***NATIONAL YOUTH SERVICE CORPS (NYSC)***

***PAST PROMOTION EXAMINATION QUESTIONS AND ANSWERS***

**Question** **1**

Mention 10 Collaborating agencies during orientation course.

b. Discuss functions of any 4 of them

**Answer**

a. Nigerian Army

b. Nigeria Police Force

c. Dept of State Services

d. Red Cross Society

e. CLTC (Man O War)

f. NDLEA

g. NSCDC

h. State Hospital Management Board

i. Fed Tertiary Health Institution

j. Fed (state) Fire Service

i. Army for discipline and parade

K. Police for security of lives and properties.

L Man O'War for citizenship, leadership and physical training iv. Federal Ministry of Health for coordination and provision of health and medical services for course participants.

**Question** **2**

Mention five (5) rights and privileges of a corps member during the service year.

**Answer**

Five (5) rights and privileges of a corps member during the service year includes;

I. kit items

II. Transport allowance

III. Bicycle allowance

IV. 3 square meal during the orientation course exercise.

V. Monthly allowance for or any month the corps member satisfies the requirements of monthly clearance (monthly biometric exercise or automatic clearance).

**Questions** **3**.

Write the following:

a. National Pledge

b. First stanza of thea NYSC Anthem.

c. First stanza of the National Anthem

**Answer**

A. The National Pledge

I pledge to Nigeria my country,

To be faithful, loyal and honest,

To serve Nigeria with all my strength

To defend her unity, and uphold her honor and glory,

So help me God.

B. First Stanza of NYSC Anthem :

Youth obey the Clarion call,

Let us lift our nation high,

Under the sun or in the rain,

With dedication and selflessness,

Nigeria is ours Nigeria we serve.

C. First Stanza of National Anthem

Nigeria we hail thee.

Our own dear native land.

Though tribe and tongue may differ in brotherhood we stand.

Nigerians all are proud to serve.

Our sovereign mother land.

**Question 4**

Mention 10 items in the record of service

**Answer**

1 Names,

2 Name of next of kin,

3 Address of next of kin,

Officer's Address,

4 Date of birth,

5 Date of Ist Appointment,

6 Date of Assumption of duty,

7 Salary grade level,

8 Officer's phone number,

9 Marital status,

10 Local Government of Orign,

11 Nationality.

**QUESTION 5**

Outline five (5) measures put in place by Management to ensure that only eligible foreign trained graduates participate in the scheme (15Mks).

**ANSWER**

i. Accreditation of all foreign corps producing institution before allowing them for mobilization.

ii. Uploading of prospective foreign graduates credentials on NYSC portals for verification.

iii. Physical screening of foreign graduates ahead of mobilization with the NYSC foreign desk officers.

iv. Submission of names of eligible prospective foreign graduates by the corps foreign producing institutions.

v. Collaborating with ICPC and EFCC in detecting fraud for issuing of certificates by the corps producing institution.

vi. Foreign trained graduates producing institutions must be approved by Federal Ministry of Education.

vii. She/he must present himself/herself for another round of verification of original credentials at NYSC orientation camp, where the print out clearance letter after verification would be submitted.

**Question 6**

What are the documents a foreign trained graduate is required to upload to qualify for mobilisation to national service .

**Answer**

i.Transcript of results

ii. Passpoort photograph

iv. The stamped pages as at first time of leaving & return

iv. Certificate of state of Origin

v.The first 3 pages of passport used at the time going

vi. Resident permit

vii. Original degree or HND certificate, O' level / SSCE certificate, etc.

viii. Old and new passport where applicable

**QUESTION 7**

As a Zonal Inspector, you observed some cases of rejection of corps members within your zone, enumerate five(5) measures you will put in place to control such situations .

**Answer**

i. As a member of posting committee, a Zonal Inspector must ensure that corps members are posted strictly according to the request of the corps employers and such postings must reflect NYSC posting policies.

ii. Encourage corps employers to report any corps members who are in habit of inducing rejection.

iii. Educate and orientate corps members on the position of the NYSC Bye-Laws as stipulated on the rejection inducement.

iv. If the rejection is as a result of past experience of the employers with some bad eggs among the corps members, give such employers assurance of good behavior of the present corps members with a promise to monitor them to ensure good conduct.

v. Any corps members that were found guilty of inducing rejection should be queried and be summarily dealt with in line with the provision of Bye-Laws revised edition

**QUESTION 8**

Mention Five (5) categories of officers whose Presidential approval is required for medical check-up abroad .

**ANSWER**

The categories of officers who Presidential approval is required for medical check-up abroad are as follows:

i. Secretary to the Government of Federation.

ii. Ministers.

iii. Accountant General.

iv. Permanent Secretaries.

v. Chief Executives of Non-ministerial Department and Agencies.

vi. Inspector General of Police. IGP

vii. Army from Brigadier General and

viii. Auditor General.

PUBLIC SERVICE RULE

**QUESTION 9a**

Enumerate five 5 conditions that govern the grant of Annual leave (10Mks).

**ANSWERS**

I. Such leave must be with a minimum period of six (6) months after returning from the previous year’s leave.

ii. The officer must have enrolled in the annual leave roaster circulated by the organization.

iii. The leave roaster must have been approved by the Head of the Agency

iv. Such annual leave request must not be extremely towards the end of the year like December.

v. Officer going on such leave must have another officer on stand-by that will act on his behalf while on annual leave.

vi. Any of such leave not taken within the leave year shall be forfeited.

**QUESTION 9b**

As an officer in-charge of Human Resources Management Schedule of your secretariat, some individual were suspected to have committed the following offences. How do you classify the offences in line with the Public Service Rule and the NYSC Condition of service?

**ANSWER**

i) Suppression of Records = Serious misconduct

ii) Withholding of Files = Serious misconduct

iii) Absence from duty without leave = Serious misconduct

iv) Bribery/Extortion = Serious misconduct

v) Sabotage = Serious misconduct.

**Question 10**

2021 PROMOTION EXAMS GL 10-12

Public Service Rule

10(a) Differentiate between Secondment and Transfer of Service. (10 marks).

**Answer**

Secondment is the temporal release of an officer to the service of another Government, or any recognized International organization for a specified period

While

Transfer of Service is the permanent release of an officer from one scheduled service to another or from one class to another within the same service.

10(b) Mention two(2) conditions for transfer of service . (5 marks)

**Answer**

1) He or She must have been confirmed in his/her previous service.

2) He/she must have served in his/her current grade level for the stipulated number of years.

**Question 11**

11(a) List five(5) modes of exit from the civil service . (10 marks)

**Answer**

1) Death

2) Retirement

3) Dismissal

4) Resignation

5) Termination of Appointment

11(b) Mention any two(2) documents a sick officer can use to support his/her absence from office or place of duty (5 marks).

**Answer**

i) Medical Certificate from a recognized General Hospital or Military Hospital.

ii) For females, Certificate of Expected Date of Delivery.

NYSC QUESTIONS (30 MARKS)

**Question 12**

The Community Development Service (CDS) is one of the cardinal programmes of the Nysc. Enumerate five(5) steps to be taken by a corps member in embarking on a CDS project. (15 marks )

**Answer**

1) Interact with the community stakeholders to identify the felt need of the community.

2) Identifying the sources of funds and relevant linkages for the project.

3) Approving of the project by the Nysc Secretariat after consultation with the Zonal and Local Government Inspectors.

4) Mobilizing resources in conjunction with the community members, Local Government Council, Government and non Governmental Organisations as well as public spirited philanthropists.

5) Submission of periodic progress reports with documentary evidence.

**Question 13**

As a Local Government Inspector, an employer reported a corps member for an infraction, what steps would you take to address the issue. (15 marks)

**Answer**

1) Invite the corps member to the office to hear his/her side of the story.

2) Visit the corps member's place of primary Assignment by listening to the employer, the corps member that allegedly committed the infraction as well as other corps members serving there.

3) Issuance of Query to the alleged erring corps member so as to have a documented evidence of his/her side of the story.

4) If corps member is not treated well and her stay at the PPA is threatened, he/she is withdrawn from there and reposted elsewhere immediately.

5) Based on the finding of the case, a report is forwarded to the State Coordinator through the Corps Inspection and Monitoring branch through the Zonal Inspector.

PUBLIC SERVICE QUESTIONS.

**Question 13 a**

What is "Classified Correspondence" in Public Service?

**Answer**

Classified Correspondence is correspondence which has been graded according to it's sensitivity or importance and the danger involved if such correspondence become public property.

**Question 13b**

Give five (5 ) examples of classified Correspondence in Public Service?

**Answer**

i. Restricted

ii. Policy Confidential Correspondence

iii. Staff Confidential Correspondence

iv. Secret Correspondence.

v. Top Secret Correspondence.

**Question 14**

State any five (5) categories of officers or appointments which the Civil Service cannot make.

**Answer**

i. Political Appointees.

ii. Elected Representatives.

iii. Statutory Officers / Head of Extra - Ministerial/ Departments.

iv. Permanent Secretary.

v. Judges

vi. Inspector General of Police.

vii. Ambassadors and High Commissioners.

viii. The Service Chiefs.

ix. Heads of Parastatals and Agencies

NYSC Questions !

**Question 15**

List the Branches in NYSC Secretariat .

i. Corps Inspection and Monitoring

ii. Human Resource Management

iii. Planning Research and Statistics

iv. Corps Welfare and Health Services

v. Skills Acquisition and Entrepreneurship's Development

vi. Community Development Service

vii. Finance and Accounts

viii. Deployment and Relocation

ix. Corps Discipline and Reward

x. Guidance and Counselling

**Question 16a**

Mention six (6) tasks a serving corps member can perform on his/her dashboard.

**Answer**

The Task a CM can achieve from his dashboard are :

1. Application for Change of Date of Birth (PCMs only, before being mobilized)

2. Printing of Registration (Green Card) Slip

3. Printing of Call-Up Letter

4. Printing of PPA Letter

5. Printing of Relocation Letter

6. Application for Relocation

7. Application for replacement of lost ID Card

8. Submitting an appeal against disciplinary case

9. Application for Remobilization

10. Viewing of Monthly Clearance Attendance Record (Present/Absent)

11. Viewing of Monthly Clearance (Social Distancing) Schedule

12. Course Correction (Course/Class of Degree/Qualification)

13. Name Correction

14. Changing of Password

15. Giving consent for processing of personal data

16. Withdrawal of consent for processing of personal data

17. Payment for portal services

18. Viewing of personal data e.g. Name, Call-Up Number, State Code e.t.c.

**Question16b**

A serving corps member gives birth and applies for maternity leave;

i. Who initiates the application on the NYSC Integrated System?

**Answer**

Local Government Inspector.

Ii. During the period of approved leave, what is the status of the corps member's monthly clearance?

**Answer**

The corps member's monthly clearance status is marked present on the platform / get automatic clearance.

**Question 17**

Identify five (5) measures or steps put in place by Management to ensure that only eligible foreign trained graduates are mobilized for National Service.

**Answer**

a. Administration of written assessment test.

b. Presentation of Nigerian International passport.

c. Physical verification of requisite academic and travel documents.

d. Evidence of travel history (through visa stamps, residence permit, etc.)

e. Presentation of Registration/ License (where applicable).

f. Letter of evaluation form Federal Ministry of Education.

g. Presentation of Ordinary level qualifications.

ACCOUNT OFFICERS ONLY

**Question 18.**

State five (5) rules that must be strictly observed in preparation of payment vouchers.

**Answer**

i. Must be made out either in ink, ball pens,or typewritten.

ii. All copies must be legible.

iii. Totals shall be written in words as well as in figures.

iv. No erasures of any kind.

v. No use of correction fluid.

vi. A single thick horizontal line shall be drawn immediately before and immediately after Naira (N) figure.

vii. Spaces shall not be allowed.

viii. Where the Naira (N) figure is nil, the word 'NIL' shall be re - entered in the appropriate space.

ix. The originals of Payment Vouchers shall be signed in full in ink or ball pens by the certifying officer.

**Question19**

a. What are VAT-able goods?

**Answer**

VAT able goods are those goods manufactured / assembled in or imported into Nigeria, except those exempted under the Law.

**Question 19b.**

What is a Tax clearance Certificate?

**Answer**

Tax Clearance Certificate is that issued only after all taxes payable by one taxpayer for the past 3 proceeding years have been paid.

**Question 19c**

i. What is WHT? Define it.

**Answer**

Withholding Tax ( which is a pre - paid tax used to offset or reduce tax liabilities).

**Question 19d**

Ii. State two (2) agents authorized to collect WHT.

**Answer**

a. Corporate Bodies (Companies) .

b. Government Ministry, Department or Agency or Local Government.

c. A statutory body, public authority, and other institutions or organizations.

d. Individuals, firms , and sole traders.

CURRENT AFFAIRS

**Question 20.**

Nigeria is currently battling effects of climate change. Enumerate any four (4) strategies put in place to combat climate change.

**Answer**

i. Establishment of great green world.

ii . Campaign against bush burning and deforestation.

iii. Tree planting.

iv. Establishment of Ecological fund.

v. Use of clean and alternative energy.

**Question 21**.

Mention three (3) categories of Honours Award that can be conferred on Nigerians

**Answer**

i. National Honours

ii. National Merit Award.

iii. National Productivity Merit Award.

iv. National Creativity Award.

**Question 22**.

Mention three (3) privileges a holder of Honours Award enjoys.

**Answer**

i. Order of dignity.

ii. Uses designation after his/her name.

iii. Cash price

iv Certificate.

v. Medal.

vi . All other privileges enjoyed by people with National Honours.

CURRENT AFFAIRS

**Question 23.**

1) Name any FIVE(5) of the Geo-political Zones in Nigeria? (5 Marks)

**Answer**

1. North Central

2. North East

3. North West

4. South South

5. South East

6. South West

(2) How many states are in each of the Geo political Zones?

**Answer**

1. North Central - 6

2. North East - 6

3. North West - 7

4. South South - 6

5. South East – 5

6. South West - 6

For purpose of emphasis

North Central

1 Niger

2 Kwara

3 Kogi

4 Benue

5 Nasarrawa

6 Plateau

North East

1 Borno

2 Yobe

3 Adamawa

4 Taraba

5 Bauchi

6 Gombe

North West

1 Sokoto

2 Kebbi

3 Zamfara

4 Kaduna

5 Kano

6 Katsina

7 Jigawa

South East

1 Abia

2 Anambra

3 Enugu

4 Ebonyi

5 Imo

South South

1 Bayelsa

2 Rivers

3 Akwaibom

4 Cross River

5 Edo

6 Delta

South West

1 Lagos

2 Ogun

3 Oyo

4 Osun

5 Ondo

6 Ekiti.

**Question 24**

You are a Platoon 7 officer. A corps member needs to leave the camp for an urgent purpose.

Mention 4 ways you will follow to process his application.

**ANSWER**

1. Ask corps member to write application to the camp Director through the NYSC officer, Platoon seven(7) if it's within the state where the camp is located.

2.If it's outside the state then , the letter will have to be directed to d State Coordinator, through the camp director and the platoon officer.

**QUESTION 25**

How does the Orientation program determine the success of the service year.

Give 5 reasons.

**ANSWER**

I. The Orientation Course gives the Corps members a better understanding of the objectives of the Scheme. This will ultimately help produce Corps members they will follow strictly the tenets of the Scheme.

II. It affords them an opportunity of getting familiar with the new environment. This will aid them integrate freely and better culturally, social and economically in their new homes.

III. It is no new news that at the point of graduation most of them are crude, the Orientation Course helps inculcate discipline in them. This discipline is reflected in their behaviours during and even after the service year.

IV. In Camp, they are aggregated in Platoons, devoid of social strata, religious and geo-politaical zoning. The Orientation Course helps develop common ties amongst these Corps members. This will in no small way help record huge success during and even after their service year.

V. SAED Activities are introduced to them in Camp, this helps instill in them the spirit of self-reliance and nation building (economically and service delivery) which is reflected at the end products they become during and at the end of their respect service years.

**Question 26**

As a State Coordinator, you are preparing to receive corps members in Camp, list 5 major steps you will take to ensure adequate preparation.

**ANSWER**

1. Making necessary contact for the use of designated orientation camp ,if there is no permanent camp.

(2) Ensuring the availability of infrastructural facilities in the camp ,such as , Accommodation, Adm block, Beddings, kitchen, Dinning hall/ tables, Auditorium, toilets and bathrooms,water etc(

3) liaise with NYSC collaborating Agencies .

(4) Finalize all arrangements for the registration of CMS :

> Registration Committee

> Computers and ICT facilities

> Hall

> Power etc

( 5) Conduct pre\_Orientation briefing of all princiipal camp officials and heads of Collaborating agencies.Among so many other prepations.

**Question 27**

Mention 10 documents an officer must present to PENCOM for the processing of retirement benefits.

**ANSWER**:

1. LETTER OF FIRST APPOINTMENT

2. LETTER OF CONFIRMATION OF APPOINTMENT

3. LETTER OF LAST PROMOTION

4. BIRTH CERTIFICATE OR DECLARATION OF AGE

5. LETTER OF RETIREMENT

6. LETTER OF ACCEPTANCE OF RETIREMENT

7. TWO RECENT PASSPORT PHOTOGRAPHS

8. APPROVAL LETTER OF SECONDMENT OR TRANSFER OF SERVICE

9. SIGNED CARBON COPY OF PAYMENT VOUCHER

10. PENSION FORM NUMBER 62 among others...

**Question 28**

What is the composition of the NYSC State Governing Board?

**ANSWER**

Composition of the NYSC state governing board

1. A chairman, appointed by the state Governor

2. A member of the Nigeria army

3. A member of the Nigeria police force

4. 5 other representative each from

Commerce and industries Agriculture and natural resources

Local government

Education

The NYSC state Coordinator

CIVIL SERVICE

**QUESTION: 29**

What are the condition necessary for recruitment of Contract Staff?

**ANSWER**

(1) They are 50yrs of age or over at the time they are being appointed .

2)On request and it is deemed in the interest of service

(3) The Candidate possess specialized competencies/skills and the post advertised in at least three National Newspapers

**QUESTION 30**

Mention 3 documents that can be presented by an officer to be allowed to stay away from office for a prolonged period on grounds of illness

**ANSWER**

070301 of PSR. Any prolonged absence from duty on ground of illness should be supported with any of the following documents:

1) Excuse Duty Certificate.

2) Light Duty Certificate.

3) Medical Certificate of Treatment duly authorized by a Health Care Provider.

PROFESSIONAL

**QUESTION. 31**

Security of lives and property has been a major concern for all Nigerians at this time. As a management staff of the scheme, what strategies would you adopt to ensure the security of corps members during the service year.

**ANSWER**

These are the strategies to adopt to ensure security of corps members during the service year .

(1)Ensure perimeter fencing of camp.

(2)Deliver security lectures by DSS and security consultant.

(3)Ensure adequate contact and collaboration with NURTW to assist in safety measures for cms in motor park .

(4)Beef up security check points on roads to the camp.

(5)Advise cms to desist from night journeys.

(6)Ensure corps lodges are located in safety areas and addresses be submitted to security agents for prompt assistance in case of crisis.

(7)Cms should have their ID with them always.

(8) Advice corps members not to buy second hand phones because it could be stolen phone.

(9) Phone numbers of relevant security agencies as well as the state coordinator and zonal inspectors to be made available to corps members.

10. ZIs and LGIs should make head count an integral part of their schedule.

11. ZIs and LGIs should obtain copies of security lectures to refresh their CMS on quarterly basis.

12. CMS should be encouraged to read through their security tips.

Please you can add more points.

**QUESTION 32**

Mention 5 conditions an officer on foreign mission must fulfill before he is granted approval for child adoption.

**ANSWER**

1. He must be previously childless;

2. There must be a written consent by the biological parents or legal guardian of child to be so adopted;

3. There shall be an agreement with the local Social Welfare Office stating why the adoption is desired;

4. The Legal and HRM Departments of the Ministry (where expatriate works) shall scrutinise and certify the application of the expatriate; and

5. The adopted child shall be duly recorded in the Record of Service of the Officer.

The requirements/ conditions for child adoption differ from one country to another.

The conditions to be met will be determined by the nationality of the child to be adopted.

In Nigeria the conditions to be met are:

1. The couple has to produce marriage certificate.

2. Birth cert/ sworn affidavit.

3. Medical certificate of fitness by an authorized health care provider.

4 Passport photos

5. Any other requirement as may be demanded by the authority.

Q**UESTION 33**

State the fundamental differences between Board of Survey and Board of Enquiry.

**ANSWER**

B/SURVEY vs B/ENQUIRY

Constituted by Accounting officer of MDA.

Constituted by Accountant General of the Federation

Membership should not be less than 3 (three) members

Membership is interminable

Chairman shall not be less than SGL 10.

Chairman shall not be less than SGL 15

Members can be on SGL 10 and below.

Members shall not be less than SGL 12

Inspects Stores, Vehicles, etc

Investigates loss of fund, Stores &Vehicles

Please add more points.

**QUESTION 33**.

Enumerate the budget process.

**ANSWER**.

The budget process are:

1. Data collations from various input units

2. Preparations and submissions

3. Approvals

4. Executions

5. Audit and monitoring

6. Performance Evaluation.

Please add more points.

**QUESTION 34**

Mention any 10 allowances enjoyed by officers in the public service.

**ANSWER**.

1. Duty tour allowance

2. Clothing allowance

3. Acting allowance

4. Hotel accommodation

5. Transport allowance

6. Call duty allowance

7. Uniform allowance

8. Hazards allowance

9. Disengagement allowance

10. Uniform allowance.

11. Kilometers allowance

12. Warm clothing allowance

13. Estacode allowance

14. Local course allowance

15. Books allowance

16. Project allowance

Responsibility

Teaching

Overtime.

**Question 35 .**

The bill for the proposed NYSC Trust Fund has passed the 2nd Reading at the National Assembly. The Director- General has been invited to defend the imperatives of the trust fund to the NYSC. As a Director, outline your presentation before the National Assembly.

**Answer**

1. EXPLAIN THE PURPOSE OF THE TRUST FUND WHICH IS MAJORLY TO COMPLEMENT THE ACTIVITIES OF THE SCHEME

2. Stress the fact that THE NYSC TRUST FUND WILL PROVIDE SUSTAINABLE SOURCES OF FUND FOR THE SCHEME

3. THE TRUST FUND WOULD ENABLE THE SCHEME TO ESTABLISH AND IMPROVE MORE SKILLS AND ENTREPRENEURIAL TRAINING CENTRES ACROSS THE COUNTRY

4. IIT WILL HELP IN TRAINING AND RETRAINING OF CORPS MEMBERS DURING AND AFTER THE SERVICE YEAR

5. THE CORPS MEMBERS AND SUPPORTING STAFF WOULD BE ABLE TO BE FULLY TRAINED AND INTRODUCE TO VARIOUS SKILLS BASED ON THEIR AREA OF GIFTING AND SPECIALISATION

6. THIS WILL FULLY HARNESS THE ENDOWED POTENTIALS AND SKILLS OF NIGERIAN YOUTH

7. ON THE WHOLE THIS WILL IMPROVE THE GENERAL WELFARE OF THE CORPS MEMBERS AND NIGERIAN YOUTHS AND REDUCE UNEMPLOYMENT.

8. Address the challenges of dilapidated Infrastructures in the orientation camps to complement State Governments

9. Address challenges of utility vehicles for general operations at all levels of the scheme's operations.

**Question 36**

Mention 10 documents an officer must present to PENCOM for the processing of retirement benefits.

**ANSWER**:

LETTER OF FIRST APPOINTMENT

LETTER OF CONFIRMATION OF APPOINTMENT

LETTER OF LAST PROMOTION

BIRTH CERTIFICATE OR DECLARATION OF AG

LETTER OF RETIREMENT

LETTER OF ACCEPTANCE OF RETIREMEN

TWO RECENT PASSPORT PHOTOGRAPH

APPROVAL LETTER OF SECONDMENT OR TRANSFER OF SERVICE

SIGNED CARBON COPY OF PAYMENT VOUCHER

PENSION FORM NUMBER 62 among others...

**QUESTION 37**

What are the requirements for approval of transfer of service?

**ANSWER**

REQUIREMENTS FOR TRANSFER OF SERVICE

a. Completed application duly endorsed by applicant's current employer;

b. Evidence of qualification for position in view;

c. APER of two years immediately preceding date of transfer;

d. Certified copy of officer's Record of Service;

e. Evidence of confirmation of service;

f. Recommendation from current employer including affirmation that officer will be released if successful; and

g. Certificate of State/LG origin.

