



# राष्ट्रीय सौर ऊर्जा संस्थान

(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

## National Institute of Solar Energy

(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)

गुरुग्राम - फरीदाबाद रोड, ग्वाल पहाड़ी, गुरुग्राम - 122003, हरियाणा, भारत

Gurugram-Faridabad Road, Gwal Pahari, Gurugram - 122003, Haryana, India

No. A-5001/1/2022-Admin-Part(1)/85

Date 21.06.2024

### **OFFICE ORDER**

I am directed to convey that the Competent Authority (DG, NISE) has accorded approval for Revised guidelines of internship/research/dissertation programme to the student in NISE, Gurugram. The guidelines are hereby annexed with this order for further reference & needful.

**-Sd/-**

(Rahul Kumar)

Administrative Officer

Email: aoadmin@nise.res.in

#### **Copy to: -**

1. All Regular Officers/Staff, NISE.
2. DG- Office.
3. IT Cell, NISE.



## National Institute of Solar Energy (NISE) Internship/Research/Dissertation Guidelines

The National Institute of Solar Energy (NISE) is an autonomous institute under the Ministry of New and Renewable Energy (MNRE), Government of India. NISE is dedicated to research and development, solar component testing and certification, capacity building, and the development of solar products and applications.

To support its mission, NISE offers an internship/research/dissertation program aimed at providing opportunities for students and graduates to gain training and experience in the solar energy domain. This program is open to ongoing graduate and post-graduate students, as well as those who have completed their graduation and post-graduation. Eligible disciplines include any field related to solar energy, and this connection must be reflected in the Statement of Purpose (SOP). Applications for the program are accepted throughout the year.

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### Application Process

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- **Submission:**
  - Students must apply by sending the filled application form to [internship@nise.res.in](mailto:internship@nise.res.in). The application form is attached in **Annexure I**.
  - The application form can be downloaded from the NISE website ([www.nise.res.in](http://www.nise.res.in)).
- **Required Documents:**
  - One-page Statement of Purpose (SOP): Highlighting the connection to solar energy and the applicant's goals for the internship/research.
  - CV: Summarizing educational background, skills, and any relevant experience.
  - Mark sheets/Degree Certificates: Proof of academic qualifications.
  - Request Letter from the Institute: On official letterhead, for students currently enrolled in graduation/post-graduation programs. The format is attached in **Annexure II**.
- **Email Submission:**
  - Send the filled application form and all required documents to [internship@nise.res.in](mailto:internship@nise.res.in).
  - Ensure the subject line includes "Internship Application - [Your Name]".

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### Eligibility Criteria

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- Graduate students are eligible after completing their sixth semester/ 3<sup>rd</sup> year.
- Post-Graduate students are eligible after completing their second semester/first year.
- Graduates and post-graduates who have completed their degrees can also apply.
- The minimum residency period for Graduate students is two weeks.
- The minimum residency period for Post-Graduate students is six months.
- Selection will be based on the alignment of the applicant's skills and interests with the ongoing projects at NISE.

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## Selection Process

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- Review Process:
    - Applications received will be reviewed monthly and the list of selected students will be posted on the NISE website ([www.nise.res.in](http://www.nise.res.in)).
    - Selected students will also be informed via email.
  - Project Alignment:
    - Selection will be based on the alignment of the applicant's skills and interests with ongoing projects at NISE.
  - Interview Process for Dissertation:
    - For dissertation applicants, an interview may be conducted based on the number of applications received.
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## Internship Details

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- Stipend:
    - NISE does not provide any stipend during the Internship/Dissertation.
  - Reporting:
    - Selected students must report to the Administration Officer of the Institute for joining.
  - Work Plan Submission:
    - Postgraduate students must submit a work plan (synopsis) to the internship division within 10 days of joining.
  - Report Submission:
    - Graduate students must submit a soft copy of their report to the internship division upon completion of the internship.
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## Review and Completion

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- Work Review:
  - At least one review of the thesis/dissertation will be conducted by the respective HoD, in the presence of the Supervisor from NISE and the College Supervisor (online mode).
- Minutes of Meeting:
  - Students/Supervisors must submit the Minutes of the Meeting from the review(s) to the internship division.
- Research Paper:
  - Post-Graduate students are encouraged to develop a research paper based on their work, in consultation with both NISE and College Supervisors. The submission of the research paper will be as per the NISE guidelines.
  - A duly signed copy of the dissertation must be submitted to the internship division.
- Certification:
  - A certificate will be issued after the submission of a "No Objection Certificate" from the NISE Supervisor.

