



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُؤْتِي السَّلَامَ إِنَّا إِنَّا بِإِغْسَاءِ مِلَّةِ سَيِّدِنَا

MANAGEMENT SERVICES DIVISION

APPLICATION FOR IIUM ON DEMAND EMPLOYMENT

1. Application for IIUM on Demand Employment must be submitted **at least one (1) month** before the date of commencement for report duty.
2. The original form must be submitted to the office with completed document as listed below.

PLEASE ATTACHED THE DOCUMENTS AND TICK (/) THE RELEVANT:

Job Description		Certificate of Academic/ Qualification	PMR/PT3 (without SPM)	
Organizational Chart/ Functional Chart			SPM/SVM/SKM	
Minutes of Trust Fund Committee (if using budget of trust fund)			Diploma/ STPM	
Resume of Candidate			Bachelor Degree	

K/C/D/I/O/M: _____

☐

New Application

☐

Re-appointment (Staff ID: _____)

1. APPLICANT INFORMATION

Name			
IC No.		Gender	
Date of Birth		Place of Birth	
Nationality (please state if Permanent Resident)		Passport No./ Issuance Date	
		Expiry Date of Passport	
Type of Current Immigration Pass (compulsory for international applicant)	Type: Issuance Date:	Permit No.: Expiry Date:	
Home Address		Contact No. (Mobile Phone)	
		Email Address	
EPF No		Income Tax No	
Particular Next of Kin	Name: Contact No.: Address: Relationship with Applicant:		

2. APPLICATION DETAILS**Justification of Application:****Job Scope should be on project basis, ad-hoc, special project, seasonal project or equivalent:****Placement:****3. RECOMMENDATION FROM HEAD OF DEPARTMENT & DEAN/ DIRECTOR**

No.	Details on the request	Please Indicate																				
i.	Period of appointment (not less than 1 month and shall not exceeding 12 months)	From _____ until _____																				
ii.	Honorarium and allowances - The honorarium is determined according to the nature or complexity of assigned task. - The rate of honorarium includes EPF and SOC SO. *Applicant must obtain a credit in English at the SPM Level.	<table border="1"> <thead> <tr> <th>No.</th><th>Types/ Complexity of assignment based on academic qualification</th><th>Monthly Rate of honorarium (RM)</th><th>Please tick (/) where necessary</th></tr> </thead> <tbody> <tr> <td>a.</td><td>*Bachelor Degree or its equivalent</td><td>2,100.00</td><td></td></tr> <tr> <td>b.</td><td>*Diploma/ Sijil Tinggi Pelajaran Malaysia (STPM) or its equivalent</td><td>1,900.00</td><td></td></tr> <tr> <td>c.</td><td>Sijil Pelajaran Malaysia (SPM) or its equivalent</td><td>1,700.00</td><td></td></tr> <tr> <td>d.</td><td>Without Sijil Pelajaran Malaysia</td><td>1,500.00</td><td></td></tr> </tbody> </table>	No.	Types/ Complexity of assignment based on academic qualification	Monthly Rate of honorarium (RM)	Please tick (/) where necessary	a.	*Bachelor Degree or its equivalent	2,100.00		b.	*Diploma/ Sijil Tinggi Pelajaran Malaysia (STPM) or its equivalent	1,900.00		c.	Sijil Pelajaran Malaysia (SPM) or its equivalent	1,700.00		d.	Without Sijil Pelajaran Malaysia	1,500.00	
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iii.	Source of budget University has the right to reject the application if the budget is not sufficient.	☐ Central Fund (subject to availability) ☐ Other: _____ ☐ Trust Fund: _____ (project code) (Please attach copy of document indicating Trust Fund Committee's approval)																				
iv.	☐ Recommended ☐ Not Recommended _____ (Signature & Official Stamp) Head of Department Date:	☐ Recommended ☐ Not Recommended _____ (Signature & Official Stamp) Dean/ Director Date:																				

4. RECOMMENDATION FOR BUDGET UTILISATION**Source of budget:**
☐ **Central Fund** ☐ **Other:** _____

☐ **Trust Fund**
(Please attach the Trust Fund Committee minutes of meeting)
Budget is sufficient?
☐ **Yes** ☐ **No** **Availability Balance:**
RM _____

Total Budget Allocation: RM _____
(including EPF & SOCSO contribution)
☐ **Recommended** ☐ **Not Recommended**
Remarks: _____

***Director/ Deputy Director/ Head of Unit**
(Signature & Official Stamp)

Date
**Central Fund – to be recommended by Payroll & Financial Services Unit, MSD/ *Other Fund – to be recommended by Finance Division*
5. RECOMMENDATION BY DIRECTOR, MANAGEMENT SERVICES DIVISION
☐ **Recommended** ☐ **Not Recommended**
Remarks: _____

Director
(Signature & Official Stamp)

Date
6. APPROVAL

(Signature & Official Stamp)
Executive Director, MSD
Date:

(Signature & Official Stamp)
Executive Director, Finance Division
Date:

(Signature & Official Stamp)
Rector, IIUM
Date: