



IIUM/202/4/1

21st October 2024

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

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

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 14/2024

**ESTABLISHMENT OF TIME-BASED PROMOTION CRITERIA FOR
MEDICAL/DENTAL OFFICER (SPECIALIST) TO GRADE UD/UG 56
BASED ON THE CAREER PATH AT THE MINISTRY OF HEALTH MALAYSIA**

1. OBJECTIVE

The objective of this circular is to notify all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices / Mahallahs pertaining to the Establishment of Time-Based Promotion Criteria for Medical/Dental Officer (Specialist) to Grade UD/UG 56 Based on the Career Path at the Ministry of Health, Malaysia (MOH).

2. BACKGROUND

- 2.1 The Ministry of Higher Education Malaysia (MOHE) through its letter ref. KPT.S.500-6/10 Jld. 7 (8) dated 29th March 2010 had agreed that the promotion of Medical Officer, Dental Officer and Pharmacist should be based on the career path as currently practiced at the MOH.
- 2.2 Under the said policy, Medical Officer, Dental Officer and Pharmacist who fulfil all the promotion criteria may be considered for promotion to higher grades within their respective schemes of service after completing the specific duration of service at certain grades.



2.3 The Staff Service Committee (SSC) Meeting No. 1/2017 held on 21st March 2017 had adopted the Government Service Circular No. 12 Year 2016 on the Revision of Scheme of Service of Medical Officer and Dental Officer. The SSC approved as follows:-

a) The Scheme of Service of Medical/Dental Officer is revised with an additional layer of one (1) grade as follows:-

Medical Officer		Dental Officer	
Previous Grade (PP 1/2016)	New Grade (PP 12/2016)	Previous Grade (PP 1/2016)	New Grade (PP 12/2016)
-	UD55/56 *	-	UG56 *
UD54	UD54	UG54	UG54
UD53	UD53	-	-
UD52	UD52	UG52	UG52
UD51	UD51	-	-
UD48	UD48	UG48	UG48
UD47	UD47	-	-
UD44	UD44	UG44	UG44
UD43	UD43	-	-
UD41	UD41	UG41	UG41

Note : * Applicable for specialist only

b) The promotion to Grade UD/UG56 is only applicable to Medical / Dental Officer who have been gazetted as Specialist. The SSC also decided that the promotion of Medical Officer (UD53/54) and Dental Officer (UG54) to UD55/56 or UG56 respectively, would be based on flexi post.

c) The career path of Medical/Dental Officer (Specialist) is as follows:-

Medical Officer		Dental Officer	
Current Grade	Promotion Grade	Current Grade	Promotion Grade
UD55/56 *	VK7	UG56*	VK7
UD53/54	VK7	UG54	VK7
UD53/54 *	UD56 *	UG54 *	UG56 *
UD51/52	UD54	UG52	UG54
UD47/48	UD52	UG48	UG52
UD43/44	UD48	UG44	UG48
UD41	UD44	UG41	UG44

Note : * Applicable for specialist only



- 2.4 The time-based promotion criteria to Grade UD/UG56 had not been established at that time. Thus, the time-based promotion to Grade UD/UG56 in IIUM is proposed to be determined based on MOH's time-based promotion criteria which include having served for five (5) years on Grade 53/54 and gazetted as Specialist for five (5) years.

3. DECISION

- 3.1 The Staff Service Committee (SSC) Meeting No. 3/2024 nad No. 4/2024 held on 11th June 2024 and 10th September 2024 respectively, approved the adoption of PSD letter ref. JPA.BK(S) 255/4/4 Jld. 20 (10) dated 20th March 2017 on the Enhancement of Time-Based Promotion Based on the Career Path at the MOH for Medical/Dental Officer (Specialist) to Grade UD/UG56.
- 3.2 The time-based promotion of Medical/Dental Officer (Specialist) to Grade UD/UG56 would be processed administratively based on the criteria approved, as currently practiced.
- 3.3 The table of Time-Based Promotion Based on the Career Path at the MOH is provided in *Appendix A*.
- 3.4 The effective date of implementation is **1st April 2024**.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

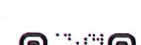
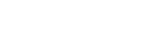
Thank you, *Wassalam*.

"LEADING THE WAY"


ZURAIDA HASSAN
Executive Director
Management Services Division
International Islamic University Malaysia

- c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Responsible Research and Innovation)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director (Finance Division)
: Campus Director, IIUM Kuantan Campus
: Legal Adviser

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**TABLE OF TIME-BASED PROMOTION BASED ON THE CAREER PATH
AT THE MINISTRY OF HEALTH (MOH) MALAYSIA**

**A. Time-Based Promotion Criteria for Medical/Dental Officer/Pharmacist to
Grade 44 until 56 Based on the Career Path at the Ministry of Health Malaysia**

Promotion Grade	Scheme of service		Remarks	
	Medical / Dental	Pharmacy		
41 to 44	2 years on Grade 41	3 years on Grade 41	Upon fulfilling promotion criteria in the respective scheme of service	
	Specialist	Non-specialist		
44 to 48	3 years on Grade 44 or date of appointment as specialist whichever is earlier	3 years on grade 44	4 years on Grade 44 or date of vacant post whichever is earlier	Upon fulfilling promotion criteria in the respective scheme of service
48 to 52	2 years on Grade 48 or date of vacant post whichever is earlier	4 years on Grade 48 or date of vacant post whichever is earlier	4 years on Grade 48 or date of vacant post whichever is earlier	Upon fulfilling promotion criteria in the respective scheme of service
52 to 54	2 years on Grade 52 or date of vacant post whichever is earlier	3 years on Grade 52 or date of vacant post approved whichever is earlier	3 years on Grade 52 or date of vacant post approved whichever is earlier	Upon fulfilling promotion criteria in the respective scheme of service
54 to 56	5 years on Grade 54	-	-	* Upon fulfilling promotion criteria as listed in Item B.
Total duration of service for promotion to 56 from the date of appointment	14 years	12 years	14 years	



B. Time-Based Promotion Criteria for Medical/Dental Officer (Specialist) to Grade UD/UG56 Based on the Career Path at the Ministry of Health Malaysia

i) General Criteria

- a) Fully registered with the Malaysian Medical Council (MMC);
- b) Confirmed in service;
- c) Fulfilled the stipulated duration of service;
- d) Has made Asset Declaration;
- e) Achieved the stipulated level of excellence for three (3) consecutive years;
- f) No record of any disciplinary punishment; and
- g) Recommended by the Head of Department.

ii) Specific Criteria

- a) Has served for five (5) years on Grade 53/54; and
- b) Has been gazetted as specialist for five (5) years.

Secretariat
Staff Service Committee No. 3/2024
11.06.2024

