

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: Semester (7 th / 8 th) : <input style="width: 50px;" type="text"/> PG: Year (1 st / 2 nd) : <input style="width: 50px;" type="text"/>	
8.	CGPA(On Scale of 10) (Copy to be Enclosed)/% Marks	:		
9.	Achievement (Awards/Professional Membership, if any to be mentioned)	:		
10.	Languages Known	:		
11.	Referral letter from Principal/Director of college / institute	:	To be mandatory 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 style="width: 50px; height: 20px;" type="checkbox"/> Reference Letter issued by Principal / Director <input style="width: 50px; height: 20px;" type="checkbox"/> UG / PG Mark sheet Reflecting CGPA <input style="width: 50px; height: 20px;" 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

Sr No	Branch/Discipline	Branch Code
1.	Environmental Technology	ENV
2.	Electronics / Electronic & Communication Engineering / Electronic Telecommunication / Electronic & Instrumentation / Embedded System Engineering.	ECE/IN
3.	Mechanical / Automation Engineering	ME
4.	Chemical Engineering / Chemistry	CE/CHEM
5.	AI&ML / Data Science	AI&DS
6.	Computer Science & Engineering / Information Technology	CSE/IT

To be printed on college letterhead and signed by Principal / Director of College / Institution

Ref No: _____

Date:

To,

The Director,
Centre for Fire Explosive & Environment Safety (CFEES)
Defence Research & Development Organization (DRDO)
Brig. S.K. Mazumdar Marg, Timarpur Delhi - 110054, India.

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 for **Paid Internship Scheme of DRDO** at CFEES, 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 July 2026 to 31st Dec. 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	

Faculty Coordinator Details:

Name of Faculty	
Designation	
Department	
Contact No.	
Email ID	
HOD Email ID	

College Details:

College Name	
AICTE/UGC 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. We also hereby accept to give the indemnity form as and when required by CFEES.

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

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.