

PROMOTION REVISION QUESTIONS

A. CIVIL SERVICE RULES:

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

- i. Name of the officer
- ii. Date of birth
- iii. Date of first appointment
- iv. Current grade level and step
- v. Date of last promotion
- vi. Educational qualifications

2. What is notional promotion?

Notional promotion is a promotion granted to an officer with effect from a retrospective date for purposes of seniority and pension benefits but without financial benefits for the period before the approval.

3. List 4 conditions for notional promotion.

- i. The officer must have been due for promotion but was denied due to administrative errors.
- ii. There must be evidence that the officer was qualified at the time.
- iii. The officer must still be in service at the time of the approval.
- iv. The approval must be backed by the appropriate authority.

4. What is the composition for:

A. Junior Staff Committee

- i. Representatives from the department or agency
- ii. Human resources personnel
- iii. Union representatives (where applicable)
- iv. A chairman, usually from senior management

B. Senior Staff Committee

- i. Permanent Secretary or Head of Agency (Chairman)
- ii. Directors from various departments
- iii. Representative of the Federal Civil Service Commission (Observer)
- iv. Other senior officials as necessary

5. What is the significance of the observer status of the Federal Civil Service Commissioner in Senior Staff Committee meetings?

- i. Ensures compliance with Federal Civil Service rules and guidelines.

- ii. Provides oversight and prevents bias or favoritism.
- iii. Maintains transparency and fairness in promotions and appointments.
- iv. Strengthens the credibility of the promotion process.

6. State 6 conditions that must be satisfied by an officer before being promoted.

- i. Must have served the required number of years on the current grade.
- ii. Must have a satisfactory performance appraisal.
- iii. Must have attended relevant training programs.
- iv. Must have no pending disciplinary cases.
- v. Must have met the minimum educational and professional qualifications.
- vi. Must have passed the required promotion examination or interview.

7. State 4 criteria for promotion.

- i. Seniority and merit
- ii. Performance appraisal scores
- iii. Years of service on the current grade
- iv. Availability of vacancies in the establishment

8. State 2 conditions governing promotion interviews.

- i. The officer must meet the eligibility criteria before being invited.
- ii. The interview must be conducted by a properly constituted panel.

9. Define conversion and advancement.

- i. **Conversion:** The movement of an officer from one cadre to another, usually after acquiring additional qualifications.
- ii. **Advancement:** The movement of an officer within the same cadre but to a higher grade based on performance and experience.

10. Mention one condition for making conversion and advancement.

The officer must have obtained the required qualification for the new cadre.

11. State 4 conditions for making promotion for:

A. Grade level 7 to 14:

- i. Must have served at least three years on the current grade.
- ii. Must have a satisfactory performance evaluation.
- iii. Must have attended relevant training programs.
- iv. Must pass the required promotion examination/interview.

B. Grade level 15 to 17:

- i. Must have served at least four years on the current grade.
- ii. Must have excellent performance records.
- iii. Must have attended high-level management training.
- iv. Must pass the required screening by the Senior Staff Committee.

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

- i. Nigerian citizenship
- ii. Minimum educational qualification (e.g., SSCE, ND, HND, BSc, etc.)
- iii. Good character and no criminal record
- iv. Medical fitness certification
- v. Age limit compliance (where applicable)
- vi. Successful completion of the recruitment process

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

- i. Application letter for transfer
- ii. Letter of release from the current employer
- iii. Updated curriculum vitae (CV)
- iv. Copies of academic and professional certificates
- v. Performance appraisal report from the current employer

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

- i. Permanent appointment
- ii. Temporary appointment
- iii. Contract appointment
- iv. Transfer of service

15. What is the probationary period in the service?

It is a specified period (usually two years) during which a newly appointed officer's performance and conduct are assessed before confirmation of appointment.

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

- i. Officers transferring from another government service with confirmed status.
- ii. Re-employed officers who previously had a confirmed appointment.

17. What is transfer?

Transfer is the movement of an officer from one ministry, department, or agency to another, usually on the same grade level and cadre.

