

**GUIDELINES FOR CANDIDATES ATTENDING INTERVIEWS  
AT THE EDUCATION SERVICE COMMISSION, THE PRIME  
MINISTER'S DEPARTMENT COMPLEX, PUTRAJAYA**

1. The Prime Minister's Department Complex has been declared as a Prohibited and Restricted Area under the Prohibited Areas and Prohibited Places Act, 1959 (Act 298).
2. Interview candidates are not encouraged to bring along family members when attending the interview. Only interview candidates are permitted to enter the Prime Minister's Department Complex for interviews. However, if there is no choice, family members **will be allowed to enter and wait at the cafeteria area at Block B1 and B2 after 8.30am.**
3. Interview candidates are only permitted to enter the Prime Minister's Department Complex, 30 minutes before the interview commences. Candidates who arrive early will not be allowed to enter the Complex before the designated time. The interview time can be ascertained in the interview calling letter.
4. Interview candidates must obtain a Visitor Security Pass at the Security Control Hall of the Prime Minister's Department Complex for the purpose of admittance into the complex. Candidates should always display Visitor Security Passes while in the vicinity of the complex.
5. Interview candidates need to bring with them identification documents other than their identity card for the purpose of exchanging it with the Visitor Security Pass. Candidates' identity cards are required for interview purposes. Other acceptable identification documents for the purpose of exchanging it with the Visitor Security Pass are driver's license with photograph, department identification cards, marriage cards and passports.
6. Interview candidates are required to wear appropriate attire in accordance with the standard clothing etiquette when they attend the interview. Candidates wearing inappropriate attire will not be permitted to enter the Prime Minister's Department Complex.

7. An interview candidate must only remain at the **Education Service Commission, Block B3 of the Prime Minister's Department Complex** or at any other specified interview location. Other than that, the candidate is only allowed to go to the cafeteria located at Block B1 or B2, Prime Minister's Department Complex.
8. Interview candidates should always comply with the safety rules that are in force within the complex area, candidates are required to read the rules displayed at the entrance of the Prime Minister's Department Complex. Any security officer / security personnel has the right to conduct a security check on the candidates and if the candidate is found to be in breach of any prescribed security rules, the candidate may be directed to leave the complex area.
9. An interview candidate needs to return the Visitor Security Pass, retrieve and check the identification documents submitted during the exchange of the Visitor Security Pass before leaving the Prime Minister's Department Complex.
10. Failure to return or loss of the Visitor Security Pass, the Security Section, Management Services Division, Prime Minister's Department may charge a RM60.00 (Ringgit Malaysia: Sixty Only) fine.

**Suruhanjaya Perkhidmatan Pelajaran  
Jabatan Perdana Menteri  
Putrajaya**