



USER GUIDE

eSPNS RECRUITMENT SYSTEM
SURUHANJAYA PERKHIDMATAN
AWAM NEGERI SELANGOR

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1.0 User Manual

To start with the eSPNS recruitment system, users need to browse to espsns.selangor.gov.my on the web browser.

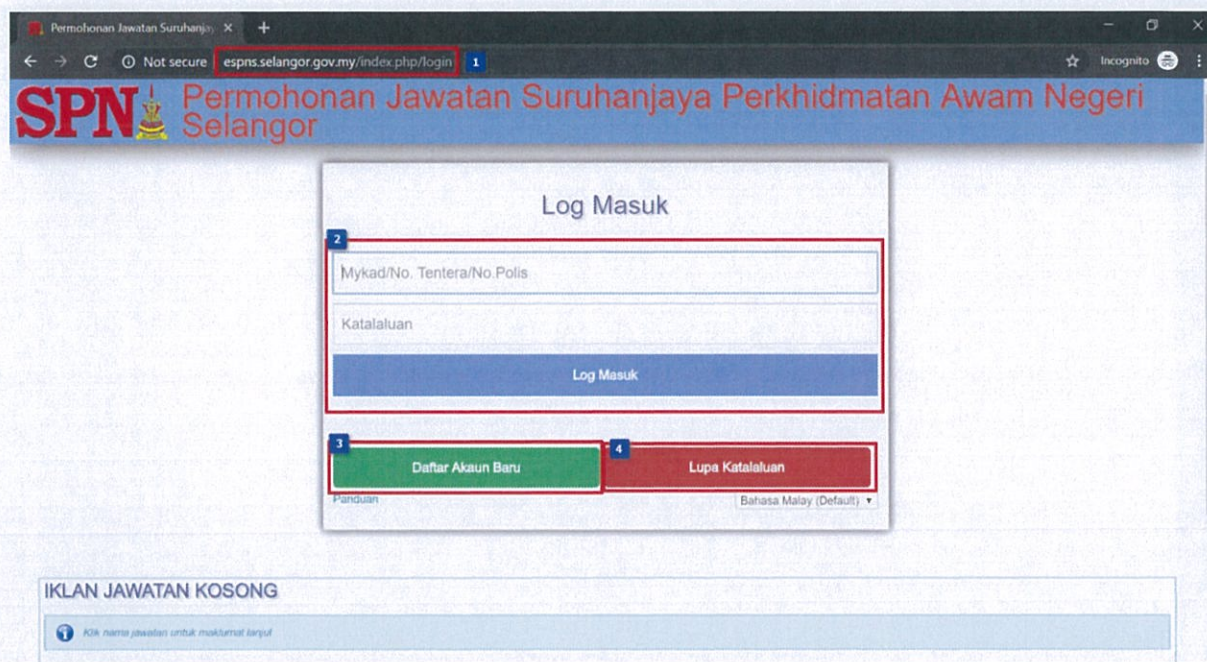


Figure 1 Login Page of e-SPNS Recruitment System

No.	Description
1	Type in espsns.selangor.gov.my on the web browser
2	If users is an existing user, user may just fill in the Mykad (User ID) and the password to log into the system
3	For a new user, click on “Daftar Akaun Baru” to register into the system
4	If user forgot their respective password, user may click on “Lupa Katalaluan” for the next step

Table 1 Description for Login Page of e-SPNS Recruitment System

1.0.1 Registration Process

1. Click on the “Daftar Akaun Baru” for the registration process.
2. Fill in all the fields on the form shown below.

Figure 2 Registration Page (1)

3. After fill in the form, click on “Daftar” to submit the form. An activation email will be send to user’s email. Users need to click on activation link in the email to activate the account.

Figure 3 Registration Page (2)

1.0.2 Forgot Password Process

1. Click in the “Lupa Katalaluan” if user forgot their password.
2. Fill in the User ID (NRIC No) of the user and click Submit.

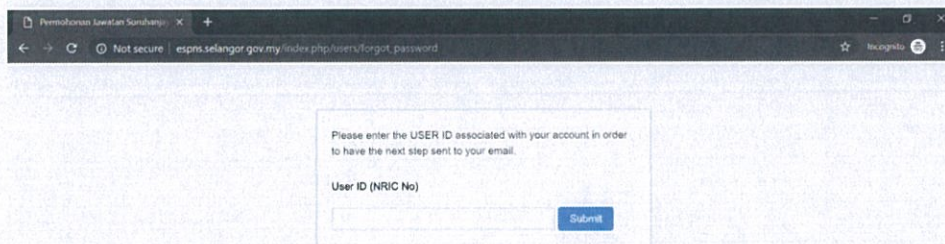


Figure 4 Forgot Password Page (1)

3. Once submitted, an email for the next instruction will be sent to user's email (This email is taken from user's account). By clicking on the link on email, user's need to fill in new password for respective user's account.

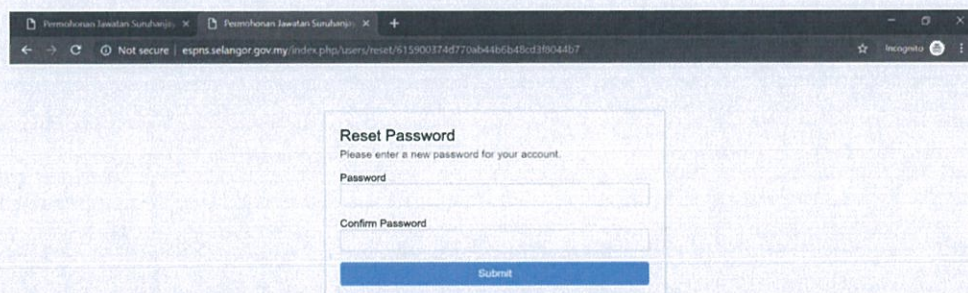


Figure 5 Forgot Password Page (2)

1.0.3 End-User Dashboard

Once user successfully log into the eSPNS recruitment system, user will be shown the dashboard as shown below.

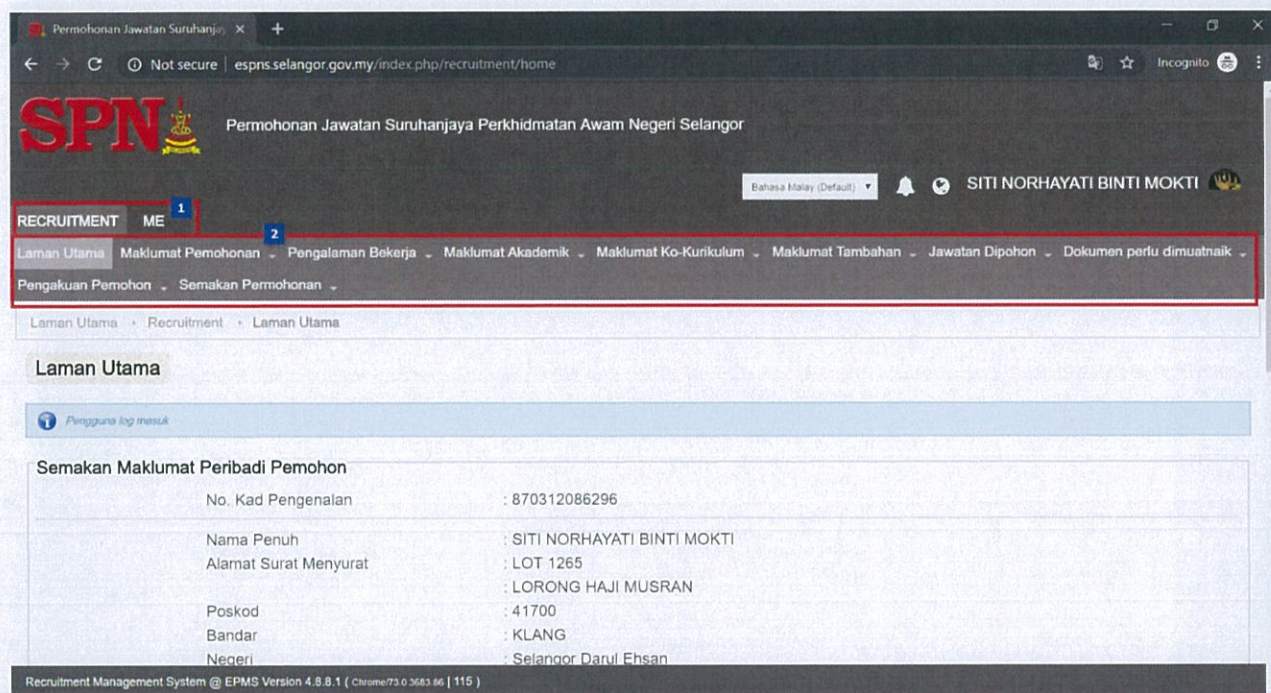


Figure 6 End-User Dashboard Page

No.	Description
1	Recruitment : User will have permission to access recruitment only. This recruitment is for the online job vacancy purpose. Me : This will contain information about user's account.
2	In order for user to apply any position offered by SPN, user need to fill in all the information in all the menus shown: a) Laman Utama (Home) : Contains overview of the user's account, last applied position, and also the "Pengakuan Pemohon". b) Maklumat Pemohonan (Application Info) : Contains the information for user's parent and users themselves which needed to be filled in. c) Pengalaman Bekerja (Work Experience) : Contains information for the latest work experiences which needed to be filled by user.