18. What is secondment?

Secondment is a temporary posting of an officer to another organization, either within or outside the civil service, while retaining their substantive position in their original department.

19. Differentiate between transfer and secondment.

Transfer is a permanent movement to a new department, while **secondment** is a temporary assignment where the officer retains their original position.

20. Identify 5 different types of transfer.

- i. Inter-ministerial transfer
- ii. Inter-agency transfer
- iii. Intra-ministerial transfer
- iv. Voluntary transfer
- v. Compulsory transfer

21. What is contract appointment?

Contract appointment is a temporary employment arrangement where an individual is hired for a specific period under agreed terms, often after retirement or for specialized expertise.

22. Differentiate between transfer and posting:

- i. **Transfer:** Permanent movement of an officer from one department or ministry to another.
- ii. **Posting:** Temporary placement of an officer within different units or branches of the same department.

23. Authority responsible for appointment:

- i. **Grade 01 to 06:** Departmental Appointment Committee
- ii. **Grade 07 to 14:** Federal or State Civil Service Commission
- iii. **Grade 15 to 17:** Federal or State Civil Service Commission on the recommendation of the Head of Service

24. Give 5 examples of people that are given contract appointments.

- i. Retired civil servants with valuable experience
- ii. Foreign experts in specialized fields
- iii. Professors and academic consultants
- iv. Medical specialists in government hospitals
- v. Engineers and technical professionals for major projects

25. Seven guidelines for appointment:

A. Junior posts:

- i. Must meet the minimum educational qualification

- ii. Nigerian citizenship
- iii. Medically fit
- iv. No criminal record
- v. Age limit as prescribed
- vi. Vacancy must exist
- vii. Approval by the appropriate authority

B. Senior posts:

- i. Higher qualifications as required
- ii. Relevant professional experience
- iii. Performance in competitive exams (if applicable)
- iv. Clearance from security agencies
- v. Availability of vacancy
- vi. Approval by Civil Service Commission
- vii. Suitability for the position

26. Personnel matters:

Issues related to the recruitment, appointment, training, promotion, and discipline of staff in the civil service.

27. Three common service departments:

- i. Human Resources Department
- ii. Finance and Accounts Department
- iii. Administration Department

28. Five conditions for confirmation of appointment:

- i. Completion of the probation period
- ii. Satisfactory performance
- iii. Clean disciplinary record
- iv. Passing required examinations
- v. Medical fitness

29. Define recruitment:

The process of attracting, selecting, and appointing suitable candidates for a job.

30. Provisions for making acting appointments:

- i. Availability of a vacancy
- ii. Officer must be next in line or suitable
- iii. Approval by the appropriate authority

- iv. Acting period should not exceed a specified limit without review

31. When disciplinary procedure is initiated:

When an officer commits an act of misconduct or general inefficiency.

32. Difference between general inefficiency and misconduct:

- i. **General inefficiency:** Inability to perform duties satisfactorily.
- ii. **Misconduct:** Violation of specific rules or regulations.

33. Ten examples of misconduct:

- i. Absenteeism
- ii. Lateness to work
- iii. Embezzlement of funds
- iv. Insubordination
- v. Unauthorized disclosure of official information
- vi. Drunkenness
- vii. Bribery
- viii. Falsification of records
- ix. Corruption
- x. Sexual harassment

34. Procedure for removing an officer for general inefficiency:

- i. Issue a query
- ii. Provide opportunity for a written response
- iii. Refer to disciplinary committee
- iv. Consider committee's recommendation
- v. Obtain final approval from the appointing authority

35. Ten disciplinary measures:

- i. Warning
- ii. Query
- iii. Reduction in rank
- iv. Suspension
- v. Interdiction
- vi. Withholding of increment
- vii. Deferment of increment
- viii. Dismissal
- ix. Termination of appointment

x. Recovery of losses

36. Difference between suspension and interdiction:

- i. **Suspension:** Temporary removal from duty without pay pending investigation.
- ii. **Interdiction:** Temporary removal from duty with partial pay during investigation.

37. Difference between withholding of increment and deferment of increment:

- i. **Withholding:** Permanent loss of salary increment.
- ii. **Deferment:** Postponement of salary increment to a later date.

