General Instructions for Internship Applicants (for students who completed course):

1) The candidate should be a citizen of India.
2) Students who have pursued courses in the disciplines of Science/Technology which are relevant to DoS/ISRO Programmes alone will be considered.
3) The number of students selected for internship may vary due to facility constraints. It is the prerogative of VSSC to accept/reject the application.
4) On account of large number of applications received for internship, it may not be possible to accommodate all the applicants. Therefore the students are advised to identify other organizations also as an alternative, in the event of their application not getting through in the selection process.
5) A student will be allowed to pursue only one internship per degree.
6) The student shall be permitted to carry out internship only at the 'Unclassified Areas of VSSC/ISRO'.
7) **Internship is offered to students who just completed BE/B Tech, ME/M Tech, M Sc, Integrated M Sc, B Sc (Physics/Chemistry) & BS-MS (Physics/Chemistry) programme from a recognized University/ Institution as a regular on-campus student.**
8) The student seeking Internship opportunity should apply for Internship within 6 months from the completion of the course.
9) No stipend/remuneration/financial assistance will be given by VSSC/ISRO during the period of internship.
10) The duration of the Internship will be **minimum 21 days & maximum 45 days,** which can be chosen to start in any of the following two block periods:

Internship Block Period	**Due Date to Receive Completed Application**
May – July	31st March
October – December	31st August

11) Prerequisite for applying to Internship is **aggregate mark of minimum 60% or CGPA 6.32 on a scale of 10.**
12) Certificate of Degree/provisional degree and a detailed biodata must be attached separately with the details of educational qualifications, previous internships/projects done (if any), skills, area of interest, work experience (if any) etc.
13) The application form and declaration by student & Principal/HOD should be filled in all respects.
14) The application in the prescribed form completed in all respects by the applicant and duly approved by the Principal/HOD should be received in HRDD, VSSC on or before due date mentioned above.

15) Incomplete applications will be rejected.

16) The application may be sent by post to **Head, HRDD, VSSC, ISRO P.O, Thiruvananthapuram - 695 022** or the scanned copy of application may be mailed to **preethi_elizabeth@vssc.gov.in**

17) Decision on the acceptance/rejection of the application will be communicated to the student.

HUMAN RESOURCE DEVELOPMENT DIVISION
VIKRAM SARABHAI SPACE CENTRE
THIRUVANANTHAPURAM

Application Form for Internship
(for students who completed course)

(To be filled by the student)

Internship Block Period (Please tick) : | **May – July** | | **October - December** |

01. Name of the Applicant :

02. Name of Parent/Spouse :

03. Address with Pin code :

Affix Photograph attested by Principal/HOD

04. Phone number & e-mail id :

05. Name of the College/Institution :

06. Address of College/Institution with Pin code :

07. Name of the Course Completed :

08. Discipline/Branch :

09. Duration of Course : From (mm/yyyy):………………… To (mm/yyyy):…………………

10. Period of Course : ………………… Semesters/Years

11. Date of Commencement of Internship : Date …………… Month …………… Year ……………

12. Date of Completion of Internship : Date …………… Month …………… Year ……………

13. Relevant informations, if any, to be noted :

14. Signature of Student :

_____

(To be filled by HOD/Principal of the College)

15. Conduct and Character of the Student :

16. Details of Academic Performance :

Name of Course Completed	Aggregate mark (minimum **60% or CGPA 6.32** on a scale of 10)

Signature of the Principal/HOD:

Name:

Phone No. (Tel/Mobile):   e-mail id:

Date:

(College Seal)

NOTE:

1. **The application form and declaration by student & HOD/Principal of the College/Institution should be filled in all respects, failing which, the application will be rejected.**
2. **The completed application form should be received in HRDD/VSSC at least 30 days before the block period.**

3. **If selected for Internship in VSSC:**
   a) **The course completion/degree/provisional certificate & one valid photo ID proof (Passport/Voters ID/Driving Licence/Aadhar) of the applicant along with one copy must be produced for verification and documentation at the time of joining.**
   b) **The Internship should be completed within the stipulated period.**
   c) **The student should strictly follow all Rules, Guidelines and Security norms of VSSC/ISRO while in the campus. Any deviation from this will be treated seriously and the Internship will be terminated immediately without any further notice.**
   d) **The Internship Guide in VSSC will be the Reporting Officer for the student during the period of Internship.**

DECLARATION
(for students who completed course)

I,……………………………………………………………… hereby declare that I am an Indian citizen and have completed BE/B Tech/ME/M Tech/M Sc/Integrated M Sc/B Sc/BS-MS (strike out whichever is not applicable) in………………………………….…. (Branch) from……………………………….………..…………… (College) …………….……………………………………….…... (University). If selected for Internship in VSSC, I agree to abide by all conditions stipulated by VSSC/ISRO. I declare that I will not present/publish/submit any part or full portion of the internship report, data or any other details of the work carried out by me in VSSC/ISRO, in any conference/seminar/workshop/journal/book etc. either in print or in electronic media, without the prior permission of VSSC Guide and approval from concerned Entity/Project Chief.

I also declare that I have not carried out any Internship in VSSC previously as part of this degree.

Date: Signature of Student

We certify that Mr./Ms…………………………………………………………...…………..,who completed BE/B Tech/ ME/M Tech/M Sc/Integrated M Sc/B Sc/BS-MS (strike out whichever is not applicable) in …………………………………………………… (Branch) was a student of this College/Institution from (mm/yyyy) ……………………..…..…… to (mm/yyyy)…………………..……………. and that he/she has successfully completed the course in …………………………………….. (mm/yyyy).

Place: Signature of Principal/HOD
Date :   with office seal

To be sent by post: **Head, HRDD**
                               VSSC, ISRO P.O
                               Thiruvananthapuram – 695 022

Or scanned copy of application may be mailed to**: preethi_elizabeth@vssc.gov.in**