

GUIDELINE TO APPLY POSITION AS ACADEMIC STAFF IN UTM

Application can be made through online website: <https://mohonjawatan.utm.my/lantikanakademik/>

**Candidates are allowed to apply for a position at a maximum of two (2) faculties only with a fee of RM20.00. Candidates should choose a Faculty that is suitable with their field of study at Doctor of Philosophy's level. The application will be forwarded to the first Faculty, and if the first Faculty rejects, the application will be forwarded to the second Faculty.

01



USING MOZILLA OR GOOGLE CHROME NAVIGATION



For best resolution, kindly use Mozilla or Google Chrome Navigation



02 LOG IN



For existing user, you can click



to create new password.

For new user, please click



to register account.

03 GUIDELINE



- Please read the requirements thoroughly before submitting the job application
- The password and password hints must be simple, confidential and easy to remember
- You can download the User Manual and Application Flow Process from the website

04



PAYMENT METHOD

RM20.00 is charged for each position that you apply. We will only process applications with a 'PAY' status. In order to make payment, you may choose one of the two (2) methods as follows:

1. FPX (Financial Process Exchange)
 - FPX payments will incur an additional fee of RM0.50
2. Credit Card
 - There will be no additional charges



FOR ANY ENQUIRIES, PLEASE CONTACT:

07-5531192 / 5531247 / 5331190

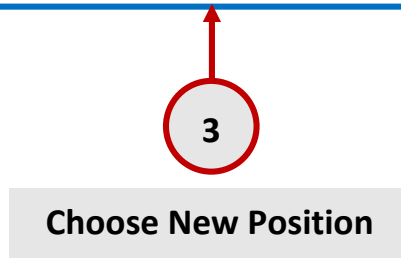
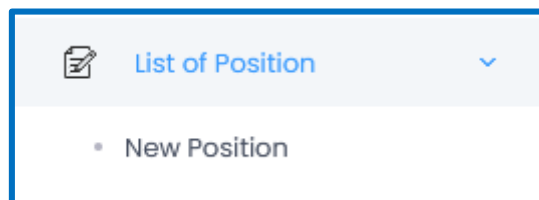
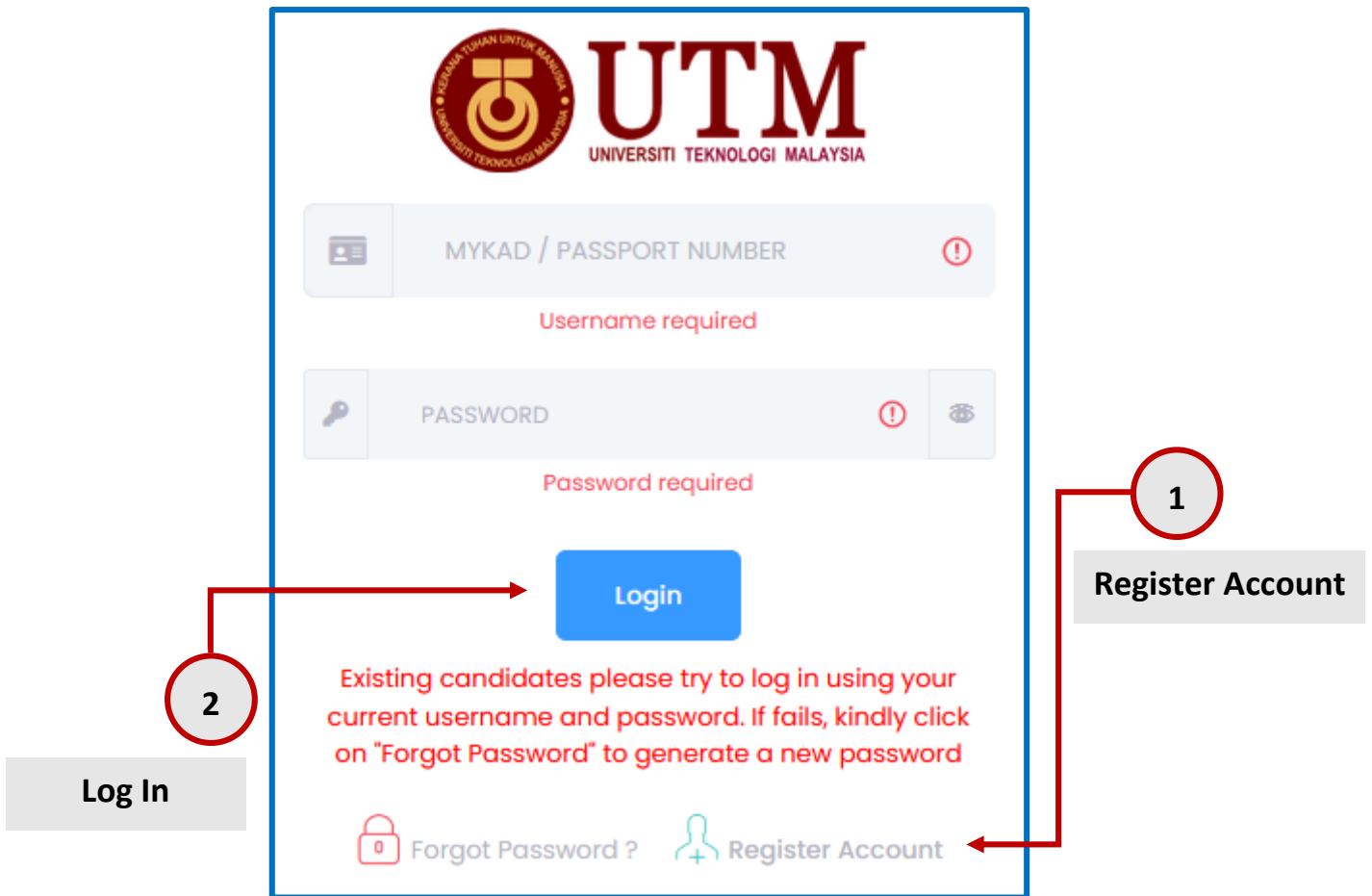
Alternative Line : 011-59577250

