

FEDERAL PUBLIC SERVICE RULES

100 QUESTIONS AND ANSWERS

1. _____ is the absence of an officer from duty for a period specified in PSR 100203.

- A. Leave of absence
- B. Pre-retirement leave
- C. Study leave
- D. Annual leave

Answer: D

2. In Rule 100102 _____ is a place where an officer could be reached during his/her leave period.

- A. Annual leave
- B. Sick leave
- C. Leave year
- D. Leave address

Answer: D

3. _____ shall be paid to staff not occupying government quarters in lump sum at the beginning of the year?

- A. Utilities allowance
- B. Rent subsidy

C. Hazard allowance

D. Acting allowance

Answer: B

4. PSR. 020209, all officers are ensures to sign _____ on security Form 1.

A. Appointment letter

B. Letter of accommodation

C. Oath of secrecy

D. Internal memo

Answer: C

5. _____ is the permanent release of an officer from one scheduled service to another or from one class to another within the same service? (P.S.R. 020501).

A. Transfer

B. Re-arrangement

C. Business trip

D. Holiday

Answer: A

6. According to P.S.R. 030301 _____ is defined as a specific at wrong-doing or improper behaviour which is inimical to the image of the service which can be investigated and proved, it can also lead to termination and retirement?

A. Inefficiency

B. Misconduct

C. Offence

D. Retirement

Answer: B

7. All are types of misconduct except _____.

A. Unruly behaviour

B. Foul language

C. Murder

D. Negligence

Answer: C

8. _____ is predetermined amount added to the annual emolument of an officer every calendar year.

A. Annual salary

B. Yearly emolument

C. Increments

D. Increments

Answer: C

9. Based on P.S.R. 060205 time holding confirmation examination shall be _____.

- A. Held once in a year in the last quarter of every year
- B. Twice in a year 2nd and 3rd quarter of every year
- C. Once in a year in the first quarter of every year
- D. Twice in a year, 1st and 2nd quarter of every year.

Answer: A

10. The following are the prescribed examination for executive officers (P.S.R 060302).

- A. Public Service Rule and Financial Regulation B. Public Administration and Financial Regulation
- C. Financial Regulation and Civil Service Regulations
- D. Financial Regulations and Code of Conducts

Answer: A

11. The following persons except, when travelling by air, and land or sea at government expenses will be eligible for free insurance cover to concerned (P.S.R. 080203).

- A. Staff
- B. Domestic Worker
- C. Wife and Child
- D. Child and Staff

Answer: C

12. Base on P.S.R. 10024, all except one are types of study leave.

- A. In-service training
- B. Studying leave with pay
- C. Studying leave without pay
- D. Studying leave for retirement

Answer: D

13. In P.S.R. 130121, the circumstances in which officers can work overtime are as follows except?

- A. Rain falls
- B. Snow covered the road
- C. Birthday ceremony's days
- D. Holidays falls

Answer: D

14. In P.S.R. 13021, the circumstance in which officers can work overtime are as follows except?

- A. Officers attached to top management /officials
- B. On special assignment, eg. Conference, Committee
- C. Period of closing annual account
- D. Period during annual leave

Answer: D

15. In P.S.R. 160102, One of these is classified in to the categories of parastatals.

- A. Security Agencies
- B. Medical Practitioners
- C. Ministry of justice
- D. Teaching and non teaching staffs

Answer: A

16. According to P.S.R. 160102, A _____ is a government owned organization established by statue to render specified service(s) of the public?

- A. Ministries
- B. Financial institutions
- C. Parastatals
- D. Delegated legislature

Answer: C

17. _____ is a body or organ which enjoys continuity of existence, essentially covers ministries and extra- ministerial offices.

- A. Organization of African Unity (OAU)
- B. World Health Organization (WHO)
- C. Civil Service
- D. Military

Answer: C

18. With the provision of P.S.R. 020106 seniority in any department shall be determined by the?

- A. Entry date/the assumption of duty certified by authority in appropriate register.
- B. Date of re-instatement
- C. Date of re-engagement
- D. Date of promotion

Answer: A

19. In P.S.R 020202- Direct appointment to the Federal Public Service may be in the following categories except _____.

- A. As trainee or pupils
- B. On probation in a pensionable post
- C. On contract appointment
- D. Acting appointment

Answer: C

20. Under which provision of P.S.R. states that no fine shall be imposed on any officer as a punishment for an offence committed in the course of his/her duties _____.

