

FREQUENTLY ASKED QUESTIONS

Job Application

How is initial salary determined?

If an officer appointed for the first time into the public service possesses the experience relevant to his post, he may be granted a higher initial salary based on one normal salary movement for each year of relevant experience.

Can I apply for a post at SPM level even though I have a Diploma?

A Diploma holder is allowed to apply for posts at SPM level. Likewise, a Degree holder may apply for a post at Diploma level, provided he is also a Diploma holder.

Interview

After registering with the PSC, when will I be called to attend an interview?

An applicant registered with the PSC will be called to attend an interview:

- a. Upon requests from the ministries/departments to fill the vacancies for the post;
- b. Upon fulfilling the conditions for the scheme of service for the post; and
- c. Upon being shortlisted for the post.

Every applicant will be registered in the PSC Data Bank and will be duly acknowledged.

Why am I not called to attend an interview?

An applicant who has been registered with the PSC may not be called to attend an interview for various reasons such as:

- a. There is no vacancy for the post, or if there are vacancies, the PSC may not have received requests from the relevant ministry or department to fill the vacancies; or/and
- b. The applicant is not registered in PSC Data Bank; or/and
- c. The registration of application has expired and no renewal has been made; or/and
- d. The applicant failed the shortlisting criteria set by the Commission; or/and
- e. The applicant does not fulfill the conditions specified in the advertisement or the scheme of service for the post.

How do I find out the results of an interview?

Interview results will be mailed through the post. The candidate will be notified on whether he is successful, has been selected as a reserve candidate or has failed the interview. The result is also available at the PSC web site at <http://www.spa.gov.my> or via Tele SPA at 600-83-7979 or through SMSs at 39111.

What is the consequence if I do not attend an interview?

An applicant who is called to attend an interview but failed to show up will not be penalised. However, where an applicant has been offered a position but he declines the offer, he will be blacklisted for 3 years for the same post or 1 year for a different post.

Can I change the date and location of an interview?

Yes, an applicant may change the date and location of an interview if has reasonable grounds. For changes in interview locations in Sabah and Sarawak, applications have to be made early to the PSC Secretariat to avoid any difficulties. An application to change the date and location of an interview should include an applicant's name, IC number, contact number, the post applied for, the original interview location, the proposed date and location of interview and the reason for the change.

Validity Period**When should I renew my application?**

A registration expires after one year, whereupon a renewal may be made. Many applicants lose out on the opportunity to be shortlisted for a post due to failure to renew their applications. A renewal is also necessary where an applicant wishes to apply for a different post. In this case, the renewal may be done before the expiry of the registration. For KPSL candidates, however, a renewal may be done by sending a notification letter where it is not necessary to make a fresh application.