

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

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

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

To,  
The Director,  
DRDO Young Scientist Laboratory Quantum Technologies (DYSL-QT)  
Defence Research & Development Organization (DRDO)  
Gov. of India, Ministry of Defence  
Hall No. 1, Ground Floor, Vigyan Upakendra,  
DIAT Campus, Girinagar,  
**Pune – 411 025.**

**SUB: 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 / II Year Post Graduate student..... at DYSL-QT. 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 1<sup>st</sup> Aug 2025 to 31<sup>st</sup> Jan 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 Details**

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

**College Details**

College Name	
AICTE Permanent ID	
DTE Code	
Affiliated to	
Affiliated 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 indemnity form as and when required by DYSL-QT.

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 /Director  
of College / Institution  
with office Seal.

**Format for Application for DRDO Paid Internship Scheme**

1.	Name of Applicant	:		Affix Passport Size photo (4.5 x 3.5)
2.	Date of Birth	:		
3.	Aadhar No.	:		
4.	Name, Address & Contact No. of the College	:		
5.	Discipline	:		
6.	Branch Code	:		
7.	Degree	:		
8.	CGPA (On Scale of 10) (Copy To be Enclosed)	:		
10.	Achievement (Awards/Professional Membership, if any to be mentioned)	:		
11.	Referral letter from Principal/HOD of college /Institute	:		
12.	Nationality	:	<b>Indian</b>	
13.	Permanent Address	:		
14.	Local Address, if any	:		
15.	Contact No of Individual: Alternate No:	:		
16.	Email Id of Individual	:		
17.	Checklist (Please Tick)	:		

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

Place:

Date:

**Signature of the Applicant**

## UNDERTAKING

### INDIAN OFFICIAL SECRETS 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: \_\_\_\_\_

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## UNDERTAKING

I, \_\_\_\_\_ S/o / D/o \_\_\_\_\_  
resident of (address) \_\_\_\_\_  
District \_\_\_\_\_ hereby certify that I 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: \_\_\_\_\_