance in the last 5 years [0.5 pts per attendance to a max of 6]</li> </ul>	05 03		
7.	<b>Interview Performance</b>	[22 Pts]		
	<ul style="list-style-type: none"> <li>- Candidate's Vision for the Institution</li> </ul>	04		
	<ul style="list-style-type: none"> <li>- Knowledge on Management matters [Regulations- 4; Laws/Circulars/Edits/Policies- 4; Management Terms- 2]</li> </ul>	10		
	<ul style="list-style-type: none"> <li>- General Knowledge/Current Affairs [International- 2; National- 2]</li> <li>- Articulation - 1 /Personality - 1 /Appearance - 1 /Comportment – 1</li> </ul>	04 04		
8.	<b>Referee Report</b>	[03 Pts]		
	<ul style="list-style-type: none"> <li>- Referee Report [1 pt per each referee report subject to a max. of 3 reports]</li> </ul>	03		
	<b>TOTAL</b>	<b>100 Pts</b>		



## **APPENDIX III**

### **ADVERTISEMENT FOR THE POSITION OF BURSAR FOR FEDERAL POLYTECHNICS IN NIGERIA**

#### **PREAMBLE**

----- Institution was established in -----, the staff strength is .... and the student population is ..... etc.

The ..... [name of the institution] hereby invites applications from suitably qualified candidates to fill the post of the **BURSAR** of [name of the institution] which will become vacant on DD/MM/YY.

#### **THE BURSAR**

The Bursar is the Chief Financial Officer of the Polytechnic. He/she is responsible to the Rector for the day to day administration and control of the financial affairs of the Polytechnic. He/she is one of the Principal Officers of the Polytechnic. He/she heads the Bursary department and the custodian of the Polytechnic finances.

#### **QUALIFICATIONS AND EXPERIENCE**

The candidate for the post must possess the following qualifications and qualities:

- [i] First degree with at least a second class lower division or Higher National Diploma [HND] with at least a lower credit in Accountancy or Finance related courses from a recognized institution of higher learning;
- [ii] Have a minimum of Eighteen [18] years post qualification cognate experience for first degree and HND holders or Master's degree in relevant discipline with a minimum of fifteen [15] years post qualification cognate experience or Doctorate degree [Ph.D.] in relevant discipline with a minimum of twelve [12] years post qualification cognate experience, at least ten [10] years of which must have been gained in a Polytechnic or similar TVET institution;
- [iii] Registration with ICAN or ANAN
- [iv] Currently on the rank one level below the Bursar (i.e. Chief Accountant or Deputy Bursar or Deputy Director, Audit as the case may be) for a period NOT less than five [5] years in a Polytechnic or similar TVET institution;
- [v] Proficient in Information and Communication Technology [ICT] skills and accounting packages;



- [vi] not more than fifty-nine [59] years of age as at DD/MM/YY [date the post will become vacant];
- [vii] Demonstrate evidence of strong financial and administrative leadership, initiative and creativity in financial policy formulation, good human relation and positive managerial attributes;
- [viii] Knowledgeable in the Financial Rules and Regulations of the Polytechnic system;
- [ix] Provide evidence of membership of professional body/bodies;
- [x] Person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
- [xi] Morally sound, of impeccable character, proven integrity and free from financial embarrassment; and
- [xii] Physically and mentally fit [with evidence from a Government hospital].



### **TERMS OF APPOINTMENT AND CONDITION OF SERVICE**

The appointment is for a single tenure of five [5] years in line with extant provisions. The salary is consolidated and the appointee shall enjoy any other benefits attached to the position of a Principal Officer of the Polytechnic as approved by the Federal Government.

