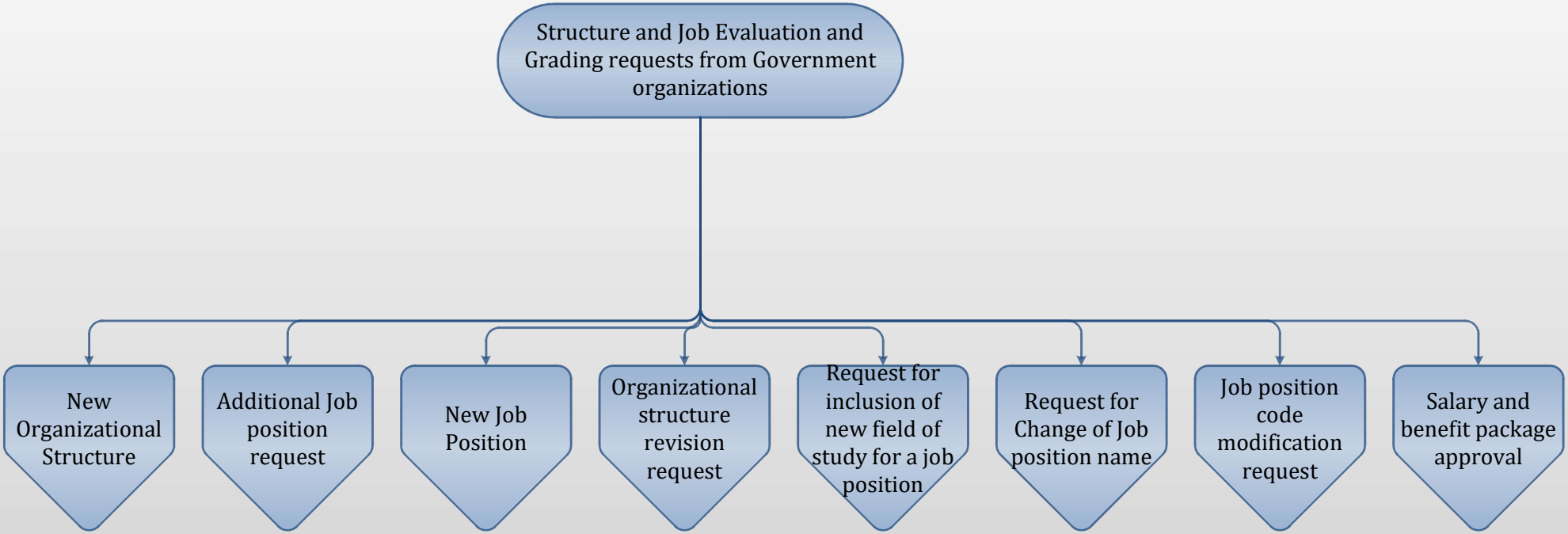
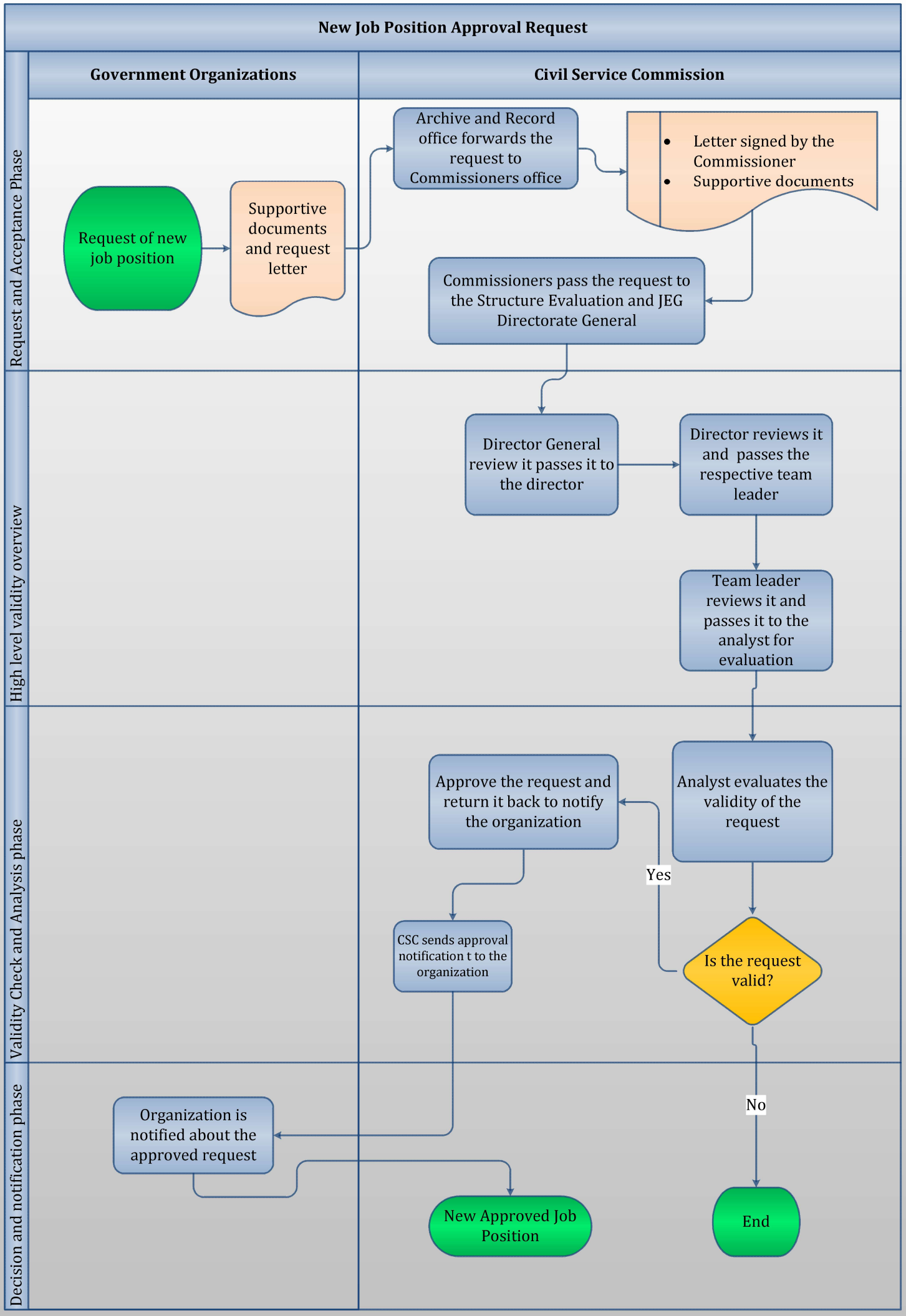
