



MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

**STANDARDS  
MALAYSIA**

## INTERNSHIP PROGRAMME AT STANDARDS MALAYSIA

### Industrial Training

Students, studying at universities recognised 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;
- 2 Applicants must be pursuing diploma or undergraduate courses in higher learning institutions, 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 document:

- 1 Application Form;
- 2 Signed Letter of Indemnity/Undertaking from the University;
- 3 Copy of Resume with Passport size photo; and
- 4 Copy of latest result transcript.

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:

<b>Ms. Suvarna Krisnan</b> <b>Tel.: 03-8008 2881</b> <b>Email: suvarna@jsm.gov.my</b>	<b>Mr. Syed Khairul Hakim b. S Hasan</b> <b>Tel.: 03-8008 2884</b> <b>Email: syedkhairul@jsm.gov.my</b>
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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) ADMISSION SESSION**

Entry Date :		Finish Date :	
Information of Coordinator at Institution:			

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 Undergoing Internship Programme from University
- Resume with passport size colour photograph
- Copies of 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 Undergoing Internship Programme from University
- Resume and passport size colour photograph
- Copies of Transcript (Student Academic Records)

### Note :

- Offer
- Reject