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### **Accommodation and Facilities**

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- Limited Accommodation:
    - Available on campus on a sharing basis, with preference given to female students based on availability. The accommodation charges are as per NISE norms.
  - Self-Managed Logistics:
    - Students are responsible for managing their boarding, lodging, and transportation for the entire duration of their program at NISE.
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### **Extensions and Additional Time**

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- No extensions are generally allowed. However, extensions may be permitted in deserving cases with prior approval from the Competent Authority.

For further information and to apply, please visit [www.nise.res.in](http://www.nise.res.in).



**Application Form:  
Internship/Research/Dissertation at NISE**

Sr. No.	Parameter	Details
<b>Personal Information</b>		
1.	<b>Full Name:</b>	
2.	<b>Date of Birth</b> (DD/MM/YYYY):	
3.	<b>Gender:</b>	
4.	<b>Nationality:</b>	
5.	<b>Contact Number:</b>	
6.	<b>Email Address:</b>	
7.	<b>Permanent Address:</b>	
8.	<b>Correspondence Address:</b> (if different from permanent address):	
<b>Educational Background</b>		
9.	<b>Current Institution/University:</b>	
10.	<b>Degree Pursuing/Completed:</b> (Graduation/Post-Graduation /PhD)	
11.	<b>Field of Study:</b>	
12.	<b>Year of Study</b> (e.g., 3rd Year, 1st Semester):	
13.	<b>CGPA/Percentage:</b>	
14.	<b>Previous Degrees (if applicable):</b>	
	<ul style="list-style-type: none"> <li>○ Degree:</li> <li>○ Institution:</li> <li>○ Year of Passing:</li> <li>○ CGPA/Percentage:</li> </ul>	
<b>Internship/Research Details</b>		
15.	<b>Program Applying For:</b>	
	<ul style="list-style-type: none"> <li>○ Internship</li> <li>○ Research/Dissertation</li> </ul>	
16.	<b>Preferred Duration</b> (Specify months):	
17.	<b>Preferred Start Date</b> (DD/MM/YYYY):	
18.	<b>Preferred End Date</b> (DD/MM/YYYY):	
19.	<b>Area of Interest in Solar Energy:</b>	
20.	<b>Have you applied to NISE before?</b>	
	<ul style="list-style-type: none"> <li>○ Yes/No</li> <li>○ If Yes, provide details:</li> </ul>	

## Required Documents

1. **Statement of Purpose (SOP):**
  - Attach a detailed SOP highlighting your connection to solar energy and objectives for the internship/research program.
2. **Curriculum Vitae (CV):**
  - Attach a one-page CV summarizing your educational background, skills, and relevant experience.
3. **Mark Sheets/Degree Certificates:**
  - Attach copies of your mark sheets and/or degree certificates.
4. **Request Letter from Institute** (for currently enrolled students):
  - Attach a request letter from your college on its official letterhead.

## Declaration

I hereby declare that all the information provided in this application form is true and correct to the best of my knowledge. I understand that any false information or misrepresentation will lead to the rejection of my application or termination of my internship/research program.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submission Instructions:** Please send the completed application form along with the required documents to **internship@nise.res.in**. Ensure the subject line includes "Internship Application - [Your Name]".

For further information, visit [www.nise.res.in](http://www.nise.res.in).

**Request Letter from Institute**

**[Institute's Letterhead]**

**Date: [DD/MM/YYYY]**

**To:**

Director General  
National Institute of Solar Energy (NISE)  
Gwal Pahari, Gurugram-Faridabad Road,  
Haryana - 122003, India

**Subject: Forwarding Letter for Internship/Research/Dissertation Application**

Dear Sir/Madam,

I am forwarding the application of Mr./Ms. [Student's Full Name], a [Year/Semester] student of [Degree Program] in [Field of Study] at [Institute/University Name], for an internship/research/dissertation at NISE.

The institute certifies that Mr./Ms. [Student's Last Name] has good character and is eligible for this internship/research/dissertation program.

The institute has no objection for Mr./Ms. [Student's Last Name] to undertake this program at NISE.

Attached are the required documents for your consideration:

1. Statement of Purpose (SOP)
2. Curriculum Vitae (CV)
3. Mark Sheets/Degree Certificates

Regards,

[Signature and Seal/stamp]

**[Name of the Head of Department/Coordinator]**

**[Designation]**

**[Institute/University Name]**

**Contact Number:** [Phone Number]

**Email Address:** [Email Address]