

CBT QUESTIONS FOR STUDY

CIVIL SERVICE RULES

1. List 6 items found in a seniority list or staff nominal roll.

Q1: Which of the following is NOT typically found in a staff nominal roll?

- A) Name of the officer
- B) Date of first appointment
- C) Officer's family history
- D) Grade level and step
- **Answer: C**

Q2: A seniority list in the civil service primarily helps in:

- A) Determining salary structures
 - B) Establishing the hierarchy of officers
 - C) Conducting elections
 - D) Assigning personal allowances
 - **Answer: B**
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2. What is notional promotion?

Q3: Notional promotion refers to:

- A) A promotion with financial benefits
- B) A promotion without immediate financial benefits but with seniority recognition
- C) A temporary demotion
- D) A forced retirement scheme
- **Answer: B**

Q4: The primary purpose of notional promotion is to:

- A) Compensate an officer financially
 - B) Ensure smooth administrative progression without financial commitment
 - C) Penalize non-performing staff
 - D) Reduce the workforce
 - **Answer: B**
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3. List 4 conditions for notional promotion.

Q5: Which of the following is NOT a condition for notional promotion?

- A) Availability of vacancy
- B) Officer's retirement date
- C) Seniority in service
- D) Officer's health status

- **Answer: D**

Q6: One of the conditions for notional promotion is:

- A) Regular attendance in office parties
 - B) Meeting promotion eligibility criteria
 - C) Personal request by the officer
 - D) Length of time spent in the same office
 - **Answer: B**
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4. What is the composition of:

(a) Junior Staff Committee

Q7: The Junior Staff Committee is responsible for:

- A) Promotions and discipline of officers on Grade Level 07 and below
- B) Budgeting for junior staff salaries
- C) Policy formulation for senior officers
- D) Recruitment of political appointees
- **Answer: A**

Q8: The composition of the Junior Staff Committee includes:

- A) Directors and Permanent Secretaries only
- B) Representatives of the Ministry and HR Officers
- C) The President and Governors
- D) Heads of Local Governments
- **Answer: B**

(b) Senior Staff Committee

Q9: The Senior Staff Committee is responsible for:

- A) Managing funds for senior officers
- B) Handling recruitment, promotion, and discipline of officers on Grade Level 08 and above
- C) Determining pension payments for retirees
- D) Managing junior staff welfare
- **Answer: B**

Q10: The Senior Staff Committee is typically chaired by:

- A) The Minister or Permanent Secretary of the Ministry
 - B) A junior officer
 - C) A political appointee
 - D) A contractor
 - **Answer: A**
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5. Significance of the observer status of the Federal Civil Service Commissioner in Senior Staff Committee meetings

Q11: The role of the Federal Civil Service Commissioner in Senior Staff Committee meetings is to:

- A) Make binding decisions
- B) Observe and ensure due process in promotions
- C) Approve project contracts
- D) Review state-level recruitment processes
- **Answer: B**

Q12: The observer status of the Federal Civil Service Commissioner ensures:

- A) Political influence in promotions
 - B) Fairness, transparency, and adherence to public service rules
 - C) Direct appointment of candidates
 - D) Creation of new civil service positions
 - **Answer: B**
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6. State 6 conditions that must be satisfied by an officer before being promoted.

Q13: Which of the following is NOT a condition for promotion in the civil service?

- A) Availability of vacancy
- B) Officer's performance and efficiency
- C) Personal relationship with senior officers
- D) Possession of required qualifications
- **Answer: C**

Q14: One of the conditions an officer must meet before promotion is:

- A) Being punctual to work once a week
 - B) Serving for a minimum period in the current grade
 - C) Attending at least two political rallies
 - D) Holding multiple job positions
 - **Answer: B**
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7. State 4 criteria for promotion.

Q15: Which of the following is NOT a key criterion for promotion in the civil service?

- A) Performance and efficiency
- B) Seniority and experience
- C) Political affiliation
- D) Examination or interview performance
- **Answer: C**

Q16: Promotion in the civil service is mainly based on:

- A) Work performance and availability of vacancies
 - B) Number of years spent in a particular city
 - C) Personal favors from superiors
 - D) Social media influence
 - **Answer: A**
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8. State 2 conditions governing promotion interviews.

Q17: A major condition governing a promotion interview is:

- A) Candidates must meet the minimum years of service requirement
- B) Candidates must be above 50 years old
- C) Candidates must be related to the head of service
- D) Candidates must provide personal financial records
- **Answer: A**

Q18: Before a promotion interview, an officer must:

- A) Demonstrate competence in their current role
 - B) Declare all assets publicly
 - C) Undergo a six-month political orientation
 - D) Pay an interview fee
 - **Answer: A**
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9. Define conversion and advancement.

Q19: Conversion in civil service means:

- A) Changing from one cadre to another based on qualifications
- B) Skipping grades without formal approval
- C) Gaining promotion through favoritism
- D) Transferring to another ministry
- **Answer: A**

Q20: Advancement in civil service refers to:

- A) Movement within the same cadre after acquiring higher qualifications
 - B) Retirement with benefits
 - C) Taking a leave of absence
 - D) Working overtime without pay
 - **Answer: A**
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10. Mention one condition for making conversion and advancement.

Q21: A key condition for conversion and advancement is:

- A) Acquisition of additional relevant qualifications
- B) Length of time spent outside the country
- C) Completing a mandatory physical fitness test
- D) Approval from junior staff members
- **Answer: A**

Q22: An officer applying for conversion must:

- A) Obtain approval from the Civil Service Commission
- B) Spend five years in their current position
- C) Request a personal recommendation letter from the Governor
- D) Participate in a state-wide election
- **Answer: A**

11. State 4 conditions for making promotion for:

(a) Grade level 7 to 14.

Q23: Promotion from Grade Level 7 to 14 requires:

- A) Completion of a minimum number of years in the current grade
- B) Owning a house in the Federal Capital Territory
- C) Attending political party meetings
- D) Having a personal business
- **Answer: A**

Q24: One condition for promotion from Grade Level 7 to 14 is:

- A) Performance evaluation and recommendation
- B) Investment in company shares
- C) Appointment by a political leader
- D) Completing a two-year probation period
- **Answer: A**

(b) Grade level 15 to 17.

Q25: Promotion from Grade Level 15 to 17 is subject to:

- A) Federal Civil Service Commission approval
- B) Monthly staff contributions
- C) Political party membership
- D) Buying an official car
- **Answer: A**

Q26: A critical requirement for promotion to Grade Level 17 is:

- A) Passing an assessment interview by the Senior Staff Committee
- B) Serving in multiple ministries at once
- C) Having at least five personal assistants
- D) Declaring personal assets to the media
- **Answer: A**

12. List 6 requirements for appointment into the Federal Civil Service.

Q27: Which of the following is NOT a requirement for appointment into the Federal Civil Service?

