

# UNIVERSITAS NEGERI SURABAYA



## STANDARD OPERATING PROCEDURE (SOP) CIVIL SERVANT ADMISSION

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# UNIVERSITAS NEGERI SURABAYA

## STANDARD OPERATING PROCEDURE (SOP)

### CIVIL SERVANT ADMISSION

#### 1.0. PURPOSE

To serve as a guideline for carrying out employee recruitment and appointments within UNESA.

#### 2.0. SCOPE

To describe the implementation of planning, recruitment, selection, appointment, and placement of educators and education staff, both Civil Servant and Non-Civil Servant.

#### 3.0. REFERENCES

- 3.1. Law of the Republic of Indonesia No. 5 of 2014 concerning Civil Servant
- 3.2. Regulation of the Republic of Indonesia No. 98 of 2000, No. 11 of 2002, No. 97 of 2000, No. 54 of 2003
- 3.3. Regulation of the Ministry of Research, Technology and Higher Education of the Republic of Indonesia on the acceptance of Civil Servant Candidates
- 3.4. Rector's Regulation No. 118 of 2014 on Non-Civil Servant Unesa Permanent Lecturers
- 3.5. Rector's Regulation No. 050 of 2015 on Non-Civil Servant Unesa Permanent Education Staff
- 3.6. Rector's Regulation No. 051 of 2015 on Unesa's Non-Permanent Education Staff
- 3.7. Rector's Regulation No. 3 of 2020 on Unesa's Internal Quality Assurance System

#### 4.0. DEFINITION

- 4.1. Civil Servant Candidates (CPNS) are candidate who passed the civil servant selection test
- 4.2. Appointed Civil Servants (PNS) are CPNS who underwent probationary period of (maximum) 2 years, passed Basic Training (Latsar), and medical tests (physical, spiritual, and Narcotic-free)
- 4.3. Recruitment is the process of seeking, finding, inviting and assigning a number of people from within and outside Unesa as prospective employees with certain requirements.
- 4.4. Selection is the process of selecting employees through the admission stage set by Unesa.
- 4.5. ASN is a civil servant

#### 5.0. TERMS

- 5.1. Calculation of employee buzzeting based on ASN mapping starting from the level of work unit
- 5.2. The number of ASN formations is based on Buzzeting Calculations and Approval of Ministry of State Apparatus Empowerment and Bureaucratic Reformation of the Republic of Indonesia.
- 5.3. Prospective ASN must follow the recruitment and selection process in accordance with the stipulated provisions.
- 5.4. Prospective ASN must complete the required requirements according to the announcement.
- 5.5. The Selection Process for ASN Educators must follow:
  - a. Administrative Selection
  - b. Basic Knowledge Test by CAT (Computer Assisted Test) method

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- c. Specific Skills Selection (Designing Lesson Plan, Microteaching, and English Proficiency).
  - d. Interview
- 5.6.** The ASN Education Staff Selection Process must follow:
- a. Administrative Selection
  - b. Basic Knowledge Test by CAT (Computer Assisted Test) method
  - c. Practical Selection
  - d. Interview
- 5.7.** The Field Knowledge Selection Committee (SKB) team includes:
- a. Invigilators
  - b. Room Supervisors
  - c. IT staff
- 5.8.** During the appointment process of ASN, the ASN Candidates are not allowed to:
- a. leave the assignment (no further study)
  - b. involve in radicalism
  - c. violate the code ethics

