



**JABATAN PERKHIDMATAN AWAM, MALAYSIA**  
**PUBLIC SERVICE DEPARTMENT, MALAYSIA**  
Blok C1 - C3, Kompleks C  
Pusat Pentadbiran Kerajaan Persekutuan  
62510 W.P. PUTRAJAYA  
MALAYSIA

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Rujukan Kami : JPA(I)S.178/1/5-9/1 ( 12 )  
Tarikh : 4 Mac 2019/ 27 Jamadilakhir 1440H

Ketua-Ketua Setiausaha Kementerian

Setiausaha-Setiausaha Kerajaan Negeri

Ketua-Ketua Jabatan/Perkhidmatan Persekutuan

Ketua-Ketua Badan Berkanun dan Pihak Berkuasa Tempatan

YBhg. Tan Sri/ Datuk/ Dato'/ Tuan/ Puan,

**TAWARAN BIASISWA TAJAAN KERAJAAN JEPUN 2019 (MONBUKAGAKUSHO : MEXT) UNTUK PENGAJIAN PASCA SISWAZAH**

Dengan segala hormatnya saya diarah merujuk kepada perkara di atas.

2. Sukacita dimaklumkan bahawa Jabatan ini telah menerima tawaran kemudahan *Japanese Government* (Monbukagakusho: MEXT) Untuk Pengajian Pasca Siswazah. Bidang yang ditawarkan di bawah kemudahan ini ialah *Humanities and Social Sciences* serta *Natural Science*. Perincian lanjut bidang yang ditawarkan adalah sebagaimana dalam **Garis Panduan Permohonan** yang dilampirkan.
3. Sehubungan itu, Jabatan ini ingin mempelawa pihak YBhg. Tan Sri/ Datuk/ Dato'/ Tuan/ Puan untuk mengemukakan pencalonan daripada kalangan pegawai di Kementerian YBhg. Tan Sri/ Datuk/ Dato'/ Tuan/ Puan untuk memohon kemudahan ini.
4. Tarikh Tutup Permohonan/ Pencalonan
  - 4.1 Tarikh tutup permohonan secara atas talian bagi pegawai yang ingin memohon adalah pada **22 Mac 2019**.



4.2 Tarikh tutup pencalonan oleh Ketua Jabatan/ Ketua Perkhidmatan bagi pegawai yang ingin memohon juga adalah pada **22 Mac 2019**.

5. Keterangan lanjut, syarat-syarat permohonan dan tatacara pencalonan bagi program ini adalah seperti di **Lampiran 1. Pencalonan yang lengkap hendaklah dikemukakan ke Jabatan ini di alamat:**

Ketua Pengarah Perkhidmatan Awam  
Jabatan Perkhidmatan Awam Malaysia  
Bahagian Pembangunan Modal Insan  
Aras 3, Blok C2, Kompleks C  
Pusat Pentadbiran Kerajaan Persekutuan  
**62510 PUTRAJAYA.**

**(u.p: Unit Pengurusan Penawaran Dalam Perkhidmatan)**

Sebarang pertanyaan atau kemusykilan dalam urusan ini, sila hubungi:

**Unit Pengurusan Penawaran Latihan Dalam Perkhidmatan**

Telefon : 03-8885 3546  
Emel : [penawaranldp@jpa.gov.my](mailto:penawaranldp@jpa.gov.my)

6. Kerjasama yang diberikan oleh pihak YBhg. Tan Sri/ Datuk/ Dato'/ Tuan/ Puan didahului dengan ucapan terima kasih.

Sekian.

**"BERKHIDMAT UNTUK NEGARA"**

Saya yang menurut perintah,



**(AZURA BINTI AZIZ)**  
Bahagian Pembangunan Modal Insan  
b.p. Ketua Pengarah Perkhidmatan Awam  
**MALAYSIA**

**SYARAT-SYARAT PERMOHONAN DAN TATACARA PENCALONAN KEMUDAHAN BIASISWA TAJAAN KERAJAAN JEPUN 2019 (MONBUKAGAKUSHO: MEXT) UNTUK PENGAJIAN PASCA SISWAZAH**

