



AIMST UNIVERSITY

Educating Tomorrow's Leaders

AIMST/HR/JOB/FAHP/23.10.2017 (01)

DU010(K)

23th October 2017

Ms. Kasturi Aravan

No 23, Jalan Flora 3E/9 Chimes

Bandar Rimbayu 42500 Teluk Panglima Garang

Selangor

Dear Ms. Kasturi Aravan

APPLICATION FOR APPOINTMENT AT AIMST

I refer to the recent interview that you attended for the position **Physiotherapist** at AIMST University.

I am glad to inform you that your application has been successful. The Offer of Employment is enclosed herewith this letter.

Thank you for your interest to serve AIMST and do contact us should you have any queries.

Sincerely,

Snr. Prof. Dr. Ravichandran Manickam
Chief Executive & Vice-Chancellor



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Dear Ms. Kasturi Aravan

OFFER OF EMPLOYMENT

We are pleased to inform you that the terms and conditions of our offer of employment are as follows:

1. APPOINTMENT

You will be employed by AIMST University and appointed to the position **Physiotherapist** in the **Faculty of Allied Health Professions**.

This appointment will take effect from till (two (2) year) and it may be extended depending on your performance and mutual agreement to continue serving AIMST

2. PROBATION

You will be required to undergo a probationary period of **six (6) months** which may be extended or reduced at the sole discretion of AIMST.

3. TRANSFER/SECONDMENT/ASSIGNMENT

You are subject to transfer, secondment or assignment from one department to another within AIMST and the university reserves the right to vary the nature and place of employment.

4. TERMINATION OF SERVICE

During the probationary period either party is required to give one month's notice to terminate the contract or pay one month's salary in lieu of notice.

After confirmation, the contract of service can be terminated by either party giving to the other party three (3) month's notice or paying three (3) month's salary in lieu of notice.

5. SALARY

All-in-salary on commencement of employment is **RM 1,600.00** per month. Staff performance review is normally undertaken annually for confirmed staff and the salary will be reviewed accordingly. Annual increases in salary are not mandatory and such payments depend on the staff's performance and AIMST's performance.

6. WORKING HOURS

Monday to Friday (8.00 a.m – 5 p.m), one-hour daily lunch break between 12 noon to 1 p.m. or 1 p.m. to 2 p.m.

From time to time, work beyond the normal working hours may be necessary. This has been taken into account in the remuneration package and overtime payment is not applicable.

7. EMPLOYEES PROVIDENT FUND

Contributions to Employees Provident Fund will be as prescribed by law. Presently, the contribution rates are 13% by AIMST for staff earning RM5000.00 and below and 11% by the staff.

8. MEDICAL BENEFITS

AIMST will, at its expense, provide medical assistance to you in accordance with the provisions and subject to the conditions of AIMST's Medical Insurance Scheme.

9. ANNUAL LEAVE

- Annual leave for confirmed staff will be 20 working days for every completed year of service for the first five years of service and 24 working days for every completed year of service thereafter.

10. MEDICAL EXAMINATION

This offer of employment is subject to your being certified medically fit to serve AIMST by an approved doctor.

11. DRIVING LICENCE

You are required to possess a valid driving licence.

12. SECRECY CONDITION

You shall not, unless authorised by AIMST in writing, disclose to any person or party any technical, commercial, financial or other confidential or private information concerning the business and affairs of AIMST.



13. ACTIVITIES OUTSIDE AIMST

You are not permitted to take part directly or indirectly in the direction, management, operation or any other activity of any educational institution or company or organisation outside AIMST without the prior written permission of the Vice Chancellor or Registrar.

14. AIMST'S RULES AND REGULATIONS

You are required to comply at all times to AIMST's policies, rules and regulations governing discipline, work ethics and other matters. Failure to comply with this requirement will render you liable to disciplinary action.

15. TERMS AND CONDITIONS OF SERVICE

The terms and conditions contained in this Offer of Employment are subject to the further provisions laid down in the Terms and Conditions of Service for employees of AIMST, a copy of which will be given to you upon acceptance of this appointment and after reporting for duty.

Other terms and conditions of employment shall be in accordance with the Terms and Conditions of Service for employees of AIMST approved by the Board of Directors from time to time. All the terms and conditions of employment are subject to revision by the Board of Directors.

We hope you will find the terms and conditions of our offer of employment acceptable. Please indicate your acceptance / non acceptance by signing and returning to us the duplicate of this offer letter with your initials on all the pages within 2 weeks.

Sincerely,



Snr. Prof. Dr. Ravichandran Manickam
Chief Executive & Vice-Chancellor





OFFER OF EMPLOYMENT

Thank you for the offer of employment.

I, Kasturi Aravan NRIC/No. 931228-10-6318 hereby
*accept / ~~do not accept~~** the above offer of employment in accordance with the terms and
conditions of service at AIMST University which have been sent to me along with the letter of
employment.

(Signature)

Date : 27.10.2017

* Delete whichever is not applicable



ASSUMPTION OF DUTY

This is to inform you that I, (name) Kasturi Aravan
of (address) NO 23, Jalan Flora 3E19 CHIMES, Rimbayu,
Teluk Panglima Garang 42500, Selangor. who has been appointed
as (position) Physiotherapist hereby assume duty at
AIMST University on (date) 2.11.2017

(Signature)

Date : 27.10.2017