38. Difference between dismissal and termination:

- i. **Dismissal:** Removal for misconduct, with loss of benefits.
- ii. **Termination:** Ending of appointment due to administrative reasons, sometimes with benefits.

39. Financial embarrassment:

Inability to settle debts as they fall due.

40. Why is it serious misconduct?

It affects the officer's integrity and public confidence in the civil service.

41. Punishment for financial embarrassment:

Dismissal or other severe disciplinary action.

42. Procedure for dealing with subordinates' shortcomings:

- i. Provide counseling
- ii. Issue warnings
- iii. Offer training or guidance
- iv. Monitor performance
- v. Implement disciplinary actions if necessary

43. Difference between increment withheld and increment suspended:

- i. **Withheld:** Permanent loss.
- ii. **Suspended:** Temporary delay.

44. Difference between basic salary, gross income, and take-home pay:

- i. **Basic salary:** Fixed monthly pay before allowances.
- ii. **Gross income:** Basic salary plus allowances.

- iii. **Take-home pay:** Income after deductions.

45. Classified correspondence:

Official documents restricted to specific personnel for confidentiality.

46. How seniority is determined:

- i. Date of appointment
- ii. Date of Assumption of duty
- iii. Date of promotion
- iv. Rank within a grade level

47. Twenty ways of leaving the service:

- i. Retirement
- ii. Resignation
- iii. Dismissal
- iv. Termination
- v. Redundancy
- vi. Death
- vii. Abscondment
- viii. Invalidity
- ix. Voluntary withdrawal
- x. Secondment expiration
- xi. Contract completion
- xii. Deployment
- xiii. Transfer
- xiv. Discharge
- xv. Lay-off
- xvi. Expiry of tenure
- xvii. Retirement on medical grounds
- xviii. End of acting appointment
- xix. Recall from service
- xx. Voluntary exit package

48. Define authority as used in the service:

Authority refers to the legitimate power or right conferred on an individual or office to make decisions, issue directives, and enforce obedience within the civil service framework.

49. List 5 sources of authority:

- i. The Constitution

- ii. Legislation/Acts of Parliament
- iii. Civil Service Rules
- iv. Circulars and Government Gazettes
- v. Delegated Authority from a Higher Officer

50. Mention 6 steps a civil servant can use in supplying information to aid decision making:

- i. Identifying the nature and scope of the request
- ii. Gathering relevant data and facts
- iii. Analyzing and organizing the information
- iv. Evaluating the reliability and credibility of the sources
- v. Summarizing findings into a concise report
- vi. Presenting the information clearly and timely

51. List any 15 sources of information in the service:

- i. Government circulars
- ii. Memoranda
- iii. Policy documents
- iv. Reports
- v. Minutes of meetings
- vi. Official correspondence
- vii. Departmental guidelines
- viii. Internet resources
- ix. Libraries and reference materials
- x. Journals and periodicals
- xi. Workshops and seminars
- xii. Public Service Rules
- xiii. Budget documents
- xiv. Acts of Parliament
- xv. Government white papers

52. List 10 codes of ethics in government business/services:

- i. Integrity
- ii. Accountability
- iii. Confidentiality
- iv. Transparency
- v. Loyalty
- vi. Professionalism
- vii. Impartiality

- viii. Respect for law
- ix. Diligence
- x. Fairness

53. List 10 forms of official means of communication in service:

- i. Letters
- ii. Memos
- iii. Circulars
- iv. Reports
- v. Minutes of meetings
- vi. Telephone
- vii. Emails
- viii. Faxes
- ix. Notice boards
- x. Official bulletins

54. List 7 things that may be included in handing over notes:

- i. Current projects and status
- ii. Outstanding tasks
- iii. Files and documents locations
- iv. Key contacts and stakeholders
- v. Ongoing correspondence
- vi. Financial records or status
- vii. Challenges and recommendations

55. What is certificate of service?

A certificate of service is an official document issued to a public servant upon retirement or exit from service, detailing their period of service and conduct.

