

**COMPUTERISED RECRUITMENT AND
PROMOTION EXERCISE IN PUBLIC INSTITUTIONS**
(A Case Study of Niger State Civil Service)

BY

BEPO, ADEWOLE JOSHUA
PGD/MCS/465/97

**A PROJECT SUBMITTED TO THE DEPARTMENT OF MATHEMATICS
AND COMPUTER SCIENCE, SCHOOL OF SCIENCE AND SCIENCE
EDUCATION, IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR
THE AWARD OF POST-GRADUATE DIPLOMA IN COMPUTER
SCIENCE FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA,
NIGER - STATE**

DECEMBER, 1999

CERTIFICATION

I certified that this research work was carried out by JOSHUA ADEWOLE
BEPO of the Mathematics and Computer Science, School of Post-graduate
Studies, Federal University of Technology, Minna under my supervision.

DR. YOMI AIYESIMI
Project Supervisor

DATE

DR. S. A. REJU
Head of Department

DATE

EXTERNAL EXAMINER

DATE

DEDICATION

Nothing great was ever achieved without enthusiasm. This piece of work is dedicated to the newly established JoshMarc family.

ACKNOWLEDGEMENT

There are two things to aim in life: first to get what you want; and after that, to enjoy it. Only the wisest of mankind achieve the second.

I give thanks and praise to GOD ALMIGHTY, who bestowed me the opportunity to complete the course successfully.

My special thanks goes to my project supervisor, Dr. Yomi Aiyesimi whose guidance, supervision, suggestions and piece of advice do not only help in writing this project but also made it a reality. I also wish to express my sincere gratitude to the Head of Department of Mathematics and Computer Studies, Dr. S. A. Reju and the Lecturers in the Department including, Prince Badmus, Mr. Kola Raheem, Mallam Isah Audu, Mr. Ezeako, M. Adewale and others I have not been able to mention here.

I am particularly indebted to Mallam Abubakar Muhammad (Accountant General Niger State), Col. Cletus Komona Emein (Past Milad Niger State), Mr. Mensah Oppong and Alhaji Abdullahi Kutigi, Mr. E. A. Asha (ACA).

Quite a number of other people have contributed in one way or the other to the completion of this programme. In particular, I am grateful to my wife Princess Bukola Bepo, my precious son Prince Joseph Oluwasina Adedeji and my friends and colleagues Mr. Jonathan Atsua Ikughur, Adiukwu Emeka (PSN), Victor Okolobah, Femi Alao, Tolu Ajayi, Adenrele Adeleke (ADEX),

Mr. Babatunde Ademola (KAAYE), Gboyega Adeoti, Ibrahim Barau, Mrs M. Abdullahi Mrs S.O. Ahmed and to countless others whose name I cannot mention all for their inspiration and encouragement giving throughout the programme.

TABLE OF CONTENT

| | |
|--|------|
| TITLE PAGE | i |
| CERTIFICATION | ii |
| DEDICATION | iii |
| ACKNOWLEDGEMENT | iv |
| TABLE OF CONTENT | vi |
| ABSTRACT | viii |
| CHAPTER ONE | |
| 1.1 Background of the study | 1 |
| 1.2 Brief History of Niger State Civil Service | 2 |
| 1.3 Aim and Objective of the study | 4 |
| 1.4 Justification/Significance of the study | 4 |
| 1.5 Scope of the study | 5 |
| CHAPTER TWO | |
| 2.1 Introduction to Personnel Recruitment & Promotion Exercise | 6 |
| 2.2 Recruitment and Promotion Exercise Criteria | 8 |
| 2.3 Processing Recruitment & Promotion with the Niger State Civil Service | 11 |
| 2.4 Benefit of computerization | 12 |
| CHAPTER THREE | |
| 3.1 Introduction | 14 |
| 3.2 Fact Finding Techniques(F.F.T) | 14 |

| | | |
|---------------------|---|----|
| 3.3 | Choice of Programming Language/Software | 15 |
| 3.4 | Database Management System | 16 |
| 3.5 | Output specification | 17 |
| 3.6 | Input specification | 18 |
| 3.7 | File Procedure | 18 |
| 3.8 | Cost & Benefit Analysis (C B A) | 19 |
| CHAPTER FOUR | | |
| 4.1 | Introduction | 22 |
| 4.2 | Programme Algorithm | 22 |
| 4.3 | Programme Testing | 22 |
| 4.4 | Staff Training | 23 |
| 4.5 | Change Over | 23 |
| 4.6 | Requirement of the system | 23 |
| 4.7 | Description of the system | 24 |
| CHAPTER FIVE | | |
| 5.1 | Summary | 26 |
| 5.2 | Conclusion | 27 |
| 5.3 | Recommendation | 27 |
| Bibliography | | |
| | | 29 |
| Program Output | | |
| | | 30 |
| Source Program | | |
| | | 36 |

ABSTRACT

The recruitment and promotion exercise as a duty of the Niger State Civil Service Commission (CSC) is essential and cumbersome due to the increase in the no of job seekers in the country and capable hands are needed in the Public Institutions. This necessitate the need to automate the recruitment and promotion of workers in the State through the use of organised data in a computer.

