

Format for Application for DRDO Paid Internship Scheme

1.	Name of the Applicant	:			Affix Passport size photo (4.5 x 3.5cm)
2.	Date of Birth	:			
3.	Aadhaar No.	:			
4.	Name, Address & Contact No. of the College	:			
5.	Discipline	:			
6.	Branch Code	:			
7.	Degree	:	Pursuing UG/ PG (Please tick)	Please mention Semester/Year details:	
			UG		
			PG		
9.	Achievement (Awards/Professional Membership, if any to be mentioned)	:			
10.	Referral letter from Principal/HOD of college /institute	:			
11.	Nationality	:	Indian		
12.	Permanent Address	:			
13.	Local Address, if any	:			
14.	Contact No of Individual: Alternate No:	:			
15.	Email Id of Individual	:			
16.	Checklist of documents enclosed (Please note all the documents to be mandatorily attached)		Document:		Please Tick
			Reference Letter issued by Principal/HOD (UG/ PG)		
			Copy of Marksheets Reflecting CGPA		
			Copy of Aadhaar Card		

The above information is correct to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant

Ref No: _____

Date: _____

To,

DIRECTOR
DEFENCE LABORATORY JODHPUR
PROF. DAULAT SINGH KOTHARI MARG
RATANADA, JODHPUR – 342011
RAJASTHAN

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

Ref: Advertisement No. DLJ/HRD/PAIDINTERNSHIP/2025/02

Respected Sir,

We request an internship opportunity for our VII / VIII semester B.Tech students / IInd year Post Graduate students for Paid Internship Scheme of DRDO at DLJ, Jodhpur.

Shri/Ms..... is a bonafide student of this college having Enrolment 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 _____ (6 months). Below are the details of the student, faculty coordinator and the college / institution:

Student Details:

Name	
Course	
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 for a minimum of 15 working days in a month. 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 /
HOD of College /
Institution With Office Seal

UNDERTAKING

INDIAN OFFICIAL SECRETS 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 Rule

Station : _____

Date : _____

Signature _____

Name: _____