

# LAGOS STATE UNIVERSITY COLLEGE OF MEDICINE, IKEJA - LAGOS

## CERTIFICATE OF ASSUMPTION OF DUTY

(JUNIOR STAFF)

(To be completed in 5 copies)

Name: .....

Position: .....

Salary: ..... HATISS: ..... STEP: .....

Date Assumed duty: .....

### **Type of Appointment: (Mark as Applicable)**

☐ 3 months Casual Appointment with effect from: .....

☐ Temporary Appointment subject to review after 6 months  
(Up to maximum of one year)

☐ Permanent Appointment

☐ Contract Appointment with effect from: .....

Appointment Reference No.: .....

I have seen and read through a copy of the Conditions of Service guiding Junior Staff, I agree to abide with the rules and regulations.

.....  
SIGNATURE OF NEW STAFF

.....  
DATE

*(Please submit along with 3 copies of Staff Personal Record Form duly completed)*

### **Certification (Appointment Officer)**

I certify that MR/MRS/MISS: .....

assumed duties with the State University College of Medicine on .....

as ..... on HATISS ..... Step ..... to .....

per annum. Type of Appointment .....

Appointment Ref. No. and Date ..... Personal File No.: .....

Faculty/Department/Division posted to: .....

.....  
Signature of Personnel Officer

.....  
Date

### **HEAD OF DEPARTMENT**

I certify that Mr./Mrs./Miss .....

assumed duties in the .....

(Faculty/Department/Division/Unit) with effect from: .....

Signature and Date: ..... Designation: .....

Department File No.: .....

## TO THE FINANCIAL CONTROLLER

Above is for your information please. Place his/her name on the pay roll as per details stated above.

.....  
College Secretary

.....  
Date

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### FOR PERSONNEL AFFAIRS DIVISION USE ONLY

1. References Confirmed: .....
2. Previous Employers, Testimonial Confirmed: .....
3. Original Certificates Checked: .....
4. Current Medical Certificate Result: .....
5. Transfer of Service Records: .....
6. Staff Personal Record Checked: .....
7. Nominal Roll Update: .....
8. Identity Card Issued: ..... Staff No.: .....

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### DISTRIBUTION

- Accounts Department
- Personal File (Personnel Affairs Division)
- Department File (H.O.D.)
- Internal Audit Unit
- Information