- A. 021210
- B. 030309

C. 030314

D. 020200

Answer: B

21. According to P.S.R. 030421- part 1, paragraph A., officer can act as the editor or take part directly or indirectly in the management of or in anyway make financial contribution to the following except _____.

A. Department or staff magazine

B. National Newspaper

C. Professional journal

D. Publication of voluntary organization

Answer: B

22. Under which provision of P.S.R. states that no officer shall undertake any private agency in any matter connected with the exercise of his/her duties.

A. 020100

B. 010203

C. 020101

D. 030430

Answer: B

23. P.S.R. 030434 states; in other to improve public service management, and enhance accountability and transparency, no officer shall received

- A. Leave allowance
- B. Any bribe or engaged in corrupt practices
- C. Gratification
- D. Mobilization fees

Answer: B

24. According to P.S.R. 040203- the increment date of an officer appointed or promoted to post in the Federal Public Service shall be _____ following at least six months of service on promotion?

- A. Date of last promotion
- B. Date of entry into the service
- C. 31st December of the year
- D. 1st January of the year

Answer: D

25. In P.S.R. 050201- Progress report are to provide one of the following in respect of office on probation or initial contract _____ on which to judge his/her suitability for confirm.

- A. Conduct and Capabilities
- B. Date of retirement
- C. Administration of Oath of secrecy
- D. Declaration to the code of conduct bureau

Answer: A

26. Under which provision of P.S.R. States that public officer is not prohibited from holding shares of public and private companies operating in Nigeria or abroad?

A. PSR 030423

B. PSR 030425

C. PSR 030424

D. PSR 030422

Answer: C

27. What is the full meaning of A.P.E.R?

A. Annual Pay Emolument of Rent

B. Annual Pay Emolument of Report

C. Annual Performance of Examination Report

D. Annual Performance evaluation Report

Answer: D

28. Which section according to P.S.R. States when an officer supposed to get an increment on salary?

A. PSR 020407

B. PSR 020408

C. PSR 020409

D. PSR 020410

Answer: D

29. Section 020501 of P.S.R. defines _____.

- A. Promotion
- B. Transfer
- C. Dismissal
- D. Leave

Answer: D

30. What sort of promotion is given to an officer who has completed the probation period specified in P. S.R. 020301?

- A. Senior promotion
- B. Normal promotion
- C. Notional promotion
- D. Abnormal promotion

Answer: C

31. Which rule of P.S.R. defined termination?

- A. 020801
- B. 020802
- C. 020803
- D. 020804

Answer: C

32. According to P.S.R. 020810- compulsory retirement age of all grades in the services are _____.

- A. 60 years or 35 years of pensionable services
- B. 35 years or 60 years of pensionable services
- C. 15 years of pensionable services
- D. 60 years or 10 years of pensionable services

Answer: A

33. According to P.S.R. 020903, the main purpose of certificate of service is that it may be used as _____.

- A. Reference when seeking other employment
- B. Record keeping
- C. For retirement purpose
- D. For insurance entitlement

Answer: A

34. Which form can be used for certificate of service for level 07 and above according to P.S. R. 020904?

- A. Gen 60
- B. Gen 58
- C. Gen 62

D. Gen 50

Answer: B

35. When travelling on duty away from duty post, the person engaged shall be entitle to _____.

A. Pension allowance

B. Duty tour allowance

C. Travelling allowance D. Welfare allowance

Answer: C

36. Which P.S.R. define general efficiency?

A. 030101

B. 030102

C. 030201

D. 030202

Answer: C

37. No female public service shall be entitle to resign her appointment or retire by reason of pregnancy alone, under which section of P.S.R. this can be found in _____.

