



IIUM/202/4/1

14th September 2022

All Deans / Directors
Kulliyahs / Divisions / Centres / Institutes / Offices
International Islamic University Malaysia

Dear YBhg. Dato'/Prof./Dr.

Assalamualaikum wa rahmatullahi wa barakatuh

**SERVICE CIRCULAR NO. 18/2022
MANAGEMENT SERVICES DIVISION**

**ESTABLISHMENT OF THE SUB-COMMITTEE FOR THE ADMINISTRATIVE STAFF
SELECTION COMMITTEE (SUB-AGSSC) AT THE KULLIYAH/CENTRE/
DIVISION/INSTITUTE/OFFICE FOR APPOINTMENT OF CONTRACT STAFF
USING KCDIO'S TRUST FUND**

1. OBJECTIVE

The objective of this circular is to inform all Deans/Directors of the Kulliyahs / Divisions / Centres / Institutes / Offices on the establishment of the Sub-Committee for the Administrative Staff Selection Committee (Sub-AGSSC) at the Kulliyah/Centre/Division/Institute/Office for appointment of contract staff using KCDIO's Trust Fund.

2. BACKGROUND

- 2.1 The Staff Service Committee (SSC) Meeting No. 1/2018 held on 4th January 2018 has approved the establishment of Sub-AGSSC to shortlist and conduct interview process for selection of clinical positions in SASMEC@IIUM and Kuantan Campus. The successful candidate will be forwarded to Administrative Staff Selection Committee (AGSSC) for endorsement.
- 2.3 The initial function of the Sub-Committee for Administrative Staff Selection Committee (Sub-AGSSC) is to conduct the necessary interview process for appointment of new staff. This is for the selection and recruitment for the Administrative and Technical Staff of the KCDIO on a contract basis utilising their own budget.
- 2.4 Currently, the selection process for contract staff using KCDIO's trust fund is done by the AGSSC at Central level.



3. **DECISION**

3.1 The Staff Service Committee (SSC) Meeting No. 3/2022 held on 5th August 2022 approved the establishment of Sub-Committee of AGSSC at KCDIO level for the appointment of contract staff using KCDIO's trust fund. Details of the Sub-Committee of AGSSC as follows:

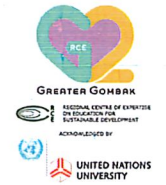
(i) **Terms of reference of the Sub-AGSSC**

To shortlist suitable candidates and conduct an interview for the following Scheme of Services from grade 11 – 41

- a) List of Scheme of Service under Classification A;
- b) List of Scheme of Service under Classification B;
- c) List of Scheme of Service under Classification C;
- d) List of Scheme of Service under Classification FA and FT;
- e) List of Scheme of Service under Classification H;
- f) List of Scheme of Service under Classification J and JA;
- g) List of Scheme of Service under Classification L;
- h) List of Scheme of Service under Classification N;
- i) List of Scheme of Service under Classification S;
- j) List of Scheme of Service under Classification U;
- k) List of Scheme of Service under Classification W;

(ii) **Members should include the following:**

No.	Description	Details
1	Committee	i) Chairman Dean/ Director of KCDIO ii) Members - Deputy Director of KCDIO - One (1) Representative of Executive Director, Finance Division (Grade 44 and above) - One (1) Representative of Executive Director, Management Services Division (Grade 44 and above) - Two (2) Officers of the same classification on Grade 48 or higher - Minimum five (5) members including Chairman shall constitute a quorum of the meeting. iii) Secretary Administrative Officer of the KCDIO.
2	Minutes	i) The KCDIO's Trust Fund minutes shall be attached together with the proposal for hiring new contract staff for financial approval. ii) The Minutes of the Sub-AGSSC Meeting of respective KCDIO shall be considered as a conclusive evidence of the proceedings. Duly signed minutes of the meetings shall be submitted to the AGSSC for endorsement.



(iii) Procedure and Workflow:

Stage	Area	Details
1	Advertisement of Vacancies	Management Services Division shall place advertisement of available posts in HURIS Online Recruitment at https://huris.iium.edu.my/recruitment/ account by liaising with secretary of the Sub-AGSSC on the specific qualification and relevant experience requirements for the candidates.
2	Shortlisting	A HURIS Online Recruitment user account will be created to allow secretary of the Sub-AGSSC or KCDIO's representative to shortlist the candidates based on the service scheme and the University requirement to convene the interview session.
3	Minutes of Sub-Committee Meeting	The minutes of the convened Sub-AGSSC Meeting has to be submitted to Employment (Non-Academic) Unit, Management Service Division for endorsement in the forthcoming AGSSC meeting. The Employment (Non-Academic) Unit, Management Services Division will proceed with the processing of the appointment letters for the successful candidates.

3.2 The effective date of implementation is **5th August 2022**, i.e. the date of SSC Meeting No. 3/2022 which approves the proposal.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyah/Centre/Division/Institute/Offices.

Thank you. Wassalam.

"Leading the Way"



FAZIDAH H.J. BAKHTIAR
Executive Director
Management Services Division

- c.c. :
- : Rector
 - : Deputy Rector (Academic and Internationalisation)
 - : Deputy Rector (Responsible Research and Innovation)
 - : Deputy Rector (Student Development and Community Engagement)
 - : Executive Director (Finance Division)
 - : Executive Director (Development and Planning)
 - : Campus Director, IUM Kuantan Campus
 - : Legal Advisor

FB/WNN/AMA/nas2250