**1. Syarat-syarat pencalonan**

- (a) Berumur tidak melebihi **35 tahun pada 1 April 2020**;
- (b) Pegawai-pegawai Kerajaan **Kumpulan Pengurusan dan Profesional yang sedang berkhidmat dalam perkhidmatan tetap sekurang-kurangnya untuk tempoh 5 tahun** (dikira sehingga 1 Januari 2019);
- (c) Telah **disahkan dalam skim perkhidmatan terkini** pada tarikh tutup permohonan;
- (d) Mempunyai **penguasaan Bahasa Inggeris dan/ atau Bahasa Jepun yang baik**;
- (e) Mencapai markah **Laporan Nilai Prestasi Tahunan (LNPT) purata 85 markah ke atas bagi tempoh genap 3 tahun skim perkhidmatan terkini berturut-turut (2015, 2016 & 2017 atau 2016, 2017 & 2018)**. Penilaian setahun LNPT genap 12 bulan;
- (f) Tidak mengikuti kursus sederhana di luar negara dalam **tempoh satu (1) tahun kebelakangan** atau kursus panjang dalam **tempoh dua (2) tahun kebelakangan** (dikira sehingga 1 Januari 2019);
- (g) Bersih daripada pertuduhan/tindakan tatatertib dan bebas daripada dakwaan Mahkamah;
- (h) Telah mengisytiharkan harta;
- (i) Tidak tersenarai dalam senarai hitam JPA; dan
- (j) Tidak berkhidmat dalam perkhidmatan tentera.

## 2. Tatacara Permohonan/Pencalonan.

### 2.1 Tanggungjawab Pegawai.

2.1.1 Pegawai-pegawai yang berminat hendaklah mengisi borang permohonan secara atas talian di Portal eSila, JPA melalui pautan <http://esilav2.jpa.gov.my>. Permohonan dibuka **mulai 4 hingga 22 Mac 2018. Garis Panduan Permohonan** adalah sebagaimana dilampirkan.

2.1.2 Borang permohonan yang telah lengkap diisi hendaklah **dimuat turun dan dicetak** untuk dihantar kepada **Ketua Jabatan DAN Ketua Perkhidmatan** masing-masing dengan disertakan bersama-sama:

- (i) Borang JPA(L)LDP 1A/96 (**LAMPIRAN B**). Dilengkapkan oleh Ketua Perkhidmatan;
- (ii) Borang Perakuan Ketua Jabatan (**LAMPIRAN C**);
- (iii) Borang Permohonan (Diisi dalam Bahasa Inggeris atau Jepun sahaja);
- (iv) Salinan sijil dan transkrip akademik bagi Ijazah Pertama dan Sarjana (sekiranya berkaitan) dalam Bahasa Inggeris atau Jepun sahaja, yang telah **disahkan oleh pihak yang diberikuasa mengesah sahaja**. Sila rujuk perkara enam (6) dalam Garis Panduan Permohonan.

2.1.3 Permohonan dengan dokumen yang tidak lengkap dan tidak dikemukakan melalui **Ketua Jabatan dan Ketua Perkhidmatan** serta tidak memenuhi syarat kelayakan yang ditetapkan **TIDAK AKAN DIPROSES** untuk tujuan pertimbangan.

### 2.2 Tanggungjawab Ketua Jabatan/Ketua Perkhidmatan.

2.2.1 Ketua Jabatan/Ketua Perkhidmatan adalah dinasihatkan supaya membuat semakan yang teliti dan memberi sepenuh perhatian kepada syarat-syarat yang ditetapkan. Sehubungan itu, adalah menjadi tanggungjawab Ketua Jabatan/Ketua Perkhidmatan untuk memperakukan pegawai-pegawai yang sesuai serta memenuhi syarat-syarat yang ditetapkan sahaja.

