

**FREQUENTLY ASK QUESTION (FAQ) OF STAFF SERVICE CIRCULAR NO. 21/2023
ON THE PAYMENT OF ALLOWANCE FOR ATTENDING THE REQUIRED
DEPARTMENT'S EXAMINATION / INTERVIEW FOR PROMOTION TO HIGHER GRADE
OR ENHANCEMENT THROUGH APPOINTMENT (ETA)**

NO.	SITUATION	CLARIFICATION
1.	Who is eligible for the payment of allowance attending the above examination / interview?	IIUM staff appointed on permanent and contract basis is eligible to claim for the payment of allowance subject to having an invitation from the Secretariat of the Interview Panel
2.	How many time staff is allowed to claim such payment of allowance?	There is no limits of claim made as long as staff fulfils the criteria.
3.	Can a newly reported duty staff claims for the payment of allowance?	No. The claim is not applicable for the newly reported duty staff as he/she has yet to become the IIUM staff.
4.	Mr. A who placement is at Gombak Campus has attended an interview session for ETA held at IIUM Kuantan Campus. Can he claim for the payment of allowance?	The payment of allowance only claimable should the venue stated in the invitation letter of interview exercise is Kuantan Campus.