

**To be printed on the Letter Head and signed by Principal / HOD / TPO of the
College / Institution / University**

REQUEST LETTER FOR INTERNSHIP

Ref. No.: _____

Date: _____

The Director

Terminal Ballistics Research Laboratory,
Defence R&D Organisation,
Sector - 30, Chandigarh - 160030

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

Reference: **Advertisement No. TBRL/HRD/PDINTERN/2026/01**

Respected Sir,

We request an internship opportunity for our _____ semester B.E. / B. Tech. / B.Sc. (Engg.) students / IInd year M.Sc. students for Paid Internship Scheme of DRDO at TBRL, Chandigarh which is a part of the B.E. / B. Tech / B.Sc. (Engg.) / M.Sc. degree course of the institute.

Mr. / Ms. _____ is a bonafide student of this college having Enrollment No. _____. He / She is studying B.E / B.Tech. / B.Sc. (Engg.) / M.Sc. of _____ Year of _____ branch, in _____ College / Institute / University during the academic year 2025-2026. 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 for him / her vide above cited advertisement for a period of six months from _____ to _____ and he / she is permitted to undergo internship in Terminal Ballistics Research Laboratory (TBRL), Chandigarh. Below are the details of the student, faculty coordinator and the College / Institution:

Student Details:

Name	:				
Discipline (as per advertisement)	:				
Branch Code (as per advertisement)	:				
Engineering (UG) Semester / Science (PG) Year (Please tick ✓)	:	B.E. / B. Tech / B.Sc. Engg. (Four years)			M.Sc.
		Sixth	Seventh	Eighth	Second
College ID Number	:				
Mobile No.	:				
Permanent Residential Address	:				
Email ID	:				
Details of marks obtained by the student	:				
Year / Semester	Month and Year of Passing	% of marks	In case of CGPA		
			CGPA	Conversion Factor	% of marks
First					
Second					
Third					
Fourth					
Fifth					
Sixth					
Cumulative average marks %					

Faculty Coordinator Details:

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

College / Institute / University Details:

College / Institute / University Name	:	
AICTE / UGC Permanent ID	:	
DTE Code	:	
Affiliated to	:	
Affiliation ID	:	
Email ID	:	
Contact No.	:	
Fax No.	:	

The above student is studying in our college and we are recommending him / her for Internship at TBRL, Chandigarh. We will be responsible for his / her good conduct during the tenure of the Internship at TBRL and assure that he / she will follow the security norms and discipline of the Laboratory. We undertake the responsibility in case of any breach of security, as in vogue in TBRL.

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 / TPO
of College / Institution / University with Office Seal



TERMINAL BALLISTICS RESEARCH LABORATORY, CHANDIGARH-160030
APPLICATION FORM FOR PAID INTERNSHIP OF DRDO

(To be filled in Capital letters)

1.	Advertisement No.	:	TBRL/HRD/PDINTERN/2026/01	Affix Latest Passport Size Photo	
2.	Name of the Applicant	:			
3.	Date of Birth	:			
4.	Father's Name	:			
5.	Aadhar No.	:			
6.	Gender	:			
7.	Nationality	:	Indian		
8.	Name, Address & Contact No(s). of the College	:			
9.	Discipline (as per advertisement)	:			
10.	Branch Code (as per advertisement)	:			
11.	Degree (Tick <input type="checkbox"/>)	:	UG: Semester / Year	:	
		:	PG: Semester / Year	:	
12.	Average % of marks of all Semesters / Years completed (Copy To be Enclosed)	:			
13.	Achievements (Awards / Professional Membership, if any to be mentioned)	:			
14.	Permanent Address	:			
15.	Local Address, if any	:			
16.	Contact No. of Individual & Alternate No.	:			
17.	Email Id of Individual	:			
18.	Checklist (Please Tick <input type="checkbox"/>)	:	Enclosed documents (Please Tick <input type="checkbox"/>)		
		:	Request Letter for Internship from Principal / HOD / TPO of College / Institute / University as per format attached with this advertisement	:	
		:	UG / PG Marksheets Reflecting CGPA / % of marks for all previous semesters / years	:	
		:	Copy of latest Aadhar Card	:	
		:	Copy of College Identity Card	:	

The above information is correct as per best of my knowledge and belief. In case, information is found to be incorrect, my candidature may be cancelled.

Place: _____

Date: _____

Signature of the Applicant