- A) Nigerian citizenship
- B) Minimum educational qualification
- C) Membership in a political party
- D) Good character and clean record
- **Answer: C**

Q28: One of the basic requirements for appointment into the Federal Civil Service is:

- A) Passing a recruitment examination and interview
- B) Owning a business
- C) Political sponsorship
- D) Holding a personal bank account with a minimum deposit
- **Answer: A**

13. If an officer wants to seek transfer into the Federal Civil Service, what 5 items must he submit?

Q29: One of the key documents required for transfer into the Federal Civil Service is:

- A) A letter of release from the current employer
- B) A signed personal loan agreement
- C) Proof of private business ownership
- D) A certificate of tax exemption
- **Answer: A**

Q30: When applying for a transfer into the Federal Civil Service, an officer must submit:

- A) A performance evaluation report from the current employer
- B) A letter of commendation from a political party
- C) A written approval from a traditional ruler
- D) Proof of international travel experience
- **Answer: A**

14. Mention 4 types of appointment into the civil service.

Q31: Which of the following is NOT a type of appointment into the civil service?

- A) Permanent appointment
- B) Acting appointment
- C) Provisional appointment
- D) Self-appointment
- **Answer: D**

Q32: One of the major types of appointment into the civil service is:

- A) Contract appointment
 - B) Political nomination
 - C) Casual appointment
 - D) Emergency appointment
 - **Answer: A**
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15. What is the probationary period in the civil service?

Q33: The probationary period in the civil service is:

- A) A trial period before confirmation of appointment
- B) A period of indefinite suspension
- C) A waiting period before receiving salary
- D) A compulsory leave before starting work
- **Answer: A**

Q34: The standard probationary period in the Nigerian Civil Service is typically:

- A) 2 years
 - B) 1 month
 - C) 5 years
 - D) 10 years
 - **Answer: A**
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Here's the continuation with **2 CBT questions and correct answers** for each topic:

16. Who are those exempted from probation in civil service?

Q35: Which category of officers is typically exempted from the probationary period in the civil service?

- A) Officers transferred from other government services with confirmed appointments
- B) Fresh graduates joining the service
- C) Temporary staff
- D) Interns
- **Answer: A**

Q36: Officers who are exempted from probation must have:

- A) Previously held a confirmed appointment in another government agency
- B) Completed a six-month political orientation program
- C) Been nominated by a senior officer
- D) Worked in the private sector for at least five years
- **Answer: A**

17. What is transfer?

Q37: Transfer in the civil service refers to:

- A) Movement of an officer from one department or ministry to another
- B) Temporary assignment of additional responsibilities
- C) Promotion to a higher grade
- D) Termination of employment
- **Answer: A**

Q38: A transfer in the civil service is usually approved by:

- A) The Civil Service Commission
 - B) A personal friend of the officer
 - C) Any staff member in the department
 - D) The officer's immediate subordinate
 - **Answer: A**
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18. What is secondment?

Q39: Secondment in the civil service means:

- A) Temporary release of an officer to another organization for a specified period
- B) Permanent dismissal from service
- C) Assignment of new responsibilities without salary increment
- D) Automatic promotion to the next grade level
- **Answer: A**

Q40: A key characteristic of secondment is that:

- A) The officer retains their position in their parent organization
 - B) The officer resigns permanently
 - C) The officer loses all employment benefits
 - D) The officer must reapply for a new position
 - **Answer: A**
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19. Differentiate between transfer and secondment.

Q41: The main difference between transfer and secondment is that:

- A) Transfer is permanent, while secondment is temporary
- B) Transfer applies only to junior staff
- C) Secondment is for international assignments only
- D) Transfer requires a reduction in salary
- **Answer: A**

Q42: In secondment, the officer's salary is usually paid by:

- A) The parent organization
 - B) The officer's personal account
 - C) A foreign sponsor
 - D) The host organization only
 - **Answer: A**
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20. Identify 5 different types of transfer.

Q43: Which of the following is NOT a type of transfer in the civil service?

- A) Inter-ministerial transfer
- B) Voluntary transfer
- C) Sports transfer
- D) Inter-governmental transfer
- **Answer: C**

Q44: One type of transfer in the civil service is:

- A) Inter-service transfer
 - B) Job-sharing transfer
 - C) Anonymous transfer
 - D) Probationary transfer
 - **Answer: A**
-

21. What is contract appointment?

Q45: Contract appointment in the civil service refers to:

- A) Temporary employment based on a fixed agreement
- B) Permanent employment with full pension benefits
- C) Political appointment that lasts for life
- D) Secret appointment without documentation
- **Answer: A**

Q46: One feature of a contract appointment is that:

- A) It has a specified duration and conditions
 - B) It is given automatically to every applicant
 - C) It guarantees lifetime pension
 - D) It requires compulsory military service
 - **Answer: A**
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22. Give 5 examples of people that are given contract appointment.

Q47: Which of the following is NOT typically given a contract appointment?

- A) Retired officers with valuable experience

- B) Foreign experts hired for specialized roles
- C) Newly recruited junior staff
- D) Professionals with rare skills
- **Answer: C**

Q48: A common recipient of a contract appointment is:

- A) A retired judge invited for advisory duties
 - B) A student on internship
 - C) A fresh university graduate with no work experience
 - D) A political campaign manager
 - **Answer: A**
-

21. Differentiate between transfer and posting.

Q49: The key difference between transfer and posting is that:

- A) Transfer is permanent, while posting is usually temporary
- B) Transfer applies only to senior officers
- C) Posting is done without any formal process
- D) Transfer is done only within the same department
- **Answer: A**

Q50: Posting in the civil service is mainly done to:

- A) Fill temporary vacancies or balance workforce distribution
 - B) Terminate an officer's employment
 - C) Permanently change an officer's ministry
 - D) Force an officer into retirement
 - **Answer: A**
-

Which authority is responsible for the appointment of:

Q51: Appointments for Grade Level 01 to 06 in the civil service are handled by:

- A) The Ministry or Department
- B) The Federal Civil Service Commission
- C) The President
- D) The National Assembly
- **Answer: A**

Q52: Officers on Grade Level 15 to 17 are appointed by:

- A) The Federal Civil Service Commission
- B) The Ministry of Finance
- C) The Permanent Secretary
- D) The Head of Civil Service of the Federation
- **Answer: A**

