



Internship Program

CSIR-National Chemical Laboratory,
Dr Homi Bhabha Road, Pashan, Pune 411008
Email: rg.gonnade@ncl.res.in ; Contact No: +91-020-2590-2641



Format of original letter from university/colleges in support of the intern / student undergoing training at NCL.

Alert: If the student is appearing for BTech/ MTech/MSc/BS-MS/BE Engg, final year then, they should provide the previous semesters mark sheet.

The following is compulsory in the original letter from interns:

- 1) The letter should be printed on the letter head of the institute / university /organisation.
- 2) Clearly mention the academic year and roll no.
- 3) Clearly mention the duration in months with start date and end date
- 4) The name of the student.
- 5) The student's current degree and the semester for training.

The letter format given below is a guideline which needs to be enclosed at the time of admitting the student to the internship program at CSIR-NCL, Pune.

For convenience, you may kindly get the below letter printed on the letter head of your college / university with stamp

Date: _____

To
The Director
CSIR-National Chemical Laboratory, Pune

Subject: Summer Trainee / Project for MSc / Btech / Mtech Student.

Dear Sir,

This is to certify / inform that Ms / Mr _____ is a first /second/third/fourth/final year Btech / Mtech / MSc / BS-MS / BE Engg student **registered with** _____

_____ **University / College/Institute** _____ **(name of state/city)**
for the academic year _____ **(eg. 2019-20) having roll no** _____
and currently studying in the _____ **semester.**

As part of the curriculum, students need to work in the state of art laboratories across India.

In the academic year of _____ she / he is interested in undertaking her / his summer training in your organisation. It goes without saying that this is a non-stipend training.



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Request you to kindly permit Ms/ Mr. _____ for summer training of ____ months tentatively from _____ month to _____ month, (year).

This training will add value to her / his knowledge and help her in future endeavours. The student will abide by the existing rules and regulations during her / his training at your institute / organisation.

Thanking you,

Sincerely,

(signature)

Prof. / Incharge _____

Designation