

## MANAGEMENT SERVICES DIVISION

IIUM/202/C/1/1/5840

26-Mar-2019

Sr. Norhaslinda Binti Kamarudzaman  
 Physiotherapist  
 Kulliyyah of Medicine, IIUM Kuantan Campus  
 Jalan Sultan Ahmad Shah  
 25200 Kuantan  
 Pahang Darul Makmur

Dear Sr.

*Assalamualaikum Warahmatullahi Wabarakatuh*

### ***OFFER OF APPOINTMENT FOR THE POST OF MEDICAL THERAPIST (GRADE U-41) AT THE INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA***

We have the pleasure to inform you that the International Islamic University Malaysia (IIUM) has decided to offer you an appointment as *Medical Therapist (Grade U-41)* on *permanent* basis effective from the date you report for duty on *1st July 2019*. Your initial placement for work is at the *IIUM Medical Centre, Kuantan Campus*.

2. During your service with the IIUM, you will be paid a monthly remuneration on the salary grade of ***U-41***. The details for your salary package are as follows:-

(i) Basic Salary	: RM 3,363.19
(ii) Civil Service Allowance	: RM 300.00
(iii) Housing Allowance	: RM 300.00
(v) Cost of Living Allowance	: (i) RM 300.00 (Gombak Campus & Kuala Lumpur Campus) ; <b><i>OR</i></b> (ii) RM 250.00 (Kuantan Campus, Gambang Campus & Pagoh Campus)

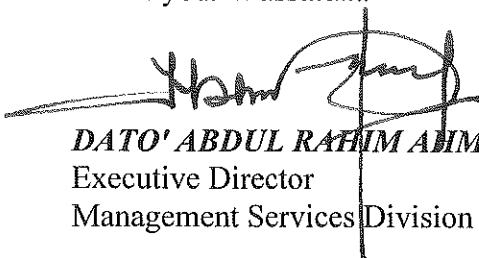
The above allowances are subject to change from time to time. Other benefits are as detailed in the terms and conditions of service attached herewith.



3. On behalf of the IIUM, we would like to take this opportunity to congratulate you on your success and hope that you would continue giving your best for the efficient management and advancement of this University in line with its mission, namely Integration, Islamisation, Internationalisation and Comprehensive Excellence.

4. Please submit the duly signed ***General Terms and Conditions of Service*** and ***Acceptance Form*** within seven (7) days from the date of this letter to the Employment (Non-Academic) Unit, Management Services Division. If we do not receive your reply by that date, we shall assume that you are declining the offer.

Thank you. *Wassalam.*

  
**DATO' ABDUL RAHIM AHMAD**  
Executive Director  
Management Services Division



## MANAGEMENT SERVICES DIVISION

**ORIGINAL**

### **GENERAL TERMS AND CONDITIONS OF SERVICE FOR PERMANENT OFFICERS**

**NAME : SR. NORHASLINDA BINTI KAMARUDZAMAN**

**POST : MEDICAL THERAPIST (U-41)**

#### **1. DATE OF APPOINTMENT**

The date of your appointment shall be the date that you report for duty at the International Islamic University Malaysia (IIUM).

#### **2. WORKING HOURS**

The officer shall observe the IIUM working hours as follows:-

Monday - Friday : 8.00 a.m. - 5.00 p.m.

#### ***Lunch Hours***

Monday - Thursday : 1.00 p.m. - 2.00 p.m.

Friday : 12.15 p.m. - 2.45 p.m.

including the shift hours already determined (if any). This official working hours is subject to change based on the relevant government circular as adopted by IIUM from time to time.

#### **3. SALARY INCREMENT**

The officer shall be entitled to receive an annual salary increment on either one of the four dates in a year, i.e. 1st January, 1st April, 1st July *or* 1st October depending on the date of your appointment and the report of the work performance. However, the IIUM may suspend the increment due to his/her for a period of time, if the work performance is unsatisfactory.

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#### **4. EMPLOYEES PROVIDENT FUND CONTRIBUTION (EPF)**

The officer and IIUM shall contribute to the EPF in accordance with the statutory rates as determined by EPF.

#### **5. IIUM RETIREMENT BENEFIT FUND CONTRIBUTION (RBF)**

The IIUM shall contribute 5 1/2% of your fixed monthly salary or other rates as may be determined by the IIUM to the RBF after your one (1) year in service.

#### **6. WORKMEN SOCIAL SECURITY SCHEME CONTRIBUTION (SOCSO)**

If the officer is liable to contribute to the Workmen Social Security Scheme, you shall contribute thereto according to the effective rates enforce from time to time.

#### **7. INCOME TAX**

Malaysian income tax payable on emoluments received, shall be the Officer personal responsibility.

