**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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**

### ****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**