



## Application Form for Paid Internship

**Institute for Systems Studies & Analyses (ISSA)  
Defence Research & Development Organization (DRDO),  
Min. of Defence, Metcalfe House, Civil Lines, Delhi 110054**

1	<b>Application for</b>	<input type="radio"/> Paid Internship	Paste Photograph Here
2	<b>What is your highest relevant Educational Qualification?</b>	<input type="radio"/> B.Tech./B.E. Equivalent <input type="radio"/> M.Tech/M.E./M.Sc. Equivalent	
3	<b>Pursuing Discipline (Branch)</b>		
4	<b>Present Semester</b>		
<b>PERSONAL INFORMATION</b>			
a)	Applicant Full Name		
b)	D.O.B.		
c)	Aadhar Card Number		
d)	Temporary Address		
e)	Permanent Address		
f)	Applicant Phone No.		
g)	Applicant Email ID		
h)	Father's Name		
i)	Father's Email ID		
j)	Father's Occupation		
k)	Father's mobile no.		
<b>EDUCATIONAL QUALIFICATIONS</b>			
a)	Name of University / Institute		
b)	Overall CGPA/Percentage (%)		
c)	Semester 1 SGPA / Percentage (%)		
d)	Semester 2 SGPA / Percentage (%)		
e)	Semester 3 SGPA / Percentage (%)		
f)	Semester 4 SGPA / Percentage (%)		
g)	Semester 5 SGPA / Percentage (%)		
h)	Semester 6 SGPA / Percentage (%)		
i)	10 <sup>TH</sup> percentage		
j)	12 <sup>TH</sup> Percentage		
k)	B.Sc. overall Percentage (%) (if applicable)		
l)	Other Qualifications		
m)	Extra- Curricular Activities		
<p><b>#Note:</b> In case of CGPA/SGPA, percentage of marks need to be calculated, as per % of marks= CGPA/SGPA X 9.5 for the cases where percentage of marks or formula for the same is not mentioned in Marksheets.</p>			
<b>DECLARATION</b>			
<p><b>I hereby declare that, the above furnished particulars are correct and no information is suppressed. I understand that if any of the above information is found to be incorrect or some information is suppressed then my candidature is liable to be rejected and I may be subjected to any other action as the Government may deem fit.</b></p>			
Place		Signature of the Candidate	
Date			

**To be printed on college letter head and signed by Principal / HOD of College / Institution**

Ref No: \_\_\_\_\_

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

To,

The Director  
 Institute for Systems Studies & Analyses (ISSA)  
 Defence R&D Organisation (DRDO), Ministry of Defence,  
 Metcalfe House, Civil Lines  
 Delhi-110054

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

Ref: Advertisement No. ISSA/HRD/PAIDINTERNSHIP/2026-27/01 dated /06/2025.

Respected Sir,

We request an internship opportunity for our Final Year B.Tech students / II<sup>nd</sup> year Post Graduate students for Paid Internship Scheme of DRDO at ISSA, Delhi.

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 Address		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 /  
HOD 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 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 \_\_\_\_\_