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|  | **MANAGEMENT SERVICES DIVISION** |

**CHECKLIST FOR SUBMISSION OF APPLICATION FOR ACADEMIC POSITION**

Name of applicant : ………………………………………………………………………………………………

Department : ………………………………………………………………………………………………

Post applied : ………………………………………………………………………………………………

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| **Items** | **Please (√)** | **Remarks (if any)** |
| 1. Online application from **i-Recruit** |  |  |
| 2. Assessment Form by Head of Department and Dean |  |  |
| 3. English Proficiency (validity 5 years)  **EPT > band 6/ IELTS > band 6/ MUET > band 4** |  |  |
| 4. Certified True Copy of Bachelor degree |  |  |
| 5. Certified True Copy of Master degree |  |  |
| 6. Certified True Copy of PhD degree |  |  |
| 7. Certified True Copy of Professional Certificate (if any) |  |  |
| 8. Assessment Form for Candidate in Absentia |  |  |
| 9. Latest Payslip |  |  |
| **For International candidate only**  10. The candidate is a Permanent Resident? (Yes/No) |  |  |
| **For International candidate only**  11. Spouse is Malaysian? (Yes/No) |  |  |
| 12. The applicant has been interviewed by the K/C/I panel |  |  |
| 13. Other documents (Please specify) |  |  |
| (i) |  |  |
| (ii) |  |  |

Note : Employment (Academic) Unit, MSD will **ONLY** accept applications with complete documents as per the above list.

The checklist was completed by :

Signature :

Name :

Position :

Date :

|  |  |
| --- | --- |
|  | **MANAGEMENT SERVICES DIVISION** |

**Note : *TO BE COMPLETED BY THE DEAN / HEAD OF DEPARTMENT DURING PRELIMINARY INTERVIEW AT K/C/I LEVEL***

Name of Applicant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Applied : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citizenship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Method Of Interview : Video Conference [ ]

Tick [ √ ] : Face to Face [ ]

Views of the Dean/Head of Department regarding the applicant :-

*1. Academic Ability of The Applicant*

(i) Please state your observation/view on the academic qualifications of the candidate :-

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(ii) Please state whether the area of specialization of the candidate is relevant and in line with the academic programme of the Department/ Kulliyyah :-

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(iii) Please ascertain the language proficiency of the applicant in the medium of instruction required

English Proficiency (validity 5 years)EPT > band 6/ IELTS > band 6/ MUET > band 4

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*2. Working Experience Of The Applicant*

(i) Is the working experience related to the function of the post applied?

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(ii) State the number of years of related experience that can be considered for purposes of determining the starting salary after the minimum qualification for the post applied :-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*3. Academic Standing*

(i) Please state your view on the academic standing of the candidate in terms of :-

(i) Research : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(ii) Publication : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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(iii) Teaching : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*4. Status Of The University Conferring The Degrees/Certificates*

University : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please state whether the Degrees/Certificates/Qualifications obtained by the candidate are from good Universities :-

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*5. Status of the University / Organization where the applicant is being employed ?*

Please tick [√] : Excellent [ ] Fair [ ]

Good [ ] Poor [ ]

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assessor's Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kulliyyah/Dept. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Stamp : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section II : ***TO BE COMPLETED BY THE DEAN/HEAD OF DEPARTMENT***

1. Recommendation from the Dean/Head of Department :

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Date : \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Stamp : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note : The Dean/Head of Department is requested to submit this form to Management Services Division together with the copy of certified documents for further consideration of the Academic Staff Selection Committee (ASSC).

*MSD/JHK/sj*