



MINISTRY OF INVESTMENT, TRADE AND INDUSTRY
DEPARTMENT OF STANDARDS MALAYSIA

INTERNSHIP PROGRAMME AT DEPARTMENT OF STANDARDS MALAYSIA

Industrial Training

Students, studying at universities recognized by the Malaysian Government, are invited to apply for Internship Programme at Standards Malaysia, Cyberjaya. Duration of industrial training varies between a minimum of three (3) months and maximum of six (6) months.

Application Requirements

- 1 Applicants must be Malaysian;
Applicants must be pursuing diploma or undergraduate courses in higher learning institutions,
- 2 either in Malaysia or abroad, with a minimum CGPA of at least 2.5;
- 3 Actively participate in curriculum and co-curriculum activities;
- 4 Possesses good interpersonal skills and able to communicate effectively; and
- 5 Ability to perform any given task and work well either individually or as a team.

Fields of Study

- 1 Science or Science related fields;
- 2 Economy;
- 3 Commerce;
- 4 Business;
- 5 Information and Communication Technology (ICT);
- 6 Art & Design;
- 7 Human Resource; or
- 8 Management.

Documents Required Upon Application

Interested applicants are required to submit the following documents:

- 1 Application Form;
- 2 Signed Letter of Indemnity/Undertaking from the University;
- 3 Copy of Resume with Passport size photo; and
- 4 Copy of Mini Transcript (Student Academic Records).

Incomplete form and documents will not be processed. All applications should be submitted to the following address:

Director

**Management Services Division
Department of Standards Malaysia
Level 7, Tower 2, Menara Cyber Axis,
Jalan Impact, Cyber 6, 63000 Cyberjaya,
Selangor.**

Contact Person

For further enquiries, please contact the following officers:

Ms. Nur Khaireena Buchai Abdullah Tel: 03-8008 2906 Email: khaireena@jsm.gov.my	Ms. Zulaiha Aslan Tel: 03-8008 2910 Email: zulaiha.aslan@jsm.gov.my
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INTERNSHIP PROGRAMME APPLICATION FORM

PLEASE ANSWER ALL QUESTIONS AND TICK (✓) IN THE SPACE PROVIDED

A) PERSONAL INFORMATION

Name:

Gender:

Male

Female

NRIC No.:

Date of Birth:

Place of Birth:

Age:

Marital Status

Religion:

Race:

Address:

Contact No. (HP):

Contact No. (Home):

Email:

B) EDUCATION DETAILS

Institution:

Qualification:

Diploma

Degree

Entry Date:

Faculty:

Major:

Grade/CGPA (Latest):

SPM/STPM/STAM/O-Level/A-Level:

Others:

C) INTERNSHIP ADMISSION SESSION

Start Date:

End Date:

Information of Coordinator at Institution (Name, Designation, Organisation, Contact Details, Signature, Stamp):

I hereby verify that the applicant is a registered student of this university and the application is legitimate.

Signature & Stamp: _____

Date: _____

D) LIST OF REQUIRED DOCUMENTS

- Internship Programme Application Form
- Confirmation Letter for Internship Programme from University
- Resume with passport size color photograph
- Copies of Mini Transcript (Student Academic Records)

E) DECLARATION OF APPLICANT

I hereby declare that all information provided is true. Submission of incomplete application or incorrect information, will be considered void.

Signature: _____

Date: _____

FOR OFFICE USE

Document Check List :

- Internship Programme Application Form
- Confirmation Letter for Internship Programme from University
- Resume and passport size color
- Copies of Mini Transcript (Student Academic Records)

Note :

- Offer
- Reject