CAREER DEVELOPMENT

Dental Officers in Ministry of Health (MOH)
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Ministry of Health, Malaysia
Human Resource Division,
Levels 9 and 10, Block E7, Complex E,
Federal Government Administration Centre,
62590 F.T. of Putrajaya.
Tel: +603-8883 2786
www.moh.gov.my
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</tbody>
</table>
GREETINGS

_Career Development For Dental Officers In MOH_ is the first in its series to be published by the Human Resource Division of the Ministry of Health, Malaysia (MOH). This concerted effort is in line with the ministry’s commitment to develop human capital and further enhance the quality of health delivery service. This booklet explains briefly and facilitates understanding especially for medical graduates and newly appointed dentists concerning the terms of service for dental officers and career opportunities in the public sector. Hopefully, this book will be a guide in preparing and planning one’s career pathway and will clear any misconception about job prospects particularly in the MOH. It will also be a valuable tool in assisting officers to deal with and manage matters related to their services.

Nevertheless, the contents of this booklet are inadequate to provide a comprehensive and exhaustive view of aspects in the dental officer’s scheme of service and it is not to be used for other purposes that may lead to legal implications. Dentists who render their service in the public sector still need to undergo induction and orientation courses as an additional means to improve their understanding of the functions, roles and responsibilities of dental officers.

Therefore, the ministry welcomes any comments or suggestions to add to the contents and to improve this booklet, which will benefit all parties involved. God willing, this book will establish a strong foundation in realising the aspirations of the government and the ministry in developing dental officers who are knowledgeable and competitive, have an excellent work culture, and are equipped with good ethics and moral values.

Best wishes,

**SABARIAH BT. HASSAN**  
Undersecretary (Human Resource Division)  
Ministry of Health, Malaysia
CAREER DEVELOPMENT FOR DENTAL OFFICERS IN MINISTRY OF HEALTH, MALAYSIA

INTRODUCTION

The dental service is one of the critical health services in this country. Dental officers play an important role in providing treatment to patients, and planning and implementing government policies relating to oral health activities in this country. The roles and duties of dental officers have become increasingly important in this era of national and global development. Therefore, the ministry needs more dental officers who are competent, dynamic, willing to meet challenges and ready to serve the country and society regardless of time and place. Thus, the co-operation and firm support from all parties will contribute to Malaysia’s efforts to achieve its aspiration of creating a world-class health delivery system prior to 2020.
CHAPTER 1

ROLES AND RESPONSIBILITIES OF DENTAL OFFICERS

Generally, the responsibility of a dental officer is to provide treatment that is related to dentistry. Their primary duties encompass clinical treatment, prevention and promotion, undergoing and organising in-service training, policy planning and carrying out related research to enhance the quality of dental services in Malaysia. Among the major programmes which directly involve dental officers are the primary oral health, community oral health and dental specialisation programmes. In addition, a dental officer is also responsible for administration and management matters in the clinic and also for the subordinate staff to ensure that every duty is carried out properly.
CHAPTER 2

APPOINTMENT

A. TERMS OF APPOINTMENT

To become a dental officer, a candidate must:

i. Be a Malaysian citizen;
ii. Be not less than 18 years at the time of the advertisement;
iii. Have a Bachelor of Dentistry from a university recognised by the
government and registered with the Malaysian Dental Council (MDC);
v. Have passed the Malay Language (including oral test) in the *Sijil Pelajaran
Malaysia* (SPM) or other equivalent qualification that is recognised; and
v. Fulfil the criteria under the Dental Act and Regulations 1971 and is
registered with the MDC.

B. PROCEDURES OF APPOINTMENT

Students with a Bachelor of Dentistry (BDS/DDS) from either local or foreign
universities are required to obtain a set of application forms for the position of
dental officer from the Human Resource Division, Ministry of Health which
contains the following forms:

(i) Personal Information Form (PIF);
(ii) Security Vetting Form;
(iii) Malaysian Dental Council Registration Form; and
(iv) SPA 8 Form (priced at RM3.00 or via the website: www.spa.gov.my).
The Human Resource Division of the Ministry of Health (MOH) will submit the applications to the Public Service Commission (PSC) for processing. Applications can also be made directly to the PSC via the website or the SPA 8 Form.

