



IIUM/202/4/1

1st February 2018

All Deans / Directors  
Kulliyahs / Divisions / Centres / Institutes / Offices  
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.,

*Assalamualaikum wa rahmatullah wa barakatuh*

**SERVICE CIRCULAR NO. 5/2018  
MANAGEMENT SERVICES DIVISION**

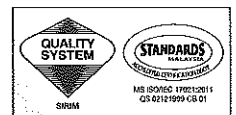
**ADOPTION OF GOVERNMENT SERVICE CIRCULAR NO. 10 YEAR 2017  
ON THE TIME-BASED PROMOTION BASED ON EXCELLENCE FOR SUPPORT GROUP**

**1. OBJECTIVE**

The objective of this circular is to inform all Deans / Directors of Kulliyah/Centre/Division/Institute/Office pertaining to the adoption of the Government Service Circular No. 10 Year 2017 on the Time-based Promotion Based on Excellence for Support Group.

**2. BACKGROUND**

- 2.1 Currently, the University has adopted the Government Service Circular No. 8 Year 2013 on the Time-based Promotion Based on Excellence for Support Group on Appointment Grade upon serving at least thirteen (13) years on appointment grade and fulfilling the relevant time-based promotion criteria as stated in the MSD Service Circular No. 1/2014.
- 2.2 In order to provide opportunities for a better career path for support group, the Government through its Service Circular No. 10 Year 2017 has decided that the current policy on time-based promotion based on excellence be extended to staff who have been serving for thirteen (13) years and above on the first level promotion grade to second level of promotion grade on personal-to-holder (PTH) basis.



CERTIFIED TO ISO 9001:2008  
CERT. NO.: AR 3074

*Garden of Knowledge and Virtue*

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2.3 The career path for support group would be as follows:-

Grade	Service on respective grade	Time-based promotion based on excellence
FT19 (Appointment Grade)	13 years and achieve the stipulated level of excellence in service	1st level promotion grade (FT19 to FT22)
FT22 (1st level promotion Grade)	13 years and achieve the stipulated level of excellence in service	2nd level promotion grade (FT22 to FT26)

*Note: The above is example for scheme of service for Computer Technician*

### 3. **DECISION**

3.1 The Staff Service Committee (SSC) Meeting No. 1/2018 held on 4th January 2018 has decided to adopt the Government Service Circular No. 10 Year 2017 as follows:-

- i) The following staff is eligible to be considered for promotion to second level of promotion grade on PTH basis:-
  - a) Appointed on permanent basis;
  - b) Has been serving for at least **13 years** on the first level of promotion grade (excluding duration of unpaid leave/half pay leave/etc);
  - c) Staff who passed away on or after 1st January 2018 and has been serving for at least **13 years** on the first level of promotion grade
- ii) The criteria for time-based promotion of second level based on excellence are as follows:-
  - a) Achieved the stipulated marks of Annual Performance Appraisal Report (APAR) for the last three (3) years according to the stipulated weightage (**i.e. year one - 20%, year two - 35% and year three/recent - 45%**) **must be 80% and above** and achieved the stipulated level of excellence i.e. good or excellent.
  - b) Has made Asset Declaration;
  - c) No disciplinary punishment other than warning imposed to staff;
  - d) Recommended by the Head of Department.

3.2 In line with the time-based promotion based on excellence, the Head of Department may review the scope of duties, responsibilities and accountabilities by assigning the staff with greater responsibilities for job enrichment.

- 3.3 The time-based promotion for support group based on excellence to second level 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.
- 3.4 The effective date of implementation is **1st January 2018**, as stated in the abovesaid circular.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Office.

Thank you. *Wassalam.*



**DATO' ABDUL RAHIM AHMAD**  
Executive Director  
Management Services Division

- c.c. : Rector  
: Deputy Rector (Academic and Industrial Linkages)  
: Deputy Rector (Research and Innovation)  
: Deputy Rector (Student Affairs and Alumni)  
: Deputy Rector (Internationalization and Global Network)  
: Executive Director, Finance Division  
: Executive Director, Development and Planning Division  
: Campus Director, IIUM Kuantan Campus  
: Legal Adviser