

ISTRAC, Bangalore
Human Resource Development Division

ISTRAC is one of the leading Centres of ISRO. ISTRAC provides opportunity for the student community to carry out Internship as well as Project Work as part of their academic curriculum.

GUIDELINES FOR INTERNSHIP & STUDENT PROJECT TRAINEE SCHEME

A. Internship Scheme

Internship opportunity is provided for UG/PG/PhD students. The period of Internship will be for a maximum of 45 days. However, preference will be given to those students who are applying for Internship for a period of 45 days.

Following are the guidelines for pursuing Internship at ISTRAC:

- Internship opportunity shall be extended for UG/PG/PhD students (a Citizen of India) pursuing regular on-campus programme from a recognized University/ Institution (India/Abroad) in the disciplines of Science/Technology or have completed within six months of the application.
- The duration of the Internship work will be for a maximum period of 45 days.
- The students should possess an aggregate of a minimum of 60% or a CGPA of 6.32 on a scale of 10.

Note:

1. Students will be allotted Internship work at ISTRAC based on the availability of projects, facilities and suitability of student's course to the work carried out at ISTRAC.
2. The allotment of Internship will be on "first come first serve" basis only and the availability of number of seats per year is limited.
3. Students who are studying in 5th Semester and above are eligible to apply.
4. Students can apply by email (only) to: hrd[at]istrac[dot]gov[dot]in (**hrd@istrac.gov.in**) in the month of **November** every year for the period of **January-May** of the following year and apply in the month of **April** every year for the period of **June-December** of the same year. The details of applying for Internship are available in the ISTRAC portal (https://www.istrac.gov.in/Student_Internship.html).
5. Interested students can apply for Internship at any one of the ISTRAC facilities located at Bangalore, Lucknow or Sri Vijayapuram. Please note that very limited seats are available at Lucknow and Sri Vijayapuram.
6. The interns will not be provided any kind of financial assistance like stipends, accommodation and transport facilities.
7. Sending mails to multiple persons may lead to disqualification.
8. The acceptance/ rejection of the application will be intimated to the student through e-mail only.

B. Student Project Trainee Scheme

- Opportunity shall be extended for the following category of students, in offline mode, with prescribed educational eligibility as stated below:

Degree	Eligibility Criteria	Duration
Engineering (BE/BTech)	Should have completed 6 th semester	Minimum 45 days
ME/MTech	Should have completed 1 st semester	Minimum 120 days
BSc/Diploma	Only final year students	Minimum 45 days
MSc	The student should have completed 1 st semester	Minimum 120 days
PhD	Scholars should have completed coursework	Minimum 30 months
All the students wanting to pursue academic Project Work in ISTRAC shall possess an aggregate of Min. 60% or CGPA 6.32 on a scale of 10.		

Note:

1. Project Trainee opportunity shall be extended for UG/PG/PhD students (a Citizen of India) pursuing regular on-campus programme from a recognized University/Institution
2. Students will be allotted Project Work at ISTRAC based on the availability of projects, guide & facilities and suitability of student's course to the work carried out at ISTRAC.
3. The allotment of Project Work will be on "first come first serve" basis only and the number of seats available are limited.
4. Students can apply by email (only) to: hrd[at]istrac[dot]gov[dot]in (**hrd@istrac.gov.in**) in the month of **November** every year for the period of **January-May** of the following year and apply in the month of **April** every year for the period of **June-December** of the same year. The details of applying for Project Work are available in the ISTRAC portal (https://www.istrac.gov.in/Student_Internship.html).
5. Interested students can apply for Project Work at any one ISTRAC facilities located at Bangalore, Lucknow or Sri Vijayapuram. Please note that very limited seats are available at Lucknow and Sri Vijayapuram.
6. The students carrying out Project Work will not be provided any kind of financial assistance like stipends, accommodation and transport facilities.
7. Sending mails to multiple persons may lead to disqualification.
8. The acceptance/ rejection of the application will be intimated to the student through e-mail only.

Interested students willing to apply for Internship/Project Work have to send their resume, a request letter from college and all semester mark sheets by email to the following address only:

Division Head, HRLD

ISTRAC/ISRO, Plot No. 12 & 13, 3rd Main,
2nd Phase, Peenya Industrial Area,
BANGALORE- 560058.

Email: hrd@istrac.gov.in

Phone: 080-28094105

Contact us from 09:00 a.m. to 04:30 p.m. on all working days (Monday to Friday)

Documents to be submitted for Project Work & Internship:

1. The request letter for Internship/Project shall reach us **hrd@istrac.gov.in (Division Head, HRLD)** at least a month in advance to the preferred/tentative start date along with the following documents:

- a) Bonafide Certificate issued by the college/university where the student is studying.
- b) Consolidated Mark Sheet/ Memorandum of marks stating CGPA (or) % of marks till previous semester
- c) Copy of the college ID
- d) Copy of Aadhaar Card
- e) Passport Size Photo
- f) Contact details viz., Mobile Number, Email ID

2. It is to be noted that the bonafide certificate and request letter should be printed on the letter head of the institution duly signed by the Director/ Principal/ HoD of the institution and should invariably contain all of the following details:

1.	Name of the Student	
2.	Reg. No.	
3.	Degree	
4.	Branch	
5.	Period of Study	
6.	Present Academic Year & Semester	
7.	CGPA (or) % of marks	
8.	Issued for the purpose of	
9.	Requested duration	
10.	Nationality	
11.	Character & conduct of the student	

Signature and Seal of Director/
Principal/ HoD of the institution