



IIUM/202/4/1/1

18th March 2010

All Deans/Directors/Chief Librarian
Kulliyahs/Divisions/Centres/Library
International Islamic University Malaysia

Dear Y. Bhg. Dato'/Prof./Dr./Sir/Madam

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 3/2010
MANAGEMENT SERVICES DIVISION**

**ADOPTION OF THE PUBLIC SERVICE DEPARTMENT DECISION ON
TIME-BASED PROMOTION FOR ADMINISTRATIVE STAFF (SUPPORT GROUP)**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs/Divisions/Centres pertaining to the adoption of the Public Service Department decision on the implementation of time-based promotion for Administrative Staff (Support Group).

2. DECISION AND IMPLEMENTATION

2.1 The University through the Staff Service Board (SSB) Meeting No. 3/2009 on 21st July 2009 and No. 4/2009 on 6th October 2009 respectively has agreed to adopt the Public Service Department Letters ref. JPA(S)NP. 134/1 Klt. 19/s.k. 2 (11) dated 14th May 2009 and JPA(S)NP.134/1 Klt. 19/s.k 2 (17) dated 3rd July 2009 on time-based promotion for Administrative Staff (Support Group).

2.2 The criteria for the time-based promotion are as follows:-

- (i) Have served at least fifteen (15) years on the appointment grade (excluding the duration of unpaid leave and half-pay leave, if any);
- (ii) Attained the stipulated level of excellence in service by achieving marks of Annual Performance Appraisal Report for three (3) consecutive years;
 - a) 78% and above for support group II (Grade 17 until Grade 40); and
 - b) 75% and above for support group I (Grade 1 until Grade 16).



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- (iii) Passed the relevant Competency Level Assessment (CLA); and
- (iv) Recommended by the Head of Department.

In addition to the above, for support group in the scheme of service which requires competency certificate or license for promotion is exempted from this requirement. Nevertheless, for this category of staff who is promoted on personal-to-holder basis could not fill and perform the task on the promotion grade until the staff posses the required competency as stated in the scheme of service.


2.3 The decision of the said SSB was endorsed in the Majlis Meeting No. 85 held on 5th November 2009.

2.4 The above Majlis Meeting has also approved twenty-two (22) staff who have fulfilled all the criteria for the time-based promotion. The details are as follows:-

(i) Administrative Assistant (C/O) from Grade N17 to N22	:	8
(ii) Administrative Assistant (Sec.) from Grade N17 to N22	:	4
(iii) Library Assistant from Grade S17 to S22	:	4
(iv) Technician (Audio Visual) from Grade J17 to J22	:	1
(v) Asst. Sports Instructor from Grade S27 to S32	:	1
(vi) Publishing Assistant from Grade N17 to N22	:	1
(vii) Junior General Assistant from Grade N1 to N4	:	2
(viii) Driver from Grade R3 to R6	:	1

Please kindly extend this circular to all relevant staff members at the Kulliyahs/Divisions/Centres/Library.

Thank you. *Wassalam.*


HJ. WAN MOHD. HILMI BIN WAN KAMAL
Executive Director
Management Services Division

c.c. : Rector
: Deputy Rector (Academic and Planning)
: Deputy Rector (Research and Innovation)
: Deputy Rector (Student Affairs)
: Executive Director, Finance Division