2.2.2 Semua pencalonan hendaklah diperakukan oleh Panel Pembangunan Sumber Manusia seperti yang dinyatakan dalam Pekeliling Perkhidmatan Bil. 6 Tahun 2005 dengan menggunakan **Borang JPA(L)LDP 1A/96 (LAMPIRAN B)**. Hanya pencalonan yang disokong dan diperakukan oleh Ketua Jabatan dan Ketua Perkhidmatan sahaja yang perlu dikemukakan kepada Jabatan ini. Perakuan pencalonan mestilah dikemukakan bersama-sama **dokumen-dokumen di Perenggan 2.1.2.**

## JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIP FOR 2020 POSTGRADUATE (RESEARCH STUDENTS)

Monbukagakusho: MEXT (Ministry of Education, Culture, Sports, Science and Technology, Japan) offers scholarship to Malaysian students who wish to study at Japanese universities as research students under the Japanese Government (Monbukagakusho: MEXT) Scholarship Program for the academic year 2020. Applicants must be Malaysian citizens and meet the qualifications below:

### 1. FIELD OF STUDY

**Humanities and Social Sciences:** Literature, History, Aesthetics, Laws, Politics, Economics, Commerce, Pedagogy, Psychology, Sociology, Music, Fine Arts, Business Administration & etc.

**Natural Sciences:** Pure science, Engineering (Biomedical Eng, Civil Eng, Environmental Eng & etc.), Agriculture, Fisheries, Pharmacology, Medicine, Dentistry, Home Economics & etc.

- Students majoring in medicine or dentistry shall not be allowed to carry out their clinical studies by conducting medical examinations or performing operations, unless they are permitted by the Ministry of Health and Welfare under the provisions of the Japanese laws concerned.
- Fields of study must be one of those available at Japanese universities. Practical training given by factories or companies is excluded.

### 2. TENURE OF SCHOLARSHIP

The tenure of scholarship is for two years from April 2020 to March 2022, or one and a half years from October 2020 to March 2022. Applicants can choose either course. (The tenure shall include a six-month intensive course of the Japanese Language, to be given to those whose knowledge of the language is insufficient to pursue their studies). For those who have been permitted to enter in a regular course of graduate schools (whether Master's or Doctoral) and have excellent academic records, their durations could be extended upon the judgment within the budget. Those who wish to enter master's or doctoral program of a graduate school must sit for and pass the entrance examination imposed by the university concerned after having studied at least for six months as non-degree research students. Failure in the examination will result in reenrollment as non-degree research students within the tenure.

### 3. QUALIFICATIONS

- (a) **Age:** Applicants must be Malaysian passport holders under 35 years of age as of 1<sup>st</sup> April 2020 (i.e. born on or after 2<sup>nd</sup> April 1985)
- (b) **Academic Background:** Applicant must be university or college graduate, holding a Bachelor's or Master's degree with CGPA of 3.40 out of 4.0 or results deemed equivalent. (Those who will graduate and receive Bachelor's / Master's degree from a college / university by March or September 2020 may apply using latest result). Applicants wishing to enter Master's or Doctoral program must have completed a regular course of study of sixteen (16) year's formal school education (excluding remove class), or eighteen (18) years' formal school education (excluding remove class) for medicine, dentistry, veterinary or pharmacy courses.
- (c) **Language Proficiency:** Applicant must have good command of English language AND/OR Japanese language.
- (d) **Study Area:** The study area must be in the same field as the applicant has studied (or is studying), or is working in a related field.
- (e) **Japanese Language:** Applicants must be willing to learn Japanese language and to receive university instruction in Japanese while adapting to life in Japan.
- (f) **Others:**
  - \* Applicant who has been awarded a Japanese Government Scholarship in the past will not be selected as a grantee unless he / she has spent at least three years research or teaching after returning to his / her home country. However, former "Japanese Studies" scholarship students may apply for admission to the Research Student program once they have completed the undergraduate program after returning to their home countries.
  - \* Applicant who has already enrolled in a Japanese university is not eligible to apply. Military men and military civilian employees registered on the active list are not eligible.

#### 4. ALLOWANCE

Monthly allowance of **143,000 Yen** (subject to change) will be given to each grantee during the tenure of scholarship. Fees for matriculation, entrance examination and tuition at universities will be exempted.

#### 5. EXAMINATION & INTERVIEW

Only qualified applicants will be notified (by email and post) to sit for English AND Japanese language examinations (both are selecting criteria, but Japanese language is an optional subject) in Kuala Lumpur tentatively in **June 2019** (subject to change). The embassy will short-list candidates for interview scheduled to be held in July 2019.

