

Research & Development Establishment (Engrs.)
Format for Application for Paid Internship Scheme

1.	Name of the Applicant	:		Affix Passport size photo (4.5 x 3.5cm)
2.	Date of Birth	:		
3.	Aadhar No	:		
4.	Name, Address & Contact No of the College	:		
5.	Discipline	:		
6.	Branch Code	:		
7.	Degree	:	UG: <input type="text"/> Semester (7 th / 8 th) : _____ PG: <input type="text"/> Year (2 nd) : _____	
8.	CGPA (On Scale of 10) (Copy to be Enclosed)	:		
9.	Achievement (Awards/Professional Membership, if any to be mentioned)	:		
10.	Languages Known	:		
11.	Referral letter from Principal/Director of college / institute	:	To be mandatorily attached	
12.	Permanent Address	:		
13.	Local Address, if any	:		
14.	Contact No of Individual : Alternate no :	:		
15.	Email Id of Individual	:		
16.	Checklist (Please Tick)	:	Enclosed documents <input type="checkbox"/> Reference Letter issued by Principal / Director <input type="checkbox"/> UG / PG Marksheets Reflecting CGPA <input type="checkbox"/> Copy of latest Aadhar Card <input type="checkbox"/> Any Awards/ professional Membership	

The above information is correct as per my best of knowledge and belief.

Place:

Date :

Signature of the Applicant

Ref No: _____

Date: _____

To,

The Director,
Research & Development Establishment (Engineering)
Defence Research & Development Organization (DRDO)
Kalas, Aalandi Road, Pune - 411015, Maharashtra, India.

Subject: Request for paid Internship opportunity for UG/PG engineering students

Respected Sir,

We request an internship/ project work opportunity for our 7th/ 8th semester Engineering student / 2nd year Post Graduate student for Paid Internship Scheme of DRDO at R&DE(E), DRDO.

Shri / Ms.....is a bonafide student of this college having enrollment no ----- . He / She is a meritorious student and is eager to gain practical exposure in the defence related applications through an internship at your esteemed organization.

We request an internship from **1st Aug 2025 to 31st Jan 2026**. Below are the details of the student, faculty coordinator and the college / institution:

Student Details:

Name	
Course	
PRN / College ID Number	
Mobile No.	
Permanent Residential Address	
Email ID	
Aadhar Card No.	

Faculty Coordinator Details:

Name of Faculty	
Designation	
Department	
Contact No.	
Email ID	

College Details:

College Name	
AICTE Permanent ID	
DTE Code	
Affiliated to	
Affiliation ID	
Email ID	
Contact No.	
Fax No.	

The college has no objection if he / she joins internship at your organization and is physically present in the establishment for a minimum of 10 working days in a month. The college will relieve the student to undergo the internship at your establishment. We also hereby accept to give the undertaking and dully filled indemnity form at the time of joining.

It is also hereby assured that student will complete full tenure of his / her paid project work/ internship training.

We believe that this project work/ internship will be an excellent opportunity for our student to enhance his / her technical skills. Kindly consider this request and grant the necessary permissions. We assure you of our student's commitment to learning and adherence to all institutional norms.

Thanks and Regards,

Signature of Principal / Director
of College / Institution
With Office Seal.