### **METHOD OF APPLICATION**

Applicants are required to submit typed written copies of their application letter, curriculum vitae and attach photocopies of all relevant documents to their applications [twenty [20] copies], giving the details in the following order:

- [i] Full Names [Surname first and underlined]
- [ii] Date and place of birth
- [iii] State of Origin and Local Government Area
- [iv] Nationality and how acquired
- [v] Marital status
- [vi] Current Postal Address including telephone number and email address
- [vii] Educational Institutions attended with dates
- [viii] Academic and Professional qualifications obtained with dates
- [ix] Membership of Professional Bodies/Association
- [x] Honours and Distinctions [if any]
- [xi] Academic/Scholarly publications
- [xii] Conferences attended and papers presented with dates
- [xiii] Previous Employer[s] and Post[s] held with dates
- [xiv] Present Employment to include status, duties and any other relevant experience



- [xv] Statement of own vision for the Polytechnic [20 copies]
- [xvi] Other activities outside current employment
- [xvii] Names and addresses of three [3] Referees [Employer, Educational and Personal] who are to forward confidential Reports directly to the Registrar, .....[name of institution], such referees should be able to attest to the candidate's claim to high academic and managerial capabilities as well as to the candidate's notable uprightness.

### **ADDITIONAL INFORMATION**

- [a] Applicants will be required to produce originals of the certificates and other relevant credentials' if invited for interview, photocopies will not be accepted.
- [b] Applications are to be submitted in a sealed envelope and marked 'APPLICATION FOR THE POST OF BURSAR' at the top left hand corner addressed to:

### **THE REGISTRAR**

[name and address of the institution]

### **CLOSING DATE**

Applications are to reach the office of the Registrar not later than six [6]weeks [specific-DD/MM/YY] from the date of this publication.

Please, note that late application will not be entertained and only shortlisted candidates will be contacted.

**SIGNED**

**REGISTRAR**



## NAME OF INSTITUTION

### INTERVIEW SCORESHEET FOR APPOINTMENT OF BURSAR OF FEDERAL POLYTECHNIC

#### **BIO DATA**

Candidate's Name in Full:.....

Date of Birth:..... Age at the time of Assumption of Duty:.....

State of Origin: .....

Present Rank: ..... Present Salary: .....

Current place of Employment: .....

S/N	Guidelines	Maximum Scores	Candidate's Score	Candidate's Total Score
1.	<b>Academic Qualifications</b>	[12 Pts]		
	Ph.D.	01		
	M.Sc. /MBA etc	02		
	B.Sc./B.Tech./HND etc			
	• 1 <sup>st</sup> Class/ Distinction	09 or		
	• 2 <sup>nd</sup> Class Upper/ Upper Credit	08 or		
	• 2 <sup>nd</sup> Class Lower/ Lower Credit	07		
2.	<b>Administrative Experience</b>	[22 Pts]		
	- Former Bursar [1 pt per year subject to max. of 4yrs]	04		
	- Deputy Bursar/ Chief Accountant / Dep Dir Audit [2pts per year subject to a max. of 6yrs]	12		
	- Principal Accountant [1.5pt per year subject to a max. of 4yrs]	06		
3.	<b>Professional Standing/Honours</b>	[12 Pts]		
	- Registered Member of relevant Registration Council recognized by FG [1pt per year subj. to a max. of 5pts]	05		
	- Fellow of a relevant Registration Council recognized by FG [1pt per year subject to a max. of 5pts]	05		
	- Additional Professional membership recognized by FG [1pt per body subject to a max. of 2 bodies]	02		
4.	<b>Societal/Town &amp; Gown Linkages</b>	[06 Pts]		
	- Community Service/Societal Activities in the last 6 yrs [1pt per year to a max. of 6pts.]	06		
5.	<b>Proficiency in ICT</b>	[15 Pts]		
	- Ability to use Microsoft Office	06		