CHAPTER ONE

1.1 BACKGROUND OF THE STUDY

"Recruitment" means the filling of vacancies by the appointment of person not already in the Public Service of the state but it excludes the transfer of officer from other Public Services in the Federation to the Federal Civil Service. Promotion on the other hand is the upward movement of staff in cadre or posts.

Recruitment and promotion Exercise in Public Office in the state Public Service Commission. These appointments and Promotion are made either:-

- (a) by letter written under the direction of the state civil service commission or of the ministries Personnel Management Board; or
- (b) by formal agreement between the officer and the Ministry/Extra-Ministerial Department (Civil Service Rule 2001)

There are many job seeker, seeking to secure job into the Public Institution in the country. Record shows that the number of job seekers has been increasing as there are many school-leavers and graduates seeking for job.

The various vacancies are few and applicants out numbered the positions available. Even if job rationalization is overlook, the demand would yet be unfilled.

In recent\past, it was easy to process recruitment and promotion. However, with the increasing complexity owing to the cases enumerated and several other problems associated with the conventional method of data processing, there is need to develop a system that shall meet up with the time, that is a better way of processing recruitment and promotion of staff.

One way of coping up with the situation is by automating the system whereby computers are used to partially or fully process recruitment and promotion exercise in the State Civil Service.

Niger State Civil Service is one of the Public Institutions in Nigeria today that has grown significantly in size and in population and the need to automate her information system take care of not only the recruitment and promotion exercise but also pension and gratuity of retired Civil Servant.

It is therefore on this background that this research seeks to study the process and procedure and bring out a design that would ease the recruitment and promotion exercise in particular and entire civil servants record in general.

1.2 BRIEF HISTORY OF STATE CIVIL SERVICE COMMISSION

The Niger State Civil Service Commission is as old as the state itself. Niger State was carved out of the former North Western State on 1st April, 1976. The State is constitutionally administered under 25 Local Government

structure. These Local Government are: Agaie, Bida, Bosso, Borgu, Agwara, Lapai, Rafi, Shiroro, Minna, Paikoro, Gbako, Suleja, Gurara, Lavun, Mokwa, Rijau, Kontagora, Magama, Wushishi, Katcha, Munya, Edati, Tafa, Mariga, Mashegu.

The State is currently administered by these 25 Local Governments area and divided into five administrative zones, namely: Minna, Bida, Suleja, Kontagora and New-Bussa for easy and effective administration.

The State is bordered to the North by Zamfara State, North-West by Kebbi State, South by Kogi State and South-West by Kwara State. Kaduna State and Federal Capital Territory bordered the state to both North-East and South-East respectively. The State has a common boundary with the Republic of Benin along New-Bussa, Agwara and Wushishi Local Government Areas. This gives rise to common intra-border state with the State.

Niger State has a population of about 2,421,581 by 1991 census figure with a land area of about 8 million hectares covering about 8% of the total land area of the country.

Niger State Civil Service Commission is the sole machinery through which the government bureaucracy is conducted. It is the watchdog of all civil servant in the state. It is charged with the responsibility of recruitment, promotion, dismissal and discipline of all cadre of public servant. The commission is headed by a chairman.

1.3 AIMS AND OBJECTIVE OF THE STUDY

The aims and objective of this research work is amongst others, to:

- (a) Provide a better alternative way to processing recruitment and promotion exercise of civil servants and their records in general that will serve to improve and perhaps replace the existing system.
- (b) Design a system that will minimize the cost of the entire recruitment and promotion exercise.
- (c) Develop the necessary software that will be useful for the exercise.
- (d) Make appropriate recommendations to those concerned with the research work.

1.4 JUSTIFICATION AND SIGNIFICANCE OF THE STUDY

Having been oppertuned to work in the Niger State Ministry of Finance, specially in the computer Pay-Roll section, the researcher was privileged to the conventional or manual approach. Apart from it's several defects, it is very cumbersome and if replaced, will:-

- (a) ease the work of the recruitment officers
- (b) save the state of the time and cost associated with the recruitment and promotion exercise and of course convenience

- (c) perform the task objectively without unnecessary human interference.

1.5 SCOPE OF THE STUDY

Presently, the Niger State Civil Service Commission recruits both junior staff of Grade levels 01-06 and Senior Staff of Grade levels 07-15. The Civil Service Commission recruits and promotes all the civil servants in all the various Ministries in the state. For the purpose of this study, emphasis will be on the recruitment and promotion exercise of the staff in general.

CHAPTER TWO

2.1 INTRODUCTION TO PERSONNEL RECRUITMENT AND PROMOTION EXERCISE

This chapter seeks to make a survey of the existing system not staff recruitment and promotion procedure. It will also investigate in order to ascertain the strength and weakness of the system with the view to determining the need for computerization.

There are basically three (3) different ways in which recruitment can be done, these are :-

- i) direct appointment to the civil service which may be made in the following categories.
 - (a) as trainees or pupils;
 - (b) on probation on pensionable post;
 - (c) on non-pensionable post or against a pensionable post for a specified period;
 - (d) on month-to-month terms to a non-pensionable post or against a pensionable post;
 - (e) on temporary basis other than (c) and (d).
- ii) Secondly, officers could be appointed on probation, whom will be required to serve for two years before being confirmed in the service.