#### 6. APPLICATION SUBMISSION

(a) **Number of Submission:**

ONLY ONE (1) application per individual, double submission will be disqualified.

(b) **Documents to be submitted:**

(1) **Required** Completed application form (in A4 size paper), **in English or Japanese language only.**

Application form is available at the Embassy of Japan in Malaysia website during application period only. Application with any blank column will be disqualified, no matter what reasons are given.

(2) **Required** Original academic transcript (Bachelor's / Master's) in ENGLISH or JAPANESE language, **OR** a photocopy of the documents **CERTIFIED BY ISSUING AUTHORITY\***. **Academic transcript not certified by the issuing authority, as well as computer generated academic transcript, is not accepted.** The page containing information on grading system (ex. Grade A = 81-100, Grade B = 71-80, etc) must also be included. Applicant who submits photocopy of transcript without certification by issuing authority, as well as certified transcript without information on grading system, will be disqualified. Master's student must submit both Bachelor's and Master's academic transcripts.

(3) **Optional** Certified degree certificate (Bachelor's / Master's) for those who have graduated.

(c) Do not submit documents other than the above mentioned. **UPSR/ PMR/ SPM/ O-Levels/ STPM/ A-Levels/ Matriculation/ Diploma results, IC photocopies and resume/CVs are not required.**

(d) Closing Date and Submission of Application Form:

	Non Government Servants	Government Servants
<b>Closing Date</b>	29 March 2019 (Fri) before 4pm	
<b>Submit to</b>	MEXT 2020 – Postgraduate Japan Information Service Embassy of Japan No. 11, Persiaran Stonor Off Jalan Tun Razak 50450 KUALA LUMPUR	Please refer to Public Service Department (JPA) website at <a href="http://www.jpa.gov.my">http://www.jpa.gov.my</a> for details.

Application must reach the Embassy of Japan / Public Service Department (JPA), either by hand or by post (including courier services, registered and express post) by closing date. Submission via email is not accepted. **LATE APPLICATIONS WILL NOT BE CONSIDERED, NO MATTER WHAT REASONS ARE GIVEN.**

(e) Each envelope containing application form and required documents must indicate **"MEXT SCHOLARSHIP 2020 – POSTGRADUATE"** on the top left-hand corner of all envelopes.

(f) Submitted forms and documents will not be returned, no matter what reasons are given.

(g) No correspondence will be entered into as to why an applicant has not been short-listed.

#### 7. OTHER NOTES

The simplified guidelines and application form provided by the Embassy of Japan in Malaysia in March are provisional. Applicants short-listed for interview are required to submit new official application forms and adhere to the official guidelines compiled by the MEXT which will be provided along with the interview notification letter.

\* Issuing Authority means the registrar of the university which issues the academic transcript. Alternatively, certification by (a) any grade M41 officer from Higher Education Sector of the Ministry of Education, Malaysia [certification must show the certifying officer's name, position and division/department in the ministry], (b) embassy/ high commission of the country where the university is located, (c) commissioner for oaths, or (d) notary public is also accepted.

**Application Form: [POSTGRADUATE 2020]**

*\*Valid in Malaysia only.*

<input type="checkbox"/>	Social Science
<input type="checkbox"/>	Natural Science

<input type="checkbox"/>	Master's Studies
<input type="checkbox"/>	Doctoral Studies

**APPLICATION FOR JAPANESE GOVERNMENT (MONBUKAGAKUSHO: MEXT) SCHOLARSHIPS 2020  
Research Students**

**INSTRUCTIONS**

1. The application should be **typewritten** if possible, or **neatly hand-written** in block letters.
2. Numbers should be in Arabic numerals.
3. Year should be written in the Anno Domini (AD) system.
4. Proper nouns (including address) should be **written in full**, and **not abbreviated**.
5. Please provide present address and telephone number **in Malaysia**.
6. **Use our format** to help to speed-up the short-listing process. Do not change our format.

