

## **COMPETENCY LEVEL EVALUATION (PTK)**

### **What is PTK**

Competency Level Evaluation (PTK) is a method of evaluation to ascertain the required level of competence in terms of knowledge, skills and personal characteristics and vice-versa. The Competency Level Evaluation consists of two (2) components, that is Generic Competency and Functional Competency.

Generic competency covers matters which all civil servants ought to acquire, irregardless of position, grade and organisation, such as personal characteristics, leadership and communication. Whereas functional competency is to ascertain an officer's efficiency level with regards to the job assigned to him/her while in service.

### **Objective of PTK**

- (1) To encourage self development and strengthen personal characteristics through continuous learning;
- (2) To encourage the usage of knowledge, skills, creativity and innovation in carrying out the duties;
- (3) To instil a teamwork culture;
- (4) To establish a learning organisation in the civil service by producing knowledgeable employees;
- (5) To carry out human resource management based on competency;
- (6) To enable recognition to officers, particularly through salary increment and career development.

### **How do we handle PTK**

The procedure used in assessing the competency of an officer is through examination, course-work and practical test / observation / interview based on the suitability of the level of competency of each group of officers.

### **Grading of PTK**

The structure of grading the PTK results are as follows:

<b><u>Level of Competency</u></b>	<b><u>Description</u></b>	<b><u>Note</u></b>
Level IV for salary	Pass/Achieved the Competency Level with excellence considered for (80% and above)	Qualifies to be considered increment and can be promotion
Level III promtion	Pass/Achieved the competency Level (60% to 79%)	Can be considered for
Level II component	Conditional Pass (50% to 59%)	Allowed to resit the relevant
Level I and	Failed to achieve the Competency Level	Repeat the examination/test assesement