







UNIVERSITAS NEGERI SURABAYA



STANDARD OPERATING PROCEDURE (SOP) CIVIL SERVANT ADMISSION

Document No. : SOP-BUK.HK.01
Revised No. 02
Issued Date : 6 Maret 2020
Distribution Code : 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 / 10 / 11 / 12 / 13 / 14

Document Status :	Master
	Official Copy
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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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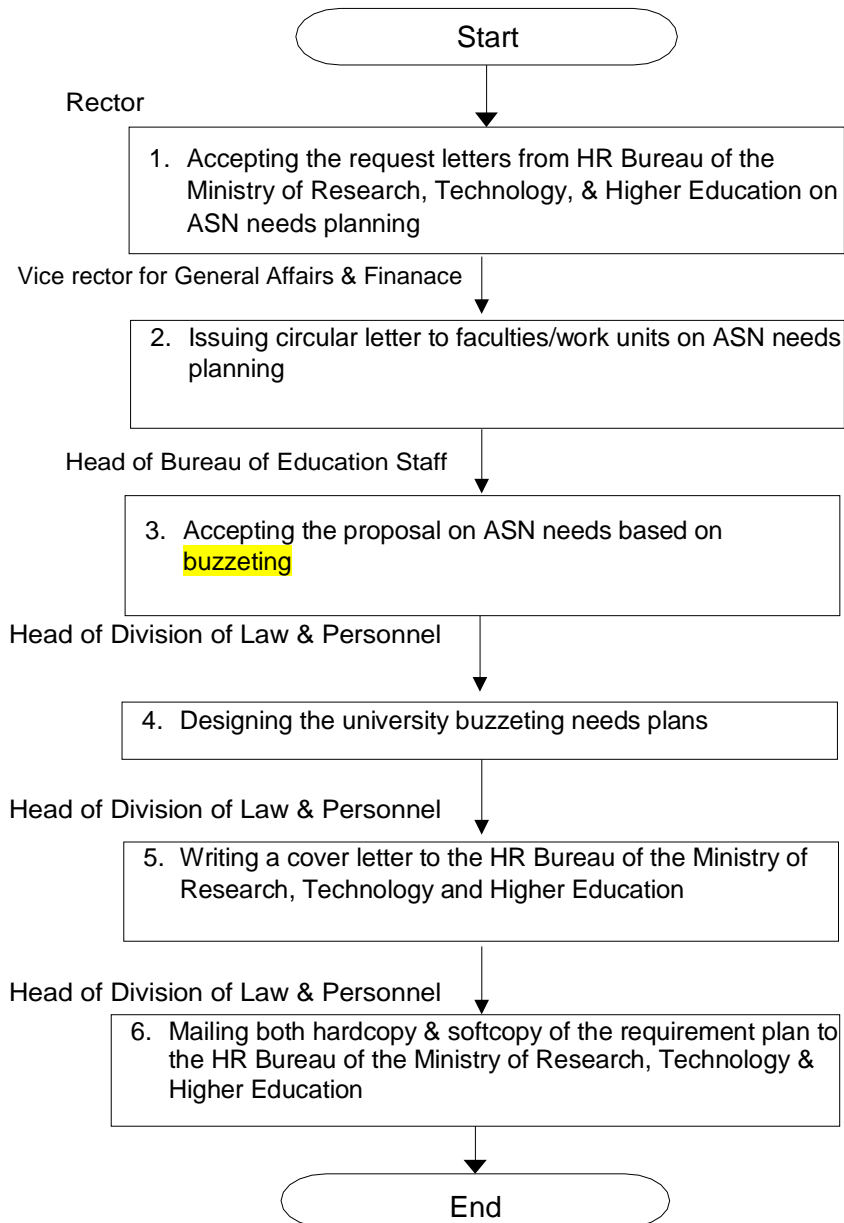
- c. Specific Skills Selection (Designing Lesson Plan, Microteaching, and English Proficiency).
 - d. Interview
- 5.6.** The ASN Education Staff Selection Process must follow:
- a. Administrative Selection
 - b. Basic Knowledge Test by CAT (Computer Assisted Test) method
 - c. Practical Selection
 - 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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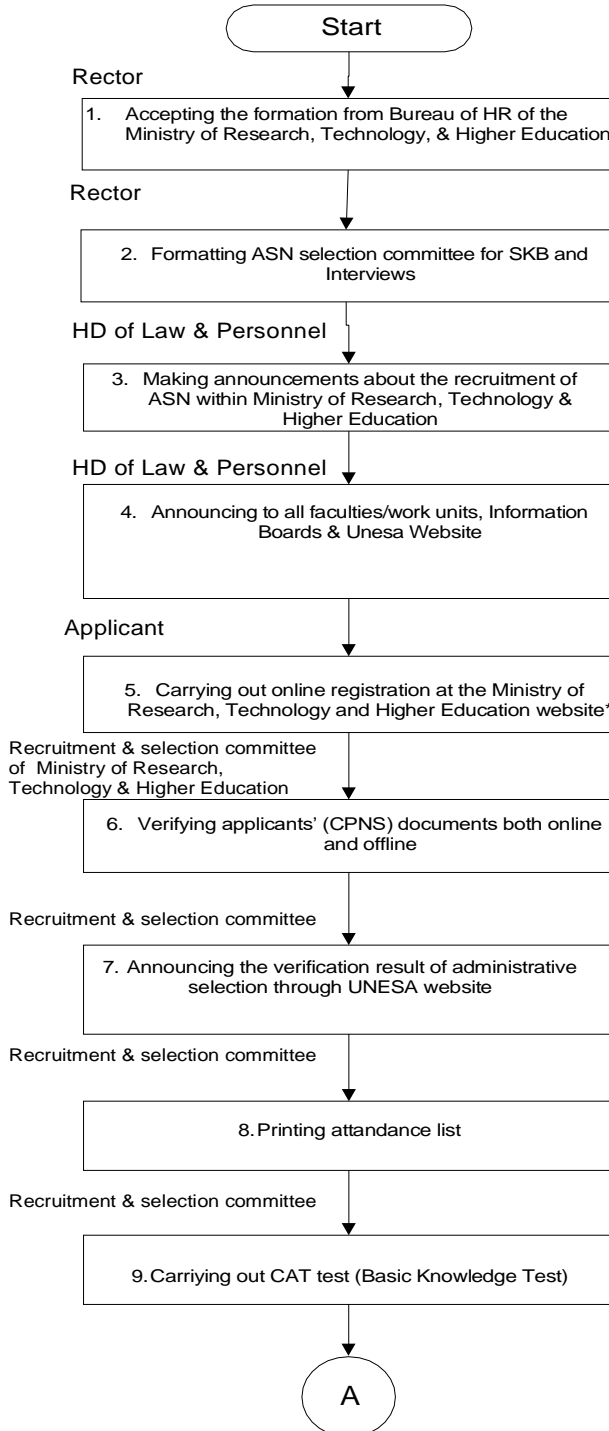
6.0. PROCEDURES

