



King Mongkut's Institute of Technology Ladkrabang

Employment Opportunities for Instructors (Academic Institute Employee)

Faculty of Liberal Arts

Under the authority of Articles 34 of the King Mongkut's Institute of Technology Ladkrabang Act B.E. 2551 in conjunction with King Mongkut's Institute of Technology Ladkrabang Regulations on Human Resource Management B.E. 2562 and King Mongkut's Institute of Technology Ladkrabang Announcement on Institute Employee Recruitment and Selection B.E. 2563, the Institute has issued the qualifications and selection processes.

1. Open positions

2 positions

1.1 Japanese Lectures in Department of Language, Faculty of Liberal Arts

Employee No. 1487, 1490

1.1.1 Education: Master's degree/Doctor's degree

- Japanese, Teaching in Japanese, Japanese Linguistics, Japanese Literature and the other related fields

2. General and specific qualifications

To be eligible to apply for open positions, applicants must not have a prohibited characteristic under Item 10 of King Mongkut's Institute of Technology Ladkrabang Regulations on Human Resource Management B.E. 2562.

10.1 General qualifications

- (1) All national
- (2) aged above 18
- (3) venerating the constitutional democracy
- (4) having other qualifications specified by the Human Resource Committee

10.2 Prohibitions

- (1) being a holder of a political position or a political party member;
- (2) being an incompetent person, quasi-incompetent person, insane or mentally disabled person, or suffering from a disease prescribed by Teacher Civil Service and Educational Personnel or the Human Resource Committee, KMITL;
- (3) being suspended from government service or temporarily discharged from government service under this Regulation or other laws;
- (4) being morally defective to the extent of being socially objectionable;
- (5) being political party committee, or holding a political party administrative position, or being political party staff;
- (6) being adjudged bankrupt;

(7) having been imprisoned by final sentence of imprisonment for a criminal offence, with the exception of sentences for offences committed negligently or minor offences;

(8) having been punished by discharge, dismissal or expulsion from a state enterprise or other state agencies;

(9) having been punished by discharge or dismissal for breach of discipline under this Regulation or other laws;

(10) having cheated in an entrance examination for the government service or other state agencies;

(11) being former employee or civil servant at the Institute who were removed from employment because of early retirement or being unable to pass a performance evaluation;

(12) other prohibitions as specified by the Human Resource Committee.

Applicants who are under the prohibitions in 10.2 (1) may apply for the position. Successful applicants must withdraw their political position before being officially appointed.

3. English Proficiency Requirements

3.1 To be eligible to apply for instructor position, applicants who have graduated from institutions in Thailand must provide proof of adequate English language proficiency. The English test must not be more than 2 years old.

3.1.1 TOEFL

(1) TOEFL (Paper Based)	No less than 500
(2) TOEFL (Computer Based)	No less than 173
(3) TOEFL (Internet Based)	No less than 61

3.1.2 IELTS No less than 5.0

3.1.3 CU-TEP No less than 60

3.1.4 KMITL-TEP No less than B1

3.2 Applicants who have graduated abroad are not required to submit English proficiency score.

3.3 Applicants who have worked as full-time instructors in other higher institution are not required to submit English proficiency score.

4. Documents

4.1 A completed application form;

4.2 **Copies of Bachelor, Master, and Doctoral degree certificates or certificates of graduation approved by the university council;**

4.3 Copies of Bachelor, Master, and Doctoral degree transcripts;

4.4 Copies of transcripts in English (except those who have graduated abroad);

4.5 Copies of the national ID card;

4.6 Copies of the house registration;

4.7 Copies of military exemption or military service certificate (male applicants only);

4.8 Copies of medical certificate no more than one month old;

4.9 Resume or CV;

4.10 A certificate of employment (for applicants who have worked or are working as full-time instructors in other university) (if applicable);

4.11 Other relevant documents such as the marriage certificate, the certificate of change of name (if applicable).

4.12 One 1" x 1" photo (no older than six months). The photo must be in full-face view directly facing the camera, without a hat or glasses.

Note: (1) Please certify and sign all document copies and combine them into a single PDF file. Attach photo to an application form. All document copies must be arranged in order from 4.1 to 4.12.