	<ul style="list-style-type: none"> <li>- Ability to use Accounting Softwares 3pt per software, max of 3 software</li> </ul>	09		
6.	<b>Contribution to Knowledge and Research</b>	[08 Pts]		
	<ul style="list-style-type: none"> <li>- Seminar/Conference/Workshop Papers in the last 5yrs [1pt per paper to a max of 5 ]</li> <li>- Seminar/Conf/Workshop Attendance in the last 5 years [0.5 pts per attendance to a max of 6]</li> </ul>	05		
		03		
7.	<b>Interview Performance</b>	[22 Pts]		
	<ul style="list-style-type: none"> <li>- Candidate's Vision for the Institution</li> <li>- Knowledge on Management matters [Regulations- 4; Laws/Circular/Edit/Policies- 4; Management Terms- 2]</li> <li>- General Knowledge/Current Affairs [International- 2; National- 2]</li> <li>- Articulation - 1 /Personality - 1 /Appearance - 1 /Comportment – 1</li> </ul>	04		
		10		
		04		
		04		
8.	<b>Referee Report</b>	[03 Pts]		
	<ul style="list-style-type: none"> <li>- Referee Report [1 pt per each referee report subject to a max. of 3 reports]</li> </ul>	03		
	<b>TOTAL</b>	<b>100 Pts</b>		



## **APPENDIX IV**

### **ADVERTISEMENT FOR THE POSITION OF THE POLYTECHNIC LIBRARIAN FOR FEDERAL POLYTECHNICS IN NIGERIA**

#### **PREAMBLE**

----- Institution was established in -----, the staff strength is .... and the student population is ..... etc.

The .....[name of the institution] hereby invites applications from suitably qualified candidates to fill the post of the **POLYTECHNIC LIBRARIAN** of [name of the institution] which will become vacant on DD/MM/YY.

#### **THE POLYTECHNIC LIBRARIAN**

The Polytechnic Librarian is the Chief Library officer and shall be responsible to the Rector for the administration of the Polytechnic Library and the co-ordination of the library services in the teaching units of the Polytechnic. He/she is one of the Principal officers of the Polytechnic. In addition to proven experience in library management and leadership, the successful candidate must have a demonstrable passion for academic endeavours and must also be credible.

#### **ACADEMIC QUALIFICATIONS AND QUALITIES**

The candidate for the post must possess the following qualifications and qualities:

- (i) Master's Degree from a recognized institution in Library Science or Library and Information Science, while possession of doctorate degree [Ph.D.] will be an added advantage;
- (ii) Have a minimum of second class lower division degree or a minimum of Lower Credit in Higher National Diploma [HND] in Library Science or Library and Information Science from a recognised institution;
- [iii] Minimum of eighteen [18] years cognate experience in tertiary institutions, at least ten [10] years of which must have been gained in a Polytechnic or similar TVET institution;
- (iv) Currently on the rank of a Chief Librarian from the Polytechnic sector with not less than Five [5] years' experience on the rank;
- [v] Demonstrate evidence of strong academic and administrative leadership, initiative and creativity in library policy



- formulation, good human relation and positive managerial attributes;
- [vi] Provide evidence of membership of professional body/bodies in Library recognised by Federal Government;
  - [vii] Provide evidence of scholarly publications in reputable journals as well as presentation of invited papers at educational/library conferences, seminars and workshops;
  - [viii] Person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
  - [ix] Morally sound, of impeccable character, proven integrity and free from financial embarrassment;
  - [x] Physically and mentally fit [with evidence from a Government hospital]; and
  - [xi] Proficient in Information & Communication Technology [ICT].
  - [xii] not more than fifty-nine [59] years of age as at .....[date the post will become vacant];

### **TERMS OF APPOINTMENT AND CONDITION OF SERVICE**

The appointment is for a single tenure of five [5] years in line with extant provisions. The salary is consolidated and the appointee shall enjoy any other benefits attached to the position of a Principal Officer of the Polytechnic as approved by the Federal Government.