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



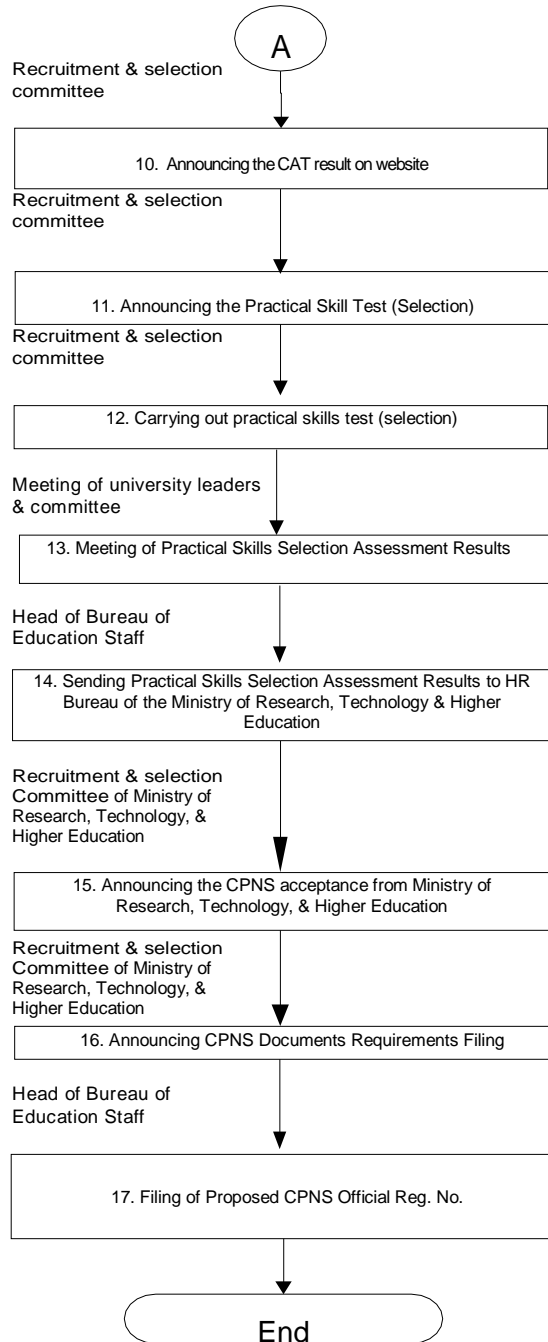


6.2. CPNS RECRUITMENT AND SELECTION



*6. Attached documents consist of:

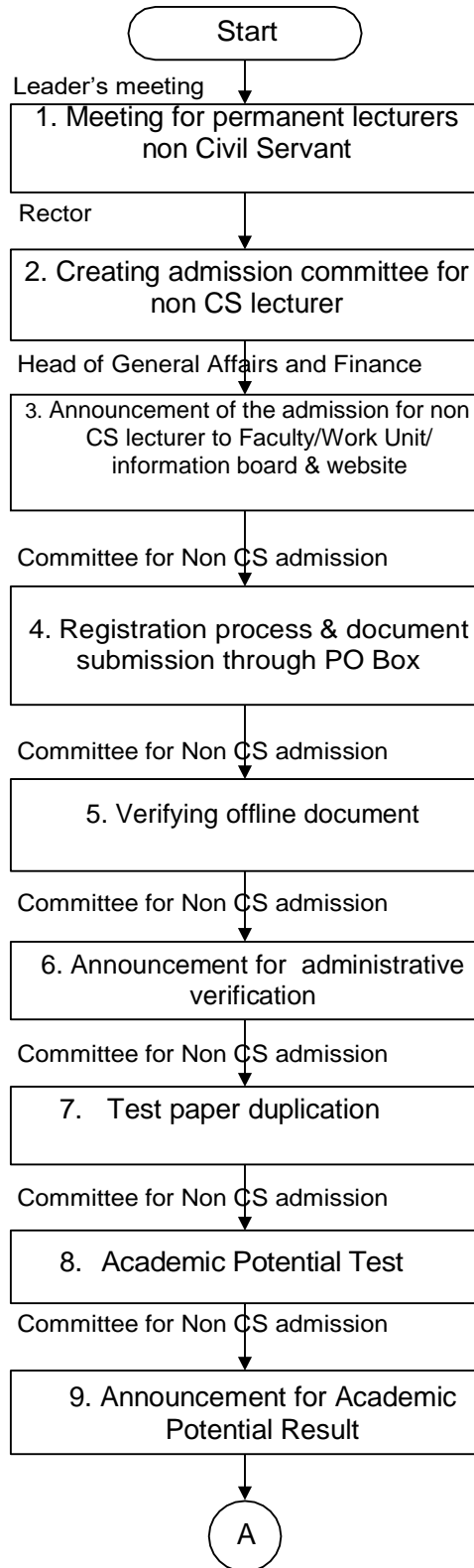
1. Application Letter
2. Photo
3. Certificate and Academic Transcripts
4. ID
5. Registration Form





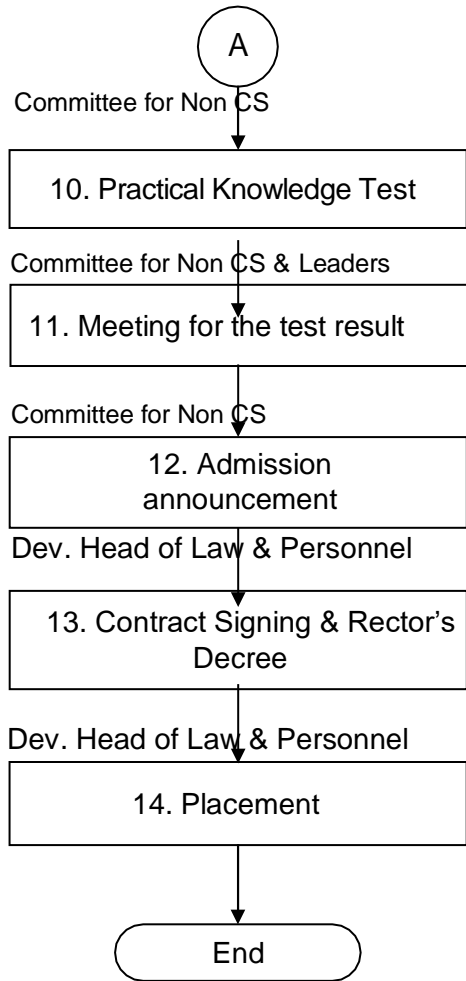
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6.3. PENERIMAAN PENDIDIK TETAP NON ASN