A. P.S.R 030205

B. P.S.R 030204

C. P.S.R 030203

D. P.S.R 030202

Answer: B

38. Below are the scandals conduct that constitute misconduct P.S.R 030301 except _____.

A. Drunkenness

B. Malingering

C. Sick

D. Dishonesty

Answer: C

39. P.S.R. 030401 defines _____ as a specific act of very serious wrong-doing and improper behaviour which inimical to the image of the service and which can be investigated and if proven may lead to dismissal.

A. Misconduct

B. Gross misconduct

C. Serious misconduct

D. Minor misconduct

Answer: C

40. Which P.S.R. mentioned an act of serious misconduct?

A. 030401

B. 030404

C. 030402

D. 030403

Answer: B

41. According to P.S.R. 030412, which punishment should be award to any officer who absence from duty without leave.

A. Reduction in rank

B. Dismissal

C. Deserter

D. Major entry

Answer: B

42. Any officer who want to seek elective public office shall resign his/her appointment forthwith, under which P.S.R.?

A. 030424

B. 030422

C. 030423

D. 030425

Answer: D

43. A public officer cannot be directors in private companies, he/she can hold shares or be a director in under which P.S.R.

A. 030421

B. 030422

C. 030423

D. 030424

Answer: D

44. Which P.S.R. emphasis on prohibition of bribery and corruption A. 030434?

B. 030435

C. 030431

D. 030433

Answer: B

45. When is officer supposed to expect increment payment after promotion P.S.R. 040203?

A. After a year

B. 1st January of the year

C. Before the runs out

D. Immediately after promotion

Answer: B

46. Increment is a predetermined amount added to the annual emolument of an officer every calendar year which P.S.R. code?

A. 040204

B. 040203

C. 040202

D. 040201

Answer: D

47. Failure to pass confirmation examination after three consecutive attempts is liable to _____ P.S.R. 060203

A. Dismissal

B. Retired

C. Resign

D. Reduction in rank

Answer: C

48. All the below are under P.S.R. 070101 except _____.

A. Health care provider

B. Hospital

C. Medical officer

D. Drugs

Answer: D

49. Below are medical documents to be treated as confidential in P.S.R. 070103 except

- A. Medical certificate
- B. Dental treatment records
- C. Drug prescription
- D. Reports of medical boards

Answer: C

50. Which section of P.S.R. describes NHIS?

- A. 070202
- B. 070203
- C. 070201
- D. 070204

Answer: C

51. Below are the documents to provide when any officer have been prolonged absence from duty on the ground of illness except _____.

- A. Excuse duty certificate
- B. Medical bills
- C. Light duty certificate
- D. Medical certificate

Answer: B

52. The maximum aggregate sick leave which can be allowed an officer who is not hospitalized during any period of twelve months as contain in P.S.R. 070316 is _____.

- A. 21 calendar days
- B. 42 calendar days
- C. 60 calendar days
- D. 14 calendar days

Answer: B

53. Which section of P.S.R. discuss the death while in service?

- A. 080101
- B. 080201
- C. 080202
- D. 080203

Answer: B

54. _____ is a formal appeal to estimate authority, that is, to the head of government for special consideration of matter affecting an officer personally. It must be distinguished from a letter of representation addressed to an appropriate senior officer of government in the normal way

- A. Charge sheet
- B. Report
- C. Petition
- D. Amendment of law

Answer: C

55. An officer's increment is deferred when the decision as to whether or not it shall be granted is postponed for a specific period called _____.

- A. Deferred increment
- B. Public property
- C. Pay well job
- D. Sabotage

Answer: A

56. An officer's increment withheld when it is decided not to grant it and that held shall cease to be eligible thereof until next increment date is called _____.

- A. Deferred increment
- B. Withheld increment
- C. Penalty imposes
- D. Accounting

Answer: B

57. A staff that ranks as such for the purpose of pension in accordance with the pension reform Act 2004 is called _____.

- A. Officer
- B. Staff
- C. Expatriate officer
- D. Account

Answer: C

58. The ground for withholding or deferring increment can be found in P.S.R code.

A. 040204

B. 040420

C. 020404

D. 022004

Answer: C

59. The series of omission or incompetence the cumulative effect of which shows that the officer is not capable of discharging efficiently can be found under which P.S.R. code _____.