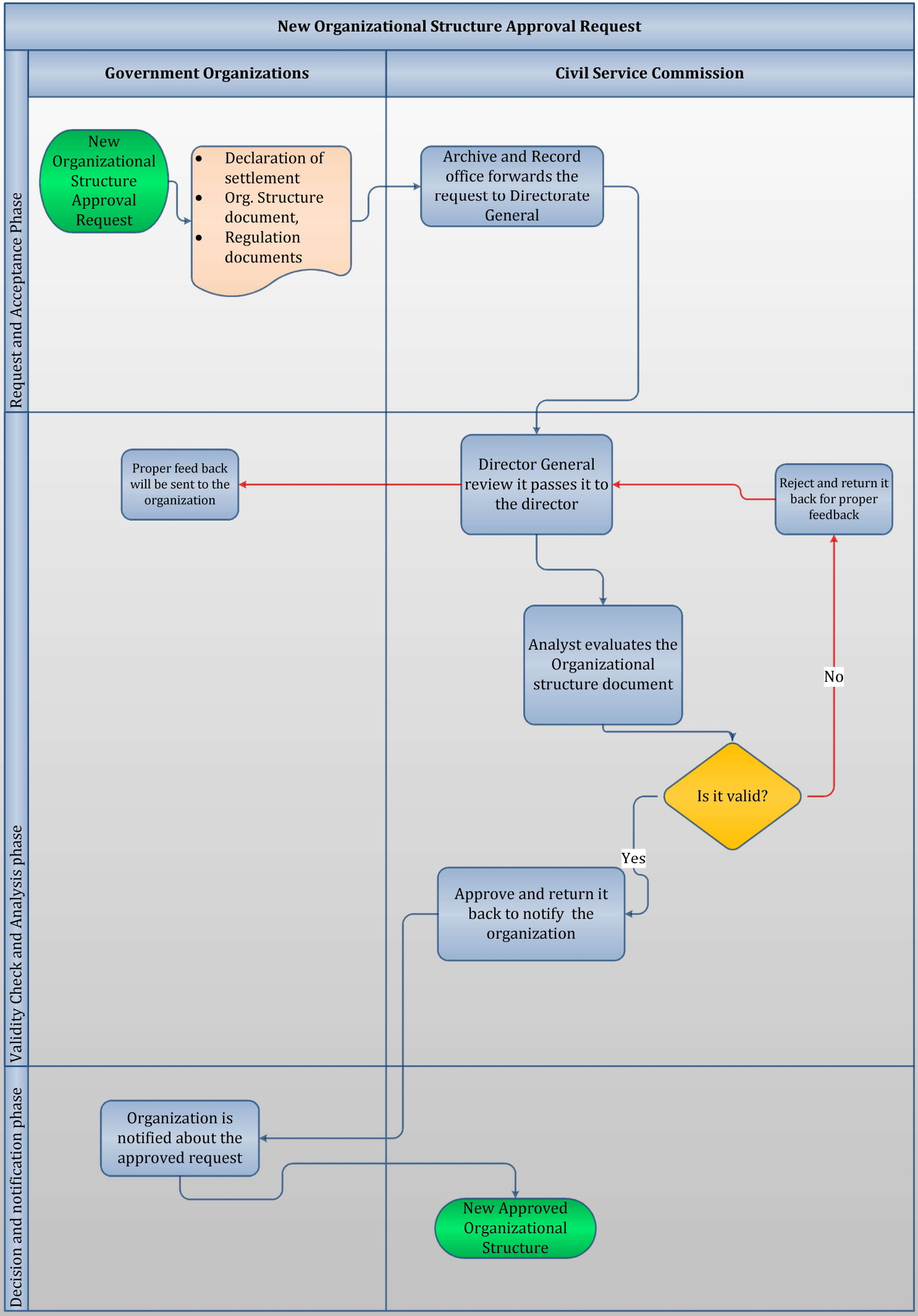