### **METHOD OF APPLICATION**

Applicants are required to submit typed written copies of their application letter, curriculum vitae and attach photocopies of all relevant documents to their applications [twenty [20] copies], giving the details in the following order:

- [i] Full Names [Surname first and underlined]
- [ii] Date and place of birth
- [iii] State of Origin and Local Government Area
- [iv] Nationality and how acquired
- [v] Marital status
- [vi] Current Postal Address including telephone number and email address
- [vii] Educational Institutions attended with dates
- [viii] Academic and Professional qualifications obtained with dates
- [ix] Membership of Professional Bodies/Association
- [x] Honours and Distinctions [if any]
- [xi] Academic/Scholarly publications
- [xii] Conferences attended and papers presented with dates



- [xiii] Previous Employer[s] and Post[s] held with dates
- [xiv] Present Employment to include status, duties and any otherrelevant experience
- [xv] Statement of own vision for the Polytechnic [20 copies]
- [xvi] Other activities outside current employment
- [xvii] Names and addresses of three [3] Referees [Employer, Educational and Personal] who are to forward confidential Reports directly to the Registrar, .....[name of institution], such referees should be able to attest to the candidate's claim to high academic and managerial capabilities as well as to the candidate's notable uprightness.

#### **ADDITIONAL INFORMATION**

- [a] Applicants will be required to produce originals of the certificates and other relevant credentials' if invited for interview, photocopies will not be accepted.
- [b] Applications are to be submitted in a sealed envelope and marked 'APPLICATION FOR THE POST OF POLYTECHNIC LIBRARIAN' at the top left hand corner addressed to:

#### **THE REGISTRAR**

[Name and address of the institution]

#### **CLOSING DATE**

Applications are to reach the office of the Registrar not later than six [6]weeks [specific-DD/MM/YY] from the date of this publication.

**SIGNED**

**REGISTRAR**



# NAME OF INSTITUTION

## INTERVIEW SCORESHEET FOR APPOINTMENT OF POLYTECHNIC LIBRARIAN OF FEDERAL POLYTECHNIC

### BIO DATA

Candidate's Name in Full:.....

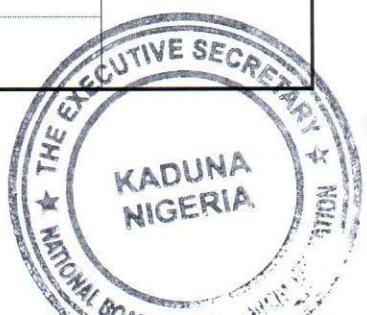
Date of Birth:..... Age at the time of Assumption of Duty:.....

State of Origin: .....

Present Rank: ..... Present Salary: .....

Current place of Employment: .....

S/N	Guidelines	Maximum Scores	Candidate's Score	Candidate's Total Score
1.	<b>Academic Qualifications</b>	[12 Pts]		
	Ph.D.	01		
	MLs / M.Sc. /BLs	02		
	B.Sc./B.Tech./HND etc			
	• 1 <sup>st</sup> Class/ Distinction	09 or		
	• 2 <sup>nd</sup> Class Upper/ Upper Credit	08 or		
	• 2 <sup>nd</sup> Class Lower/ Lower Credit	07		
2.	<b>Academic/Cognate Experience</b>	[11 Pts]		
	- Former Polytechnic Librarian [04pt. per year subject to a max of 5yrs.]	02		
	- Chief Librarian [1pt. per year subject to a max. of 5 yrs.]	05		
	- Deputy Chief Librarian [1pt. per year subject to a max of 4yrs.]	04		
3.	<b>Administrative Experience</b>	[10 Pts]		
	- Head of Division [1pt per year subject to max. of 4yrs]	04		
	- Head of Section (1 pt per year subject to a max of 3 yrs.			
	- Head of Unit [1 pt per year subject to a max. of 3yrs]	03		
		03		
4.	<b>Professional Standing/Honours</b>	[07 Pts]		
	- Registered Member of relevant Professional Body recognized by FG [1 pt per year subject. to a max. of 4 years]	04		
	- Fellow of a relevant Professional Body recognized by FG [0.5 pt per year subject to a max. of 2yrs]	01		
	- Additional Professional membership recognized by FG [1pt per body subject to a max. of 2 bodies]	02		
5.	<b>Societal/Industry Linkages</b>	[05 Pts]		
	- Community Service/Societal Activities [1pt to a max. of 4pts.]	04		