**QUESTION 38**

Mention 5 States in Nigeria which have their names derived from Rivers .

**ANSWER**

Niger state

Kogi state

Benue state

Rivers State

Cross river State

**QUESTION 39**

Mention the conditions an officer must meet before promotion.

**ANSWER**

1)Availability of vacancy.

2) The officer must be confirmed.

3) Maturity: The officer must have spent the require number of years on a substantive grade level e.g GL 01-06- 2yrs. 07-14-3yrs &15-17 ,4yrs.

4) APER for 3yrs preceding the date of interview.

5) No pending disciplinary case.

6) The officer must pass the promotion examination.

**QUESTION 40**

Mention the conditions an officer must meet before promotion.

**ANSWER**

1)Availability of vacancy.

2) The officer must be confirmed.

3) Maturity: The officer must have spent the require number of years on a substantive grade level e.g GL 01-06- 2yrs. 07-14-3yrs &15-17 ,4yrs.

4) APER for 3yrs preceding the date of interview.

5) No pending disciplinary case.

6) The officer must pass the promotion examination.

**QUESTION 41**

What is the composition and functions of the NYSC Local Government Committee?

**ANSWER**

A. Composition of Local Government Committee:

1)The Chairman of the LG as Chairman.

2)A traditional ruler.

3)A representative of the Nigerian Police Force.

4) A representative from each of the following Departments:

a) Education.

b) Health.

c) Social Welfare and Community development.

5) A private Sector.

6) NYSC Zonal Inspector as Secretary.

FUNCTIONS OF LG COMMITTEE :

1) Provide for the welfare needs of corps members posted to the Local Government Area.

2) Arrange for the collection of corps members at the end of the orientation and return them for the purpose of winding-up exercise.

3) Ensure the security of corps members posted to the LGA.

4)Assist in the selection of the NYSC award winners at the LG level.

5) Guide and ensure the effective cultural integration of cms posted in the LGA.

6) Assist in the development and transformation of the Local Government through various community development projects.

**QUESTION 42**

What are the requirements for approval of transfer of service?

**ANSWER**

REQUIREMENTS FOR TRANSFER OF SERVICE

a. Completed application duly endorsed by applicant's current employer;

b. Evidence of qualification for position in view;

c. APER of two years immediately preceding date of transfer;

d. Certified copy of officer's Record of Service;

e. Evidence of confirmation of service;

f. Recommendation from current employer including affirmation that officer will be released if successful; and

g. Certificate of State/LG origin.

**QUESTION 43**

Mention 5 people of Nigerian descent currently occupying international positions/ appointment .

**ANSWER**

1. Dr. Akinwunmi Adesina, President, African Development Bank, May 2015.

2. Hajia Amina Mohammed, Deputy

Secretary-General, UN, Jan., 2017

3. Bola Adesola, Co-Vice Chair, UN Global Impact, April 2018.

4. Dr. Ngozi Okonjo-Iweala, Director-General, World Trade Organisation (WTO), Feb., 2021.

5. Buker Tijani, Assistant Director-General, Food and Agricultural Organisation (FAO), Nov., 2018.

6. Justice Chile Eboe-Osuji, President, International Criminal Court (ICC), The Hague, March 2018.

7. Kingsley Muoghalu, UNDP Special Envoy on post COVID-19 Development Finance for Africa.

PROFESSIONAL

**QUESTION. 44**

Security of lives and property has been a major concern for all Nigerians at this time. As a management staff of the scheme, what strategies would you adopt to ensure the security of corps members during the service year.

**ANSWER**

These are the strategies to adopt to ensure security of corps members during the service year .

(1)Ensure perimeter fencing of camp.

(2)Deliver security lectures by DSS and security consultant.

(3)Ensure adequate contact and collaboration with NURTW to assist in safety measures for cms in motor park .

(4)Beef up security check points on roads to the camp.

(5)Advise cms to desist from night journeys.

(6)Ensure corps lodges are located in safety areas and addresses be submitted to security agents for prompt assistance in case of crisis.

(7)Cms should have their ID with them always.

(8) Advice corps members not to buy second hand phones because it could be stolen phone.

(9) Phone numbers of relevant security agencies as well as the state coordinator and zonal inspectors to be made available to corps members.

10. ZIs and LGIs should make head count an integral part of their schedule.

11. ZIs and LGIs should obtain copies of security lectures to refresh their CMS on quarterly basis.

12. CMS should be encouraged to read through their security tips.

Please you can add more points.

**QUESTION 45**

What is the difference between a code of ethics and code of conduct

**ANSWER**

A Code of Ethics governs decision making while a Code of Conduct governs action.

Code of conduct refers to a comprehensive and systematically arranged collection of laws, regulations and rules of conduct procedure that guide, regulate and direct the behaviour of public officers.

A code of ethics sets out an organisations ethical guidelines and best practises to follow. For example, honesty, integrity and so on.

**QUESTION 46**

An ex Corps Member approached you that there is an error in his date of birth on his certificate of National Service, what advice will you offer him?

**ANSWER**

With our new policy, there's nothing we can do.

He should go to the court to swear an affidavit to help him. That will definitely help.

However, if the error in the date of birth on the CNS is discovered to be from NYSC then the ex-Corp member should return the certificate to his former institution and the institution will make a case for the Corp member, indicating where NYSC made the error by collecting all relevant documents eg JAMB results , certificate of birth ,etc and reload back to NYSC for correction . But if the mistake is from the Corp member then he/she can only go to court and make affidavit. This is what I think

**QUESTION. 47**

Give the full meaning of the following:

abc

BU

KIV

UFS

Fyna

PA

afc

Abc

**ANSWER**

Bu Bring Up

Kiv. keep in view.

Ufs Under flying seal

Fyna For your necessary action.

Pa Put away

Afc At front cover

Abc At back cover

**Question 48**

List the Highlights of the Revised Public Service Rules 2021

**Answer**

1. Paternity Leave

Introduction of 14 days paternity leave for public servants which the unions in the service asked for and have been included.

2. Annual leave would henceforth be calculated based on working days instead of calendar days.

3. Replacement of APER

Annual Performance Evaluation Review APER, and Promotions are replaced with a new Performance Management System.

4. Additional Chapter

The 2008 version had 16 chapters. The 2021 version has 17 chapters.

5. NPMS

The chapter on APER and Promotions has been replaced by a new chapter on the New Performance Management System, NPMS that has been introduced into the public service.

6. Training

The chapter on training has been reinvigorated because of the importance that training has in the public service.’

7. Virtual Meetings

The revised PSR also has a new chapter on virtual meetings as a tool to be used in service now and there are some guidelines there.

8. FEC Guidelines

Some of the guidelines in the policy document earlier approved by FEC were put into the new PSR.

9. Digital Service Introduction of the transition from paper service to a digital service.

Note

There would be a transition period from APER to the new system as work had started with some pilot ministries.

The last time the rules were revised was in 2008

The rules are supposed to be revised every five years.

The approving body of the review is the National Council on Establishment.

**QUESTION 49**

SGL 06 & 07

Mention 5 conditions for promotion.

**ANSWER**

i. Maturity. The officer due for promotion must attain the specified number of years in his grade level. Eg

SGL 01 - 06 is 2years

SGL 07 - 14 is 3years

SGL 15 - 17 is 4years.

Ii. Must have completed APER forms for the specified period in his / her grade level.

iii. Must pass prescribed examination if specified in the scheme of service.

iv. Must not have any pending disciplinary case.

v. Must be a confirmed staff of the scheme or organization.

vi. Availability of vacancy.

vii. Seniority of officers is usually considered.

**QUESTION 50**

SGL 06 & 07

Mention 5 (five) types of appointment in civil service.

**ANSWER**.

i. Temporary appointment

Ii. Permanent appointment

iii. Contract appointment

iv. Acting appointment

v. Probationer appointment.

**Question 50b**

What is the difference between Temporary Appointment and Appointment on Probation? Temporary appointment is a short-term appointment and is not pensionable while a probation is a period in which an officer is placed under observation and monitoring (normally two years) on permanent appointment in which at the end if successful he or she is confirmed on pensionable appointment.

**QUESTION 51**

Under what condition can a child of any public servant be recognized as a bonafide child?

**ANSWER**

i. Biological child.

Ii. Adopted with relevant documents.

Iii. Such a child must not be above 18 years.

iv. Must be solely dependent on the officer.

v. The child of a spouse is equally a bonafide child of a civil servant.

**QUESTION. 52**

Briefly state the criteria required of a prospective corps member to be mobilized.

**ANSWER**

i. Must be a Nigerian.

Ii. Must not be above the age of thirty (30) years.

iii. Must pass the prescribed degree examination as approved by the university Senate.

iv. Must not have pending disciplinary or criminal case.

v. Must not fraudulently collect NYSC letter for service.

vi. Must not be under bondor employment engagement with any organization or establishment for monetary benefits.

Must not have attended a diploma program, consultancy program sandwich program or or part time program in the university.

vii. Must not be a recipient of National Honors award.

**QUESTION 53**

Enumerate the category of Nigerians exempted from National Service

**ANSWER**

i. Members of Armed Forces of Nigeria.

Ii. Police Officer not less than 9 months in service.

iii. Holders of Diplomatic Certificates.

iv. State Security Service Officers.

v. Members of Nigerian Intelligence Service.

vi. Mentally deranged.

vii. Graduates above the age of 30 years at graduation.

viii. Nigerians with National Awards eg CFR, MON, et

**QUESTION 54**

What are the conditions for the issuance of letter of exclusion?

**ANSWER**

i. The qualified Part Time students go to NYSC portal and register as part time students.

Ii. Upload credentials and passport.

iii. After which the signed letter of exclusion is printed out.

**QUESTION 55**

Mention 10 things Management will consider in an officer before appointing him/her as a Local Government Inspector.

**ANSWER**

Self confident

Hardworking

Have initiative

Team player/spirit

Mature

Creative

Resourceful

Flexible but firm

Versatile

Visionary.

Knowledgeable.....

**QUESTION 56**

SGL 06 & 07

List the compulsory retirement age for the following grades of officers in civil service.

**ANSWER**

i. Judicial Officers 70years

Ii. University Professors retire at 70years.

iii. University Academic Staff who are not Professors retire at 65years

iv. Civil servants 60years.

v. With the TSS ( Teachers' Salary Scale) , Teachers now retire at 65.and 40 years in service.

**QUESTION 57**

In recent times, NYSC Management had invested so much in manpower development and capacity building at different levels, enumerate ten (10) probable benefits of routine training.

**ANSWER**

To improve the staff educationally.

Acquisition of knowledge in various fields.

It will enhance performance on the job.

It will enhance the growth & development of the scheme.

It will impact on their economic growth & development.

It will make officers have sense of belonging and love for the scheme.

It will avail staff of the current trends in performance of their duties.

It is a form of motivation & reward & this leads to better productivity.

**Question 58**

What is free passage to a civil servant? State 2 (two) categories of officers that can be granted it

**Answer**

Free passage involves Government bearing the expenses involved in movement of entitled personnel abroad.

Entitled people are:

1. Officers accompanying delegates abroad (see Regulation 14(2);

2. Officers on official journey within country where he's serving (see Regulation 14(1);

3. Children visiting their parents abroad once a year (see Regulation 12(1);

4. Servants (2) for Head of Mission and (1) for foreign officers on SGL 14 and above (see Regulation 14(3).

5. Spouse of a foreign officer and four children once during a tour of duty (see Regulation 7)

**QUESTION 59**

The NYSC Trust Fund Bill has passed through Second Reading.

Enumerate the process involved in passing a Bill into an Act.

**ANSWER**

Hope this link answers the Question above:

https://bscholarly.com/process-of-law-making-in-nigeria-stages/

Summary:

First stage: Introduction of the bill

Second stage: First reading of the bill

Third stage: Second reading of the bill

Fourth stage: Reference of the bill to a committee

Fifth stage: The report stage

Sixth stage: Third reading of the bill

Seventh stage: Signing of a copy of the bill

Eight stage: Assent by the president or governor

**Question 60**.

List 5 ways to prevent leakage of official secrets / documents.

**Answer**.

1. Physical security that is;under lock and key

2. It must not be taken home

3. It must not be photocopied

4. It must be marked classified, Restricted, Secret, Top Secret, Staff Confidential

5. It must be carried by hand to the schedule officer

6.Officers should swear oath of Secrecy.

**Question 61**  (see Question 48 too)

Mention Highlights of the Revised Public Service Rules 2021

**Answer**.

1. Paternity Leave

Introduction of 14 days paternity leave for public servants which the unions in the service asked for and have been included.

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9. Digital Service Introduction of the transition from paper service to a digital service.

Note

There would be a transition period from APER to the new system as work had started with some pilot ministries.

The last time the rules were revised was in 2008

The rules are supposed to be revised every five years.

The approving body of the review is the National Council on Establishment.

**Question 62** .

Name five new innovations that are added in the new approved Electoral Bill Act

**Answer**

President Muhammadu Buhari signed into law the amended Electoral Bill on Friday, February 25. The 10 key provisions of the new Electoral Act are:

1. Parties must conduct primaries and submit their list of candidates at least 180 days before the general elections.

2. INEC can review results declared under duress.

3. Funds for general elections must be released at least one year before the election.

4. Total number of accredited voters will become a factor in determining over-voting at election tribunals.

5. There is provisions for people with disabilities and special needs.

6. There is legislative backing for smart card readers and any other voter accreditation technology that the Independent National Electoral Commission (INEC) deploys.

7. Political parties are given power to conduct a primary election to replace a candidate who died during an election.

8. INEC is given the legal backing for electronic transmission of election results.

9. The amended Electoral bill allows for early commencement of the campaign season. By this provision, the campaign season will now start 150 days to the election day and end 24 hours before the election.

10. The amended bill stipulates that anyone holding a political office – ministers , commissioners, special advisers, and others -- must relinquish the position before they can be eligible to participate in the electoral process either as a candidate or as a delegate.

**Question 63**

What documents can a sick officer use to support his/her absence from office/ duty post?

**Answer**

The officer should first of all notify his office in writing. If his absence is prolonged due to illness, he should submit the following

1) excuse duty certificate

2) Medical certificate of treatment duly signed by a health care provider

3) light duty certificate..

It is important to mention that if he is being treated within his duty post, his absence should be reported within 24hours. If being treated outside his duty post then his absence should be reported within 48 hours

**Question 64**

What do you mean by Guarantee period?

**Answer**

It means 5 yrs after retirement, that is 60 months or five years after retirement from service.

If a retiree received his pension up to 12 months before he died, the pension for 48 months will be paid to the Next Of Kin.

**QUESTION 65**

What is the difference between e-Money and e-Naira as has been variously analyzed by CBN ?

**ANSWER**

E-money is the normal bank transfers from and within banks for all all forms of transactions.

It's usually within the country

E-Naira is the digitized money manned by Cbn.

Can transact globally once the account is funded within the approved limit

SGL 13 AND 14

PUBLIC SERVICE

**QUESTION 66 a**

What is "Classified Correspondence" in Public Service?

**Answer**

Classified Correspondence is correspondence which has been graded according to its sensitivity or importance and the danger involved if such correspondence become a public property.

**Question 66 b**

Give five (5) examples of classified Correspondence in Public Service?

**Answer**

i. Restricted

ii. Policy Confidential Correspondence.

iii. Staff Confidential Correspondence.

iv. Secret Correspondence.

v. Top Secret Correspondence.

PUBLIC SERVICE

**Question 67**

Outline the responsibility of government when a pensionable officer dies in the service of government.

**Answer**

i. Preparation of the corpse for embalment .

ii. Settlement of mortuary bills.

iii. Provision of casket or coffin subject to the following maximum:

a. GL 01 -- 06 N100,000

b. GL 07 -- 14 N200,000.

c. GL 15 and above N300,000.

iv. Payment for one full page advert in one National Newspaper for the publication of the obituary.

v. Transportation of the corpse to his home town.

**Question 68 a**

List and explain five (5) authorized leave in Public Service.

**Answer**

i. Annual Leave - It is the absence of an officer from duty for a specific period as may be authorized by a superior officer.

ii. Casual Leave - Casual Leave is the absence of an officer from duty for a short period not exceeding an aggregate of seven (7) calendar days within a leave year as may be authorized by a superior officer.

iii. Maternity Leave - It is an authorized absence from duty of an officer on account of pregnancy covering the pre - natal and post natal periods.

iv. Sabbatical leave -- It is the authorized absence from duty of GL 15 or equivalent and above from duties for the purpose of research either within or outside Nigeria for a period of twenty months once in five years.

v. Study leave - Study leave is the leave granted to a confirmed serving officer to undertake an approved study within or outside Nigeria.

vi. Sick leave - This is the absence of an officer on account of ill-health as authorized by a health care provider.

**Question 68 b.**

Mention 7 officials that require Presidential approval for overseas medical treatment.

**Answer**

i. Vice President.

ii. Minister

iii. Head of the Civil Service of the Federation.

iv. Secretary to the Government of the Federation.

v. Service Chiefs .

vi. Inspector General of Police.

vii. Auditor - General of the Federation.

viii. Accountant General of the Federation.

ix. Senate President

x. Speaker of the House of Reps

xi. Chief of Staff to the President.

xii. Chief Justice of the Federation.

**Question 68 c**.

(See Question 11b and 63

Mention three (3) documents that an officer may submit to the office in the case of prolonged absence from duty on grounds of illness.

**Answer**

i. Excuse duty certificate .

ii. Light duty certificate.

iii. Medical certificate of treatment.

NYSC QUESTIONS

**Question 69**

A dead accident victim in your state was found wearing the uniform of a corps member. Identify any five (5) steps to be taken in handling the situation.

**Answer**

a. Retrieval and preservation of the corpse.

b. Identification process through head counting.

c. Identification through luggage at the accident scene.

d. Inform NDHQ.

e. Inform neighbouring states to initiate head count.

f. Identify the take off location of the vehicle and passenger manifest if available.

g. If nil to all the above, and identity remains unknown, inform the police. Victim should be given regular ceremonial burial and grave well marked.

h. If victim is identified, notify the state of service who notifies the family for normal burial procedure to follow.

CURRENT AFFAIRS

**Question 70**

i. What is AfCFTA

ii. Mention four (4) objectives behind it's establishment.

iii. Mention four (4) duties of National Council of States.

**Answer**

i. AfCFTA is African Continental Free Trade Area.

ii. Objectives

a.) To promote intra - African trade among member Nations.

b. To promote mutual trade between Africa and European Union Trade partners.

c. To enhance free movement of goods and services among member Nations.

d. To create sustainable development within African trade corridor.

iii. Duties of National Council of States

i. To advise President on prerogative of mercy.

ii. Award of National Honours.

iii. National population, compilation and publication (including appointment).

iv. INEC appointment.

v. National Judicial Council (including appointment).

vi. Maintenance of public order if requested by President..

**Question 71**

Mention five (5) conditions that must be fulfilled by a Ministry, Extra - Ministerial Departments and other government agencies before a self - Accounting status can be granted.

**Answer**

a. A fully constituted Internal Audit unit must be in place.

b. An Accounting code and Internal Audit Guide for the Ministry, Extra - Ministerial Office, and other arms of government must have been approved by the Accountant General of the Federation.

c. A well equipped Central Pay Office must be in existence.

d. Adequate manpower for the Finance and Accounts Department is available.

e. A conducive office accommodation and other infrastructure are to be provided.

f. A secure Payment Voucher (PV) Room is provided.

**Question 72**

Explain the difference between Administrative structure and operational structure of NYSC

**Answer**

Administrative structure is d organizational structure, that is, the

National Governing Board, State Governing Boards and the NYSC Local Government Committees.

Operational structure is the structure put in place to run the day to day activities to achieve the cardinal programmes namely ;

Orientation, Primary Assignment, CDS and Winding up and Passing out.

The operational structure include:

a. NDHQ (DG's office with all d Departments / Units, Divisios and Branches)

b. Area Offices, with all Divisions and Branches,

c. State Secretariats (State Coordinators' offices & the Branches and Units)

d. Zonal Offices,

Local Government offices

**QUESTION. 73**

Mention Five Branches in the NYSC Secretariat.

**Answer**

i. Corps Inspection and Monitoring.

ii. Deployment and Relocation (D&R)

iii. Human Resources Management.

iv. Accounts.

v. Corps Discipline and Rewards (CD&R)

vi. Corps Welfare and Health Services.

vii. Community Development Service

viii. SAED

ix. Planning Research and Statistics (PRS).

x. Guidance and Counseling

**Question 74**

Who is the current Senate President?

**Answer**

The current Senate President is

Senator Godswill Akpabio

**Question 75**

Mention Two States where flooding took place in Nigeria recently.

**Answer**

i. Kogi

ii. Anambra

iii. Bayelsa

iv. Rivers

v. Delta

vi. Benue

vii. Adamawa

viii. Lagos

**Question 76**

List Five (5) examples of Misconduct.

**Answer**

i. Dishonesty

ii. Negligence

iii. Improper dressing while on duty.

iv. Insubordination

v. Deliberate delay in treating official documents.

vi. Membership of secret cults.

vii. Failure to keep records.

viii. Malingering.

ix. Sleeping on duty.

x. Habitual lateness.

xi. Discourteous behavior to the public.

xii. Hawking merchandize within office premises.

xiii. Refusal to proceed on transfer or accept posting

**Question 77.**

Write the following abbreviations in full.

**Answer**

i. A.b.c - At back cover.

ii. A.I.E. - Authority to Incur Expenditure.

iii. u.f.s - under flying seal

iv . K.i.v. - keep in view

v. TY - Thank you.

**Question 78**

Mention Five (5) types of appointments in Public Service.

**Answer**

i. Trainee or Pupilage

ii. Probationary Appointment in a pensionable post.

iii. Non Pensionable / Contract appointment.

iv. On temporary basis other than contract.

v. Special appointment eg. disabled / NYSC Presidential awardees.

NYSC PROFESSIONAL

**QUESTION 79 a**

NYSC is how many years old?

**Answer**

51 years.

b. What is the full meaning of SAED?

**Answer**

Skill Acquisition and Entrepreurship Development.

**QUESTION 80**

Mention the Two Certificates issued by NYSC.

**Answer**

i. Certificate of National Service.

ii. Certificate of Exemption.

Current Affairs

**Question 81**

i. What is AFCTA

ii. Mention four (4) objectives behind it's establishment.

iii. Mention four (4) duties of National Council of States.

**Answer**

i. AFCTA is African Continental Free Trade Agreement.

ii. Objectives

a.) To promote intra - African trade among member Nations.

b. To promote mutual trade between Africa and European Union Trade partners.

c. To enhance free movement of goods and services among member Nations.

d. To create sustainable development within African trade corridor.

iii. Duties of National of States

i. To advise President on prerogatory of mercy.

ii. Award of National Honours.

iii. National population, compilation and publication (including appointment).

iv. INEC appointment.

v. National Judicial Council (including appointment).

vi. Maintenance of public order if requested by President.

**Question 82**:

Mention 5 military coups in Africa in recent 4 yrs.

**Answer**:

a. Mali

August 2020, group of Malian Colonels led by Assimi Goita, ousted President Boubacar Keita, due to Anti government protest over deteriorating security, contested Legislative elections and mass corruption.

Under pressure the Junta agreed to cede power to the interim civilian led government, tasked with overseeing an 18 month transition to democratic elections.

But the coup leader's clashed with the interim president retired colonel Bah Ndaw and engineered a second coup May 2021; Goita who served as interim vice President was elevated to presidency.

b. Chad

April 2021,Army took over after president IdrissDerby was killed on battlefield. By the Chadian law, the Speaker should be the President but, the Military Council stepped in, dissolved parliament and General Mahamat Idriss Derby was named interim President.

c. Guinea

5th September 2021, Col. Mamady Doumbouya ousted President Alpha Conde.

A year earlier Conde change the country's constitution to circumvent limits that would have prevented him from standing for a 3rd term, triggering widespread riots. Also accused of violently silencing opponents, failed to reduce poverty and corruption.

d. Burkina Faso

January 2022 Army

Ousted President Roch Kabore and Paul Henri Damiba came in.

Due to his inability to subdue Islamist state and also blamed for rejecting proposals to reorganise the Army by officers, instead continued with the military structure of the previous regime,he was Toppled by Captain Ibrahim Traore on September 30th 2022.

e. Niger

July 2023 , Members of the Presidential Guard detained President Mohammed Bazoum in the Palace. Saying they seized power to end the deteriorating security situation and bad governance.

Days after, the Junta declared Head of Presidential Guard Abdourahamane Tiani Head of State, who raised concern of security of a region where Niger has been a key ally to western powers (France) seeking to contain insurgencies by groups linked to Al Qaeda and Islamic states.

He also refused pressure from neighbouring Nigeria, EU, AU, ECOWAS to release Bouzum and step down.

f. Gabon (Central Africa) .

26th August 2023, Senior Military officers announced on national TV that they had placed President Ali Bongo under house arrest after Libreville media announced him as winner of third term controversial Elections.

Bongo's family half century plus rule came to an end when the Junta appointed former head of presidential Guards General Brice Oligui Nguema as Head of Transitional Government.

The Bongo Dynasty was caught in between scandalous lines of corruption,Abuse of power, Missing political opponents ,Mass Poverty....

SGL 09 and 10

**Question 83**

Mention Eleven (11) SAED Skills Sets Taught in the NYSC Orientation Camp

**Answer**

i. Education

ii.Construction

iii. Automobile

iv. Agro - Allied

v. Culinary and catering services

vi. Cosmetology

vii. Green Energy and satellite security technology

viii. ICT.

ix. Cleaning service and Hygiene

x. Creative Industry

xi. Delivery and logistics

**Question 84**

Write short notes on the following:

i. Advancement

Moving an officer up from the rank to a higher rank within his class or cadre e.g from SGL 09 to sgl 10. It is a type of promotion, not subject to vacancy. The officer must possess the necessary requisite qualifications as stipulated in the scheme of service for holders of that office.

ii. Promotion

It is the movement of an officer from one rank to another subject to

a. vacancy,

b. confirmation of appointment, and

c. maturity on post:

i. SGL 03 to 06 - 2years.

ii. SGL 07 to 14 - 3years.

iii. SGL 15 and above - 4 years.

d. Must possess good APER for the corresponding years.

e. No pending disciplinary action pending against him / her.

f. Must fall within field of selection.

g. Must perform well in promotion and interview as follows:

Exam / Interview - 70%

APER - 20%

Seniority -- 10%

Overall pass mark - 60%.

iii. Upgrading

This is a situation where an officer who was not properly placed at the point of first appointment is moved to proper placement.

iv. Conversion

This is the change of an officer's original appointment to another appointment or cadre within the same salary grade level. An officer on SGL 07 cannot be converted to SGL 08.

v. Increment

An amount of money by which an officer increases annually based on salary grade level..

**Question 85**

Define the following terms:

i. Transfer

The permanent release of an officer from one scheduled service to another or from one class to another in the same service.

ii. Posting

It is the redeployment of an officer from one section of the Ministry / Establishment to another where his presence is considered to be most useful.

SGL 12 and 13

**Question 86**

A corps member who commits an act of indiscipline in the orientation Camp is to be tried by an established body.

Mention the body and its composition.

**Answer**

The Camp Court.

Composition

i. Camp Director

ii. Camp Commandant

iii. Resident Officer 1

iv. Man O War Coordinator.

v. Head of Police

vi. Three (3) corps members including a lawyer.

vii. Two (2) Platoon Leaders.

**Question 87**

Mention 10 members of the President's NYSC Honours Award Selection Committee

**Answer**

i. Rep Office of the Secretary to Federal Government (Presidency)

ii. Rep Federal Ministry of Youth Development.

iii. Rep Nigeria Army.

iv. Rep Committee of Vice Chancellors of Nigeria Federal Universities.

v. Rep Council of Heads of Polytechnics and Colleges of Technology in Nigeria.

vi. Rep Citizenship and Leadership Training Center ( CLTC).

vii. Two (2) Ex NYSC Directors .

viii. Rep National Council of Women Societies (NCWS).

ix. All Nigerian Conference of Principals of Secondary Schools ( ANCOPSS).

x. Director Corps Welfare and Health Services Department as Secretary.

xi. Nigeria Employers Consultative Association (NECA).

**Question 88**

What are the conditions for maternity leave during the service year?

**Answer**

1. The Corp Member must be Pregnant

2. The Pregnancy must be closed to expected date of delivery

3. The beneficiary must seek the approval of State Coordinator through her employer, LGI and Zonal Inspector, attaching to her application letter, a maternity certificate issued by any Government Hospital or military Hospital.

**Question 89**

Mention any ( 5 ) items that can be found in seniority list of staff nominal roll.?

**Answer**

1. Qualification and subject

2. Ranks and salary grade.

3. Sex and date of birth

4. State of Origin

5. Local government Area ( LGA)

6. Date of 1'st appointment.

Date of present appointment.

**Question 91**

a. Define the following terms;

i. Resignation

ii. Withdrawal of Service.

b. Give two (2) similarities and two (2) differences between them.

**Answer**.

i. Resignation -- An officer may at any time elect to leave the service by way of resignation or voluntary withdrawal.

ii. Voluntary withdrawal -- Same as (i) above.

Similarities

a. In the case of resignation the officer gives one month notice or pay one month salary in lieu. Whereas in the case of withdrawal, the officer is expected to give three (3) months notice or pay three (3) months salary in lieu.

Differences

in the case of resignation, the officer forfeits all claims of vacation leave.

Refund in full to government any money owed.

All previous pensionable service will be forfeited and cannot be taken into account for pension purpose except the break of service was approved by OHCSF.

Whereas, in the case of withdrawal, the reverse is the case.

However, the resignation / voluntary withdrawal could be withdrawn prior to the expiration of the notices given and subject to the approval of the Office of the Head of Civil Service of the Federation (OHCSF).

This is usually refered to as CONDONATION OF SERVICE.

**Question 92**

a . Give five (5) examples of scandalous conduct as defined in the PSR.

b. State the ultimate penalties for misconduct

**Answer**

a. Scandalous conducts include :

i. Immoral behavior

ii. Unruly behavior

iii. Drunkenness

iv . Foul language

v. Assault

vi. Battery.

b. Ultimate penalties include:

I. Termination of appointment.

ii. Dismissal

iii. Compulsory retirement

iv. Interdiction

v. Suspension

vi. Written warning

vii. Verbal warning

viii. Reduction in rank

ix. Loss of pay.

**Question 93**

Name four (4) conditions for exemption form National service.

**Answer**

i. Over 30 years.

ii. Served in the Armed Forces of the Federation of Nigeria.

iii. A police officer of the Nigeria Police Force who has stayed for a period of more than 9 months.

iv. Member of Department of State Security Service.

v. Member of the Nigerian Intelligence Service.

vi. Member Defence Intelligence.

vii. One conferred with any National Honours.

**Question 94**

A corps member was involved in a road accident and later died. What are the obligations of the scheme?

**Answer**

In the event a corps member dies or is declared missing during the service year, the following guidelines shall be strictly adhered to:

i. If a corps member dies in or outside the state of service, the State Coordinator must underwrite all burial expenses of the corps member regardless of the place of burial.

ii. The State Coordinator is to commence burial arrangements immediately by getting the deceased corps member embalmed and kept in a good mortuary to prevent decomposition.

iii. The DHQ should be notified immediately.

iv. In the event of death of a corps member outside the state of service, the host State Coordinator should inform the State Coordinator of the state of service.

v. The State Coordinator of the state of service should inform the State Coordinator where the parents or next of kin resides to enable them fix the date and place of burial.

vi. Date and place of burial must be communicated to the NDHQ by the State Coordinator of the state of service.

vii. State Coordinator of state of service must prepare oration on behalf of the DG and Governor of state of service.

viii. Corps members in the state of burial shall participate actively in the burial.

ix. The casket of the deceased shall be draped with the NYSC flag while corps members are to be the pall bearers.

x. The next of kin as written on the green card must be cleared with the parents or relations during the burial to enable the right person collect the death benefit of such deceased corps member.

xi. The address of the next of kin must be authenticated to enable the insurance company reach them for payment.

xii. Completion of the proforma of the deceased corps member must be accomplished by the name and address of the next of kin, original death certificate and copy of the oration.

These documents should be forwarded with despatch to the NDHQ marked for attention of Director Corps Welfare and Health Services. Photocopies of the documents must be kept in the state file of deceased corps member.

CURRENT AFFAIRS

**Question 95**

One of the focal areas of the present administration is the expansion of the frontiers of the NYSC Skills Acquisition Program.

i. Mention the four (4) locations of the NYSC Skills Acquisition Centers you know.

ii. State three (3) objectives behind their establishment.

iii. Sight and quote the relevant portion of the NYSC ACT that supports SAED activities in the scheme.

**Answer**

i. a. Gombe

b. Ekiti

c. Delta (Ezi)

d. Nasarawa (Keffi)

e. Kaduna.

f. Jigawa

ii. a. To enable the scheme contribute towards the eradication of graduate unemployment.

b. To enable the scheme equip hundreds of thousands of corps members with specific vocational skills and develop their entrepreneurship capacities.

c. To ensure that adequate facilities are provided for the training of corps members in vocational skills.

d. To improve the delivery of post camp training of corps members.

iii. NYSC ACT CAP N84.2004

Section 1, Sub-section 3(d) "enable Nigerian youths acquire the spirit of self reliance by encouraging them to develop skills for self employment"

**Question. 96**

An officer reported sick and was granted sick leave. He was not hospitalized.

i. What is the maximum number of days he is entitled to as sick leave?

ii. When will the officer appear before the medical board?

**Answer**

i. Forty two (42) calendar days.

ii. Where such an officer has been absent from duty on ground of I'll health for an aggregate period in excess of 42 calendar days within twelve calendar months, the officer should be made to appear before a Medical Board with a view to its being ascertained whether he / she should be invalidated from service.

Any period of absence on ground of ill health in excess of the prescribed aggregate will be without pay and will not be reckoned for purpose of increment for pension.

**Question 97**

The Director General of NYSC is the Accounting Officer of the scheme. List five (5) duties he performs as part of his financial responsibilities.

**Answer**

i. Formulates long/ short range plans for operational and development activities.

ii. Responsible for the equitable distributions of sub accounting officers in all NYSC formations nation wide. (State Coordinators and Heads of Accounts).

iii. Coordinates the financial activities of the scheme both at the NDHQ / 36 states and FCT Secretariat.

iv. He is the principal signatory to the scheme account as well as mandate formats.

v. Controls income and expenditure of the scheme in consonance with accounting standards.

vi. Oversees the budget and budgetary controls of the scheme.

vii. Preparation and submission of annual budgets and accounts to appropriate quarters.

**Question. 98**

Appropriation bill has been passed by the national assembly. The Ministry of Youth and Sports Development was granted approval for the procurement of capital items.

Mention five (5) statutory procedures to be followed in line with the Procurement Act of 2007.

**Answer**

I. Advertise and elicit for bids in accordance with guidelines prescribed by the Bureau from time to time.

ii. Invite two (2) credible persons as observers in every procurement process, one from private sector/ professional organization relevant to the procurement and the other from non governmental organization working in transparency, accountability and anti corruption areas.

iii. Receive , evaluate and make a selection of the bids in accordance with prescribed guidelines.

iv. Obtain the approval of the tenders board for the award of contract to the successful bidders.

v. Debrief bid losers on request.

vi. Resolve complaints and disputes if any.

vii. Obtain and confirm validity of performance guarantee.

viii. Obtain "Certificate of no objection award contract" from the Bureau.

ix. Execute contract agreements.

x. Announce and publicize the award of the contract in a format prescribed by the Bureau.

**Question 99**

What is the composition of the Council of State

**Answer**

1. President, Commander of the Armed Forces Federal Republic of Nigeria.

2. The Vice President of the Federal Republic of Nigeria.

3. All past Heads of State and Presidents of the Federal Republic of Nigeria.

4. The Chief Justice of the Federal Republic of Nigeria.

5. The Senate President.

6. The Speaker of House of Representative

7. All state Governors.

8. Attorney General of the Federatio

**Question 100**

Who qualifies to be mobilized for National Service?

**Answer**

i. A university or polytechnic graduate who must not have been above the age of thirty (30) as at the time of graduation.

ii. Who has not served in the Armed Forces of the Federal Republic of Nigeria or Nigeria Police for a period of more than nine (9) months.

iii. Who is not a member of any of the following:

a. Nigerian Security Organization.

b. State Security Service.

c. National Intelligence Agency.

d. Defence Intelligence Agency.

iv. Who has not been conferred with any National Honours.

v. Must be a Nigerian.

**Question 101**

As a Platoon Officer, list four (4) steps you have to follow to process a corps member's application for leave on camp.

**Answer**

i. Ensure the corps member submits a written application for leave stating the reason for leave. The application must be signed by the corps member.

ii. As the Platoon Officer he/she is to endorse the application with recommendation to Camp Director.

iii. Ensure Camp Director endorses the application the State Coordinator for approval or disapproval and Exeat is signed authorizing leave / pass.

iv. He /she records the permit in his/her platoon register and keeps proper record of all cases of leave.

**Question 102** (Revised)

What are the conditions for maternity leave during the service year

**Answer**

1. The Corps Member must be Pregnant

2. The Pregnancy must be closed to expected date of delivery

3. The beneficiary must seek the approval of State Coordinator through her employer, LGI and Zonal Inspector, attaching to her application letter, a maternity certificate issued by any Government Hospital or military Hospital, scan result.

It is important to note the number of days for Annual Leave for the various categories of officers.

**Question 103**

List five (5) important information found on a call-up letter.

**Answer**

i. Name

ii. State of origin.

iii. State of Deployment

iv. Date of Commencement of Orientation.

v. Call-up number

vi. Venue of the Orientation

vii. Instructions at the back of the Call-up letter

FOR ACCOUNTS

**Question 104**

a. Define the term " Payment Voucher"

**Answer**

A payment voucher is an evidence of disbursement of money for services rendered.

b. List five (5) features / particulars of a payment voucher.

**Answer**

i. Date of transaction.

ii. Particular / details of transaction.

iii. Amount in words and figures must be same.

iv. Particular of payee.

v. Classification into heads and subheads.

vi. Ink or indelible pencil.

vii. Particulars of financial authority.

viii. PV number (departmental).

ix. Payment control number.

x. Relevant documents must be attached.

xi. Signature of vote controller.

xii. Financial authority.

PUBLIC SERVICE

**Question 105**

Name two (2) information supplied by a public servant on appointment.

**Answer**

i. Full names.

ii. Age

iii. Marital status

iv. Date of entry into service.

v. Number of children.

vi. Next of kin

vii. Schools attended.

viii. Educational qualifications.

ix. Contact address.

CURRENT AFFAIRS

**QUESTION 106**

Mention the title of the paramount rulers of the following locations in Nigeria.

**Answer**

i. Sokoto -- Sultan of Sokoto.

ii. Ile Ife -- Ooni of Ife

iii. Onitsha -- Obi of Onitsha.

iv. Bornu -- Shehu of Bornu

v. Auchi -- Otaru of Auchi.

**Question. 107**

You have been appointed a Platoon Officer for 2023 batch 'A' Orientation Course.

List five (5) responsibilities expected of you at the Camp.

**Answer**

i. Take daily attendance

ii. Maintain register of all Platoon members.

iii. Undertake distribution of kits to corps members.

iv. Supervise activities of Corps members.

v. Take charge of corps Welfare.

vi. Administer forms 2A, 4A, to Corps members and return same to PRS for filing.

vii. Supervise the documentation of Corps members namely filing of forms in their files

**Question 108**

There is security alert in your LGA. As a Local Government Inspector, state five (5) important steps you will take to ensure your corps members are safe.

**Answer**

i. Alert security agencies in your LGA.

ii. Alert the traditional ruler.

iii. Alert the State Coordinator.

iv. Alert Zonal Inspectors

v. Alert corps members.

vi. Request for security protection of corps lodges.

vii. Take roll call of corps members to ensure they are accounted for.

FOR ACCOUNTANTS

**Question 109**

The cash and vote balances are normally expected to agree. Give five (5) reasons why the two may differ.

**Answer**

i. If liabilities are posted in the vote book.

ii. If vouchers are are posted into vote books for which cheques / mandates have not been issued.

iii. Bank charges are not yet posted into the vote book.

iv. Dishonored mandates / cheques reversed in the cash book but not in the vote book

v. AIEs posted in the vote book not in the cash book..

**Question. 110**

As a major stakeholder in Election in Nigeria, give the full meaning of the following:

INEC

REC

PVC

RAC

BVAS

IREV

**Answer**

INEC. Independent National Electoral commission

REC . Resident Electoral Commissioner

PVC. Permanent

Voters Card

RAC . Registration Area Center( also Registration Area Cluster, Registration Area Camp. Depending on the context)

BVAS . Biomodial Voter Accreditation System

IREV . Inec Result Viewing Portal

**Question 111**

What are the specific duties of the Corps Camp Director?

**Answer**

1. Assisting in the general camp administration.

2. Ensuring the wellfare of Corps members

3. Intermediary role between Camp management and Corps members

**Question 112**

What is a Draft ?

**Answer**

A draft is a proposed reply, circular or other documents, put up by an Officer to a higher authority.

The essential features of a good draft are:

a) a good heading which gives an idea of the matter in the draft;

b) clarity of thought and expression;

c) accuracy- verify all facts and figures b4 writing;

d) grammar- weak or indifferent grammar mars the quality of a draft;

e) courtesy- All communication from public servants to persons inside or outside the public service must be polite.

**Question 113**

What is the features of the new PMS (Performance Management System)

**Answer**

Realistic goal setting and management.

• Goal setting is the factor on which the entire system of appraisal relies.

• Performance reviews.

• 360-degree reviews.

• Due Process.

• No bias in rewards for evaluators.

• Continuous Feedback Mechanism.

• Performance analytics.

• Conclusion.

**Question 114**

What is Established post?

**Answer**

Established post means a post provided for under the personnel emolument sub head of the estimate

**Question 115**

What is the difference between Ministry and extra Ministerial Departments (MDS)?

**Answer**

i . Ministry is headed by minister while parastatal or extra ministry dept is headed by D.G or executive secretary

ii. Ministry is not established by law while parastatal is established by decree or act

iii. Ministry can be scrap or merge by President while parastatal cannot expect the parliament repeals that law that establish it

iv. Ministry cannot recruit, promote and discipline its staff except federal civil service commission while parastatal has power to recruit , promote and discipline its staff

v. Officers in the ministry can be move from one ministry to another while officers in the parastatals start and end there career in that parastatals

**Question 116**

What is filing?

**Answer**

Filing means keeping documents in a safe place and being able to find them easily and quickly. Documents that are cared for will not easily tear, get lost or dirty. A filing system is the central record-keeping system for an organisation. It helps you to be organised, systematic, efficient and transparent.

**Question 117.**

Name five new innovations that are added in the new approved Electoral Bill Act

**Answer**

President Muhammadu Buhari signed into law the amended Electoral Bill on Friday, 25 February 2022. The 10 key provisions of the new Electoral Act are:

1. Parties must conduct primaries and submit their list of candidates at least 180 days before the general elections.

2. INEC can review results declared under duress.

3. Funds for general elections must be released at least one year before the election.

4. Total number of accredited voters will become a factor in determining over-voting at election tribunals.

5. There is provisions for people with disabilities and special needs.

6. There is legislative backing for smart card readers and any other voter accreditation technology that the Independent National Electoral Commission (INEC) deploys.

7. Political parties are given power to conduct a primary election to replace a candidate who died during an election.

8. INEC is given the legal backing for electronic transmission of election results.

9. The amended Electoral bill allows for early commencement of the campaign season. By this provision, the campaign season will now start 150 days to the election day and end 24 hours before the election.

10. The amended bill stipulates that anyone holding a political office – ministers , commissioners, special advisers, and others -- must relinquish the position before they can be eligible to participate in the electoral process either as a candidate or as a delegate.

**Question. 118**

What section of the NYSC Act covers the following:

a. Deployment and posting of corps members?

b. Placing/ posting at the end of registration?

c. Offences and appropriate punishment?

**Answer**

a. Deployment of prospective corps members :

Section 1 subsection 4 a to f

b. Placing/posting at the end of registration:

Section 9 subsection 2 a to r

c. Offences and appropriate punishment to the offenders:

Section 13, nos 1 to 5 and Section 14 .

**Question 119**

The Orientation Course is one of the cardinal programmes of the NYSC service year. Give any 5 (five) objectives of the Orientation course.

**Answer**

i. To give Corps Members a better understanding of the objectives of the NYSC Scheme and enable them to internalize it's ideal;

ii. acquaint them with their environment in their new political, cultural, social and economic setting ;

iii. prepare them for their particular roles in the Scheme;

iv. equip them with the political, social and leadership skills that will enable them meet the challenges of the service year ahead;

v. lay the foundation of the much envisaged Nigerian unity through the interaction of Corps Members from different political, cultural and social backgrounds in the Camp;

vi. inculcate discipline and raise the moral tone of Corps Members by subjecting them to topical nationalistic issues; and

vii. create opportunity for Corps Members to develop entrepreneurial skills during in-camp training under SAED towards gainful self-employment, wealth creation and employment generation.

viii. Create an environment for shared national values of unity and integration.

ix. An avenue for instilling in the youth common ideals of national development.

x. Strengthening social cohesion and tradition of discipline to prepare them for nation building,

**QUESTION 120 .**

DISCUSS THREE (3) DISCIPLINARY PROCEDURES (STEPS) IN PUBLIC SERVICE.

**Answer**

i. A prima facie case must be established against an officer.

Ii Then Query is given, allegations are mentioned, officer is asked to respond, time frame is given.

iii. Explanation is examined, if not satisfactory, next action is taken like ;

a. setting up committee to investigate,

b. Report sent the appropriate personnel committee Senior or Junior until the final determination which could be termination of appointment or dismissal.

**Question 121**

Mr Sulaiman Dawaki intends to run for Presidential election upon retirement from public service.

Name five (5) variables that could disqualify him from contesting for such exalted office.

**Answer**

i. If he had voluntarily acquired the citizenship of another country.

Ii. If he has been elected to such office at any two previous elections.

iii. If he is adjudged by law to be a lunatic or of unsound mind.

iv. If he is an ex - convict for less than ten (10) years.

v. If he is under sentence of death or imprisonment imposed by a competent law Court.

vi. If he is declared bankruptcy by any law Court in Nigeria.

vii. If he has not resigned or retired from public or civil service at least 30 days before the date of election.

viii. If he has been indicted for fraud or embezzlement by a judicial / Administrative Commission of enquiry or any other law in Nigeria.

ix. If he is a member of any secret society.

x. If he has presented a forged certificate to INEC ( Independent National Electoral Commission)..

**Question 122**

Identify and explain the appropriate authorities for the promotion of officers in the public service.

**Answer**

i. SGL 01 - 06 : Junior Staff Committee of the MDA (Ministries, Departments, and Agencies) subject to approval by the Permanent Secretary or Chief Executive.

ii. SGL 07 - 14 Senior Staff Committee (SSC) of the MDA or relevant staff pool subject to confirmation by Federal Civil Service Commission or the Board as the case may be.

iii. SGL 15 - 17 Federal Civil Service Commission or the Board of the Parastatal concerned upon recommendation from Senior Staff Committee.

**Question 123**

As a State Coordinator you have just received a circular from NDHQ directing you to conduct the 2023 promotion exercise in your Secretariat.

What steps would you take to ensure compliance and smooth conduct of the exercise?

**Answer**

i. Identify and explain the appropriate authorities for promotion of officers in the public service.

ii. Identify number of Staff on SGL 01 - 05 who have spent the prescribed number of years on post.

iii. Prepare briefs on each candidate showing : Name ,Rank , Qualification , date of birth, date of first appointment, date of last promotion, number of years spent, disciplinary cases if any.

iv. Convene a JSC ( Junior Staff Committee) Local meeting which should be made up of Heads of branches (with federal character) and Head of Human Resources Management as member/Secretary. The representative of the state civil service.

v. Deliberation on each candidate.

vi. Recommendation and briefs collected and forwarded with a covering letter and necessary attachments to Director General, attention Director HRM

**Question 124**

List 4 protocol for Virtual meetings.

**Answer**

i. There must a predefined meeting agenda by the chairman

ii The Secretary must confirm the availability of participants in order to keep track of participants.

iii. Participants must identify themselves when they speak

iv. Materials and reference documents for the meeting must be made available to participants at least 24 hours before the meeting.

v. Participants must observe phone- mute

They must not be seen carrying out any other activities like treating a file, sending a text during the virtual meeting.

CHRONICLE OF OUR CHIEF EXECUTIVES IN THE NYSC .

