**RIMC/008 ((((a(a)**

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|  **SENARAI SEMAK/*CHECKLISTS*** |

**BORANG PERMOHONAN (LANTIKAN BARU)**

**PEMBANTU PENYELIDIK (RA) /PEMBANTU PENYELIDIK SISWAZAH (GRA)**

***APPLICATION FORM FOR APPOINTMENT OF***

***RESEARCH ASSISTANT (RA)/GRADUATE RESEARCH ASSISTANT (GRA)***

|  |  |  |  |
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| **RA** | **:** | **GRA** | **:** |
|  | **Lantikan Baru/*New Appointment*** |  | **Lantikan Baru/*New Appointment*** |

Sila sertakan dokumen yang diperlukan (/) / *Please attach all needed documents (/*)

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| **BIL.** | **PERKARA/*ITEMS*** | **PEMOHON****(**✔**)** | **RIMC****(**✔**)** |
|  | Salinan Kad Pengenalan/Salinan Muka depan Passport yang Disahkan*Certified copies of IC/Passport* |  |  |
|  | Sijil Kelayakan Tertinggi seperti SPM/Diploma/Sarjana Muda/Sarjana yang Disahkan*Certified relevant certificates such as SPM/Diploma/Degree/Master* |  |  |
|  | Surat Tawaran Pengajian dari Pusat Pengajian Siswazah *Offer Letter of Postgraduate Study from Graduate School* |  |  |
|  | Borang Maklumat Akaun Bank (Individu) RA/GRA*RA/GRA’s Bank Account Information Form* |  |  |
|  | Borang Pengisytiharan Konflik Kepentingan GRA*GRA Conflict of Interest Declaration Form* |  |  |
|  | Surat tawaran tajaan/biasiswa (jika ada) *Sponsorship/scholarship offer letter (if any)* |  |  |
|  | Dokumen Sokongan Lain yang Berkaitan (Sila Nyatakan)*Others Document (If Any)* |  |  |

**BORANG PERMOHONAN (PELANJUTAN)**

**PEMBANTU PENYELIDIK (RA)/PEMBANTU PENYELIDIK SISWAZAH (GRA)**

***APPLICATION FORM FOR APPOINTMENT OF***

***RESEARCH ASSISTANT (RA)/GRADUATE RESEARCH ASSISTANT (GRA)***

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| **RA** | **:** | **GRA** | **:** |
|  | **Pelanjutan/*Extension*** |  | **Pelanjutan/*Extension***  |

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| **BIL.** | **PERKARA/*ITEMS*** | **PEMOHON****(**✔**)** | **RIMC****(**✔**)** |
|  | Salinan Surat Lantikan RA/GRA terdahulu*Certified of RA/GRA Appointment Letter****\*\**Sila isi Bahagian A sahaja/ *Please fill in Section A only*** |  |  |

**SEMAKAN DI PERINGKAT RIMC**

Disemak oleh;

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Tandatangan)

Nama:

Tarikh:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| C:\Users\Sofiah170\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\V8BZV8KV\logo rimc.png | **BORANG PERMOHONAN****PEMBANTU PENYELIDIK (RA)/PEMBANTU PENYELIDIK SISWAZAH (GRA)*****APPLICATION FORM FOR APPOINTMENT OF RESEARCH ASSISTANT (RA)/******GRADUATE RESEARCH ASSISTANT (GRA)***

|  |  |  |  |
| --- | --- | --- | --- |
| **RA** | **:** | **GRA** | **:** |
|  | **Lantikan Baru/*New Appointment*** |  | **Lantikan Baru/*New Appointment*** |
|  |  |  |  |
|  | **Pelanjutan/*Extension*** |  | **Pelanjutan/*Extension*** |

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**RIMC/008 ((((a(a)**

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| **MAKLUMAN/*NOTES***  |
| **PENTING/*IMPORTANT:*** 1. Pemohon perlu mengisi dengan lengkap semua maklumat

