



سوروهنجاي قرحدمتن عوام  
SURUHANJAYA PERKHIDMATAN AWAM  
JABATAN PERDANA MENTERI  
NEGARA BRUNEI DARUSSALAM

**UPDATE**

11 AUGUST 2025

**Is your PSCR 2.0  
profile complete  
and up to date?**



You are responsible for  
ensuring that your  
PSCR2.0 profile is  
accurate, comprehensive,  
and up to date.

Discover more



query@spa.gov.bn



+673 7371961



# 1 CHECKLIST MAKLUMAT PERIBADI



Complete all mandatory \* fields accurately and up to date.

For example: name as per on the Identity Card, contact information including phone number and email address, is accurate and current.



Renew your Driving License if it has expired.



Tambah Lesen Memandu



Update your Identity Card information if there are any changes to your name, Identity Card color, or other details.



If a renewal has been requested for an expired Identity Card or Driving License, kindly **upload the payment receipt** from the respective agency.



An expired driving license and identity card may lead to the **rejection of the application.**





## 2 CHECKLIST LATAR BELAKANG PENDIDIKAN

Please fill in all information based on your certificates and transcripts or result statements for all your qualifications (from secondary education level and above).



### KELULUSAN PENDIDIKAN TINGGI

Such as Diploma, Bachelor's Degree, Master's Degree, PhD, or equivalent.

Sila Isi Kelulusan Pendidikan Tinggi Awda

|                                  |                              |
|----------------------------------|------------------------------|
| Pilih Kelulusan Awda:            | Bachelor Of Arts             |
| Tarikh Mula:                     |                              |
| Tarikh Lulus:                    | August, 08, 2011             |
| Bidang Utama:                    | Public Policy                |
| Bidang Tambahan:                 | Psychology                   |
| Keputusan:                       | Second Class Honours (Upper) |
| Universiti/Institusi Pendidikan: | Universiti Brunei Darussalam |

EXAMPLE



### KELULUSAN PENDIDIKAN MENENGAH

Such as P.M.B., G.C.E. 'O' Level, G.C.E. 'A' Level, or equivalent.

(Subjects should be entered individually.)

Sila Isi Kelulusan Pendidikan Menengah Awda

|                                     |                                                         |
|-------------------------------------|---------------------------------------------------------|
| Pilih Kelulusan Awda:               | General Certificate of Education Ordinary Level (O L... |
| Mata Pelajaran / Bidang:            | Mathematics                                             |
| Keputusan:                          | A+                                                      |
| Pangkat Keseluruhan (Takdir Al-Am): | Pilih Pangkat                                           |
| Tarikh Mula:                        |                                                         |
| Tarikh Lulus:                       | December, 31, 2004                                      |
| Sekolah / Institusi:                | Chung Hwa Middle School                                 |
| Negara:                             | Brunei Darussalam                                       |

Simpan

EXAMPLE



### TAMAT PERSEKOLAHAN

This applies only to applicants who have completed secondary education but have not continued to higher education.

Tamat Persekolahan

|                               |                        |
|-------------------------------|------------------------|
| Tahun Tamat Persekolahan:     | Pilih Tahun            |
| Peringkat Tamat Persekolahan: | Pilih Darjah/Tingkatan |
| Tarikh Mula Persekolahan:     |                        |
| Tarikh Tamat Persekolahan:    |                        |

Simpan

EXAMPLE





# 3 CHECKLIST MUAT NAIK DOKUMEN

**Format for uploading:**

**Document: PDF | Profile Picture: JPG | Size: < 3mb**

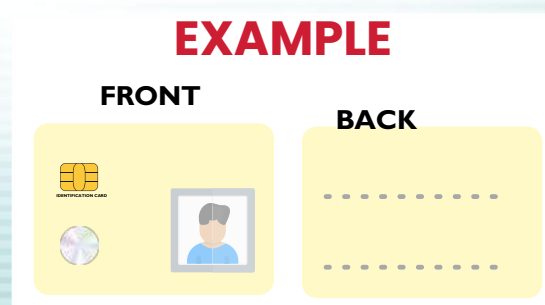
**Filename: concise and free of symbols.**

## DOCUMENTS REQUIRED FOR UPLOAD:



### MAKLUMAT PERIBADI

Identity Card and Driving License scanned on one page, showing both the front and back.



