



**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 2023/2024 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 2023/2024 academic session. The forms are available on-line at A.B.U. portal, <http://forms.abu.edu.ng> 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)
- 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)
- 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)
- 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)

- 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)
- National Diploma in Insurance**  
(Entry Requirements):  
Minimum of 120 aggregate JAMB/UTME scores in related subjects.  
5 Credits in SSCE/GCE 'O' levels including the following:  
(v) English Language  
(vi) Mathematics  
(vii) Economics  
(viii) And any other 2 credits  
**Duration:** 4 semesters (2 sessions)

#### NOTE:

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

### 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)
- 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)

- 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)

- 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)

- 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)

- Diploma in Islamic 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)

- Diploma in Insurance**  
(Entry Requirements):  
5 Credits in SSCE/GCE 'O' level including the following:  
(i) English Language

**INSTITUTE OF ADMINISTRATION, AHMADU BELLO UNIVERSITY, ZARIA**  
**ADVERTISEMENT OF DIPLOMA PROGRAMMES, 2023/2024 ACADEMIC SESSION**

- (ii) Mathematics  
 (iii) And any other 3 credits  
**Duration:** 2 years (Full Time)
8. **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)
9. **Diploma in Marketing**  
**(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)
10. **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).
11. **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)
12. **Diploma in Local Government**  
**(Entry Requirements):**  
 5 Credits in SSCE/GCE 'O' level including the following:  
 5 credits with a minimum of Pass in English language or 4 credits including English language  
**Duration:** 2 years (Full Time)
13. **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)
14. **Diploma in Development Studies**  
**(Entry Requirements):**  
 5 Credits in SSCE/GCE 'O' level including the following:  
 (i) English Language  
 (ii) Mathematics  
 (iii) And any other 2 credits  
**Duration:** 2 years (Full Time)
15. **Diploma in Cooperative and Rural Develop.**  
**(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)
16. **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)
17. **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)
18. **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)
19. **Diploma in Islamic 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 1 credit  
**Duration:** 2 years (Full Time)

**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 / Baking / Insurance / Management from Institute of Administration, ABU 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)
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 II (ADPA) must possess 5 credits in 'O' level including English language.  
**Duration:** 1 year (Full Time)

**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)
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)

**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> 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 October, 2023.**