

**BAHAGIAN A (Diisi oleh Pemohon) / SECTION A (Filled by Applicant)**

1. AKADEMI/ FAKULTI/ PUSAT/ PTj dimohon: \_\_\_\_\_  
ACADEMIC/FACULTY/CENTER/PTj applied:
2. NAMA: \_\_\_\_\_  
(Nama penuh seperti di dalam kad pengenalan / pasport / dokumen perundangan- **gunakan HURUF BESAR**)  
NAME: (Full name as in identity card / passport / legal documents - **use CAPITAL LETTERS**)
3. NO. KAD PENGENALAN/ PASPORT: \_\_\_\_\_ 4. WARGANEGARA: \_\_\_\_\_  
NRIC NO./PASSPORT NO: NATIONALITY:
5. JANTINA: \_\_\_\_\_ 6. AGAMA: \_\_\_\_\_ 7. BANGSA: \_\_\_\_\_ 8. TARIKH LAHIR / UMUR: \_\_\_\_\_  
GENDER: RELIGION: RACE: DOB / AGE:
9. TEMPAT LAHIR: \_\_\_\_\_ 10. TARAF PERKAHWINAN: \_\_\_\_\_ 11. NO. TELEFON: \_\_\_\_\_  
BIRTH PLACE: MARITAL STATUS: TELEPHONE NO:
12. E-MEL / E-MAIL: \_\_\_\_\_ 13. KOLEJ KEDIAMAN: \_\_\_\_\_  
(sila tulis dengan jelas/ please write clearly) RESIDENTIAL COLLEGE:
14. ALAMAT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_
15. FAKULTI : \_\_\_\_\_ 16. PROGRAM PENGAJIAN: \_\_\_\_\_  
FACULTY COURSE PROGRAMME:
17. NO. MATRIK: \_\_\_\_\_ 18. TAHUN PENGAJIAN: \_\_\_\_\_ 19: PNGK: \_\_\_\_\_  
MATRIC NO.: YEAR OF STUDY: CGPA:
20. PENAJA: \_\_\_\_\_ 21. KECACATAN/PENYAKIT: \_\_\_\_\_  
SPONSOR: DISABILITY / ILLNESS: (jika ada, nyatakan / state, if any)
22. NAMA \*IBU BAPA/ PENJAGA: \_\_\_\_\_ 23. PEKERJAAN \*IBU BAPA/ PENJAGA: \_\_\_\_\_  
NAME \*PARENT/ GUARDIAN: OCCUPATION \*PARENT / GUARDIAN:
24. PENDAPATAN ISI RUMAH \*IBU BAPA/ PENJAGA:  LB40 (Purata bulanan / monthly average RM0.00 - 1,000.00)  
HOUSEHOLD INCOME \*PARENT / GUARDIAN:  B40 (Purata bulanan / monthly average < RM4,000.00)  
 M40 (Purata bulanan / monthly average RM4,000.00 – RM10,000.00)  
 T20 (Purata bulanan / monthly average > RM10,000.00)
24. ALAMAT \*IBUBAPA / PENJAGA: \_\_\_\_\_  
ADDRESS \*PARENT / GUARDIAN: \_\_\_\_\_

\* Sila bulatkan yang mana berkenaan. / \* Please circle where applicable.

**25. KEMAHIRAN YANG DIMILIKI / CAPABILITIES :**

<b>KEMAHIRAN / SKILLS</b>	<b>(X)</b>	<b>KEMAHIRAN / SKILLS</b>	<b>(X)</b>
Menganalisis Data / Data Analysis		Pentadbiran Am/ General Administration	
Memasukkan Data / Data Entry		Perkhidmatan Kaunter / Counter Services	
Membuat Kajian/Conducting Research		Perkeranian / Clerical	
Kemahiran Komputer (Microsoft Office dll.) / Computer Literacy (Microsoft Office etc.)		Perkhidmatan Perpustakaan / Library Services	
Kemahiran Organisasi / Organizational Capabilities		Kemahiran Memimpin / Leadership	
Menulis Kertas Cadangan/ Drafting Proposal Papers		Lain-lain (nyatakan): Others (Please Specify):	