This period may be reduced to not less than six (6) months by deduction of any previous period of Public Service rendered satisfactory posts of cognate status involving similar duties. The period of probation shall not exceed two years unless an extension is approved by the Personnel Management Board of the Ministry/ Extra Ministerial Department such extension may result in the increment penalty so decided.

- (iii) Staff could also be recruited on contract appointment which is a temporary appointment (which does not provide for the payment of a pension) made by the state civil service commission and Ministries/ Extra-Ministerial Department for a specific period as opposed to appointment on pensionable terms, month - to -month appointment or daily-paid and temporary employment. The agreement must be recorded in a formal document of agreement. An appointment on contract may be terminated by the Government at any time in accordance with the terms specified in the contract itself.

Promotion on the other hand is the upward movement of position or cadre of staff. Before an officer holding a non-pensionable post, or in receipt of monthly rates of pay, may be promoted to a pensionable office, he must be examined, by a Government Medical officer. Ministries/Extra-Ministerial Departments shall have power to promote and approve advancements for all

staff subject to:

- (a) That each Ministries/Extra-Ministerial Department shall prepare at the end of every year a comprehensive staff list showing the order of seniority of all the staff in each grade in each cadre.
- (b) That officers who fall within the field of selection for any promotion exercise shall be considered except those who are under disciplinary action. The minimum number of years that an officer must spend in a post before being considered eligible to become within the field of selection for promotion shall as follows:

| Grade Level of Staff | Number of years in post |
|-----------------------------|--------------------------------|
| 01 - 06 | Minimum of 2 years (two) |
| 07 - 14 | Minimum of 3 years (three) |
| 15 - 17 | Minimum of 4 years (four) |

2.2 RECRUITMENT AND PROMOTION EXERCISE

CRITERIA

This refers to those standards laid down by the Niger Civil Service Commission in accordance with the Federal Civil Commission for recruitment and promotion exercise. These criteria are that an applicant must:

- (a) be 15 years and above;

- (b) possess such minimum qualification as specified from time to time; here emphasis will be on G.C.E school leaving Certificate as minimum requirement for a clerical job.
- (c) be certified by a Government Medical Officer as sound in health and medically fit for Government service; and
- (d) possess a testimonial of good conduct from his last employer or if not previously employed, from the last school or college he attended.

No candidate shall be appointed to any post in the state civil service without the prior specific approval of the State Civil Service Commission and the relevant Ministries/Extra-Ministerial Department if :-

- (i) he has been convicted of a criminal offence; or
- (ii) he has previously been employed in Government Service and been dismissed or called upon to resign, retire therefrom, or terminated on grounds of misconduct.

Ministries/Extra-Ministerial Departments shall have power to promote and approve advancement for all staff subject to the following guidelines, and the basic criteria for promotion shall be based on:-

(a) **Annual Performance Evaluation Report (A P E R)**

All personnel Management Boards and their committees shall take into account the APER (Annual Performance Evaluation) Form of each officer for the last three (3) years. Each APER shall be summarised and

the equivalent marks shall be confirmed or vetted by the moderating offers and shall be shown on the APER form.

(b) **Interview**

Staff on Grade Level 07 and above who are being considered for promotion must appear before the appropriate Personnel Management Committee for promotion interviews.

(c) **Additional Qualification/Examination arising from further training**

In the case of officers entering into the senior Management grade at GL14, they must in addition, pass a proficiency examination or have satisfactorily undergone prescribed courses.

An officer who has passed the compulsory examination for confirmation in the service shall be eligible for promotion, notwithstanding the fact that he has not completed the probationary period specified in accordance with the civil service rules.

When an officer is granted notional promotion, he will not be entitled to the salary of the higher post until he actually assumes duty in the post, but the effective date of notional promotion shall be used in determining the point at which the officer enters the new salary grade level, his future incremental date and seniority in the grade. The effective date of promotion shall be either January 1st or July 1st, and promotions shall not normally have

retrospective effects. Every Ministry/Extra-Ministerial Department shall conduct promotion exercise twice a year, the exercise which is completed before the 31st of October of each year.

2.3 PROCESSING RECRUITMENT & PROMOTION WITH THE NIGER STATE CIVIL SERVICE

The recruitment and Promotion exercise in Niger State Civil Service is completely manual. It has the following features:-

- (a) A pair of form is purchased by applicants seeking for employment into the civil service; which will be filled and passport photograph being attached with credentials and then sent to the open registry in the civil service commission.
- (b) On receipt at the commission, an individual file will be open on every applicant with separate file number such as CSC\MOF\58763\18.
- (c) The Niger State Civil Service Commission then sort all the application forms and then determines whether the applicant is suitable or not for appointment into the Ministries applied for.
- (d) Date of interview is then fixed and proper interview and screening of results at the office of the Personnel Officer in the state civil service Commission. The short listed candidates will be interviewed.

The promotion exercises is equally done manual by retrieving all records of staff from their secret files and considering the last date of appointment vis-a-vis the further studies and then make out the list by the various Ministries or Extra-Ministerial Department and then sent to Niger State Civil Service Commission for approval. Although some mechanical devices such as typewriters are often used in performing this task.

