All Deans / Directors
Kulliyyahs / Divisions / Institute
International Islamic University Malaysia

Dear Y. Bhg. Dato’ Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

SERVICE CIRCULAR NO. 1/2014
MANAGEMENT SERVICES DIVISION

ADOPTION OF THE GOVERNMENT SERVICE CIRCULAR NO. 8 YEAR 2013
ON THE TIME-BASED PROMOTION BASED ON EXCELLENCE FOR SUPPORT GROUP ON APPOINTMENT GRADE

1. OBJECTIVE

The objective of this circular is to inform the Deans/Directors of Kulliyyahs/Divisions/Institute on the decision of the University pertaining to the adoption of the Government Service Circular No. 8 Year 2013 on the Time-based Promotion Based on Excellence for Support Group on Appointment Grade.

2. BACKGROUND

2.1 The government has decided to improve and strengthen the implementation of time-based promotion for support group on appointment grade (on personal-to-holder basis) through the principle of time-based promotion based on excellence. Pursuant to this, the duration of service for purpose of time-based promotion of 15 years is reduced to 13 years and the promotion is not subject to vacancy of post.
2.2 The implementation of time-based promotion for support group based on excellence is provided in the PSD Service Circular No. 8 Year 2013. The criteria on excellence includes assessment in the following aspects:-

i) Positive attitude, role model and highly competent;

ii) Committed to current job and readiness to accept additional responsibilities; and

iii) Readiness to share knowledge and experience with peers and others.

3. DECISION

3.1 The Majlis Meeting No. 102 on 25th February 2014 had endorsed the decision of the Staff Service Committee No. 3/2013 on the adoption the PSD Service Circular No. 8 Year 2013 with effect from 1st July 2013.

3.2 The criteria of time-based promotion based on excellence are as follows:

a) Has served at least thirteen (13) years on the appointment grade (excluding the duration of unpaid leave if any) on 1st July 2013;

b) Achieved the stipulated marks of Annual Performance Appraisal Report for three (3) consecutive years and achieved the stipulated level of excellence i.e. good or excellent as follows; and

<table>
<thead>
<tr>
<th>Description</th>
<th>Grade</th>
<th>Marks of APAR</th>
<th>Level of Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Served more than 13 years of service before 01.07.2013</td>
<td>17 - 40</td>
<td>78%</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>1 - 16</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>Completed 13 years of service on 01.07.2013 and onwards (using APAR 2012, 2011 &amp; 2010)</td>
<td>17 - 40</td>
<td>78%</td>
<td>Good / Excellent</td>
</tr>
<tr>
<td></td>
<td>1 - 16</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td>Completed 13 years of service on 01.07.2013 and onwards (using APAR 2013, 2012 &amp; 2011)</td>
<td>1 - 40</td>
<td>80%</td>
<td>Good / Excellent</td>
</tr>
</tbody>
</table>

c) Fulfilled the general conditions of promotion:

i) Confirmed in service;

ii) Pass the Competency Level Assessment Examination (CLA) or Continuous Talent Development (CTD);

iii) Has made Asset Declaration;

iv) No record of any disciplinary punishment during the 13 years of service; and

v) Recommended by the Head of Department.
3.3 The determination of effective date of time-based promotion is as follows:

i) Staff who has fulfilled all the criteria for time-based promotion, the effective date of promotion will be one (1) day after completion of thirteen (13) years.

ii) Staff who did not fulfill the Annual Performance Appraisal Report (APAR) requirement may be considered for time-based promotion in the following year. The effective date of promotion will be 1st January or six (6) months after the completion of 13 years service, whichever is later.

3.4 The time-based promotion for support group based on excellence is to be processed administratively and the list of staff who had been promoted due to time-based is submitted for notification of the Staff Service Committee.

3.5 With the adoption of the PSD Service Circular No. 8 Year 2013, the MSD Service Circular No. 3/2010 on policy of time-based promotion currently in force is superseded with effect from 1st July 2013.

3.6 The effective date of implementation of time-based promotion based on excellence is 1st July 2013.

All Deans/Directors are kindly required to disseminate this information to all staff members at the Kulliyyah/Centre/Division/Institute.

Thank you. Wassalam.


dato' hj. wan mohd. hilmi bin wan kamal

executive director
management services division

cc: rector
: deputy rector (academic and planning)
: deputy rector (research and innovation)
: deputy rector (student affairs)
: deputy rector (internationalization & industry and community relations)
: executive director, finance division

WMH/WMN/has2250