22. State 7 guidelines for appointment into:

Q53: One key guideline for the appointment into junior posts is:

- A) Candidates must possess at least a Primary School Leaving Certificate
- B) Candidates must be at least 50 years old
- C) Candidates must have prior experience in banking
- D) Candidates must be from the same state as the appointing officer
- **Answer: A**

Q54: A guideline for appointment into senior posts is:

- A) Possession of the required academic and professional qualifications
 - B) Appointment must be based on family ties
 - C) Only persons with international experience can apply
 - D) It is done exclusively through internal recruitment
 - **Answer: A**
-

23. What is personnel matters?

Q55: Personnel matters in the civil service involve:

- A) Recruitment, promotion, discipline, and welfare of staff
- B) Only financial transactions in the ministry
- C) Matters relating to contracts with foreign companies
- D) Handling of criminal cases in ministries
- **Answer: A**

Q56: Personnel matters are typically managed by:

- A) The Human Resources or Administrative Department
 - B) The Security Unit
 - C) External consultants only
 - D) The Office of the Chief Justice
 - **Answer: A**
-

24. List 3 common service departments.

Q57: Which of the following is NOT a common service department in the civil service?

- A) Human Resources Department
- B) Finance and Accounts Department
- C) Catering Department
- D) General Services Department
- **Answer: C**

Q58: One of the common service departments in the civil service is:

- A) Planning, Research, and Statistics
 - B) Sports and Recreation Unit
 - C) Private Security Services
 - D) Food Supply and Logistics
 - **Answer: A**
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25. State 5 conditions for confirmation of appointment.

Q59: One of the conditions for confirmation of appointment in the civil service is:

- A) Successful completion of the probationary period
- B) Serving for a minimum of 20 years
- C) Obtaining a personal recommendation from the minister
- D) Being related to a senior officer
- **Answer: A**

Q60: Confirmation of appointment is usually done after:

- A) A successful performance evaluation and clearance of disciplinary records
 - B) Automatic approval after three months
 - C) The officer pays a confirmation fee
 - D) A political election
 - **Answer: A**
-

Here's the continuation with **2 CBT questions and correct answers** for each topic:

26. Define recruitment.

Q61: Recruitment in the civil service is best defined as:

- A) The process of attracting, selecting, and appointing suitable candidates for jobs
- B) The removal of unqualified staff from service
- C) The training of existing employees
- D) The transfer of officers between ministries
- **Answer: A**

Q62: The primary objective of recruitment is to:

- A) Ensure the right personnel are employed for effective service delivery
 - B) Replace all retiring officers with new staff
 - C) Promote only internal candidates
 - D) Allow only senior officials to make hiring decisions
 - **Answer: A**
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27. What are the provisions for making acting appointments?

Q63: Acting appointments are usually made when:

- A) A substantive officer is unavailable, and a replacement is temporarily needed
- B) A junior officer wants to gain promotion
- C) The post is permanently vacant
- D) An officer requests additional responsibilities
- **Answer: A**

Q64: Acting appointments should not exceed a period of:

- A) 6 months, unless otherwise approved
 - B) 10 years
 - C) 2 days
 - D) 1 month
 - **Answer: A**
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28. When is disciplinary procedure initiated against an officer?

Q65: Disciplinary procedures against an officer are initiated when:

- A) The officer commits an act of misconduct or inefficiency
- B) The officer completes a training program
- C) The officer submits a resignation letter
- D) The officer is promoted
- **Answer: A**

Q66: The first step in a disciplinary procedure is:

- A) Issuance of a query to the officer involved
 - B) Immediate dismissal of the officer
 - C) Automatic salary reduction
 - D) Suspension without investigation
 - **Answer: A**
-

29. Differentiate between general inefficiency and misconduct.

Q67: General inefficiency in the civil service refers to:

- A) Consistent failure to meet job expectations
- B) Stealing government funds
- C) Committing a criminal offense
- D) Leaving work early without permission
- **Answer: A**

Q68: Misconduct in the civil service typically involves:

- A) A violation of rules, regulations, or ethical standards

- B) Inability to complete work on time
 - C) Being absent from duty due to illness
 - D) Requesting for annual leave
 - **Answer: A**
-

30. List 10 examples of misconduct in the civil service.

Q69: Which of the following is NOT considered misconduct in the civil service?

- A) Gross insubordination
- B) Reporting to work on time
- C) Fraudulent practices
- D) Falsification of records
- **Answer: B**

Q70: One example of misconduct in the civil service is:

- A) Unauthorized disclosure of official information
 - B) Completing assigned duties diligently
 - C) Attending official meetings regularly
 - D) Following all service rules
 - **Answer: A**
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31. Differentiate between suspension and interdiction.

Q71: Suspension in the civil service means:

- A) Temporary removal of an officer from duty, often without pay, pending investigation
- B) Permanent removal of an officer from service
- C) Transfer to another ministry
- D) Reduction in rank due to inefficiency
- **Answer: A**

Q72: Interdiction in the civil service usually occurs when:

- A) An officer is being investigated for a serious offense and is placed on partial salary
 - B) An officer is given a promotion
 - C) A ministry is restructuring
 - D) An officer voluntarily resigns
 - **Answer: A**
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32. What is financial embarrassment?

Q73: Financial embarrassment in the civil service refers to:

- A) A situation where an officer is unable to meet financial obligations due to excessive debt
- B) Failure of an officer to save money

- C) Receiving a salary increase
- D) Proper financial management by an officer
- **Answer: A**

Q74: Financial embarrassment is considered a serious offense because:

- A) It can affect an officer's efficiency and integrity in service
- B) It allows an officer to earn more money
- C) It improves the officer's reputation
- D) It is not considered serious
- **Answer: A**

33. What procedure will you adopt in dealing with the shortcomings of your subordinates?

Q75: One effective way to address shortcomings in subordinates is to:

- A) Provide guidance, training, and mentorship
- B) Ignore their mistakes and let them learn on their own
- C) Recommend immediate dismissal
- D) Suspend them indefinitely
- **Answer: A**

Q76: When a subordinate continuously underperforms, the next step should be:

- A) Issue a query and provide necessary support for improvement
- B) Fire them immediately
- C) Reduce their salary
- D) Ignore the situation
- **Answer: A**

34. Differentiate between basic salary, gross income, and take-home pay.

Q77: Basic salary refers to:

- A) The fixed amount paid to an employee before deductions and allowances
- B) The total earnings after deductions
- C) The amount spent on official duties
- D) The money given as a loan
- **Answer: A**

Q78: Gross income includes:

- A) Basic salary plus all allowances before deductions
- B) Only the salary without any benefits
- C) The final amount received after tax deductions
- D) Personal savings of an officer
- **Answer: A**

35. How is seniority determined in the civil service?

Q79: In the civil service, seniority is primarily determined by:

- A) Date of first appointment and rank
- B) Personal relationships with superiors
- C) Number of friends in high positions
- D) How long the officer has lived in the city
- **Answer: A**

Q80: An officer's seniority can also be influenced by:

- A) Performance, conduct, and length of service
 - B) Political party membership
 - C) The number of times they have been absent
 - D) The number of social events they attend
 - **Answer: A**
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36. List 20 ways of leaving the service.

