

Ref : DHR/TM/A/126/19 ✓

PRIVATE & CONFIDENTIAL

Date: 27 May 2019

Ms Kiruthika Selvakumar, ✓
No.7E, Revathi's Flat, ✓
Durga Lakshmi Apartment, ✓
10th Cross Street, ✓
Anna Nagar, Pammal, ✓
Chennai - 600 075, ✓
Tamilnadu, ✓
India ✓

Dear Ms Kiruthika, ✓

RE: APPOINTMENT AS LECTURER

We are pleased to inform you that Universiti Tunku Abdul Rahman (UTAR) has decided to offer you an appointment as Lecturer, A2(2). The General Terms and Conditions of Service for Non-Malaysian staff is appended hereto for your information. You will be attached to the Faculty of Medicine and Health Sciences, Sungai Long Campus. You are also required to serve in other Departments as assigned by the University from time to time.

- i) Your appointment will be on a contract of two (2) years commencing from the official date that you report for duty at UTAR and subject to:
 - a. you being issued a valid pass by the Malaysian Immigration Authorities. In accordance to the present regulations, you will only be allowed to assume duty after a valid pass has been approved by the Malaysian Immigration Authorities; and
 - b. a satisfactory medical report that you are medically fit for employment in the university. You are required to undergo a medical examination by a medical officer / registered medical practitioner at your own expense. Upon notification by the University, you are required to execute an Employment Agreement, whereby the terms and conditions shall be binding on you.
- ii) Your basic monthly salary is RM 4,450.00 only. Please note that salary increment is not automatic and shall be determined at the sole and absolute discretion of the University. ✓

The following allowances are paid in addition to the basic salary:

- a. a monthly travelling allowance of RM 600.00; ✓
- b. a monthly mobile phone & internet subscription allowance of RM 200.00; and
- c. a monthly parking allowance of RM 150.00. ✓

Kiruthika Selvakumar – Lecturer A2(2) ✓

Kampar Campus : Jalan Universiti, Bandar Barat, 31900 Kampar, Perak Darul Ridzuan, Malaysia

Tel: (605) 468 8888 Fax: (605) 466 1313

Sungai Long Campus : Jalan Sungai Long, Bandar Sungai Long, Cheras, 43000 Kajang, Selangor Darul Ehsan, Malaysia

Tel: (603) 9086 0288 Fax: (603) 9019 8868

Postal Address : PO Box 11348, 50744 Kuala Lumpur, Malaysia

Website : www.utar.edu.my

Such allowances may be revised, withdrawn or temporarily suspended at the sole discretion of the University.

- iii) The attached copy of the Duties and Responsibilities is for your reference. Such Duties and Responsibilities, is subject to review/change as decided by the Dean/Director/Head from time to time.
- iv) Either party may terminate this contract of employment, by giving the other party three (3) months notice in writing and if no writing notice is given or insufficient notice is given, the contract may be terminated by payment of wages in lieu thereof.
- v) Please confirm within two (2) weeks from the date of this letter whether or not you are accepting the offer of appointment. If you are accepting the offer, please complete the attached 'Acceptance of Appointment' and 'Medical Examination for Appointment' forms and return them to the undersigned as soon as possible.

Yours sincerely,



Marchie Lim Pin Sim
Director, Division of Human Resource

This part forms an integral part of the offer letter:

To:
Director
Division of Human Resource
Universiti Tunku Abdul Rahman

ACCEPTANCE OF APPOINTMENT

I hereby *accept/ do not accept the offer of employment in accordance with the terms of appointment as stipulated in your letter of offer and the attached General Terms and Conditions of Service for Academic Staff (Non-Malaysian).

Signature

Name : MS KIRUTHIKA SELVAKUMAR

Passport No./IC No. : _____

Date : _____

* delete where not applicable

THE SECOND SCHEDULE

(Duties and Responsibilities of the Appointee)

(Which is to be taken, read and construed as an integral part of this Agreement)

As a Lecturer, your duties and responsibilities shall be as follows:

1. Publish at least one (1) international journal paper in two (2) years and one (1) paper in reputed international conference proceedings per year. Patent may be accepted as a substitute for each paper but must be of exceptional quality and merit as judged by international experts from abroad. The journal, proceedings, materials or patent that meet the acceptable international standard shall be decided by the University's management at its sole and absolute discretion;
2. Achieve at least above average grades (a minimum of 3.0 out of 5.0 in UTAR teaching scale) in all teaching evaluations for courses taught at UTAR when required to;
3. Register for PhD studies within one (1) year;
4. Good progress in research and development;
5. Secure at least one (1) Research & Development grant and one (1) consultancy project per year;
6. Serve as an active member in technical team in the field of study/research;
7. Demonstrate satisfactory administrative work when required; and
8. Any other duties as assigned by the Faculty and the University.

(Note: You shall be responsible for obtaining the necessary funds, consultancies and research assistants or any additional resources to achieve the above targets.)