1. Lt Col A Ali May 1973 - Aug 1975 .

2. Col MK Omojokun Sept 1975 - Sept 1979 .

3. Capt PK Obasa Sept 1979 - Jan 1984 .

4. Col EA Akpan Jan 1984 - Dec 1987.

5. Col A Braimoh Jan 1998 - Dec 1990.

6. Brig Gen Hafiz B Momoh Jan 1990 - Jan 1994.

7. Brig Gen SA Sofoluwe Jan 1994 - July 1996.

8. Brig Gen SM Dule July 1996 - Aug 1998.

9. Brig Gen KO Ogunkoya Aug 1998 - Mar 2000.

May 2000 - Jan 2002.

10. Compol SI Emokaro (rtd) Mar 2000 - May 2000.

11. Rev PO Okunromade Jan 2002 - Mar 2002.

12. Brig Gen Walter Oki (rtd) Mar 2002 - Oct 2004.

13. Brig Gen Y Bomoi Oct 2004 - Jan 2009.

14. Brig Gen MI Tsiga Jan 2009 - Sept 2011.

15. Brig gen NT Okore - Affia Sept 2011 - Jan 2014.

16. Brig Gen JB Olawumi Jan 2014 - Apr 2018.

17. Maj Gen SZ Kazaure Apr 2016 - Apr 2019

18. Maj Gen Shuaibu Ibrahim Apr 2019 - May 2022.

19. Brig Gen MK Fadah May 2022 - Nov 2022

20. Mrs Christy Uba Nov 2022 --2023

21. Brig Gen Yasha'u Dogara Ahmed 2023 -

**Question. 126**

What is an imprest? Mention the different types of imprest. .

**Answer**

An imprest is defined as all sums advanced to a public officer to meet expenditure for which vouchers cannot immediately be presented to a sub accounting officer for payment.

b. There are two types of imprest namely:

i. Standing Imprest - which may be replenished from time to time during a financial year by the submission of paid vouchers to sub accounting officers for reimbursement.

ii. Special Imprest - which is granted for a particular purpose and must be retired in full when the purpose has been achieved.

**Question 127**

A corps member has been reported dead in your state. As a corps Welfare officer in your Secretariat, enumerate five (5) steps you would take to repatriate the corpse of the deceased corps member for burial.

**Answer**

i. The corpse will be taken to the mortuary; arrangements made for proper embalming and preservation.

ii. The Directorate Headquarters informed of the demise of the late corps member.

iii. To get in touch with the State Coordinator of the late corps member's state of origin for condolence visit and other arrangements.

iv. Request when the relations will be free to receive the corpse.

v. Corpse thereafter repatriated for burial.

**Question 128**

Outline the procedure for balancing cash book.

**Answer**.

i. Cash book shall be ruled off and balanced daily by the cashier entering the cash specifications of the balance in hand in the cash book.

ii. The Accountant will check the cash against the specification and initial cash book.

iii. Cheques held as at close of business will be paid to the bank or otherwise cleared on the next business day.

iv. Any cheque which has been presented to the bank and returned unpaid be held as cash.

v. The cash book shall be signed the end of each month by the sub Accountant whose signature will be taken as certifying the correctness of the entries and cash balance.

**Question 129**

Mr Edet is the sole manager in NYSC government factory in Minna. in the month of March 2022 internal auditors went for the quarterly auditing of their sales. Name and explain at least three errors that they will look out for in the trial balance book

**Answer**

i. Error of omission where transaction is completed through the books

ii. Error of commission where correct figure is posted but in a wrong personal account

iii. Error of principles where an item is wrongly classified.

iv. Compensating error where an error cancelled out each of e.g 200 Naira posted to sales and 200 Naira posted to purchases

v. Error of complete reversal of entry where correct account are used but each item is shown on wrong side of the account

vi. Error of original entry- where original figure is incorrect yet double entry is still observed using same incorrect figure.

**Question 130**

NYSC Decree number 24 of May 1973 was repealed with Decree 51 of 16th June 1993. Identify the major changes it brought about.

**Answer**

i. Director-General replaced National Director as Chief Executive of the Scheme

ii The NYSC state Governing Board replaced NYSC State Committee

iii. The new decree provides for the establishment of an NYSC Local Government Committee in each Local Government Area.

iv. It stipulates that the State Government / FCT (federal Capital Territory) should give minimum of N500,000 naira to the secretariat

v. It created Zonal Offices

**Question. 131**

Outline the operation of the NYSC Distress Call Center.

**Answer**

I. To reach to corps members in distress in view of the prevailing security situation in the country.

ii. It also serves as a window for inquiry from the citizenry as regards the scheme.

iii. To aid quick rescue of corps members in distress.

iv. It serves as a channel to protect the lives of corps members and staff wherever they find themselves in answer to national call.

v. It serves as a platform for handling emergency calls from staff and corps members.

**Question 132**

Okonkwo Sulieman Ajayi, a service corps member applied to the D.G for deferment of his service under Section 17(2) of the NYSC Act on the grounds that his people have elected him as Councilor to represent them at the Local Government Council.

Advice the D.G on the merits of the application.

**Answer**

(i) The Corps member's service cannot be deferred after registration

(ii) Under the NYSC Bye-law, a Corps member is not supposed to take part in politics.

**Question 133**

a. Define Classified Correspondence.

**Answer**

Classified correspondence means correspondence which has been graded, restricted, confidential, secret, or top secret.

b. What do you understand by "Established Post" ?

**Answer**

A post provided for under the personal emoluments sub - head of the estimates.

c. List three (3) categories of officers for the purpose of training in civil service.

**Answer**

Engineers, Doctors, Lawyers.

**Question 134**

What is BRICC5? Which country constitute BRICS and what are the common factors of association?

**Answer**.

BRICS is an association of five major emerging national economy

ViZ: Brazil

Russia,

India,

China and

South Africa

Common factors of the association are:

i. Planned development bank to find infrastructure.

ii. Has a combined foreign currency reserves of $4.4 Trillion and account for 43% of the world's population.

iii. Seeking greater sway power in global financial match to their rising dominance.

**Question 135**

Define Budget and budgetary control

**Answer**

Budget is a plan of financial operation embodying an estimate in proposed revenue and expenditure as well as the means of financing them for a given period usually a year.

Budgetary control- a continuous process which reviews and adjust budgetary targets during the financial year and produces a control mechanism to hold budget holder to account.

**Question 135 b**

Mention five (5) importance of budgetary control

**Answer**

i. It reduces over expenditure on the part of spending officers

ii. It reduces loss since it is a continous measuring of actual and budgeted position

iii. It reveals inefficiency of some managers/accounting officers

iv. It increases efficiencies as individual accounting officers knows that he will be accountable for the funds allocated to his unit

v. it ensures that performance is evaluated vi's a vi's output.

**Question 136**

You are a Platoon 7 officer. A corps member needs to leave the camp for an urgent purpose.

Mention 4 ways you will follow to process his application.

**ANSWER**

1. Ask corps member to write application to the Camp Director through the Platoon 7 Officer if it is within the state where the Camp is located.

But if it is outside the State, corps member writes application to the State Coordinator through the Camp Director, and Platoon 7 Officer respectively.

ii . Platoon Officer recommends application to the Camp Director.

iii. Camp Director recommends the application letter to the State Co-ordinator

iv. State Co-ordinator grants corps member final approval to leave the camp giving him/her time frame.

NOTE:

State Co-ordinator can decline the request despite recommendations by both Platoon Officer and Camp Director .

Corps Member should not leave the camp without ID card as a means of identification.

Corps Member should not embark on night journey.

**Question. 137**

i.. What is G.8 countries?

ii. What countries make up G.8?

iii. When was it established?

iv. List four (4) objectives of the G.8 group of countries.

**Answer**

i. Group of Eight (G.8) refers to a group of eight highly industrialized nations.

ii. The G.8 is made up of the following countries:

France

Germany

Italy

Japan

United kingdom

United States of America

Canada

Russia

iii. It was established in 1997 to foster developmental cooperation among member countries.

a. Promoting Trade, Economic Cooperation, etc.

b. Improving member states' position in the global economy.

c. Diversifying and creating new opportunities for them in the international trade relations.

d. Participation in decision making at the global level.

e. Improving the standard of living of the people in the member state countries.

f. To focus on strengthening democracy.

Note

The group started with 4 members in 1970 and was joined by other members, Russia joining last in 1997. Russia was however suspended in 2014 for annexing Crimea. Russia withdrew in 2017 and the group has 7 members.

It's now G.7 countries as Russia was suspended.

But for example purposes;

G.8 countries has Russia as a member.

But G.7 countries is minus Russia.

The objectives are the same.

**Question 137** .

(a) What is A.U?

(b) When did it emerge?

(c) List three (3) objectives of A.U

**Answer** .

a) A.U means African Union

b)The A.U emerged in 2001.

c) Objectives of the African Union (AU)

i. To achieve greater unity and solidarity between the African countries and people of Africa.

ii. To defend the sovereignty, territorial integrity and independence of its member states

iii. To accelerate the political and socio-economic integration of the continent.

iv Promote and defend African common positions on issues of interest to the continent and its peoples.

v. Encourage international co-operation taking due account of the Charter of the U.N and the Universal Declaration of Human Rights.

vi. Promote peace, security and stability on the continent.

Mohammed Kazuali from Mauritania emerges the new AU Chairman (17/02/2024)

**Question 138**

Mention the major tenders board in government and their compositions.

**Answer**

I. There are three major tenders boards namely

a) Departmental Tenders Board

COMPOSITION

i. Not less than 7 members. Directors of other departments other than the asking Department.

ii. One Deputy Director

iii. One Assistant Director

b. Ministerial Tenders Board

COMPOSITION

i. One Deputy Director

ii. One Assistant Director

iii. One chief of section

iv. Three other members

v. The Permanent Secretary as Chairman

vi. All Directors in the ministry as members

C. Council of Ministers Tenders Board

COMPOSITION

i. President as Chairman

ii. All ministers and

iii. Secretary to the Federation as Secretary.

Please note that the two boards draw their secretaries from Policy, Planning and Management department.

**Question 139**

i. What is OPEC?

ii. List 5 member nations

iii. Name 3 Organs of OPEC.

**Answer**

i Organization of Petroleum Exporting Countries.

ii Saudi Arabia, Venezuela, Iran, Nigeria, Qatar, Angola, Ecuador, Algeria, Kuwait,

Equatorial Guinea,Gabon,Libya,UAE,Indonesia, and Iraq.

iii.

i.The Conference, which is the highest authority;

ii. Board of Governors;and

iii. The Secretariat- the executive arm under the direction of the Board of Governors.

**Question. 140**

Under what conditions can a child of any public servant be regarded as a bona-fide child?

**Answer**

i) The child must be a biological offspring of an officer.

ii Or that of his spouse

iii Or an adopted child who is under 18 years

iv Is entirely dependent on the officer in accordance with any statutory provision.

**Question 141**

What is the difference between Council of States and Federal Executive Council

**Answer**

Council of States includes all former heads of state, all past Presidents, Chief Judge, Senate President, Speaker House of Representatives, all State Governors , Attorney General of the Federation, the President, the Vice President while the FEC executive council is mostly the President and Ministers.

**Question 142**

What is the composition of the Council of States

**Answer**

1. President, Commander of the Armed Forces Federal Republic of Nigeria.

2. The Vice President of the Federal Republic of Nigeria.

3. All past Heads of State and Presidents of the Federal Republic of Nigeria.

4. Past Chief Justices of the Federal Republic of Nigeria.

5. The Senate President.

6. The Speaker of House of Representative

7. All state Governors.

8. Attorney General of the Federation

**Question 142 b**.

What is the composition of Federal Executive Council ?

**Answer**

i. Chairman , President and Commander in Chief Federal Republic of Nigeria

ii. Vice Chairman, Vice President,

iii. Secretary to Federal Government of Nigeria,.

iv. All Ministers

v. All Ministers of state.

**Question 142 c**

Mention four (4) members of Federal Executive Council

**Answer**

I. Chairman/ President Commander in Chief Federal Republic of Nigeria - President Ahmed Bola Tinubu

ii. Vice President of the Federal Republic of Nigeria, - Alhaji Kashim Shettima

iii. Secretary, Federal Government of Nigeria -- Dr Akume

iv. Minister Federal Capital Territory (FCT) - Nyesom Wike

v. Minister of Works - Engineer Dr David Nweze Umahi

vi. Minister of Youths - Dr Jamila Bio Ibrahim

**Question 143**

ECOWAS was founded on 28th May,1975. Briefly enumerate and explain 5 of its achievements since inception.

**Answer**

Achievements of ECOWAS include:

i Regional security cooperation (Protocol on Mutual Defence Assistance that provided for the establishment of an allied Armed Force of the community.

i.i The Community Court of Justice (allows rulings on disputes between states. Provides the ECOWAS Council with advisory opinions on legal issues. It possess authority over fundamental human rights breaches).

iii. Sporting and cultural exchange (football and beauty pageant).

iv. Economic Integration

v. West African Economic and Monetary Union.

**Question. 144**.

Enumerate five (5) steps that can be used to address the problem of low morale in the Civil Service.

**Answer**

(1) Motivation

(2) In-Service-Training

(3) Promotion

(4) Awards in form of medal, gifts or cash

(5) Certificates of merit

(6) Letter of Commendation

**Question 145**

a. What is Notional Promotion?

**Answer**

Officers on leave of absence secondments, approved study leave,

special assignment who fall within the promotion field of selection, shall be granted notional promotion if they are judged to be worthy of promotion but must pass the promotion interview.

b . When is the effective date of promotion?

**Answer**

1st January of the preceding year of interview.

c. Who is not qualified for promotion?

**Answer**

An officer who is under disciplinary action.

**Question 146**

As a Corps Welfare Officer, a corps member was knocked down. What steps will you take to ensure that he gets adequate care?

**Answer**

i. The corps member should be sent to the hospital for immediate treatment.

ii. The State Coordinator informed

iii. The D.G should also be informed

iv. The Next-of-Kin notified

v. Report lodged with the police

vi. Get in touch with the NYSC Legal Department for further necessary action.

**Question 147**

(ACCOUNTS)

The agreement of the trial balance is only a proof of arithmetical accuracy are not a proof that errors has not been committed, List and explain briefly five of such errors.

**ANSWER**

Error of Commission

Error of Principle

Error of Complete reversal

Error of Omission

Error of Overcast or undercast

**Question 148**

Mr. Jacob Enoh an officer of "X department in NYSC National Directorate Headquarters, Abuja currently standing trial for a criminal offence at the Federal High Court has just been discharged and acquitted. As the Director, Human Resources Management NYSC what would be your next line of action.

**Answer**.

i. Director Human Resource Management Will inform the appropriate Authority in writing of the decision of the court. Copies of the

charges and the Court ruling shall be made available to all the members of the Authority.

ii. The affected officer shall be reinstated to his/her original position with all his/her entitlements/benefits/ privileges if any, fully restored to him/her.

**Question 149**

Which bodies are responsible for the appointment of the following categories of officers;-

a. Clerical Officer GL. 04 at Kebbi State NYSC

b. Assistant Executive Officer GL.06 at the NYSC Headquarters

c. Technical Officer (Electrical) GL. 07 at NYSC Headquarters.

**Answer**

The bodies are:

a . Junior Staff committee (JSC) Local GL. 01-06)

b . Junior Staff committee (JSC) Headquarters GL. 01-06)

c. Senior Staff Committee (SSC) who will make recommendation to the

National governing board for approval.

**Question 150**

As a State Coordinator what steps will you advise an ex corps member who loses his Certificate of National Service to take

**Answer**

i. He should write an application letter informing Management of his loss of the Certificate of National Service

ii. Request for a letter of introduction from the state coordinator of the state where he served

iii. Obtain a sworn affidavit from the court

iv. Obtain a police extract from the Police authority

v. Submission of the application with the attached document at the NDHQ in order to obtain a letter of confirmation of loss of certificate of national service

vi. Payment of #5,000 through remittance to NYSC account.

vii. Present the receipt of payment before collecting the certificate.

viii. Present a photocopy of a valid means of identification.

ix. Attached the photocopy of the lost certificate, if any.

" Note that it is not issued by proxy.

**Question 151**

Which bodies are responsible for the appointment of the following categories of officers;-

a. Clerical Officer GL. 04 at Kebbi State NYSC

b. Assistant Executive Officer GL.06 at the NYSC Headquarters

c. Technical Officer (Electrical) GL. 07 at NYSC Headquarters.

**Answer**

The bodies are:

a. Junior Staff committee (JSC) Local GL. 01-06)

b. Junior Staff committee (JSC) Headquarters GL. 01-06)

c. Senior Staff Committee (SSC) who will make recommendation to the

National governing board for approval.

**Question 152a**

Mention three (3) conditions under which a dismissed officer could be recalled.

**Answer**.

i. Court Order

ii. Presidential Pardon

iii. Appeal

b . What is a Scheme of Service? Mention Five (5) reasons why it is essential in career development of officer in the service.

**Answer**.

The scheme of service is a Career Guide for appointment, promotion and advancement in the public service.

Importance.

i. Shows the required qualification for a post.

ii. It shows the established posts to all cadres

iii. It shows the schedule of duties

iv. It shows the Grade levels

v. It shows the Method/mode of entry.

**Question 153**

DEFINE THE FOLLOWING TERMS

i. CERTIFICATE OF SERVICE

ii. BASIC SALARY

ili. GROSS INCOME

iv. NET PAY

v. PAYSLIP

i. Certificate of Service: A form of testimonial issued to an officer leaving the service on retirement. It is a reference document the officer may need while seeking another employment because it contains such antecedents as full name, substantive grade level, at the time of leaving, nature of work engaged in, last salary and recommendation.

ii. Basic Salary; Monthly or Annual salary without allowance

iii. Gross Income: Is the sum total of an officers basic salary and other entitlement like allowances before deductions.

iv. Net Pay: This is also known as 'TAKE HOME PAY' which is officers gross income minus official deductions.

v. Pay slip:It is a documentary/printed evidence testifying that the particular staff has been paid the monthly salary for the month indicated on the slip. It contains information such as name, file/identification/IPPIS No, salary grade level and step, date of appointment, date of retirement from service, the consolidated salary figure,

deductions such as PAYE Tax, contribution pension, housing fund, union due if a member.

**Question 154**

MENTION five (5) WAYS THROUGH WHICH AN OFFICER CAN EXIT FROM THE SERVICE OF NYSC

**Answer**

i. RETIREMENT

ii. TERMINATION OF APPOINTMENT

iii. WITHDRAWAL FROM SERVICE

iv. RESIGNATION

v. DISMISSAL

vi. DEATH

**Question 155**

OUTLINE FIVE DUTIES OF AN ACCOUNTING OFFICER

**Answer**.

1. ENSURING THAT PROPER BUDGETING AND ACCOUNTING SYSTEMS ARE ESTABLISHED IN HIS MINISTRY/EXTRA MINISTERIAL DEPARTMENT TO ENHANCE INTERNAL CONTROL, ACOUNTABILITY AND TRANSPARENCY.

2. ENSURING THAT THE MANAGEMENT CONTROL TOOLS ARE PUT IN PLACE TO MINIMISE WASTE AND FRAUD.

3. ASURING THAT ALL GOVERNMENT REVENUES ARE COLLECTED AND PAID INTO THE CONSOLIDATED REVENUE FUND PROMPTLY.

4. RENDERING MONTHLY AND OTHER PERIODICAL ACCOUNTING RETURNS AND TRANSCRIPTS TO THE ACCOUNTANT-GENERAL OF THE FEDERATION AS REQUIRED BY THE FINANCIAL REGULATIONS.

5. ENSURING THE SAFTETY AND PROPER MAINTENANCE OF ALL GOVERNMENT ASSETS UNDER HIS CARE.

6. ASSUMING RESPONSIBILTY FOR ANSWERING ALL AUDIT QUERIES

PERTAINING ALL AUDIT QUERIES PERTAINING TO HIS MINISTRY/EXTRA

MINISTERIAL DEPARTMENT OR AGENCY, INCLUDING APPEARANCE BEFORE THE PUBLIC ACCOUNTS COMMITTEE.

7. ENSURING ACCURATE COLLECTION AND ACCOUNTING FOR ALL PUBLIC MONEYS RECEIVED AND EXPENDED.

8. ENSURING PRUDIENCE IN THE EXPENDITURE OF PUBLIC FUNDS.

**Question 156**

The following have been approved to attend a Global conference on Youth Management:

i. Hon Minister FMY&S

ii. The DG NYSC

iii. Director, CW&HS (NYSC)

iv.EO (photography) NYSC.

What are their estacode rates?

**Answer**.

i. Minister-$900/

ii.DG(NYSC)$600

iii. Director CW&HS $425

iv. EO(Photo) $206

**Question 157**

A staff was caught shielding a corps member who was absent for seventy (70) days.

As a lawyer, what is your advice to the Management on the appropriate procedures for handling the matter.

**Answer**

In accordance with the Public Service Rules (PSR) the officer concerned should be:

1)Queried to hear his own side of the story and is supposed to reply to the query within a specific period as allowed by the PSR.

(2) The alleged offence and officer's representation is considered by the appropriate authorities.

(3)If any witness are called to give evidence, the officer shall be entitled to be represented and to put questions to the witnesses.

(4)No documentary evidence shall be used against the officer unless he has previously been supplied with a copy thereto from or given access thereto.

(5)If the officer does not furnish any representation within the time fixed or if his representation is not considered sufficient to exculpate him, the authorities shall take appropriate action.

(6) The offending corps member's service should be extended as appropriate or made to repeat the service if proven.

**Question 158**

Explain the following in the NYSC Contract Awards

(a)Certificate of no objection

(b)Contract

(c)Interim Performance Certificate

(d)International Competitive Bidding

**Answer**

a. All contracts or tenders falling within the limits of the threshold prescribed by the Bureau of Public Procurements except as exempted under the Act, shall attract a “Certificate of No Objection for such to be seen as validity executed. The Bureau shall issue this certificate only when it is satisfied that all necessary pre-requisites have been complied with.

(b)A legal agreement between the two persons or organizations.

(c.)No further payments shall be made to a supplier or contractor who has been paid mobilization fee except on the strength of an interim performance certificate issued in accordance with the contract agreement.

(d.) International competitive bidding shall be advertised in two national newspapers, one internationally recognised publication, the websites of the procuring entity and the Bureau and the procurement journal at least 6 weeks before the deadline for the submission of bids.

**Question 159**

As Director- General of NYSC, Government has given you approval to employ 200 Junior Staff and 200 Senior Staff. State the steps you will take to implement a successful recruitment exercise for the two categories of staff.

**Answer**

1a) Application to junior posts

i) Constitute a Junior Staff Committee ie GL01-06

ii Adhere strictly to the Federal Character Principle.

iii At the Local Committee level available vacancies to be filled with indigenes of that state who possess the qualifications prescribed in the approved scheme of service.

iv The Chairman of the State Civil Service Commission or his representative shall be invited to attend the Junior Staff Committee. To this end, notice of all meetings together with the memoranda with agenda be forwarded to the Chairman of the State Civil Service Commission, ten working days prior to the meetings.

v All recruitments shall reflect the geographical spread within the state.

vi Recommendations of the Junior Staff Committee (JSC) Local shall be submitted to the Director-General NYSC for approval and Commission for information and record purposes.

vii.The procedure for appointment/recruitment at the Headquarter level shall be the same as in recruitment to junior posts.

viii In each case the Junior Staff Committee (JSC)will be headed by the Director of Administration.

ix No holder of a degree, HND,NCE or their equivalent shall be recruited in to a junior post.

b) Application to Senior posts

i) Constitute a Senior Staff Committee (SSC)headed by the Director-General and supported by Department al Directors.

ii)A representative FCSC in the rank of a commissioner shall attend all proceedings of meeting.

The absence of a representative of the Federal Civil Service Commission shall render all proceedings null and void.

iv) All relevant documents in respect of the recruitment's of Senior posts shall be forwarded to the FCSC for approval prior to the issuance of letters of appointment by the Director-General.

**Question 170**

Mention 5 ways to prevent leakage of official information/documents.

**Answer**

i.Physical security under lock and key for such information.

ii.Should not be kept by unauthorised person or should not be photocopied

iii Must be marked secret,top secret, confidential or staff confidential

vi.Officers to swear oath of secrecy.

**Question 171**.

Mention four (4) features of a good handing over note.

**Answer**

i Details of schedule of duties

ii Useful references to aid the officer taking over

iii Unfinished matters

iv Important replies to letters

v Files marked BU

vi Dates of impending meeting if any

vii KIV matters

viii Peculiar problems relating to the schedule

ix Documents and Equipment

LIST OF DIRECTORS AND ACTING DIRECTORS

1. AHMED WADA IΚΑΚΑ - DPRS

2. OMOTADE F. AYODELE - DCW&HS

3. MOMOH MOHAMMED - DVM

4.

