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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 |
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**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:** \_\_\_\_\_\_\_\_\_\_ yearsEligible 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 aboveii) ***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:** |

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

*Service Unit*

*Management Services Division*

*01.06.2022*