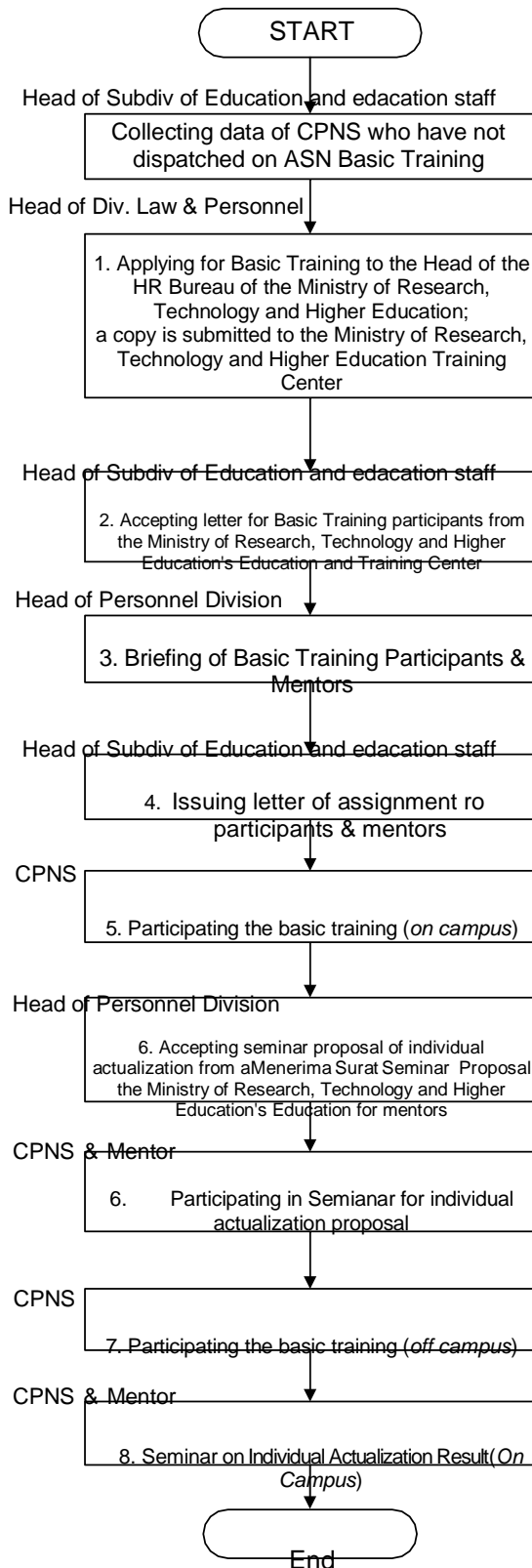
*6. Document attached, including:

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





6.4. ASN BASIC TRAINING DISPATCHMENT

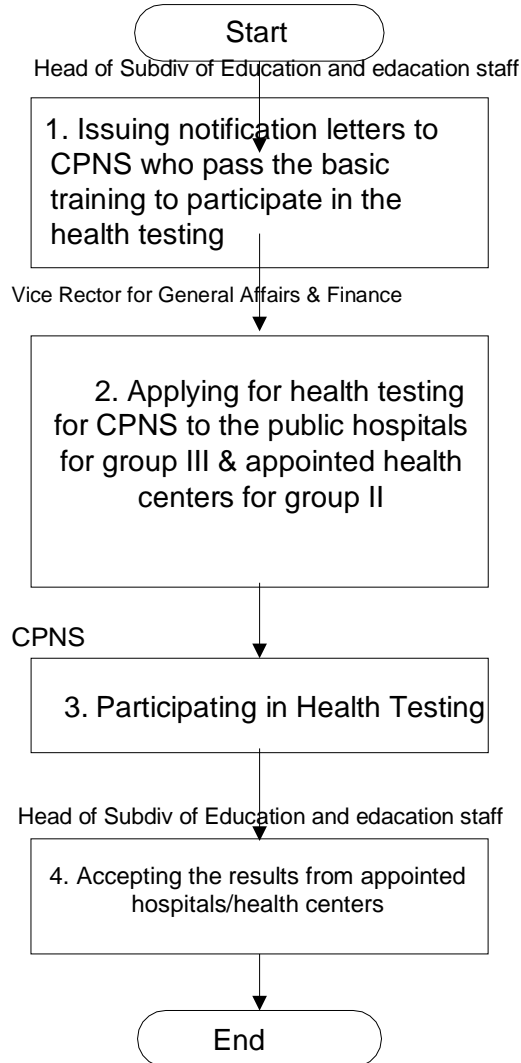


Keterangan :