	d) Maklumat Akademik (Academic Info) : Contains information about user's academic details e) Maklumat Ko-Kurikulum (Co-Curriculum Info) : Contains information about user's co-curriculum details f) Maklumat Tambahan (Additdional Info) : Contains information about user's additional information details g) Jawatan Dipohon (Applied Position) : Contains advertisement regarding the position offered by SPN h) Dokumen perlu dimuatnaik (Upload Documents) : Contains information regarding the uploaded documents of user i) Pengakuan Pemohon (Applicant Acknowledgement) : Contains information regarding user's references, acknowledgement and resume j) Semakan Permohonan (Application Review) : Contains the status of previous application for users
--	--

Table 2 Description for End-User Dashboard Page

1.1 Forms

In order for users to apply the position offered by SPN, users need to fill in various details regarding themselves by clicking on the menu shown on section 2.0.3.

1.1.1 Maklumat Permohonan (Application Information)

By hovering to the maklumat permohonan (application information), there will be two sub-menu which are the Pemohon (Applicant) and Ibubapa/Penjaga (Parents).

A) Pemohon (Applicant)

- 1) Click on the Pemohon (Applicant) under the Maklumat Permohonan (Application Information). Figure below will shown once clicked.

The screenshot shows a web browser window with the URL `espn.selangor.gov.my/index.php/recruitment/applicant`. The page header features the SPN logo and the text "Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor". A user profile bar at the top right shows the name "SITI NORHAYATI BINTI MOKTI". The main navigation menu includes "RECRUITMENT" and "ME", with "Maklumat Pemohonan" selected. A breadcrumb trail reads "Laman Utama > Recruitment > Kemaskini Pendaftaran". The page title is "Kemaskini Pendaftaran". Under the "Pengenalan Pemohon" section, the "No. Kad Pengenalan" is 870312086296 and the "Tarikh Lahir" is 12 Mar 1987 (Umur 31). The "Maklumat Asas Pemohon" section shows the "Nama Penuh" as SITI NORHAYATI BINTI MOKTI. The footer indicates the system is "Recruitment Management System @ EPMS Version 4.8.8.1 (chrome/73.0 3683.86 | 115)".

Figure 7 Application Information - Applicant Page (1)

- 2) Fill in all the fields shown.
- 3) Once filled in the fields, click on the Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya

Not secure | esps.selangor.gov.my/index.php/recruitment/applicant

Incognito

Agama* Islam

Keturunan* Melayu

Kewarganegaraan* Ya

Taraf Perkahwinan* Bujang

Ketinggian (Cm) 157

Berat Badan (Kg)* 85

Lesen Kenderaan ☐ A ☐ B ☐ B1 ☒ B2 ☐ C ☒ D ☐ E ☐ E1 ☐ E2 ☐ F ☐ G ☐ H ☐ I

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 8 Application Information - Applicant Page (2)

B) Ibulapa/Penjaga (Parents/Guardian)

- 1) Click on the Ibulapa/Penjaga (Parents/Guardian) under the Maklumat Permohonan (application Information). Figure below will be shown once clicked.

Permohonan Jawatan Suruhanjaya x +

Not secure | espns.selangor.gov.my/index.php/recruitment/applicant_parent

SPN Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor

Bahasa Melayu (Default) | SITI NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama | Maklumat Pemohonan | Pengalaman Bekerja | Maklumat Akademik | Maklumat Ko-Kurikulum | Maklumat Tambahan | Jawatan Dipohon | Dokumen perlu dimuatnaik | Pengakuan Pemohon | Semakan Permohonan

Laman Utama > Recruitment > Kemaskini Maklumat Ibubapa atau Penjaga

Kemaskini Maklumat Ibubapa atau Penjaga

MAKLUMAT BAPA/PENJAGA

Nama* MOKTI BIN HAJI ABDUL RAHMAN

Jenis Kad Pengenalan* Orang Awam (Kad Pengenalan Malaysia)

No. Kad Pengenalan* 520303085447

Tempat Lahir* Perak Darul Ridzuan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.96 | 115)

Figure 9 Application Information - Parent/Guardian Page (1)

- 2) Fill in all the required fields.
- 3) Once filled in the fields, click on the Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya x +

Not secure | espns.selangor.gov.my/index.php/recruitment/applicant_parent

No. Kad Pengenalan* 550303084592

Tempat Lahir* Perak Darul Ridzuan

Taraf Kewarganegaraan* Ya

Sijil Kematian

Catatan

LAIN-LAIN MAKLUMAT

Sijil Berceraai

Lain - Lain

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.96 | 115)

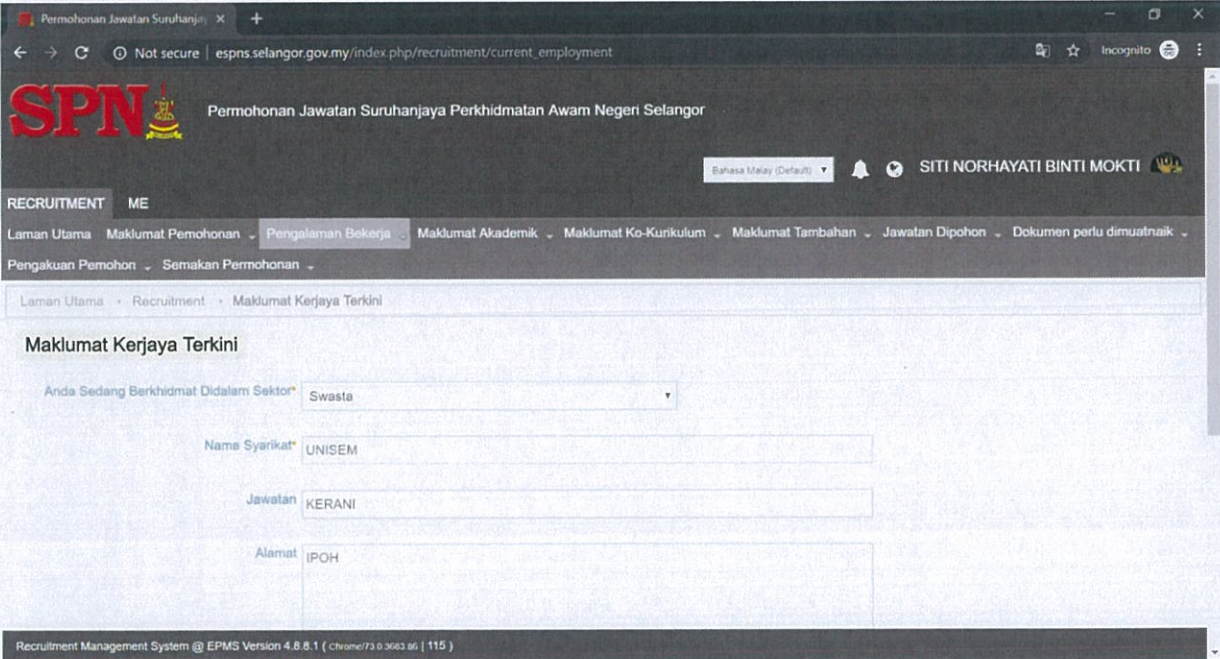
Figure 10 Application Information - Parent/Guardian Page (2)

1.1.2 Pengalaman Bekerja (Work Experiences)

By hovering to the pengalaman bekerja (work experiences), there will be two sub-menu which are the Pekerjaan Terkini (Latest Work) and Pekerjaan Terdahulu (Previous Work).

A) Pekerjaan Terkini (Latest Work Details)

- 1) Click on Pekerjaan Terkini (Latest Work) under the Pengalaman Bekerja (Work Experience).



