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|  | **MANAGEMENT SERVICES DIVISION** |

*Endorsed by SSC Meeting No. 2/2022*

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| Date received by  Head of Department (HOD) | Date received by Centre Promotion Committee (CPC) | Date of meeting of Centre Promotion Committee (CPC) | Date received by  MSD |
|  |  |  |  |

**APPLICATION AND ASSESSMENT FORM FOR MERIT-BASED PROMOTION**

**FOR ACADEMIC STAFF ON DG SCHEME TO GRADE 44 / 48 / 52 / 54**

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| --- | --- | --- | --- |
| **NAME OF APPLICANT** |  | **STAFF NO.** |  |
| **POSITION AND GRADE APPLIED** |  | **CONTACT NO. (EXT./MOBILE NO.)** |  |
| **DEPARTMENT / CENTRE** |  | | |

***Guidelines to applicants:***

1. *The applicant must fill in the relevant parts and forward the duly completed form to the HOD for 1st assessment.*
2. *Information provided must be after appointment / last promotion.*
3. *The application must be attached together with the relevant supporting documents (proof of evidence).*
4. *The list of publications to be certified by the Dean’s office of the Centre.*
5. *Please refer to the relevant MSD Service Circular for details guideline and criteria.*
6. *Please attach the latest IIUM CV and Assessment on Candidate Achievement form.*
7. ***Please use the provided excel format for the Assessment on Candidate Achievement (Appendix A). Duly completed assessment to be printed and attached to the Application Form.***

**CHECK LIST FOR APPLICANTS – MANDATORY REQUIREMENTS**

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| --- | --- | --- | --- |
| **NO.** | **ITEM** | **PLEASE FILL THIS PART** | **REMARKS** |
| 1. | Application Form |  |  |
| 2. | Latest CV |  |  |
| 3. | APAR (3 consecutive years) |  |  |
| 4. | Publications  *(for promotion grade 48/52/54)* |  |  |
| 5. | Assessment on Candidate Achievement Form *(for promotion grade 54)* |  |  |

**PART 1: ASSESSMENT ON CANDIDATE ACHIVEMENT**

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| --- | --- | --- | --- | --- |
| **No** | **Assessment** | **Achievement** | | |
| 1 | Date of Present Appointment (DOPA) | Grade:  DOPA: | | |
| 2. | Fulfilled the duration of service on current grade *(excluding the duration of unpaid leave and half-pay leave)* as follows:   1. Grade 41 to 44 – 3 years 2. Grade 44 to 48 – 3 years 3. Grade 48 to 52 – 3 years 4. Grade 52 to 54 – 1 year | **Record on unpaid leave: YES / NO**  From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Record on half-pay leave: YES / NO**  From \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Final duration of service from last appointment grade:**  \_\_\_\_\_\_\_\_\_\_ years  Eligible to apply? Yes No | | |
| 3. | Confirmed in service (CIS)  *(Applicable for permanent staff only)* | **Date CIS:** | | |
| 4. | Has made Asset Declaration | **Date Asset Declaration:** | | |
| 5. | i) ***For Grade 44/48/52***  APAR is **85%** and above for the last three (3) consecutive years according to the stipulated weightage *(i.e. year one 20%, year two 35% and year three 45% on current grade*  ii) ***For Grade 54***  APAR is **90%** and above for the last three (3) consecutive years according to the stipulated weightage *(i.e. year one 20%, year two 35% and year three 45% on current grade* | **Year 1 ( )**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(20%)** | **Year 2 ( )**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(35%)** | **Year 3 ( )**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(45%)** |
| **Total average :** | | |
| 6. | i) ***For Grade 44/48/52***  Average of SFS **80%** and above  ii) ***For Grade 54***  Average of SFS **90%** and above  *(To have recommendation from CPC if the average is not achieved)* | **Year**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** | **Year**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** | **Year**  **\_\_\_\_\_\_\_\_\_\_\_\_**  **(%)** |
| **Total average :** | | |
| 7. | Successfully attended seven (7) days work related training (42 CTD points)  *(6 points equivalent to 1 day work related training x 7 days = 42 points)* | **Work Related Training: \_\_\_\_\_\_\_\_ days** | | |

**PART 2: ASSESSMENT ON EXCELLENCE PERFORMANCE**

***Please fill up the provided excel format for the Assessment***

***on Candidate Achievement (Appendix A).***

**PART 3: RECOMMENDATION**

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| **OVERALL COMMENT BY THE HEAD OF DEPARTMENT:-** | |
| **Signature:**  **Official Stamp:** | **Date:** |

|  |  |
| --- | --- |
| **OVERALL COMMENT BY THE CHAIRMAN, CENTRE PROMOTION COMMITTEE:-** | |
| **Signature:**  **Official Stamp:** | **Date:** |

*Service Unit*

*Management Services Division*

*01.06.2022*