

SAMPLE CALL LETTER

To,

.....
.....
.....

Sub: Call letter for Interview for admission in to PhD programme, July 2020.

Dear Mr./Ms.....,

With reference to your application for admission in to **PhD** programme of **Centre for Energy**, you are hereby requested to appear for **Online Interview** as per the details given below:

Date:	6 th to 9 th July 2020
Time:	9:00 AM onwards
Venue:	Conference Room, Centre for Energy, IIT Guwahati, Guwahati-781039, Assam.
Mode:	Online (Preferably through Skype, Google hangout, etc. If nothing works, interview can be held through Whats app video call)

Please note the following:

If selected for admission, firstly, you will be required to bring your downloaded and signed copy of the Online Application Form (*If due to some reasons, you filled-up more than one online application forms, you have to bring the latest and updated one only*) during document verification.

ALONG WITH:

1. Your colour photograph of size 4.5 cm. x 3.5 cm., affixed on it;
2. Self-Attested copy of your Date of Birth Certificate (if DoB is not mentioned in your Class X/XII Pass Certificate/Mark Sheet);
3. Self-Attested copy of your Caste Certificate, if applicable
4. Self-Attested copy of your 'PwD' Certificate, if applicable
5. Self-Attested copy of your 'EWS' Certificate, if applicable
6. The appropriate Form in original relating to candidate's Category [Sponsored and Full Time / Employed and Part Time / Self-Financed and Full Time / Self-Financed and Part Time / Project Staff and Full Time / Project Staff and Part Time / External and Part Time / Self-Financed and Full Time Foreign Students] - *as per format prescribed in our Admission Notification for PhD programme*, if applicable
7. Self-Attested copies of Pass Certificates and Mark Sheets [**Mark Sheets should be complete for all semesters/years** of your educational qualifications (from Class X onwards)];
8. As may be applicable, copy of your qualifying degree Grade Point Average to Percentage conversion certificate (or proof thereof);
9. As may be applicable, attested copy of your valid GATE/CEED/NET(JRF)/INSPIRE Score Card.
10. As may be applicable, attested copy of Certificates relating to your professional experience etc.

Contd...P/2/2

You will be also required to bring all **ORIGINAL documents mentioned above** for verification if you are selected in the **Interview**.

The candidates who have not completed qualifying degree may appear in the Interview,

- if you have appeared in the qualifying degree examination and your results are awaited
- OR
- if you are going to appear in all the subjects of your qualifying degree examination before **15-07-2020** (subject to change in situation arising out of Covid-19 pandemic).

Please note that, for such candidates, selections shall be provisional. All provisionally selected candidates shall have to produce their original pass certificates and Mark Sheets of the qualifying degree examination latest by **23-08-2020** (subject to change in situation arising out of Covid-19 pandemic), for regularization – failure to which their admissions shall stand automatically cancelled.

Please note that:

For any other announcements, updates and results **as well as timely follow-up actions to be taken**, the candidates will have to constantly monitor the instructions available in the website with following URL:

<https://www.iitg.ac.in/acad/>

and also see the webpage of concerned Academic Department/Centre of IIT Guwahati.

<https://www.iitg.ac.in/ceer/index.html>

Yours sincerely,


Prof. K. Mohanty

Head, Centre for Energy

03/06/2020
केन्द्र प्रमुख
ऊर्जा केन्द्र
Head
Centre for Energy