1. Name in full, in **your native language**

**(Sex)**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Family name/ Surname) (First name) (Middle name)

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female

In **Roman block capitals**

**(Marital Status)**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Family name/ Surname) (First name) (Middle name)

<input type="checkbox"/>	Single
<input type="checkbox"/>	Married

2. Nationality : \_\_\_\_\_ 2a. Do you have Japanese nationality? \_\_\_\_\_

3. Date of birth : \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_ (Age, as of 1<sup>st</sup> April 2020)

4. Present status with the name of the university attending or employer  
\_\_\_\_\_

5. Present address and telephone number, facsimile number, e-mail address

Present address : \_\_\_\_\_

Telephone/Mobile/Facsimile number : \_\_\_\_\_

E-mail address : \_\_\_\_\_

6. Field of study specialized (**NOT list of subjects**) in the PAST (**be as detailed and concrete as possible**)



**7. Proposed study program IN JAPAN.**

(State the **name & outline of your major field of study and the details of your study program** This section will be used as one of the most important references for selection. Statement must be typewritten [font: Tahoma, size: 10pt] or written in block letters. Additional sheet of paper [**maximum 3 additional sheets**] may be attached **ONLY IF NECESSARY**. If you have good command of Japanese [JLPT Level 2 or above], write in Japanese.)

**i) Present field of study**

**ii) Your research theme after arrival in Japan**

**iii) Study Programme in Japan in detail (STUDY/RESEARCH PROPOSAL)**

8. Education background

Level of Education	Name and Address of School	Year and Month of Entrance and Completion	Period of schooling attended	Certificate
<b>Elementary Education</b> 1.Elementary School	Name  Location	From  To	yrs  and  mths	
<b>Secondary Education:</b> 1.Lower Secondary School	Name  Location	From  To	yrs  and  mths	
2.Upper Secondary School	Name  Location	From  To	yrs  and  mths	
<b>HIGHER EDUCATION:</b> 1.Undergraduate Level	Name  Location	From  To	yrs  and  mths	
2.Graduate Level	Name  Location	From  To	yrs  and  mths	
		<b>TOTAL</b> years of schooling mentioned above	yrs and mths	

9. **TWO** recent Employment record. **Begin with most recent** employment, if applicable. (**DO NOT INCLUDE INTERNSHIP OR PART TIME JOBS**)

Name and address of organization	Period of employment	Position	TYPE of work
	From  To		
	From  To		

Date of application:

\_\_\_\_\_

Applicant's signature:

\_\_\_\_\_

Applicant's name  
(in **Roman block capitals**):

\_\_\_\_\_

**NOTE: Please read our guidelines carefully; follow the instructions and fill-in correctly before submitting. Do not leave any column blank, if you do so, your application will strictly not be considered.**

Attachment (please tick):-

**REQUIRED** One (1) copy of original or certified academic transcript (Bachelor's/ Master's only)

**OPTIONAL** One (1) copy of certified degree certificate (Bachelor's/ Master's only)

*\* Bachelor's/ Master's academic transcripts and degree certificates only. UPSR/ PMR/ SPM/ O-Levels/ STPM/ A-Levels/ Matriculation/ Diploma results, IC photocopies and resume/CVs are not required. Master's student must submit one (1) copy each of Bachelor's and Masters' academic transcripts.*

ANNEX

## **ASCOJA Recommendation**

ASEAN Council of Japan Alumni (ASCOJA) aims to foster human resources that can provide leadership as a bridge between Japan and home country even after returning home. In addition to the specialized field of study in graduate school, ASCOJA members also have a chance to deepen their understanding of Japan by learning Japanese language, culture, and through activities such as experiencing customs and exchange with Japanese people during their stay in Japan.

MEXT Scholarship candidates who fulfill **ALL** the requirements below are eligible for the ASCOJA Recommendation:

- Will depart to Japan as "Research Student" in April 2020
- Will proceed to Master's Course (candidates taking PhD courses are not eligible)
- Will apply for a university in Tokyo or around the region (where student can participate in ASCOJA's activities without hindrance).
- Will receive 6 months of Japanese language preparatory education at Tokyo Japanese Language Education Center before enrolling into graduate school.

If you are interested to join ASCOJA kindly tick  in the box below

- YES
- NO

Signature:

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Name:

Date:

This recommendation is **OPTIONAL**, and **NOT** compulsory.

**Only candidates who meet ALL of the above requirements are eligible.**