



Maejo University Announcement  
on Recruitment for a Competitive Examination to Employ a Foreigner as a Temporary Employee  
with an Employment Contract (Budget Money) Position Number 001,  
a Foreign Specialist under the Faculty of Business Administration,  
Maejo University (The First Time)

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Since the Faculty of Business Administration would like to recruit a foreigner utilizing a competitive examination to hire such a person as a foreign temporary employee with an employment contract (budget money) for Position No. 001, a Foreign Specialist who holds a master's degree in business administration or other equivalent qualifications at the same level in the field of study or in a way that the university deems appropriate to the duties, responsibilities, and nature of work performed, for a monthly salary of 32,510 baht, under the Faculty of Business Administration and with the resolution of the Human Resources Management Committee of Maejo University in the meeting No 20/2022 on November 23, 2022, this announcement is issued with the details as follows:

**1. Qualifications of the applicants**

1.1 Applicants must have general qualifications and do not have prohibited characteristics as stated in Clause 9 of Maejo University Regulations on Personnel Management B.E. 2561 mutatis mutandis,

1.2 Hold a master's degree in business administration or other qualifications comparable at the same level in the field of study or in a way that the university deems appropriate to the responsibilities and nature of work performed by universities or institutions of higher education that are accredited by the Maejo University Council or the Office of the Civil Service Commission,

1.3 Being foreigners whose primary language is English,

1.4 Those with experience in such positions will be considered a special case,

1.5 Able to work full-time on official hours (8:30 a.m. – 4:30 p.m.),

1.6 Age not over 60 years old,

1.7 If they have passed the selection examination to be placed as a temporary employee in the said position, they must not be a Managing Director, Manager, or a similar position in a partnership or company,

1.8 They must be persons who do not have a housing problem or house renting, and

1.9 The results of consideration of the competitive or selection examination committee shall be final.

## **2. Date, time, and place of application**

Those wishing to apply for the mentioned position can download an application form from the website of the Human Resource Management Division <http://personnel.mju.ac.th> by typing the word "Application for University Employee Selection" in the search box or requesting an application form and applying at the Dean's Office, Faculty of Business Administration, Maejo University, Tel. 0 5387 3550 ext. 402 from now until January 31, 2023, during official hours, from 8:30 a.m. to 12:00 noon and from 1:00 p.m. to 4:30 p.m. except on public holidays.

## **3. Documents that must be submitted on the application date**

3.1 A copy of academic qualifications, a copy of the academic report (Transcripts), and a certificate indicating the field of study in which the master's degree is obtained. (Certified true copies of all copies),

3.2 A copy of house registration/accommodation and a copy of ID card/passport (Certified true copies of all copies),

3.3 Two straight-faced photographs without a hat and do not wear dark glasses, size 1 inch or 2 inches (taken not more than 1 year),

3.4 A medical certificate showing that the applicant does not have a disease forbidden according to the Announcement of the Personnel Management Committee of Maejo University on Diseases that are Prohibited as University Employees dated June 29, 2018, and it must be issued for no more than 1 month, mutatis mutandis,

3.5 For foreign applicants, if selected, a copy of the passport with VISA CLASS NON-B type must be submitted, stating Maejo University as the employer, and a copy of the work permit must be submitted to the Human Resources Management Division within 45 days from the date of reporting to work,

3.6 Other documents, such as a copy of the marriage certificate, name or surname change certificate, and work permit (if any) (certified true copies of all copies),

However, the application is only reserved for those with complete documents and qualifications as specified above.

#### **4. Conducting the competitive examination**

Maejo University will conduct a competitive examination by way of written examination and interview or other methods as determined by the committee. The date, time, place, and subjects to be tested will be on the announcement with a list of eligible candidates.

#### **5. Announcement of the list of eligible candidates for the examination, date, time, and place of the selection examination**

Maejo University will announce a list of eligible candidates with the details of the selection examination within February 2023 on the Human Resources Management Division website named <http://personnel.mju.ac.th>.

#### **6. Announcement of the selection examination results**

Maejo University will announce a list of candidates who have passed the competitive examination in descending order from the high scores. The applicants who have obtained scores in the general proficiency and the specific proficiency sections not less than fifty percent have the right to the examination for the suitability of the position (Interview). Finally, all parts' total score must not be less than sixty percent. The announcement will be posted on the Human Resources Management Division website named <http://personnel.mju.ac.th>.

#### **7. Hiring**

Maejo University will hire the person who has passed the selection examination as a temporary foreign worker with an employment contract (budget money) in the aforementioned position until September 30, 2023.

Announced on December 8, 2022



(Associate Professor Dr. Kriengsak Sri-ngernyuang)

Vice President, Acting on Behalf of

The President of Maejo University