

	PERKHIDMATAN UTAMA PENYELIDIKAN PEJABAT TIMBALAN NAIB CANSOLOR (PENYELIDIKAN & INOVASI) Kod Dokumen: PU/PY/BR41/PERSONELR&D
	BORANG PERMOHONAN PASCA DOKTORAL APPLICATION FORM OF POST-DOCTORAL FELLOW

Kategori Permohonan: **Pelantikan Baharu** **Pembaharuan Kontrak**
Category of Application: *New Appointment* *Renewal of Contract*

Senarai dokumen berikut perlu disertakan untuk **permohonan pelantikan baharu**: (Sila tandakan (✓) dalam kotak)
List of documents to be attached for new appointment application: (Please tick (✓) in the box)

- | | |
|---|--------------------------|
| 1) Surat Iringan daripada Dekan Fakulti/Pengarah Institut
<i>Cover Letter from Dean of Faculty/Director of Institute</i> | <input type="checkbox"/> |
| 2) Satu salinan Kad Pengenalan/Pasport Antarabangsa (untuk bukan warganegara)
<i>One copy of Identification Card/International Passport (for non-Malaysian citizen)</i> | <input type="checkbox"/> |
| 3) Satu keping gambar berukuran pasport
<i>One passport-sized photograph</i> | <input type="checkbox"/> |
| 4) Ringkasan Biodata Diri
<i>Curriculum Vitae (CV)</i> | <input type="checkbox"/> |
| 5) Salinan sijil-sijil kelayakan akademik/profesional yang disahkan
<i>Certified copies of academic/professional qualifications</i> | <input type="checkbox"/> |

Senarai dokumen berikut perlu disertakan untuk **permohonan pembaharuan kontrak**: (Sila tandakan (✓) dalam kotak)
List of documents to be attached for renewal of contract application: (Please tick (✓) in the box)

- | | |
|---|--------------------------|
| 1) Surat Iringan daripada Dekan Fakulti/Pengarah Institut
<i>Cover Letter from Dean of Faculty/Director of Institute</i> | <input type="checkbox"/> |
| 2) Satu salinan Kad Pengenalan/Pasport Antarabangsa (untuk bukan warganegara)
<i>One copy of Identification Card/International Passport (for non-Malaysian citizen)</i> | <input type="checkbox"/> |

Syarat lantikan baharu, senarai tugas dan tanggungjawab, syarat perkhidmatan, dan penetapan petunjuk prestasi Felo Pasca Doktorat seperti dalam **Lampiran A**.
Terms of new appointment, list of duties and responsibilities, conditions of service, and setting key performance indicator (KPI) of Post-Doctoral Fellow as in Appendix A.

Borang permohonan yang telah lengkap diisi hendaklah dihantar ke alamat berikut:
Completed application form should be submitted to the following address:

Ketua Pentadbiran
 Pejabat Timbalan Naib Canselor (Penyelidikan dan Inovasi)
 Universiti Putra Malaysia
 43400 UPM Serdang
 Selangor Darul Ehsan, Malaysia

Tel: 03-8947 1242/1633 Fax: 03-8945 1673

Head of Administration
 Office of the Deputy Vice Chancellor (Research and Innovation)
 Universiti Putra Malaysia
 43400 UPM Serdang
 Selangor Darul Ehsan, Malaysia