The screenshot shows a web browser window with the URL `esprns.selangor.gov.my/index.php/recruitment/current_employment`. The page header includes the SPN logo and the text "Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor". The user is logged in as "SITI NORHAYATI BINTI MOKTI". The navigation menu shows "Pengalaman Bekerja" as the active section. The main content area is titled "Maklumat Kerjaya Terkini" and contains a form with the following fields:

- Anda Sedang Berkhidmat Dalam Sektor***: A dropdown menu with "Swasta" selected.
- Name Syarikat***: A text input field containing "UNISEM".
- Jawatan**: A text input field containing "KERANI".
- Alamat**: A text input field containing "IPOH".

The footer of the page reads "Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)".

Figure 11 Work Experiences - Latest Work Details Page (1)

- 2) Choose the work sector first, then fill in the details.
- 3) Click on Simpan (Save) to save the information.

Permohonan Jawatan Suruhanjaya

Not secure | espns.selangor.gov.my/index.php/recruitment/current_employment

Name Syarikat* UNISEM

Jawatan KERANI

Alamat IPOH

Telefon 05-545 6548

Tahun 2009

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.96 | 115)

Figure 12 Work Experiences - Latest Work Details Page (2)

B) Pekerjaan Terdahulu (Previous Work Details)

- 1) Click on Pekerjaan Terdahulu (Previous Work Details) under the Pengalaman Bekerja (Work Experience).

Permohonan Jawatan Suruhanjaya

Not secure | espns.selangor.gov.my/index.php/recruitment/previous_employment

SPN Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor

Bahasa Melayu (Default) | SITI NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama | Maklumat Pemohonan | Pengalaman Bekerja | Maklumat Akademik | Maklumat Ko-Kurikulum | Maklumat Tambahan | Jawatan Dipohon | Dokumen perlu dimuatnaik

Pengakuan Pemohon | Semakan Pemohonan

Laman Utama > Recruitment > Maklumat Pekerjaan Terdahulu

Maklumat Pekerjaan Terdahulu

NAMA SYARIKAT	JAWATAN	ALAMAT	TELEFON	TARIKH MULA	TARIKH AKHIR	
JBPM	KERANI	IPOH	05-545 1245	-0001-11-30	-0001-11-30	+ -
CARSEM	KERANI	IPOH	05-587 5697	-0001-11-30	-0001-11-30	-

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.96 | 115)

Figure 13 Work Experiences - Previous Work Details Page (1)

- 2) Click on the Plus or Minus icon button on right to add or remove the previous work details.
- 3) Fill in all the information needed.
- 4) Click on Simpan (Save) to save the information.

Figure 14 Work Experiences - Previous Work Details Page (2)

1.1.3 Maklumat Akademik (Academic Information)

By hovering to the maklumat akademik (academic information), there will be eight sub-menu which are Sekolah (School), PT3/PMR/SRP, SPM/SPM(V), STPM/STP, STAM, Peperiksaan Tambahan (Additional Examination), Pengajian Tinggi (Higher Education), and Profesional/Iktisas (Professional/Iktisas).

A) Sekolah (School)

- 1) Click on Sekolah (School) under the Maklumat Akademik (Academic Information).
- 2) Choose the status of Lulus UPSR (Passed UPSR).
- 3) Fill in the details Sekolah Rendah (Primary School) and Sekolah Menengah (Secondary School).

- 4) Click on Plus or Minus icon button to add or remove the school information.
- 5) Click on Simpan (Save) button to save the information.

Maklumat Sekolah

Maklumat Sekolah Rendah

Lulus UPSR* ☐ Ya ☐

NAMA SEKOLAH	ALAMAT	NEGERI	TAHUN MULA	TAHUN AKHIR	DARJAH TERAKHIR
SEK KEB CHIKUS	CHIKUS	Selangor Darul Ehsan	1993	1999	6

Maklumat Sekolah Menengah

NAMA SEKOLAH	ALAMAT	NEGERI	TAHUN MULA	TAHUN AKHIR	TINGKATAN TERAKHIR
SEK MEN KEB SUNGA	SUNGAI MANIK	Selangor Darul Ehsan	2000	2004	5

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0 3683.86 | 115)

Figure 15 Academic Information - School Page

B) PT3/PMR/SRP

- 1) Click on the PT3/PMR/SRP under the Maklumat Akademik (Academic Information).
- 2) Choose the exam year.
- 3) Choose the type of the exam (PMR/PT3, SRP, or etc)
- 4) Fill in the subject details along with the grade.
- 5) Click on Simpan (Save) button to save the information.

Kemaskini Maklumat PT3/PMR/SRP dan Setara

ARAHAN: Bagi sijil PMR, sila pilih gred A hingga E dan bagi sijil PT3/PMR/SRP, sila pilih gred 1 hingga 9

Tahun*

Jenis*

MATAPELAJARAN	GRED
BAHASA INGGERIS	B
GEOGRAFI	B
BAHASA MALAYSIA	A
K. HIDUP BERSEPADU PIL 1/2/3/4	A
SEJARAH	B
SAINS / ILMU SAINS /SAINS PADUAN	C

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0 3683.86 (115)

Figure 16 Academic Information - PT3/PMR/SRP Page

C) SPM/SPM(V)

- 1) Click on the SPM/SPM(V) under Maklumat Akademik (Academic Information).

Kemaskini Maklumat SPM/SPM(V) dan Setara

Peperiksaan Kali Pertama

ARAHAN:

- Sijil Am Pelajaran (SAP) adalah tidak setaraf dengan SPM/SPM(V) dan oleh itu pemohon yang memilikinya, sila isikan Ruangan Peperiksaan Tambahan
- Sekiranya anda mengambil SPM mengikut sistem terbuka lebih dari sekali, isikan keputusan peperiksaan yang dikumpulkan bagi dua (2) tahun dalam tempoh tiga (3) tahun berturut-turut di ruangan Peperiksaan Kali Pertama dan Peperiksaan Kali Kedua
- Sila lihat Kelayakan Sijil Pelajaran Malaysia (SPM) mengikut sistem terbuka bagi maksud perantaraan ke dalam Perkhidmatan Kerajaan

Tahun*

Jenis*

esps.selangor.gov.my/index.php/recruitment/spm_mce_spmv#tab-1 86 | 115

Figure 17 Academic Information - SPM/SPM(V) Page (1)

- 2) First, user need to fill the Peperiksaan Kali Pertama (First Examination).
- 3) Choose the exam year.
- 4) Choose the exam type (SPM/SPM Terbuka, SPM(V), or SPVM)
- 5) Choose status of Ujian Lisan Bahasa Melayu/Bahasa Malaysia (Oral Test of Malay Language).
- 6) Fill in the subjects along with the grades.
- 7) Click on Plus or Minus icon to add or remove the subject info.
- 8) If users have additional info for SPM Exam (Applicant with SPM Terbuka) need to fill the Peperiksaan Kali Kedua (Second Examination) and Peperiksaan Kali Ketiga (Third Examination). (If Any).
- 9) Once finished, click on Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya x +

← → ↻ Not secure | esps.selangor.gov.my/index.php/recruitment/spm_mce_spmv

Melayu/Bahasa Malaysia Ya ▾

Keputusan Peperiksaan

MATAPELAJARAN	GRED	
BAHASA MELAYU ▾	1/1A/A+/A ▾	+
BAHASA INGGERIS ▾	5/5C/C+ ▾	+
BIOLOGI ▾	5/5C/C+ ▾	+
FIZIK ▾	4/4B/B ▾	+
GEOGRAFI ▾	5/5C/C+ ▾	+
KIMIA ▾	7/7D/D ▾	+
PENDIDIKAN ISLAM ▾	1/1A/A+/A ▾	+
SAINS ▾	3/3B/B+ ▾	+

Simpan

esps.selangor.gov.my/index.php/recruitment/spm_mce_spmv#tab=1 06 | 115 |

Figure 18 Academic Information - SPM/SPM(V) Page (2)

D) STPM/STP

- 1) Click on the STPM/STP under the Maklumat Akademik (Academic Information).