C. TRAINING OF GRADUATE DENTAL OFFICERS

Dental officers are required to undergo graduate training or the First-Year Dental Officer (FYDO) programme for a year in MOH dental clinics and hospitals or in universities such as the dental centres of Universiti Malaya, Universiti Kebangsaan Malaysia, Universiti Sains Malaysia and Malaysian Armed Forces (MAF). Dental officers (FYDOs) who are newly appointed to the civil service are paid a Grade U41 (P1T5) salary of RM2,366.55 per month.

D. PLACEMENT OF DENTAL OFFICERS

Dental officers are required to undergo compulsory service with the government for 3 years. Placement of the officers upon completion of the First-Year Dental Officer programme is dependent on requirement and vacancy of the service in any hospitals, health clinics, MOH headquarters, Department of Orang Asli Affairs and other health institutions.
CHAPTER 3

TERMS OF SERVICE

A. SALARY AND EMOLUMENT

Dental officers may be appointed at grade U41 and receive the following basic monthly salaries according to grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>U 41</td>
<td>RM2,366.55 (P1T5)</td>
</tr>
<tr>
<td>ii.</td>
<td>U 44</td>
<td>RM3,028.90 (P1T1)</td>
</tr>
<tr>
<td>iii.</td>
<td>U 48</td>
<td>RM4,431.54 (P1T1)</td>
</tr>
<tr>
<td>iv.</td>
<td>U 52</td>
<td>RM4,992.31 (P1T1)</td>
</tr>
<tr>
<td>v.</td>
<td>U 54</td>
<td>RM5,258.09 (P1T1)</td>
</tr>
</tbody>
</table>

B. FIXED ALLOWANCES/REMUNERATION

Apart from the above basic salaries, all grade U41 dental officers will receive the following allowances:

i. Fixed civil service allowance       RM300.00
ii. Fixed housing allowance            RM210.00
iii. Critical service incentive payment 5% of basic salary

Grade U44 dental officers will receive the following allowances:

i. Fixed entertainment allowance       RM400.00
ii. Fixed housing allowance            RM210.00
iii. Critical service incentive payment 5% of basic salary
Grade U48 dental officers will receive the following allowances:

i. Fixed entertainment allowance  
RM550.00

ii. Fixed housing allowance  
RM700.00

iii. Critical service incentive payment  
5% of basic salary

Grade U52 dental officers will receive the following allowances:

i. Fixed entertainment allowance  
RM600.00

ii. Fixed housing allowance  
RM700.00

iii. Critical service incentive payment  
5% of basic salary

Grade U54 dental officers will receive the following allowances:

i. Fixed entertainment allowance  
RM800.00

ii. Fixed housing allowance  
RM900.00

iii. Critical service incentive payment  
5% of basic salary

JUSA C/Special C Grade and above dental officers will receive the following allowances:

i. Entertainment allowance between RM2,150.00 and RM4,000.00 per month

ii. Home maintenance assistance payment of RM166.67 per month

iii. Maid assistance payment of RM500.00 per month

iv. An official car and petrol allowance

v. Premier post/special grade fixed allowance between RM810.00 and RM2,500.00 per month

vi. Special incentive payment between RM400.00 and RM1,250.00 per month.
C. SPECIAL INCENTIVES/ALLOWANCES

Apart from the above allowances, dental officers in the civil service will also receive other incentives according to their grade and post, subject to the conditions stipulated. The incentives include the following:

i. Cost of living allowance (COLA) at a rate of RM100 to RM300 depending on the place of work
ii. Specialist incentive payment at a rate of RM1,300.00 to RM2,400.00 per month
iii. Off-Office Hours Allowance at a rate of RM50.00 to RM170 per call
iv. Regional incentive payment for dental officers in Sabah and Sarawak at a rate of 12.5 to 25 per cent of the monthly salary
v. Rural incentive payment for dental officers in rural areas in Sabah and Sarawak at a rate of 10 per cent of the monthly salary
vi. Locum (circular on locum guidelines was issued on 1 December 2006)

(Refer to Appendices 2 and 2A for emoluments and incentive payment categories according to grade as well as total minimum gross income received by officers).

