



DRDO (AERO CLUSTER) - APPLICATION FOR PAID INTERNSHIP

LAB APPLIED FOR		Photograph
(a)	Name of the Student	
(b)	Date of Birth	
(c)	Degree	UG: PG:
(d)	Discipline	
(e)	CGPA (on scale of 10)	
(f)	College Registration No	
(g)	Name of the Institute/University	
(h)	Postal Address of the candidate	
(i)	Email ID	
	Mobile:	
	Alternate Mobile No.	
	Landline:	

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

Student Signature

Check list of Enclosure

- (a) Application. ☐
- (b) Request letter from college/institute with duration of the Internship/Project (6 months) and date of commencement should be addressed to Lab Directors(respective lab) ☐
- (c) Resume (Biodata) ☐
- (d) Statement of marks upto semester 6 for (Under Graduate) and semester 2 for (Post Graduate) ☐
- (e) Aadhaar Card copy ☐
- (f) Duly signed the Instructions to the students by candidate and HOD or Principal ☐

INSTRUCTIONS TO THE STUDENTS

(to be signed and emailed along with the application)

(I) GENERAL

- (a) The student trainee is a citizen of India and studying in Indian Institutes/Universities.
- (b) Arrangement for accommodation, logistics is the responsibility of the students themselves.

(II) SECURITY

- (a) Selected student trainee will submit Police Verification before joining the training.
- (b) Students will not be allowed to bring in any laptops, mobile phones, USB dongles, or any other storage media.

(III) STUDENT DISCIPLINE, TIMINGS AND ABSENTEEISM

The HoD/Principal of the Institute and the student agree to the following on acceptance of an applicant as a trainee:

- (a) During the project, the student will be present for the continuous period as per the internship letter received from DRDO Lab
- (b) If the student is irregular, the institute will be intimated. The student is liable for termination from internship and it is possible that no more students will be entertained from the institute further.
- (c) The student will have to be physically present for at least 15 days in a month. In the event that the students do not do so, the registration will stand cancelled.
- (d) Scientist(s) will be earmarked for his/her complete internship period and will be indicated as guide(s) on the project report.
- (e) Certificate will be issued to the student for the training period after the completion of the entire period of 6 months.
- (f) Students should have minimum 50% attendance every month of the stipulated training period in Lab for successful completion of the training, processing of stipend and subsequent award of certificate.
- (g) Student trainees have to abide to working hours of the respective Lab
- (h) The student shall submit progress report after 3 months and project report after 6 months or as per the directions of the guide.
- (i) Clearance to be obtained and submitted to HRD division on completion of training.
- (j) Students should maintain non-objectionable conduct which specifically includes making sure that they neither mention nor misrepresented regarding any DRDO Lab on social media, besides their general overall conduct.
- (k) Any violation of the laid down conditions by the student will lead to immediate termination of the project work of the student / entire student group without any notice.
- (l) Lab will not provide marks/grades/evaluation for the student.

(IV) DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING BY SELECTED STUDENTS:

- a) No Objection Certificate (NOC) from college authorities (in original) on college letterhead mentioning that the student will be spared for internship training at the offering Lab under DG Aero Cluster and that the student will be present for a minimum 15 working days in a month for training.
- b) Candidates need to submit the ink signed application along with copies of required documents.
- c) Police verification certificate.
- d) Undertaking for adherence to Indian official secrets Act, 1923.
- e) Undertaking that interns will follow IT rules and regulations applicable for Ministry of Defence and its amendments thereof.
- f) Medical fitness certificate from authorised medical practitioners holding atleast an MBBS degree.
- g) Student is required to bring the Aadhaar card (in Original) along with college ID card for verification. They should also submit 03 nos. passport size photographs at the time of joining.
- h) Students need to provide the bank details for transfer of internship amount.
- i) All previous semesters marks sheet in original for verification should be brought.
- j) Original documents will be returned immediately after verification.
- k) Any other documents if required, will be communicated to the student at the time of selection/joining.

Student Signature

HOD/Principal Signature & Seal