5. KEHINDE AREMU-COLE - DSAED

6. CHUKWU CHINWENDU O -DRC&SI (REFORMS)

7. IBRAHIM A.MOHAMMED - DHRM

8. AHIDJO YAHAYA - DNCAO 1

9. ABIODUN ADELEKE OLUBUKOLA - DSWAO 1

10. JIMBA CHRIS O - DPROC

11. MOHAMMED ABUBAKAR - DMOB

12. AKUT DAUDA - DF&A

13. ARUNAH AMINAT F. - DICT

14. OGAR CHRIS U. - DLEGAL

15. ADEGOKE AYODELE ADEWALE - DSEAO I

16. WANA ISAH ALIYU - NWAO II

17. OGBUOGEBE GRACE - NCAEO II

18. OLALEYE FRANCISCA - DSWAO II

19. ZEMOH ANDREW JEBO - DSEAO II

20. MGBEMENA JULIAN C. - DMEDIA

21. ADAMU AISHA ABUBAKAR - DNEAO II

22. LEVI AGIM - AG. D/AUDIT

23. ENEBERUE PHILIP E. - AG. DSSAO II

24. EMBU CAROL - AG. PPRU

25. OKOLO AGATHA - AG.DNEAO I

26. BADERINWA YETUNDE BOLA + AG. D GS

27. NURA UMAR - AG. DSD

28. ALHAJI ABDUL SULEMAN - AG. DCERT

29. FLORENCE YAAKUGH - AG. DNWAO I

30. ALAO OLUSEGUN - AG. DSSAO I

ESTACODE AND DTA (DUTY TOUR ALLOWANCE)

ESTACODE refers to a form of travel allowance paid to a public officer to cover travel expenses outside the country.

Prevailing rates of estacode

S/n Grade per

Level Diem ($)

1 01-06 206

2 07-14 381

3 15-17 425

4 Permanent Secretary 600

5 Minister/SGF/HCSF 900

DTA (Duty Tour Allowances)

The President approved an upward review of DTA for officers on GL 01-17 w.e.f. 1st February 2022 and subsequently for Permanent Secretaries and Honourable Ministers w.e.f. 1st September 2022. The applicable rates are as follows

S/n Grade per Level Diem(#)

1 01-04 10,000

2 05-06 15,000

3 07-10 17,500

4 12-13 20,000

5 14-15 25,000

6 16-17 37,500

7 Permanent Secretary 70,000

8 Minister/SGF/HCSF. 80,000

**Question 172**.

ESTACODE AND DTA (DUTY TOUR ALLOWANCE)

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1 01-04 10,000

2 05-06 15,000

3 07-10 17,500

4 12-13 20,000

5 14-15 25,000

6 16-17 37,500

7 Permanent Secretary 70,000

8 Minister/SGF/HCSF. 80,000

**Question 173.**

What is Relocation and Mention the conditions for relocation.

**Answer**

Relocation is the authorised movement of a Corps Members from the initial state of deployment to another state after the orientation course or anytime within the service year.

Ans) CONDITIONS

Marital, Health

**Question. 174**

Mention three elements of good governance

**Answer**

Accountability,

Transparency,

Rule of law,

Responsiveness,

Participatory and

Equality.

**Question 175**

Mention any three (3) members of the Federation Account Allocation Committee

**Answer**

Hon. Minister of Finance,

Commissioner of Finance in the 36 states,

RMA&FC,

NNPC,

DPR,

FIRS,

Nigeria Customs Service

CBN and Accountant General of the Federation.

**Question 176**

What are the procedures for disposal of public assets?

**Answer**

The general principles applicable under the open competitive bidding process in respect of the disposal of public procurement shall also apply to the disposal of public property/assets i.e.

1.Bids must be submitted in sealed envelopes

2.Bids to be dropped in secured tamper free box.

3.Public opening of bids

4.Examinations of bids

5.Evaluation of bids etc.

6.Approval of bids by tender board

7.Condition of records of proceeding shall be applicabie(see FR 2940)

**Question 177**

What are the four (4) cardinal programs of the NYSC

**Answer**

a. Orientation

b. Primary Assignment

c. Community Development Service (CDS)

d. Winding - Up / Passing - Out Parade.

**Question 178**

Give in details what a corps member is entitled to immediately after registration in Camp..

**Answer**

a. Provision of transport allowance, to and fro Orientation.

b. Bicycle allowance

c. Free kits

d. Free food

e. Free accommodation

f. Free medical attention.

**Question 179**

Name five (5) other activities carried out in the camp .

**Answer**

i. Parade and drills

ii. Sports and physical training

iii. Man O War activities

iv. Lectures - professional

v. Social activities

vi. Environmental Sanitation

vii. Morning meditation

**Question 180**

a Who is the first female President in West Africa and which country?

**Answer**

i. Mrs Ellen Johnson

Ii. Liberia

b. How many Senatorial and House of Representatives seats are in the National Assembly?

**Answer**

Senate 109 seats

House of Representatives 360 seats.

c. What is the dominant color for each house?

**Answer**

Senate - Red Chambers

House of Representatives -. Green Chambers

**Question 181**

Name five (5) sources of Government Revenue ?

i. Royalties from Oil (black gold).

ii. Tax (Direct and Indirect).

iii. VAT (Value Added Tax)

iv. Licenses

v. Court fines and charges

vi. Registration of Businesses

vii. Hospital fees and charges

viii. Sales of Bonds

**Question 182**

Name five (5) Head of State of Nigeria who died in office

**Answer**

i. General JTU Aguiyi Ironsi,

ii. General Murtala Mohammed,

Iii. Alhaji Abubakar Tafawa Balewa,

iv. General Sani Abacha and

v. Alhaji Umaru Musa Yar' Adua.

**Question 183**

Climate change has become a global phenomenon. Mention its effect that affected Nigeria

**Answer**

Flooding

**Question. 184**

Name three (3) organs set up to ease the operations of the scheme, its composition and functions.

**Answer**

The National Directorate. It provides for the following composition

i.Chairman-To be appointed by President &C-in-C

ii.Representative of Committee of Vice Chancellors

iii.Representative of Committee of Rectors of Polytechnics.

iv.Representative of Chief of Army Staff

V.Representative of Insp. Gen. of Police

vi.Representative of Nigerian employers consultativeassociation.

vii.The Director-General of NYSC.

viii. Three other persons, one of whom shall be a woman.

FUNCTIONS

The National Directorate has powers to

i.Appoint

ii.Promote

iii.Transfer

iv.Terminate

V.Discipline employees holding or acting in any office in the National Directorate.

Others

Vi.Drawing up detailed programme for the scheme

Vii.Liaison with corps producing institutions

vili.Co-ordinating the work of the State Governing Boards

ix.Rendition of annual reports and audited accounts to the Presidency

B. State Governing Boards

Membershlp

(1)A chairman

(Il) A member of the armed forces of Nigeria

(iii A member of the Nigerian Pollce Force

(Iv) Five (5) other persons appointed frompersons concerned with the followingsectors of the economy.

(a) Commerce &Industry

(b) Agricultural &National Resources

(c) Local Government

(d) Educatlon

(v) State co-ordinator of the NYSC.

All members of the State Governing Board, with the exception of theState Co-ordinator shall be appointed by the State Governor.

FUNCTIONS

i. Arranging and providing accommodation, boarding transportation and other facilities which are essential for the welfare of corps members and for the success of the scheme in the state.

i. Compiling information In such opportunities as there may before employment in the state and

iii. Deploying members of the service corps within the state.

C.NYSC Local Government Committees

Membership-

(1)Chairman of the Local Government as Chairman

(ii) A traditional ruler

(ili) Representative of Nigerian Police Force

(iv) Representative of the following local Government Departments and other bodies.

a.Education

b.Health

C.Social welfare and community development

d.The private sector

V.The NYSC Zonal Inspector

FUNCTIONS

i.Providing for the welfare needs of corps members deployed to the local government.

ii.Arranging for the collection of corps members at the end of the orientation course and return them for purposes of thewinding up exercise.

iii.Assisting in the selection of the NYSC Honours Award Winners at the Local government level.

iv.Ensuring the security of corps members deployed to the Local government Area.

V Ensuring the cultural integration of corps members in the area.

vi.Developing and executing community developmentprogrammes in the area.

**Question 185**

List critical data required for the operations of the NYSC Distress call centre.

**Answer**

i.State Code

ii.Place of Primary Assignment

iii.State Assigned

iv.Phone Number

V.Surname/Other names

0700 call NYSC 22556972

**Question 186**

Biu was employed into department of Forestry on 28 February 2015. When is he due for the first increment.

**Answer**

Alh. Biu is due for the first increment credit on 1st January 2016

PUBLIC SERVICE RULE

**QUESTION 187**

Enumerate five 5 conditions that govern the grant of Annual leave (10Mks).

**ANSWER**

i. Such leave must be with a minimum period of six (6) months after returning from the previous year’s leave.

ii. The officer must have enrolled in the annual leave roaster circulated by the organization.

iii. The leave roaster must have been approved by the Head of the Agency

iv. Such annual leave request must not be extremely towards the end of the year like December.

v. Officer going on such leave must have another officer on stand-by that will act on his behalf while on annual leave.

vi. Any of such leave not taken within the leave year shall be forfeited.

.... that such annual leave request must not be extremely towards the end of the year like December" implies that concessions and privileges apply.

Please note that Question 187 carried 10 marks at the examination marking.

There is need you read the questions severally to understand and assimilate the thought of the examiner.

There's no basis to tell your examiner that you are more intelligent.

**Question 188**

a. What is financial embarrassment?

b. state the conditions under which an officer can borrow from banks, insurance companies and other lending agencies

c. List five (5) types of debts that an officer can incur in the course of his/her career in the public service.

**Answer**

a Financial embarrassment is the state of an officer's indebtedness which having regard to the amount of debt incurred by him has actually caused serious financial hardship to him.

b.

i.Provided that the aggregate of his debts is not likely to cause him serious financial embarrassment

ii. Sum borrowed on the security of land charge or mortgage and where the said sums do not exceed the value of the said land.

iii. Overdrafts allowed by banks

iV. Sums borrowed from insurance companies on securityof policies.

v. Sums borrowed from Government or Co-operative societies.

vi. Sums due on goods acquired by means of hire purchase agreement.

3c

i.Housing loan

ii.Car loan

iii.Rent Advance

iv.Salary Advance

v. Spectacle (eye glass) advances

vi. Bicycle/Motorcycle advances

vii.Personal Advances

ix.Corporative Society Loan

X.Mortgage Building Loan

**Question 189**

Name four (4) Governors in Nigeria that died in office /active service and year of death

**Answer**

1. Oluwarotimi Akeredolu. Ondo State. 2023

2. ⁠Shehu Kangiwa Sokoto State. 1982

3. ⁠ Mamman Bello Alli Yobe State. 2009

4. ⁠ Patrick Ibrahim Yakowa Kaduna State 2012

**Question 190a.**

Who is the Chairman of Ecowas ?

**Answer**

The current chairman of ECOWAS is President Bola Ahmed Tinubu.

He was elected at the 63rd ordinary session at Guinea Bissau on 9th July, 2023.

**Question 190b**

When was Ecowas established?

**Answer**

ECOWAS was established on 28th May, 1975 at Lagos, Nigeria.

**Question 190c**

Mention four (4) countries in Africa where military coups took place recently.

**Answer**

Military coups took place this year in two (2) African countries namely:

i. Niger Republic on July 2023.

ii. Garbon August 2023.

iii. Burkina Faso in September 2022.

Other states where military coups took place before 2022 include:

Angola

Cameron

Congo Republic

Equatorial Guinea

Ghana

**Question 190 d.**

Mention two states in Nigeria that had off season elections last year with dates .

**Answer**

The states that had off season elections this year are:

i. Bayelsa state

ii. Kogi state

iii. Imo

GL 06 and 07.

**Question 191a.**

List five (5) major activities in the orientation Camp.

**Answer**

i. Morning meditation

ii.. Games and sports

iii. Lectures

iv. Drills

v. Social activities

vi. SAED

vii. Man O War

viii. SDGs Training

**Question 191 b**

What is the NYSC Motto?

**Answer**

Service and Humility

**Question 192a**

Mention the four (4) Cardinal Programs of NYSC

**Answer**

i. Orientation course

ii. Primary Assignment

iii. Secondary Assignment/ CDS

iv. Winding Up / Passing Out

**Question 192 b.**

List five (5) collaborative Agencies in the orientation Camp.

**Answer**

i. Nigerian Army

Ii. Nigeria Police

iii. Citizenship and Leadership Training

iv. Department of State Service

v. Nigerian Red Cross

vi. Nigerian Security and Civil Defense Corps (NSCDC)

GL 08 & 09.

**Question 193 a**.

How many Branches do we have in an NYSC Secretariat?

**Answer**

Nine (10) Branches.

**Question 193 b**

Mention them

i. Corps Inspection and Monitoring

ii. Corps Deployment and Relocation

iii. Corps Discipline and Reward

iv. Skil Acquisition and Enterpreneurship Development (SAED).

v. Corps Welfare and Health Services ( CW&HS).

vi. Human Resource Management.

vii. Finance and Accounts

viii. Community Development Services

ix. Planning Research and Statistics (PRS)

x. Guidance and Counseling

**Question 194**

Mention five (5) disciplinary measures / procedures that can be taken again an erring officer

**Answer**

i. Termination

ii. Suspension

iii. Interdiction

iv. Compulsory Retirement

v. Witholding of Increment.

vi. Deferment of Increment

vii. Loss of Seniority

viii. Letter of warning

ix. Letter of Advice

**Question 194b**.

List five (5) ethics in government business

**Answer**

i. Discipline

ii. Loyalty

iii. Honesty

iv. Courage

v. Courtesy

vi. Cooperation

vii. Tact

ix. Industry

x. Avoidance of delay

xi. Tidiness

xii. Helpfulness

xiii. Kindness

**Question 195**

Name the Statutory institutions/bodies other members of the Governing Board are nominated from.

**Answer**

i Committee of Vice Chancellors

ii Committee of Rectors of Polytechnics

iii Rep.of the Chief of Army Staff.

iv Rep.of Inspector General of Police

v Rep.of Nigerian Employers Consultative Association (NECA)

vi The Director-General of NYSC

**Question 196**

Mention five (5) disciplinary measures / actions that can be taken again an erring officer

**Answer**

i. Termination

ii .Compulsory Retirement

iii.. Witholding of Increment.

iv. Deferment of Increment

v. Loss of Seniority

viii. Letter of warning

vi. Letter of Advice

**Question 197**

In the last Cabinet reshuffle, President Bola Ahmed Tinubu merged some Ministries

i. Mention five (5) Ministries that were merged.

ii. Name three (3) former Ministries that lost their ministerial status

iii. Identify names of ten (10) Ministers.

iv. List five (5) Ministers that were affected by the reshuffle.

**Answer**

Merged Ministries

- Ministry of Tourism and Ministry of Culture and Creative Economy : Merged to form a single ministry

- Ministry of Niger Delta Development : Merged into the Ministry of Regional Development

- Ministry of Sports Development : Its functions were handed over to the National Sports Commission

- Ministry of Steel Development : Now under the Ministry of Regional Development

- Ministry of Environment : Now under the Ministry of Health as Minister of State, Health

Former Ministries That Lost Ministerial Status

- Ministry of Sports Development : Its functions were handed over to the National Sports Commission

- Ministry of Niger Delta Development : Merged into the Ministry of Regional Development

- Ministry of Steel Development : Now under the Ministry of Regional Development

Names of Ten Ministers

1. Nentawe Goshwe Yilwatda : Minister of Humanitarian Affairs and Poverty Reduction ³.

2. Mohammed Maigari Dingyadi : Minister of Labour and Employment .

3. Bianca Odinakachukwu Olivia Odumegwu-Ojukwu : Minister of State, Foreign Affairs

4. Jumoke Oduwole : Minister of Industry, Trade and Investment

5. Mukhtar Maiha : Minister of Livestock Development

6. Yusuf Abdullahi Ata : Minister of Housing and Urban Development

7. Suwaiba Said Ahmad : Minister of State, Education

8. Adebayo Olawale Edun : Minister of Finance and Coordinating Minister of the Economy

9. Bosun Tijani : Minister of Communications, Innovation and Digital Economy

10. Bunmi Tunji Ojo : Minister of Interior

Ministers Affected by the Reshuffle

1. Dr. Yusuf Tanko Sununu Reassigned from Minister of State, Education to Minister of State, Humanitarian Affairs and Poverty Reduction .

2. Dr. Morufu Olatunji Alausa : Reassigned from Minister of State, Health to Minister of Education

3. Bello Muhammad Goronyo : Reassigned from Minister of State, Water Resources and Sanitation to Minister of State, Works

4. Imaan Sulaiman-Ibrahim : Reassigned from Minister of State, Police Affairs to Minister of Women Affairs

5. Ayodele Olawande : Reassigned from Minister of State for Youth Development to Minister for Youth Development

**Question 198**

Explain three (3) types of study leave

**Answer**

i. In - service training

ii. Study leave with pay

iii. Study leave without pay.

iv. Sabbatical leave

**Question 199**

Explain the following:

i. Appointment on probation

ii. Suspension

iii. Interdiction

**Answer**

Appointment on probation : Offer of appointment by which officers are required to serve for a period of time, usually 2 years before they are confirmed. Within the probationary period, an officer is required to pass the prescribed examination appropriate to his appointment. Also, the probationary period must be completed to the satisfaction of the appointing authority..

Ii. Suspension -- Temporary removal of an officer from office without salary; pending the determination of disciplinary proceedings against him/ her.

This happens when an officer commits an offence which carries a penalty of dismissal and in the opinion of the CEO (chief Executive Officer)/ DG (Director General), it is in the interest of the service /scheme that the officer should cease to perform the function (s) and exercise the powers of his/ her office. The officer shall be notified of the allegations against him / her and his / her representation obtained.

iii. Interdiction - Temporary condition of an officer placed on half pay pending the determination of a disciplinary case against him/ her. It is a disciplinary measure taken when a criminal proceeding is instituted or is about to be instituted against an officer; and in the opinion of the Chief Executive Officer (CEO) / Director General (DG) or the Accounting Officer, it is in the interest of the service / scheme that the officer should cease to perform the function (s) and exercise the powers of his / her office.

**Question 200**

What are the three main strategies adopted by SAED in carrying out its activities?

**Answer**

i. Capacity building

ii. Broad based partnership and collaboration.

iii. Advocacy and policy influencing.

**Question 201**

Define the following terms:

i. Mobilization

ii. Demobilization

iii. Dekitting

iv. Decamping

v. Deployment

**Answer**

I. Mobilization A process of collation of qualified Nigerian graduates from corps producing institutions for purpose of national service, exemption, and exclusion.

ii. Demobilization A process of removing from service those that were mobilized in error. A demobilized graduate can be re-submitted by the institution when cleared. This can be revalidated.

iii. Dekitting This process goes hand in hand with decamping. Here the kits of the corps member is collected back from him / her. A serving corps member can also be dekitted especially when there is a report from his / her institution that he forged his/ her result. Such a person can be called back when cleared.

iv. Decamping A situation where a corps member is removed from the Camp on basis of indiscipline after appearing before the Camp Court. Such a person remains a corps member.

vi. Deployment A process of deploying qualified prospective corps members to states other than their own ( nationwide)

PUBLIC SERVICE

**Question 202**

Define the following terms:

i. Certificate of service

ii. Basic salary

iii. Gross income

iv. Net pay

v. Pay slip

**Answer**

i. Certificate of service A form of testimonial issued to an officer leaving the service. It is a reference document the officer may need while seeking another employment because it contains such antecedents as full name, substantive grade level at the time of leaving, nature of work engaged in , last salary and recommendation.

ii. Basic salary Monthly or annual salary without allowances.

iii. Gross income Is the sum total of an officer's basic salary and other entitlement like allowances before deductions.

iv. Net Pay This is also known as 'Take Home Pay' which is officer 's gross income minus official deductions.

v. Pay Slip It is a documentary or printed evidence testifying that the particular staff has been paid the monthly salary for the month indicated on the slip. It contains information such as:

a. Name

b. File / identification /IPPIS Number.

c. Salary Grade Level and step

d. Date of appointment

e. Date of retirement from service

f. The consolidated salary figure

g. Deductions such as PAYE Tax, contribution pension, housing fund, union dues (if a member).

**Question 203 a.**

The scheme was 50 years old on 22nd May, 2023.

List the factors that are still making the scheme to be relevant in the present day Nigeria.

**Answer**

i. Healthcare delivery.

ii. Mass Education /improvement in literacy level of the country.

iii. Collaboration with international organizations towards Polio Education, HIV / AIDS, Coronavirus, pandemic enlightenment.

iv. National Assignments - Census, National Elections, and Voters registration.

v. Social Engineering via Community Development Services.

vi. National Unity and Integration.

vii. National Development.

**Question 203 b**.

Mention and explain five factors you think should be done to sustain this relevance up to the year 2033 to enable NYSC celebrate it's 60 years anniversary .

i. Improved mobilization process via online registration.

ii. Effect service delivery (at States / NDHQ) .

iii. Improved Community Development Services to the host Community.

iv. Post Service employment through sustaining the efforts of SAED to create job and wealth.

v . Seeking redress within the scheme by avoiding damaging petitions outside the scheme.

vi. Fine - tunning the orientation course content to include lectures on Patriotism, Transparency, High moral rectitude, Leadership and Mentorship training.

vii. Effective collaboration with the following: NUC, NBTE, JAMB, WAEC, and Corps Producing Institution.

viii. Ready to perform National Assignments as required by the Federal government and states

**Question 204**

What is the composition of the President NYSC Honours Award Selection Committee?

**Answer**

i. Representative of the Secretary to the Government of the Federation (Presidency).

ii. Representative of the Hon Minister Federal Ministry of Youths and Sports.

iii. Representative of Chief of Army Staff. .

iv. Representative of the Inspector General of Police.

v. Representative of Citizenship and Leadership Training Center.

vi. Representative of Committee of Vice Chancellors.

vii. Representative of Committee of Rectors

viii. Representative of National Association of Principals of Secondary Schools ( ANCOPS )

ix. Representative of Nigerian Employers Consultative Association (NECA).

x. Two (2) ex - Directors of NYSC.

xi. Director Corps Welfare and Health Services.

**Question 205**

Mr Banki's children just graduated from indigenous and foreign Universities. One is 30 years and another 32 years.

As a staff of the scheme, advice his children on how to get their Exemption Certificates from NYSC.

**Answer**

A. How to Obtain the NYSC Exemption Certificate

The process for obtaining the NYSC exemption certificate differs slightly depending on whether you were trained in Nigeria or abroad.

1. Procedure For Obtaining NYSC Exemption Certificate by Nigeria-Trained Graduates

i. The process begins with your institution of graduation:

ii. Your institution submits a master’s list of graduates, along with the senate-approved results, to the NYSC.

iii. Verify your name on the Senate-approved list via the NYSC online portal.

iv. Wait for the period of online registration for a new batch, then register as any other Prospective Corps Member would.

v. If exempted, NYSC will redirect you to a page to print your exemption slip.

vi. Take this slip to your school’s Directorate of Students Affairs.

vii. Your school will make corrections if necessary, sign the document, and return it to NYSC as an agreed/corrected document.

viii. NYSC will generate your Exemption Certificate and forward it to your school for issuance.

ix. Collect your Exemption Certificate from your institution.

2. Procedure For Obtaining NYSC Exemption Certificate by Foreign-Trained Graduates

For graduates trained abroad, the process is a bit different:

i. Start by having your credentials evaluated by the Federal Ministry of Education, Abuja, Nigeria.

ii. Proceed to online registration with your batch.

If you qualify, NYSC will exempt you and redirect you to print your exemption slip.

iii. Print the slip and bring it, along with your other documents, to the NYSC Mobilization Department NDHQ, Abuja.

iv. Your exemption letter will be produced at the NYSC Headquarters.

Or Alternatively,

v. Go to the NYSC Headquarters, Abuja, for an evaluation of your credentials.

vi. After the evaluation, register for NYSC.

vii. NYSC will determine if you are to be called up or exempted.

viii. If exempted, your Certificate of Exemption will be produced.

ix. Foreign trained graduates should collect their Certificate of Exemption at the designated time from NYSC DHQ Abuja.