2.4 BENEFIT OF COMPUTERIZATION

To be able to discuss the benefit of computers and of course the automation of the recruitment and promotion exercises, it will worth a while to note what computer can do.

Hall (1983), in comparing between the man and the computer, noted that "the human, though; very intelligent, creative, intuitive and self motivated easily become bored, tired and forgetful. Computer however performs a single task based on a set of instructions or commands exactly and repeat task untiringly.

This indicates that computerization of recruitment and promotion exercise would be a better alternative and it will help in achieving the following:-

- a. Making work easier and more accurate.
- b. Carrying out work, logical comparison between things as well as checking and correcting errors without being bored.

c. **Time and Cost Benefit**

The amount of stationeries consumed under the manual system will be minimized. Time benefit mostly attributable to the amazingly high processing of speed of the computer.

d. Efficient storage and retrieval of information using magnetic disk, tapes and so on, it also causes the reduction physical storage space required.

e. It provides accurate information such that once the computer disqualifies a candidate based on the laid down criteria, the pressure on the concerned officers will be minimised.

These are some benefits of computerization.

CHAPTER THREE

3.1 INTRODUCTION

System Analysis according to Hall (1983) "is part of data processing which is concerned with the investigation of the business need for information and for the design of a system to supply that information"

Oliver and Chapman (1990) sees computerization of a system to "entail more than just the automation of parts of the existing system by means of computer.

Analysis of an organization information requirements may show that the requirement will be better served by a newly designed and implemented system with the virtues of both the manual and computerized element".

This research uses these two premises in the analysis and design of the recruitment and promotion exercise in the Niger State civil service: Minna.

3.2 FACT FINDING TECHNIQUES (FFT)

To be able to achieve the goal of designing a better system, a careful observation and analysis have to be made base on facts rather than guesses.

Thus, the researcher gathered the facts used here through the combination of the following methods.

(a) **Questionnaire**

Questionnaires were used to fully understand the recruitment and promotion process and whether the management of the Niger State Civil Service, Minna would desire a change.

(b) **Record Searching**

This entails going through the records of an organisation to obtaining relevant information. Such information are secondary but are useful in case study of this kind. Thus, past record of application form for appointment were observed to study the pattern of recruitment, and APER (Annual Performance Evaluation Report) form for promotion processes.

(c) **Participation/Observation**

Here, the researcher having been working in the computer Pay Roll (CPR) section of the Ministry of Finance which updates salary records of all Civil Servants within the Niger State Government was able to understand and appreciate the problems associated with the manual method.

3.3 CHOICE OF PROGRAMMING LANGUAGE/SOFTWARE

The Software in use here is the Database Management System and dBase IV for the program development. It Provides a relational database structure where data are entered and stored into the database file in rows and columns called records and fields respectively.

It is very useful especially for records processing of this kind.

3.4 DATABASE MANAGEMENT SYSTEM

This is a complex software system which constructs, expands and maintain data in the base. It also allocates storage to data, maintain indices so that any required data can be retrieved and so that separate data item in the base can change as needed.

Database Management System maintain data in the base by adding, deletion, modification, viewing and so on. Files can be processed Sequentially or serially. It also has the function of providing security for the data in base against unauthorized and against corruption. DBMS as a software is therefore aimed at the following:-

(a) **Data Integration**

where information from many files can be processed, co-ordinated and operated upon as though they were from a single file. It is also possible for two or more applications to share data in the database.

(b) **Eliminating Redundancy**

Redundancy occur when the data in the base cannot be arranged to suit all application programs accessing them.

If this happens, some data may appear in more than one file leading to waste of storage space and duplication of efforts during data entry.

(C) **Achievement Data Integrity**

Duplication is eliminated giving room for consistent information.

(d) **Achieving Data Independency**

Which is rather an insulation of application programs from the physical or logical storage of data in such a way that it allows modification in the contents and organisation of the data without reprogramming and vice-versa.

(e) **Centrally Controlled**

Here, data and operations on data are centrally controlled and this lead to a better management of data by enforcing standard for all users.

3.5 OUTPUT SPECIFICATION

The output for this research work is divided into two namely recruitment and promotion.

(a) The recruitment has the following fields:-

- Employment form number
- Name of applicant
- Rank
- Qualification
- Ministry and department.

(b) The promotion consist of the following:-

- Serial number
- Name of staff
- Rank
- Qualification
- P. S. Number
- Result of APER form
- Remarks.

3.6 INPUT SPECIFICATION

The input Specification consist of information needed for processing, which consist of the following:-

- Serial number
- P. S. Number
- Name of staff and applicant
- Rank
- Qualification
- Ministry and Department.
- Date of 1st employment.

3.7 FILE PROCEDURE

One database file is to be created called recruitment (dbf) and promotion file. processed data is stored in eligible (dbf) from which applicant /staff

appointed and promoted are offered job and promotion are moved into award (dbf)

These procedure involves both the manual and computer. The manual aspects requires that the clerks collects and enter data into the data entry format.

The computer then performs the manipulation required to give the output in the manner so desired.