*Principal Investigator (PI) must complete the form*1. GRA - FRGS/TRGS/LRGS/RACER/KKP **SAHAJA/*ONLY***

 RA – PRGS/Geran Universiti (*University Grants*)/Agensi Luar – Industri/Antarabangsa (*External* *Agencies – Industry/International)*/Lain-lain (*Others)* **SAHAJA/*ONLY***1. Tempoh lantikan GRA (bagi geran KPT) perlu dalam tempoh projek aktif (minimum dua belas (12) bulan untuk pelajar Sarjana/PhD – **MOD PENGAJIAN PENYELIDIKAN SEPENUH MASA SAHAJA**) dan perlu bergraduat (walaupun di luar tempoh penyelidikan)**\***

*The duration of GRA appoinment must be within the active research project (minimum of twelve (12) months for Master/PhD –* ***FULL TIME RESEARCH MODE ONLY****) and the GRA must be graduated (eventhough the research projects has been completed)\**1. Sila sertakan dokumen yang diperlukan (salinan kad pengenalan/salinan muka depan passport/surat tawaran pengajian/sijil kelayakan tertinggi seperti SPM/Diploma/Sarjana Muda/Sarjana dan pengesahan status tajaan/biasiswa peringkat pusat pengajian)

*Please attach all needed documents (copies of IC/Passport/Offer Letter of Postgraduate Study/relevant certificates such as SPM/Diploma/Degree/Master*) */confirmation of sponsership by Graduate School*1. Permohonan tidak akan diproses bagi borang yang **TIDAK LENGKAP**

*Application will not be processed for* ***INCOMPLETE FORM***1. Sila sertakan surat tawaran terdahulu sahaja bagi permohonan lanjutan

*Please provide previous letter of appointment for extension application****\**** Rujuk/*Refer* Tadbir Urus Dana Penyelidikan KPT 2022 Edisi Terkini - Perkara 4.5.2 |

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| **BAHAGIAN A (Diisi oleh Ketua Penyelidik)*****SECTION A (To be completed by Principal Investigator)*** |
| 1. Ketua Penyelidik

*Principal Investigator (PI)* |  |
| 1. Tajuk Projek

 *Project Title* |  |
| 1. Kod S/O

*S/O Code* |  |
| 1. Jenis Geran

*Type of grants* |  |
| 1. Nama RA/GRA

*Name of RA/GRA* |  |
| 1. Pusat Pengajian

*School* |  |
| 1. Tempoh Pelantikan

*Period of Appointment*Tempoh Pelanjutan*Period of Extension* | Dari hingga*From until*Dari hingga*From until* |
| 1. Bayaran adalah sebanyak

*Payment* | RM sehari/sebulan *per day/per month* |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tandatangan Ketua Penyelidik & Cap Rasmi Tarikh

*Signature of Principal Investigator & Official Stamp Date*

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| **BAHAGIAN B (Diisi oleh RA/GRA)*****(SECTION B (To be completed by RA/GRA)*** |
| ***CURRICULUM VITAE*****PEMBANTU PENYELIDIK/PEMBANTU PENYELIDIK SISWAZAH*****RESEARCH ASSISTANT (RA)/GRADUATE RESEARCH ASSISTANT (GRA)*** Nama Pemohon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gambar terbaharuberukuran passport*Recent passport-sized photo* *Name of Applicant* No. Matrik : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Matric Number* Nama Penyelia : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Supervisor’s Name*  Pusat Pengajian/Universiti : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *School/University*