D. OTHER BENEFITS

Dental officers in the civil service are entitled to receive various benefits during their tenure, including the following:

i. Free medical treatment for the officer, family and parents
ii. Quarters
iii. Housing loan @ 4% interest (RM200,000.00 – RM300,000.00)
iv. Computer loan (maximum RM5,000.00)
v. Car loan @ 4% interest (RM27,000.00 – RM200,000.00)
vi. Pension scheme or EPF
vii. Opportunity for further study
viii. In-service allowances
    a. Work allowance
    b. Allowance, facility and payment for transfer or relocation within the state
    c. Allowance for attending courses
    d. Allowance for overseas duty
ix. Leave entitlement
    a. Annual leave of 30 days per year
    b. Half-pay leave
    c. Unpaid leave
    d. Leave of 40 days to perform pilgrimage
    e. Maternity leave of a maximum of 60 days
    f. Sick leave and prolonged sick leave
    g. Leave to attend courses
    h. Pilgrimage leave
    i. Unrecorded leave (festivals, replacement, taking examinations and others)
x. Membership in recreation clubs
xi. Funeral expense assistance of RM1,000.00
xii. Conference allowance
xiii. Allowance, payment and remuneration for attending court trial.
CHAPTER 4

CAREER OPPORTUNITIES IN MOH

A. TYPES OF SPECIALISATION

Dental officers at the MOH can advance their career based on three (3) major fields:

i. Clinical dental specialists in various fields
There are eight (8) fields of specialisation at the Ministry of Health, i.e. oral surgery dentistry, orthodontics, periodontics, paediatric dentistry, restorative/prostodontic dentistry, pathology and oral medicine, forensic dentistry and special care dentistry. In addition, oral public health is a specialised field in oral health. These specialists are posted to hospitals and health clinics with the exception of public health specialists who are also posted to the headquarters, state health departments or district health offices.

ii. Clinical Dental Officers
These officers are not dental specialists but are made up of experienced officers with a long service record with the Ministry of Health. Their primary role is to reduce the number of patients who need to be referred to dental specialists for emergency treatment.

iii. Dental Administrative Officers
These officers carry out clinical administrative duties and may serve at the headquarters, state health departments or district health offices.
The specialisation chart is as follows:

```
BDS@DDS

FIRST YEAR DENTAL OFFICER (FYDO) – U41

DENTAL OFFICER

DENTAL SPECIALIST  ADMINISTRATOR  CLINICAL DENTAL OFFICER
```

**B. OPPORTUNITY FOR TRAINING**

In line with the policy of the MOH to encourage a learning organisation and continuous professional development as well as to improve the quality of service and produce competent officers, dental officers are given the opportunity to attend:

i. Short-term training and courses either locally or abroad
ii. Specialist and sub-specialist postgraduate training locally and abroad
iii. Attachment with international bodies or dental institutions
iv. Conferences, etc either locally or abroad
Application Procedures

(i) The basic requirements to pursue postgraduate and specialist courses are:
   a. Confirmation in service (1 to 3 years)
   b. Satisfactory performance and certified by the head of department

(ii) After completing the 6-month basic specialist training, the officer has to apply to be gazetted as a specialist at the MOH.

(iii) The duration of the contract with the government for postgraduate courses depends on the duration of the courses pursued.

(Refer to Appendices 2 and 2A for postgraduate and sub-specialist programmes offered and entry requirements.)

(Refer to Appendix 3 for the gazetting process.)

C. OPPORTUNITY FOR PROMOTION

The ministry constantly strives to improve opportunities for promotion for dental officers, particularly clinical dental specialists. However, the implementation of promotional matters is still subject to the terms of service of dental officers, which are:

i. A satisfactory performance
ii. Supported by the head of department
iii. Passed the Efficiency Level Assessment (PTK)
iv. Vacancies

(Refer to Appendix 4 for chart of possible promotion opportunities.)
CONCLUSION

The Ministry of Health has built numerous facilities that are equipped with the latest technology in order to ensure that the public receive the best dental services. Thus, the ministry needs dental officers who are committed, efficient and ready to serve regardless of time or place. To attract more dental officers to serve with the government, the ministry constantly improves and enhances its scheme of service.
**APPENDIX 1**