Tel: 03-8947 1242/1633 Fax: 03-8945 1673

NO. SEMAKAN : 00
 NO. ISU : 02
 TARIKH KUATKUASA : 16/01/2014

BAHAGIAN A – MAKLUMAT PERIBADI PEMOHON <i>PART A – PERSONAL DETAILS OF APPLICANT</i>				
Gelaran <i>Salutation</i>	<input type="checkbox"/> Encik <i>Mr</i>	<input type="checkbox"/> Puan <i>Madam</i>	<input type="checkbox"/> Cik <i>Miss</i>	<input type="checkbox"/> Lain-lain <i>Others</i>
Nama seperti K.P./Pasport <i>Name as NRIC/Passport</i>				
No. K.P./Pasport <i>NRIC/Passport No.</i>				
Tarikh Lahir (hh/bb/tttt) <i>Date of Birth (dd/mm/yyyy)</i>		Umur <i>Age</i>		
Warganegara <i>Citizenship</i>		Jantina <i>Gender</i>		
Status Perkahwinan <i>Marital Status</i>		Bangsa <i>Race</i>		
No. Tel. Rumah <i>Home Phone No.</i>		No. Tel. Pejabat <i>Office Phone No.</i>		
No. Telefon Bimbit <i>Mobile Phone No.</i>		Alamat Emel <i>Email Address</i>		
Alamat Rumah Tetap <i>Permanent Home Address</i>				
Alamat Surat Menyurat <i>Mailing Address</i>				

*BAHAGIAN B – KELULUSAN AKADEMIK/PROFESIONAL <i>*PART B – ACADEMIC/PROFESSIONAL QUALIFICATION</i>				
Untuk diisi bagi permohonan lantikan baharu sahaja <i> To be completed for new appointment application only</i>				
SEKOLAH/INSTITUT/UNIVERSITI <i>School/Institution/University</i>	NAMA SIJIL DAN PROGRAM <i>Name of Certificate and Programme</i>	TAHUN <i>Year</i>		TARIKH PENGURNIAAN IJAZAH <i>Date of Degree Conferment</i>
		Dari <i>From</i>	Hingga <i>To</i>	

*BAHAGIAN C – PENGALAMAN KERJA <i>*PART C – WORKING EXPERIENCE</i>				
Untuk diisi bagi permohonan lantikan baharu sahaja <i> To be completed for new appointment only</i>				
JAWATAN <i>Position</i>	MAJIKAN <i>Employer</i>	TAHUN <i>Year</i>		GAJI BULANAN <i>Monthly Salary</i>
		Dari <i>From</i>	Hingga <i>To</i>	

NO. SEMAKAN : 00
 NO. ISU : 02
 TARIKH KUATKUASA : 16/01/2014

--	--	--	--	--

***BAHAGIAN D – PENCAPAIAN (Sila sertakan salinan muka hadapan penerbitan/paten/anugerah)**

**PART D – ACHIEVEMENT (Please enclose the front page of each publication/patent/award)*

***Untuk diisi bagi permohonan lantikan baharu sahaja**

** To be completed for new appointment application only*

1) Senarai Penerbitan

List of Publications

(Please enclose the front page of publication or letter of acceptance accepted for publication in press)

i. Citation Indexed Journal

No.	Journal	Impact Factor
1.	<p>Format: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. <i>Title of Journal</i>, ISSN, xx, xxx-xxx</p> <p>Example: Omidvar, V., Siti Nor Akmar, A., Maziah, M., Maheran, A.A. (2008). A transient assay to evaluate the expression of polyhydroxybutyrate genes regulated by oil palm mesocarp-specific promoter. <i>Plant Cell Reports</i>, 0721-7714, v53(27) : pp 40-45</p>	1.974

ii. Non Citation Indexed Journal

No.	Journal
1.	<p>Format: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. <i>Title of Journal</i>, ISSN, xx, xxx-xxx</p> <p>Example: Noor Hayati Khamaruddin, Mahiran Basri, Gwendoline EE Cheng Lian, Abu Bakar Salleh, Raja Noor Zaliha Raja A. Rahman, Arbakariya Ariff, Rosfarizan Mohamad and Roila Awang. (2008). Enzymatic synthesis and characterization of palm-based kojic acid ester. <i>Journal of Oil Palm Research</i>, 1511-2780, v20 : pp 461-468</p>

iii. Chapter in Book

No.	Chapter in Book
1.	<p>Format: Author, A. A. (Year). <i>Title of work</i>. Location: Publisher. ISBN, xx, xxx-xxx</p> <p>Example: Weete, J.D., Lai, O.M. and Akoh, C.C. (2008). Microbial Lipase 3rd edition in Food Lipids. Kuala Lumpur: CRC Press. 978-967-344-220-1, pp 532-584</p>

iv. Book

No.	Book
1.	<p>Format: Author, A. A. (Year). <i>Title of work</i>. Location: Publisher. ISBN, xx, xxx-xxx</p> <p>Example: Tan, W.S., Abdullah, J.O., Sieo, C.C., Shafee, N., Mustafa, S., Leow, T.C., Jahanshiri, F., Saad, W.Z., Tong, C.C., Abd Wahab, M.N. and Abdullah, N. (2008). Molecular Techniques for Identification of Bacteria. UPM Press. 978-967-344-262-1, pp 155-178</p>

