

Format for Application for Paid Internship Scheme

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 th / 8 th) : _____ PG: <input type="text"/> Year (1 st / 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 Marksheet Reflecting CGPA <input type="checkbox"/> Copy of latest Aadhar Card

Affix Passport size photo (4.5 x 3.5cm)

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

Place:

Date :

Signature of the Applicant

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

Ref No: _____

Date:

To,

The General Manager,
Advanced Centre for Energetic Materials (ACEM)
Defence Research & Development Organization (DRDO)
Govt. of India, Ministry of Defence
Ambe Hill, Ojhar Nasik – 422 207

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 ACEM, 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 December 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 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 ACEM.

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.

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

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: _____