Q81: Which of the following is NOT a way of leaving the civil service?

- A) Retirement
- B) Resignation
- C) Dismissal
- D) Unlimited tenure extension
- **Answer: D**

Q82: One of the voluntary ways of leaving the service is:

- A) Resignation
 - B) Dismissal
 - C) Termination due to misconduct
 - D) Suspension
 - **Answer: A**
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37. Differentiate between withholding of increment and deferment of increment.

Q83: Withholding of increment in the civil service means:

- A) The denial of an officer's scheduled salary increment due to misconduct or inefficiency
- B) A temporary delay in salary payment
- C) An automatic salary reduction
- D) A promotion without salary adjustment
- **Answer: A**

Q84: Deferment of increment refers to:

- A) A delay in the implementation of an officer's salary increment for a specific period
 - B) Permanent removal of an officer's salary increment
 - C) Reduction in rank due to inefficiency
 - D) An automatic increase in salary without performance review
 - **Answer: A**
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38. Differentiate between dismissal and termination of appointment.

Q85: Dismissal from the civil service means:

- A) A punitive measure where an officer is removed from service with loss of benefits
- B) Voluntary resignation with full benefits
- C) A routine retirement process
- D) Promotion to a higher level
- **Answer: A**

Q86: Termination of appointment is different from dismissal because:

- A) It is an administrative action that may entitle the officer to benefits
 - B) It is a form of promotion
 - C) The officer is dismissed without investigation
 - D) The officer continues to receive a salary
 - **Answer: A**
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39. What does 'Classified Correspondence' mean?

Q87: Classified correspondence in the civil service refers to:

- A) Official documents that contain sensitive or confidential information
- B) Any ordinary memo sent between offices
- C) Letters exchanged between civil servants and their friends
- D) Publicly available documents
- **Answer: A**

Q88: Which of the following is NOT an example of classified correspondence?

- A) Secret government memos
 - B) Top-level policy documents
 - C) General circulars for all staff
 - D) Security-related official reports
 - **Answer: C**
-

40. How is seniority determined in the civil service?

Q89: Seniority in the civil service is primarily determined by:

- A) Date of first appointment and rank
- B) The officer's personal connections
- C) The amount of time an officer spends in one office
- D) The number of training programs attended
- **Answer: A**

Q90: In cases where officers were appointed on the same date, seniority is decided by:

- A) Their performance ranking and date of birth
- B) Who reports to work earliest
- C) The number of leave days taken
- D) The officer's political affiliation
- **Answer: A**

41. List 20 ways of leaving the service.

Q91: Which of the following is NOT a way of leaving the civil service?

- A) Retirement
- B) Promotion
- C) Dismissal
- D) Termination
- **Answer: B**

Q92: Which of the following is a voluntary method of leaving the civil service?

- A) Resignation
- B) Suspension
- C) Dismissal
- D) Termination for misconduct
- **Answer: A**

41. Define authority as used in the service.

Q93: In the civil service, authority is best defined as:

- A) The right to give orders and ensure they are obeyed
- B) The ability to manipulate others
- C) The privilege to work independently without supervision
- D) The right to ignore official rules and procedures
- **Answer: A**

Q94: Which of the following best describes the source of an officer's authority in the civil service?

- A) Delegation from higher-ranking officials
- B) Self-acquired power
- C) Popularity among colleagues

- D) Personal wealth
 - **Answer: A**
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42. List 5 sources of authority.

Q95: Which of the following is NOT a source of authority in the civil service?

- A) Constitution
- B) Financial resources
- C) Civil Service Rules
- D) Delegation
- **Answer: B**

Q96: The primary legal source of authority in the Nigerian civil service is:

- A) The Nigerian Constitution
 - B) Personal opinions of senior officers
 - C) Informal office discussions
 - D) Social media trends
 - **Answer: A**
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43. Mention 6 steps a civil servant can use in supplying information to aid decision-making.

Q97: What is the first step in supplying information for decision-making?

- A) Identifying the information needed
- B) Destroying old records
- C) Making random guesses
- D) Ignoring available data
- **Answer: A**

Q98: Before presenting information to aid decision-making, a civil servant must:

- A) Ensure its accuracy and relevance
 - B) Hide any negative details
 - C) Only consider personal opinions
 - D) Disregard government policies
 - **Answer: A**
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44. List any 15 sources of information in the service.

Q99: Which of the following is NOT a source of information in the civil service?

- A) Government gazettes
- B) Newspapers
- C) Fictional novels

- D) Official reports
- **Answer: C**

Q100: The most reliable source of policy-related information in the civil service is:

- A) Government circulars and directives
 - B) Gossip from colleagues
 - C) Personal blogs
 - D) Social media posts
 - **Answer: A**
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45. List 10 codes of ethics in government business/services.

Q101: Which of the following is NOT a code of ethics in government service?

- A) Transparency
- B) Nepotism
- C) Integrity
- D) Accountability
- **Answer: B**

Q102: Civil servants are expected to uphold ethical standards such as:

- A) Honesty, objectivity, and impartiality
 - B) Bribery, favoritism, and secrecy
 - C) Disloyalty and dishonesty
 - D) Corruption and negligence
 - **Answer: A**
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46. List 10 forms of official means of communication in service.

Q103: Which of the following is a formal means of communication in the civil service?

- A) Office memos
- B) Gossip
- C) Personal WhatsApp messages
- D) Rumors
- **Answer: A**

Q104: The most official way to communicate policies within the civil service is through:

- A) Circulars and memos
 - B) Verbal instructions only
 - C) Social media posts
 - D) Phone calls
 - **Answer: A**
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47. List 7 things that may be included in handing-over notes.

Q105: Which of the following is an essential part of a proper handing-over note?

- A) Details of ongoing projects
- B) Family issues of the outgoing officer
- C) Personal grievances
- D) Office gossip
- **Answer: A**

Q106: A handing-over note should include:

- A) Official records, financial status, and pending assignments
 - B) Personal complaints and rumors
 - C) Only a resignation letter
 - D) A casual farewell message
 - **Answer: A**
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48. What is a certificate of service?