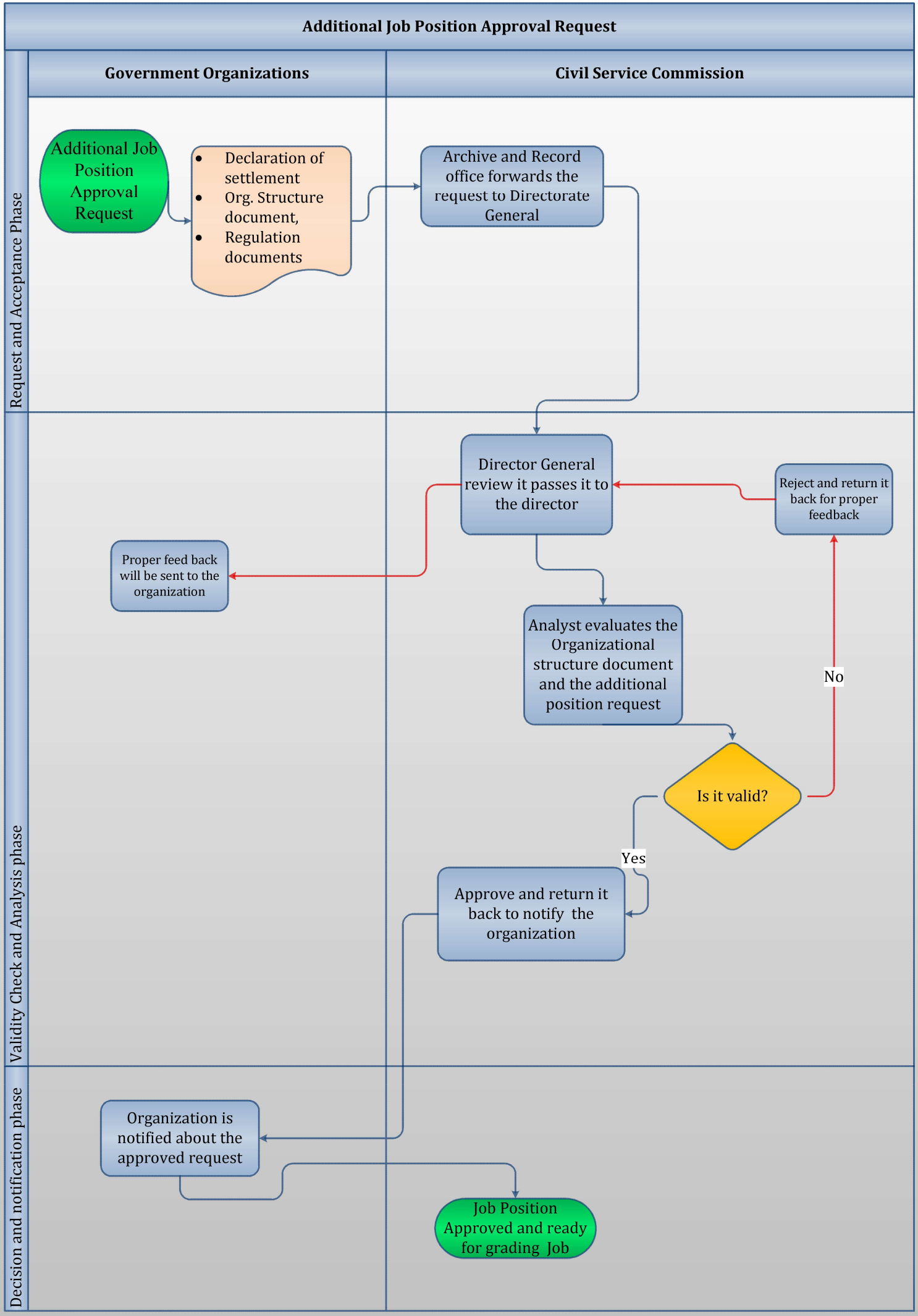
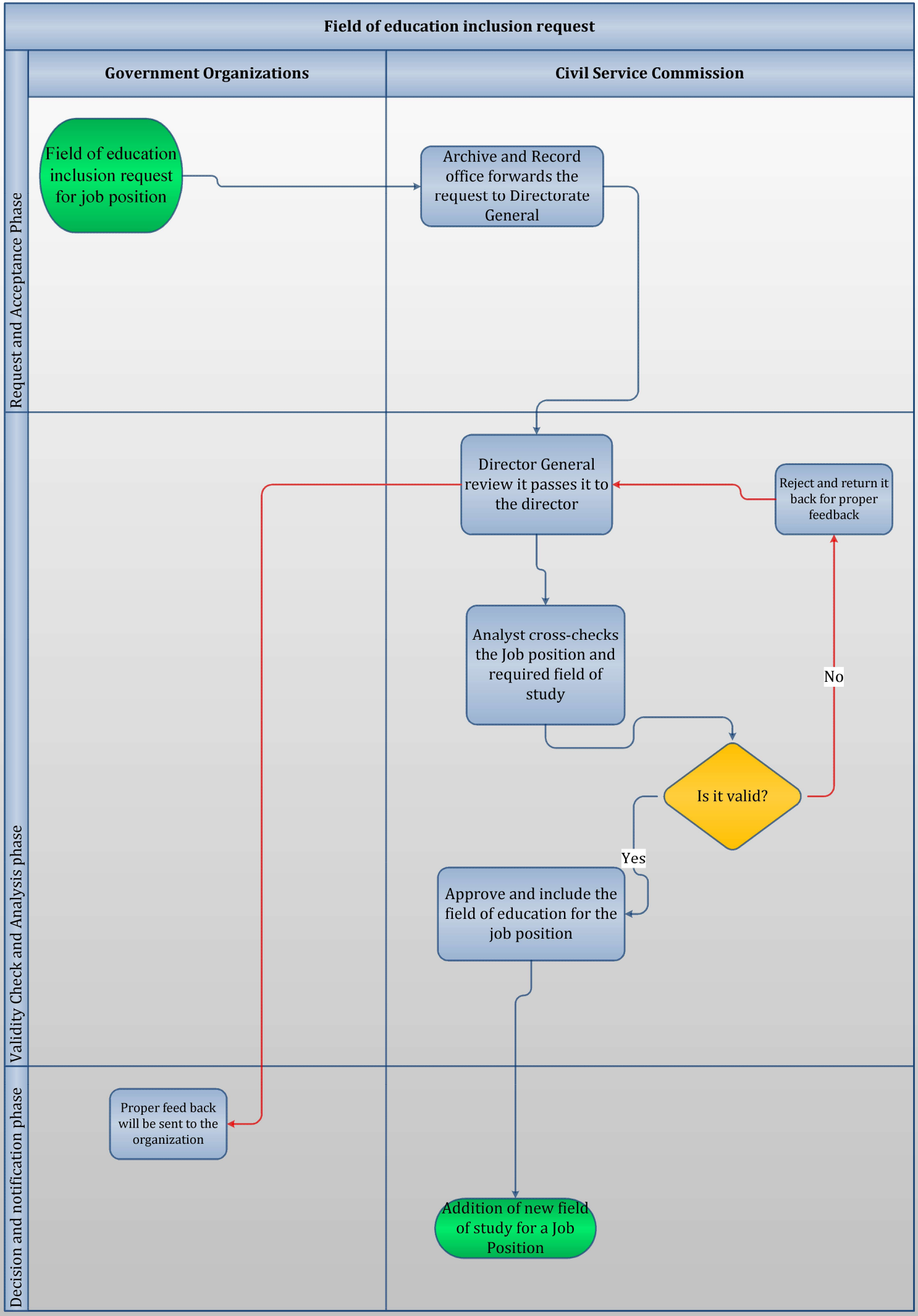
