

Application Guidelines for Training program (for graduates/ post-graduates)

1. Eligibility Criteria

- a. Scheme is open to students who have passed their graduation/ post-graduation in relevant subjects and who want to gain work experience in the institute
- b. B.Sc., B.Tech, BMLT, M.Sc., and M.Tech passouts in relevant disciplines.
- c. Minimum duration of Internship is 1 month; maximum duration is 1 year.

2. Application Requirements

- Application Form complete in all respects
- CV/Resume
- Statement of Purpose (max 500 words)
- Research and Supervisor preferences (to be selected from Scientist profiles available @<https://rmrcne.org.in/>)

3. Submission and Deadline

- Filled application form to be mailed to [director-rmrcne@icmr.gov.in]
- Timeline: trainees are required to apply at least one month prior to the proposed date of start of the internship

4. Selection Process

- Review based on academic record, SOP, research alignment.
- Selection to be at the discretion of the Supervisor/ guide.
- Candidates may be asked to appear for offline/ online interview as per requirement.

5. Offer and Confirmation

- Offer letters to be issued by one week prior to date of start
- Section/ Division, duration, mentor details to be included in the Offer letter.
- Confirmation against Offer letter required within three days.

6. Internship Onboarding

- Orientation includes lab safety, ethics, policies, and facility tour to be done by the concerned Supervisor/ mentor.

7. Internship Completion

- Final report and/or presentation to be submitted.
- Feedback from mentor and intern required.
- Certificate issued upon successful completion after approval of the competent authority by the concerned Supervisor.

8. Internship fee:

- For courses ranging in duration from 1 to 3 months: Rs. 2000/- (security deposit/ refundable)
- For courses ranging in duration from 3 months to 1 year: Rs. 5000/- (security deposit/ refundable)
- Security fee to be deposited at the time of joining in the Accounts Section of the institute

9. Accommodation

- Accommodation within the institutional premises cannot be guaranteed.
- Accommodation is subject to availability and to be allotted on first-come-first serve basis.
- Requirement for accommodation to be indicated in the application form.
- Upon receipt of the Offer letter, trainees need to contact the corresponding Supervisor regarding availability of accommodation facilities.
- Hostel/ Guest House accommodation rates will be as decided by ICMR-RMRCNE, Dibrugarh.
- In case hostel/ guest house accommodation is not available, the concerned students will have to make their own arrangements.

10. Termination Clause:

- The training can be terminated ahead of schedule by the concerned Supervisor, subject to recommendation of the competent authority.

11. Declaration:

- All trainees will be required to sign a Disclosure/Declaration statement at the time of joining, certifying that the work undertaken during the internship will be carried out under the direct guidance and supervision of the assigned guide/supervisor, who will be responsible for determining the concept, direction, and suitability of the work for publication. Trainees will be given opportunities to learn manuscript preparation and may contribute to publications or reports arising from the work, as deemed appropriate by the supervisor. Any such outputs will be subject to the approval and discretion of the guide/supervisor. Furthermore, trainees will be held responsible for any damage or loss to laboratory equipment caused due to negligence, and in such cases, the security deposit will be forfeited.

Application Guidelines for Short-term Internship (for course work/ dissertation)

1. Eligibility Criteria

- a. Scheme is open to students who are pursuing their graduation/ post-graduation/ PhD in relevant subjects and who want to do their course work, dissertation or part of their PhD work in the institute.
- b. Open to students pursuing B.Sc., B.Tech, BMLT, M.Sc., M.Tech or PhD in relevant disciplines.
- c. Minimum duration of Internship is 1 month; maximum duration is 6 months.

2. Application Requirements

- Application Form complete in all respects
- CV/Resume
- Statement of Purpose (max 500 words)
- Mandatory recommendation letter from parent institute
- Research and Supervisor preferences (to be selected from Scientist profiles available @<https://rmrcne.org.in/>)

3. Submission and Deadline

- Filled application form to be mailed to [director-rmrcne@icmr.gov.in]
- Timeline: trainees are required to apply at least one month prior to the proposed date of start of the internship

4. Selection Process

- Review based on academic record, SOP, research alignment.
- Selection to be at the discretion of the Supervisor/ guide.
- Candidates may be asked to appear for offline/ online interview as per requirement.

5. Offer and Confirmation

- Offer letters to be issued by one week prior to date of start
- Section/ Division, duration, mentor details to be included in the Offer letter.
- Confirmation against Offer letter required within three days.

6. Internship Onboarding

- Orientation includes lab safety, ethics, policies, and facility tour to be done by the concerned Supervisor/ mentor.

7. Internship Completion

- Final report and/or presentation to be submitted.
- Feedback from mentor and intern required.
- Certificate issued upon successful completion after approval of the competent authority by the concerned Supervisor.

8. Internship fee:

- Duration upto 3 months: Rs. 2000/- course fee and Rs. 1000/- security deposit.
- Duration upto 6 months: Rs. 10,000/- course fee and Rs. 2000/- security deposit.
- Security fee and Course to be deposited at the time of joining in the Accounts Section of the institute

9. Accommodation

- Accommodation within the institutional premises cannot be guaranteed.
- Accommodation is subject to availability and to be allotted on first-come-first serve basis.
- Requirement for accommodation to be indicated in the application form.
- Upon receipt of the Offer letter, trainees need to contact the corresponding Supervisor regarding availability of accommodation facilities.
- Hostel/ Guest House accommodation rates will be as decided by ICMR-RMRCNE, Dibrugarh.
- In case hostel/ guest house accommodation is not available, the concerned students will have to make their own arrangements.

10. Termination Clause:

- The training can be terminated ahead of schedule by the concerned Supervisor, subject to recommendation of the competent authority.