Q107: A certificate of service is issued to a retiring or resigning officer to:

- A) Confirm their period of service and contributions
- B) Guarantee automatic reemployment
- C) Replace an official promotion letter
- D) Serve as a personal ID card
- **Answer: A**

Q108: The certificate of service is important because it:

- A) Provides a record of employment history
 - B) Grants civil servants lifelong salary
 - C) Can be sold for financial gain
 - D) Automatically qualifies a person for political office
 - **Answer: A**
-

49. State the 3 importance of information in the service.

Q109: Why is information crucial in the civil service?

- A) It helps in decision-making
- B) It allows officers to gossip more
- C) It encourages secrecy
- D) It promotes disorder
- **Answer: A**

Q110: Proper information management in the civil service helps in:

- A) Enhancing efficiency and accountability

- B) Encouraging disorganization
 - C) Promoting favoritism
 - D) Avoiding work responsibilities
 - **Answer: A**
-

50. Under the civil service reforms, things go together as far as grade levels 14 to 17 positions are concerned. Identify these 3 things.

Q111: In the civil service reforms, the three key aspects of positions from grade level 14 to 17 are:

- A) Merit, seniority, and vacancies
- B) Wealth, political connections, and favoritism
- C) Bribery, corruption, and secrecy
- D) Disobedience, lateness, and insubordination
- **Answer: A**

Q112: Promotion to grade levels 14 to 17 is based on:

- A) Merit, experience, and available vacancies
 - B) Political affiliation only
 - C) Social media popularity
 - D) Personal friendships
 - **Answer: A**
-

51. Define the term: Child of a Servant.

Q113: In civil service terms, a "Child of a Servant" refers to:

- A) Any child in the country
- B) A child whose parent is a civil servant
- C) Any person who works under a government official
- D) A person with no legal guardian
- **Answer: B**

Q114: The term "Child of a Servant" is used in:

- A) Determining eligibility for certain benefits
 - B) Issuing political appointments
 - C) Military enlistment procedures
 - D) Passport applications
 - **Answer: A**
-

52. Differentiate between minutes and draft.

Q115: The primary difference between minutes and a draft is that:

- A) Minutes record decisions taken at a meeting, while a draft is a preliminary document
- B) Minutes are informal, while drafts are final
- C) Drafts are spoken, while minutes are written
- D) Minutes are only for office memos
- **Answer: A**

Q116: In the civil service, minutes are mainly used to:

- A) Summarize discussions and decisions at a meeting
 - B) Draft new policies
 - C) Issue direct commands
 - D) Approve financial payments
 - **Answer: A**
-

53. State 5 features of a good draft.

Q117: A good draft in civil service communication should be:

- A) Clear, concise, and well-structured
- B) Confusing and lengthy
- C) Full of complex words and jargon
- D) Written in informal language
- **Answer: A**

Q118: Which of these is NOT a feature of a good draft?

- A) Ambiguity
 - B) Clarity
 - C) Logical organization
 - D) Precision
 - **Answer: A**
-

54. Mention any 5 faults that should be guarded against in drafting or minuting.

Q119: Which of the following should be avoided in official drafts?

- A) Vagueness and redundancy
- B) Clarity and accuracy
- C) Precision and coherence
- D) Proper referencing
- **Answer: A**

Q120: A major fault in minuting is:

- A) Omitting key decisions taken at the meeting
- B) Summarizing discussions accurately
- C) Using formal language
- D) Structuring points logically
- **Answer: A**

55. Differentiate between memoranda and briefs.

Q121: The main difference between memoranda and briefs is that:

- A) Memoranda are detailed internal communications, while briefs are summaries
- B) Briefs are more detailed than memoranda
- C) Memoranda are meant for external use only
- D) Briefs are used only for financial records
- **Answer: A**

Q122: Memoranda in civil service are primarily used for:

- A) Internal communication
 - B) Public advertisements
 - C) Budget planning
 - D) Social media posts
 - **Answer: A**
-

56. State 3 essential features of a good brief.

Q123: A good brief should include:

- A) Conciseness, clarity, and accuracy
- B) Unnecessary details and complex language
- C) Slang and informal language
- D) Irrelevant personal opinions
- **Answer: A**

Q124: One key feature of a good brief is:

- A) Straight-to-the-point information
 - B) Lengthy explanations
 - C) Subjective arguments
 - D) Personal complaints
 - **Answer: A**
-

57. Define condonation of service.

Q125: Condonation of service in civil service refers to:

- A) The official forgiveness of a break in service for pension purposes
- B) Automatic promotion of an officer
- C) The suspension of an officer
- D) Unpaid leave
- **Answer: A**

Q126: Condonation of service is important because it:

- A) Helps in pension calculations
 - B) Leads to immediate dismissal
 - C) Disqualifies an officer from promotion
 - D) Reduces an officer's salary
 - **Answer: A**
-

58. Mention 2 types of registries in a ministry.

Q127: The two main types of registries in a ministry are:

- A) Central registry and departmental registry
- B) Primary registry and private registry
- C) Public registry and secret registry
- D) Commercial registry and informal registry
- **Answer: A**

Q128: A departmental registry in a ministry is responsible for:

- A) Managing records within a specific department
 - B) Issuing national identity cards
 - C) Conducting civil service exams
 - D) Overseeing financial transactions
 - **Answer: A**
-

59. Mention 5 different types of leave an officer can take.

Q129: Which of the following is NOT a type of leave in the civil service?

- A) Study leave
- B) Maternity leave
- C) Annual leave
- D) Social media leave
- **Answer: D**

Q130: A civil servant can apply for:

- A) Sick leave, casual leave, and annual leave
 - B) Political leave and social media leave
 - C) Party leave and entertainment leave
 - D) Festival leave and wedding leave
 - **Answer: A**
-

60. List 4 categories of staff eligible for duty tour allowances.

Q131: Duty tour allowances are given to officers who:

- A) Travel for official assignments

- B) Go on vacation
- C) Attend personal family events
- D) Visit friends in other states
- **Answer: A**

Q132: Which category of staff is NOT eligible for duty tour allowances?

- A) Contract staff
 - B) Permanent officers on official assignments
 - C) Directors traveling for work-related duties
 - D) Senior officers on inspection tours
 - **Answer: A**
-

61. List 10 allowances payable in the service.

Q133: Which of the following is NOT an allowance payable in the civil service?

- A) Rent subsidy
- B) Disturbance allowance
- C) Party allowance
- D) Transport allowance
- **Answer: C**

Q134: Which of these is a type of allowance payable to civil servants?