56. State 3 importance of information in the service:

- i. Facilitates effective decision-making
- ii. Enhances coordination and policy implementation
- iii. Promotes transparency and accountability

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

- i. Leadership
- ii. Policy formulation
- iii. Strategic decision-making

58. Define the term: Child of a servant:

A child of a servant refers to a dependent child of a public servant as recognized for welfare or employment considerations within civil service regulations.

59. Differentiate between minutes and draft:

- i. **Minutes** are formal records of proceedings and decisions taken at a meeting.
- ii. **Draft** refers to a preliminary version of a document that is subject to review and amendment.

60. State 5 features of a good draft:

- i. Clarity
- ii. Conciseness
- iii. Logical flow of ideas
- iv. Accuracy
- v. Proper referencing

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

- i. Ambiguity
- ii. Redundancy
- iii. Grammatical errors
- iv. Irrelevance
- v. Omission of key details

62. Differentiate between memoranda and briefs:

- i. **Memoranda** are internal communications used to convey information or instructions within an organization.
- ii. **Briefs** are concise summaries of facts or positions prepared to guide decision-making or actions.

63. State 3 essential features of a good brief:

- i. Clarity of purpose
- ii. Conciseness
- iii. Comprehensive coverage of key points

64. Define condonation of service:

Condonation of service refers to the recognition of a period of service that was initially unapproved or irregular, making it valid for official purposes.

65. Mention 2 types of registries in a ministry:

- i. Central Registry

- ii. Departmental Registry

66. State 5 functions of a registry:

- i. Receiving and dispatching correspondence
- ii. Filing and storage of documents
- iii. Maintenance of filing systems
- iv. Safekeeping of official records
- v. Retrieval and circulation of files

67. Mention 5 different types of leave an officer can take:

- i. Annual leave
- ii. Sick leave
- iii. Maternity leave
- iv. Casual leave
- v. Study leave

68. List 4 categories of staff eligible for duty tour allowances:

- i. Permanent Secretaries
- ii. Directors
- iii. Senior Officers (Grade Level 07 and above)
- iv. Technical staff on official assignments

69. List 10 allowances payable in the service:

- i. Duty Tour Allowance
- ii. Transport Allowance
- iii. Housing Allowance
- iv. Leave Grant
- v. Utility Allowance
- vi. Hazard Allowance
- vii. Medical Allowance
- viii. Responsibility Allowance
- ix. Furniture Allowance
- x. Disturbance or Settlement Allowance

70. What is disturbance or settlement allowance?

Disturbance or Settlement Allowance is paid to an officer when transferred to a new station or on first appointment to assist in resettling in the new location.

71. Define increment:

Increment refers to the periodic increase in salary awarded to a civil servant, usually annually, based on satisfactory performance and service conditions.

72. Define sick leave and casual leave:

- i. **Sick Leave:** A leave granted to an officer when they are unable to perform their duties due to illness, supported by a medical report.
- ii. **Casual Leave:** A short leave granted to an officer for personal reasons, typically not exceeding a few days in a year.

73. State 10 conditions that govern the grant of annual leave:

- i. Leave must be approved by the appropriate authority.
- ii. Leave cannot exceed the number of days stipulated for the officer's grade.
- iii. Officers must apply for leave in advance.
- iv. Officers must not take leave without approval.
- v. Leave is earned after a minimum period of continuous service.
- vi. Public holidays within leave period do not count as leave days.
- vii. Leave may be deferred based on service needs.
- viii. Officers on study leave are not eligible for annual leave.
- ix. Leave may be forfeited if not taken within a certain timeframe.
- x. Officers must resume duty on the stated date after leave.

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

- i. Submit a written appeal to the relevant authority.
- ii. Petition through appropriate channels if dissatisfied with the response.
- iii. Follow internal procedures for grievance redress.

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

- i. Appeal to the Permanent Secretary or Head of Extra-Ministerial Department.
- ii. Petition to the Civil Service Commission through the appropriate channels.
- iii. Adherence to timelines as stipulated by Public Service Rules.
- iv. Submitting the appeal in writing, stating clear grounds.

