



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
يُونَيْتِيسِي اِنْسِلَاهَر اَنْبَار اِنْسِيَا مِلْدِسِيَا

## MANAGEMENT SERVICES DIVISION

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

DEPARTMENT \_\_\_\_\_

KULLIYAH/CENTRE/INSTITUTE \_\_\_\_\_

New Application

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

1. 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)	

<b>EPF No</b>	
<b>SOCSSO No</b>	
<b>Income Tax No</b>	
<b>Bank Account No / Name of Bank</b>	
<b>Particular Next of Kin</b>	<b>Name:</b> <b>Contact No.:</b> <b>Address:</b>  <b>Relationship with Applicant:</b>

## 2. ACADEMIC QUALIFICATION – TO BE FILLED BY APPLICANT

Name of Schools/Universities/Colleges	Period of Study		Certificate Obtained	Medium of Instruction
	From	To		

## 3. APPLICANT'S DECLARATION

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

#### 4. TO BE FILLED BY THE HEAD OF DEPARTMENT/UNIT

##### 4.1 APPOINTMENT CLASSIFICATION

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/Credited Co-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

##### 4.2 APPOINTMENT CLASSIFICATION FOR DU/DUF/DUG\*

Post and Grade	Rate per hour* (RM)		Rate for bedside teaching / clinical / practical	Max claim per month* (RM)	Please Tick
	Kulliyah	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

#### 4.3 DETAILS OF REQUEST

No.	Details	Please state
a.	Will prepare examination papers? <i>Payment rate is RM100*</i>	
b.	Will mark answer scripts? <i>Payment rate*:</i> a. <i>RM2.50 per script if the examination period is more than two (2) hours</i> b. <i>RM2.00 per script if the examination period is less than two (2) hours</i>	
c.	<b>Please complete the Teaching Workload Analysis template. Refer Attachment A. Only one analysis for all applications.</b>	

*\*Based on MSD General Circular No.4/1995*

\_\_\_\_\_  
Head of Department

\_\_\_\_\_  
Date