	<ul style="list-style-type: none"> <li>- Work experience in the Industry [0.5 pt per year subject to a max. of 2 years.]</li> </ul>	01								
6.	<b>Proficiency in ICT</b> <ul style="list-style-type: none"> <li>- Ability to use Microsoft Office</li> <li>- Ability to use Professional Software E-Library – 3 COHA - 3 Others - 3</li> </ul>	[15 Pts] 06 09								
7.	<b>Contribution to Knowledge and Research</b> <ul style="list-style-type: none"> <li>- Citations             <table border="0"> <tr><td>1 – 50</td><td>- 1pt</td></tr> <tr><td>51 – 100</td><td>- 1pt</td></tr> <tr><td>Above 100</td><td>- 1pt</td></tr> </table> </li> <li>- International Journals in the last 5yrs [0.4pt./publication subject to a max. of 5 publications]</li> <li>- Local Journals in the last 5 yrs [0.4 pt./publication subject to a max. of 5 publications]</li> <li>- 1 - 2 Author Textbooks [1pt. per book subj. to a max. of 3 books]</li> <li>- 3 Author Textbook [0.4pt per book subject to a max. of 5 books]</li> <li>- Seminar/Conferences Papers in the last 5yrs [0.2pt per Seminar /Conference to a max of 5 Seminars/Conferences]</li> </ul>	1 – 50	- 1pt	51 – 100	- 1pt	Above 100	- 1pt	[15 Pts] 03 02 02 03 02 01		
1 – 50	- 1pt									
51 – 100	- 1pt									
Above 100	- 1pt									
	<b>[b] Fabrication/Inventions/Patents</b> <ul style="list-style-type: none"> <li>- Fabrication/Inventions [1pt. per fabrication/invention subject to a max. of 1 fab./inv]</li> <li>- Patents [1pt per patent subject to a max. of 1 patent]</li> </ul>	01 01								
8.	<b>Interview Performance</b> <ul style="list-style-type: none"> <li>- Candidate's Vision for the Institution's Library</li> <li>- Knowledge on Management matters [Regulations- 4; Laws/Circulars/Edicts/Policies- 4; Management Terms- 2]</li> <li>- General Knowledge/Current Affairs [International- 2; National- 2]</li> <li>- Articulation - 1 /Personality - 1 /Appearance - 1 /Comportment – 1</li> </ul>	[22 Pts] 04 10 04 04								
9.	<b>Referee Report</b> <ul style="list-style-type: none"> <li>- Referee Report [1 pt per each referee report subject to a max. of 3 reports]</li> </ul>	[03 Pts] 03								
	<b>TOTAL</b>	<b>100 Pts</b>								



## **APPENDIX V** **DEPUTY RECTOR**

The post of the Deputy Rector is not advertised by the Governing Council but the following provisions have been made in the Federal Polytechnic [Amendment] Act, 2019 as follows:

- (a) There shall be for each Polytechnic such number of Deputy Rector the Council may deem necessary for the proper administration of the Polytechnic;
- (b) Where a vacancy occurs in the post of Deputy Rector, the Rector shall forward to the Academic Board a list of two candidates for each post of Deputy Rector that is vacant;
- (c) The Academic Board shall select for each vacant post, one candidate from each list forwarded to it under subsection (2) and forward his name to the Council for confirmation

It is however, to be noted that Deputy Rector is appointed as acting Rector, whenever the post of Rector is vacant.

In view of the foregoing and for the purposes of uniformity in Federal Polytechnics, there is the absolute need for the guidance of the Council and the Academic Board who are saddled with the responsibility of appointments of Deputy Rectors for the following qualifications to be recommended as necessary for the post of Deputy Rector:

### **THE FUNCTIONS OF DEPUTY RECTOR**

The Deputy Rector shall:

- [a] Assist the Rector in the performance of his functions;
- [b] Act in the place of the Rector when the post of Rector is vacant or if the Rector is for any reason absent or unable to perform his functions as Rector; and
- [c] Perform such other functions as the Rector or the Council may assign to him.