NO. SEMAKAN : 00
NO. ISU : 02
TARIKH KUATKUASA : 16/01/2014

v. **Proceeding**

No.	Proceeding
1.	<p>Format: Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. Name of Proceedings. Location. xx, xxx-xxx</p> <p>Example: X.D.Huang, J.B.Liang, H.Y.Tan and Y.W.Ho. (2008). Effect of condensed tannins from Leucaena on soya bean meal fermentation in vitro. Proceedings of the 29th Malaysian Society of Animal Production Annual Conference.p. Penang, Malaysia. 96-97.</p>

2) **Paten dan Produk Komersil**

Patent and Commercialised Product

No.	Patent
1.	<p>Format: Inventor, A.A., Inventor, B.B., & Inventor, C.C. (Year). Title of patent. Country of filing. Status, Application/IP No.</p> <p>Example: Fatimah Md Yusoff (2008). Starter Kit For the Production of Pure and High Quality Microalgae. Vietnam. Pending Patent, 1-2008-00906</p>

3) **Anugerah Akademik dan Pencapaian**

Academic Award and Achievement

No.	Award/Achievement
1.	<p>Format: Name of researcher (Year). Title of award. Location: Organizer</p> <p>Example: M. Hamiruce Marhaban (2006). Best Freestyle Award at Field Robot Event. Stuttgart, Germany: IEEE International Robotic Event</p>

BAHAGIAN E: PERAKUAN PEMOHON

PART E: DECLARATION BY APPLICANT

Dengan ini saya mengaku bahawa:

I hereby declare that:

1. Saya pernah/tidak pernah* disabitkan atas tuduhan jenayah atau dihukum oleh mana-mana Mahkamah
I have/never been convicted of criminal charges or sentenced by any court*
2. Saya bukan seorang penagih dadah/saya seorang bekas penagih dadah*
*I am not a drug addict/I am a former drug user**
3. Saya pernah/tidak pernah* dibuang kerja oleh Kerajaan/Badan-badan Berkanun/Kuasa-kuasa Tempatan
I have/never been dismissed by Government/Statutory Bodies/Local Authorities*
4. Saya juga mengaku maklumat yang dinyatakan di dalam permohonan ini adalah benar
I also declare that the information stated in this application are true

*Sila potong mana yang tidak berkenaan

Please delete if not applicable

Tandatangan Pemohon

Applicant's Signature

:

Tarikh

Date

:

NO. SEMAKAN : 00
NO. ISU : 02
TARIKH KUATKUASA : 16/01/2014

BAHAGIAN F: PENCAPAIAN PETUNJUK PRESTASI (KPI)*PART F: KEY PERFORMANCE INDICATOR (KPI) ACHIEVEMENT****Untuk diisi bagi permohonan pembaharuan kontrak sahaja**** To be completed for contract renewal only*

Senarai Tugas dan Tanggungjawab <i>List of Duties and Responsibilities</i>	KPI minimum yang ditetapkan <i>Minimum KPI set</i> <i>(Please refer to Appendix A)</i>	Pencapaian KPI <i>(Sila lampirkan dokumen sokongan)</i> <i>KPI Achievement</i> <i>(Please enclose supporting documents)</i>
1) Prepare research proposal		
2) Total research grant obtained as co-researchers		
3) Number of publications in refereed journals		
4) Assist in commercialization of research / intellectual property		
5) Assist in networking activity / research collaboration		

SEMAKAN OLEH PENYELIA*REVIEWED BY SUPERVISOR*Tandatangan Penyelia
Supervisor's Signature

:

Tarikh
Date

:

Cap Rasmi
Official Stamp

:

PENGESAHAN OLEH DEKAN/PENGARAH*ENDORCED BY DEAN/DIRECTOR*Tandatangan Dekan/Pengarah
Dean's/Director's Signature