A. 020301

B. 010203

C. 030201

D. 020301

Answer: C

60. Before proceeding for the removal of an officer for general inefficiency maybe commenced he/she must have been three occasion committed under _____.

A. P.S.R. 030203

B. P.S.R. 010202

C. P.S.R. 030302

D. P.S.R. 020303

Answer: A

61. This is to enable officers pay lodging and feeding expenses during official tours approved by the official authority is called

- A. Duty tour allowance
- B. Tour allowance duty
- C. Allowance duty tour
- D. Allowance duty expenses

Answer: A

62. Twelve weeks maternity leave of a woman staff pregnant entitle to 16 weeks maternity leave and not less than weeks from expected date of delivery with full salary P.S.R. code _____.

- A. P.S.R. 200216
- B. P.S.R. 200316
- C. P.S.R. 100218
- D. P.S.R. 300216

Answer: C

63. The aggregate sick leave which can be allowed an officer who is not hospitalized during any period of twelve month shall be given forty-two calendar days which of the P.S.R. code _____.

- A. 062231
- B. 100218
- C. 200218
- D. 100318

Answer: B

64. This is the additional time spent outside the approved time of work called _____.

- A. Under time allowance B. Under time gift
- C. Over time allowance
- D. Over time gift

Answer: C

65. The hotel accommodation allowance for officer newly appointed shall be eligible for hotel accommodation for 28 days in lieu of hotel accommodation in which P.S.R. code _____.

- A. 501301
- B. 105130
- C. 130105
- D. 135010

Answer: A

66. Officer permitted to attend a course of instruction will refund to government all expenses connected therewith, under which P.S.R. code _____.

- A. 120301
- B. 301120
- C. 120031

D. 201301

Answer: A

67. The officer required to give three (3) months notice to retire from service before the effective date of retirement is known as _____.

- A. Casual leave
- B. Sick leave
- C. Terminal leave
- D. Sport leave

Answer: C

68. The absence of an officer on grade level 15 or equivalent and above from duty for the purpose of research either within or outside Nigeria is called _____.

- A. Sick leave
- B. Relieved leave
- C. Sabbatical leave
- D. Study leave

Answer: C

69. Study leave is the leave granted to a confirmed serving officer to undertake an approved course of study within or outside the country under which P.S.R. code _____.

- A. 228100

B. 232100

C. 100223

D. 310022

Answer: B

70. The condition under approval of study without pay can be found under which P.S.R. code _____.

A. 228100

B. 100228

C. 202288

D. 101022

Answer: B

71. Study leave with pay shall be granted to an officer with normal emolument and allowance shall not exceed two year under which P.S.R. code _____.

A. 100226

B. 226100

C. 100622

D. 610021

Answer: A

72. The authorized absence of an officer from duty specific period is known as _____.

- A. Tax
- B. Transfer
- C. Leave
- D. Relocate

Answer: C

73. Below are the definition of transfer P.S.R. 130133 except _____.

- A. Transfer from station to another during a tour of service
- B. Transfer from one station to another on return from leave
- C. Transfer or secondment from the services of another government in the federation
- D. Removed from one section to another

Answer: D

74. A place where an officer could be reached during his/her leave period is called _____.

- A. Market address
- B. House address
- C. Leave address
- D. Hospital address

Answer: C

75. Any leave due to an officer in a year for the service rendered to government is called _____.

- A. Earned leave
- B. Account leave
- C. Tax leave
- D. Revenue leave

Answer: A

76. The resumption expired date of duty can be found under which P.S.R. code _____.

- A. 105100
- B. 100105
- C. 501100
- D. 500100

Answer: B

77. The authorized absence of the an officer from duty for specific period under which P.S.R. code _____.

- A. 101100
- B. 100101
- C. 002311
- D. 100201

Answer: B

78. Below are circumstance in which officers can work overtime P.R.S 130121 except _____.

- A. On special assignment
- B. Period of budgetary preparation
- C. Period of closing of annual account
- D. When your relieve is not around.

