

Our Ref. : IIUM/202/4/1
Date : 5th March 2026

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

Dear YBhg. Dato'/Prof./Dr./Sir/Madam,

Assalamualaikum Warahmatullahi Wabarakatuh

STAFF SERVICE CIRCULAR NO. 06/2026

**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
- Revised Composition of the Sub-AGSSC at KCDIO**

1. OBJECTIVE

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

2. BACKGROUND

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

2.2 The composition of the Sub-AGSSC, as follows:-

- a) **Chairman**
Dean/Director of KCDIO



- b) **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 same classification on Grade 48 and above
 - Quorum: Minimum 5 members (including Chairman)
- c) **Secretary**
Administrative Officer of KCDIO

2.3 In practice, the requirement of representatives from specific offices has posed administrative and logistical challenges in convening meetings, especially when urgent decisions are needed to support KCDIO operations. Thus, the revision is proposed based on the following justifications:

- a) **Operational Efficiency**
Reduces dependency on external representatives from Finance and MSD, thus enabling meetings to be convened more promptly and decisions to be made without undue delay.
- b) **Practical Quorum Requirement**
Lowering the quorum from 5 to 4 (including Chairman) makes the process more practical while still preserving integrity and accountability in decision-making.
- c) **Continuity with Oversight**
The endorsement of Sub-AGSSC minutes by AGSSC remains as the final safeguard, ensuring that University-level oversight is intact.

3. DECISION

3.1 The Staff Service Committee (SSC) Meeting No. 3/2025 held on 7th October 2025 approved the revised composition of the Sub-Administrative Staff Selection Committee (Sub-AGSSC) at the Kulliyah / Centre / Division / Institute / Office for the appointment of contract staff using KCDIO's trust fund.

The revised composition of the Sub-AGSSC at KCDIO are as provided in *Appendix A*.

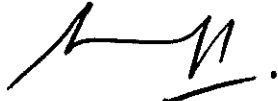
3.2 The effective date of implementation is **1st January 2026**.

3.3 With the implementation of the above policy, the MSD Service Circular No. 18/2022 is superseded.

All Deans/Directors are kindly required to disseminate this information to all relevant staff at the Kulliyahs/Centres/Divisions/Institutes/Offices/Mahallahs.

Thank you. *Wassalam.*

"LEADING THE WAY"



WAN NAJIHAH NURASHIKIN BT. WAN ABDULLAH
Executive Director
Management Services Division
International Islamic University Malaysia

c.c. : Rector
: Deputy Rector (Academic and Internationalisation)
: Deputy Rector (Research, Innovation and Development)
: Deputy Rector (Student Development and Community Engagement)
: Executive Director, Finance Division
: Campus Director, IIUM Kuantan Campus
: Legal Adviser

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**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**

No.	Item	Description
1.	Function	To conduct the necessary interview process for appointment of new staff, specifically for the selection and recruitment of Administrative and Technical Staff of the KCDIO, on a contract basis utilising KCDIO's trust fund.
2.	Terms of Reference	<p>To shortlist suitable candidates and conduct an interview for the following Scheme of Service from Grade 1 – 9:-</p> <ul style="list-style-type: none"> 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;
3.	Composition of Sub-AGSSC	<ul style="list-style-type: none"> a) Chairman Dean/Director of KCDIO b) Members <ul style="list-style-type: none"> - Head of Administration of KCDIO - Two (2) Officers of same classification on Grade 12 and above - Two (2) Officers of same classification on Grade 10 and above <p>Quorum: Minimum 4 members (including the Chairman)</p> c) Secretary Any staff of the KCDIO in charge of human resource management

4.	Procedures			
		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-AGSSC	<ul style="list-style-type: none"> 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) The Employment (Non-Academic) Unit, Management Services Division will proceed with the processing of the appointment letters for the successful candidates. 		

Secretariat
Staff Service Committee No. 3/2025
Management Services Division
07.10.2025