



GURU RAMDAS KHALSA INSTITUTE OF SCIENCE & TECHNOLOGY, JABALPUR (M.P.)

BE :- ESTD in 1997 'A' GRADE ISO 9001-2008 Certified Approved By AICTE

Accredited By Tata Consultancy Services (TCS)

(Promoted by Guru Gobind Singh Educational Society)

Village-Kukrikheda, Barela, Jabalpur (M.P.) 483001

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Ref: 0202/GRKIST/TPO/VT/Academic year-.....

To,

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Subject: Request for permitting the students of our institution undergoing B.E. Course for 'Vocational Training' in your esteemed organization.

Dear Sir/Madam,

1. I would like to introduce 'Guru Ramdas Khalsa Institute of Science and Technology, Jabalpur' which incepted in the year 1997 and is one of the premier and leading Engineering College in Central India.
2. The institute provided Technical Education in Mechanical, Electrical and Electronics, Electronics and Telecommunication, Computer Science and Civil Engineering at under-graduate level. The college has highly qualified faculty and the laboratories are well equipped with modern equipments.
3. Through this letter you are requested to kindly permit the vocational training of Mr/Ms.....
.....Student ofSemester of this college during
..... in your organization.
4. Furthermore, I would be delighted to hear from you regarding any Job Placement opportunities for our bright students in your esteemed organization. Please feel free to contact me at my email id Opportunities for our bright students in your esteemed organization. Please feel free to contact me at my email id tpo@grkist.com or alternatively at contact details available at our college website.

Awaiting an early response and thanking you in anticipation,

Date :
Place: Jabalpur

Signature
(Training and Placement Cell)