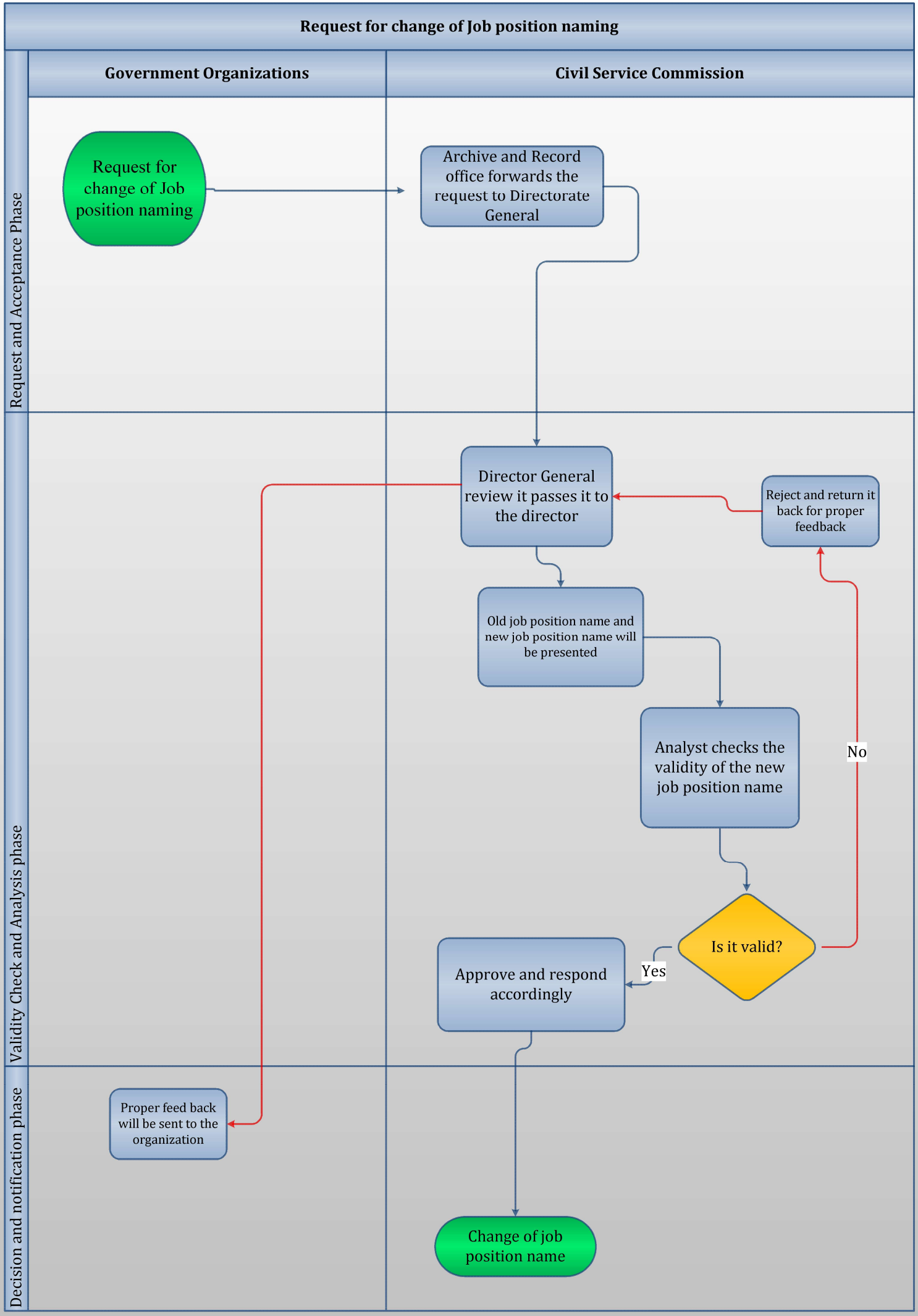