Permohonan Jawatan Suruhanjaya: x +

← → ↺ Not secure | espris.selangor.gov.my/index.php/recruitment/stpm_stp_hsc

RECRUITMENT ME

Laman Utama Maklumat Pemohonan Pengalaman Bekerja Maklumat Akademik Maklumat Ko-Kurikulum Maklumat Tambahan Jawatan Dipohon Dokumen perlu dimuatnaik Pengakuan Pemohon Semakan Pemohonan

Laman Utama Recruitment Kemaskini Maklumat STPM/STP dan Setara

Kemaskini Maklumat STPM/STP dan Setara

Peperiksaan Kali Pertama Peperiksaan Kali Kedua

ARAHAN:

- Calon STPM : Sekiranya mengambil peperiksaan melebihi satu kali dalam tempoh 3 tahun, sila isikan keputusan dua tahun terbaik dalam ruangan yang disediakan.
- Calon STP : Sekiranya mengambil peperiksaan melebihi satu kali, sila isikan hanya satu keputusan sahaja dalam ruangan yang disediakan.
- Sila lihat Kelayakan Sijil Tinggi Pelajaran Malaysia (STPM) bagi Maksud Pelantikan ke dalam Perkhidmatan Kerajaan.

Tahun* -- Sila Pilih --

Jenis* -- Sila Pilih --

Keputusan Peperiksaan	
MATAPELAJARAN	GRED

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 19 Academic Information - STPM/STP Page

- 2) Choose the exam year.
- 3) Choose the type of the exam. (STPM, STP, or HSC)
- 4) Click on Plus or Minus icon to add or remove subject information.
- 5) Fill in subject along with the grade.
- 6) If users take more than one exam, user may fill second information by clicking on Peperiksaan Kali Kedua (Second Examination).
- 7) Once completed, click on Simpan (Save) button to save the information.

E) STAM

- 1) Click on the STAM under the Maklumat Akademik (Academic Information).

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 20 Academic Information - STAM Page

- 2) Choose exam year.
- 3) Choose the level of exam.
- 4) Click on Plus or Minus icon to add or remove the subject information.
- 5) Fill in subject name along with grade.
- 6) If users attend more than one exam, user need to fill the Peperiksaan Kali Kedua (Second Exam) details.
- 7) Once finished, click on Simpan (Save) button to save the information.

F) Peperiksaan Tambahan (Additional Examination)

- 1) Click on the Peperiksaan Tambahan (Additional Examination) under the Maklumat Akademik (Academic Information).

Permohonan Jawatan Suruhanjaya x +

Not secure | espns.selangor.gov.my/index.php/recruitment/extra_exam

SPN Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor

Bahasa Malay (Default) | SITI NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama | Maklumat Pemohonan | Pengalaman Bekerja | **Maklumat Akademik** | Maklumat Ko-Kurikulum | Maklumat Tambahan | Jawatan Dipohon | Dokumen perlu dimuatnaik | Pengakuan Pemohon | Semakan Pemohonan

Laman Utama > Recruitment > Kemaskini Maklumat Peperiksaan Tambahan

Kemaskini Maklumat Peperiksaan Tambahan

Peperiksaan Bahasa Melayu, Matematik, Bahasa Inggeris bagi Kertas Julai atau setaraf

Peperiksaan Tambahan

MATAPELAJARAN*	GRED*	TAHUN*	
BAHASA MELAYU	5/5C/C+	2008	+
MATEMATIK JULAI	4/4B/B	2010	

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 [115])

Figure 21 Academic Information - Additional Exam Page

- 2) Click on the Plus or Minus icon to add or remove subject information.
- 3) Fill in the subject along with the grade.
- 4) Once finished, click on Simpan (Save) Button to save the information.

G) Pengajian Tinggi (Higher Education)

- 1) Click on the Pengajian Tinggi (Higher Education) under the Maklumat Akademik (Academic Information).

Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor

Bahasa Malay (Default) | SITI NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama | Maklumat Pemohonan | Pengalaman Bekerja | **Maklumat Akademik** | Maklumat Ko-Kurikulum | Maklumat Tambahan | Jawatan Dipohon | Dokumen perlu dimuatnaik

Pengakuan Pemohon | Semakan Pemohonan

Laman Utama | Recruitment | Kemaskini Keputusan Pengajian Tinggi PHD/Sarjana/Ijazah/Diploma/Sijil/Pelajar Semester Akhir

Kemaskini Keputusan Pengajian Tinggi PHD/Sarjana/Ijazah/Diploma/Sijil/Pelajar Semester Akhir

ARAHAN:

- Pelajar Tahun Akhir - Pelajar yang sedang menuntun di Semester Akhir tahun akhir pengajian sahaja. Pemohon perlu memaklumkan secara bertulis kepada SPA dengan menyertakan salinan transkrip penuh kelulusan yang telah disahkan apabila tamat pengajian.
- Pemohon dikehendaki memastikan kelayakan yang dimiliki adalah diktiraf oleh kerajaan untuk tujuan lantikan ke dalam perkhidmatan awam. Sila rujuk ke Unit Pengiktirafan Kelayakan di Bahagian Pembangunan Modal Insan, Jabatan Perkhidmatan Awam Malaysia untuk mengenalpasti pengiktirafan kelayakan yang dimiliki atau layari laman web Pengiktirafan Kelayakan.

Keputusan - 1 | Keputusan - 2 | Keputusan - 3 | Keputusan - 4 | Keputusan - 5

Tahun Graduali:

Peringkat Kelulusan:

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 22 Academic Information - Higher Education Page (1)

- 2) Fill in the fields needed.
- 3) If users attend more than one higher education, users may fill other details by clicking on Keputusan-2, Keputusan-3, Keputusan-4 or Keputusan-5.
- 4) Once finished, click on the Simpan (Save) button to save the information.

The screenshot shows a web browser window with the URL `espsn.selangor.gov.my/index.php/recruitment/higher_education`. The page contains a form for entering academic information. The form fields are as follows:

- Peringkat Kelulusan**: A dropdown menu with the text "-- Sila Pilih --".
- CGPA (PNGK)**: A text input field.
- Institusi Francals Luar Negara**: A dropdown menu with the text "-- Sila Pilih --".
- Institusi Mengeluarkan Sijil Yang Diktiraf Oleh Kerajaan Malaysia**: A text input field.
- Bidang**: A dropdown menu with the text "-- Sila Pilih --".
- Pengkhususan**: A text input field.
- Biasiswa Pengajian**: A dropdown menu with the text "-- Sila Pilih --".

At the bottom left of the form is a blue button labeled **Simpan**. At the bottom of the browser window, a status bar reads: "Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3682.86 | 115)".

Figure 23 Academic Information - Higher Education Page (2)

H) Profesional/Iktisas (Professional/Iktisas)

- 1) Click on the Profesional/Iktisas (Professional/Iktisas) under the Maklumat Akademik (Academic Information).
- 2) Click on Plus or Minus icon to add or remove the information.
- 3) Fill in either Professional Certificate or Iktisas Certificate or both.
- 4) Once finished, click on Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya x +

Not secure | espns.selangor.gov.my/index.php/recruitment/professional

SPN Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor

Bahasa Malay (Default) | Siti NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama | Maklumat Pemohonan | Pengalaman Bekerja | **Maklumat Akademik** | Maklumat Ko-Kurikulum | Maklumat Tambahan | Jawatan Dipohon | Dokumen perlu dimuatnaik

Pengakuan Pemohon | Semakan Pemohonan

Laman Utama > Recruitment > Kemaskini Kelayakan Daripada Badan-Badan Profesional dan Ikhtisas

Kemaskini Kelayakan Daripada Badan-Badan Profesional dan Ikhtisas

Ruangan ini perlu diisi oleh pemohon yang memiliki sijil daripada badan-badan profesional dan ikhtisas yang diiktiraf oleh kerajaan selain daripada butiran Kelulusan Pengajian Tinggi ATAU salah satu daripada syarat-syarat kelayakan masuk ke jawatan berkenaan.

Sijil Profesional

SIJIL PROFESIONAL*	TARIKH KEAHLIAN/SIJIL*	NO KEAHLIAN*	
			+

Sijil Ikhtisas

SIJIL IKHTISAS*	TARIKH KEAHLIAN/SIJIL*	
		+

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73 0 3683 86 | 115)

Figure 24 Academic Information - Professional/Iktisas Page

1.1.4 Maklumat Ko-Kurikulum (Co-curriculum Information)

By hovering to the Maklumat Ko-Kurikulum (Co-curriculum Information), there will be two sub-menu which are Sukan/Persatuan (Sports/Clubs) and Rekapipta/Pencapaian (Innovations/Achievements).

