

Our Ref.: **GAM/HR-DLO/AMO/APR/718(023-3)- DNA**

**PRIVATE AND CONFIDENTIAL**

15 May 2024

**HAIRUDEEN BIN MAT**  
NO.4 CASASURIA U10/12A,  
JALAN PULAU ANGSA,  
SUNWAY ALAM SURIA, U10 PUNCAK PERDANA  
40170 SHAH ALAM  
**SELANGOR DARUL EHSAN**  
Email: hairudeenmat@gmail.com  
Phone no: 017-9350907

**DEAR MR. HAIRUDEEN,**

**CONTRACTUAL LETTER OF OFFER**

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We are pleased to offer you the position of **INSTRUCTOR CUM KNOWLEDGE EXAMINER CUM PRACTICAL ACCESSOR** with Galaxy Aerospace (M) Sdn. Bhd. situated Subang, Selangor Darul Ehsan.

Your employment with us will be from **04 June 2024**. You are subjected to the general terms and conditions of the company. Your privileges shall refer to the additional terms and conditions enclosed.

We take this great opportunity to welcome you and hope that your employment with us will be a long and fruitful one.

Should you decide to accept this offer of confirmation, please sign, and return the duplicate copy of the letter to us within five (5) working days from the date of this letter. If we do not receive any response from you after the due date, we shall assume that you are no longer interested in the position.

Welcome aboard.

Best Regards,  
*for and on behalf of*  
**GALAXY AEROSPACE (M) SDN. BHD.**



**DATO' SHAMSUL KAMAR BIN SAMSUDIN**  
Managing Director

**GALAXY AEROSPACE (M) SDN.BHD.**

**Management Office** : No. A-01-02, Blok A, Bangunan Perdagangan Siera Ara Damansara, Jalan PJU 1A/5A, Ara Damansara, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

**AMO Office** : Suite 11-14, Helicopter Centre, Malaysia International Aerospace Centre, Sultan Abdul Aziz Shah Airport, 47200 Subang, Selangor Darul Ehsan, Malaysia.

**Hangar Address** : Hangar 2, UniKL-MIAT, Persiaran A, Off Jalan Lapangan Terbang Subang, 47200 Subang, Selangor Darul Ehsan, Malaysia.

Tel: +603 7455 0555 Fax: +603 7734 7526

[www.galaxyaerospace.my](http://www.galaxyaerospace.my)

The management is pleased to regularize your services from the date of your joining on the following terms and conditions: -

## 1. Scope of Work

The scope of work shall cover the followings:

Answerable and reporting to Training Manager.

### INSTRUCTOR

- a) Responsible to conduct theoretical and practical instructional duties qualified.
- b) Responsible for the developments and updating of training material, training kit and training aids.
- c) Responsible to assist Training Manager in the preparation of training courses
- d) Responsible to compile and submit potential candidates for assessment to the Practical Assessor through the Examination Manager for which candidates are qualified.

### KNOWLEDGE EXAMINER

- a) Responsible to develop questions for examination banks
- b) Responsible to include the drafting and/or the selection of questions (MCQs and essays).
- c) Responsible to the performance of the examination exercise itself for essay question, the evaluation of the correctness of answers (except when correct answers are pre-determined) and the final judgement regarding the level of knowledge demonstrated by the trainee.

### PRACTICAL ASSESSOR

- a) Responsible to develop assessment questions for which he/she is qualified.
- b) Responsible for monitoring and assessing students during practical tasks and/or hand-skills. This will include handling of tools and calibration equipment.
- c) Responsible to carry out the practical assessment and summarise the results and submit to the Examination Manager.
- d) Responsible for the submission of the assessment result to the Examination Manager.

Note:

- I. The above scope covers for Galaxy Aerospace (M) Sdn. Bhd. in general.
- II. The above-mentioned job scope shall be reviewed occasionally to meet the company's requirement.

#### **GALAXY AEROSPACE (M) SDN.BHD.**

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