Structure and Job Evaluation and Grading requests from Government organizations
New Organizational Structure
Additional Job position request
New Job Position
Organizational structure revision request
Request for inclusion of new field of study for a job position
Request for Change of Job position name
Job position code modification request
Salary and benefit package approval

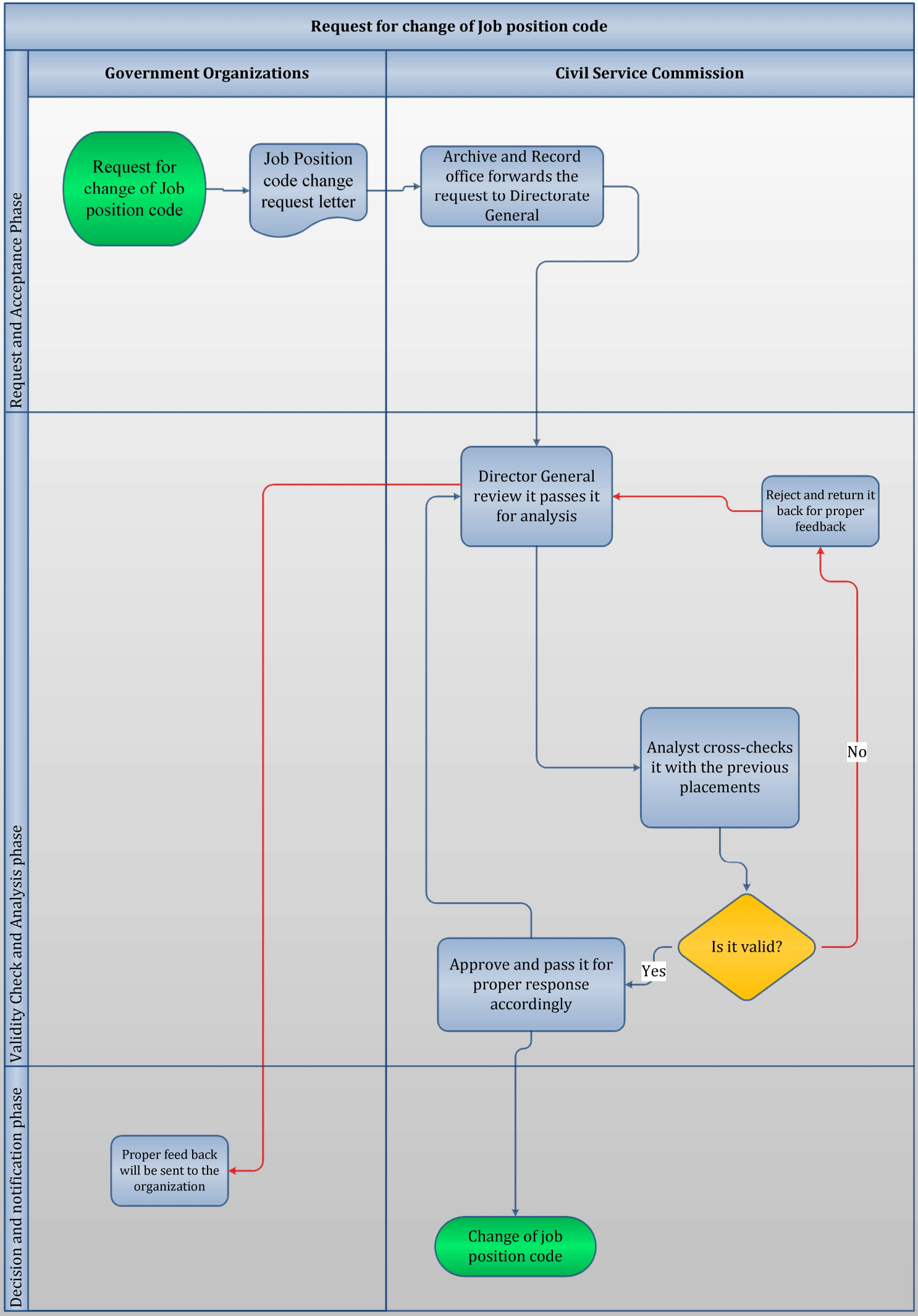

New Job Position Approval Request
Government Organizations
Civil Service Commission
Request and Acceptance Phase
High level validity overview
Validity Check and Analysis phase
Decision and notification phase
Request of new job position
Supportive documents and request letter
Archive and Record office forwards the request to Commissioners office
Letter signed by the Commissioner
Supportive documents
Commissioners pass the request to the Structure Evaluation and JEG Directorate General
Director General review it passes it to the director
Director reviews it and passes the respective team leader
Team leader reviews it and passes it to the analyst for evaluation
Analyst evaluates the validity of the request
Is the request valid?
Yes
No
Approve the request and return it back to notify the organization
CSC sends approval notification t to the organization
Organization is notified about the approved request
New Approved Job Position
End

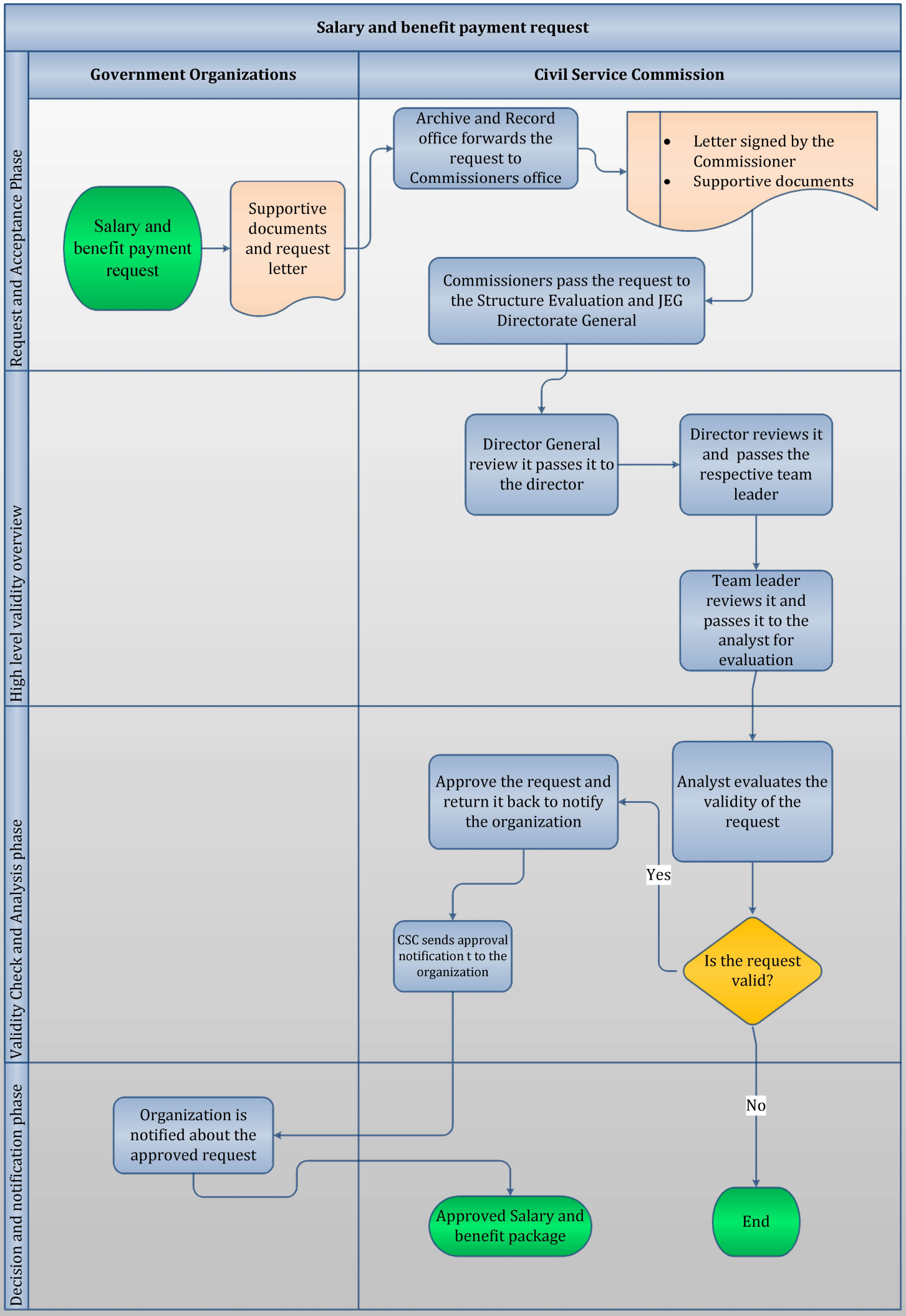

New Organizational Structure Approval Request
Government Organizations
Civil Service Commission
Request and Acceptance Phase
New Organizational Structure Approval Request
Declaration of settlement
Org. Structure document,
Regulation documents
Archive and Record office forwards the request to Directorate General
Validity Check and Analysis phase
Proper feed back will be sent to the organization
Director General review it passes it to the director
Reject and return it back for proper feedback
Analyst evaluates the Organizational structure document
No
Is it valid?
Yes
Approve and return it back to notify the organization
Decision and notification phase
Organization is notified about the approved request
New Approved Organizational Structure