- A) Hardship allowance
 - B) School fees allowance
 - C) Festival bonus
 - D) Personal leave allowance
 - **Answer: A**
-

62. What is disturbance or settlement allowance?

Q135: Disturbance or settlement allowance is given to an officer who:

- A) Relocates due to transfer
- B) Gets promoted
- C) Is on casual leave
- D) Attends a workshop
- **Answer: A**

Q136: Disturbance allowance is meant to cover:

- A) The cost of resettlement when an officer is transferred
- B) Vacation expenses
- C) Office supplies
- D) Medical checkups
- **Answer: A**

63. Define increment.

Q137: In civil service, an increment refers to:

- A) A periodic increase in salary
- B) A one-time bonus payment
- C) Deduction from salary
- D) A leave allowance
- **Answer: A**

Q138: When is an officer eligible for salary increment?

- A) Annually, based on performance and conditions of service
 - B) Only after 10 years of service
 - C) At the discretion of the Head of Service
 - D) Upon request from the officer
 - **Answer: A**
-

64. Define sick leave and casual leave.

Q139: Sick leave is granted to an officer who:

- A) Is medically unfit to work
- B) Wants to travel for leisure
- C) Is retiring soon
- D) Has disciplinary issues
- **Answer: A**

Q140: Casual leave is typically granted for:

- A) Personal emergencies or short-term absences
 - B) Extended vacations
 - C) Long-term medical conditions
 - D) Attending official conferences
 - **Answer: A**
-

65. State 10 conditions that govern the grant of annual leave.

Q141: Annual leave is typically granted to officers who:

- A) Have completed a minimum period of service
- B) Have no pending disciplinary case
- C) Meet attendance requirements
- D) All of the above
- **Answer: D**

Q142: Which of the following is NOT a condition for granting annual leave?

- A) Completion of one-year service
 - B) Being on probation
 - C) Having unresolved financial misconduct
 - D) Holding an administrative position
 - **Answer: D**
-

66. Explain the actions an aggrieved officer may take in matters of promotion.

Q143: An aggrieved officer who is dissatisfied with a promotion decision can:

- A) Submit an appeal through the proper channel
- B) Resign immediately
- C) Organize a protest
- D) Ignore the decision
- **Answer: A**

Q144: An officer's appeal on promotion matters should be addressed to:

- A) The Civil Service Commission
 - B) The Finance Department
 - C) A labor union
 - D) The police
 - **Answer: A**
-

67. State the procedure for appeal and petition by aggrieved officers on matters of appointment, promotion, and discipline.

Q145: The first step in appealing a promotion decision is to:

- A) Submit a formal petition through the appropriate hierarchy
- B) Go to the media
- C) Seek a lawyer immediately
- D) Ignore the decision
- **Answer: A**

Q146: A valid appeal must be:

- A) Submitted in writing through the correct channel
 - B) Filed through social media
 - C) Based on emotions
 - D) Addressed to the general public
 - **Answer: A**
-

68. Identify 7 categories of officers or appointments which the Civil Service Commission cannot make.

Q147: Which of these appointments is NOT made by the Civil Service Commission?

- A) Political appointments
- B) Career civil service appointments
- C) Director of Public Enterprises
- D) Special Advisers
- **Answer: A**

Q148: The Civil Service Commission does NOT appoint:

- A) Judges
- B) Permanent Secretaries
- C) Clerks
- D) Administrative officers
- **Answer: A**

69. Differentiate between the term Civil Service and Public Service.

Q149: The Civil Service is different from the Public Service because:

- A) The Civil Service consists of career government workers, while the Public Service includes all government agencies
- B) The Public Service only refers to the military
- C) The Civil Service includes private businesses
- D) The Civil Service operates outside government regulations
- **Answer: A**

Q150: The Public Service comprises:

- A) Civil Service, armed forces, police, and government corporations
- B) Only the judiciary
- C) Private organizations
- D) Banks and insurance firms
- **Answer: A**

70. What are the objectives of the Public Service Rules?

Q151: The primary objective of the Public Service Rules is to:

- A) Provide guidelines for the conduct and management of civil servants
- B) Restrict civil servants' salaries
- C) Ensure secrecy in government
- D) Allow officers to operate freely
- **Answer: A**

Q152: Public Service Rules help in:

- A) Establishing order and discipline in government institutions
- B) Eliminating all forms of bureaucracy
- C) Encouraging political interference
- D) Allowing personal discretion in promotions
- **Answer: A**

71. State the sub-divisions in a department in any ministry and their heads.

Q153: Which of the following is NOT a common sub-division in a ministry?

- A) Administration
- B) Finance and Accounts
- C) Research and Statistics
- D) Entertainment
- **Answer: D**

Q154: Who is the head of the Administration department in a ministry?

- A) Director of Administration
- B) Minister of Finance
- C) Chief Accountant
- D) Technical Officer
- **Answer: A**

72. Give 2 reasons why Permanent Secretaries are made the recording officers of their respective ministries.

Q155: Permanent Secretaries serve as recording officers because they:

- A) Ensure policy continuity and documentation
- B) Approve all political appointments
- C) Determine the national budget alone
- D) Control state elections
- **Answer: A**

Q156: One major reason Permanent Secretaries serve as recording officers is:

- A) Their role in keeping official government records
- B) Their ability to contest elections
- C) Their exclusive right to financial incentives
- D) Their role in managing sports programs
- **Answer: A**

73. State 5 functions of the head of ministries and extra-ministerial departments.

Q157: Which of the following is NOT a function of the head of a ministry?

- A) Overseeing policy implementation
- B) Supervising staff recruitment
- C) Issuing personal business licenses
- D) Coordinating department activities
- **Answer: C**

Q158: One key function of the head of an extra-ministerial department is:

- A) Advising the government on sector policies
 - B) Conducting elections
 - C) Running private businesses on behalf of the government
 - D) Approving all foreign contracts
 - **Answer: A**
-

74. Define the following terms:

- a. Head of Department
- b. Wife of a Servant
- c. Nigerian Officer

Q159: Who is considered a Head of Department in the civil service?

