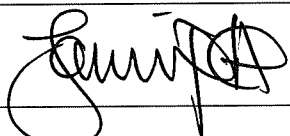



APPLICATION FOR PART TIME (ADMINISTRATIVE & TECHNICAL STAFF)

Prepared By:	Approved By:
	
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Position: Assistant Director, Human Resource Department	Position: Dean Centre for Foundation Studies, IIUM
Date: 15 th April 2025	Date: 15 th April 2025

1.0 OBJECTIVE

This procedure is prepared to ensure the process of application for part-time administrative & technical fulfills the CFS requirement.

2.0 SCOPE

The procedure is used by the Centre for Foundation Studies as a guideline for the application for part-time administrative & technical.

3.0 ACCOUNTABILITY

- 3.1 Human Resource Department
- 3.2 Administration & Technical Departments
- 3.3 Selection Committee for Recommendation of Part-Time Administrative/Technical Staff Application
- 3.4 Office of the Director (Administration)
- 3.5 Management Services Division

4.0 ABBREVIATION

- 4.1 HRD Human Resource Department
- 4.2 MSD Management Services Department

5.0 REFERENCE

- 5.1 MSD-ENAU/V-00/R-01/ED-04022020

6.0 RECORD RETENTION PERIOD

2 years

7.0 PROCESS FLOW