**Question 206**

As a member of a state coordinator's team paying courtesy visit to a newly elected Governor, what areas will you present to him for assistance as contained in the NYSC Act?

**Answer**

i. Provision of conducive camp,

ii. Provision of comfortable hostels for corps members, iii. Provision of convenient staff quarters in the Camp., iv. Provision of utility vehicles for inspection of corps locations and corps projects.

v. Augmentation of feeding of corps members feeding in camp (meal subsidy), vi. Provision of additional boreholes in camp,

vii. Provision of additional generating sets,in Camp.

viii. Fuelling of the generating sets in Camp.

ix. Provision of security for corps members.

x. Provision of suitable office accommodation, furnitures, and equipment.

xi. Corps members welfare and payment / upgrade of State allowances.

xii. Provision of farm land for corps members Community Development Service projects.

xiii. Consideration of corps members for employment in state civil service.

xiv. Payment of State Subvention.

xv. Re - introduction of End of Service Year Party for out - going corps members.

**Question 207**

Mr Adamu Samuel, a serving Corps Member applied to Director General for deferment of his service under section 17(2) of the NYSC Act on grounds that his people have elected him as a Councilor to represent them at the Local Government Council.

As a staff of the scheme, advice the Director General on the merits of the application.

**Answer**:

i. Serving corps member cannot deferred service.

ii. Corps members cannot take part in partisan politics

iii. The corps Member(Adamu Samuel) action contravene Scheduled 2 section 6(J) of NYSC Bye-Law 1993.

iv. The Corps Member should be shortlisted to face Corps Disciplinary Committee (CDC) to determine his case.

v. The CDC should recommend for his service to be extended for the period not less than three(3) months.

**Question 208**

Name three (3)organs set up to ease the operations of the scheme

**Answer**

1. The Directorate known as the National Governing Board

2. The State Governing Board

3. The Local Government Committee. My thought if correct.

**Question 209**

State five conditions under which a public servant will be permitted to adopt a child.

**Answer**

By the provision of the Child Rights Act as d domesticated states child right laws. A public servant and any Nigerian can adopt a child by

i. Forwarding an application to the State welfare and social agency/unit

ii. He/she must fill d necessary legal forms

iii. Married couples must be 25 years and above while single must b 35 years and above

iv. Singles are not allowed to adopt a child different from his/her gender.

v. He/she must b mentally sound.

vi. Records of d adopted child shall be in the officer's records of service

vii. The officer must agree in writing not to take the adoptee abroad.

viii. He /She must be childless.

ix. The officer must produce

a. marriage certificate if married.

b. Birth certificate/sworn affidavit.

c. Medical certificate of fitness by an authorized health care provider.

d. Passport photographs.

e. Any other requirement as may be demanded by the authorities.

**Question 210a**

What is the website for NYSC?

**Answer**.

www.nysc.gov.ng

NYSC.org.ng

NYSC portal : NYSC.org.ng

**Question 210 b**.

What is AFCON

**Answer**

African Cup of Nations -- football competition.

Note

2024 competition started on Saturday 13th January, 2024 with a match between Ivory Coast and Guinea Bissau. Ivory Coast won Guinea Bissau 2 - 0.

The second match played on Sunday,14th January 2024 between Nigeria and Equatorial Guinea was a 1 - 1 draw.

The finals of the competition was on Sunday 11th February, 2024.

**Question 211 a**.

List eight (8) positions of the Principal Officers in the National Assembly.

**Answer**

i. Senate:

a. Senate President

b. Deputy Senate President.

c. Majority Leader

d. Deputy Majority Leader

e. Minority Leader

f Deputy Minority Leader

g. Chief Whip .

ii. House of Representatives

a. Speaker

b. Deputy Speaker

c. Majority Leader

d. Deputy Majority Leader.

e. Chief Whip

f. Deputy Chief Whip.

Note

i. National Assembly refers to the Senate and House of Representatives .

You are to write any eight (8) from the two.

**Question 211 b**.

Who is the Prime Minister of Britain / United kingdom?

**Answer**

Rishi Sunak . since 2022.

**Question 211 c.**

List 4 British / United kingdom (UK) Prime Ministers.

**Answer**

i. Rishi Sunak

Ii. Tony Blair

iii. David Cameron

iv. Margret Thatcher

v. Theresa May

**Question 212 a**.

What is the difference between Editorial and Newspaper Article?

**Answer**

An Editorial is the opinion of the Newspaper on an issue while a Newspaper Article is the personal opinion of the writer of the article (Columnist)

**Question 212 b.**

Recently, mandate was given to the Director General of NYSC by the supervising ministry on the online registration by prospective corps members. This generated a lot of agitation from the public.

As the head of Public Relation unit of the NYSC, suggest ways on how to douse this tension in order for public acceptability.

**Answer**.

I. The placing of editorial in the major dailies of Newspapers.

ii. Placing of frequently asked questions in the newspaper.

iii. Organizing press briefing with major news editors and correspondents of newspapers /electronic media .

iv. Organizing a sensitization meeting with major stakeholders such as:

a. NUC /NBTE

b. Student Union Leaders.

c. JAMB / NECO

d. Rectors of Polytechnics /Registrars

e. Vice Chancellors of Universities and their Registrars.

v. Live appearances on electronic media

**Question 213.**

You have been appointed a Platoon Officer for 2014 Batch "B" Orientation course. List five (5) responsibilities expected of you at the camp.

**Answer**:

(1) Take daily attendance

(II) Maintain register of all platoon members

(iii) Undertake distribution of kits to corps members

(iv) Supervise activities of corps members

(v) Take charge of corps welfare

(vi) Administers form 2A, 4A to corps members and return same to PRS for filling

(vii) Supervise the documentation of corps members viz filing of forms in their files.

**Question 214\_**

Mention five African Nations that have had military coups,

b.Whom did they topple?c.who toppled them?

**Answer**

Africa has had more than seven military coups in 4 years, since August 2020

1.Gabon under President Mohammed Bazoum, toppled by Gen.Abdourahmaine Tiani

2.Niger Republic

3.Burkina Fasso\_2 coups in 8months

a.Roch Mac Christian Kabore \_Deposed and took over by Col.Paul Henry Damibi Sandaogo

b.Col. Paul Henry Damibi Sandaogo deposed by Capt Ibrahim Traore.

4.Sudan under Omar Al\_Bashir and later deposed by Gen.Fattah Alburhaine

5.Guinea under Alpha Conde and later deposed by Col Mamady Bouboucar Damboya

6.Mali\_2 Coups in 9months-

a.Under President Ibrahim keita, deposed by a military junta

b.Ibrahim keita and Prime Minister were arrested and toppled by Col.Assimi Goita who took over power and promised to hand over in 2024.

**WHAT ARE THEY COMPONENTS OF NIS**

The NYSC (National Youth Service Corps) integrated system consists of the following components:

1. Registration Portal: For corps members and prospective corps members to register and create profiles.

2. Mobilization Platform: For institutions to mobilize students for service.

3. Call-Up Letter Generation: System generates call-up letters for eligible corps members.

4. Orientation Camp Management: Manages the orientation camp process, including accommodation, feeding, and documentation.

5. Posting and Deployment: System deploys corps members to places of primary assignment.

6. Allowance and Payment Management: Manages the payment of allowances and other entitlements to corps members.

7. Community Development Service (CDS) Management: Coordinates CDS activities and projects.

8. Biometric Attendance System: Monitors attendance and presence of corps members.

9. Disciplinary Management: Handles disciplinary cases and sanctions.

10. Certificate of National Service (CNS) Generation: Issues CNS to corps members after completing service.

11. NYSC Dashboard: Provides real-time analytics and insights for effective decision-making.

12. Helpdesk and Support System: Offers assistance and support to corps members and staff.

These components work together to ensure a seamless and efficient NYSC experience for corps members and stakeholders.

**CORPS DISCIPLINE/REWARD**

These are disciplinary procedures put in place in the Scheme to check excesses of erring corps members and also to reward corps members that distinguished themselves in various assignments during the one year National Service.

**What are the Disciplinary Procedures for erring Corps Members on Camp**

Corps Members who err during the orientation course shall be tried by a camp court.

**What are the Composition of Camp Court:**

The followings are the Camp court Composition

a) The Camp Director as Chairman;

b) Camp Commandant;

c) Resident Officer I;

d) Head of Police;

e) Man O' war Coordinator; and

f) Three corps members, including a Lawyer and two Platoon leaders.

**Responsibilities of Camp Court.**

The Camp Court shall be responsible for trying all erring corps members at the Orientation Camp. However, minor offences shall be dealt with on the spot

**State Corps Disciplinary/Honours Award Committee.**

State Corps Disciplinary/Honours Award Committee in the State Secretariat are saddled with the responsibiltirs of trying erring Corps Members during the Servive Year and making recommendations to the Director-General using the appropriate format.

**Documents to be attached to the disciplinary case format are copies of the:**

a) Query issued;

b) Reply to the query;

c) Report from employer; and

d) Minutes of the State Disciplinary committee's meeting.

**Composition of Corps Disciplinary Commiittee:**

Head of CD&R. - Chairman

Head of Deployment and Relocation - Member

Head of Accounts - Member

Head of Monitoring and Inspection - Member

Head of Legal Unit. - Member

Head of Corps Welfare - Member

Head of CDS - Member

Zonal Inspectors Members

**Honours Award.**

Corps Members with outstanding and excellent performance in their host communities shall be honored. In conferring the award, Corps members will be assessed on all the cardinal activities of the service year, namely:

1. Orientation;

ii. Primary Assignment;

iii. Secondary Assignment or Community Development Service (CDS); and

iv. Winding-up and Passing-out activities.

In addition, qualities such as discipline, team work, special contributions, self-confidence and emotional poise will also be considered. The State Honours Award Selection Committee shall comprise of the same as the state disciplinary committee. Decision of the committee of Honours Award must be ratified by the State Governing Board.

**Types of Honours Award:**

i. Chairman's Merit Award for Local Government,

ii. State Honours Award; and

iii. President's Honours Award.

**What are the Selection Process for Honours Award**

The selection process covers the four cardinal programmes of the NYSC. This includes the following:

**Orientation**.

The selection process starts right from the Orientation Course where exemplary corps members with leadership traits are identified through effective commitment and participation in all Camp activities. The individual assessment is carried out on the prescribed format (Form 2A) by the key camp Officials: the Army Instructors; Man O' War Officials; Platoon Officers; Camp Director and finally the State Coordinator.

**Primary Assignment**. The employer objectively assesses the corps member's performance based on his output and various outstanding attributes vide Form 2B.

**Individual Community Development Project.**

This is embarked upon by a corps member in his free time alongside his primary assignment and Traditional Community Development Service.Such project must reflect the need of the host community and must not be funded by corps member or his/her parents.

**Traditional Community Development Service Project**.

Such projects should necessarily have relevance to the felt needs of the host communities and are normally carried out in groups. The ability of the corps member to inspire, coordinate and mobilize other corps members and the host community to effectively execute projects counts a lot in the selection process. The corps projects are assessed vide Form 2C.

The Zonal/Local Government Inspector collates the data on projects and services rendered in Local Government Areas which are processed by the Secretariat and sent to NYSC State Honours Award Committee for final assessment. The State Committee deliberates on and selects the best two from each Batch which are forwarded to the Directorate Headquarters to compete along with others at the National level. The winners at state level are honoured by the State Government. Officers from Corps Welfare and Inspectorate Department at the Directorate Headquarters visit the State to verify the projects before the nominee's records are processed and forwarded to the national selection committee.

**National Selection Committee for Presidential Honours Award**

The National Selection Committee are sadled with the responsibilities of screening and selecting the final award winners for the annual President's NYSC Honours' Award. The members shall be drawn from stakeholders/vital sectors of Nigerian economy which are considered relevant to the operations of the NYSC Scheme. They shall include:

a) Office of the Secretary to the Government of the Federation (The Presidency).

b) Federal Ministry of Youth Development.

c) The Nigerian Army.

d) The Nigeria Police Force.

e) Committee of Vice Chancellors of Nigerian Federal Universities.

f) Council of Heads of Polytechnics and Colleges of Technology in Nigeria.

g) Citizenship and leadership Training Centre (CLTC).

h) Nigeria Employers Consultative Association (NECA)

i) Two (2) Ex-NYSC Directors.

j) National Council of Women Societies (NCWS).

k) All Nigeria Conference of Principals of Secondary Schools (ANCOPSS).

I) Director of Corps Welfare and Health Services Department of NYSC as Secretary.

**Disqualification of Candidates for any Honours Award**

a) Concessional Posting.

b) Relocation.

c) Personal Funding.

d) Lapses during Verification Exercise.

e) Corps members whose projects are located outside their host communities.

**Presidents' NYSC Honours Award Organizing committee.**

There shall be a President's NYSC Honours Award Committee Constituted by the Director-General. The Committee shall be chaired by the Director Corps Welfare and Health Services with the Secretary from the Corps Merit Branch. Members shall be selected from all Departments to screen nominees for the National Selection Committee and meticulously plan and organize a hitch-free Honours Award Ceremony. The Committee shall propose membership of various sub-committees to assist in the conduct of the ceremony.

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1. **PROCEDURES FOR REWARD IN THE NYSC**

In the NYSC corps members who performed outstandingly during the service year are rewarded and honoured. We may wish to note, however, that all corps members are eligible to be rewarded if they meet laid down criteria. In rewarding corps members, they are assessed on the four cardinal activities of the service year: -

1. Orientation
2. Primary assignment
3. Secondary assignment or Community Development Service (CDS)
4. Winding-up and passing-out activities.

In assessing corps members under these activities, Schedule officers at the Local Government, Zonal, State and National levels are expected to play key roles. The officers consider qualities such as discipline, team work, special contributions, self-confidence and emotional poise in the assessment.

**ROLES OF ZONAL AND LOCAL GOVERNMENT OFFICERS**

This is as provided for in Section 8(c) of the NYSC Act CAP N84 Laws of the Federation of Nigeria 2004 – “to assist in the selection of NYSC Honours Award winners at the Local level”. Specifically, they;

1. Collates the data of corps projects and services rendered in the local government and forward same to the State Secretariat.
2. Mentor, supervise and ensure the projects are executed as approved and commissioned.
3. Ensure that the Local Government authorities and host community are aware and involved in corps member’s project with a view to commending their efforts at the end of the service year with the Chairman’s Merit Award where applicable. This would, as well, ensure that the projects are of felt need to the community.
4. Prepare and present corps projects to the NYSC Local Government Committee for consideration, selection and conferment of Local Government Chairman’s Award.

**ROLES OF THE STATE SECRETARIAT**

1. Constitutes the State NYSC Honours Award Committee as provided in the NYSC policy documents.
2. Collates all prospective award-winning corps members projects from the Zonal offices for consideration by the State Honours Award Committee.
3. Visit corps projects sites for the purpose of making informed decision in the selection of award winners.
4. Ensures the State Government commends and honour outstanding corps members selected by the state award committee.
5. Forward the best two (2) state award winners from each Batch to NDHQ for consideration with other nominees for the President Honours Award.
6. Writing of citation and brief on corps members. A required document for submission of nominees.

**ROLES OF CORPS WELFARE AND HEALTH SERVICES DEPARTMENT (NDHQ)**

1. Secretariat of President Honours Award Selection Committee.
2. Initiate and recommend the constitution of the President Honours Award Selection Committee to Management as provided for in the NYSC policy documents.
3. Collate and process all relevant documents of nominees forwarded from state secretariats.
4. Visit the states to verify the projects for processing of the nominees’ records before submitting to the National Selection Committee.
5. Constituting the President Honours Award Organizing Committee for the Director-General’s consideration and approval.

**CRITERIA FOR SELECTION OF CORPS MEMBERS TO BE REWARDED**

The following criteria are sacrosanct in the selection of corps members for award in the NYSC:

1. Corps member must have fully participated and assessed in the four cardinal programmes of the Scheme.
2. Carried out projects that meets the felt needs of their host communities and are sustainable in line with laid down policies.

**DISQUALIFICATION OF NOMINEES FOR ANY HONOURS AWARD**

A corps member is not eligible for consideration for any award if;

1. Refuses posting to a place of primary assignment;
2. Enjoyed concessional deployment;
3. Relocates from original state of deployment;
4. Projects were personally funded or by relations and friends.
5. Lapses are observed by NDHQ officers during physical verification of projects in the states. These lapses include:

* The projects were not approved before commencement.
* Projects are not commissioned.
* Projects considered not beneficial to host community.
* Project is not durable and sustainable.
* Project is not completed.
* Project not in use.
* Projects are located outside corps members’ host community.

**B.** **DISICIPLINARY PROCEDURE IN THE NYSC:** Discipline in the NYSC is guided by the Constitution of the Federal Republic of Nigeria, the NYSC Act, NYSC Bye-laws and other policy documents.

Discipline of corps members starts from the States, specifically the Local Governments where the corps member is serving. The instituted procedure for discipline of corps members are as follows:

1. **ZONAL/LOCAL GOVERNMENT LEVELS:**
2. **ROLES OF LOCAL GOVERNMENT INSPECTOR**:
3. Identify erring corps members.
4. Issue query/investigate
5. Forward query/response to the Zonal Inspector
6. Monitors corps member
7. **ROLES OF ZONAL INSPECTOR**:
8. Process the response to query
9. Forward query/response to State Secretariat
10. Attend disciplinary committee meetings
11. **STATE SECRETARIAT LEVEL**
12. **ROLES OF STATE COORDINATOR**:
13. Constitutes the State Corps Disciplinary Committee (CDC)
14. Minute and give directives on response to query forwarded by Zonal Inspector.
15. Approves and ensures the processing/forwarding of the recommendation of the State CDC to NDHQ.
16. **ROLES OF ASSISTANT DIRECTOR CORPS DISCIPLINE AND REWARD:**
17. Collate and process all disciplinary cases from the Zonal/Local Government offices for consideration of the CDC.
18. Investigation into disciplinary reports.
19. Heads the State Corps Disciplinary Committee
20. Compiles and process recommendations of the CDC for the attention and signature of the State Coordinator.
21. Ensures the endorsed CDC recommendation is forwarded to NDHQ at the appropriate time.
22. **CORPS WELFARE & HEALTH SERVICES DEPARTMENT**
23. **ROLES OF DIRECTOR**: The Director assisted by officers of the Department carry out the following:
24. Constitutes the Disciplinary Committee at the NDHQ to review the recommendations of the State CDC.
25. Ensures the processing and forwarding of disciplinary decisions to State Secretariats for implementation.
26. Recommend further investigations of some corps disciplinary cases where necessary to the Director-General for approval.
27. Processes the release of Certificate of National Service (CNS) to corps members that have completed extension of service or remobilization.

**GUIDELINES FOR PROCESSING OF DISCIPLINARY CASES**

1. All recommendations for disciplinary cases are processed by state Corps Discipline and Reward Committee, duly signed by the State Coordinator.
2. The processed cases are expected to be forwarded to the NDHQ (Corps Welfare & Health Services Department) immediately after the passing-out of each Batch.
3. All disciplinary cases are to be addressed to the Director-General, through Director, Area Office. Attention Director CW&HS and not the Director Corps Mobilization as some states still make this mistake.
4. The following are to be included in the submission to NDHQ:
5. Cover letter signed by the State Coordinator
6. Minute of the meeting(s) when recommendations were made, with the names of the members of the committee in attendance signed by the Committee Chairman.
7. Individual page(s) where deliberations of each erring corps member with recommendations.
8. Copies of queries and responses.
9. Summary sheet, which must be in excel format. The format must contain:
10. Name
11. State code
12. Call-up number
13. Sex
14. State of origin
15. Nature of offence
16. Action taken by the State Secretariat
17. Response of corps member
18. Consequences of the offence as prescribed in the NYSC Bye-Laws.
19. Recommendation

**DISCIPLINARY DECISIONS**

1. The NDHQ Disciplinary Committee takes decisions after the perusal of cases/recommendations submitted by the State Secretariat.

**Note**: recommendations from the States are upheld if in line with the provisions of the NYSC Act and Bye-Laws, but if not will be discarded. Please avoid making conjectures when making decisions.

1. Decisions ratified by the NDHQ are returned to States through official dispatch, for implementation.
2. The erring corps members are expected to be informed of decision on their cases – extension of service, remobilization or exoneration. It is worthy of mentioning that, with rising cases of complwx cases requiring humane consideration, a new window has now been created for pardon. This is however a handle exclusively for the Director (CW&HS) to avoid abuse.

**REMOBILIZATION PROCESS**

1. Corps member is made to repeat service if the offence is abscondment of service, that is absence from place of primary assignment without permission for three (3) months consecutively. Note the challenges of intermittent absence.
2. Corps member must show readiness to continue the service by applying to the Director-General through the State Coordinator of initial state of service.
3. Refund monthly allowance(s) paid before abscondment with exception of those who absconded from the orientation camp before collecting any allowance.
4. Corps member’s application for continuation of service should be forwarded to NDHQ in the same way the disciplinary cases are sent.
5. The data of remobilized corps members who have applied to continue service must be uploaded on the NYSC portal by the State CD&R officer.
6. The amount refunded by the corps member if any should be inputted online.
7. The State Coordinator is also to recommend the application online.
8. The NDHQ Schedule Officer will finally approve online before the corps member can print the remobilization letter. **Note**: Certificate Format is to be printed with the remobilization letter.

**CHANGE OF STATE OF REMOBILIZATION**

1. Corps members who have been remobilized can apply for change of state of remobilization only on **health and marital grounds**. Reasons for any of these, must be backed with genuine supporting documents.
2. All applications are expected to be channelled through the initial state of service and forwarded by the Secretariat to NDHQ.
3. The Director Corps Welfare and Health Services either approves or disapproves the change based on its merit.

**RELEASE OF CERTIFICATE**

1. When a corps member completes the extension of service or remobilization, the State Secretariat is expected to write an introductory letter notifying the Director-General and also request for the release of Certificate of National Service (CNS) of the corps member.
2. The NDHQ recommends to the Director-General to approve the release of CNS to corps members cleared.
3. The Director-General grants the approval for the CNS to be released to corps members by Certification Department.

**NATIONAL HEALTH INSURANCE AUTHORITY (NHIA)**

OBJECTIVE OF GIFSHIP-n

1. Ensure every mobilized and serving corps member has access to good health care services and in the process,prevent avoidable deaths;

2. Protect corps members from financial hardship on account of huge medicalbills;

3. Reduce huge medical bills being incurred by the Scheme while providing health care services to corps members;

4. Maintain high standards of health care delivery services;

5. Improve and harness private sector participation in health care provision.

6. Contribute to achievement of national goals and target on all citizens ‘enrolment into NHIA.

**ELIGIBILITY AND MEMBERSHIP**

The programme is for mobilized and serving corps members, from the date of mobilization and call-up, to the end of three weeks terminal leave after their passing-out parade.

**SCOPE OF COVERAGE**

1. Only for mobilized corps members;

2. Coverage is on individual basis only; and

3. There is coverage for one (1) child born by a serving female corps member for twelve (12) weeks.

**ROLES OF CORPS MEMBERS**

 Completion of NHIA enrolment form during online registration.

 Ensure that the NHIA number is included in the Call-up printed out after completing NYSC Mobilization form online.

 Presentation of NYSC Corps Members to chosen NHIA accredited health care services or any accredited health care facility in an emergency

 Contact NYSC and HMO when in need of health care.

**PRE ORIENTATION PERIOD**

 This is the period between collection of call-up letter to the day of freporting to orientation camp.

 NYSC Corps Members will be covered by payment of fee-forservice (FSS) to the accredited healthcare provider after claims processing by the HMO and verification by NHIA.

**ORIENTATION COURSE PERIOD**

 This is 3-week period when Corps Members are in the Orientation Camp, Corps Members will be covered by the accredited Healthcare Provider (HCP).

 attached to each Orientation Camp designated by the NYSC;

 The NHIA will payone (1) month capitation directly to the healthcare facility for the period, to provide primary health care services to corps members while on camp;

 The Health Care Facility (HCF) engaged may provide ambulance services to NYSC for transportation of emergency referred cases to the nearest secondary and tertiary facilities;

 At the camp,the primary HCP will request for referral code from the respective HMOs for secondary and tertiary health services;

 Fee-for-service payment method will be used to pay for secondary and tertiary health services during this period.

**AFTER ORIENTATION COURSE**

 It is expected that after the Orientation Course, Corps members will depart to their places of primary assignment;

 Many will be accepted at their places of posting while some others may be rejected or get relocated to other States;

 Any corps member who desires medical care must submit self to an HCF, inform his/her LGI and HMO immediately. Where that is not possible, HCP MUST treat corps members and contact HMO.