### **ACADEMIC QUALIFICATIONS AND QUALITIES**

The candidate for the post must possess the following qualification and qualities:

- [i] Doctorate (Ph'D) degree from a recognised institution in a discipline offered in the Polytechnic Sector; or any requirement stipulated in the Schemes of Service for the appointment of a Chief Lecturer;
- [ii] Minimum of second class lower division degree or a minimum of Lower Credit in Higher National Diploma [HND] from a



- recognised institution in a discipline offered in the Polytechnic Sector; or any requirement stipulated in the Schemes of Service for the appointment of a Chief Lecturer
- [iii] Minimum of fifteen [15] years teaching experience in tertiary institutions, at least ten [7] years of which must have been gained in a Polytechnic or similar TVET institution;
  - [iv] Chief Lecturer from the Polytechnic sector with not less than two [2] years' experience on the rank;
  - [v] Demonstrate evidence of strong academic and administrative leadership initiative and creativity in policy formulation, good human relation and positive managerial attributes;
  - [vi] Provide evidence of membership of professional body/bodies recognised by Federal Government;
  - [vii] Provide evidence of scholarly publications in reputable journals as well as presentation of invited papers at educational conferences, seminars and workshops;
  - [viii] Person with initiative and vision with the capacity to sustain the accelerated pace of development of the polytechnic even under financial and other challenging constraints;
  - [ix] Person who is not likely to pursue, racial, gender, political, religious or other sectional interest;
  - [x] Morally sound, of impeccable character, proven integrity and free from financial embarrassment;
  - [xi] Physically and mentally fit [with evidence from a Government hospital]; and
  - [xii] Proficient in Information & Communication Technology [ICT].

### **TERMS OF APPOINTMENT AND CONDITION OF SERVICE**

The appointment is for a single tenure of four [4] years in line with extant provisions. The salary earned prior to the appointment is maintained. However, the appointee shall enjoy any other benefits attached to the position of his office as approved by the Federal Government.



**15-STEP GUIDELINES OF ACTIVITIES FOR THE APPOINTMENT OF RECTOR OF FEDERAL POLYTECHNICS**

Please note the following which is in accordance to the Federal Polytechnic Act 2019 as Amended:

Where a vacancy occurs in the post of the **Rector**, the Council **shall**: [a] advertise the vacancy **not later than six [6] months** [180 days] to the expiration of the term of the sitting Rector in **at least two national newspapers** in Nigeria..

**120 DAYS OF ACTIVITY**

S/N	DAY	DATE	ACTIVITY	ACTION BY	REMARKS
1.	01-01		Approval by Council to commence the process, with Draft Advert and Time Lines.	Council	
2.	05-09		Advertise in: [i] at least two [2] National Newspapers ; and /or [ii] the Polytechnic website/ Official Bulletin [where applicable].	Registrar	<i>This shall be in line with the Federal Polytechnic Act &amp; FME Template</i>
3.	51		Closing Date of Receipt of Application from Candidates after <b>SIX [6] weeks.</b>	Registrar	
	52		Membership of Search Team: Call for nominations for representatives of: [i] two members of the Academic Board ; and [ii] two members of Academic Staff.	Registrar	<i>This is to sensitize the system.</i>
4.	55		Special Council Meeting to: [i] receive the Report on the number of applicants for appointment ; and [ii] to appoint the Chairman of the Search Team.	Council	<i>The list generated at this stage is handed over to the Search Team. This is to search for candidate who has not applied earlier.</i>
5.	57		Special Academic Board Meeting to appoint two [2] of its members to serve on the Search Team.	Academic Board	<i>Appointees should not be less than the rank of Chief Lecturer.</i>



6.	59		Special Academic Staff Meeting to appoint two of its members to serve on the Search Team.	Academic Staff	<i>Appointees should not be less than the rank of Chief Lecturer.</i>
7.	65-85		Inauguration & Execution of the Assignment of the Search Team.	Search Team	<i>The Team visit similar institutions for credible candidates.</i>
8.	94		Deadline for the submission of Applications by candidates	Registrar / Search	