**LIST OF GRADUATE TRAINING HOSPITALS CERTIFIED BY THE MEDICAL QUALIFYING BOARD**

<table>
<thead>
<tr>
<th>State</th>
<th>Name of Hospital</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Perlis</td>
<td>Kangar Hospital</td>
</tr>
</tbody>
</table>
| ii. Kedah                  | Alor Setar Hospital  
Sungai Petani Hospital                                                      |
| iii. Penang                | Penang Hospital  
Seberang Jaya Hospital                                                          |
| iv. Perak                  | Taiping Hospital  
Ipoh Hospital  
Teluk Intan Hospital  
Sri Manjung – Lumut Hospital                                                    |
| v. Federal Territory       | Kuala Lumpur Hospital  
Putrajaya Hospital                                                                 |
| vi. Selangor               | Tengku Ampuan Rahimah Hospital  
Selayang Hospital  
Kajang Hospital                                                                  |
| vii. Negeri Sembilan       | Seremban Hospital  
Kuala Pilah Hospital                                                              |
<p>| viii. Melaka               | Melaka Hospital                                                                  |</p>
<table>
<thead>
<tr>
<th>State</th>
<th>Name of Hospital</th>
</tr>
</thead>
</table>
| ix. Johor     | Batu Pahat Hospital  
Muar Hospital  
Sultanah Aminah Hospital                                                   |
| x. Pahang     | Tengku Ampuan Afzan Hospital                                                     |
| xi. Terengganu| Kuala Terengganu Hospital                                                        |
| xii. Kelantan | Kota Bharu Hospital                                                              |
| xiii. Sarawak | Sarawak General Hospital  
Sibu Hospital                                                                          |
| xiv. Sabah    | Queen Elizabeth Hospital  
Tawau Hospital                                                                             |
| xv. Universities | Universiti Kebangsaan Malaysia Hospital  
Universiti Sains Malaysia Hospital  
Universiti Malaya Medical Centre                                                      |
APPENDIX 2

INCENTIVE PAYMENTS AND OTHER BENEFITS

1. Critical Service Incentive Payment

Members serving as Dental Officers are paid the following critical service incentive payment RM750 per month effect from 1 January 2008.

2. Public Health Officer Incentive Payment

The public health officer incentive payment is implemented according to the conditions stipulated in Service Circular No. 3/1993 and Service Circular No. 2/1994.

This incentive is paid to medical officers and dental officers with postgraduate degrees in MPH/DPH or other recognised equivalent qualifications who work in the field of public health.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monthly Rate (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premier/Special and above</td>
<td>1920</td>
</tr>
<tr>
<td>U53/54</td>
<td>1760</td>
</tr>
<tr>
<td>U51/52</td>
<td>1440</td>
</tr>
<tr>
<td>U47/48</td>
<td>1360</td>
</tr>
<tr>
<td>U43/44</td>
<td>1120</td>
</tr>
<tr>
<td>U41</td>
<td>1040</td>
</tr>
</tbody>
</table>

With effect from 1 January 2004.
3. Hospital Administration Incentive Payment

The hospital administration incentive payment is implemented according to the conditions stipulated in Service Circular No. 3/1994. It is paid to dental officers with a Master’s in Hospital Administration who perform hospital administrative work.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monthly Rate (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premier/Special and above</td>
<td>1680</td>
</tr>
<tr>
<td>U53/54</td>
<td>1540</td>
</tr>
<tr>
<td>U51/52</td>
<td>1260</td>
</tr>
<tr>
<td>U47/48</td>
<td>1190</td>
</tr>
<tr>
<td>U43/44</td>
<td>980</td>
</tr>
<tr>
<td>U41</td>
<td>910</td>
</tr>
</tbody>
</table>

With effect from 1 November 2002.