### LATAR BELAKANG PENDIDIKAN

- Upload all obtained qualification certificates.
- Certificates and transcripts should be combined into a single PDF.
- For G.C.E. 'O' Level or equivalent certificate is required.



Individuals without a certificate are required to upload a Statement of Result that bears an official "certified true copy" stamp from the school or the Examinations Department of the Ministry of Education. For foreign qualifications, an official stamp from the Court is acceptable.





## CHECKLIST

### MUAT NAIK DOKUMEN

Format for uploading:

Document: PDF | Profile Picture: JPG | Size: < 3mb

Filename: concise and free of symbols.



### LATAR BELAKANG PENDIDIKAN

- **MKPK (Accreditation for Qualification)**

- For candidates who have not worked in the public service.
- For approval from private or foreign institutions.
- If the MKPK application is still under review, confirmation of receipt is accepted.

- **School Leaving Certificate**

This applies only to applicants who have completed secondary education but have not continued to higher education.



### DOKUMEN / SIJIL / PEPERIKSAAN PERKHIDMATAN AWAM

- Public Service Examinations
- Public Service Orientation Program
- Public Service Courses



query@spa.gov.bn



+673 7371961



## 4 CHECKLIST PENGALAMAN KERJA



### PENGALAMAN KERJA KERAJAAN

- complete your service information accurately.
- Mark ✓ your current position.
- Previous service information may be added to the list of government work experience without marking it as your current position.
- Performance records for three consecutive years must be updated.
- Obtain verification from your Department/Ministry Point of Contact (P.O.C.).



### LAIN-LAIN PENGALAMAN KERJA

- Private Sector Work Experience
- Uniformed Service Experience
- Self-Employment Experience
- Work placements such as i-Ready, SkiPPA, or other attachment/internship programmes
- If unemployed – please state the duration and reason





# CHECKLIST

## KEMAHIRAN & KELAYAKAN PROFESIONAL (JIKA BERKENAAN)



### KELAYAKAN PROFESIONAL

Professional qualifications derived from membership or qualification approval, including NEBOSH, ACCA, Barrister at Law (BAR), among others.



### PEPERIKSAAN KESETIAUSAHAAN

If you have taken the Shorthand Certificate or Typing Certificate examination.



### KEMAHIRAN BAHASA

Languages you are fluent in, both written and spoken.



### LAIN-LAIN KEMAHIRAN

Such as pertinent skill sets, experience, or competencies.





## CHECKLIST PEPERIKSAAN DAN KURSUS



### **KURSUS YANG DIHADIRI (KERAJAAN/ SWASTA)**

If you have attended courses in either the government or private sector.



### **BAGI PENGGUNA DARI KALANGAN WARGA PERKHIDMATAN AWAM**

Fill in the field as appropriate:

- Civil Service Orientation Program.
- Civil Service Courses (IPA).
- Executive Development Program (if relevant).
- Government Examinations (For those who have taken Public Service Examinations or Departmental Examinations, such as Promotion Exams, General Regulations Exams, Financial Regulations Exams, and others).





## ASSISTANCE SERVICES

# Through the “Aduan Saya” section in the PSCR 2.0 portal:

### Categories of Complaints

- **Tatacara PSCR 2.0** – inquiries regarding profile completion.
- **Ralat muat naik** – unsuccessful / error uploading.
- **Subjek/ bidang tidak tersenarai**– Subject or field not specified
- **Institusi / Sekolah tidak tersenarai**– Institution / School not specified
- **Jawatan/ Tangga gaji tidak tersenarai**– Position/Salary scale not specified

## Alternative contact sources:

- WhatsApp/Telegram helpline: 7371961 (during business hours)
- Email: [query@spa.gov.bn](mailto:query@spa.gov.bn)