:

Tarikh
Date

:

Cap Rasmi
Official Stamp

:

NO. SEMAKAN : 00
 NO. ISU : 02
 TARIKH KUATKUASA : 16/01/2014

BAHAGIAN G: MAKLUMAT PENYELIDIKAN*PART G: RESEARCH INFORMATION****Untuk diisi bagi permohonan pelantikan baharu dan permohonan pembaharuan kontrak**** To be completed for new appointment application and renewal of contract application*

Kluster Penyelidikan <i>Research Cluster</i>			
Program Penyelidikan <i>Research Programme</i>			
Kumpulan Penyelidikan <i>Research Group</i>			
Ketua Kumpulan Penyelidikan <i>Head of Research Group</i>			
Nama Ahli Kumpulan Penyelidikan <i>Name of Research Group Members</i>			
Nama Penyelia <i>Supervisor's Name</i>			
Jabatan/Laboratori <i>Department/Laboratory</i>			
Fakulti/Institut <i>Faculty/Institute</i>			
Tajuk Projek Penyelidikan Penyelia <i>Supervisor's Research Project Title</i>			
Jenis Geran Penyelidikan <i>Type of Research Grant</i>			
Penaja Geran Penyelidikan <i>Research Grant Sponsor</i>			
Tempoh <i>Period</i>		Tarikh Mula <i>Start Date</i>	
No. Pusat Kos Geran Penyelidikan <i>Vote No. of Research Grant</i>		Tarikh Tamat <i>End Date</i>	
Jumlah Geran Diluluskan (RM) <i>Amount of Grant Approved (RM)</i>		Baki Peruntukan (RM) <i>Remaining Allocation (RM)</i>	
Cadangan Tarikh Lantikan <i>Proposed Date of Appointment</i>		Cadangan Imbuhan (RM) <i>Allowance Proposed (RM)</i>	
Cadangan Tajuk Projek Felo Pasca Doktorat <i>Proposed Project Title for Post-Doctoral Fellow</i>			

PERAKUAN OLEH PENYELIA*DECLARATION BY SUPERVISOR*Tandatangan Penyelia
Supervisor's Signature

:

Tarikh
Date

:

Cap Rasmi
Official Stamp

:

KELULUSAN OLEH KETUA KUMPULAN PENYELIDIKAN*APPROVAL BY HEAD OF RESEARCH GROUP*Tandatangan Ketua Kumpulan
Penyelidikan

:

*Head of Research Group's Signature*Tarikh
Date

:

NO. SEMAKAN : 00
 NO. ISU : 02
 TARIKH KUATKUASA : 16/01/2014

Cap Rasmi
Official Stamp

***BAHAGIAN H: CADANGAN PETUNJUK PRESTASI (KPI)**

**PART H: PROPOSED KEY PERFORMANCE INDICATOR (KPI)*

***Untuk diisi bagi permohonan pelantikan baharu dan permohonan pembaharuan kontrak**

** To be completed for new appointment application and renewal of contract application*

Senarai Tugas dan Tanggungjawab <i>List of Duties and Responsibilities</i>	PETUNJUK PRESTASI DI FAKULTI/INSTITUT <i>'KEY PERFORMANCE INDICATOR' AT FACULTY/INSTITUTE</i> Sila rujuk Lampiran A untuk penetapan KPI calon (Please refer to Appendix A for KPI setting of candidate)
1) Prepare research proposal	
2) Total research grant obtained as co-researchers	
3) Number of publications in refereed journals	
4) Assist in commercialization of research / intellectual property	
5) Assist in networking activity / research collaboration	

DISEDIAKAN OLEH PENYELIA
PREPARED BY SUPERVISOR

Tandatangan Penyelia : Tarikh :
Supervisor's Signature Date

Cap Rasmi :
Official Stamp

PENGESAHAN OLEH DEKAN/PENGARAH
ENDORCED BY DEAN/DIRECTOR

Tandatangan Dekan/Pengarah : Tarikh :
Dean's/Director's Signature Date

Cap Rasmi
Official Stamp

BAHAGIAN I : SOKONGAN KETUA JABATAN/LABORATORI
PART I: RECOMMENDATION BY HEAD OF DEPARTMENT/LABORATORY

Permohonan ini adalah : **Disokong** **Tidak Disokong**
This application is Recommended Not Recommended

