






**Universiti Islam Sultan Sharif Ali
(UNISSA)**

PROCEDURES MANUAL

Subject	CLERICAL EXAMINATION APPLICATION
Section:	ADMINISTRATION

	NAME	POSITION	SIGNATURE
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This procedure manual will help all staff in understanding the procedure of processing Clerical Examination application.

1.1 Purpose

To ensure that the Clerical Examination Application is process is organized

1.2 Scope

This scope of this manual is to ensure that all Clerical Examination Application and follow the regulation set by the government

1.3 Responsibilities

Responsibility	Description
Registrar	To endorse applicant application To sign memorandum to Public Service Department
Assistant Registrar Administration	To endorse applicant application on behalf of Acting Registrar To sign memorandum to Public Service Department on behalf of Acting Registrar
Supervisor	To check applicant form whether application is complete or not
Clerk	To check applicant form whether application is complete or not To prepare memorandum for Acting Registrar or Assistant Registrar to sign To make copy of application form and memorandum and distribute copy to file
Faculty Clerk	To submit application form to administration
Office Assistant	To submit completed application form with memorandum to Public Service Department
Applicant	To fill in exit country leave application form.

2 Definitions and Abbreviations

2.1 Definitions


Clerical Examination Application

It is platform for applicant to apply for Clerical Examination.

2.2 Abbreviations


CEA	<i>Clerical Examination Application</i>
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3 Procedure Details

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Activity	Details	Responsible Person	Documented Information	Duration
Start	1. Filling Clerical Examination Application			
Filling form	1.1 Applicant fill in Clerical Examination Application form.	Applicant	Clerical Examination Form	
Submit form	2. Submission applicant Clerical Examination Application			
	2.1 submit to administration through respective Faculty/Centre/Section/Unit or direct to Administration with document needed	Applicant or Respective Faculty/ Centre/ Department/ Unit Clerk		
Receive form	3. Receiving applicant Clerical Examination Application			
	3.1 Receive applicant form	Admin clerk		1 working day
	3.2 Check whether the form is completely fill and relevant document is attach. If not complete Clerical Examination Application will be returned to applicant	Supervisor/ Admin Clerk		
Prepare memorandum/ letter	4. Preparing Memorandum/Letter			
	4.1 Preparing covering Memorandum / Letter for submission of applicant form to Public Service Department	Supervisor/ Admin Clerk		1- 2 working days
	4.2 Check covering memorandum/letter and applicant Clerical Examination Application	Acting Registrar / Assistant Registrar Administration		
	4.3 Sign covering memorandum/letter and Clerical Examination Application in Head of Office Section	Acting Registrar / Assistant Registrar Administration		
	4.4 Copying Sign covering memorandum/letter and Applicant Examination Application in Head of Office Section and put into file	Admin Clerk		
Copy memorandum/ letter and form	5. Submission of applicant Examination Application in Head of Office Section			
Submit form and letter	5.1 Submitting applicant Examination Application in Head of Office Section to Public Service Department			1- 2 working days
End				

4 References

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