S/N	DAY	DATE	ACTIVITY	ACTION BY	REMARKS
			searched for the position of Rector.	Team	
	98		Submission of the Report of the Search Team.	Search Team	
9.	100		Special Council Meeting to: [i] consider the full list of applicants [first set and searched candidates] [ii] short list the candidates [iii] Appoint two (2) members of Council not being members of Academic Board to serve on the Joint Council, Academic Board, Congregation and Selection Board; and [iv] Fix a Date, Time and Venue for the Interview.	Council	<i>Council is advised to short list a manageable number of applicants for the interview using additional criteria.</i>
10.	103		[i] Issuance of letter of invitation to short listed candidates; [ii] Forwarding of Long List & Short list to Federal Character Commission and invite them for monitoring of the interview.	Registrar	<i>Candidates should be allowed at least two weeks to prepare for the interview.</i>
11.	104		Special Meeting of Academic Board to appoint two [2] of its members, not below the rank of Chief Lecturer, who were not members of Search Team to serve on the Joint Council, Academic Board, Congregation and Selection Board	Academic Board	<i>Appointees should not be less than the rank of Chief Lecturer.</i>
12.	107		Special Meeting of the Congregation to appoint two [2] of its members, not below the rank of Chief Lecturer, who were not members of Search Team to serve on the Joint Council, Academic Board, Congregation and Selection Board	Congregation	<i>Appointees should not be less than the rank of Chief Lecturer.</i>



13.	114 / 115	[i] Pre-Interview Meeting to consider the scoring template/ ICT Interview for candidates; [ii] Interview/Examination of CVs and interaction with Shortlisted Candidates by the Joint Council, Academic Board, Congregation and	Joint Selection Board	<p>Members of the Joint Selection Board should adequately familiarize themselves with the content of the Scoring Template.</p> <p>The Panel consists of 7 Member to be Chaired by the Chairman, Governing Council.</p> <p><b>For the avoidance of conflict of interest, FME representative shall not be on the panel but may be an observer.</b></p>
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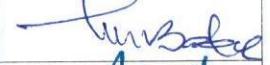
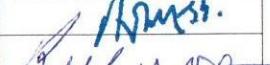
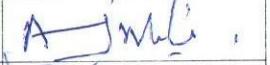
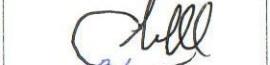
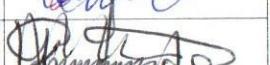


S/N	DAY	DATE	ACTIVITY	ACTION BY	REMARKS
			<p><b>Selection Board;</b></p> <p>[vi] Submission of the Report of the Board including the recommendation in order of performance ranking to Council.</p>		<p>process and that Federal Character should be allowed to monitor this stage.</p> <p>Resource Persons must be former Rectors with not more than (10) years post tenure; (</p> <p>Serving Rectors must not be less than three years in office;</p> <p>No Resource Person shall be appointed where his/her staff or former staff is among the applicants; and</p>
14.	114 / 115		<p>Council Meeting to consider the Report and Recommendation of the Selection Board and make recommendation of the Three [3] candidates in order of performance ranking to the President.</p> <p><u>Note</u>  <i>Under the extant law, Federal Polytechnic Act 2019 as Amended – The President shall appoint, as Rector, one of the candidates recommended to him by Council under subsection [3] of the Act.</i></p>	Council	
15.	120		Submission of the Report of Council Recommendation to the Office of the Honourable Minister, Federal Ministry of Education.	Chairman of Council	<p>The Report should be in the Ministry at least 60 days to the expiration of the incumbent Rector, to enable the Ministry process the Report to the President and approval secured in time.</p> <p>This also allowed the successful candidate ample time to understand the incumbent, get the hand over notes and secure mandatory Leave of Absence from his/her employer,</p>



STAKEHOLDERS' MEETING ON THE REVIEW OF TEMPLATE FOR THE APPOINTMENT OF PRINCIPAL OFFICERS OF POLYTECHNICS HELD AT THE NBTE LIAISON OFFICE ON 27<sup>TH</sup> MARCH, 2023.