- A) A senior officer in charge of a specific department
- B) A government contractor
- C) A labor union leader
- D) Any worker in a private firm
- **Answer: A**

Q160: A "Nigerian Officer" in the civil service is defined as:

- A) Any Nigerian employed in government service
 - B) Only military personnel
 - C) Any foreign worker in Nigeria
 - D) A retired government official
 - **Answer: A**
-

75. How long will the following officers be allowed to retain the use of staff quarters?

Q161: An officer who is dismissed from service must vacate government quarters within:

- A) 24 hours
- B) 1 week
- C) 1 month
- D) 6 months
- **Answer: A**

Q162: The spouse of a deceased officer is allowed to remain in staff quarters for:

- A) 6 months after the officer's death
 - B) 1 year after retirement
 - C) Permanently
 - D) Until they remarry
 - **Answer: A**
-

76. What is the proper channel for routing a petition?

Q163: A civil servant's petition should be submitted through:

- A) The officer's immediate supervisor
- B) Any government official
- C) A social media platform
- D) Directly to the President
- **Answer: A**

Q164: A petition submitted outside the official channel may be:

- A) Rejected
 - B) Fast-tracked
 - C) Sent directly to the media
 - D) Accepted immediately
 - **Answer: A**
-

77. Give 5 qualities of a petition. Give 5 reasons why a petition may be rejected.

Q165: Which of the following is NOT a quality of a valid petition?

- A) Clarity and precision
- B) Addressed through the correct channel
- C) Use of emotional language
- D) Based on verifiable facts
- **Answer: C**

Q166: A petition may be rejected if:

- A) It lacks proper documentation
 - B) It follows due process
 - C) It is written in formal language
 - D) It is properly formatted
 - **Answer: A**
-

78. List 8 conditions attached to occupation of government quarters by civil servants.

Q167: Which of the following is NOT a condition for occupying government quarters?

- A) The officer must be in active service
- B) The officer must pay utility bills
- C) The officer can transfer the property to a relative
- D) The officer must vacate after retirement
- **Answer: C**

Q168: Government quarters are meant for:

- A) Civil servants on active duty
 - B) Any resident in the area
 - C) Foreign investors
 - D) Private business owners
 - **Answer: A**
-

79. State the function of a Medical Board.

Q169: The primary function of a Medical Board is to:

- A) Assess the medical fitness of civil servants
- B) Approve annual leave requests
- C) Conduct staff recruitment
- D) Organize government social events
- **Answer: A**

Q170: A Medical Board is convened to:

- A) Determine an officer's fitness for duty
 - B) Approve salary increments
 - C) Conduct employee training
 - D) Supervise pension payments
 - **Answer: A**
-

80. State 5 purposes of the APER (Annual Performance Evaluation Report).

Q171: The APER is used primarily for:

- A) Assessing an officer's job performance
- B) Issuing salary deductions
- C) Conducting political campaigns
- D) Granting business licenses
- **Answer: A**

Q172: One key purpose of the Annual Performance Evaluation Report (APER) is to:

- A) Determine eligibility for promotion
 - B) Assign personal loans to officers
 - C) Allow officers to contest elections
 - D) Approve annual vacation trips
 - **Answer: A**
-

81. Differentiate between Federal Parastatals and Extra-Ministerial Departments with Examples.

Q173: Which of the following is an example of a Federal Parastatal?

- A) National Bureau of Statistics
- B) Ministry of Education
- C) Office of the Head of Service
- D) Federal Civil Service Commission
- **Answer: A**

Q174: Extra-ministerial departments differ from parastatals because they:

- A) Operate as part of ministries
- B) Have financial autonomy
- C) Are private organizations
- D) Do not report to the government
- **Answer: A**

82. How Many Years Would a Pensionable Officer Serve to Qualify for Pension and Gratuity?

Q175: The minimum number of years a pensionable officer must serve to qualify for pension is:

- A) 5 years
- B) 10 years
- C) 15 years
- D) 35 years
- **Answer: B**

Q176: A civil servant qualifies for full retirement benefits after serving for:

- A) 25 years
- B) 30 years
- C) 35 years
- D) 40 years
- **Answer: C**

83. Mention 6 Items a Retiree Should Submit Before Retirement.

Q177: Which of the following is NOT required for retirement processing?

- A) Last promotion letter
- B) Bank verification number (BVN)
- C) Certificate of Origin
- D) Record of service
- **Answer: C**

Q178: One important document a retiree must submit is:

- A) Letter of voluntary retirement
- B) Voter's card
- C) Marriage certificate

- D) Political party membership card
 - **Answer: A**
-

84. State 5 Circumstances in Which Pension and Gratuity is Paid.

Q179: Pension and gratuity are paid in all the following circumstances EXCEPT:

- A) Voluntary retirement after required years of service
- B) Mandatory retirement at 60 years or 35 years of service
- C) Retirement due to ill health
- D) Resignation after 5 years
- **Answer: D**

Q180: Pension can be paid if an officer:

- A) Dies in active service
 - B) Is dismissed for misconduct
 - C) Abandons work for two years
 - D) Is found guilty of financial fraud
 - **Answer: A**
-

85. Differentiate Between the Office of the Secretary to the Government of the Federation and the Head of Service of the Federation.

Q181: The primary function of the Secretary to the Government of the Federation is:

- A) Coordinating government policies and programs
- B) Managing the civil service workforce
- C) Conducting staff training
- D) Supervising all ministers
- **Answer: A**

Q182: The Head of Service of the Federation is responsible for:

- A) Civil service administration
 - B) National security matters
 - C) Managing foreign relations
 - D) Approving state budgets
 - **Answer: A**
-

86. Define the Following:

- a. Annual Estimate
- b. Recurrent Expenditure
- c. Capital Expenditure
- d. Control Expenditure

Q183: Recurrent expenditure refers to:

- A) One-time expenses on projects
- B) Ongoing operational costs
- C) Money borrowed for development
- D) Foreign investments
- **Answer: B**

Q184: Capital expenditure is mainly used for:

- A) Salaries and wages
 - B) Buying equipment and infrastructure
 - C) Daily office supplies
 - D) Paying debts
 - **Answer: B**
-

87. What is Personnel Auditing?

Q185: Personnel auditing involves:

- A) Reviewing staff records and qualifications
- B) Checking financial transactions
- C) Conducting criminal investigations
- D) Managing private company accounts
- **Answer: A**

Q186: The main purpose of personnel auditing is to:

- A) Prevent ghost workers
 - B) Increase government revenue
 - C) Approve staff salaries
 - D) Assign personal loans
 - **Answer: A**
-

88. Mention 8 Ways the Morale of Civil Servants Can Be Boosted.

Q187: Which of the following is NOT a way to boost civil servant morale?

- A) Timely payment of salaries
- B) Promotion and career advancement
- C) Denying staff leave entitlements
- D) Providing training opportunities
- **Answer: C**

Q188: One major factor that enhances workers' morale is:

- A) Favoritism in job placements
- B) Fair performance evaluation and rewards
- C) Cutting staff benefits

- D) Increasing work hours without compensation
 - **Answer: B**
-

89. State 10 Items in the Record of Service.

Q189: Which of these is NOT found in an officer's record of service?

