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|  | **MANAGEMENT SERVICES DIVISION** |

*MSD-EAU/V-21/R-02/ED-08022022*

**APPLICATION FOR PART-TIME TEACHING STAFF (LECTURER/TEACHER/TUTOR/DEMONSTRATOR/PRACTICAL INSTRUCTOR)**

**DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KULLIYYAH/CENTRE/INSTITUTE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**New Application**

 **Re-appointment (Staff ID.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

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| APPLICANT INFORMATION - TO BE FILLED BY APPLICANT |
| **Name**  |  |
| **IC No** |  |
| **Gender** |  |
| **Date of Birth / Place** |  |
| **Nationality** (please state if Permanent Resident) |  |
| **Passport No./Issuance Date** |  |
| **Expiry Date of Passport** |  |
| **Type of Current Immigration Pass** (Compulsory for International Applicant)  | **Type: Permit No.:****Issuance Date: Expiry Date:** |
| **Home Address** |  |
| **Contact No.**Mobile Phone |  |
| **Present Occupation** |  |
| **Name & Address of present employer** (if still working) |  |
| **EPF No** |  |
| **SOCSO No** |  |
| **Income Tax No** |  |
| **Bank Account No / Name of Bank** |  |
| **Particular Next** **of Kin** | **Name:****Contact No.:****Address:****Relationship with Applicant:** |

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| ACADEMIC QUALIFICATION – TO BE FILLED BY APPLICANT |
| **Name of Schools/Universities/Colleges** | **Period of Study** | **Certificate Obtained** | **Medium of Instruction** |
| **From** | **To** |
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| 1. **APPLICANT’S DECLARATION**
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| I hereby declare that all information and particulars contained in my job application form are true. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant signature Date  |

**Documents to be submitted with this form:**

1. Copy of Identification Card
2. Copy of Passport – *for International Applicant (1st Page)*
3. Copy of Immigration Pass – *for International Applicant*
4. Copy of the highest academic qualification certificate (Bachelor/Master/PhD)
5. Bank Account Statement (1st Page)
6. SOCSO Statement
7. SOCSO Form (if no SOCSO) – *for International Applicant*
8. SFS result of previous semester if reappointment

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|  TO BE FILLED BY THE HEAD OF DEPARTMENT/UNIT |
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| * 1. **APPOINTMENT CLASSIFICATION**
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| **Nature of Task** | **Minimum Qualification** | **Rate per hour\* (RM)** | **Max Teaching Hours\*\*** | **Max per month per subject\* (RM)** | **Please Tick** |
| Teaching Postgraduate Courses | Ph.D., Master | 150 | 8 | 3,200 |  |
| Teaching Undergraduate Courses | Ph.D., Master | 100 | 3,200 |  |
| Teaching Pre-University Courses (CFS/CELPAD) | Master, Bachelor | 80 | 10 | 3,200 |  |
| Demonstrator/Practical Instructor/CreditedCo-Curriculum Courses | Bachelor | 50 | 10 | 600 |  |
| SPM/STPM | 25 |  | 600 |  |

*\*Rate of payment is based on MSD Service Circular No. 3/2009**\*\*Maximum teaching hours is based on MSD Service Circular No. 6/2005**\*\*\*Claim for teaching hours should be according to official schedule*

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| * 1. **APPOINTMENT CLASSIFICATION FOR DU/DUF/DUG\***
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| **Post and Grade** | **Rate per hour\* (RM)** | **Rate for bedside teaching / clinical / practical** | **Max claim per month\* (RM)** | **Please Tick** |
| **Kulliyyah**  | **Tutorial** |
| Professor (VK7) | 300 | 200 | 300 per session\*\* | 4,500 |  |
| Associate Professor (53/54) | 200 | 130 | 200 per session | 4,000 |  |
| Assistant Professor (51/52) | 150 | 100 | 200 per session | 3,500 |  |
| Lecturer/Trainee Lecturer (51P)/Medical Officer Non-Specialist | 120 | 90 | 120 per session | 3,200 |  |
| Support Group / Tutor | - | - | 80 per session | 2,500 |  |

*\*Rate of payment is based on MSD Service Circular No. 11/2015**\*\* Session refers to morning session and afternoon session. Each session is not less than one (1) hour*

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| * 1. **DETAILS OF REQUEST**
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| **No.** | **Details**  | **Please state** |
|  | Will prepare examination papers?*Payment rate is RM100\** |  |
|  | Will mark answer scripts?*Payment rate\*:*1. *RM2.50 per script if the examination period is more than two (2) hours*
2. *RM2.00 per script if the examination period is less than two (2) hours*
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|  | **Please complete the Teaching Workload Analysis template. Refer Attachment A. Only one analysis for all applications.** |

*\*Based on MSD General Circular No.4/1995* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of Department Date |