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| **BUTIRAN DIRI PEMOHON*****PARTICULARS OF THE APPLICANT*** |
| Nama (Huruf Besar)*Name (Capital Letter)* | No. Kad Pengenalan/No. Passport*Identity Card Number/Passport Number* |
| Tarikh Lahir*Date of Birth* | Umur*Age* |
| Jantina *Gender* | Bangsa *Ethnicity* | Taraf Perkahwinan*Marital Status*Bujang/Berkahwin*Single/Married* | Tempat Lahir*Place of Birth* |
| Kewarganegaraan*Nationality* |
| Telefon Bimbit/*Handphone* : Emel : |
| Nama Suami/Isteri*Name of Spouse* | Pekerjaan & Majikan Suami/Isteri *Occupation & Employer**of Spouse* | Bil. Anak/Tanggungan*Number of Children/ Dependents* |
| Alamat Surat Menyurat*Correspondence Address*  |

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| **LATAR PENDIDIKAN*****EDUCATIONAL BACKGROUND*** |
| **KELULUSAN SEKOLAH, KOLEJ, INSTITUT DAN UNIVERSITI*****SCHOOL, COLLEGE, INSTITUTE AND UNIVERSITY ACHIEVEMENTS*** |
| Nama Sekolah, Kolej,Institut dan Universiti*Name of School, College,**Institute and University* | Tahun *(Year)* | Kelulusan & Tahun*Achievement & Year* | Gred*Grade* |
| Mulai*From* | Hingga*Until* |
|  |  |  |  |  |
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| **PENGALAMAN KERJA*****WORK EXPERIENCE*** |
| **PEKERJAAN SEKARANG (jika ada)*****PRESENT EMPLOYMENT (if any)*** |
|  Nama Jawatan*Position* | Majikan & Tempat*Employer & Place* | Gaji Sebulan & Gred*Monthly Salary & Grade* | Tarikh Mula*Commencement Date* |
|  |  |  |  |
| **PEKERJAAN DAHULU (jika ada)*****PREVIOUS EMPLOYMENT (if any)*** |
|  Nama Jawatan*Position* | Majikan & Tempat*Employer & Place* | Gaji Sebulan & Gred*Monthly Salary & Grade* | Sebab Berhenti*Reason for Leaving*  |
|  |  |  |  |

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| **MAKLUMAT KURSUS YANG DIHADIRI*****DETAILS OF COURSES ATTENDED*** |
| Nama Kursus *Course* | Tempat & Tarikh*Place & Date* | Penganjur*Sponsor* |
|  |  |  |

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| **KETERANGAN LAIN BERKAITAN KELAYAKAN UNTUK JAWATAN INI****(Kemahiran Komputer)*****OTHER DETAILS RELEVANT TO THIS POSITION******(Computer Skills)*** |
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| **PENYOKONG (2 orang)*****REFEREE (2 people)*** |
|  | Nama*Name* | Alamat*Address* | Jawatan*Position* |
| 1. |  |  | Tel. :H/P :Faks/*Fax* : |
| 2. |  |  | Tel. :H/P :Faks/*Fax* : |

**BORANG PENGISYTIHARAN KONFLIK KEPENTINGAN RA/GRA**Saya,.......................................................... No. Kad Pengenalan................................................. dari (Pusat Pengajian/Pusat Tanggungjawab) ............................................................................. dengan tujuan menjadi GRA/RA menjalankan penyelidikan Agensi Luar (Awam/Swasta/ Antarabangsa) yang diperoleh ..................................................................................................... bertajuk .......................................................................................................................................................................................................................................................................................................................................................................................................................................................adalah dengan sesungguhnya dan sebenarnya mengisytiharkan bahawa:1. tanpa mempunyai apa-apa kepentingan peribadi atau kepentingan terletak hak atau dipengaruhi oleh mana-mana pihak lain atau terlibat dalam apa-apa amalan rasuah atau ganjaran seperti ditafsirkan di bawah Akta Suruhanjaya Pencegahan Rasuah 2009 [ Akta 694 ];
2. Tiada mana-mana ahli keluarga atau saudara terdekat saya mempunyai apa-apa kepentingan dalam mana-mana urusan pemberian dana, urusan perolehan atau urusan-urusan lain yang berkaitan dengan projek penyelidikan;
3. Tidak menerima biasiswa atau tajaan daripada mana-mana organisasi/agensi tertakluk kepada dokumen perjanjian pengajian selaras dengan Arahan Perbendaharaan (AP) 59 kecuali dengan kebenaran terlebih dahulu daripada organisasi/agensi;
4. Saya tidak akan mendedahkan apa-apa maklumat sulit berkaitan kajian atau projek output penyelidikan kepada mana-mana pihak tanpa kebenaran pembiaya dan UUM selaras dengan Akta Rahsia Rasmi 1972 [ Akta 88 ]; dan
5. Saya sesungguhnya akur dan faham bahawa jika saya disabitkan kerana telah melanggar mana-mana terma dalam surat akuan ini, saya boleh dikenakan tindakan tatatertib dibawah Peraturan-peraturan Pegawai Awam (Kelakuan dan Tatatertib) 1993.