11. Declaration:

- All trainees will be required to sign a Disclosure/Declaration statement at the time of joining, certifying that the work undertaken during the internship will be carried out under the direct guidance and supervision of the assigned guide/supervisor, who will be responsible for determining the concept, direction, and suitability of the work for publication. Trainees will be given opportunities to learn manuscript preparation and may contribute to publications or reports arising from the work, as deemed appropriate by the supervisor. Any such outputs will be subject to the approval and discretion of the guide/supervisor. Furthermore, trainees will be held responsible for any damage or loss to laboratory equipment caused due to negligence, and in such cases, the security deposit will be forfeited.

**APPLICATION FOR RESEARCH TRAINEESHIP / USE OF
LABORATORY FACILITY FOR RESEARCH
ICMR-REGIONAL MEDICAL RESEARCH CENTRE
NORTHEAST, DIBRUGARH**



Please fill up all details, sign and send it by hard copy to:

Director, ICMR-Regional Medical Research Centre NE, Department of Health Research (Govt of India), Dibrugarh – 786001, Assam
OR scanned copy by email to [director-rmrcne@icmr.gov.in], [sakhan.rmrcne@gov.in], [bahadur.t@icmr.gov.in]
with C.C to mentor scientist

PHOTO

1. Name of applicant:

Age:

Sex:

Nationality:

- APPLYING FOR ☐ Training Program ☐ Short-term Internship Program

2. EDUCATIONAL / PROFESSIONAL QUALIFICATIONS/ CURRENT AFFILIATION (Matriculation ONWARDS)*

Sl. No.	Examination/ Degree	University/ Institute/ College/ Board	Year/ Duration	Subject	Division/ CGPA/ % Marks

*Please attach supporting documents (ID card, highest degree certification, institutional affiliation)

3. Communication/Residential address:

Mobile Number:

E-mail ID:

4. Institute Address:

5. Whether forwarded by competent authority? ☐ Yes ☐ No

6. Whether individual or group training? ☐ Individual ☐ Group

7. Whether dissertation / thesis required? ☐ Yes ☐ No

8. Purpose of application: *(Please provide brief on why and what you want to do at ICMR-RMRCNE)*

(Points 8a to 8d required only for Short-term Internship Program)

8a. Will the research work be done entirely in ICMR-RMRCNE or in Collaboration? Yes ☐

No ☐

**APPLICATION FOR RESEARCH TRAINEESHIP / USE OF
LABORATORY FACILITY FOR RESEARCH
ICMR-REGIONAL MEDICAL RESEARCH CENTRE
NORTHEAST, DIBRUGARH**



If Yes, Name of the Institute/Organization where rest of the work will be done:

8b. Title of the proposed Project, if already planned:

8c. Objectives of the proposed research study:

- A.
- B.
- C.

8d. Which of the objectives will be achieved at ICMR-RMRCNE?

9. Discipline/Department:

Proposed scientist(s) mentor/guide of ICMR-RMRCNE:

Please indicate if the Proposed Scientist has agreed

☐ Yes

☐ No

10. Role of ICMR-RMRCNE Scientists in the Proposed Research Project

☐ Guide

☐ Co-Guide

11. Will there be any Guide or Co-Guide from outside of ICMR-RMRCNE?

☐ Yes

☐ No

If Yes, Name, contact number and affiliation:

12. Duration of traineeship/Research Work sought: Months

Days

13. Training/Research work dates (DD MM YYYY) From:

To:

Accommodation: Required ☐

Not required ☐

Guest House: Required ☐

Not required ☐

Can manage if not available ☐

14. Ready to pay bench fee/research fee/ accommodation cost, if applicable:

Yes ☐

No ☐

**APPLICATION FOR RESEARCH TRAINEESHIP / USE OF
LABORATORY FACILITY FOR RESEARCH
ICMR-REGIONAL MEDICAL RESEARCH CENTRE
NORTHEAST, DIBRUGARH**



Declaration from student/candidate:

I _____(Name), hereby declare that, if permitted by the competent authority of ICMR-RMRCNE, I will obey the rules and guidelines of ICMR-RMRCNE and carry on the research work under the direct guidance and supervision of the assigned guide/supervisor, who will be responsible for determining the concept, direction, and suitability of the work for publication. Any publication/presentation/scientific communication or Intellectual property generated out of the research work at ICMR-RMRCNE will be done only with due credit, correspondence, and written permission of the guide(s)/co-guide(s) & Director, ICMR-RMRCNE. Any such outputs will be subject to the approval and discretion of the guide/supervisor. I will not publish or seek Intellectual property rights without giving credit to the guide(s)/Co-guide(s) involved at ICMR-RMRCNE. I will submit all the records, documents, lab records, results, etc., in digital or hardcopy formats generated out of the work at ICMR-RMRCNE to the guiding/mentoring Scientist from ICMR-RMRCNE before completion of the internship/traineeship. Furthermore, I shall be responsible for any damage or loss to laboratory equipment caused due to negligence, and in such cases, I have no objection to the security deposit being forfeited.

Date:

Place:

Signature of candidate

Declaration of Head of the Institute/Head of the department from Collaborating or Institute of the student:

(required only for Short-term Internship Program)

I _____(Name), _____(Designation),
at _____(Institute / Organization),
hereby certify that the information provided in this form is complete, true and accurate.

The applicant _____ is currently pursuing _____ course in this institute.

I attest and recommend this application for consideration at ICMR-RMRCNE, Dibrugarh.

I will not permit the publication /presentation/scientific communication or Intellectual property rights like patents sought out of the work done at ICMR-RMRCNE without due credit to ICMR-RMRCNE and without consent from ICMR-RMRCNE.

Date:

Place:

Seal:

Signature of the Head of the Institute/Department from
collaborating or Host institute of the student