Ulasan
Remarks

Tandatangan Ketua Jabatan/
Ketua Laboratori
*Head of
Department's/Laboratory's
Signature*

Tarikh :
Date

Cap Rasmi
Official Stamp

BAHAGIAN J: KELULUSAN DEKAN/PENGARAH
PART J: APPROVAL BY DEAN/DIRECTOR

Permohonan ini adalah : **Diluluskan** **Tidak Diluluskan**
This application is Approved Not Approved

Ulasan
Remarks

Tandatangan Dekan/Pengarah
Dean's/Director's Signature

Tarikh :
Date

Cap Rasmi
Official Stamp

NO. SEMAKAN : 00
NO. ISU : 02
TARIKH KUATKUASA : 16/01/2014

Lampiran A: Syarat lantikan baharu, senarai tugas dan tanggungjawab, syarat perkhidmatan, dan penetapan petunjuk prestasi Felo Pasca Doktor

Appendix A: *Terms of new appointment, list of duties and responsibilities, conditions of service, and setting key performance indicator (KPI) of Post-Doctoral Fellow*

A) Syarat Lantikan Baharu

Terms of new appointment

No.	Criteria	Post-Doctoral (UPD10)	Post-Doctoral (UPD9)	Post-Doctoral (UPD8)
1.	Professional qualifications	Every candidate must have a Doctor of Philosophy (PhD) in related areas and the PhD degree must be within 5 years from the date of conferred	Every candidate must have a Doctor of Philosophy (PhD) in related areas and the PhD degree must be within 5 years from the date of conferred	Every candidate must have a Doctor of Philosophy (PhD) in related areas and the PhD degree must be within 5 years from the date of conferred
2.	Publication in journal	At least 5 CIJ	At least 10 CIJ	At least 15 CIJ

B) Senarai Tugas dan Tanggungjawab

List of duties and responsibilities

1. Carry out research activities in identifying projects or existing projects in the faculty or institute
2. Assist in publishing papers in high impact journals
3. Assist in supervising graduate students in conducting research and publication
4. Assist in conducting seminars on research conducted

C) Syarat Perkhidmatan

Conditions of Service

1. Terma lantikan adalah sepenuh masa
Terms of appointment is full time
2. Tempoh pelantikan adalah 1 hingga 3 tahun dan boleh dilantik semula
Period of appointment is 1 to 3 years and can be initially appointed
3. Kemudahan perubatan adalah untuk diri sendiri sahaja sama ada di Klinik Panel atau Hospital Kerajaan
Medical benefits is eligible for officers from the University's approved panel of medical practitioners or Government Hospital in Malaysia only
4. Tambang penerbangan adalah Kelas Ekonomi
Travel Class is Economy Class
5. Cuti tahunan adalah sebanyak 25 hari setahun
Annual leave is 25 days a year
6. Gred dan kadar imbuhan bulanan seperti berikut:
Grade and monthly remuneration rate as follow:

NO. SEMAKAN : 00
NO. ISU : 02
TARIKH KUATKUASA : 16/01/2014

Lampiran A: Syarat lantikan baharu, senarai tugas dan tanggungjawab, syarat perkhidmatan, dan penetapan petunjuk prestasi Felo Pasca Doktor

Appendix A: *Terms of new appointment, list of duties and responsibilities, conditions of service, and setting key performance indicator (KPI) of Post-Doctoral Fellow*

Felo Pasca Doktor <i>Post Doctoral Fellow</i>	Imbuhan Bulanan <i>Monthly Salary (Fixed all-in)</i>
Gred UPD8	RM 6,500.00
Gred UPD9	RM 6,000.00
Gred UPD10	RM 5,500.00

D) Penetapan Petunjuk

Setting key performance indicator (KPI)