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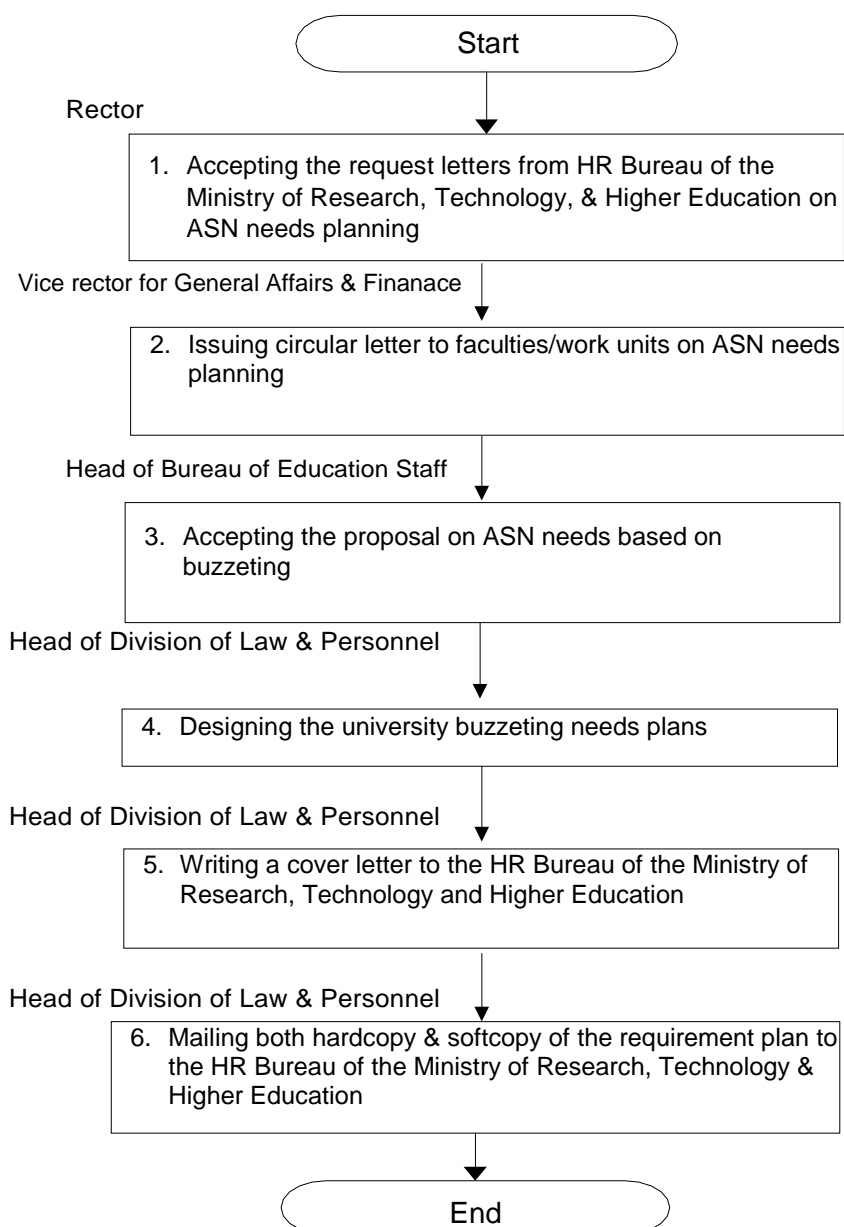
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#### 6.0. PROCEDURES