A) Sukan/Persatuan (Sports/Clubs)

- 1) Click on the Sukan/Persatuan (Sports/Clubs) under the Maklumat Ko-Kurikulum (Co-curriculum Information).
- 2) Click on the Plus or Minus icon on the right to add or remove the information.
- 3) Fill in for sports, clubs or both.
- 4) Once finished, click on Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya: x +

← → ↻ Not secure | espns.selangor.gov.my/index.php/recruitment/sports

Sarawak Malay (Default) SITI NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama Maklumat Pemohonan Pengalaman Bekerja Maklumat Akademik Maklumat Ko-Kurikulum Maklumat Tambahan Jawatan Dipohon Dokumen perlu dimuatnaik Pengiraan Pemohon Semakan Pemohonan

Laman Utama Recruitment Kemaskini Maklumat Sukan dan Persatuan

Kemaskini Maklumat Sukan dan Persatuan

Sukan

SUKAN	PERINGKAT
BADMINTON	SEKOLAH

Persatuan

PERSATUAN	JAWATAN	PERINGKAT
PUTERI ISLAM	AHLI JAWATANKUASA	SEKOLAH

Simpan

Recruitment Management System @ EPMS Version 4.6.6.1 (Chrome/73.0.3683.96 | 115)

Figure 25 Co-Curriculum Information - Sports/Clubs Page

B) Rekapipta/Pencapaian (Innovations/Achievements)

- 1) Click on the Rekapipta/Pencapaian (Innovations/Achievements) under the Maklumat Ko-Kurikulum (Co-curriculum Information).
- 2) Click on the Plus or Minus icon on the right to add or remove the information.
- 3) Fill in the innovation details, achievement details or both.
- 4) Once finished, click on Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya +

← → ↻ Not secure | espns.selangor.gov.my/index.php/recruitment/innovation

SPN Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor

Bahasa Malay (Default) 🔔 👤 SITI NORHAYATI BINTI MOKTI 🏠

RECRUITMENT **ME**

Laman Utama ▾ Maklumat Pemohonan ▾ Pengalaman Bekerja ▾ Maklumat Akademik ▾ **Maklumat Ko-Kurikulum** ▾ Maklumat Tambahan ▾ Jawatan Dipohon ▾ Dokumen perlu dimuatnaik ▾

Pengakuan Pemohon ▾ Semakan Pemohonan ▾

Laman Utama ▸ Recruitment ▸ Kemaskini Maklumat Rekacipta dan Pencapaian Khas

Kemaskini Maklumat Rekacipta dan Pencapaian Khas

Rekacipta dan Inovasi

JENIS	SUMBANGAN	PERINGKAT	TAHUN
BOX MUZIK	REKACIPTA DAN INOVASI	SEKOLAH	2003

Pencapaian Khas/Istimewa

NYATAKAN	TAHUN
----------	-------

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 26 Co-Curriculum Information - Innovations/Achievements Page

1.1.5 Maklumat Tambahan (Additional Information)

By hovering to the Maklumat Tambahan (Additional Information), there will be three sub-menu which are Bakat/Kebolehan Bahasa (Talent/Language Proficiency), Bekas Tentera/Polis (Ex-Military/Cops) and Penerima Bantuan/Kurang Upaya (Beneficiary/Disabilities).

A) Bakat/Kebolehan Bahasa (Talent/Language Proficiency)

- 1) Click on the Bakat/Kebolehan Bahasa (Talent/Language Proficiency) under the Maklumat Tambahan (Additional Information).
- 2) Click on the Plus or Minus icon to add or remove the information
- 3) Fill in the talent details, language proficiency or both.
- 4) Once finished, click on Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya

Not secure | espns.selangor.gov.my/index.php/recruitment/talent

Laman Utama • Recruitment • Kemaskini Maklumat Bakat dan Kebolehan Bahasa

Kemaskini Maklumat Bakat dan Kebolehan Bahasa

Bakat

Ruangan ini hanya diisi oleh pemohon yang memohon jawatan di bawah Klasifikasi Perkhidmatan Bakat dan Seni.

JENIS BAKAT

FOTOGRAFI

TARIAN

Kebolehan Bahasa / Dialek Selain Bahasa Melayu

BAHASA / DIALEK

PENGUASAAN

BAHASA INGGERIS

BERTUTUR DAN MENULIS

BAHASA THAI

BERTUTUR

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 27 Additional Information -Talent/Language Proficiency Page

B) Bekas Tentera/Polis (Ex-Military/Cops)

- 1) Click on the Bekas Tentera/Polis (Ex-Military/Cops) under the Maklumat Tambahan (Additional Information).

Permohonan Jawatan Suruhanjaya

Not secure | espns.selangor.gov.my/index.php/recruitment/military

Bahasa Melayu (Default)

SITI NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama • Maklumat Pemohonan • Pengalaman Bekerja • Maklumat Akademik • Maklumat Ko-Kurikulum • Maklumat Tambahan • Jawatan Dipohon • Dokumen perlu dimuatnaik • Pengakuan Pemohon • Semakan Pemohonan

Laman Utama • Recruitment • Kemaskini Maklumat Bekas Tentera / Bekas Polis

Kemaskini Maklumat Bekas Tentera / Bekas Polis

ARAHAN:

- Bekas tentera perlu mengemukakan Buku Tamat Perkhidmatan semasa menghadiri temu duga.

Kategori

BEKAS POLIS

Pangkat

KONSTABEL (KONS)

Pencen / Ganjaran

MENERIMA PENCEN

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 28 Additional Information - Ex-Military/Cops Page

- 2) Choose the kategori (categories).
- 3) Choose the pangkat (ranks).
- 4) Choose the pencen/ganjaran (pension/reward).
- 5) Once finished, click on the Simpan (Save) button to save the information.

C) Penerima Bantuan / Kurang Upaya (Beneficiaries / Disabilities)

- 1) Click on the Penerima Bantuan / Kurang Upaya (Beneficiaries / Disabilities) under the Maklumat Tambahan (Additional Information).

Penerima Bantuan

ARAHAN:

- Isikan sekiranya ibu/bapa/pemohon menerima bantuan Program Kesejahteraan Rakyat / Bantuan Kebajikan Masyarakat / Program Perumahan Rakyat atau sebagainya.

Jenis Bantuan

No. Pendaftaran / Rujukan

Kurang Upaya

ARAHAN:

- Untuk diisi oleh Orang Kurang Upaya (OKU) sahaja.

Jenis Kurang Upaya

No. Pendaftaran

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 29 Additional Information - Beneficiaries/Disabilities Page

- 2) Fill in the details for Penerima Bantuan (Beneficiaries), Kurang Upaya (Disabilities) or both.
- 3) Once finished, click on Simpan (Save) button to save the information.

1.1.6 Jawatan Dipohon (Position Applied)

By hovering to the Jawatan Dipohon (Position Applied), there will be only one sub-menu which is Jawatan SPN Selangor (SPN Selangor Position).

A) Jawatan SPN Selangor (SPN Selangor Position)

- 1) Click on Jawatan SPN Selangor (SPN Selangor Position) under the Jawatan Dipohon (Position Applied).

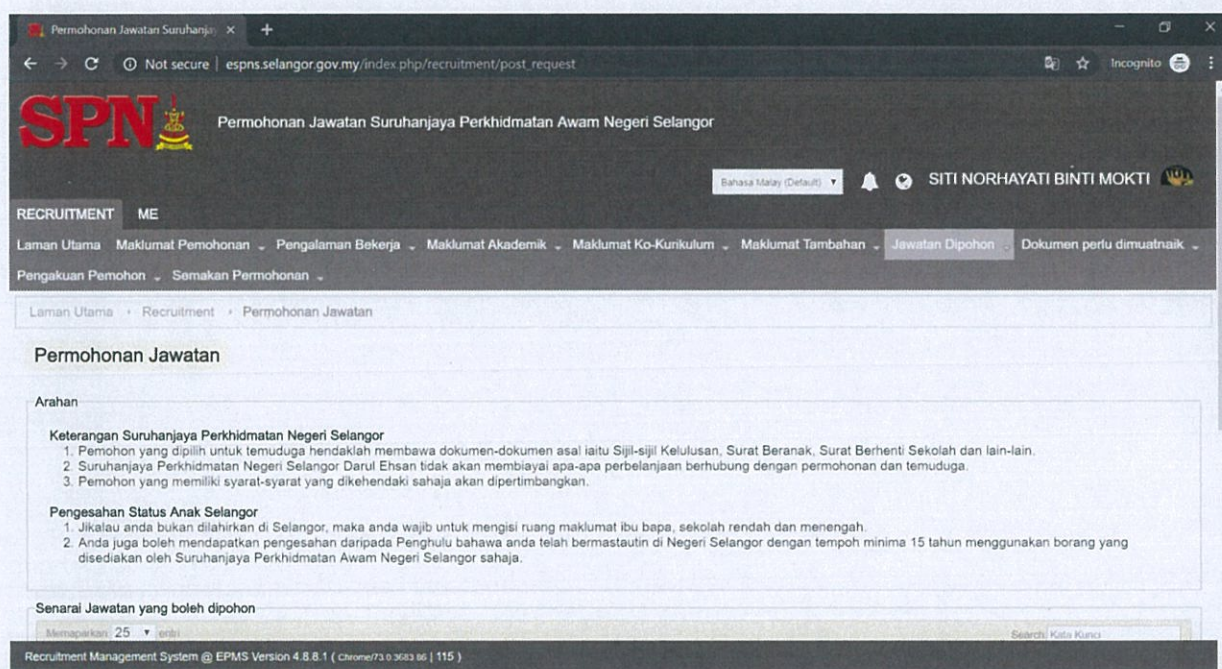


Figure 30 Position Applied Page (1)

