**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*** | |

**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* |

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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 terbaharu  berukuran passport  *Recent passport-sized photo*  *Name of Applicant*  No. Matrik : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Matric Number*  Nama Penyelia : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Supervisor’s Name*  Pusat Pengajian/Universiti : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *School/University*   |  |  |  |  | | --- | --- | --- | --- | | **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* | | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **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* | | |  | |  |  | |  | |  | |  | | | | | | | | |  | | | | | | | | |  | | | | | | | | | **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* | | |  |  | | |  | |  | |  |  |  |  | | --- | --- | --- | | **MAKLUMAT KURSUS YANG DIHADIRI**  ***DETAILS OF COURSES ATTENDED*** | | | | Nama Kursus  *Course* | Tempat & Tarikh  *Place & Date* | Penganjur  *Sponsor* | |  |  |  |  |  | | --- | | **KETERANGAN LAIN BERKAITAN KELAYAKAN UNTUK JAWATAN INI**  **(Kemahiran Komputer)**  ***OTHER DETAILS RELEVANT TO THIS POSITION***  ***(Computer Skills)*** | |  |  |  |  |  |  | | --- | --- | --- | --- | | **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 |
| RA  GRA   1. 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