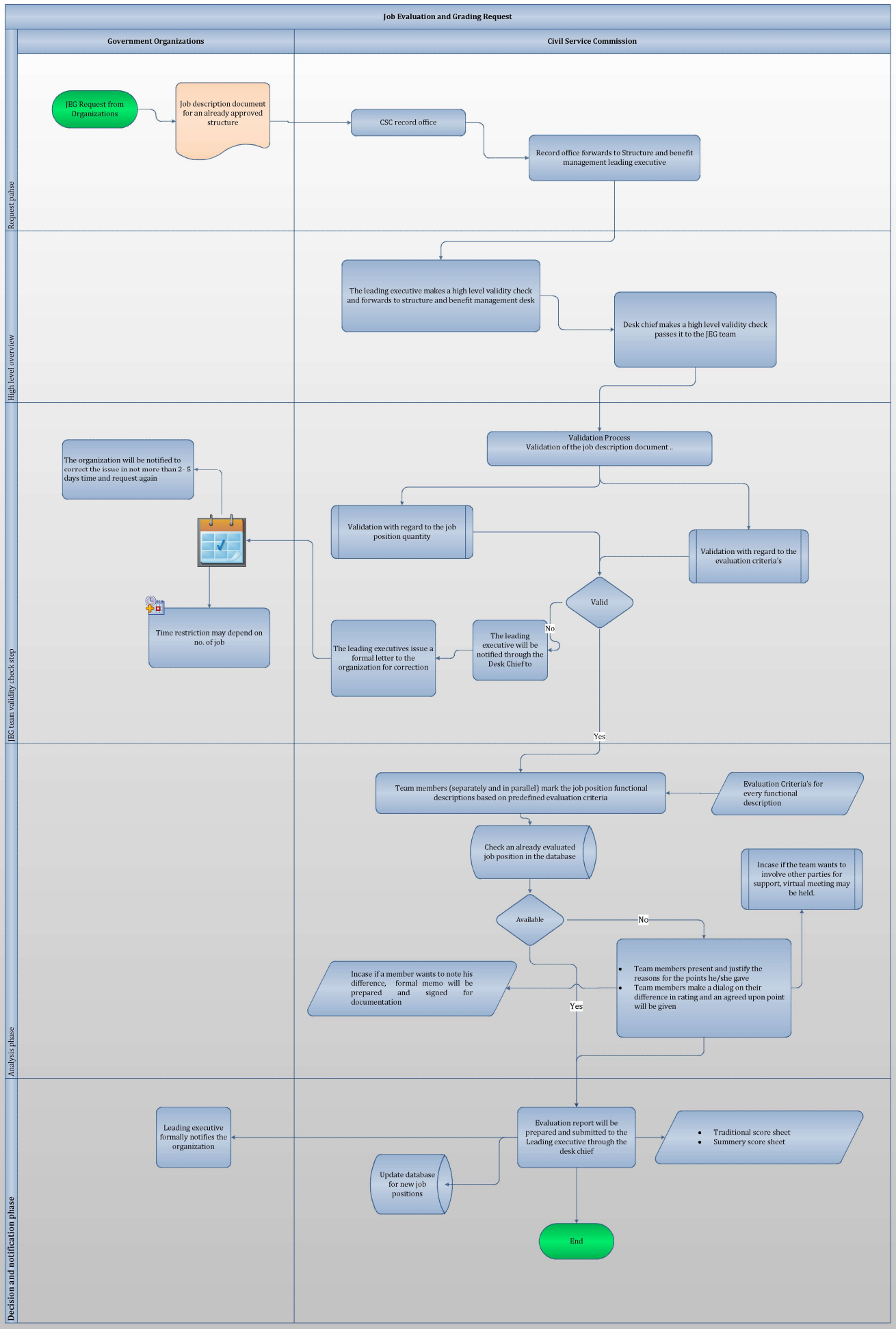

Additional Job Position Approval Request
Government Organizations
Civil Service Commission
Request and Acceptance Phase
Validity Check and Analysis phase
Decision and notification phase
Additional Job Position Approval Request
Declaration of settlement
Org. Structure document,
Regulation documents
Archive and Record office forwards the request to Directorate General
Director General review it passes it to the director
Reject and return it back for proper feedback
Proper feed back will be sent to the organization
Analyst evaluates the Organizational structure document and the additional position request
No
Is it valid?
Yes
Approve and return it back to notify the organization
Organization is notified about the approved request
Job Position Approved and ready for grading Job