Nama GRA/RA : ............................................................................Kod SO : ............................................................................No. Kad Pengenalan : ............................................................................Tandatangan : ..………………....................................................Pusat Pengajian : ............................................................................Tarikh : ............................................................................ |

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| **BAHAGIAN C: PENGESAHAN STATUS TAJAAN/BIASISWA GRA OLEH DEKAN PUSAT PENGAJIAN SISWAZAH (GRA Perlu mendapatkan pengesahan Dekan Pusat Pengajian) \*\******SECTION C: Confirmation Of Sponsorship/Graduate Scholarship Status By Dean of Graduate School (GRA needs approval from the Dean of Graduate School)*** |
| **Ya/*Yes***Nyatakan nama organisasi/agensi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name organization/agency related***Tidak*/No***Catatan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Remarks* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***\*\* Sila sertakan dokumen berkaitan*** ***Please attach related documents*** |
| **Tandatangan Dekan Pusat Pengajian Siswazah***Signature* | **:** |  |
| **Nama dan Cap Rasmi***Name & Official Stamp* | **:** |  |
| **Tarikh***Date* | **:** |  |

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| **BAHAGIAN D (Semakan oleh Pegawai Penyelidik Sosial)*****SECTION D (Verification by Social Research Officer)*** |
| 1. Peruntukan/Baki

*Allocation/Balance* |
| Baki Vot 11000 (Guna tenaga)*Budget/Balance Vote 11000 (Manpower)* | RM |
| Baki Vot 29000 (Perkhidmatan Ikhtisas)*Budget/Balance Vote 29000 (Professional Services)* | RM |
| RAGRA1. Catatan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Remarks* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tandatangan & Cap Rasmi Tarikh*Signature & Official Stamp Date* |

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| **BAHAGIAN E (Kelulusan oleh Pengarah RIMC)*****SECTION E (Approval by the Director of RIMC )*** |
|  Tidak Diluluskan*Not Approved*Diluluskan*Approved* |
| Catatan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Remarks* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tandatangan & Cap Rasmi Tarikh*Signature & Official Stamp Date* |
| **BAHAGIAN F (Untuk Kegunaan Pejabat Sahaja)*****SECTION F (For office use only)*** |
| 1. No. Surat Rujukan Lantikan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Tarikh Surat Lantikan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Reference Letter No. Date of Appointment Letter*1. Tempoh Lantikan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hingga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Duration of Appointment Until*1. Tempoh Pelanjutan (jika berkaitan) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hingga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Extension Period (If Related) Until*1. Terma Lantikan : i) Gaji (RM) : \_\_\_\_\_\_\_ Hari/Bulan

*Terms of Appointment Salary Day/Month* ii) Kod S/O : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ *S/O Code* iii) Jenis Geran : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Type of Grant*  |

Unit Pelaksanaan Operasi RIMC\_RIMC 008\_Borang Permohonan Pembantu Penyelidik (RA)/ Pembantu Penyelidik Siswazah (GRA)\_Pindaan 1.12.2022