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

- i. Judicial Officers
- ii. Members of the Armed Forces

- iii. Police Officers
- iv. Political Appointees
- v. Academic Staff of Universities
- vi. Staff of Statutory Corporations
- vii. Elected Public Officials

77. Differentiate between the term civil service and public service:

- i. **Civil Service:** Refers to the permanent, professional branches of government administration excluding military, judiciary, and elected officials.
- ii. **Public Service:** Encompasses all government employees, including civil servants, military, police, and others in public institutions.

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

- i. Promote efficiency in service delivery.
- ii. Ensure uniformity in administrative processes.
- iii. Guide ethical behavior and discipline.
- iv. Protect employees' rights and welfare.
- v. Ensure accountability and transparency.

79. State the subdivisions in a department in any ministry and their heads:

- i. **Director** – Headed by a Director
- ii. **Division** – Headed by a Deputy Director
- iii. **Section** – Headed by an Assistant Director/Chief Officer
- iv. **Unit** – Headed by a Chief Officer/Principal Officer

80. Give 2 reasons why Permanent Secretaries are made the recording officer of their respective ministries:

- i. They are the chief accounting officers responsible for policy implementation.
- ii. They ensure proper documentation and accountability of government activities.

81. State 5 functions of heads of ministries and extra-ministerial departments:

- i. Policy formulation and implementation.
- ii. Supervision of departmental activities.
- iii. Budget preparation and management.
- iv. Representing the ministry in official matters.
- v. Ensuring compliance with government regulations.

82. Define the following terms:

- i. **Head of Department:** The officer in charge of a department responsible for its administration.
- ii. **Wife of a Servant:** A legally married spouse of a civil servant recognized for official purposes.
- iii. **Nigerian Officer:** A civil servant holding a permanent and pensionable appointment in the service of Nigeria.

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

- i. An officer who resigned his appointment: **One month.**
- ii. An officer who is dismissed: **Immediate vacation.**
- iii. An officer who is transferred to another station: **One month.**
- iv. An officer who is on retirement: **Three months.**
- v. The spouse of an officer who died in service: **Three months.**

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

Through the immediate superior officer to the Head of Department or relevant authority.

85. Give 5 qualities of a petition:

- i. Clear and precise.
- ii. Well-structured.
- iii. Free from abusive language.
- iv. Fact-based and evidence-supported.
- v. Addressed to the appropriate authority.

86. Give 5 reasons why a petition may be rejected:

- i. Failure to follow proper channels.
- ii. Use of offensive or inappropriate language.
- iii. Lack of factual basis.
- iv. Late submission beyond the stipulated period.
- v. Non-compliance with procedural rules.

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

- i. Proper use and maintenance.
- ii. Payment of rent and utility bills.
- iii. No sub-letting.
- iv. No structural alterations without approval.
- v. Vacating within stipulated periods after transfer or retirement.
- vi. Adherence to security and safety regulations.

- vii. Timely reporting of repairs needed.
- viii. Compliance with tenancy agreements.

88. State the function of a Medical Board:

To assess and certify the health status of officers for fitness for duty or retirement on medical grounds.

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

- i. Assessing job performance.
- ii. Identifying training needs.
- iii. Providing feedback to officers.
- iv. Determining eligibility for promotion.
- v. Improving overall service delivery.

90. Differentiate between Federal Parastatals and Extra-Ministerial Departments with examples:

- i. **Federal Parastatals:** Autonomous or semi-autonomous government agencies established to perform specific functions outside the traditional civil service. Example: Nigerian National Petroleum Corporation (NNPC).
- ii. **Extra-Ministerial Departments:** Departments that operate directly under the presidency or other high-level government authorities but are not part of core ministries. Example: National Bureau of Statistics (NBS).

91. How many years would a pensionable officer serve to qualify for pension and gratuity?

A pensionable officer must serve a minimum of 10 years to qualify for gratuity and 35 years or reach 60 years of age (whichever comes first) for pension.