26. NYATAKAN PILIHAN BEKERJA (X):  
PLEASE STATE WORKING OPTIONS (X):

a. HARI & WAKTU BEKERJA / DAY & WORKING TIME

	SEPENUH MASA / FULL TIME		SEPARUH MASA / PART TIME	
(X)	HARI / DAY	WAKTU BEKERJA / WORKING TIME		
		DARIPADA / FROM	SEHINGGA / UNTIL	
	ISNIN / MONDAY			
	SELASA / TUESDAY			
	RABU / WEDNESDAY			
	KHAMIS / THURSDAY			
	JUMAAT / FRIDAY			

Nota: Pilihan hari bekerja adalah cadangan sahaja. Hari dan waktu bertugas perlu ditentukan dengan perbincangan bersama pegawai bertanggungjawab di PTj.

\*Sepenuh Masa: (30 jam seminggu) / \*Separuh Masa: (15 jam seminggu) - \*Ditentukan oleh PTj.

Note: Choice of working day is just a suggestion only. Day & hour of work is to be confirmed by discussion with the officer in charge at the Department.

\*Full Time: (30 hours per week) / Part Time: (15 hours per week) - \*To be decided by the Department.

b. KATEGORI TUGAS & BAYARAN / JOB CATEGORY & PAYMENT

KATEGORI A: Tugas bantuan kajian. (RM8.00/sejam) / CATEGORY A: Assisting research task. (RM8.00 / per hour)	KATEGORI B: Tugas pentadbiran/ pengkeranian. (RM6.00/sejam) / CATEGORY B: Admin / Clerical task. (RM6.00 / per hour)
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27. PERINGATAN: Sekiranya terdapat maklumat palsu atau tidak tepat, maka permohonan ini dianggap tidak sah.  
REMINDER: At any event if the above given informations are found to be fake or inaccurate, the application is invalid.

28. Dengan ini saya mengaku bahawa semua maklumat tersebut di atas adalah benar.  
I hereby declare that all the information given above is true.

Tandatangan Pemohon / Applicant's Signature

Tarikh / Date

**BAHAGIAN B (Diisi oleh Penyelia/Ketua Jabatan/Ketua PTj) / SECTION B  
(Filled by Supervisor/Head of Department/Head of Responsibility Centre)**

29. TEMPOH PELANTIKAN / APPOINTMENT PERIOD :- \_\_\_\_\_

30. PERUNTUKAN / ALLOCATION  
Tugasan ini akan dibiayai daripada peruntukan:- \_\_\_\_\_  
This appointment will be funded by the allocation of :- \_\_\_\_\_

31. PERAKUAN PENYELIA/KETUA JABATAN/KETUA PTJ / ACKNOWLEDGEMENT BY SUPERVISOR/HEAD OF DEPARTMENT/HEAD OF RESPONSIBILITY CENTRE

Tandatangan & Cop (Penyelia/Ketua Jabatan/Ketua PTj)  
Signature & Stamp (Supervisor/Head of Department/Head of RCs)

Tarikh/Date

**UNTUK KEGUNAAN PEJABAT/ FOR OFFICE USE**

**DISEMAK OLEH :**  
CHECKED BY:

\_\_\_\_\_  
Pengarah  
Pusat Kebolehpasaran Graduan dan Kerjaya  
Jabatan Hal Ehwal Pelajar, Universiti Malaya  
Graduate Employability and Career Centre  
Student Affairs Department, Universiti Malaya

Tarikh / Date:.....

**PERMOHONAN DILULUSKAN / TIDAK DILULUSKAN**  
APPLICATION APPROVED / REJECTED

\_\_\_\_\_  
Timbalan Naib Canselor (Hal Ehwal Pelajar)  
Universiti Malaya  
Deputy Vice Chancellor (Student Affairs)  
Universiti Malaya

Tarikh / Date:.....