3.8 COST AND BENEFIT ANALYSIS (CBA)

Cost Benefit Analysis aids investment decision-making by assessing projects in terms of a common yardstick (social or financial) profitability. Overall, CBA provides a framework within which we can systematically analyse most aspect of projects to reach economically meaningful and realistic decisions.

There are two perspectives in CBA namely the private and the social view. The private viewpoint is concerned with financial or commercial profitability while the society is concerned with social profitability.

Therefore, for the purpose of our study, to computerise recruitment and promotion exercise, from the private viewpoint, a lot of fund will be conserved (saved) such as saving from printing forms and other materials, so also reduction on spending on stationeries.

Secondly it provides room for efficiency and accuracy, though the cost of incurring a computer might be much in this part of the world but the gains of the use of computer outweighed the cost implication.

* Including actual cost of both soft, hardware and humanware.

| | |
|--|-------------------|
| Development Cost DC | |
| - System Analysis and Design : 3 weeks, 8 hours/day @ ₦3,500.00/week | ₦10,500.00 |
| - Software Development and implementation 4 weeks, 8 hours/day @ ₦ 3,500.00/week | ₦14,000.00 |
| - Equipment procurement | ₦220,000.00 |
| - Installation | ₦7,000.00 |
| - Personnel Training (5 days) 8 hours/day @ ₦1,000.00/day | ₦5,000.00 |
| | <u>256,500.00</u> |
| System Operating Cost (SOC) | |
| - Equipment maintenance | 40,000.00 |
| - Program maintenance | 10,000.00 |
| - Labour cost | 42,000.00 |
| - Utilities | 8,000.00 |
| - Stationeries | 10,000.00 |
| - Miscellaneous | <u>15,000.00</u> |
| | 125,000.00 |
| Total Cost = Dev. cost (DC) + System Op. Cost (SOC) = ₦256,500.00 + ₦125,000.00 = ₦381,500.00 | |
| c. System benefit per annum | |
| - Savings from printing of forms for proceeding promotions for the current/existing 18,000 staff in Niger State Civil Service @ ₦15.00 | ₦270,000.00 |
| - Reduced spending on stationeries | <u>₦55,000.00</u> |
| Total Benefit | 325,000.00 |
| | ===== |

CHAPTER FOUR

4.1 INTRODUCTION

The system to be implemented is carefully designed to process recruitment and promotion exercise in civil service setting with emphasis on the Niger State civil service with Headquarter in the state capital, Minna. The program has been coded, tested and is operational.

4.2 PROGRAM ALGORITHM

The algorithm use for the design of this program is the flowchart. Holmes (1992) have it that it provide a means of designing a computer program independent of any make or computer language by the use "symbols that represent specific activities with the symbols connected by arrowed lines indicating the direction of flow, usually from top to the bottom of the page". Holmes (1992) added that it also indicate the ingredient of structured programming, the sequence, selection, repetition and procedure or sub-routines as the case may be".

4.3 PROGRAM TESTING

Here, four basic elements are necessary and are provided in the package developed for the new system. These package includes

- i. The routines for data entry, modification, processing, viewing and report generation.

- ii. The Source program generated by the program can be seen in appendix M.
- iii The Program output can be seen in appendix J.

4.4 STAFF TRAINING

There is every need to train staff effective and efficient use of the proposed new system. The operational staff concerned with the use of the software are expected to undergo at least one week of intensive training.

4.5 CHANGE - OVER

The Change from the old system to the new one is expected to be a direct changeover, where all the element of the old system are replaced with the new one. The date of changeover shall be determined by the executive of the Niger state civil service commission headed by the chairman.

4.6 REQUIREMENT OF THE SYSTEM

The new system (computerised) of recruitment and promotion exercise will require the following :-

- a. Comprehensive list of applicant and their data.
- b. Comprehensive list of staff due for promotion and their data.
- c. Routine for data entry, modification, deletion and viewing.
- d. Report generation on the screen and sent to the printer for hard copy.
- e. Data to be stored on the magnetic storage medium.

- f Database management system (DBMS).
- g. Formation of promotion committee to co-ordinate and score the APER form.

4.7 DESCRIPTION OF THE SYSTEM

4.7.1 *Employment Form/APER Form*

The new system demands that only one copy of the employment form be issued instead of two.

4.7.2 *Centralisation of Information Processing*

Employment form need to be obtained at the Civil Service Commission (C.S.C) office only, and no photocopy of the employment form should be accepted for the processing. All employment form should contain a serial form number.

- i Relevant information pertaining an application shall be extracted by officer trained for the task.
- ii All extracted data are to be imputed into the computer immediately, irrespective of the order.
- iii (a) The computer sort the data according to job applied for, rank, Qualification, for recruitment.
(b) The computer sorts the data according to P.S. number present grade level and anticipated grade level and rank; in the case of promotion exercise.

- (iv) The computer performs the manipulation of data assigning remarks to each applicant and determining whether a candidate qualifies or not.

4.7.3 Expected Output

There shall be two kinds of output namely, the recruitment output and promotion output.