##### 6.1. DEVELOPING THE FORMATION (NEEDS) FOR EDUCATORS AND EDUCATIONAL STAFF (ASN)

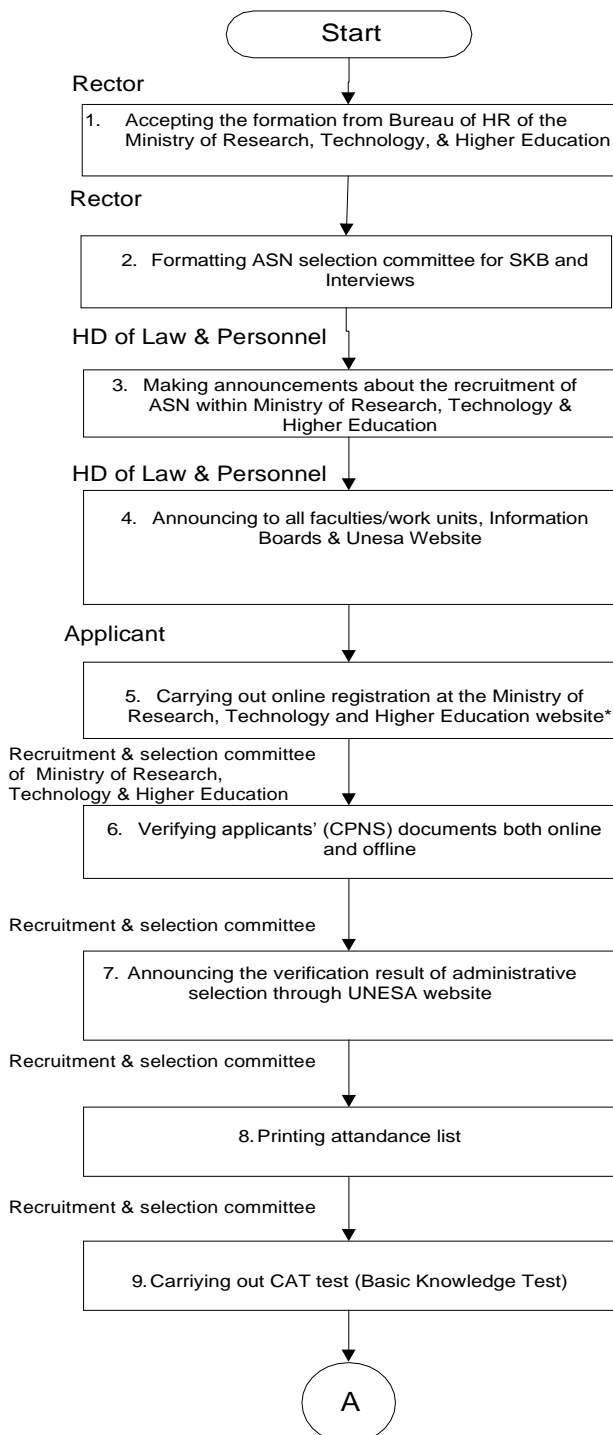


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#### 6.2. CPNS RECRUITMENT AND SELECTION



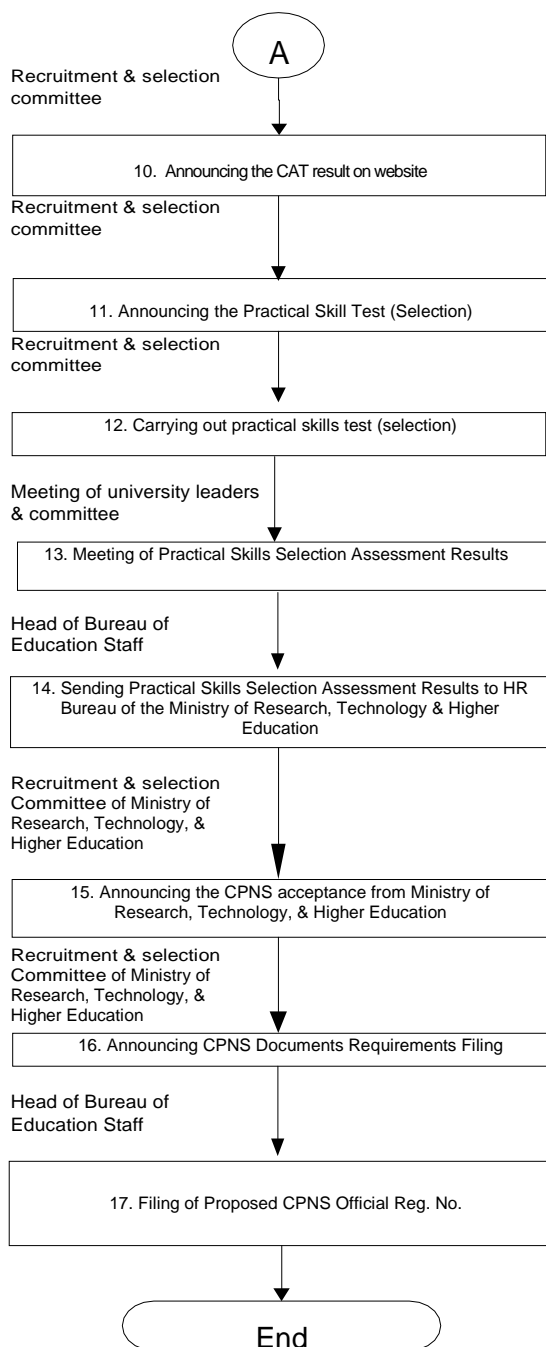
\*6. Attached documents consist of:

1. Application Letter
2. Photo
3. Certificate and Academic Transcripts
4. ID
5. Registration Form

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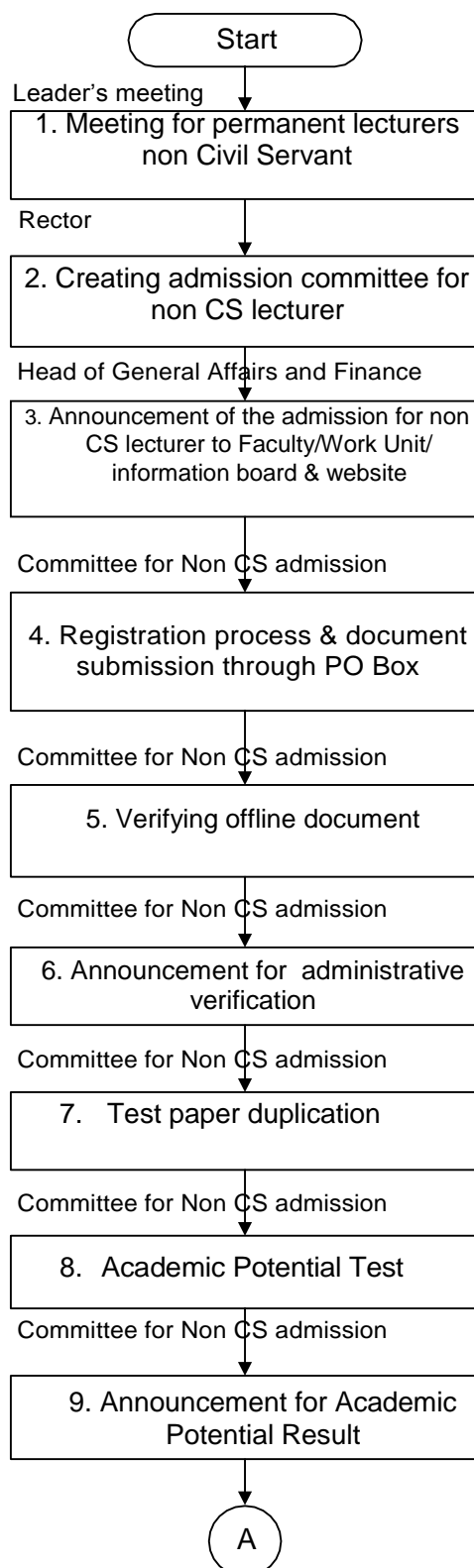


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#### 6.3. PENERIMAAN PENDIDIK TETAP NON ASN



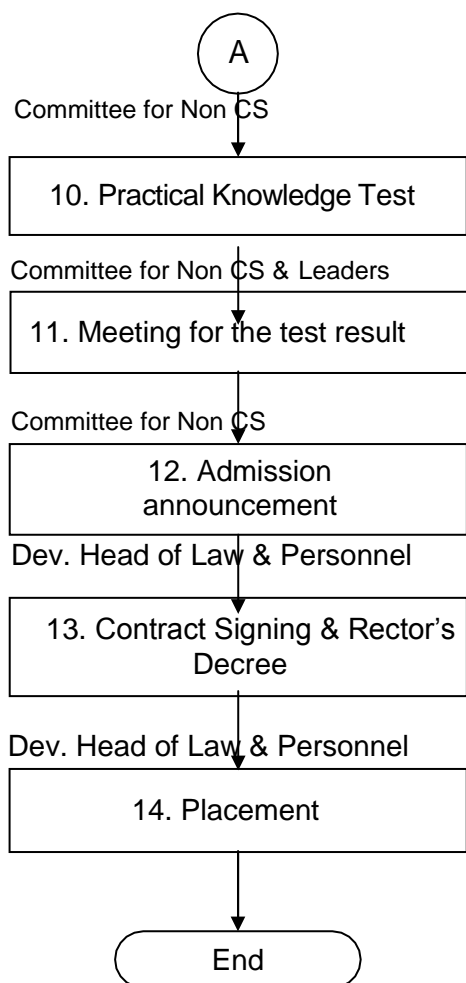
\*6. Document attached, including:

1. Application letter
2. Photo
3. Certificate and Academic transcript
4. ID
5. Registration Form

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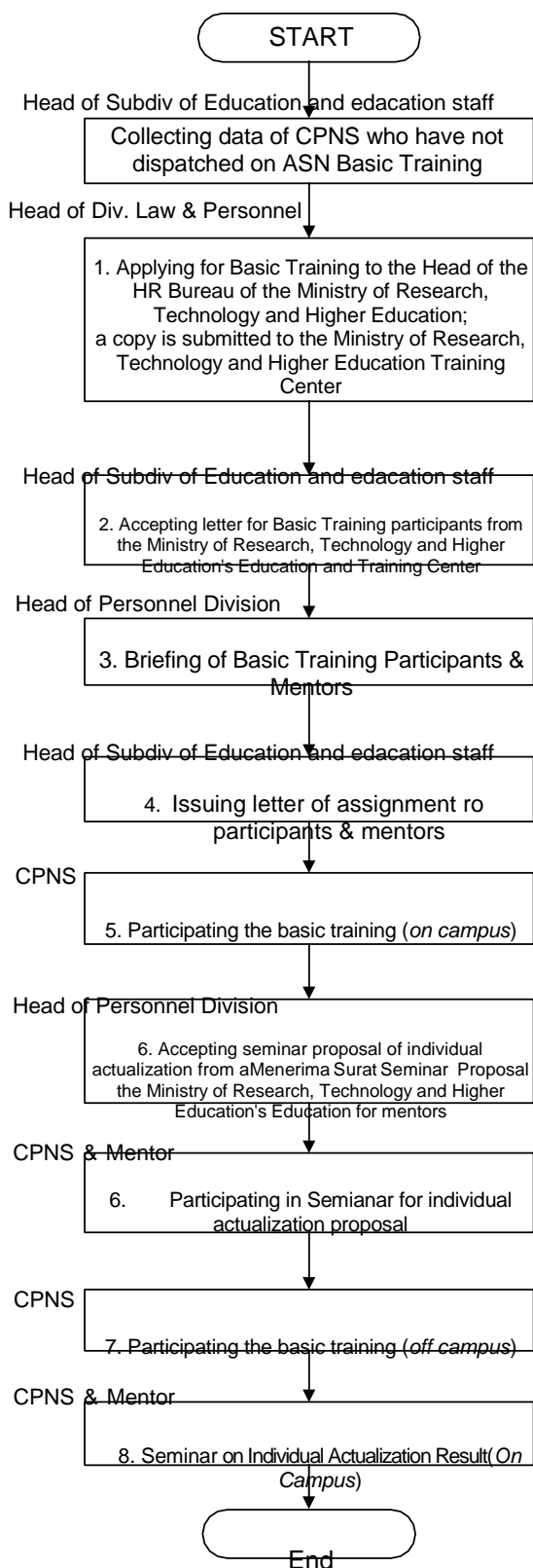
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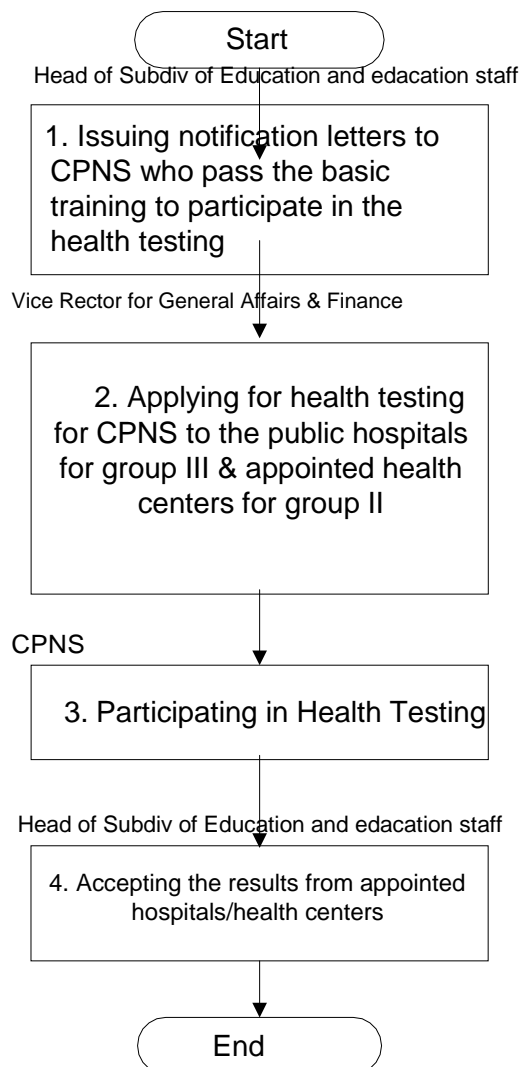
#### 6.4. ASN BASIC TRAINING DISPATCHMENT