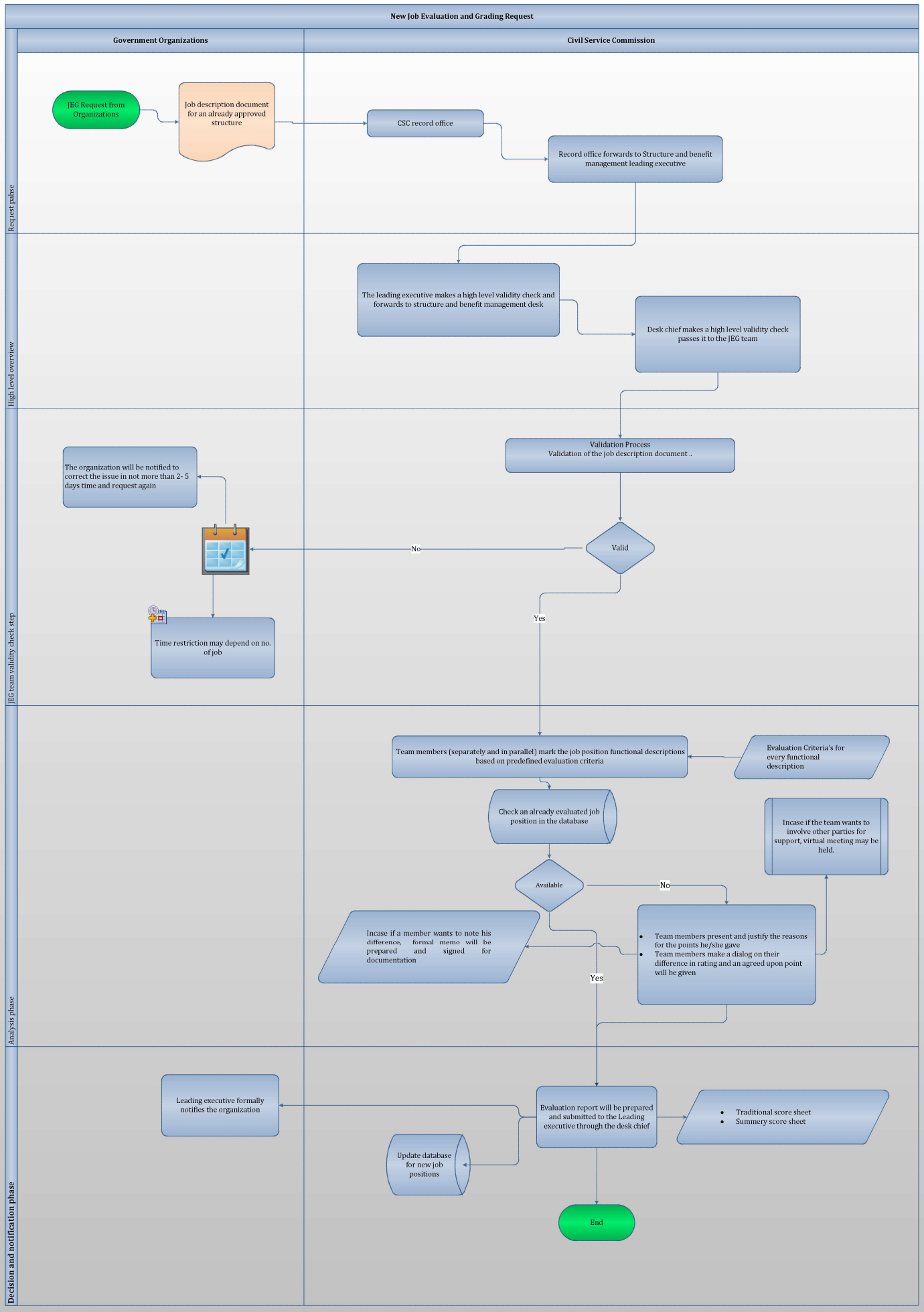

Field of education inclusion request
Government Organizations
Civil Service Commission
Request and Acceptance Phase
Validity Check and Analysis phase
Decision and notification phase
Field of education inclusion request for job position
Archive and Record office forwards the request to Directorate General
Director General review it passes it to the director
Reject and return it back for proper feedback
Analyst cross-checks the Job position and required field of study
No
Is it valid?
Yes
Approve and include the field of education for the job position
Proper feed back will be sent to the organization
Addition of new field of study for a Job Position