- 2) Users may see the positions available to apply under the Senarai Jawatan yang boleh dipohon (List of Positions that can be applied).
- 3) Users may fill in the Senarai Jawatan Terkini Yang Dipohon (List of Position that already being applied).
- 4) Maximum of 4 positions can only be applied by users at certain advertisement.
- 5) Once finished, click on Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya

Not secure | espns.selangor.gov.my/index.php/recruitment/post_request

Pengesahan Status Anak Selangor

1. Jikalau anda bukan dilahirkan di Selangor, maka anda wajib untuk mengisi ruang maklumat ibu bapa, sekolah rendah dan menengah.
2. Anda juga boleh mendapatkan pengesahan daripada Penghulu bahawa anda telah bermastautin di Negeri Selangor dengan tempoh minima 15 tahun menggunakan borang yang disediakan oleh Suruhanjaya Perkhidmatan Awam Negeri Selangor sahaja.

Senarai Jawatan yang boleh dipohon

Memaparkan 25 entri

Search: Kata Kunci

Gred: Jawatan

Tiada lagi data

Portama | Sebelum | Selanjutnya | Terakhir

Showing 0 to 0 of 0 entries

Memohon Jawatan

Jawatan Telah Diharfar

Senarai Jawatan Terkini Yang Dipohon

Select post

(Maksimum 4 jawatan dibenarkan)

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

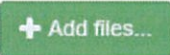
Figure 31 Position Applied Page (2)

1.1.7 Dokumen perlu dimuatnaik (Documents need to be uploaded)

By hovering to the Dokumen perlu dimuatnaik (Documents need to be uploaded), there will be only one sub-menu which is Senarai Semak (Checklist).

A) Senarai Semak (Checklist)

- 1) Click on the Senarai Semak (Checklist) under the Dokumen perlu dimuatnaik (Documents need to be uploaded).

- 2) Click on the  button to upload the files.

- 3) Users may delete the uploaded document by clicking on the  button.

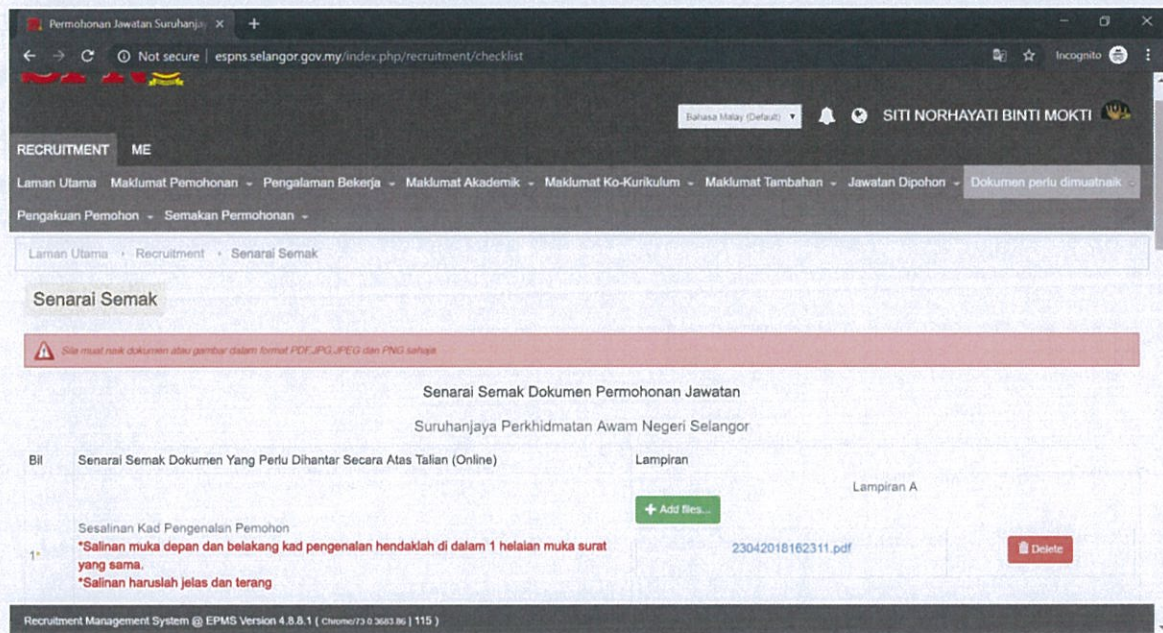


Figure 32 Documents Uploaded Page

1.1.8 Pengakuan Pemohon (Applicant Acknowledgement)

By hovering to the Pengakuan Pemohon (Applicant Acknowledgement), there will be three sub-menus which are Rujukan (Reference), Perakuan (Certificate), and Resume.

A) Rujukan (Reference)

- 1) Click on the Rujukan (Reference) under the Pengakuan Pemohon (Applicant Acknowledgement).

Permohonan Jawatan Suruhanjaya x +

Not secure | espns.selangor.gov.my/index.php/recruitment/reference

SPN Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor

Bahasa Melayu (Default) | SITI NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama | Maklumat Pemohonan | Pengalaman Bekerja | Maklumat Akademik | Maklumat Ko-Kurikulum | Maklumat Tambahan | Jawatan Dipohon | Dokumen perlu dimuatnaik

Pengakuan Pemohon | Semakan Pemohonan

Laman Utama | Recruitment | Kemaskini Rujukan

Kemaskini Rujukan

Rujukan Pertama

Nama* ZARINA BINTI MOKTI

Jawatan SURU RUMAH

No. Telefon* 0136922356

E-Mel *

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 33 Reference Details Page (1)

- 2) There will be two reference's details that need to be filled by users.
- 3) Fill in the reference details.
- 4) Click on Simpan (Save) button to save the information.

Permohonan Jawatan Suruhanjaya x +

Not secure | espns.selangor.gov.my/index.php/recruitment/reference

SPN Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor

Bahasa Melayu (Default) | SITI NORHAYATI BINTI MOKTI

RECRUITMENT ME

Laman Utama | Maklumat Pemohonan | Pengalaman Bekerja | Maklumat Akademik | Maklumat Ko-Kurikulum | Maklumat Tambahan | Jawatan Dipohon | Dokumen perlu dimuatnaik

Pengakuan Pemohon | Semakan Pemohonan

Laman Utama | Recruitment | Kemaskini Rujukan

Kemaskini Rujukan

Rujukan Kedua

No. Telefon* 0145487098

E-Mel liebdk@gmail.com

Alamat KLANG, SELANGOR

Rujukan Kedua Hubungan KAKAK SAUDARA

Simpan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 34 Reference Details Page (2)

B) Perakuan (Certificate)

- 1) Click on the Perakuan (Certificate) under the Pengakuan Pemohon (Applicant Acknowledgement).
- 2) Tick the box at Saya Setuju (I agree) under Pengakuan Pemohon (Applicant Acknowledgement).
- 3) If any, tick the box on Pernah mendapat tawaran / bekerja melalui SPN Selangor (Have experience working on SPN Selangor).
- 4) Click on Hantar Pemohonan (Submit Application) when users confirm that everything has been filled.

