

## SAMPLE CALL LETTER

To,

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

**Sub: Call letter for Interview for admission in to PhD programme, to start with July 2018.**

Dear Mr./Ms.....,

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

Date:	5 <sup>th</sup> and 6 <sup>th</sup> June 2018
Time:	09:00 AM
Venue:	Conference Room, Center for Energy, IIT Guwahati, Guwahati-781039, Assam

Please note the following:

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*),

**ALONG WITH:**

1. Your colour photograph of size 4.5 cm. x 3.5 cm., affixed on it;
2. **Original Demand Draft** in favour of INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI, payable at Guwahati for the following amount:
  - Rs.150/- for all female candidates
  - Rs.150/- for all SC/ ST/ PwD candidates
  - Rs.300/- for all other candidates
3. Self-Attested copy of your Date of Birth Certificate (if DoB is not mentioned in your Class X/XII Pass Certificate/Mark Sheet);
4. Self-Attested copy of your Caste Certificate, if applicable
5. Self-Attested copy of your 'PwD' Certificate, if applicable
6. The appropriate Form in original relating to candidate's Category [Sponsored (Full-Time)/Self-Financed/IITG's Project Staff/ Part-Time/External] - *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 are also required to bring all **ORIGINAL documents mentioned above** for verification on the day of your **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 **13-07-2018**.

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 **20-08-2018**, for regularization – failure to which their admissions shall stand automatically cancelled.

Please note that:

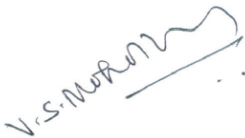
For any other announcements, updates and results **as well as timely follow-up actions to be taken**, the candidates will have to constantly monitor the instructions available in the website with following URL:

**<http://www.iitg.ac.in/acad/admissions>**

and also see the webpage of Centre for Energy, IIT Guwahati, with following URL:

**<http://www.iitg.ernet.in/ceer/>**

Yours sincerely,



Prof. V.S. Moholkar  
Head, Centre for Energy