- (a) The recruitment output will print out the list of all applicants in a specified order with remarks as to qualified or not qualified.
- (b) The promotion output will list out all employees names already working with their P.S. Number, old grade level and new level and rank if promoted as the remarks determined it, either promoted or not promoted.

CHAPTER FIVE

SUMMARY

The human resources available to the Civil Service assist the government in providing services and realizing its mission for the people of the country. Human resources, not capital, not income or material resources constitute the ultimate basis for the wealth of nations. Just in the same way, the intangible wealth of any civil service is the calibre of its staff. The quality of staff available to the civil service and the extent to which they are effectively utilized, would determine largely the extent to which government objectives are achieved.

Recruitment, selection and placement exercises are at the heart of any organization so also promotion exercise which has to be well done to pave way for the effectiveness of the organization. Recruitment is a process of assessing a job, choosing for excellence through the process of rejecting or matching of applicant as well as appointing or investing an appointee with the authority to perform a role. On the other hand promotion is the upward movement of position, rank or cadre of staff.

Niger state civil service which is the case study presently uses the convention method in processing her recruitment and promotion exercise. This gives rise to several problems such as high cost of sitting of committee, unnecessary human interference in the execution of the exercise. It is

therefore on this background that the research work seeks to study process and procedure and bring out a design that would ease the recruitment and promotion exercise in particular and entire civil servants record in general.

The programme is coded, designed, tested and found workable. The package developed uses database management system which is very efficient in record processing. The output of the program can be seen in appendices.

5.2 CONCLUSION & RECOMMENDATION

Computerising the recruitment and promotion exercise in a public institution has not been an easy task in our society where there are several interest: quota, Federal character, favouritism, personal interest and so on. Whatever be the case, the package considered at least, almost every interest associated with recruitment and promotion exercise in civil service. It ensures that only candidates with at least the minimum requirement are eligible for recruitment and promotion.

Mr C. Bamfield of the civil service department, London states that "which ever system is chosen, it is important that the technical aspect - in particular, the database format and up-dating system -should be as simple as possible, and consistent with the needs. In a computer system, technical simplicity may be at some expense of retrieval speed but a slight delay in retrieval from an accurate database is more acceptable than a very fast retrieval from an incorrect one.

The computer will thus keep all data related to each applicant for recruitment and staff due for promotion.

A computer database system can sort, search for, retrieve and printout data using any field or combination of field very quickly. They are not too bulky as they are stored in disks or magnetic tapes. Manipulations, display and analysis are also very easy and retrieval takes a very short time.

In this regards, it will be reasonable to conclude that the recruitment and promotion exercise of the Niger State Civil Service and the public institutions in Nigeria be automated. Such system could replace the existing one in a kind of direct changeover. For any civil service or government parastatals without computers, they need to procure micro computer arises. This research does recommend a micro-computer preferably, Pentium with the following features.

- (1) Hardisk Drive of 1.6 Gigabytes.
- (2) RAM size of 8 MB upgradable to 72 MB
- (3) Speed/clock of 100 MHZ.

BIBLIOGRAPHY

- Civil Service Rules : Niger State of Nigeria Civil Service Rules and regulations in Force
- Financial Institutions : Niger State Yearly Financial Instruction Book (1998).
- Hall Jeremy : Data Processing, Cassell Ltd., East Sussex, UK 1993.
- Holmes B. J. : Basic Programming, A complete Text ELBS with DP Publication , London, 3rd Edition, 1992.
- Oliver and Chapman : Data Processing and Information Technology, DP Publication London, 8th Edition, 1990.

PROGRAM OUTPUT

COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE

MAIN MENU

- 1 RECRUITMENT EXERCISE
- 2 APPOINTMENT DETAIL
- 3 PROMOTION EXERCISE
- 4 REPORT GENERATION
- 5 QUIT

SELECT YOUR CHOICE:

COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE

RECRUITMENT OPTION

- 1 NEW RECRUITMENT DATA
- 2 SHORTLISTED CANDIDATE DISPLAY
- 3 RECRUITMENT CRITERIA DISPLAY
- 4 RANK UPDATE
- 5 QUIT

SELECT YOUR CHOICE:

COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE

NEW RECRUITMENT DATA

APPLICATION FORM NO (Press "99/9999" to Exit) 99/0023

SURNAME: BEPO

OTHER NAMES: JOSHUA

DATE OF BIRTH: 21/03/65 MARITAL STATUS: MARRIED

SEX: M RANK APPLIED FOR (CODE): 031

QUALIFICATION OBTAINED: BSC+PGD

[S]AVE or [A]BANDON:

COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE

MAIN MENU

- 1 PROMOTION CRITERIA
- 2 STAFF DUE FOR PROMOTION
- 3 QUIT

SELECT YOUR CHOICE:

COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE

PROMOTION CRITERIA

REQUIRED NO OF YEARS:

GRADE LEVEL 01 - 06: 3

GRADE LEVEL 07 - 14: 2

GRADE LEVEL 15 - 17: 2

APER FORM RESULT OBTAINABLE: 65.0

[S]AVE or [A]BANDON:

COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE

RANK UPDATE

RANK CODE (Press "XXX" to Exit) 031

RANK DESCRIPTION: CHIEF ACCOUNTANT

REQUIRED QUALIFICATION: HND+BSC+PGD+MSC

REQUIRED YEARS OF EXPERIENCE: NOT LESS THAN 4 YEARS

[S]AVE or [A]BANDON:

SOURCE PROGRAM

MENU.PRG

```
SET SCOREBOARD OFF
SET STATUS OFF
SET TALK OFF
SET DATE BRITISH
SET SAFETY OFF
DO WHILE .T.
CLEAR
  CH = SPACE(1)
  @ 2,10 TO 21,69 DOUBLE
  @ 3,16 say " COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE
"
  @ 4,11 TO 4,68 DOUBLE
  @ 5,36 SAY "MAIN MENU"
  @ 6,11 TO 6,68
  @ 18,11 TO 18,68
  @ 8,22 SAY "1 ..... RECRUITMENT EXERCISE"
  @ 10,22 SAY "2 ..... APPOINTMENT DETAIL"
  @ 12,22 SAY "3 ..... PROMOTION EXERCISE"
  @ 14,22 SAY "4 ..... REPORT GENERATION"
  @ 16,22 SAY "5 ..... QUIT"
  @ 20,22 SAY "      SELECT YOUR CHOICE:" GET CH PICTURE '!'
  READ
  DO CASE
    CASE UPPER(CH) = '1'
      DO RECRUIT
    CASE UPPER(CH) = '2'
      DO APPOINT
    CASE UPPER(CH) = '3'
      DO PROMOTE
    CASE UPPER(CH) = '4'
      DO REPORT
    CASE UPPER(CH) = '5'
      EXIT
  ENDCASE
ENDDO
CLEAR
RETURN
```

RECRUIT.PRG

```
SET SCOREBOARD OFF
```

```

SET STATUS OFF
SET TALK OFF
SET DATE BRITISH
SET SAFETY OFF
DO WHILE .T.
CLEAR
  CH = SPACE(1)
  @ 2,10 TO 21,69 DOUBLE
  @ 3,16 say " COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE
"
  @ 4,11 TO 4,68 DOUBLE
  @ 5,31 SAY "RECRUITMENT OPTION"
  @ 6,11 TO 6,68
  @ 18,11 TO 18,68
  @ 8,19 SAY "1 ..... NEW RECRUITMENT DATA"
  @ 10,19 SAY "2 ..... SHORTLISTED CANDIDATE DISPLAY"
  @ 12,19 SAY "3 ..... RECRUITMENT CRITERIA DISPLAY"
  @ 14,19 SAY "4 ..... RANK UPDATE"
  @ 16,19 SAY "5 ..... QUIT"
  @ 20,22 SAY "          SELECT YOUR CHOICE:" GET CH PICTURE '!'
READ
DO CASE
  CASE UPPER(CH) = '1'
    DO RECRUIT1
  CASE UPPER(CH) = '2'
    DO RECRUIT2
  CASE UPPER(CH) = '3'
    DO RECRUIT3
  CASE UPPER(CH) = '4'
    DO RECRUIT4
  CASE UPPER(CH) = '5'
    EXIT
ENDCASE
ENDDO
CLEAR
RETURN

```

RECRUIT1.PRG

```

SET SCOREBOARD OFF
SET STATUS OFF
SET TALK OFF
SET DATE BRITISH

```

```

SET SAFETY OFF
DO WHILE .T.
  CLEAR
  CH = SPACE(1)
  FLAG='N'
  MFORM=SPAC(7)
  @ 2,10 TO 22,69 DOUBLE
  @ 3,16 say " COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE
"
  @ 4,11 TO 4,68 DOUBLE
  @ 5,30 SAY "NEW RECRUITMENT DATA"
  @ 6,11 TO 6,68
  USE RECRUIT
  @ 19,11 TO 19,68
  @ 8,13 SAY 'APPLICATION FORM NO (Press "99/9999" to Exit)'
  GET MFORM PICT '99/9999'
  READ
  IF MFORM='99/9999'
    EXIT
  ENDI
  LOCA FOR FORM=MFORM
  IF FOUN()
    MSURNAME=SURNAME
    MONAME=ONAME
    MDOB=DOB
    MSEX=SEX
    MSTAT=STAT
    MRANK=RANK
    MQUAL=QUAL
  ELSE
    FLAG='Y'
    MFORM=SPAC(7)
    MSURNAME=SPAC(15)
    MONAME=SPAC(25)
    MDOB=CTOD(' / / ')
    MSEX=' '
    MSTAT=SPAC(10)
    MRANK=SPAC(3)
    MQUAL=SPAC(25)
  ENDI
  @ 10,13 SAY "SURNAME:" GET MSURNAME PICT '@!'
  @ 12,13 SAY "OTHER NAMES:" GET MONAME PICT '@!'
  @ 14,13 SAY 'DATE OF BIRTH:' GET MDOB
  @ 14,40 SAY 'MARITAL STATUS:' GET MSTAT PICT '@!'