Permohonan Jawatan Suruhanjaya: x +

← → ↻ ⓘ Not secure | espns.selangor.gov.my/index.php/recruitment/declaration

Tempoh Menetap Di Selangor : 12 Tahun

Permohonan Baru Yang Sudah Memohon

TIADA REKOD PERMOHONAN BARU YANG SUDAH MEMOHON

Permohonan Baru Yang Ingin Dipohon

1. PENOLONG PEGAWAI PERTANIAN[G29]

Pengakuan Pemohon

Di bawah Seksyen 5, Akta Suruhanjaya-suruhanjaya Perkhidmatan 1957 (Semakan 1989), seseorang pemohon yang memberi maklumat palsu atau mengelirukan dalam borang permohonan jika disabitkan boleh dihukum penjara dua(2) tahun atau denda dua ribu Ringgit Malaysia (RM2,000) atau kedua-duanya sekali.

Saya akui bahawa maklumat yang diberi adalah benar dan sekiranya maklumat itu didapati palsu, permohonan saya akan terbatal dan sekiranya saya telah ditawarkan jawatan, perkhidmatan saya akan ditamatkan serta-merta.

Nota:

- Pendaftaran anda akan dimaklumkan sebaik sahaja proses pendaftaran dilaksanakan.
- Permohonan hanya melalui atas talian, dokumen permohonan tidak perlu dihantar ke SPN Selangor.

☐ Pernah mendapat tawaran / bekerja melalui SPN Selangor

☒ Saya setuju

Hantar Pemohonan

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 35 Certificate Details Page

C) Resume

- 1) Click on the Resume under the Pengakuan Pemohon (Applicant Acknowledgement).
- 2) Here, users may view their information that already being filled.
- 3) Users may print the resume by clicking on the  **Cetak** button.

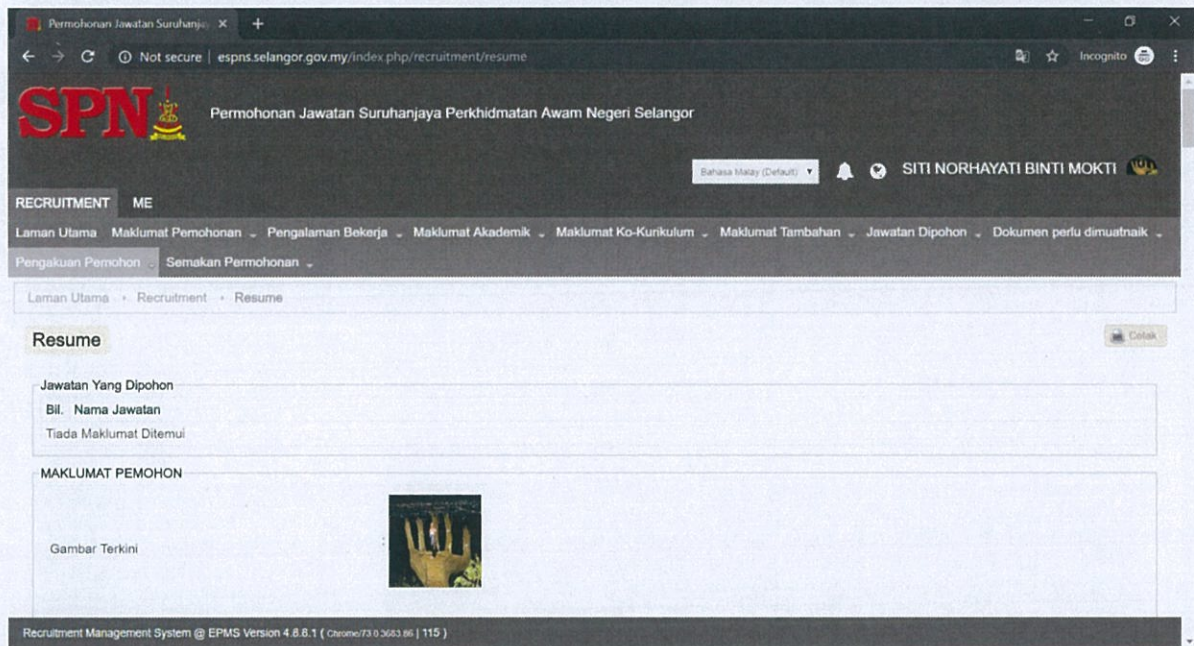


Figure 36 Resume Page

1.1.9 Semakan Permohonan (Application Review)

By hovering to the Semakan Permohonan (Application Review), there will be only one sub-menu which is Semakan (Review).

- A) Semakan (Review)
 - 1) Click on the Semakan (Review) under the Semakan Permohonan (Application Review).
 - 2) Here, users may see all of their application along with its status.

The screenshot shows a web browser window with the URL `esprn.selangor.gov.my/index.php/recruitment/review`. The page header includes the SPN logo and the text "Permohonan Jawatan Suruhanjaya Perkhidmatan Awam Negeri Selangor". The user is logged in as "SITI NORHAYATI BINTI MOKTI". The navigation menu includes "RECRUITMENT" and "ME". The main content area is titled "Status Jawatan Yang Dipohon" and contains a notice: "Permohonan dianggap tidak berjaya sekiranya status terkini bukan 'Ditawarkan Jawatan' selepas 6 bulan dari tarikh tamat pengambilan." Below this is a table with the following structure:

PENGAMBILAN TAHUN 2019 (AMBILAN 1) (10 Mar 2019) hingga (24 Mar 2019)		
Bil.	Nama Jawatan	Status Terkini

The footer of the page reads: "Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0 3683.86 | 115)".

Figure 37 Application Review Page

1.2 User Account

Users may view the user account by clicking on Me on the upper menu of eSPNS Recruitment System.

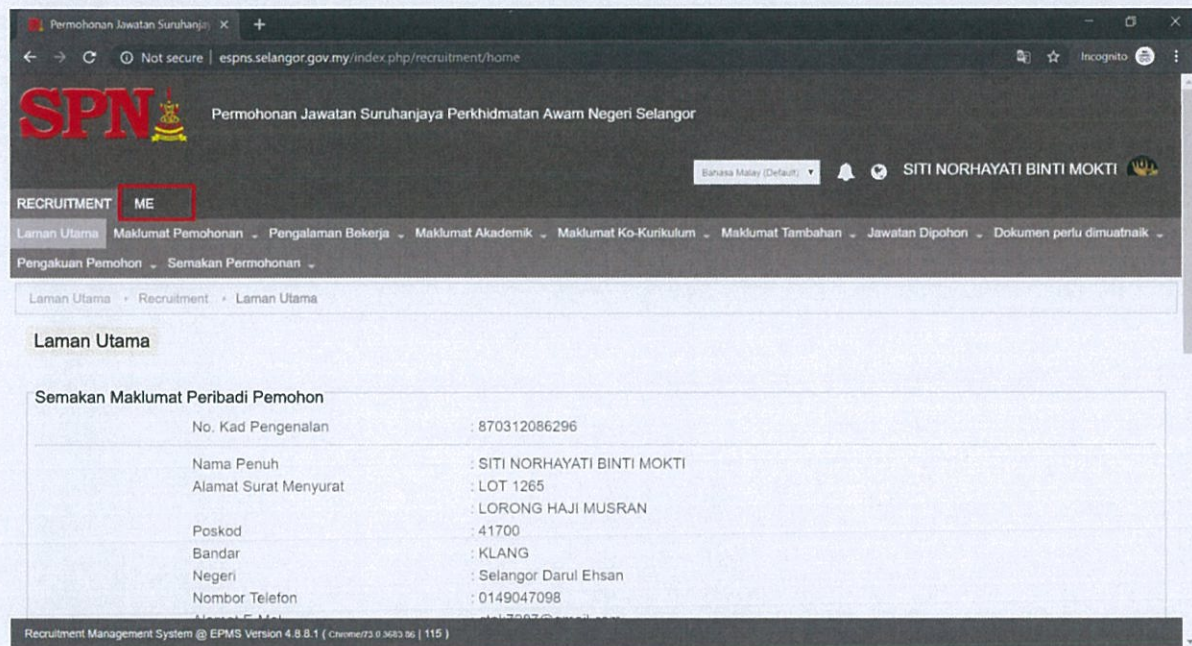


Figure 38 User Account Page

By hovering to Me, there will be four sub-menu which are user's account, activity, profile and settings.

1.2.1 User's Account Details

By clicking on the user's name under the Me, will redirect users to their account pages.

