

**Format for Application for Paid Internship Scheme**

**Affix  
Passport  
size photo  
(4.5 x  
3.5cm)**

1.	Name of the Applicant	:	
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 <sup>th</sup> / 8 <sup>th</sup> ) : _____ PG: <input type="text"/> Year ( 1 <sup>st</sup> / 2 <sup>nd</sup> ) : _____
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 Applicant	:	
16.	Checklist (Please Tick)	:	Enclosed documents <input type="checkbox"/> Reference Letter issued by Principal / Director UG / PG <input type="checkbox"/> Marksheet Reflecting CGPA <input type="checkbox"/> Copy of latest Aadhar Card

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,

Defence Materials and Stores Research &amp; Development

Establishment(DMSRDE)

Defence Research &amp; Development Organization (DRDO)

Govt. of India, Ministry of Defence

GT, Road, Kanpur – 208013

**Subject: Request for Paid Internship opportunity for a period of six months**

Respected Sir,

We request an internship opportunity for our VII / VIII semester Engineering student/I/II year Post Graduate student.....at DMSRDE, DRDO, Kanpur.

Mr. / Ms.....is a bonafide student of this Institute/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 ..... to ..... 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	

**Faculty Coordinator Details:**

Name of Faculty	
Designation	
Department	
Contact No.	
Email ID	
HOD 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. The college will relieve the student to undergo the internship at your establishment.

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

We believe that this 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.

UNDERTAKING

**INDIAN OFFICIAL SECRET ACT**

I, \_\_\_\_\_ S/o / D/o \_\_\_\_\_  
resident of (address) \_\_\_\_\_  
District \_\_\_\_\_ hereby certify that I have been made  
acquainted with the provision of the Indian Official Secrets Act, 1923. I understand that in case of  
breach of official trust, I am liable to the penalties detailed in the mentioned Act.

Station : \_\_\_\_\_

Date : \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

UNDERTAKING

**IT, Rules and Regulations**

I, \_\_\_\_\_ S/o / D/o \_\_\_\_\_  
resident of (address) \_\_\_\_\_  
District \_\_\_\_\_ hereby certify that I will follow IT Rules and  
Regulations applicable for Ministry of Defence and its amendments thereof. I understand that in case  
of breach, I am liable to the penalties detailed in the mentioned Rules.

Station : \_\_\_\_\_

Date : \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_