ATTENDANCE

	NAME	ORGANISATION	RANK	SIGNATURE
1	PROF. IDRIS M. BUGAJE	NBTE	E.S	
2	YAHAYA M BANDE	COFER	CHAIRMAN	
3	ABDULKADIR B. ABBA	FED. POLY. IDAH	COREG	
4	RAKIYA USMAN MALEKA	COREG	CHAIRMAN	
5	(DR) MANIR AHMAD	COREG	REGISTRAR	
6	SHAMMA S. KPANJA	ASUP	SEC. GENERAL	
7	EZEIBE ANDERSON	ASUP	PRESIDENT	
8	MOHAMMED UMAR	SSANIP	SECRETARY Act. Treasurer	
9	AUGUSTINE AGEVA	NASU	DEP. SEC. GEN	
10	ABDU YAKUBU MOHAMMAD	AFPB	Bursar Secretary	
11	ADAMU LAWAL BELLO	AFPB	SECRETARY	
12	ACHUMU JAMES O.	AFPB	CHAIRMAN	
13	GARBA ISHAQ	COMPLIN	SECRETARY	
14	EMMANUEL ENYIEGOR	SSANIP	Secretary	
15	DR. CHRIS O. ENYIA	COMPLIN	CHAIRMAN	
16	DR. AKINDE MUKAIL	COFER	ZONAL COORD.	
17	LAWAL Y. HAFIZ	NBTE	DHR	
18	MOHAMMED ABUBAKAR	NBTE	CHRO	

19 Bala Shuaibu

Co Area

Secretary  
Bala Shuaibu

20 Engr. Bala Danshehu

Ref. COM/Chairmen

Council Member

21 Bilkis S. Ahmad

NBTE

BONNY  
DIRECTOR

BSY  
Bilkis S. Ahmad



# NATIONAL BOARD FOR TECHNICAL EDUCATION

## OFFICE OF THE EXECUTIVE SECRETARY

Executive Secretary:

Prof. Idris M. Bugaje, FNSChE, FSESN, C. Engr. (COREN)

E-mail: es@nbte.gov.ng

**ADDRESS:**

Plot B, Bida Road, P.M.B. 2239,  
Kaduna, Nigeria.

**TEL:** +234 9026475039

**28<sup>th</sup> March, 2023**

**C/TEB.201/Vol.VIII/20**

The Honourable Minister,  
Federal Ministry of Education,  
Federal Secretariat Complex,  
Shehu Shagari way,  
Abuja.

**Attention:** Permanent Secretary

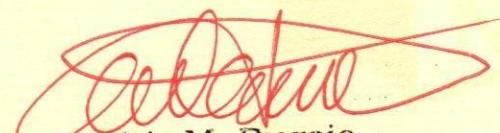
*Dear Sir*

### **RE: REQUEST TO IMPLEMENT THE HONOURABLE MINISTER'S DIRECTIVE ON THE REVIEW OF TEMPLATE FOR THE APPOINTMENT OF PRINCIPAL OFFICERS**

I refer to your letter with reference No. **FME/S.75/c.14/IV/281** dated 15<sup>th</sup> March 2023 and to inform you that a stakeholders meeting was held at the NBTE Liaison Office, Abuja on 27<sup>th</sup> March 2023 to review the Template for the Appointment of Principal Officers of Polytechnics.

Kindly find herewith attached, the report of the meeting and the hard and soft copies of the document for your necessary action. This document is a product of consultation between NBTE, SSANIP, ASUP, NASU, COFER, COREG, COMPLIN, AFPB and Representatives of Committee of Chairmen of Governing Councils. This should be part of our instruments in the accreditation of Federal Polytechnics.

Please, accept the assurances of my highest regards and considerations.



Prof. Idris M. Bugaje  
**EXECUTIVE SECRETARY**