4. Specialist Incentive Payment

The specialist incentive payment is implemented according to the conditions stipulated in Service Circular No. 1 /1990. This incentive is paid to medical and dental officers with recognised postgraduate degrees in clinical specialities and who have been gazetted as specialists.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monthly Rate (RM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premier/Special and above</td>
<td>2400</td>
</tr>
<tr>
<td>U53/54</td>
<td>2200</td>
</tr>
<tr>
<td>U51/52</td>
<td>1800</td>
</tr>
<tr>
<td>U47/48</td>
<td>1700</td>
</tr>
<tr>
<td>U43/44</td>
<td>1400</td>
</tr>
<tr>
<td>U41</td>
<td>1300</td>
</tr>
</tbody>
</table>

With effect from 1 November 2002.
5. **Off-Office Hours Allowance**

Off-office hours allowance is paid to dental officers who perform their duties outside normal working hours according to the following rates:

<table>
<thead>
<tr>
<th>Type of Duty</th>
<th>Current Rate (RM/night)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Active Call</strong></td>
<td></td>
</tr>
<tr>
<td>Medical officers and specialists who perform their duties outside normal working hours for more than 15 hours per day continuously on a</td>
<td></td>
</tr>
<tr>
<td>a) Full working day</td>
<td>150.00</td>
</tr>
<tr>
<td>b) Weekend &amp; public holiday</td>
<td>170.00</td>
</tr>
<tr>
<td><strong>Passive Call</strong></td>
<td></td>
</tr>
<tr>
<td>a) Medical officers who are on stand-by at home and called for duty for more than 4 hours on a</td>
<td></td>
</tr>
<tr>
<td>- Full working day</td>
<td>90.00</td>
</tr>
<tr>
<td>- Weekend &amp; public holiday</td>
<td>100.00</td>
</tr>
<tr>
<td>b) Medical officers who are on stand-by at home and called for duty for less than 4 hours or not called for duty on a</td>
<td></td>
</tr>
<tr>
<td>- Full working day</td>
<td>50.00</td>
</tr>
<tr>
<td>- Weekend &amp; public holiday</td>
<td>55.00</td>
</tr>
</tbody>
</table>
With effect from 1 June 2005.

6. Regional Incentive Payment

The regional incentive payment is made according to the conditions stipulated in Service Circular No. 6/1987, i.e. for officers serving in a new region different from their place of origin.

<table>
<thead>
<tr>
<th>Type of Duty</th>
<th>Current Rate (RM/night)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers on graduate training who perform their duties outside normal working hours for more than 15 hours continuously on a</td>
<td></td>
</tr>
<tr>
<td>a) Full working day</td>
<td>100.00</td>
</tr>
<tr>
<td>b) Weekend &amp; public holiday</td>
<td>110.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary Range (including Acting Allowance)</th>
<th>Percentage of Salary Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>RM623.62 and below</td>
<td>25</td>
</tr>
<tr>
<td>RM871.67 – RM623.63</td>
<td>22.5</td>
</tr>
<tr>
<td>RM1427.06 – RM871.68</td>
<td>20</td>
</tr>
<tr>
<td>RM2852.83 – RM1427.07</td>
<td>17.5</td>
</tr>
<tr>
<td>RM4839.65 – RM2852.84</td>
<td>15</td>
</tr>
<tr>
<td>RM4839.66 and above</td>
<td>12.5</td>
</tr>
</tbody>
</table>
7. **Rural Incentive Payment**

Service Circular No. 9/1991 (Appendix D6, M/S 1337)

The rural incentive payment at the rate of 10% of the monthly salary, which is provided for in paragraph 3.3 of Appendix ‘C’, Service Circular No. 9/1980, is retained with amendments, i.e. granted to members serving in remote areas and who fulfil two of the following conditions:-

a) transport and communication difficulty:

(i) non-availability of communication devices such as the telephone and wireless;
(ii) area can be reached only on foot or by use of various modes of transport such as motorised vehicles and boats;
(iii) non-availability of normal transport facility; and
(iv) long travelling time.

b) inadequate basic facilities, such as:

(i) safe water for consumption;
(ii) suitable homes (wooden houses with kitchen/living room/bedroom);
(iii) electrical supply (at least 12 hours per day);
(iv) provision centres;
(v) rural clinics; and
(vi) primary schools.

c) non-availability of social facilities:

(i) mosques;
(ii) community halls; and
(iii) recreational areas.

Lists of rural areas such as SPP 1/2000 for Sabah and SPP 2/2000 for Sarawak.