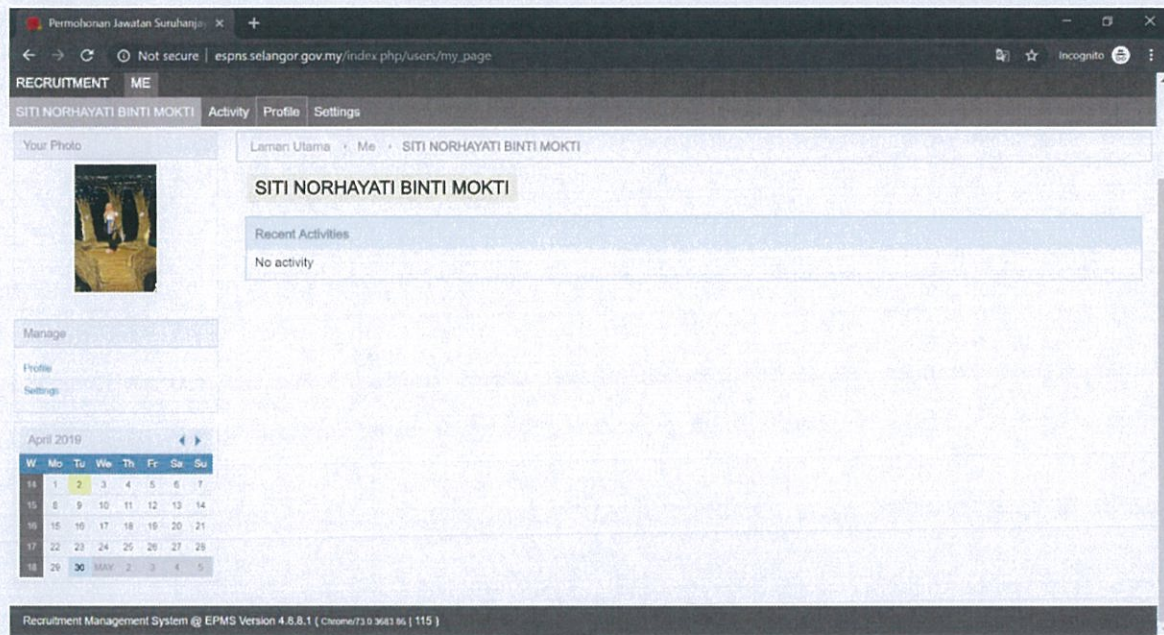


Figure 39 User's Account Details Page

1.2.2 Activity

Click on the Activity under the Me. Here users may see their activities on the eSPNS Recruitment System. This activities is recorded by the system which include user's application.

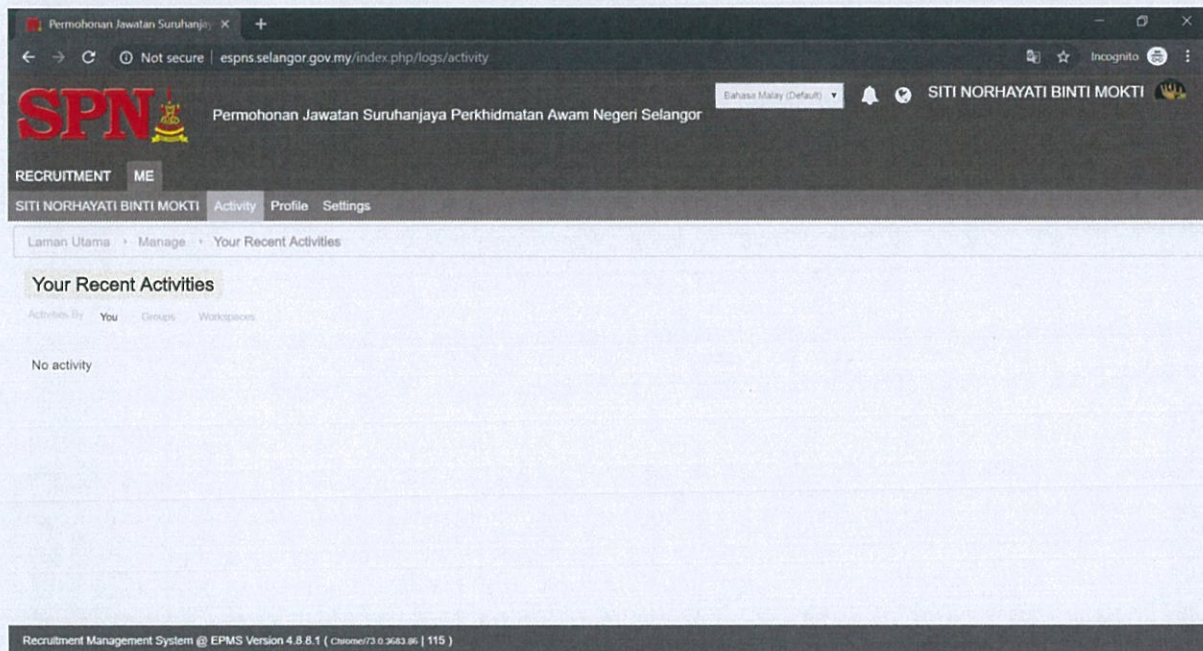


Figure 40 Activity Page

1.2.3 Profile

By clicking on the profile under the Me, users may see their respective profile information.

- A) Account Info
 - 1) Click on the account info.
 - 2) Users may edit the Displayed Name.
 - 3) Users may edit the Primary Email Address
 - 4) Once finished, users may click on Update Account to save update the information.

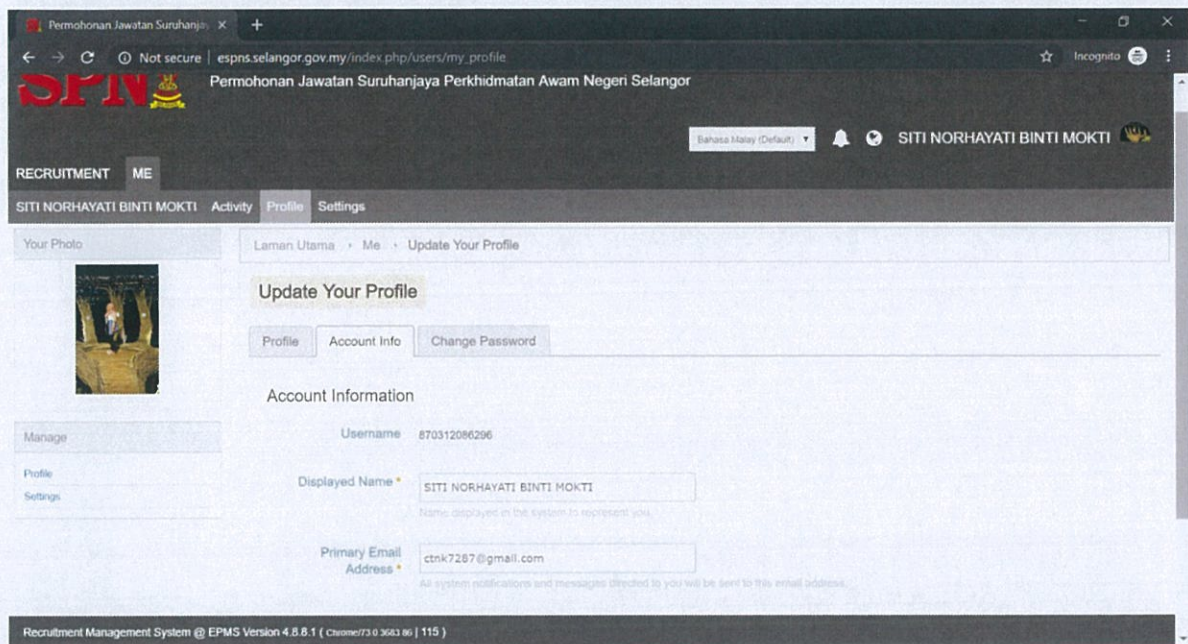


Figure 41 Profile Page

B) Change Password

- 1) Click in Change Password.
- 2) Fill in the Old Password.
- 3) Fill in the New Password.
- 4) Fill in the Repeat Password which is same as the New Password.
- 5) Once finished, click on Change Password to save the information.

Permohonan Jawatan Suruhany: X +

Not secure | espns.selangor.gov.my/index.php/users/my_profile

SITI NORHAYATI BINTI MOKTI Activity Profile Settings

Your Photo Laman Utama Me Update Your Profile

Update Your Profile

Profile Account Info Change Password

Change Password

Old Password Insert old password

New Password Password must be between 6 to 30 characters in length

Repeat Password Password must be between 6 to 30 characters in length

Last Password change March 5, 2019 8:25 AM

Change Password

Recruitment Management System @ EPMS Version 4.8.8.1 (Chrome/73.0.3683.86 | 115)

Figure 42 Change Password Page

~ END USER GUIDE ~

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