

**HUMAN RESOURCE DEVELOPMENT DIVISION  
VIKRAM SARABHAI SPACE CENTRE  
THIRUVANANTHAPURAM**

**General Instructions for Internship Applicants (for students who are presently pursuing coursework):**

- 1) The candidate should be a citizen of India.
- 2) Students pursuing courses in the disciplines of Science/Technology which are relevant to DoS/ISRO Programmes only 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) No stipend/remuneration/financial assistance will be given by VSSC/ISRO during the period of internship.
- 8) **Internship is offered to students pursuing & enrolled for regular on-campus BE/B Tech, ME/M Tech, M Sc, Integrated M Sc, Ph D, B Sc (Physics/Chemistry) & BS-MS (Physics/Chemistry) in a recognized University/Institution (India/Abroad).**
- 9) The duration of the internship will be **minimum 21 days and maximum 45 days**, which can be chosen to start in any of the following two time slots:

<b><u>Internship Block Period</u></b>	<b><u>Due Date to Receive Completed Application</u></b>
May – July	31 <sup>st</sup> March
October – December	31 <sup>st</sup> August

- 10) Prerequisite for applying to Internship are as follows:

<b>Course</b>	<b>Should have Completed</b>	<b>Aggregate mark of minimum 60% or CGPA 6.32 on a scale of 10</b>
BE/B Tech/B Sc (Phy/Chem)/ Integrated M Sc/BS-MS (Phy/Chem)	4 <sup>th</sup> semester	Marks upto Previous Semester
ME/M Tech/M Sc	1 <sup>st</sup> semester	Mark of Qualifying Degree
Ph D	Course work	Mark of Qualifying Degree (ME/M Tech/M Sc/BE/B Tech or equivalent)

- 11) 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.
- 12) The application form and declaration by student & Principal/HOD should be filled in all respects.
- 13) 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 the due date mentioned above.
- 14) Incomplete applications will be rejected.
- 15) 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**
- 16) Decision on the acceptance/rejection of the application will be communicated to the HOD/Principal of the College.

**HUMAN RESOURCE DEVELOPMENT DIVISION  
VIKRAM SARABHAI SPACE CENTRE  
THIRUVANANTHAPURAM**

***Application Form for Internship  
(for students who are pursuing their coursework)***

***(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 :
04. Phone number & e-mail id :
05. Name of the College/Institution :
06. Address of College/Institution with Pin code :
07. Name of the Present Course of Study :
08. Discipline/Branch :
09. Duration of Course of Study : ..... Semesters/Years
10. College/Institution permits to do Internship in : ..... Semester/Year
11. Current Semester/Year : .....
12. Is Course Work Completed (for Ph D student) : YES / NO
13. Date of Commencement of Internship : Date ..... Month ..... Year .....
14. Date of Completion of Internship : Date ..... Month ..... Year .....
15. Relevant informations, if any, to be noted :
16. Signature of Student :

Affix  
Photograph  
attested by  
Principal/HOD

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

17. Is the internship requested by the above student a part of the curriculum : YES / NO
18. Conduct and Character of the Student :
19. Details of Academic Performance (for students pursuing BE/B Tech/B Sc/Integrated M Sc/BS-MS) :

Name of present course	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10	Aggregate mark (minimum <b>60%</b> or <b>CGPA 6.32</b> on a scale of 10 upto previous semester)

20. Details of Academic Performance (for students pursuing ME/M Tech/M Sc/Ph D) :

Name of qualifying degree	Aggregate mark (minimum <b>60%</b> or <b>CGPA 6.32</b> 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, failing which, the application will be rejected.
  3. If selected for Internship in VSSC:
    - a) The college ID and 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 are pursuing their coursework)*

I,....., hereby declare that I am an Indian citizen and a student of BE/B Tech/ME/M Tech/M Sc/Integrated M Sc/Ph D/B Sc/BS-MS (strike out whichever is not applicable)..... (Branch) at ..... (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, other than Internship report work presentation in College/University, 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 and we stand responsible for the above mentioned terms regarding the Internship undertaken at VSSC/ISRO by Mr./Ms..... BE/B Tech/ME/M Tech/M Sc/Integrated M Sc/Ph D/B Sc/BS-MS (strike out whichever is not applicable) student in ..... (Branch) at our College/Institution.

Place:

Signature of Principal/HOD  
with office seal

Date :

---

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**