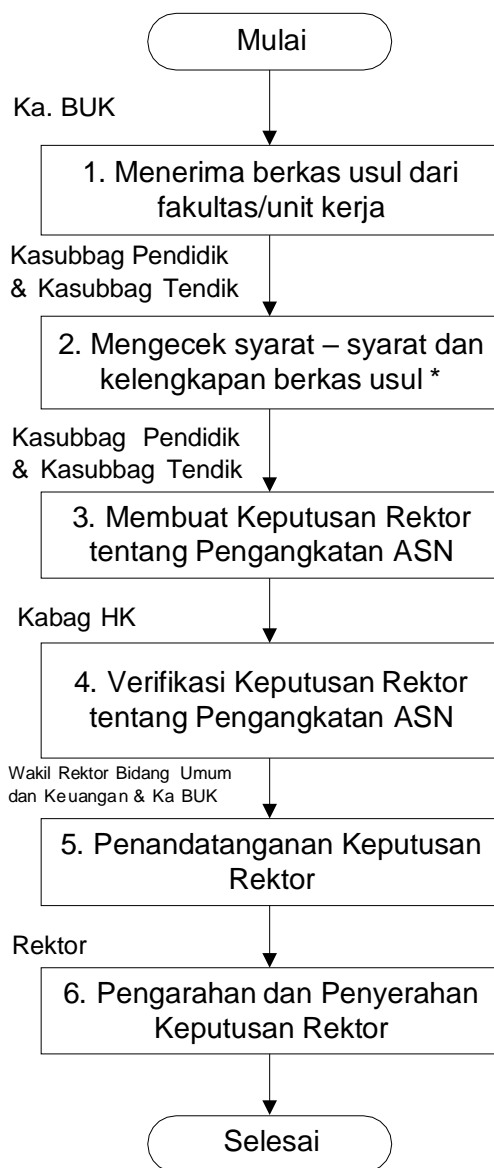
1. *On Campus* is held at Training Center of the Ministry of Research, Technology and Higher Education
2. *Off Campus* is held at each work unit (Unesa Campus)



6.5. HEALTH TESTING FOR ASN CANDIDATE



6.6. PENGANGKATAN ASN

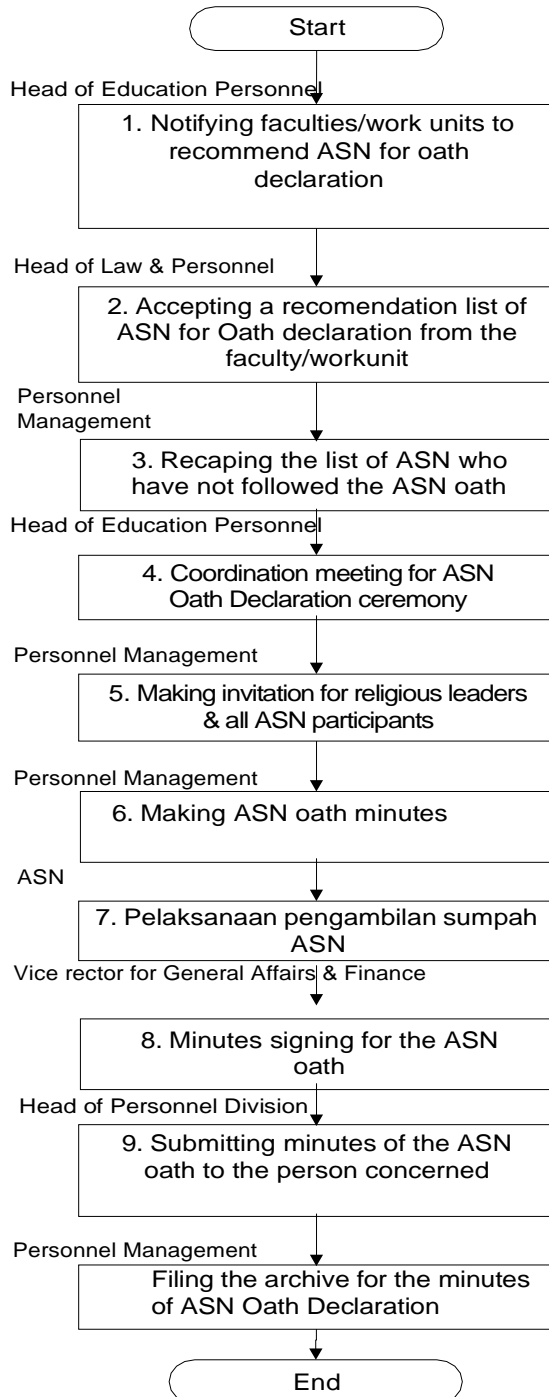


*2. Documents accepted consist of:

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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