 Health services will be provided by default from public health facility nearest to the place of primary assignment using the emergency care provision of NHIA;

 Thus, in case of need, corps members can access any NHIA accredited public or private health facility nearest to them and request that the healthcare facility contact the HMO for referral code;

 On settling down in a place of primary assignment, the corps member will identify the preferred NHIA accredited HCF from the provided options.

**THE TERMINAL LEAVE PERIOD**

 This is the three weeks' period after official passing out exercise or parade.Coverage of corps members will be through the NHIA emergencyroute;

 HMOs must be notified within 48 hours of all cases that will require processing of claims.

**GIFSHIP-n BENEFIT PACKAGE**

 The programme will provide the services that are within NHIA scope of coverage;

 There is NO CO-PAYMENT for drugs as in other NHIA Formal Sector Programmes.Itis ABSOLUTELY free health care service to all corps members;

 All accredited healthcare facilities shall provide the following healthcare services to mobilized and serving corps members;

 i. Out-patient care, including consumables according to NHIA Standard Treatment Guidelinesand Referral Protocol;

 ii. Prescribed drugs,pharmaceutical care and diagnostic tests as contained in the NHIA Drugs Listand NHIA Diagnostic Test Lists;

 iii. Maternity (ante-natal, delivery and post-natal) care for one pregnancy;

 iv. For any child delivered within the service year by female corps members all preterm/premature babies shall be covered for 12 weeks within the service year;

 Preventive care, including immunization, as it applies in the National Programme on Immunization, health and family planning education;

 Consultation with required Specialist for secondary and tertiary care;

 Hospital care in a standard ward for a stay limited to a cumulative twenty-one (21) days per year following referral. This is with the exception of orthopedic cases

 viii. Eye examination and care, the provision of low-priced spectacles but excluding contact lenses;

 ix. A range of prostheses (limited to prostheses producedin Nigeria);

 X. Dental care

**OTHER BENEFITS**

a) Surgical procedures requiring specialist care;

b) Medical and psychiatric cases requiring specialist care;

c) Management of obstetrics and gynecological conditions,

d) Treatment of opportunistic infections;

e) Pediatric cases requiring specialist care.

**NEED FOR REFERRAL**

A patient may be referred from a Primary to a Secondary/Tertiary Service Facility or from a Secondary to a Tertiary Service Facility due to need for specialized investigations, for medical/surgical reasons or other services, diagnostic, physiotherapy etc. Approval by the HMO is necessary, except in emergencies, and notification of such should be served within 48 hours.

Referrals should be to the nearest specialist as contained in the list of NHIA accredited facilities in the area. All authorization codes must be given within 24hours of the requesting facility contacting the HMO and when such requests are denied, the Health Care Facility (HCF) must be notified through text message within 24 hours stating reasons for denial and copied to the NHIA and the NYSC.

**COMPLAINTS/GRIEVANCE REDRESS MECHANISM**

Complaints/Grievance Forms would be made available by NHIA and placed in all NYSC Local Government Offices.

Enrolled Corps members who are not satisfied with the treatment they received may send text messages,

E-mails or complete the complaints forms at their NYSC Local Government Offices or any NHIA Office nearest to them for immediate action.

Complaints/grievances will be attended to within 24hours and in not more than seven (7) days from the date of submission.

**Grievances/Complaints may include, but not limited to:**

a. Out of stock refund request which shall be accompanied with the HCP signed prescription notes.

b. Delayed release of referral code reports,

c. Denial of referral code for a genuine and eligible diagnosis.

c. Discriminations against Corps members

d. Unsatisfactory service reported by corps members

All grievance reports shall be handled within seven (7) days of receipt by the NHIA

**PARTIAL EXCLUSIONS**

i. For high technology investigation, eg CT scan, MRI, etc, the NHIA would pay 50% of cost;

ii. Dialysis for renal failure (max 6 sessions)

**TOTAL EXCLUSIONS**

A. Occupational/industrial injuries to the extent covered under the Workmen Compensation Act.

B. Injuries resulting from:

i. Natural disasters, e.g earthquakes, landslides;

ii. Conflicts, social unrest, riots, wars;

iii. Epidemics;

iv. Family planning commodities, including condoms;

V. Injuries arising from extreme sports, e.g car racing, horse racing, polo, mountaineering, boxing, wrestling, etc;

vi. Drug abuse/addiction;

vii. Domiciliary visit;

viii. Surgery-Mammoplasty;

ix. Ophthalmology-Provision of contact lens;

X. Medicine-Anti-tuberculosis drugs;

xi. Pediatrics-Treatment of congenital abnormalities requiring advanced surgical procedures e.g TOF, ASD, VSD xii. Obstetrics & Gynecology-Artificial

inseminations, including IVF and ICSI

xiii. Dental Care- Crowns and bridges, bleaching

and Implants; and

xiv. Pathology-Post Mortem examination.

S/N NAME OF HMO ZONE

1 SONGHAI HEALTH TRUST LIMITED NORTH-WEST

2 ZUMA HEALTH TRUST NORTH-CENTRAL

3 VENUS MEDICARE LIMITED NORTH-EAST

4 NONSUCH MEDICARE LIMITED SOUTH-EAST

5 LIFEWORTH MEDICARE LIMITED SOUTH-WEST

6. AIICO MULTI SHIELD LIMITED SOUTH-SOUTH

**HEALTH INITIATIVE FOR RURAL DWELLERS (HIRD)**

It came into existence, on Thursday 13th Nov.2014.

How does the program operate?

It operates, by mobilizing

1) Corps medical personnel.

2)Drugs and equipment by nysc to rural areas/communities.

3) It addresses, the limitation in the health care service delivery in rural areas.

4) It's a platform for promotion of the well-being of indigent persons through access to free and quality health care.

5) organize medical outreaches in rural areas nationwide.

6) Provision of diagnosis treatment, referral of patients, drugs eye glasses, wheel chairs and medical consumables free.

7) sensitization of communities on diseases prevention and care.

8) Establishment of community based clinics.

9) Setting up clinics in NYSC Secretariats.

**What are the area of intervention of HIRD**

The area of intervention are,

1)Administration of vaccines on yellow fever and polio.

2) Campaign on HIV/AIDS, prevention and treatment.

3) Donation of blood.

4) Awareness campaign on Ebola virus.

Lassa fever.

Malaria

Drug abuse

Open defecation

Hapatitis B

Blood pressure checks

Sugar checks

Diabetes screening &mgt.

Mental health

Cholera outbreak

Measles

Cerebrospinal meningitis

Covid-19 pandemic.

How is the implementation of HIRD in consonance with NYSC's objective? Or how does it work with the mandate of NYSC

It's in consonance, in line with the scheme mandate as follows,

In the area of insulation of discipline in nig. youth by instilling in them a tradition of industry at work and patriotic and loyal svs. to nig.in any situation they may find themselves.

How does it work the fed. Min. of health and the no 3 goal of UN's SDG program?

It's works with the federal ministry of health program of, “Better health for all and rapid results initiative”. Goal no 3 UN's SDG program of Health and wellbeing.

**What are the goal and the objectives of HIRD**

There are,

1)To reach out to members of rural communities, nation wide with free & quality health care services.

2)To encourage participation of members of rural areas in the program through advocacy and sensitization.

To sensitive and educate members of rural areas on various common and prevalent ailments, causes, prevention and treatments.

4)To mobilize and equip corps medical personnel to provide free medical services for members of rural areas nation wide.

5) To mobilize political commitments and broad based partnership for the successful implementation of the program.

6) To mobilize financial, material and technical support from relevant stakeholders at national, state, local and community levels towards the program implementation successfully.

7) To provide free consultation, treatments, counseling, and referral services, where necessary.

What are the strategies adopted by HIRD in carrying out its assignment or implementing it assignment?

1)It program is usually carried out for a whole week every quarter of the year.

2) A steering committee is always constituted, comprising, the SC, H/ CDS Branch. ZI. H/CDS. LGI. and the president of medical & health CDs grp.

3) Identification of communities to benefit from the prg.in a particular quarter of the year.

4) Advocacy visit to the gate keepers within the identified communities.

5) Identification and liaison with relevant stakeholders at federal, State Min. of health, NGOs, CBOs, faith based organisations Spirited individuals, and philanthropists.

6) Rallies carried out by c/ms in the benefiting communities to create awareness.

7) Mobilizing corps medical personnel to the benefiting communities for the prog.

8) General sensitization of members of the communities through print and electronics media.

9) Flagg off the week long prog. to be followed by health talk and rendering of medical svs.to of benefiting communities.

What are the strength NYSC scheme possess in carrying out HIRD?

1) NYSC has the skilled corps medical personnel

2) NYSC is widely geographically spread.

3) NYSC possess experienced officers at all levels, to monitor, and supervise.

4) It cost effective

5) The commitment of NYSC management is high

6) The scheme is well structured to supervise, monitor and give feedback on prog. implantation.

What are the achievements of the NYSC Scheme through HIRD since inception?

1) Over one thousand communities have been reached.

2) Over Three million persons/ people have been educated and sensitized.

3) Over two million people have been treated of various ailments.

4) It has boosted the relevance of the scheme in national dev. in area of rural health.

5) It has also made some corps medical personnel to settle down at their host communities to practice after national service.

**Mention or list the challenges of HIRD?**

1) Inadequate support from some state governments and stakeholders.

2) Inadequate funding.

3) Inadequate drugs, medical equipment, and consumables incapacitating the Corps medical personnel from performing optimally.

4) security challenges affecting effective implementation of the program in some States.

5) Non readiness of some communities to imbibe the culture of taking advantage of proper health examination and treatment.

How can the gains of HIRD be sustained or improved upon by the scheme?

1)The quarterly program must be maintained.

2) Regular outreaches must be carried out by the health and medical CDs group.

3) There must be broad based partnership and linkages, and collaboration with government and non governmental organizations

4) Appointment and regular training of HIRD desk officers to build their capacity in advocacy.

5) print and electronic media should give the program a wide coverage.

6) Sharing of reports of implementation with relevant stakeholders should be strengthened

7) The quarterly national sanitation exercise recently introduced should be sustained.

8) Rural communities should be encouraged to take ownership and domestication of the program.

9) Members of national assembly should be intensively lobbied to include HIRD in their constituencies projects.

10) Partnership between federal and State ministries of health must be vigorously pursued or encouraged.

11) Partnership must be strengthened amongst donor agencies, philanthropists and stakeholders.

12) Community leaders should always be properly debriefed at the end of each outreach, to ensure necessarily follow up of referral cases.

**NYSC**: National Youth Servive Corps

**Motto**: Service and Humility

Estbaloshed\* by Decree No.24 of 22nd May, 1973.

The Scheme was conceived after the 1967-1970 Civil War.

**Vision Statement**

"To develop a Scheme that is dynamic enough to meet new challenges and become the leading light of youth organizations in Africa"

**Mission Statement**

"To mobilize and groom Nigerian youths for the promotion of national unity,sustainable development, self reliance and prepare them for the challenges of leadership"

**Core Values of the Scbeme are:**

Loyalty

Integrity

Efficiency

Commitment, and

Team work

**Mandate of NYSC**

- To promote National Unity and development

- To inculcate discipline in Nigerian youths

- To develop common ties among our youths, and

- To expose our youths to the mode of living of the people in different parts of the Country in order to remove prejudices, alienation and ignorance and confirm at first hand the many similarities among the various ethnic groups.

**N.Y.S.C Anthem**

Youths obey the clarion call

Let us lift our nation high

Under the sun or in the rain

With dedication, and selflessness

Nigeria is ours, Nigeria we serve.

Members take the great salute

Put the Nation first in all

With service and humility

NYSC for the noble youths

Make Nigeria a great nation

Far and near we come to serve

And to build our Fatherland

With oneness and loyalty

NYSC for unity

Hail Nigeria our great nation.

**Mention 5 Content of Oath of allegiance form**.

1. Name of Corps Member

2. Callup No

3. State Code

4. Date

**What are the Objectives of the Scheme**.

Followings are the objectives of the Scheme

a) To inculcate discipline in Nigerian youths by instilling in them a tradition of industry at work and patriotic and loyal service to the Nation in any situation they may find themselves;

b) To raise the moral tone of our youths by giving them the opportunity to learn about higher ideals of national achievement and social and cultural improvement;

c) To develop in our youths attitude of mind, acquired through shared experience and suitable training, which will make them more amenable to mobilization in the national interest;

d) To enable Nigerian youths acquire the spirit of self reliance by encouraging them to develop skills for self employment;

e) To contribute to the accelerated growth of the national economy;

f) To develop common ties among the Nigerian youths and promote national unity and integration;

g) To remove prejudices, eliminate ignorance and confirm at first hand, the many similarities among Nigerians of all ethnic groups; and

h) To develop a sense of corporate existence and common destiny of the people of Nigeria.

\*What are the Mechanism put in place by the scheme to achieve the said objectives,\*

The followings are the mechanism put in place to achieved the objectives

(a) The equitable distribution of members of the service corps and the effective utilization of their skills in area of national needs;

(b) That as far as possible, youths are assigned to jobs in States other than their State of origin;

(c) That such group of youths assigned to work together is representative of Nigeria as far as possible;

(d) That the Nigerian youths are exposed to the modes of living of the people in different parts of Nigeria;

(e) That the Nigerian youths are encouraged to eschew religious intolerance by accommodating religious differences;

(f) That members of the service corps are encouraged to seek at the end of their one year national service, career employment all over Nigeria, thus promoting the free movement of labour;

(g) That employers are induced partly through their experience with members of the service corps to employ more readily and on a permanent basis, qualified Nigerians, irrespective of their States of origin.

(h) To induce employers, partly through their experience with service corps members, to employ more readily qualified Nigerians irrespective of their states of origin; and

(i) To enable Nigerian youths to acquire the spirit of self-reliance.

**What is the name of the supervisory body of NYSC**

NYSC is supervised by the Federal Ministry of Youth Development

**NYSC GOVERNING BODIES**

The Scheme has three Governing bodies namely

1. NYSC National Governing Body

2. State Governing Body

3. Local Government Commiitee

The NYSC National Directorate (The National Governing Board).

It is the apex policy making body of the Scheme. Mr. President appoints the Board Chairman and three (3) others, including a woman, while other members are institutional representatives.

**Membership of National Governing Board**.

The Board is made up of ten (10) members comprising of the following;

i. Chairman;

ii. A representative of Committee of Vice-chancellors;

iii. A representative of Committee of Rectors of Polytechnics

iv. A representative of Chief of Army Staff (COAS);

V. A representative of the Inspector-General of Police (IGP);

vi. A representative of Nigerian Employers Consultative Association (NECA);

vii. Three (3) others, One (1) of whom shall be a woman.

viii. Director-General

**Functions of the National Governing Board**

The National Governing Board has the statutory responsibility to appoint, (including power to appoint on promotion), transfer, terminate and discipline employees of the Scheme, either holding or acting in any office. Other functions of the Board shall include:

i. Drawing-up detailed programme and schedues of the Scheme;

ii. Liaising with the Corps Producing Institutions;

iii. Coordinating the work of the State Governing Board;

iv. Deploying Corps members to the States of the Federation;

V. Assessing and reviewing from time to time, the progress of the Corps members. It is also expected that when in place, it shall be briefed regularly on the programmes and activities of the Scheme and consulted before major policy decisions are implemented.

**STATE GOVERNING BOARD**

There shall be NYSC State Governing Board in every State to oversee the activities of the Secretariat at the State level. The Executive Governor of the State appoints members of the State Governing Board, except the State Coordinator who shall be appointed by the NYSC Director-General.

**Membership of the State Governing Board.**

The membership of the State Governing Board shall include the following:\*

i. Chairman

ii. A member of the Armed Forces

iii. A member of the Nigeria Police

iv. Five other persons appointed from those concerned with the following sectors of the economy

a. Commerce and Industry

b. Agriculture and natural resources

C. Local Government, and

d. Education

V. The State Coordinator.

**Functions of the State Governing Board**.

i. Arranging and providing accommodation, boarding and providing other facilities which are essential for welfare of members of the service corps and for the success of the Scheme in the State,

ii. Assembling reports on members of the service corps and transmitting them to the National Directorate

iii. Arranging the provision of facilities for orientation courses and winding-up exercise

iv. Compiling information on such opportunities as there may be for employment in the State

V. Deploying members of the service corps within the State.

**Local Government Committee.**

There shall be established an NYSC Local Government Committee in each Local Government Area of the Country. The Chairman of each of the Local Government Area Councils shall Chair the Committee and appoint other members of the committee, except the NYSC officer who will serve as the Secretary and shall be appointed by the State Coordinator.

**Membership of the Local Government Committee**.

i. The Chairman of the Local Government as Chairman

ii. A Traditional Ruler

iii. A representative of the Nigerian Police Force

iv. A representative of each of the following Local Government Departments, and other bodies:

a. Education

b. Health

C. Social welfare and Community development

d. The private sector.

V. The NYSC Zonal Inspector.

**Functions of the Local Government Committee** .

i. Providing for the welfare needs of corps members deployed to the Local Government

ii. Arranging for the collection of corps members at the end of the orientation course and returning them for purpose of the winding-up exercise.

iii. Assisting in the selection of the NYSC Honours Award Winners at the Local Government level.

iv. Ensuring the security of corps members deployed to the Local Government Area,

V. Ensuring the cultural integration of corps members in the Local Government Area,

vi. Developing and executing community development programmes in the area.

**DUTIES OF A PLATOON OFFICER**

a) Taking charge of all corps members in their respective platoons;

b) Maintaining a register of all corps members in the Platoon;

c) Ensuring regular and punctual attendance in all camp activities by corps members in the Platoon and taking their attendance;

d) Taking charge of the welfare of corps members in the Platoon;

e) Supervising participation of corps members in routine preparation of meals, sanitation, security, sports and games, etc, as may be required;

f) Taking roll call of corps members in the Platoon both in the morning and in the evening to ensure their presence in Camp at all times;

g) Endorsing aIl correspondence emanating from the corps members in the Platoon to higher authorities;

h) Coordinating the activities …

**DOCUMENST TO BE SUBMITTED BY A PCM FOR REGISTRATION**

i. Original Call-up Letter

ii. Green card

iii. ID Card (from the Institution of graduation)

iii. Original and photocopy of statement of result

iv. Medical Doctors shall produce in addition original and photocopies of Housemanship clearance, as well as confirmation of registration certificate from the Medical and Dental Council of Nigeria

V. Pharmacists shall produce, in addition original and photocopies of Certificate of Internship and Registration by the Pharmacist Council of Nigeria, and

vi. Addendum

**Guidelines to be followed during Swearing-in Ceremony:**

i. Representatives of the corps members shall be made to carry the National Flag.

ii. The representatives shall be marched in to stand before the Chief Judge.

iii. The Chief Judge administers the Oath of Allegiance- National and NYSC Pledges to all corps members with their right hands raised.

iv. Representatives of corps members shall sign their oath forms before the Chief Judge.

V. All other corps members signed Oath forms shall be forwarded to the Chief Judge for signature.

vi. All signed forms shall be in individual corps member's files.

**Guidelines for closing ceremony**

1. Review of parade by the Executive Governor.

ii. Passing-out parade.

ili. Presentation of prizes to outstanding Corps members/Platoons.

iv. Issuance of letters of posting of corps members to their places of Primary Assignment,

V. Transportation of Corps members by employers and Local Government Councils to their places of primary assignment.

vi. State Coordinators and Heads of Branches/Units shall not leave camp until all corps members have left for their various places of primary assignment

**Those Exempted from Service**

a) He/she is Over the age of thirty;

b) He/She has served in the Armed Forces of the Federation or the Nigerian Police Force for a period of more than nine months;or

c) He/She is member of staff of any of the following, that is;

i) The Nigerian Security Organization, or

ii) The State Security Service, or

iii) The National Intelligence Service, or

d) He/he has been conferred with any National Honour

**SENIOR STAFF COMMITTEE** :

(a) The Senior Staff Committee (SSC) shall be made up of Heads of Departments.

(b) The Director-General shall be the Chairman.

(c) The Committee shall handle the appointment, discipline and promotion of Officers on SGL 07 and above.

**JUNIOR STAFF COMMITTEE (HEADQUARTERS)**:

(a) This Committee shall be made up of not more than 9 and not less than 7members not below SGL 12 at the Scheme's National Headquarters.

(b) The Director,Human Resource Management shall be the Chairman.

(c) The Committee shall handle the appointment, discipline and promotion of Officers on SGL 06 and below at the Headquarters.

(d) Membership of the Committee shall reflect Federal Character as much as practicable.

**JUNIOR STAFF COMMITTEE (LOCAL)**:

(a) This Committee shall be made up of not more than 9 and not less than 7Officers.

(b) The Committee shall be headed by the State Co-ordinator.

(c) The Committee members shall not be below SGL 10.

(d) The Committee shall handle the appointment, discipline and promotion of Officers on SGL 06 and below.

**Certificate of Service**: - Is a certificate issued to an officer who is leaving Government Service to enable him/her to be employed in another service as the character and reason for leaving the service will be stated. Also the shortcoming may be stated. It is signed by Permanent Secretary for both junior or senior staff and counter signed by office of Establishment & Management Services and Federal Civil Service Commission Respectively. Reference to 06501 -06505.

**Pupillage Staff**: -The staff employed but the nature of employment required that such staff undergoes some training so that he/she can be able to perform the duties. During the period of training he/she is known as pupillage staff bèfore fully absorbed into the service after the training. PSR 02203.

**Period of Probation**: -The period when officer's appointment has not been confirmed or regularize in the service. An officer has to serve Government for maximum period of two years to watch if such an officer fits in for employment or required to pass prescribe examination such as combined confirmation examination. An officer on probation can simply be dismissed from service or his/her appointment terminated by the permanent secretary without undercoming disciplinary procedures when he/she is found wanting or misbehaved. Ref. PSR 02301.

**Leave Roaster**: - Leave Roaster of all staff whether junior or senior is written at the beging of leave year in seniority order stating(i) serial number (ii) Names and Rank (iii) Number of days entitle to spend on leave (iv) the period of last year's leave and (v) the period intend to go on leave for the leave year and (vi) sectional head's Remarks.

Leave Roasters from all sections must reached Permanent Secretary before the end of the 1st quarter of that leave year.

**What are the entitlements of an officer who died on Active Service.**

Answer: An Officer who dies while on active service is entitled to the following allowances:

(i) Cost on repatriation of the corpse to the motherland of the deceased Officer, his spouse or his dependents.

(ii) Payment for the embalmment

(iii) Settlement of mortuary bills

(iii) Payment for coffin or casket as follows:

(iv) Transportation of the corpse and entourage from place of domicile to the home town and return journey.

(v) Payment to the deceased family for publication of obituary.

(vi) Life Insurance Policy specified by Pension Reform Act 2004.

**List 5 documents needed for opening a file for newly employed/transfer or posting**

(i) Bio data (to contain all information about the staff)

(ii)Letter of appointment if newly employed staff or letter of posting newly posted staff or transfer or secondment letter as the case may be.

(iii) Record of service or form G60 from record section

(iv) Testimonial of good conduct from last school attended or former employer.

(V) Certificate of marriage (if married)

(vi) Change of Name Advertisement paper.

(vii) Curriculum Vitae to include all certificates held (newly employed)

(viii) Medical certificate of fitness for the job. (newly employed)

(ix) Assumption/Resumption of duty certificate

(xi) Letter of Acceptance of offer of Appointment (newly employed)

(xii) Record of service forms if on posting/transfer/secondment from 1 former employer.

(xiii) Certificate of origin from Local Government of origin.

(xiv) Birth certificate/sworn affidavit of age.

**Differentiate between Gratuity and Pension**

(a). Gratuity is a lump sum payment made available to an officer leaving the service as a result of retirement, withdrawer, or termination service after serving a required minimum period of 5 years. It is paid only. It is tax-free.

(b)ii. Pension is regular monthly payment of sum of money made to red officer after spending a minimum period of ten years of Meritorious ice. It is a percentage of a retired last payment across the board as will be vn on table below a retiree is only entitled to pension when he/she attains of 45 years. Payee tax is deductable from pension.

**List 5 documents required in processing retirement benefits.**

(i) Gazette of 1st Appointment

(ii) Gazette of confirmation of Appointment

(iii) ·3 completed pension forms (must be countersigned by last HOD)

(iv) Certified True copies of record of Service (2 Copies)

(v) Letter of last promotion or Gazette

(vi) Clearance letter of non-indebtedness from Federal Housing Board.