8. **Payment for Preparation of Medical Report**

i. Brief report RM40.00
ii. Brief specialist report RM40.00
iii. Comprehensive specialist report RM200.00 -RM1,000.00
APPENDIX 2A

CALCULATION OF EMOLUMENTS AND ALLOWANCES OF DENTAL OFFICERS/SPECIALISTS

<table>
<thead>
<tr>
<th>Emolument</th>
<th>Grade</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>U41</td>
<td>U44</td>
<td>U48</td>
<td>U52</td>
<td>U54</td>
</tr>
<tr>
<td>Basic Salary (minimum)</td>
<td>RM2366.55</td>
<td>RM3028.90</td>
<td>RM4431.54</td>
<td>RM4992.31</td>
<td>RM5258.09</td>
</tr>
<tr>
<td>Fixed Civil Service Allowance</td>
<td>RM300.00</td>
<td>RM400.00</td>
<td>RM550.00</td>
<td>RM600.00</td>
<td>RM800.00</td>
</tr>
<tr>
<td>Fixed Housing Allowance</td>
<td>RM210.00</td>
<td>RM210.00</td>
<td>RM700.00</td>
<td>RM700.00</td>
<td>RM900.00</td>
</tr>
<tr>
<td>Critical Service Incentive Payment</td>
<td>RM500.00</td>
<td>RM500.00</td>
<td>RM500.00</td>
<td>RM500.00</td>
<td>RM500.00</td>
</tr>
<tr>
<td>Specialist Incentive Payment</td>
<td>RM1,300.00*</td>
<td>RM1,400.00</td>
<td>RM1,700.00</td>
<td>RM1,800.00</td>
<td>RM2,200.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>RM4676.55</strong></td>
<td><strong>RM5538.90</strong></td>
<td><strong>RM7881.54</strong></td>
<td><strong>RM8592.31</strong></td>
<td><strong>RM9658.09</strong></td>
</tr>
</tbody>
</table>

* For U41 officers who have been gazetted as specialists only.

CALCULATION OF EMOLUMENTS AND ALLOWANCES OF DENTAL OFFICERS

(Postgraduate / Diploma in Public Health Qualifications)

<table>
<thead>
<tr>
<th>Emolument</th>
<th>Grade</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>U41</td>
<td>U44</td>
<td>U48</td>
<td>U52</td>
<td>U54</td>
</tr>
<tr>
<td>Basic Salary (minimum)</td>
<td>RM2366.55</td>
<td>RM3028.90</td>
<td>RM4431.54</td>
<td>RM4992.31</td>
<td>RM5258.09</td>
</tr>
<tr>
<td>Fixed Civil Service Allowance</td>
<td>RM300.00</td>
<td>RM400.00</td>
<td>RM550.00</td>
<td>RM600.00</td>
<td>RM800.00</td>
</tr>
<tr>
<td>Fixed Housing Allowance</td>
<td>RM210.00</td>
<td>RM210.00</td>
<td>RM700.00</td>
<td>RM700.00</td>
<td>RM900.00</td>
</tr>
<tr>
<td>Critical Service Incentive Payment</td>
<td>RM500.00</td>
<td>RM500.00</td>
<td>RM500.00</td>
<td>RM500.00</td>
<td>RM500.00</td>
</tr>
<tr>
<td>Public Health Officer Incentive Payment</td>
<td>RM1,040.00</td>
<td>RM1,120.00</td>
<td>RM1,700.00</td>
<td>RM1,800.00</td>
<td>RM2,200.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>RM4416.55</strong></td>
<td><strong>RM5258.90</strong></td>
<td><strong>RM7881.54</strong></td>
<td><strong>RM8592.31</strong></td>
<td><strong>RM9658.09</strong></td>
</tr>
</tbody>
</table>
### CALCULATION OF EMOLUMENTS AND ALLOWANCES OF DENTAL OFFICERS OF SPECIAL GRADES C, B & A

<table>
<thead>
<tr>
<th>Emolument</th>
<th>Special Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Basic Salary (minimum)</td>
<td>RM 6,595.99</td>
</tr>
<tr>
<td>Entertainment Allowance</td>
<td>RM 2,150.00</td>
</tr>
<tr>
<td>Fixed Housing Allowance</td>
<td>RM 1,300.00</td>
</tr>
<tr>
<td>Specialist Incentive Payment</td>
<td>RM 2,400.00</td>
</tr>
<tr>
<td>Special Incentive Payment</td>
<td>RM 400.00</td>
</tr>
<tr>
<td>Maid Allowance</td>
<td>RM 500.00</td>
</tr>
<tr>
<td>Fixed Special Grade Allowance</td>
<td>RM 810.00</td>
</tr>
<tr>
<td>Home Maintenance Allowance (Yearly payment)</td>
<td>RM 166.67</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>RM 14,322.66</strong></td>
</tr>
</tbody>
</table>