(2) If any of the required documents are not submitted, applicants will be disqualified.

5. Application fee

The application fee is 300 baht. The fee is non-refundable in any circumstances.

Payment via bank transfer

Bank: Siam Commercial Bank, King Mongkut's Institute of Technology Ladkrabang Branch

Bank account name: King Mongkut's Institute of Technology Ladkrabang

Bank account number: 088-2-11066-5 **Bank account type:** saving

6. Terms and conditions

6.1 Applicants are responsible for checking and verifying that they meet qualifications and do not have a prohibited characteristic. **They must complete the application form truthfully and submit all required documents.** All document copies must be certified and signed by an applicant. **Should an applicant fail to do so, or submit false or falsified documents, he/she will be disqualified.**

6.2 Applicants are required to follow the Institute's announcements.

6.3 On their appointment day, successful applicants must not be employed by central or local governmental sectors, state enterprise or other state agencies.

6.4 The Electronic Transactions Act, B.E. 2544 as amended by the Electronic Transactions Act, (No. 2) B.E. 2551 shall be applied to this application process. Should an applicant intend to provide false or falsified information and documents, he/she may be subject to the Criminal Code Section 137.

7. Timeline and application processes

7.1 **The application opens from now on till November 15th, 2021** Those who are interested can apply by sending the application package to hr@kmitl.ac.th. Those who are qualified and wish to apply for the open positions should follow these steps.

(1) download an applicant form from hr.kmitl.ac.th;

(2) complete the form and submit the application package and proof of payment of application fee to hr@kmitl.ac.th. The email subject must be "Applying for an instructor position—your name". Please call 02-329-8000 ext. 3272 for more information.

Note: If applicants are living abroad, they may pay the application fee on the interview day. However, they are required to inform the Institute about the late payment and this will be considered on a case-by-case basis. Applicants will receive a confirmation email if their request for late payment is approved.

7.2 The application fee should be paid via a mobile banking application and a payment proof must be submitted along with the application package. The application remains incomplete until the application fee is paid.

8. Announcement of eligible applicants

List of eligible applicants, together with information of test date, will be announced on **November 18st, 2021** on www.hr.kmitl.ac.th.

9. Selection method (200 points)

Applicants' knowledge and skills will be evaluated through interviews or practices or other means deemed appropriate by the selection committee. The average score of successful applicants must not be lower than 60 percent.

10. Appointment

Those who have been announced for the list of selected candidates have to report for working from **December 1st, 2021 till December 15th, 2021** at 08.30 - 16.30 the Human Resource Management Office, 5th floor, President's Building, King Mongkut's Institute of Technology Ladkrabang (KMITL), if failure to report this condition it will be considered unconditionally waived of appointment.

11. Employment terms and conditions

Selected applicants will receive two letters from the Institute. The first is a letter requesting criminal background check. The applicants bring this letter to request the background check at the police station located in the same district in which the applicants' house address is registered or at the Royal Thai Police Headquarters (as the case may be). The second is a letter requesting a mental health assessment at the hospital. If the applicants are declared to have the

"mental health disorder" or the mental state that "affects the performance" and found to have "criminal record", their employment will be terminated.

12. Salary and remuneration package

12.1 Starting monthly salary for instructors (academic Institute employees)

- Doctoral degree holder 32,760 baht
- Master's degree holder 27,300 baht

12.2 Remuneration package

- Provident fund
- Group life insurance (including a coverage for spouse and no more than 3 children)
- Outpatient medical fee reimbursement
- Dental fee reimbursement
- Annual medical check up
- Baby delivery fee reimbursement
- Children tuition fee support
- Death benefits
- Group accident insurance (coverage for parents)
- Medical fee reimbursement (for parents)
- Severance pay

In addition, terms and conditions for remuneration package are stipulated by King Mongkut's Institute of Technology Ladkrabang. Institute employees are not subject to the Social Security law, except those who participate in the Social Security system.

Announced on October 13, 2021



(Associate Professor Dr. Chamroon Laosinwattana)

Executive Vice President for Human Resource

Development acting as

President

2021/10/13 Time 06:22:36 Non-PKI Server Sign-LN

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