



Special Bulletin

AHMADU BELLO UNIVERSITY

PMB 1045, ZARIA - NIGERIA



OUR MISSION: To advance the frontiers of learning and break new grounds, through teaching, research and the dissemination of knowledge of the highest quality; to establish and foster national and international integration, development and the promotion of African traditions and cultures; to produce high-level human power and enhance capacity-building through retraining, in order to meet the needs and challenges of the catchment area, Nigeria and the rest of the world. *- From the Ahmadu Bello University Law, 1962*

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INSTITUTE OF ADMINISTRATION AHMADU BELLO UNIVERSITY, ZARIA ADVERTISEMENT OF DIPLOMA PROGRAMMES 2021/2022 ACADEMIC SESSION

Applications are invited from suitably qualified candidates for admission into the undermentioned sub-degree programmes of the Institute of Administration, Ahmadu Bello University, Zaria for the year 2021/2022 academic session. The forms are available on-line at A.B.U. portal, <http://forms.abu.edu.ng/otherforms> at the cost of N2,500.00 (excluding bank charges), to be paid at all participating banks as indicated on-line.

SECTION A NATIONAL DIPLOMA PROGRAMMES (NBTE APPROVED)

- National Diploma in Public Administration (Entry Requirements):**
Minimum of 120 aggregate JAMB/UTME scores in related subjects.
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) Government/History
(v) And any other 1 credit
Duration: 4 semesters (2 sessions)
Fees: N55, 500.00.
- National Diploma in Accounting (Entry Requirements):**
Minimum of 120 aggregate JAMB/UTME scores in related subjects.
5 Credits in SSCE/GCE 'O' levels including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 4 semesters (2 sessions)
Fees: N55, 500.00.
- National Diploma in Business Management (Entry Requirements):**
Minimum of 120 aggregate JAMB/UTME scores in related subjects.
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 4 semesters (2 sessions)
Fees: N55, 500.00.
- National Diploma in Banking and Finance (Entry Requirements):**
Minimum of 120 aggregate JAMB/UTME scores in related subjects.
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics

- (iii) Economics
(iv) And any other 2 credits
Duration: 4 semesters (2 sessions)
Fees: N55, 500.00.

- National Diploma in Local Government (Entry Requirements):**
Minimum of 120 aggregate JAMB/UTME scores in related subjects.
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) Government
(v) And any other 1 credit
Duration: 4 semesters (2 sessions)
Fees: N55, 500.00.

SECTION B PROFESSIONAL DIPLOMA PROGRAMMES

- Diploma in Accounting (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
- Diploma in Procurement and Supply Chain (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
- Diploma in Entrepreneurship and Innovation Management (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics

- (iii) Economics
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.

- Diploma in Business Risk Management (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
- Diploma in Banking and Finance (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
- Diploma in Insurance (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) And any other 3 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
- Diploma in Business Management (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.

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ADVERTISEMENT OF DIPLOMA PROGRAMMES, 2021/2022 ACADEMIC SESSION

8. **Diploma in Marketing (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
9. **Diploma in Civil Law (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) And any other 4 credits
Duration: 2 years (Full Time).
Fees: N40, 700.00.
10. **Diploma in Sharia and Civil Law (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Islamic Studies or Arabic
(iii) And any other 3 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
11. **Diploma in Local Government (Entry Requirements):**
5 Credits with a minimum of Pass in English language or 4 credits including English language in SSCE/GCE 'O' level
Duration: 2 years (Full Time)
Fees: N40, 700.00.
12. **Diploma in Public Finance (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics/Commerce/Financial Acct.
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
13. **Diploma in Development Studies (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics
(iv) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
14. **Diploma in Cooperative and Rural Development (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) And any other 3 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.
15. **Diploma in Public Administration (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics/
(iv) Government/History/Civic Education
(v) And any other 2 credits
Duration: 2 years (Full Time)
Fees: N40, 700.00.