### CALCULATION OF EMOLUMENTS AND ALLOWANCES OF DENTAL OFFICERS OF PREMIER GRADES C, B & A

<table>
<thead>
<tr>
<th>Emolument</th>
<th>Premier Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C</td>
</tr>
<tr>
<td>Basic Salary (minimum)</td>
<td>RM 6,595.99</td>
</tr>
<tr>
<td>Entertainment Allowance</td>
<td>RM 2,500.00</td>
</tr>
<tr>
<td>Fixed Housing Allowance</td>
<td>RM 1,300.00</td>
</tr>
<tr>
<td>Special Incentive Payment</td>
<td>RM 500.00</td>
</tr>
<tr>
<td>Maid Allowance</td>
<td>RM 500.00</td>
</tr>
<tr>
<td>Fixed Premier Post Allowance</td>
<td>RM 1,000.00</td>
</tr>
<tr>
<td>Home Maintenance Allowance (Yearly payment)</td>
<td>RM 166.67</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>RM 12,562.66</strong></td>
</tr>
</tbody>
</table>
APPLICATION TO PURSUE POSTGRADUATE DENTISTRY PROGRAMMES

Applications are invited from MOH candidates with permanent positions to pursue postgraduate dentistry programmes in institutions of higher learning either locally or abroad in the following fields of specialisation:

<table>
<thead>
<tr>
<th>INSTITUTION OF HIGHER LEARNING</th>
<th>FIELDS OF SPECIALISATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSITI MALAYA</td>
<td>Oral Surgery, Orthodontics, Paediatric Dentistry, Periodontology, Pathology and Oral Medicine, Restorative Dentistry, Community Dentistry</td>
</tr>
<tr>
<td>UNIVERSITI SAINS MALAYSIA</td>
<td>Community Medicine, Oral Surgery, Restorative Dentistry</td>
</tr>
<tr>
<td>UNIVERSITI KEBANGSAAN MALAYSIA</td>
<td>Orthodontics</td>
</tr>
</tbody>
</table>
ENTRY REQUIREMENTS

GENERAL REQUIREMENTS

1. BDS@DDS, MClinDent or the equivalent from recognised universities;
2. Have been fully registered with the Malaysian Dental Council;
3. Have at least (1) year clinical experience after full registration;
4. Have been confirmed in the position on or before the closing date of the advertisement;
5. Have been in government service in this country:
   (a) Not less than \textbf{three (3) years} on or before the closing date of the advertisement.
   (b) Dental officers who did their HO abroad should have served at least \textbf{two (2) years} after registration with the MDC on or before the closing date of the advertisement;
6. Aged \textbf{not more than 46 years} on the date of registration;
7. Have never failed, withdrawn or rejected offers of postgraduate dentistry courses;
8. Have Annual Performance Evaluation Reports of not less than 85% for the last three (3) consecutive years; and

\textbf{SPECIAL REQUIREMENTS:} As per parts 6, 7 and 8 in e-Entry Guide.
\textbf{CONDITIONS OF OFFER:} As per e-Entry Guide
FLOW CHART OF THE SELECTION PROCESS OF POSTGRADUATE DENTISTRY CANDIDATES IN PUBLIC INSTITUTIONS OF HIGHER LEARNING, 2006 – 2007 SESSION

Internet → Applications

Not Qualified

Applications → Processing TMD MOH Applications

Qualified → PSD Status Check → List of qualified candidates to MHE → Interview

Failed → Applications FAILED

Passed → Institutions submit short list

TMD: Training Management Division
PSD: Public Service Department
MHE: Ministry of Higher Education
Applications FAILED

A

Co-ordination process for selection of candidates for programme

Unsuccessful

Successful

Pre-Council Meeting

Confirmation of successful candidates

Open System Candidate Placement Meeting

List of successful candidates submitted to Director-General and Secretary-General of Health

Offers to successful candidates

B
Notes:
1. ▲: MOH reserves the right to determine training placement for open system candidates.
2. Appeals will not be entertained.