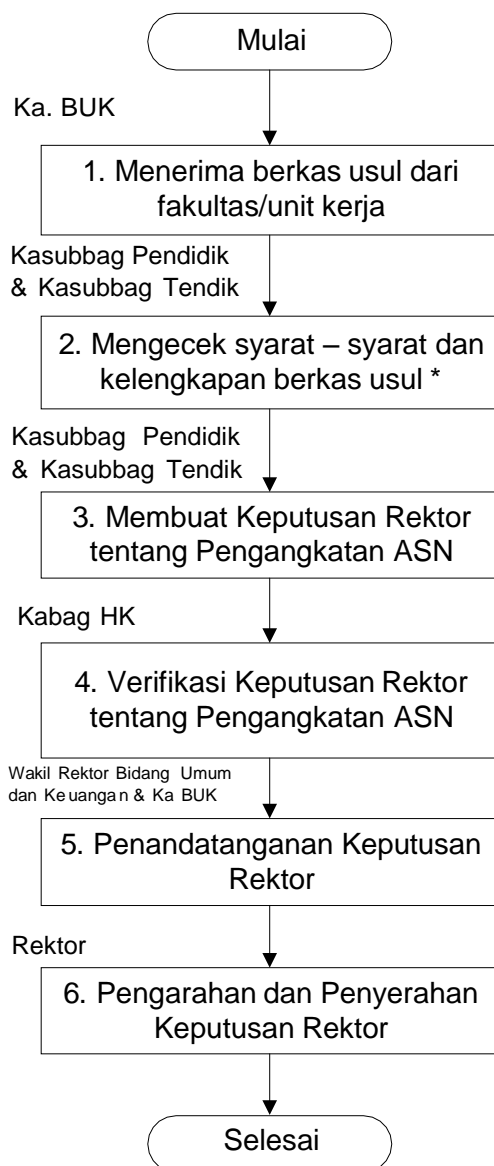
Keterangan :

1. *On Campus* is held at Training Center of the Ministry of Research, Technology and Higher Education
2. *Off Campus* is held at each work unit (Unesa Campus)

### 6.5. HEALTH TESTING FOR ASN CANDIDATE



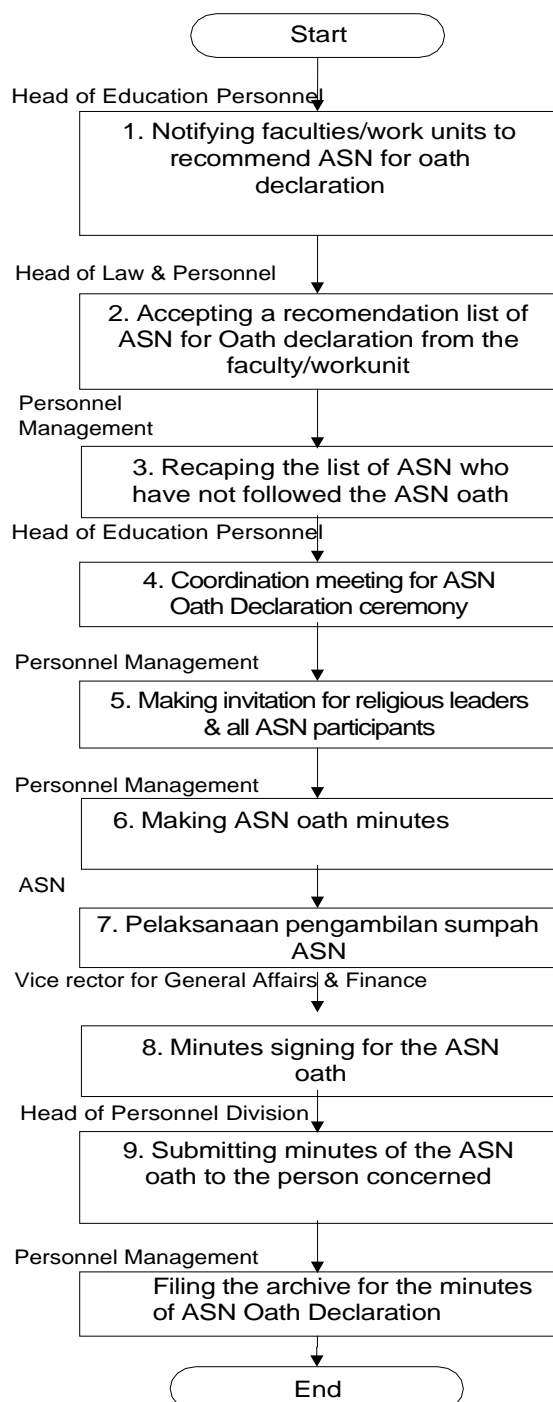
## 6.6. PENGANGKATAN ASN



\*2. Documents accepted consist of:

1. SK CPNS
2. STTPL
3. SKP for the last 2 years
4. Result of Health testing

### 6.7. OATH DECLARATION OF ASN





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**7.0. RECORDING LIST**

*7.1. Personnel Files*

7.2. Unesa Employee Recruitment Report

**8.0. NOTE CHANGES**

8.1. REV.0, 25 October 2012 : no changes (from the beginning)

8.2. REV.01, 20 September 2017: Changes on titles, plots, names, and position

8.3. REV.02, 6 March 2020: Changes on definition, terms, plots, name, and position

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