- A) Date of first appointment
- B) Number of children
- C) Annual salary progression
- D) Educational qualifications
- **Answer: B**

Q190: An officer's record of service includes:

- A) Promotions and transfers
 - B) List of political affiliations
 - C) Personal business investments
 - D) Social media history
 - **Answer: A**
-

90. What is Record of Service?

Q191: The record of service is:

- A) A comprehensive history of an officer's career
- B) A document showing salary payment details only
- C) A list of an officer's personal contacts
- D) A temporary file for new employees
- **Answer: A**

Q192: A civil servant's record of service is maintained to:

- A) Track promotions and benefits
 - B) Replace their identity card
 - C) Monitor their private activities
 - D) Reduce their pension
 - **Answer: A**
-

91. List 5 Items in APER Under Part One - Personnel Records of Employee.

Q193: Which of the following is included in the APER under personnel records?

- A) Date of first appointment
- B) Favorite hobbies
- C) Social media handles
- D) Political party membership

- **Answer: A**

Q194: One key item in APER Part One is:

- A) Previous job experiences
 - B) Monthly spending habits
 - C) Family secrets
 - D) Favorite TV shows
 - **Answer: A**
-

92. Define Adhoc Duties.

Q195: What are adhoc duties?

- A) Duties performed on a temporary or special assignment basis
- B) Permanent job responsibilities assigned to an officer
- C) Official leave periods granted to workers
- D) Duties that require no approval from superiors
- **Answer: A**

Q196: Adhoc duties are typically:

- A) Permanent responsibilities
 - B) Temporary or special assignments
 - C) Monthly recurring activities
 - D) Routine desk jobs
 - **Answer: B**
-

93. Under Item 11 of the APER, State the 2 Types of Duties Demanded.

Q197: The two types of duties in the APER assessment are:

- A) Scheduled and adhoc duties
- B) General and specific duties
- C) Daily and weekly duties
- D) Internal and external duties
- **Answer: A**

Q198: In APER, scheduled duties refer to:

- A) The routine responsibilities assigned to an officer
 - B) Special assignments outside normal responsibilities
 - C) Unapproved personal duties
 - D) Emergency work assignments
 - **Answer: A**
-

94. Mention 10 Aspects of Performance That Are Assessed in the APER.

Q199: Which of the following is NOT an aspect of performance in the APER?

- A) Productivity
- B) Punctuality
- C) Financial status
- D) Initiative
- **Answer: C**

Q200: APER assessment covers:

- A) Attitude to work
 - B) Political affiliation
 - C) Social media activity
 - D) Personal hobbies
 - **Answer: A**
-

95. Give 8 Features of the APER.

Q201: Which of the following is a feature of the APER?

- A) It evaluates an officer's performance
- B) It records an officer's family history
- C) It includes salary deductions only
- D) It serves as an employee loan request form
- **Answer: A**

Q202: A key feature of the APER is:

- A) It helps in decision-making for promotion
 - B) It determines an officer's political rights
 - C) It excludes supervisors' recommendations
 - D) It only applies to junior officers
 - **Answer: A**
-

96. Into How Many Parts is the APER Divided?

Q203: The APER is divided into:

- A) 2 parts
- B) 3 parts
- C) 4 parts
- D) 5 parts
- **Answer: B**

Q204: The three main parts of the APER include:

- A) Personal records, performance evaluation, and overall assessment

- B) Financial reports, salary breakdown, and benefits
 - C) Hobbies, skills, and interests
 - D) Job applications, CVs, and resignation letters
 - **Answer: A**
-

97. Name One of the 16 Aspects of Performance.

Q205: One aspect of performance assessment in the APER is:

- A) Leadership ability
- B) Favorite TV shows
- C) Political beliefs
- D) Social status
- **Answer: A**

Q206: In performance evaluation, an officer's **teamwork** is assessed under:

- A) Productivity
 - B) Interpersonal skills
 - C) Discipline
 - D) Technical skills
 - **Answer: B**
-

98. Name 2 Critical Areas in the APER.

Q207: Two critical areas in the APER are:

- A) Work efficiency and discipline
- B) Fashion sense and hobbies
- C) Social media usage and friendships
- D) Monthly spending habits and bank loans
- **Answer: A**

Q208: APER focuses on:

- A) An officer's job performance and conduct
 - B) Their social life and entertainment choices
 - C) Their internet browsing history
 - D) Their personal shopping preferences
 - **Answer: A**
-

99. What Are Advocate Duties? Give Examples.

Q209: Advocate duties refer to:

- A) Tasks related to promoting staff welfare and policy implementation
- B) Unofficial assignments given by colleagues

- C) Political campaign responsibilities
- D) Independent business ventures of staff
- **Answer: A**

Q210: Which of the following is an example of an advocate duty?

- A) Representing staff interests in union meetings
- B) Attending private parties
- C) Running personal businesses during office hours
- D) Ignoring official duties
- **Answer: A**

100. When is an Officer Allowed to Accept Gifts?

Q211: A civil servant may accept a gift when:

- A) It is given as part of a recognized cultural or traditional practice
- B) It influences their official decisions
- C) It is from a contractor seeking government favor
- D) It is given secretly
- **Answer: A**

Q212: A civil servant must decline a gift if:

- A) It is given with the intent to influence their duties
- B) It is a token of appreciation from a family member
- C) It is a small award for outstanding performance
- D) It is a ceremonial gift from a visiting dignitary
- **Answer: A**

101. Give 3 Conditions That Guide the Acceptance of Gifts by Civil Servants.

Q213: Which of these is a condition for accepting a gift in the civil service?

- A) It must not compromise official duties
- B) It must be from a contractor seeking favors
- C) It should be kept secret from supervisors
- D) It must be received in cash only
- **Answer: A**

Q214: A civil servant is permitted to accept gifts under:

- A) Ceremonial, cultural, or diplomatic occasions
- B) Political campaigns
- C) Business transactions
- D) Bribery situations
- **Answer: A**

103. What is Redundancy? What Factors Must Be Considered Before Declaring an Officer Redundant?

Q215: Redundancy in the civil service means:

- A) A situation where an officer's role is no longer needed
- B) An officer's refusal to work
- C) The early retirement of a civil servant
- D) The appointment of multiple officers for the same role
- **Answer: A**

Q216: Before declaring an officer redundant, authorities must consider:

- A) The availability of alternative job placements
 - B) The number of hours worked per week
 - C) The officer's interest in voluntary work
 - D) The officer's political alignment
 - **Answer: A**
-