92. Mention 6 items a retiree should submit before retirement:

- i. Completed retirement application form
- ii. Letter of retirement notification
- iii. Record of service
- iv. Clearance certificate from the office
- v. Pensioner's identification form
- vi. Last payslip or salary statement

93. State 5 circumstances in which pension and gratuity is paid:

- i. Voluntary retirement after qualifying years of service
- ii. Compulsory retirement at 60 years of age or 35 years of service
- iii. Medical retirement due to incapacity

- iv. Retirement following the abolition of an office
- v. Death in service

94. Differentiate between the Office of the Secretary to the Government of the Federation (SGF) and the Head of Service of the Federation (HOS):

- i. **SGF:** Coordinates policy formulation and implementation for the Federal Executive Council.
- ii. **HOS:** Oversees civil service matters, including policies, reforms, and management of civil servants.

95. Define the following:

- i. **Annual Estimate:** A financial plan showing expected income and expenditure for a fiscal year.
- ii. **Recurrent Expenditure:** Ongoing costs such as salaries, utilities, and operational expenses.
- iii. **Capital Expenditure:** Spending on infrastructure, equipment, or other long-term investments.
- iv. **Control Expenditure:** Expenditures regulated by budgetary controls to ensure compliance with financial guidelines.

96. What is personnel auditing?

It is the process of evaluating the effectiveness, efficiency, and adequacy of the workforce in an organization.

97. Mention 8 ways the morale of civil servants can be boosted:

- i. Timely payment of salaries
- ii. Career development opportunities
- iii. Provision of housing and transport
- iv. Recognition of outstanding performance
- v. Clear promotion policies
- vi. Adequate working tools
- vii. Health insurance schemes
- viii. Ensuring job security

98. State 10 items in the record of service:

- i. Name of the officer
- ii. Date of birth
- iii. Date of first appointment
- iv. Grade level and step
- v. Promotions history
- vi. Posting history

- vii. Leave records
- viii. Disciplinary actions (if any)
- ix. Retirement date
- x. Pension and gratuity entitlements

99. What is record of service?

A document that captures the detailed employment history of a civil servant, used for administrative and pension purposes.

100. List 5 items in APER under Part One – Personnel Records of Employee:

- i. Name
- ii. Date of birth
- iii. Present grade and step
- iv. Date of first appointment
- v. Present posting

101. Define adhoc duties:

Adhoc duties are temporary assignments given to an officer outside their regular job responsibilities.

102. Under item 11 of the APER, state the 2 types of duties demanded:

- i. Scheduled duties
- ii. Unscheduled or adhoc duties

103. Mention 10 aspects of performance that are assessed in the APER:

- i. Knowledge of work
- ii. Productivity
- iii. Initiative
- iv. Judgment
- v. Punctuality
- vi. Leadership
- vii. Communication skills
- viii. Responsibility
- ix. Integrity
- x. Interpersonal relationships

104. Give 8 features of the APER:

- i. Objective assessment
- ii. Confidentiality

- iii. Timely completion
- iv. Comprehensive coverage
- v. Employee self-assessment
- vi. Supervisor's comments
- vii. Grading system
- viii. Signatures of both officer and appraiser

105. Into how many parts is the APER divided?

The APER is divided into three parts.

106. Name one of the 16 aspects of performance:

Knowledge of work.

107. Name 2 critical areas in the APER:

- i. Performance evaluation
- ii. Training and development recommendations

108. What are advocate duties? Give examples:

Advocate duties refer to functions performed to promote the interests of an organization or individual, such as representing the organization in negotiations or public forums.

109. When is an officer allowed to accept gifts?

An officer is allowed to accept gifts on ceremonial occasions or from friends/family with no official connection to their duties.

110. Give 3 conditions that guide the acceptance of gifts by civil servants:

- i. Gifts must not influence official decisions.
- ii. Must be of nominal value.
- iii. Should be declared if exceeding a prescribed limit.

111. What is redundancy? What factors must be considered before declaring an officer redundant?

Redundancy: A situation where an officer's position becomes surplus due to organizational changes.

112. Factors to consider:

- i. Availability of alternative positions
- ii. Seniority and length of service
- iii. Skills and qualifications
- iv. Legal entitlements and compensation
- v. Workforce planning needs.