(vii) Retiree Recent 2 coloured passport photograph

(viii) Certified true copy of last pay card (personal emolument card from salary section).

(ix) Clerance letter of non-indebtedness from last officer's office HOCSF'S Circular Pen 63903/S.90/12 of 13/11/2001.

**Name 10 items of information you can see in a staff Records of Service.**

(i) Staff Name starting with surname and other names

(ii) Current Appointment of the staff (with pencil)

(iii) Date of Ist Appointment of the staff and date of Confirmation if already Confirmed.

(iv) File number of the staff

(v)- Record of service (To include details of secondment, transfer, merging, or condonation, posting, promotion, change of Appointment.

(vi) Department/Unit

(vii) Location/Geographic location of the unit.

(viii) Substantive Appointment with date (with pencil)

(ix) Terms of Engagement

(x) Decoration, Designation or Rank

(xi) Details (To include all happenings to the staff with date of entry and must be certified with signature of officer entering in records and must be stamped.

(xii) Record of emoluments

**Name 4 conditions under which a serving officer may be require to retire from service.**

(i) When an officer has served for a period of 35 years or has attained 60 years of age

(ii) On ground of ill health as advised by Properly Constituted Medical Board

(iii) As a disciplinary measure for incompetence, inefficiency and lack of expertise knowledge on the job. On Account of Public interest

(iv) Re-organization of the service abolition of an office due to re-organization.

(v) When an officer has failed Promotion Interview thrice consecutively.

Pension Act Cap.348 & PSR 04601.

**(a) Name 4 categories of staff who are entitled to Duty Tour allowance.**

(a). Duty Tour Allowance is feeding and accommodation granted to the following categories of Staff.

(i) A new employee who is to resume duty. from abroad

(ii) A new employee who is to resume duty outside his ministry headquarters and place of birth.

(iii) An old employee going to his new station on transfer or posting

(iv) A staff on official duty outside the station

(v) A staff attending training/workshop away from his station

(vi) A staff attending medical/dental treatment outside his station.

**Name 5 categories of persons that can be appointed into the Civil Service on contract Basis.**

(i) A Nigerian pensioner (Where his service is most desirable)

(ii) A Nigerian who specifically requests for contract Appointment and int is in the best interest of the service.

(iii) A Nigerian who is over 50 years of Age as at the time of employment

(iv) An expatriate when a suitable Nigerian for the job is not available

(v) A non-Nigeria woman married to a Nigerian but yet to naturalize as a citizen. PSR 02402.

**List 5 Requirements for transfer or Secondment**

(i) Evidence of qualification for the new employment

(ii) Satisfactory Annual performance Evaluation Reports for the last 2 years preceding year of leaving former employment.

(iii) 'The officer's record of service showing the career progression certified

(iv) Evidence of Confirmation of Appointment

(v) Recommendation from former employer including a statement of willingness to release him/her if the request or application is successful PSR 02601-02607

**What is a Draft**\* Draft is a prooosed reply, circular or other document put in place by a subordinate officer to a higher authority.

**Features of a good draft**

1. Accuracy

2. Clarity of thought of expression

3. Courtesy

4. Grammartiĉal Accuracies

**Staff Persoanl Auditing (SPA)**\* is a management devices used to ferret out ghost workers from the nominal roll. It is a system whereby workers are asked to appear physically at the pay table, an individual cheque is issued to each staff.They are questioned and verified. It is done periodially. This is also called Pay Parade.

**Normal Roll** - It is also known as seniority list as it contain the names of all the staff in an establishment/office in seniority order. It is writing from time to time to up date so as to include the names of new staff and remove those on transfer or retired.

**Wha are they Components of a Nominal roll.**

(1) Names in descending order of seniority, Rank and Salary grade level.

(2) Educational background or Qualification

(3) Sex -(4) Date of Birth (5) State of Origin

(6) Local Government Area of Origin (7) Date of 1st Appointment

(8) Date of Confirmation of Appointment

(9) Date of Present Appointment

(10) Location/Station

(11) Remarks-where there are additional information.

**What are they Types of Transfer in Service**

1. Inter Service Transfer - is a transfer between One Service Level to another/Federal to State or Local Government Vice versa.:

2. Inter Ministerial Transfer.-Transfer from one Ministry to another e.g. from Federal Ministry of Education to Defence where the ser-vice'isnoneeded in accordance with discipline/knowledge/expertise.

Inter Department Transfer- Transfer from one department to another

especially when:an officer has an additional qualification e.g. transfer

from library (DPRS)-to teaching in the same Federal Ministry of

Education:

1 Inter Cadre Transfer friom one cadre to another'e.g.from

Execurive cadre to professional cadre as a result ofadditional certifictes.

Transfer from Non Pensionable to pensisoneable

**What is a Brief**\* A brief is a summary of a subject prepared for a superior authority by a subordinate officer. It has neither address nor addressee.

**Essential features of a good brief**

1. A good heading explanation which gives an idea of the content of the brief

2. An introduction which summarises the background of the subject such as how the matter arose, previous action taken, if any, and why the issue is being raised again.

3. A clear analysis of the points at issue, where necessary,the points for or against a course of action should be stated.

4. A specific recommendation or suggestion

5. In the case of a brief for the council of ministers,the name and designation of the person submitting the brief should be shown. Every good brief should be self-contained.

**Components of a Handing over notes**

a written document prepared by an out-going officer for an in-coming officer about the duty and responsibilities of the office.

1. Details regarding content of the schedule of duties of the post

2. Useful references to aid the officer taking over

3. Unfinished matters e.g. new policy issues

4. Important replies to letters, inquiries etc expected

5. Files marked B.U. (Bring up)

6. Dates of impending meetings,if any

7. Matters being K.I.V.

8. Perculiar problems relating to the schedule which may be looked into by the officer taking over.

9. Documents, machinery and equipment being handed over.

10. Signature of officers handing and taking over and the signature of the officer taking over the duty.

**Define a Petition**\*

A petition is a formal protest/appeal.to the authority for special consideration on a matter affecting the writer who is not happy on/about a decision conveyed to him.

It must pass through the proper channel ie is to say starting from petitioner's immediate superior and pass through the chail of authority to the permanent secretary and or above to the appropriate authority it is written to. And each must make his/her own comments before forwarding it.

An advance copy may be sent to the final destination, whilea copy is retained by the permanent Secretary and the third copy is forwarded with the comments and recommendations. It must bear the full name,Hq file Number or staff number signature and address of the writer.

**What is An Appeal** is almost the same as petition as the above procedure is followed. The only difference is that the writer is not stressing on his/her right but only begging for special consideration from the authority to reconsider the decision taken in the past. An additional Information to prove to the authority that they were misinformed must be attached.

An anonymous petition or appeal is regarded as a mere rumour without basis and is not acted upon. But file up by the management for further reference in case there is a riot in the place in future

**What is a Report**\* is a vivid description of a given situation under studies e.g.a happening. an item or ar incidence with the aim of informing authority so that something can be done.

**Memo** is a form of note of instruction or request from either superior to subordinate or vice versa. Most of our requests in the office are on memo.They are addressed to a particular officer whom we want to do certain thing. No address or addressee but the writer must indicate either his name or rank and the receiver's name or rank e.g. from Honourable Minister to Director of Finance and Accounts. It is internal i.e. wtihin a ministry or extra ministerial or unit, branch or division. At the end of memo, the writer has to put his/her name, signature, designation and date.

**Circular** is a means of communication among the ministries and extra ministerial departments or public offices. It is used in conveying an important information or directive from a bureaucrat to public servants or public.Once a circular is out it becomes a bye-law or regulation which must be obeyed by those concerned.

A circular-must indicate address,date,Reference No,all addressees, Title, the instruction and must be signed by the office issuing the circular and to indicate on whose behalf the circular is raised. The circular is issued by Head of Service,Auditor-General or Accountant-General to convey information to all Ministers or Extra Ministerial Departments.

en in details

**Menton 5 Functions of a Registry**

A Registry\* is a Government office where the following functions are performed.\*

(a) Opening of files

(b) Posting of Officers to offices

(c) Classification of documents in Files

(d) Indexing of document in Files and numbering them.

(e) Take a custody of Files

(f) Despatchment of mails and correspondence.

(g) Receiving and direct files to appropriate schedulled Officer.

(h) Short-listing of applicant or officers for Appointment and Promotion respectively.

(i) Bring attention to BU KIV files for further attention.

**Letter** is a means of official communication between superior and subordinate, one ministry or extra ministerial dept. to another or within an organisation i.e. internal or external, it contains address and addressee, date and appropriate heading, salutation, Reference Number and ended with closing remark e.g.yours faithfully with name and signature of the writer where minute has no Title or heading.

**Minutes**

The minutes may be salient points discussed in a meeting and decision reached or a piece of communication in government business among two or more officers. It moves from one table to another usually in files when it is not in a file but just in a fly out sheet of paper it is called Loose minutes.

**Endorsement** is a mere appending one's signature to indicate that he has seen the write up without necessarily minuting. Endorsementris only used for conveying formal information in Government

Services

**What is the Differentiate between merging and Condonation of Service.**

**Merging of service** is acceptance or recognition the number of years served in the pervious public employment with the new employment when there 's no break of service even for a day, You move from previous Employment to he new one the following working day.

**Condonation** is the acceptance or recognition of numbers of years spent in the previous employment even though there is a break in the service.

The two differed from transfer as an officer must get approval of the FCSC before going on transfer.

**List out 5 types of direct Appointment into Federal Civil Service**

(i) Pupilage or Trainee Appointment

(ii) Probation Appointment

(iii) Contract Appointment

(iv) Month to Month Appointment

(v) Temporary Appointment

(vi) Special Appointment PSR 02202-02203

(vii) Permanent and Pensionable Appointment.

**Name 3 Officers that must be copied with Letter of Appointment issued to a new employee into Federal Civil Service**

Answer:The following Officers must be copied with every letter of Appointment into Federal Civil Service.

(i) Permanent Secretary, Office of Establishment and Management Services.

(ii) Accountant- General of Federation

(iii) Auditor General of the Federation.

**Types of Panstontionable Appointment are:-**

(i) Probation (ii) pupilage (ili) Special Appointment

**Non-Pensionable Appolntments are**

i Contract

ii Temporary

**Who is a child of a Public Servant**

A child of a Public Servant is a biological offspring of an officer or that of his spouse or an adopted child who is (a) Under the age of 18 years and (b) Entirely dependant on the officer.

**Documents needed for opening of File for newly employed/ transfer or posting**

(i) Bio data (to contain all information about the staft)

(ii) Letter of appointment if newly employed staffor letter of posting newly posted staff or transfer or secondment letter as the case may be.

(iii) Record of service or form G60 from record section

(iv) Testimonial of good conduct from last school attended or former employer.

(V) Certificate of marriage (if married)

(i) Change of Name Advertisement paper.

(vii) Curriculum Vitae to include all'certificates held (newly employed)

(viii) Medical certificate of fitness for the job.(newly employed)

(ix) Other information to include previous criminal conviction and history of ailments like Asthma, leprosy lunatic etc with documents to exonerate the staff,ifthere any.(newly employed)

(x) Assumption/Resumption of duty certificate

(xi) Letter of Acceptance ofoffer of Appointment (newly employed)

**Criteria for an appointment to the FCS must fulfil the following conditions**

1. Must not be less than 18 yrs and not above 50 yrs of age.

ligibilityfor Appointment

2. He must be a Nigerian showing evidence of place of birth, Local Government Area and State of Origin or FCT.

3. Should possess the minimum qualification specified for the job as prescribed in the scheme of service for the cadre.

4. Should be certified medically fit for employment by a govt. doctor.

5. Should present a testimonial of good conduct from either school/college or last employer.

6. Must not have been convicted of any criminal offence

7. Must have NYSC discharged certificate or examption there from where applicable.

**Gratuity** is a lump sum payment made available to an officer after leaving the service as a result of retirement, withdrawer, or termination from service after serving a required minimum period of 5 years. It is paid only once. It is tax-free.

**Pension** is regular monthly payment of sum of money made to a retired officer after spending a minimum period of ten years of Meritorious Service. It is a percentage of a retired last payment across the board as will be shown on table below a retiree is only entitled to pension when he/she attains age of 45 yers. Payee tax is deductable from pension.

**Document required of retiree before the payment can be made to him are:-**

(i) Gazette of 1st Appointment

(ii) Gazette of confirmation of Appointment

(iii) ' 3 completed pension forms (must be countersigned by last HOD)

(iv) Certified True copies of record of Service (2 Copies)

(v) Letter of last promotin or Gazette

(vi) Clearance letter of non-indebtedness from Federal Housing Board/Selelite House, Lagos.

(vii) Retiree Recent 2 coloured passport photograph

(viii) Certified true copy of last pay card (personal emolument card from salary section).

(ix) Clerance letter of non-indebtedness from last officer's office HOCSF'S Circular Pen 63903/S.90/12 of 13/11/2001.

**What is APMS and what are its advantages**

APMS means Annual Performance Management System

It's advantages includes -

\* Helps track employees performance

\*Helps assess employees and make reports on them

It helps highlight employees competencies and capacities

**Differences between Misconduct and Serious Misconduct -**

**Misconduct** is an act which is inimical to the image of the service which if investigated and proved can lead to Termination of Appointment or Compulsory Retirement

**Serious Misconduct** is an act which is inimical to the image of the Service which if investigated and proved, can lead to DISMISSAL

**Important documents to support Absence from Dut**

1. Medical certificate from a recognized Health Care provider

2. EDD Certificate for pregnant women

3. Excuse Duty certificate

4. Light Duty certificate.

**Mention 5 Camp Commitees**

1. .Accommodation Committee.

2 . Sports Committee

3 Press and Protocol

4 Kitchen

5 Transport and Utility.

**List the procedure for the approval of Exeat on Camp**

1. Corps member must write hand written application

2 . Rout it through the platoon inspector to camp director .

3 Camp director can approve Exeat within the state,while state coordinator grants approval outside the state and DG ,if it is outside the country.

Camp director is the head of camp Administration

**What is the difference between Decamping and dekitting**

**Decamping** : Corps member leaves the camp to continue his service year after camp.

**Dekitting** is the retrieval of NYSC kits items pending the determination of a case against a corps member. .

**Mention 5 camp activities.**

Man o War drills

Inter platoon sports

Inter platoon socials

Parade

Lectures.

**What is financial embarrassment**

Financial embarrassment is the state of an officer's indebtedness which having regard to the amount of debt incurred has actually caused serious financial hardships.

**State conditions under which an officer can borrow from banks, insurance companies and other leading agencies.**

Conditions under Officer can borrow from banks and financial institutions include

1. Provided the aggregate sum of his debts is not likely cause him serious financial embarrassment

2. Sum borrowed on the security of land charge or mortgaged and where the said sums do not exceed the value of the land

3. Overdrafts allowed by banks

4. Sums borrowed from Government or Cooperative societies

5. Sums borrowed from insurance companies on security policies.

6. Sums due on goods acquired by means of hire purchase.

**Briefly define the followings:**

a) Acting Appointment

(b) Temporary Appointment

(C) Permanent Appointment

(D) Lateral Transfer of service.

(E) Appointment on secondment.

**Answer**

(a) **Acting Appointment** is whenever the holder of a schedule post is not available and the post must be filled by someone on acting appointment. This has to follow the rule of seniority of Officers in the preceding grade level. All Acting Appointment shall attract 100 acting allowance and must not exceed 6months for eligible Officers not under any disciplinary action.

(b) **Temporary Appointment** is a contract appointment which does not provide for payment of pension and can be renewable after the period of contact agreement

(C) **Permanent Appointment** is pensionable appointment with full benefits after the mandatory years of appointment.

(D) **Appointment on secondment** is the temporary release of an officer to the service of another government service/agency for a specified period.

(E) **Lateral Transfer of service** means an officer is transfer from one post to another within the service on the same grade level.

**What are the 4 basic techniques of a clear writing**

**Answer**

1. Think clearly

2. Assemble facts

3. Arrange points in logical sequence

4. Commit views into writing

**What are the entitlements of an officer who died on Active Service.**

**Answer**: An Officer who dies while on active service is entitled to the following allowances:

(i) Cost on repatriation of the corpse to the motherland of the deceased Officer, his spouse or his dependents.

(ii) Payment for the embalmment

(iii) Settlement of mortuary bills

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**Name 4 conditions under which a serving officer may be require to retire from service.**

(i) When an officer has served for a period of 35 years or has attained 60 years of age

(ii) On ground of ill health as advised by Properly Constituted Medical Board

(iii) As a disciplinary measure for incompetence, inefficiency and lack of expertise knowledge on the job. On Account of Public interest

(iv) Re-organization of the service abolition of an office due to re-organization.

(v) When an officer has failed Promotion Interview thrice consecutively.

Pension Act Cap.348 & PSR 04601.

**Name 4 categories of staff who are entitled to Duty Tour allowance.**

Duty Tour Allowance is feeding and accommodation granted to the following categories of Staff.

(i) A new employee who is to resume duty. from abroad

(ii) A new employee who is to resume duty outside his ministry headquarters and place of birth.

(iii) An old employee going to his new station on transfer or posting

(iv) A staff on official duty outside the station

(v) A staff attending training/workshop away from his station

(vi) A staff attending medical/dental treatment outside his station.

[01/02, 00:04] Habib: Name 5 categories of persons that can be appointed into the Civil Service on contract Basis.

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(iii) A Nigerian who is over 50 years of Age as at the time of employment

(iv) An expatriate when a suitable Nigerian for the job is not available

(v) A non-Nigeria woman married to a Nigerian but yet to naturalize as a citizen. PSR 02402.

**State 10 incentives and rewards as outlined in the NYSC Bye -law to CMs during the period of national service**

**Answee**-

1) Monthly allowances

2) Transport allowances in lieu of transport.

3) Rent/ housing allowance in lieu of accommodation

4) Local transport allowances (bicycle allowance)

5) Transport to and fro from orientation course

6) Madical treatment

7) Terminal leave

8) Maternity leave to pregnant female CMs.

9) Leave for pilgrimage with the approval of the DG of the NYSC scheme

10) insurance Scheme to CMs

11) Convocation leave

12)Free feeding during orientation camp

13) free kits

**There's a case of sudden death of a CM that has just been reported in your state. As a CM's welfare officer in your Secretariat, What are the necessary steps would you take to repateiate the corpse of a deceased CM home for burial**

**Answer**

As a Corps welfare officer in my secretariat; I will employ the following steps:-

1) Take CM to the nearest and effective mortuary where arrangements would be made for embalmment and preservations.

2) The NYSC Directorate Headquarters would be informed immediately by any faster means (Phone) and later in writing

3) Get in touch with the SC of the deceased corps member's state of Origin and to CMs serving in the state for burial ceremony in ceremonial dress.

4) Request when relatives of the deceased will be free to receive the corpse.

5) Ambulance would be provided to convey deceased CM to home state to be buried in full NYSC uniforms

6) Condolence letter to be delivered at the burial ceremony to the family.

**When was NYSC Hope Alive Programme inaugurated and who did the inauguration?**

**Answer**

NYSC Hope Alive Programme was inaugurated by the former President Good luck Ebele Jonathan on Monday 2nd March,2015 at Presidential Villa, Abuja during the honors awards ceremony of 2012,2013 and 2014 of Award winners.

The former President and Comnander-in-Chief of Armed forces of Nigeria presented presidential awards to 164 ex-corps members that distinguished themselves during their service years.

The inauguration of the programme was aimed at rewarding CMs who performed very well in their places of primary assignment.

It should be noted that the programme was also extended to CMs who suffered permanent disabilities during their service years which includes:-

-- Some with amputated arms

--- Disfigured face

---Other forms of disabilities

Finally,the former President offered automatic employment and scholarships to recipients to study abroad for their masters and doctorate degree anywhere in the world.

**The welfare of a corps member is paramount to the survival of the NYSC scheme; Mention 5 ways to ensure that this has been taken care overtime**

**Answer**

1) Prompt payment of monthly allowance to CMs

2) Provisions of insurance Scheme

3) Regular refund of medical expenses incurred by Corps members

4) Provisions of transport allowance to and fro.

5) Free kits items

6) Free feeding

7) Free Accommodation etc

**As a local government Inspector,list at least 5 steps you would take to rescue a Corps members in a distress**

**Answer**

1) Check on the CM and take him or her to a nearby hospital for treatment if sick .

2) Inform the State Secretariat of the development

3). Inform the DG

4). Inform the next of kin

5). Inform the CM's employer

6) Report to the police

**Mention atleast 5 Challenges confronting NYSC**

**Answer**

Challenges are:-

1) Rejection of Corps members by Corps employers

2) Inadequate fundings on the part of government at all levels

3) Post service year unemployment

4) Lobbying for postings and relocation by parents/guardians and NYSC Staff

5) Submission of the list of unqualified PCMs by CPIs

6) Stagnation in the rank and file of NYSC staff

7) Inadequate number of permanent offices are orientation camps

8) Proliferation of internet fraudster and hackers.

**There's a security alert in your local government area,as a local government Inspector, State atleast 5 steps that you will take to ensure the safety of Corps members in your local government**

**Answer**

1 Alert security agencies in the local government area

2) Alert the traditional ruler

3) Alert the SC

4) Alert the ZI

5) Alert all the CMs in the local government and the Zone

6) Request for security protection at the Corps lodges.

7) Take the roll call of all the CMs in the local government area to ensure they are accounted for.

**WELFARE PROVISIONS TO DECEASED CORPS MEMBERS**

**In the event of death;**

- The Next-of-Kin should be informed by a senior NYSC Official, preferably the State Coordinator of the State of domicile of the Next-of-Kin

- In the case of death outside the State of service, the State Coordinator of the State of death should ensure that the body is well embalmed and kept in the mortuary

- State Coordinator of the State of service should be informed immediately

- State Government of both State of service and State of death should be informed

- Date and place of burial must be communicated to NDHQ and State Coordinator of State of burial.

- During burial, the deceased Corps member should be properly dressed in complete NYSC Ceremonial uniform unless the family decides otherwise

- Casket should be draped in the National Flag and the procession should be preceded by the NYSC Flag.

- State Coordinator of State of service must prepare grave side oration on behalf of the Governor of the State of service and the Director-General NYSC

- Corps members in the State of burial must be made to participate actively in the burial

- Immediately after burial, the death certificate, particulars of Next-of-Kin must be forwarded to the NDHQ after ascertaining the Next-of-Kin from the family

- The Corps welfare officers should ensure all papers relating to the death and burial of Corps member is well documented in Corps members’ file and information should be uploaded on the portal to forestall printing of Certificate of National Service (CNS) for deceased Corps Member.

**Functions of the Corps Camp Directors includes the following but not limited.**

1. Assisting in the general camp admistration.

2. Ensuring the wellfare of Corps members

3. Intermediary role between Camp management and Corps members

4. Ensuring that Corps members are not short changed.

**Exemption certificate i**s issued to 30yrs and above, Those confered with National Honour, members of Nig Army, NIA, NSO etc

**Exclusion Certificate** is issued to graduate of Monotechnics, distance learning and sandwitch progrms

**1. Wage award** is the amount paid to workers by its employer to cushion d effect of economic challenges as a result of it's decision e.g 35k was paid as palliative to civil servants for fuel subsidy removal.

2. **Living wage** is the minimum hourly income or amount necessary for a full time worker to meet their basic needs.

3. **Minimum wage** is the lowest renumeration that an employer can legally pay it's employees.

4. **Salary increase** is an employee current annual salary in d form of a figure or a percentage

5. **Wage increase** is d amount a salary is increase by i.e d variation from dat of 31/12 of d previous year to t urrent w.e.f 1/1

**SAEDConnect** gives you access to a wealth of information, tools, programs and opportunities to help you get a job or start your business during your service year.

SAEDConnect is the official youth empowerment accelerator platform of the Skill Acquision and Entrepreneurship Development (SAED) Department of the NYSC that is designed to enable you access the full benefits of the SAED program from anywhere you are. It is packed full of information, programs. tools and solution to help you develop yourself, get a job, start and grow your business, learn new skills, find trainers and business partners near you, and more.

On SAEDConnect, you can do the following

Career Development Features

Meet experts that will help you clarify your career direction and provide other guidance and conseling support.

Build and download your CV

Meet experts that will help you create your CV, cover letter and social media profiles.

Post and view full-time, contract and volunteer job opportunities.

Monetize your existing skill by creating a freelancer profile.

get expert career advise and mentorship from recruiters and career professionals.

More career development tools and solutions are continuously added.

***WISHING YOU BEST OF LUCK IN YOUR EXAMS***