Post-Secondary Student Summer Internship Programme
Request Form

Name of invited Institution: _____

DETAILS OF INTERNSHIP PROGRAMME

Name of Bureau/Department (Division/Section): Office of the Government Chief Information Officer (Appointments Section)

No. of Interns to be Recruited: __21__ No. of Nominations: **3 for each vacancy** *(Nominations in excess of 3 for each vacancy will not be considered)*

Description of Internship Programme: See Appendix

Programme Commencement Date: See Appendix   Allow Flexible Commencement Date: Yes/~~No~~*

Period of Internship: July to August 2023 (around 2 months)   Working Hours: 44 hours per week

Office Venue: See Appendix   Allowance per Month: HK$11,200

ELIGIBILITY REQUIREMENTS

Course(s)/Field(s) of Study: Major in subjects related to Information Technology (e.g. Computer Science / Computing / Information Technology / Computer Studies)

Year of Study: Students enrolling in full-time IT-related post-secondary programmes and not have completed or be studying their final year of study before the internship period commences.

Specific Knowledge/Skills: See Appendix

Work Experience *(if applicable)*: _____

Other Requirements (e.g. Extra-Curricular Activities) *(if applicable)*: _____

APPLICATION METHOD *(may choose more than one as appropriate)*

☐ By E-mail   ☐ By JIJIS   ☑ Through GovHK
(By mail or by fax is also acceptable.)

☑ Submit Application Form for Post-Secondary Student Summer Internship Programme

☐ Submit Resume/Covering Letter & Resume/Others*: _____

Deadline for Application *(DD/MM/YYYY)*: __7/05/2023__ Require Selection Interview: Yes/~~No~~*

RECRUITMENT SCHEDULE *(for institution's reference only, action work plan may need to be adjusted)*

Action	Estimated Date
Inviting applicants for selection interviews (if applicable)	Late May 2023
Conducting selection interviews (if applicable)	Early June 2023
Informing applicants of the results	Mid-June 2023
Commencement of internship	Early July 2023