1. Prepare research proposal

Appointment	Post-Doctoral (UPD10)	Post-Doctoral (UPD9)	Post-Doctoral (UPD8)
First Year	Assist in preparing three (3) research proposals to: a) 1 government agency (other than university grants) b) 1 international body c) 1 industry/private company	Assist in preparing four (4) research proposals to: a) 2 government agencies (other than university grants) b) 1 international body c) 1 industry/private company	Assist in preparing five (5) research proposals to: a) 2 government agencies (other than university grants) b) 1 international body c) 2 industry/private company
Second Year	Assist in preparing two (2) research proposals to: a) 1 international b) 1 industry/private	Assist in preparing three (3) research proposals to: a) 1 international b) 2 industry/private	Assist in preparing four (4) research proposals to: a) 2 international b) 2 industry/private
Third Year and onwards	Same as the second year	Same as the second year	Same as the second year

2. Total research grant obtained as co-researchers

Appointment	Post-Doctoral (UPD10)	Post-Doctoral (UPD9)	Post-Doctoral (UPD8)
First Year	None	None	None
Second Year	<u>Science/Engineering:</u> Government : RM30,000 International/ : RM20,000 Industry/ Private <u>Social Science:</u> Government : RM20,000 International/ : RM10,000 Industry/ Private	<u>Science/Engineering:</u> Government : RM30,000 International/ : RM20,000 Industry/ Private <u>Social Science:</u> Government : RM20,000 International/ : RM10,000 Industry/ Private	<u>Science/Engineering:</u> Government : RM30,000 International/ : RM20,000 Industry/ Private <u>Social Science:</u> Government : RM20,000 International/ : RM10,000 Industry/ Private

NO. SEMAKAN : 00
 NO. ISU : 02
 TARIKH KUATKUASA : 16/01/2014

Lampiran A: Syarat lantikan baharu, senarai tugas dan tanggungjawab, syarat perkhidmatan, dan penetapan petunjuk prestasi Felo Pasca Doktor

Appendix A: *Terms of new appointment, list of duties and responsibilities, conditions of service, and setting key performance indicator (KPI) of Post-Doctoral Fellow*

Third Year and onwards	<u>Science/Engineering:</u> Government : RM30,000 International/ : RM20,000 Industry/ Private	<u>Science/Engineering:</u> Government : RM30,000 International/ : RM20,000 Industry/ Private	<u>Science/Engineering:</u> Government : RM30,000 International/ : RM20,000 Industry/ Private
	<u>Social Science:</u> Government : RM20,000 International/ : RM10,000 Industry/ Private	<u>Social Science:</u> Government : RM20,000 International/ : RM10,000 Industry/ Private	<u>Social Science:</u> Government : RM20,000 International/ : RM10,000 Industry/ Private

3. Number of publications in refereed journals

Appointment	Post-Doctoral (UPD10)	Post-Doctoral (UPD9)	Post-Doctoral (UPD8)
First Year	1 CIJ as a first author/co-author	1 CIJ as a first author/co-author	1 CIJ as a first author/co-author
Second Year	1 CIJ as a first author; and 1 CIJ as a co-author	2 CIJ as a first author; and 1 CIJ as a co-author	1 CIJ as a first author; and 2 CIJ as a co-author
Third Year and onwards	2 CIJ as a first author	3 CIJ as a first author	4 CIJ as a first author

4. Assist in commercialization of research / intellectual property

Appointment	Post-Doctoral (UPD10)	Post-Doctoral (UPD9)	Post-Doctoral (UPD8)
First Year	None	None	None
Second Year	1 research group	1 research group	1 research group
Third Year and onwards	1 research group	2 research groups	3 research groups

5. Assist in networking activity / research collaboration

Appointment	Post-Doctoral (UPD10)	Post-Doctoral (UPD9)	Post-Doctoral (UPD8)
First Year	None	None	None
Second Year	1 local/international	2 local/international	2 local and 1 international
Third Year and onwards	1 local/international	1 local and 1 international	2 local and 1 international

*Post-Doctoral Fellow must fulfill the above performance indicators and the final decision is under consideration of the Selection Committee (Research)

NO. SEMAKAN : 00
NO. ISU : 02
TARIKH KUATKUASA : 16/01/2014