```

```

@ 16,13 SAY 'SEX:' GET MSEX PICT '@!'
@ 16,25 SAY 'RANK APPLIED FOR (CODE):' GET MRANK
@ 18,13 SAY 'QUALIFICATION OBTAINED:' GET MQUAL PICT '@!'
READ
@ 21,27 SAY "[S]AVE or [A]BANDON:" GET CH PICTURE '!'
READ
IF CH='S'
  IF FLAG='Y'
    APPE BLAN
  ENDI
  REPL FORM WITH MFORM
  REPL SURNAME WITH MSURNAME
  REPL ONAME WITH MONAME
  REPL DOB WITH MDOB
  REPL SEX WITH MSEX
  REPL STAT WITH MSTAT
  REPL RANK WITH MRANK
  REPL QUAL WITH MQUAL
ENDI
ENDDO
CLEAR
RETURN

RECRUIT4.PRG

SET SCOREBOARD OFF
SET STATUS OFF
SET TALK OFF
SET DATE BRITISH
SET SAFETY OFF
DO WHILE .T.
  CLEAR
  CH = SPACE(1)
  FLAG='N'
  MCODE=' '
  @ 4,10 TO 20,69 DOUBLE
  @ 5,16 say " COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE
"
  @ 6,11 TO 6,68 DOUBLE
  @ 7,34 SAY "RANK UPDATE"
  @ 8,11 TO 8,68
  USE RANK
  @ 17,11 TO 17,68

```

```

@ 10,13 SAY 'RANK CODE (Press "XXX" to Exit)' GET MCODE
READ
IF MCODE='XXX'
  EXIT
ENDI
LOCA FOR CODE=MCODE
IF FOUN()
  MDETAIL=DETAIL
  MQUAL=QUAL
  MYEARS=YEARS
ELSE
  FLAG='Y'
  MDETAIL=SPAC(30)
  MQUAL=SPACE(30)
  MYEARS=SPAC(25)
ENDI
@ 12,13 SAY "RANK DESCRIPTION:" GET MDETAIL PICT '@!'
@ 14,13 SAY "REQUIRED QUALIFICATION:" GET MQUAL PICT '@!'
@ 16,13 SAY 'REQUIRED YEARS OF EXPERIENCE:' GET MYEARS
READ
@ 19,27 SAY "[S]AVE or [A]BANDON:" GET CH PICTURE '!
READ
IF CH='S'
  IF FLAG='Y'
    APPE BLAN
  ENDI
  REPL CODE WITH MCODE
  REPL DETAIL WITH MDETAIL
  REPL QUAL WITH MQUAL
  REPL YEARS WITH MYEARS
ENDI
ENDDO
CLEAR
RETURN

```

PROMOTE.PRG

```

SET SCOREBOARD OFF
SET STATUS OFF
SET TALK OFF
SET DATE BRITISH
SET SAFETY OFF
DO WHILE .T.

```


CLEAR

CH = SPACE(1)

@ 4,10 TO 19,69 DOUBLE

@ 5,16 say " COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE

"

@ 6,11 TO 6,68 DOUBLE

@ 7,36 SAY "MAIN MENU"

@ 8,11 TO 8,68

@ 16,11 TO 16,68

@ 10,22 SAY "1 PROMOTION CRITERIA"

@ 12,22 SAY "2 STAFF DUE FOR PROMOTION".

@ 14,22 SAY "3 QUIT"

@ 18,22 SAY " SELECT YOUR CHOICE:" GET CH PICTURE '!'

READ

DO CASE

CASE UPPER(CH) = '1'

DO PROMOTE1

CASE UPPER(CH) = '2'

DO PROMOTE2

CASE UPPER(CH) = '3'

EXIT

ENDCASE

ENDDO

CLEAR

RETURN

PROMOTE1.PRG

SET SCOREBOARD OFF

SET STATUS OFF

SET TALK OFF

SET DATE BRITISH

SET SAFETY OFF

*DO WHILE .T.

CLEAR

CH = SPACE(1)

@ 3,10 TO 21,69 DOUBLE

@ 4,16 say " COMPUTERISED RECRUITMENT AND PROMOTION EXERCISE

"

@ 5,11 TO 5,68 DOUBLE

@ 6,31 SAY "PROMOTION CRITERIA"

@ 7,11 TO 7,68

USE PROMOTE

```
MCATE1=CATE1
MCATE2=CATE2
MCATE3=CATE3
MAPER=APER
@ 18,11 TO 18,68
@ 9,22 SAY "REQUIRED NO OF YEARS:"
@ 11,26 SAY "GRADE LEVEL 01 - 06:" GET MCATE1 PICT '99'
@ 13,26 SAY "GRADE LEVEL 07 - 14:" GET MCATE2 PICT '99'
@ 15,26 SAY "GRADE LEVEL 15 - 17:" GET MCATE3 PICT '99'
@ 17,22 SAY "APER FORM RESULT OBTAINABLE:" GET MAPER PICT
'999.9'
READ
@ 20,27 SAY "[S]AVE or [A]BANDON:" GET CH PICTURE '!'
READ
IF CH='S'
    REPL CATE1 WITH MCATE1
    REPL CATE2 WITH MCATE2
    REPL CATE3 WITH MCATE3
    REPL APER WITH MAPER
ENDI
*ENDDO
CLEAR
RETURN
```