Answer: B

79. Form Gen. 60 is a staff record form according to which P.S.R code _____.

- A. 020208
- B. 200208
- C. 208200
- D. 802001

Answer: A

80. The ways of communication in civil service is _____.

- A. By handing over note
- B. Movement
- C. Sender
- D. Non of the above

81. The summary of important subject matters attention is called _____.

- A. Account
- B. Briefs
- C. Data
- D. Subject

Answer: B

82. A statement of facts which can be issued to send ideas, findings and recommendation after investigations of a specific assignment called _____.

- A. Briefs
- B. Report
- C. Circular
- D. Letter

Answer: B

83. The two critical areas used in APPEAR forms is called _____.

- A. Excellent and good
- B. Excellent and fair
- C. Excellent and bad
- D. Good and bad

Answer: A

84. A set of write up that serves as an instrument notes for an officer to comply with them performing his/her official duty is called _____.

- A. Notes for guidance
- B. Treasure
- C. Contract
- D. Register

Answer: A

85. An officer who has passed the compulsory examination for confirmation in the service shall be eligible for promotion under which P.S.R. code?

- A. 020707
- B. 203001
- C. 34101
- D. 010700

Answer: A

86. All officers appointed to the foreign service in whatever branch or grade are eligible for service abroad is stated under which P.R.S. code?

- A. 020707
- B. 203001
- C. 340101
- D. 020700

Answer: A

87. Identity of petition includes the following except _____.

- A. Full name
- B. Staff number
- C. Signature and address
- D. Pay slip

Answer: D

88. Petition can be disqualified, if it contain the below quality according to rule 090208 except _____.

- A. Is illegal or meaningless
- B. Does not comply with rule 090201
- C. Must be abusive
- D. Deals with a case in which legal action is pending in a court of law **Answer: C**

89. The absence of an officer from duty for period specified in rule 100203 as may authorized by a superior officer according to rule 100202 is called _____.

- A. Sick leave
- B. Maternity leave
- C. Annual leave
- D. Casual leave

Answer: C

90. When will an officer qualified to take another annual leave after the previous one as contain in the PSR 100203 _____.

- A. Six months
- B. A year
- C. Three months
- D. None months

Answer: D

91. _____ is a vacation granted to a new or retiring officer in proportion to the number of days he/she has put into the services PSR 100211.

- A. Annual leave
- B. Study leave with pay
- C. Pre-retirement leave
- D. Proportionate leave

Answer: D

92. _____ 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 PSR 100214.

- A. Deferred leave
- B. Casual leave
- C. Maternity leave

D. Sabbatical leave

Answer: C

93. Types of study leaves as contain in PSR 100224 are as follows except _____.

A. In-service training

B. Study leave with pay

C. Out-service training

D. Study leave without pay

Answer: D

94. Below are occasion when officer shall be eligible for appropriate estacode allowance at the prevailing rates PSR 120101 _____.

A. To undertake special duty abroad

B. To discharge official duties during vacation leave abroad

C. To undertake annual leave abroad

D. To undertake course of instruction abroad

Answer: C

95. Who give approval to the overseas duty tour by public servants and extacode allowance PSR 120102?

A. Accountant General of the Federation

B. Auditor general of the Federation

C. Head of the civil service

D. Head of the chief of Army/Police

Answer: D

96. _____ is a monetary benefits other than salary granted to an officer for a special purpose PSR 130101.

A. Allowance

B. Promotion areas

C. Duty tour allowance

D. Welfare allowance

Answer: A

97. _____ is granted enable pay lodging and feeding expenses during official tours duly approved by the official authority PSR 130106.

A. Estacode allowance

B. Duty tour allowance

C. Kilometer allowance

D. Hotel allowance

Answer: B

98. _____ is a course which an officer takes locally in Nigeria but outside his/her station PSR 130113.

A. Orientation course

B. Human right course

C. Local course

D. Promotion course

Answer: C

99. Forms of award in PSR 150104 includes the following except _____.

A. Certificate

B. Medals

C. Shaking hands

D. Cash/gift

Answer: C

100. _____ is a government –owned organized establish by statute to render specified services (s) to the public PSR 160101.

A. Parastata

B. Allowance

C. Service

D. Award