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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| USM.25/3/i |  | | | | | | | | |
| **Borang 1** | **Tarik Penerimaan:** |  |  | / |  |  | / |  |  |

**Permohonan Untuk Mengambil Peperiksaan Perkhidmatan**

**Bagi Siri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tahun 201\_\_\_**

|  |
| --- |
| **PANDUAN MENGISI BORANG:** *Sila baca arahan di belakang borang mengikut nombor yang sama sebelum mengisi.* |

**A. BUTIR-BUTIR PERIBADI**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 1. Nama: [Encik/Cik/Puan]\* | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |
|  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. No. Kad Pengenalan: | | |  | |  | |  | |  | |  | |  | | - | |  | |  | | - | |  |  |  |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. No. Staf: | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | 4. Samb. Tel: | | | |  |  |  |  | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Jabatan/Pusat Pengajian/Unit: |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**B. BUTIR-BUTIR PERKHIDMATAN**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 6. Gelaran jawatan hakiki sekarang: |  | | | | | | | | | | | | | | | | | |
| 7. Jenis Lantikan [Baru/KPSL]\*: |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 8. Gred gaji mengikut skim SSM: |  | |  | |  | |  | | |  | |  | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 9. Tarikh Lantik ke jawatan sekarang: | |  | |  | | / | |  | | |  | | / | |  |  |  | |
|  | | | | | | | | | | | | | | | | | | |
| 10. Taraf perlantikan: | | Tetap | | | | | | | | | | | | Sementara | | | |  |
| *(Tanda (X) di* | | Percubaan | | | | | | | Disahkan | | | | |
| *Petak berkenaan)* | |  | | | | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | | | | | | |
| 11. Tarikh pengesahan dalam jawatan: | |  | |  | | / | |  | | |  | | / | |  |  |  | |

**C. BUTIR-BUTIR PEPERIKSAAN DIPOHON**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 12. (a) Peperiksaan: | | |  | | |
|  | | | | | |
| (b) [Kertas/Bahagian/Kederasan]\* | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | | | | |
| 13. Sila nyatakan tarikh terakhir tuan/puan ambil peperiksaan tersebut? | | | | | |
|  |  | | | | |
|  | | | | | |
| **PERAKUAN PEMOHON**:  (a) Segala keterangan di atas adalah benar.  (b) Mengikut Skim Perkhidmatan U.S.M. saya layak mengambil peperiksaan ini. | | | | | |
|  | | | | | |
| TANDATANGAN PEMOHON: | |  | | TARIKH: |  |

**D. PENGESAHAN KETUA JABATAN**

|  |  |  |  |
| --- | --- | --- | --- |
| TANDATANGAN: |  | TARIKH: |  |
| & COP |  |  |  |

|  |
| --- |
| **CATATAN:\*- Potong yang tidak berkenaan**  *Gunakan borang yang berasingan bagi setiap kertas peperiksaan yang dipohon. Permohonan hendaklah dialamatkan ke Bahagian Pengurusan Sumber Manusia, Jabatan Pendaftar. Salinan borang hendaklah dikemukakan kepada Ketua Jabatan calon berkenaan.* |

**PANDUAN MENGISI BORANG**

|  |
| --- |
| 1. Tulis nama penuh dengan HURUF BESAR (mengikut Kad Pengenalan). Kosongkan satu petak bagi setiap perkataan. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contoh: |  | A | S | M | I | D | A | R |  | B | I | N | T | I |  |  |  |  |
|  |  | H | A | S | Y | I | M |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| 2. *Contoh:* Jika Nombor Kad Pengenalan Anda ialah 780403075535, isikan dari kiri ke kanan. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  | 7 | 8 | 0 | 4 | 0 | 3 | - | 0 | 7 | - | 5 | 5 | 3 | 5 |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3. *Contoh:* |  | K | C | 4 | 3 | 8 | 7 | 7 |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | U | S | M | 0 | 0 | 0 | 1 | / | 0 | 8 |  |  |  |  |  |

|  |
| --- |
| 6. *Contoh:* Pembantu Tadbir (Kesetiausahaan)  8. Jika berjawatan Pembantu Tadbir (Kesetiausahaan), isikan gred gaji N17.  12. Isikan nama kertas peperiksaan yang anda pohon:  *Contoh:* (a) Pembantu Tadbir (Kesetiausahaan)   1. Ujian Trengkas Kederasan 30 p.s.m. (Bahasa Malaysia),   Kertas I dan Kertas II, Kursus ISAC  *Contoh:* (a) Pembantu Teknik (Elektrik)  (b) Kertas I dan Kertas II |

/12/15 (Logo baru)

MRMR/norizan azm///Borang Peperiksaan