TMD: Training Management Division
PSD: Public Service Department
ON-LINE APPLICATION

1. Commencing in early October of every year.
3. Only applicants with identity card/MyKad may apply.
4. Applicants are required to pay a processing fee of **RM25.00** to obtain the unique ID number by crediting it directly into Account No. **UPU-14100-29-83030691-5** at any Bank Simpanan Nasional (BSN) counter with an additional payment of RM0.60 as bank service charge. A receipt will be issued by the BSN together with the unique ID number. Payment should be made in the name and identity card of the applicant.
5. Please contact the Ministry of Higher Education at: **03-88835801** or e-mail: **upu@mohe.gov.my** in the event of any problem or enquiry with regard to the on-line application.

**CLOSING DATE OF APPLICATION:**
End of OCTOBER of every year

Applications which are late, incomplete or do not meet the entry requirements will not be considered.
Flow Chart of Application for Sub-Specialisation Programme

1. Registration with the Fellowship Board
2. Training in the country for 1–2 years
3. Obtaining place abroad
4. Names submitted by Fellowship Board
5. Dentistry Development Division, MOH
6. List of names selected submitted to the Training Management Division (TMD)
7. To Deputy Director-General and Secretary-General of MOH for certification and confirmation

A
A

Forwarded by TMD to Public Service Department (PSD) for checking

PSD issues provisional approval letter for FPSL with FTG or FPSL without FTG

Provisional offer letter issued by TMD

Candidates submit documents to TMD

TMD submits documents to PSD for checking

PSD issues approval letter for FPSL with FTG or FPSL without FTG

TMD receives approval, enters, records and informs candidates
Remarks:

1. It is **COMPULSORY** for candidates to undergo the National Civics Bureau Course before going abroad.

2. Candidates **MAY NOT** go abroad before obtaining the approval of the PSD and MOH (TMD).

3. UL **MAY NOT** be used for this programme.

4. Applications to go abroad shall be made at least three (3) months before the date of commencement of overseas training.

5. Only **listed candidates** are entitled to receive the FPSL with FTG or FPSL without FTG in accordance with the number of slots and the consideration of the MOH.

Notes:

1. UL – Unpaid Leave
2. TMD – Training Management Division, MOH
3. FPSL – Full Pay Study Leave
4. FTG – Federal Training Grant
APPENDIX 4

DIAGRAM OF PRE-GAZETTING PERIOD

<table>
<thead>
<tr>
<th>Reporting Date</th>
<th>Approval Date</th>
<th>Pre-gazetting</th>
<th>Gazetting</th>
</tr>
</thead>
<tbody>
<tr>
<td>commences</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

One (1) year of advanced training | Six (6) months of pre-gazetting

1. At the Ministry of Health, the Director-General of Health is empowered to appoint a dental officer as a specialist if the officer fulfils the following criteria:
   - Possesses a postgraduate degree, MRCP/MRCOG/MRCPH or the equivalent;
   - Has successfully undergone a minimum pre-gazetting period of six (6) months; and
   - Able to function independently as a specialist.

2. After an officer is gazetted as a specialist, payment of the specialist allowance shall be backdated six (6) months from the gazetting date if he has a postgraduate degree and MRCP/MRCOG/MRCPH.

3. If the pre-gazetting period is extended, the payment of the fixed specialist allowance shall still be backdated six (6) months from the gazetting date.
APPENDIX 5

DIAGRAM OF POSSIBLE PROMOTION OPPORTUNITY

BDS/DDS

5 – 6 years

GRADUATE TRAINING – U41

1 year

DENTAL OFFICER

3 years (compulsory service)

* DENTAL OFFICER – U44

POSTGRADUATE PROGRAMME - U44

4 years

PUBLIC HEALTH SPECIALIST – U 48

CLINICAL SPECIALIST - U48

PUBLIC HEALTH SPECIALIST – U52

SPECIALIST – U52

DENTAL OFFICER – U48, U52, U54, JUSA

SPECIALIST/ CONSULTANT SPECIALIST - U54 /SPECIAL

Note: * Dental officers without any speciality may become dental administrative officers or dental officers who treat patients.