jawatanakademik@utm.my

Ahad - Rabu (8.00am - 5.00pm)
Khamis (8.00am - 3.30pm)



FLOW OF APPLICATION PROCEDURE



Choose the position that is offered

4

Bil	Kod Jawatan	Jawatan	Kampus	Taraf Jawatan	Tindakan
1	FA29A	PEN. PEGAWAI TEKNOLOGI MAKLUMAT (FA29)	JOHOR BAHRU	TETAP	Mohon
2	HA11C	PEMANDU KENDERAAN GRED (H11)	JOHOR BAHRU	TETAP	Mohon

Bil	Sesi	Gred	Jawatan	Kampus	Status	Tarikh Mohon	Tindakan
1	2021 / 1	UA11C	PEMBANTU PERAWATAN KESIHATAN GRED (U11)	JOHOR BAHRU	SUBMITTED	10/05/2021	
2	2021 / 1	FA29A	PEN. PEGAWAI TEKNOLOGI MAKLUMAT (FA29)	JOHOR BAHRU	DRAFT	18/04/2021	

Tindakan

5

Update / Check

Perakuan

Send

7

6

Pay

Kaedah Bayar :

FPX Financial Process Exchange (FPX) / Kad Debit **PAY NOW**

atau

Kad Kredit **PAY NOW**



Applicant's details screen

The screenshot displays a list of application details. Each item has an icon on the left and a completion status on the right. The 'Publication Information' item is highlighted in light blue. A red arrow points from the right side of the list to a red circle containing the number '8', which is positioned above a grey button labeled 'Finish/Complete'.

	List of Application	
	Profile	
	• Personal Information	✓
	• Family Information	✓
	• Secondary School Education	✓
	• Higher Education	✓
	• Publication Information	
	• Skills Information	✓
	• Working Experience	✓
	• Professional Qualifications	
	Attachment	✓
	Payment Method	✓
	Declaration	✓
	Application Status	
Marker		
	Completed	
	Not Completed	

8
Finish/Complete

Reminder

Make sure that every details in the list above are complete before send them by clicking the certified button.