16. **Diploma in Personnel and Industrial Administration (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics/
(iv) Government/History/Civic Education
(v) And any other 1 credit
Duration: 2 years (Full Time)
Fees: N40, 700.00.
17. **Diploma in Office System Admin and Mgt. (Entry Requirements):**
5 Credits in SSCE/GCE 'O' level including the following:
(i) English Language
(ii) Mathematics
(iii) Economics/
(iv) Government/History/Civic Education
(v) And any other 1 credit
Duration: 2 years (Full Time)
Fees: N40, 700.00.

SECTION C ADVANCED DIPLOMA IN PUBLIC ADMINISTRATION

1. **Advanced Diploma (I) (Entry Requirements):**
(i) Diploma in any of the following field with a minimum of a MERIT grade from any recognized University or Polytechnic (2 years):
• Public Administration.
• Local Government.
• Personnel Management/Human Resources Management/Social Welfare Administration and Secretarial Studies.
• Accounting/Banking/Insurance/Management from Institute of Administration A.B.U. Zaria.
(ii) Nursing/Midwifery/Community Health officers (CHO) with a minimum of 5 years working experience in the Public Service.
(iii) Diploma in Public Administration/Local Government from Institute of Administration, A.B.U. Zaria with PASS grade but having a minimum of 3 years working experience in the public service.
(iv) All candidates into Advanced Diploma 1 (ADPA) must possess 5 credits in 'O' level including English language.
Duration: 2 years (Full Time)
Fees: N50, 700.00.
2. **Advanced Diploma (II) (Entry Requirements):**
(i) Higher National Diploma and Advanced Diploma in any of the following field with a minimum of a LOWER/MERIT grade from any recognized Institution of Higher learning in:
• Public Administration.
• Local Government.
• Personnel Management/Human Resources Management/Social Welfare Administration and Secretarial Studies.
(ii) Holder of Advanced Diploma in Public Administration/Higher Diploma in Local Government from Institute of Administration, A.B.U., Zaria with a PASS grade.
(iii) All candidates into Advanced Diploma 1 (ADPA) must possess 5 credits in 'O' level including English language.
Duration: 1 year (Full Time)
Fees: N50, 700.00.

SECTION D HIGHER DIPLOMA IN LOCAL GOVERNMENT

1. **Higher Diploma (I) (Entry Requirements):**
(i) Diploma in any of the following field with a minimum of a MERIT grade from any recognized University or Polytechnic (2 years):
• Public Administration.
• Local Government.
• Personnel Management/Human Resources Management/Social Welfare Administration and Secretarial Studies.
• Accounting
• Public Accounting & Auditing.
• Adult Education & Community Development.
• Law
(ii) NCE with a minimum of 3 years working experience in the Local Government service.
(iii) Diploma in Public Administration/Local Government from Institute of Administration, A.B.U. Zaria with PASS grade but having a minimum of 5 years working experience in the public service.
(iv) All candidates into Higher Diploma 1 must possess 4 credits in 'O' level including English language or 5 credits including PASS in English language.
Duration: 2 years (Full Time)
Fees: N55, 700.00.
2. **Higher Diploma (II) (Entry Requirements):**
(i) Higher Diploma in any of the following field with a minimum of a MERIT/PASS grade from any recognized University or Polytechnic (2 years Higher Diploma)
• Public Administration.
• Local Government.
• Personnel Management/Human Resources Management/Social Welfare Administration and Secretarial Studies.
• Public Accounting & Auditing
• Adult Education & Community
(ii) Holder of Higher Diploma in Local Government from Institute of Administration, A.B.U., Zaria with a PASS grade.
(iii) All candidates into Higher Diploma 1 must possess 4 credits in 'O' level including English language or 5 credits including PASS in English language.
Duration: 1 year (Full Time)
Fees: N55, 700.00.

NOTE:
Aspiring National Diploma candidate(s) that did not choose the Institute of Administration, Kongo, can change their Institution through the JAMB portal.

METHOD OF APPLICATION:
Applications should be made on-line on payment of the prescribed application fee of N2, 500.00.

Candidates are to visit A.B.U Portal, <http://forms.abu.edu.ng/otherforms> and generate Transaction ID, with which they will proceed to the bank to pay before coming back to the portal to fill the form.

CLOSING DATE: 31st December, 2021

Signed:
**Ag. Institute Secretary,
Institute of Administration**