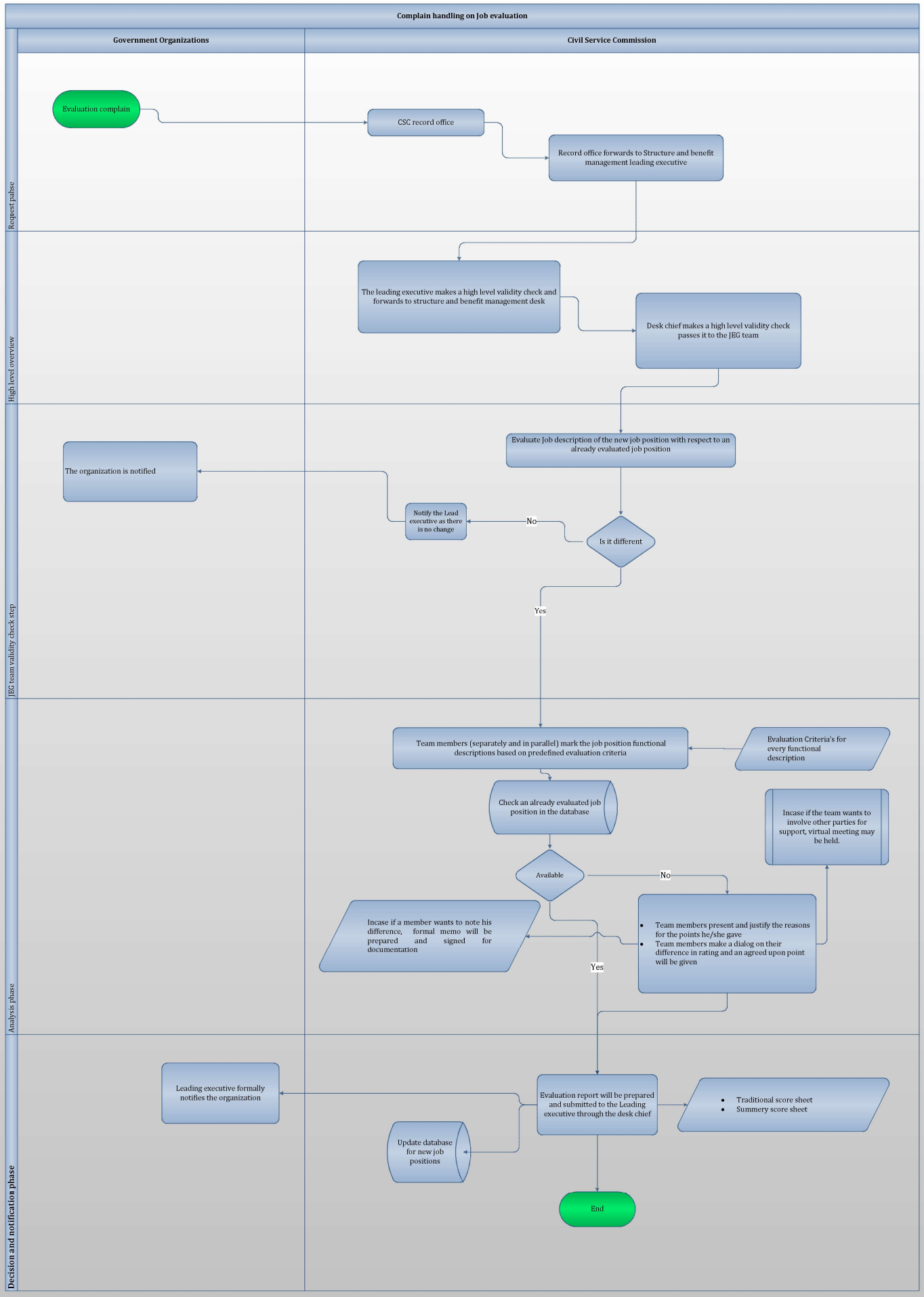

Request for change of Job position naming
Government Organizations
Civil Service Commission
Request and Acceptance Phase
Validity Check and Analysis phase
Decision and notification phase
Request for change of Job position naming
Archive and Record office forwards the request to Directorate General
Director General review it passes it to the director
Reject and return it back for proper feedback
Old job position name and new job position name will be presented
Analyst checks the validity of the new job position name
No
Is it valid?
Yes
Approve and respond accordingly
Proper feed back will be sent to the organization
Change of job position name


Request for change of Job position code
Government Organizations
Civil Service Commission
Request and Acceptance Phase
Validity Check and Analysis phase
Decision and notification phase
Request for change of Job position code
Job Position code change request letter
Archive and Record office forwards the request to Directorate General
Director General review it passes it for analysis
Reject and return it back for proper feedback
Analyst cross-checks it with the previous placements
No
Is it valid?
Yes
Approve and pass it for proper response accordingly
Proper feed back will be sent to the organization
Change of job position code


Salary and benefit payment request
Government Organizations
Civil Service Commission
Request and Acceptance Phase
Salary and benefit payment request
Supportive documents and request letter
Archive and Record office forwards the request to Commissioners office
Letter signed by the Commissioner
Supportive documents
Commissioners pass the request to the Structure Evaluation and JEG Directorate General
High level validity overview
Director General review it passes it to the director
Director reviews it and passes the respective team leader
Team leader reviews it and passes it to the analyst for evaluation
Validity Check and Analysis phase
Analyst evaluates the validity of the request
Is the request valid?
Yes
No
Approve the request and return it back to notify the organization
CSC sends approval notification t to the organization
Decision and notification phase
Organization is notified about the approved request
Approved Salary and benefit package
End


Job Evaluation and Grading Request
Government Organizations
Civil Service Commission
Request pahse
High level overview
JEG team validity check step
Analysis phase
Decision and notification phase
JEG Request from Organizations
Job description document for an already approved structure
CSC record office
Record office forwards to Structure and benefit management leading executive
The leading executive makes a high level validity check and forwards to structure and benefit management desk
Desk chief makes a high level validity check passes it to the JEG team
Validation Process
Validation of the job description document ..
Validation with regard to the job position quantity
Validation with regard to the evaluation criteria's
Valid
No
Yes
The leading executive will be notified through the Desk Chief to
The leading executives issue a formal letter to the organization for correction
The organization will be notified to correct the issue in not more than 2 - 5 days time and request again
Time restriction may depend on no. of job
Team members (separately and in parallel) mark the job position functional descriptions based on predefined evaluation criteria
Evaluation Criteria's for every functional description
Check an already evaluated job position in the database
Available
No
Yes
Incase if the team wants to involve other parties for support, virtual meeting may be held.
Team members present and justify the reasons for the points he/she gave
Team members make a dialog on their difference in rating and an agreed upon point will be given
Incase if a member wants to note his difference, formal memo will be prepared and signed for documentation
Evaluation report will be prepared and submitted to the Leading executive through the desk chief
Traditional score sheet
Summery score sheet
Update database for new job positions
Leading executive formally notifies the organization
End


New Job Evaluation and Grading Request
Government Organizations
Civil Service Commission
Request pahse
High level overview
JEG team validity check step
Analysis phase
Decision and notification phase
JEG Request from Organizations
Job description document for an already approved structure
CSC record office
Record office forwards to Structure and benefit management leading executive
The leading executive makes a high level validity check and forwards to structure and benefit management desk
Desk chief makes a high level validity check passes it to the JEG team
Validation Process
Validation of the job description document ..
Valid
No
Yes
The organization will be notified to correct the issue in not more than 2- 5 days time and request again
Time restriction may depend on no. of job
Team members (separately and in parallel) mark the job position functional descriptions based on predefined evaluation criteria
Evaluation Criteria's for every functional description
Check an already evaluated job position in the database
Available
No
Yes
Incase if the team wants to involve other parties for support, virtual meeting may be held.
Incase if a member wants to note his difference, formal memo will be prepared and signed for documentation
Team members present and justify the reasons for the points he/she gave
Team members make a dialog on their difference in rating and an agreed upon point will be given
Leading executive formally notifies the organization
Evaluation report will be prepared and submitted to the Leading executive through the desk chief
Traditional score sheet
Summery score sheet
Update database for new job positions
End


Complain handling on Job evaluation
Government Organizations
Civil Service Commission
Request pahse
High level overview
JEG team validity check step
Analysis phase
Decision and notification phase
Evaluation complain
CSC record office
Record office forwards to Structure and benefit management leading executive
The leading executive makes a high level validity check and forwards to structure and benefit management desk
Desk chief makes a high level validity check passes it to the JEG team
Evaluate Job description of the new job position with respect to an already evaluated job position
The organization is notified
Notify the Lead executive as there is no change
No
Is it different
Yes
Team members (separately and in parallel) mark the job position functional descriptions based on predefined evaluation criteria
Evaluation Criteria's for every functional description
Check an already evaluated job position in the database
Incase if the team wants to involve other parties for support, virtual meeting may be held.
Available
No
Incase if a member wants to note his difference, formal memo will be prepared and signed for documentation
Team members present and justify the reasons for the points he/she gave
Team members make a dialog on their difference in rating and an agreed upon point will be given
Yes
Leading executive formally notifies the organization
Evaluation report will be prepared and submitted to the Leading executive through the desk chief
Traditional score sheet
Summery score sheet
Update database for new job positions
End