

Sub: Summer Internship Programme for Engineering (3rd/4th year) BE/B.Tech. students for CGCRI (Kolkata, Khurja and Naroda Centre)

Objectives:

To offer opportunities to suitable students to participate in ongoing applied and technology-oriented projects and obtain practical research training experience at CSIR-CGCRI in the fields of Specialty Glass and Advanced Ceramic Technology.

Period: 6-8 weeks during summer vacation. Tenure: **15 May -15 July 2026.**

Eligibility and application procedure:

- The student must be pursuing **Engineering (3rd/4th) year B.Tech.**, in a recognized University/ Institute /College in the relevant area.
- He/She should have secured **at least 60% marks throughout his/her academic career** (from High School onwards). **Self-certified** copies of academic records of the applicant mentioning percentage of marks obtained in different examinations from Madhyamik/School Final onwards must be submitted; the name of the college/university/institute must be mentioned.
- The student must have adequate theoretical background (through regular coursework) in relevant area.
- **Bio-Data (as per enclosed proforma)**
- **Original Recommendation Letter** of the Principal/ Registrar /Head of the Institution/University on the INSTITUTE's letterhead, mentioning the training programme being applied for and the date & period of the proposed training. [See the 'SAMPLE REQUEST LETTER'].
- **Request letter from ONLY the candidate, without supporting documents/Application without recommendation from the Institution/University on its letterhead will not be considered.**
- Area(s) in which training is requested must be mentioned. Different areas of ongoing Research work can be viewed on the CSIR-CGCRI website: www.cgcri.res.in.
- The filled in application should be converted to a pdf document and emailed to hrg.cgcri@csir.res.in for Kolkata centre only.

- For Khurja and Naroda students should mail their applications to the respective Scientist-in-Charge
- a) Khurja Centre : somnaths.cgcri@csir.res.in
- b) Naroda Centre : parvesh.cgcri@csir.res.in
- Checklist of documents:
 - Bio-data
 - Recommendation of College/Univ Principal/Registrar/HOD on the institute's letter head.
- No phone call/email/personal query will be entertained in this regard. **Guardians/students are requested not to contact over phone or visit personally regarding application and selection.**
- **Students of 1st year or 2nd year B.Tech., are NOT eligible for this programme.**
- **No stipend will be provided for the Internship.**
- Applications **MUST** be sent in pdf format at hrg.cgcri@csir.res.in for Kolkata centre only.
- **Applicants MUST sign the applications.**
- **All original documents will be verified at the time of joining the internship.**

When to Apply:

Final applications must be received at the above given Email address on or before **1st May, 2026**. The list of selected candidates (also, wait listed ones) will be notified through CSIR-CGCRl website.

Training Fees & Accommodation:

- There are no fees or tuition costs associated with participation in the summer training/project work.
- No Fellowship will be provided by CSIR-CGCRl for the period of Internship.
- Kolkata-based students will not be provided accommodation, even if selected. Limited provision for accommodation may be available **ONLY for outstation candidates on payment basis**. Food is on payment basis.
- The training period will be 6 weeks (minimum) to 8 weeks (maximum).

Sample REQUEST LETTER

Instruction to students:

1. Submit request letter on the original letterhead of the university/institute where you are enrolled. Hardcopy has to be submitted in original.
2. Certificates without signature of the recommending authority or without intended period/dates of project/internship will be rejected.
3. ANY CHANGE IN THE WORDING OF THIS CERTIFICATE WILL LEAD TO REJECTION OF THE APPLICATION.

To

The Director

CSIR-Central Glass & Ceramic Research

196, Raja S. C. Mullick Road

Jadavpur, Kolkata- 700032

(Attn: Head, Human Resource Group)

Sub: Summer Internship request

Sir/Madam,

Mr/Ms..... (Roll/Registration No.....) is a bonafide student of..... (Name and Address of the Institute/College) affiliated to (Name of the University) and is currently studying inyear in the Department ofof this Institute /College.

Mr /Ms..... is studying in our college/department and has good moral character and conduct.

This is to certify that the dissertation is part of his/her course curriculum and will be evaluated by examiners and shall carry the name of the supervising CSIR-CGCRI Scientist /Technical Officer on the submitted document. It is our responsibility to protect the confidentiality of the data presented in the dissertation and it shall not be published without the written consent of supervising CSIR-CGCRI Scientist/ Technical Officer.

The student has been instructed to strictly follow the discipline of your institution. We will take the responsibility for damage (if any) caused to your laboratory's property by negligence of the student. It is understood that the student will receive NO STIPEND from CSIR-CGCRI for the Internship period.

Thanking you.

Yours Sincerely

(Signature of College Authority)

(Name in full & Date and Designation) **with Official Stamp**

(Please note: Even if a Guide at CSIR-CGCRI has expressed his/her interest in taking you as an Intern; you will still need to apply. There is also NO GUARANTEE of Selection-which depends on the decision of the Selection Committee constituted by the Competent Authority for the purpose.)