#### **8. CONFIRMATION TO THE POST**

- a) The officer shall initially be required to serve a probationary period of one (1) to three (3) years commencing from the date of joining the IIUM during which your working performance shall be assessed. Before you can be considered for confirmation to the post hereby offered, you are required to:-
  - i) pass the relevant University Service Examination (if any);
  - ii) attend successfully the Induction Course to be determined by the IIUM. Please take note that the said course is **compulsory** to all new staff of IIUM;
  - iii) having demonstrated satisfactory service performance; and
  - iv) be recommended by your Head of Department for confirmation in service;

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- b) The officer is also bound by any changes to the conditions for the confirmation which may be issued from time to time by the IIUM prior to the date of confirmation. In the event that you are not confirmed to the post hereby offered upon the expiry of your probationary period, the IIUM may terminate your services or extend your probationary period as decided by the relevant authority of the IIUM.
- c) Upon successful completion of your probationary period, you will be notified in writing of your confirmation in service.

#### **9. MEDICAL BENEFITS**

The Officer, Spouse and Children are entitled to receive such medical benefits as determined by the IIUM in the Medical Benefits Scheme for IIUM Staff.

#### **10. DEATH WHILE IN SERVICE**

In the event the officer passes away while in service with the IIUM, the officer's family is eligible for an *allowance of RM3,000.00 to manage the funeral expenses, subject to the following:-*

- i) Head of Department must confirm the death of the officer.
- ii) The allowance will be paid to the immediate family who is responsible in managing the funeral expenses.

#### **11. LEAVE**

The officer is entitled to take leave as provided in the relevant rules of the IIUM.

#### **12. DUTIES**

The officer is required to carry out the normal responsibilities associated with the post offered to you, along with all other duties determined from time to time by the IIUM.

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### 13. LOCAL OR OVERSEAS TRAINING/STUDY

The officer shall be considered from time to time depending on the requirement to attend training / study provided by the IIUM, either locally or overseas. In the event that you have been selected to attend such training/study, you shall be required to sign a sponsorship agreement to serve the IIUM for a specified duration, effective from the date of your return from training / study depending on the nature of the training / study and the cost involved.

### 14. DISCIPLINE

As an employee of the IIUM, you are subject to the Constitution of the IIUM, i.e. its Memorandum and Articles of Associations, and to the IIUM's rules and regulations for the time being or at any time enforce and any amendments thereto relating to work, conduct and terms and conditions of service for officers and staff in the service of the IIUM and in particular to observe and abide by the following:-

- a) The officer shall at all times and on all occasions give your undivided loyalty and devotion to the IIUM;
- b) The officer shall not subordinate your official duties to the IIUM in favour of your private interest;
- c) The officer shall not contravene the Rules and Regulations of the IIUM, including participating in any act or entering into any relationship that can adversely affect the public image of the IIUM or the employees of the IIUM and spreading false or unpleasant information of the IIUM;
- d) The officer shall comply with the IIUM Dress Code and Work Ethics;
- e) In addition, you are subject to the IIUM Constitution and to Statutes, Acts, and Regulations made thereunder. The officer shall also observe and abide by administrative rules laid down from time to time by the IIUM. If the officer is dismissed for any disciplinary offence, the IIUM has the prerogative rights to forfeit all claims to leave and other benefits of your appointment;
- f) The officer are required to sign the Letter of Undertaking in the presence of the Head of Department (as per definition in the guidelines) when you report for duty at the IIUM.

For details on the IIUM Rules and Regulations currently enforce, please view at the website at the following URL address: <http://www.iium.edu.my>

## 15. NOTICE OF TERMINATION

- a) If you are compelled by reason of ill-health not caused by your own misconduct to resign your office *or* if at any time a qualified IIUM appointed Medical Officer certifies that you are not capable by reason of any infirmity or mind or body or rendering further efficient service to the IIUM, your appointment may be terminated.
- b) During your *probation* , the IIUM may at any time and without giving any reasons therefore, terminate your service by giving you one (1) month's written notice or, *in lieu* thereof, paying you the equivalent to one (1) month's salary. You are entitled to resign by giving one (1) month's written notice or, *in lieu* thereof, paying the IIUM the equivalent to one (1) month's salary.
- c) If you have been *confirmed* in your post, the period of notice for termination by the IIUM or for your resignation shall be three (3) months or, *in lieu* thereof, one (1) month's salary.
- d) The above provision shall not apply in the case of dismissal due to breach of conduct and discipline or when it is found that any of the information or documents supplied or relevant status pertaining to this offer is found false or fraudulent or any academic qualification status not proclaimed appropriately to the IIUM. The IIUM shall not be required to give any notice of terminations, or payment *in lieu* thereof, to you upon your dismissal.
- e) Upon your resignation, the IIUM reserves the right of not appointing you if you re-apply for any vacant position at the IIUM in the future.

## 16. PLACE OF DUTY

The IIUM reserves the right to direct you to serve at any campus/branch campuses of the IIUM.

## 17. RETIREMENT AGE

The date of compulsory retirement shall be at the age of 60 years old.

#### 18. PERIOD OF ACCEPTANCE OF OFFER

The offer of appointment shall lapse if you fail to take up the appointment within one (1) month from the date of this offer.

  
**DATO' ABDUL RAHIM AHMAD**  
Executive Director  
Management Services Division

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**Acknowledgement** :-

I ..... fully understand and agree to observe and abide the *General Terms and Conditions of Service for Permanent Officers* as contained in this document.

Signature : .....

Name : .....

Date : .....

*Note* : Please send back the *original* copy of this document for record purposes.