



FAQ - In-Service Officer/ Appointment through Promotion Officer

1. How do I update my registration?

Once an applicant secured an ID after registration, he/she including those under In-Service Officer/ Appointment through Promotion Officer can update all application data at any time without having to contact SPA.

2. Why do I need to renew my registration?

Each registration needs to be renewed using the ID given even though an applicant has never been called for interview for the last 5 years. This is to ensure that SPA will only keep data of those who are really interested in the post. Other than that, it can ensure that applicant will not miss any interview during the 5 years period. In-Service Officer/ Appointment through Promotion Officer must also update his/her registration by getting the ID through Jobs Application for Public Service Form (SPA8i).

3. Can In-Service Officer/ Appointment through Promotion Officer apply for positions online?

In-Service Officer/ Appointment through Promotion Officer needs to apply position under SPA's jurisdiction through online application. He/she does not need to be duly confirmed before he/she can apply for a new position. If he/she is called for the interview, he/she needs to bring along Head of Department confirmation letter, Summary of Service Statement which is Attachment D that can be downloaded from SPA's Portal and Current Year Performance Appraisal.

4. Are there any advantages for In-Service Officer/ Appointment through Promotion Officer in applying for the job?

Appointment through Promotion Officer who has fulfilled the requirement for promotion in the service scheme and Ministry/Departments' specific requirement will be considered for interview when vacancies are available. In-Service Officer (other than Appointment through Promotion Officer) will have to undergo the same selection process as applicants who have not been appointed to the public service. However, during the interview, these three groups of applicants will compete without special treatment or exemption because the selection is based on merits.

5. Is it true that candidates under the categories of In-Service Officer/ Appointment through Promotion Officer are not being prioritized in recruitment exercise?

SPA has always support the government policy to give career advancement opportunity to the officers in support group. In 2009, government has agreed that SPA to use MyRecruitment profiling method in all recruitment process. MyRecruitment is a profiling method in which candidates will be assessed through 4 levels namely shortlisting, exam, Assessment center (AC) and interview. Candidates under the categories of In-Service Officer/ Appointment through Promotion Officer are given some exemption during the selection process where they only need to fulfil a minimum requirement needed based on the service scheme. They are also exempted from sitting for exam and will be called directly to the Assessment Center and later to the interview session. However, not all scheme gives exemption to In-Service Officer/ Appointment through promotion Officer, in some cases they need to undergo all the process together with fresh applicants.

Usually, Interview Board will consider candidates under the categories of In-Service Officer/ Appointment through Promotion Officer for higher post giving consideration on their length of service and highest qualification. SPA is unable to set a quota for In-Service Officer/ Appointment through Promotion Officer due to the small number of vacancies. Even though no guaranteed quota is set for the appointment of In-Service Officer/ Appointment through Promotion Officer, it was noted that many of the candidates under these categories managed to be appointed to higher post such as Youth and Sport Officer S41, Custom Officer W41, Assistant Medical Officer U41, Immigration Officer KP41 and Enforcement Officer N41. Candidates under the categories of In-Service Officer/ Appointment through Promotion Officer must be able to perform well during the interview to convince the Interview Board that they are the best candidates for the posts. They supposedly have the advantage over fresh candidates because they understand the public service system better. SPA implements open competition in just and fair manner in recruitment process without denying the chances for candidates under the categories of In-Service Officer/ Appointment through Promotion Officer.