

## SAMPLE CALL LETTER

Date: 19/05/2023

To,

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**Sub: Call letter for selection process for admission into MS(R) programme for the session July 2023.**

Dear Candidate,

With reference to your application for admission into MS(R) programme of the School of Energy Science and Engineering, IIT Guwahati, you are hereby requested to appear for the selection process as per the details given below:

Selection Process:	<b>Interview</b>
Date:	9 <sup>th</sup> and 10 <sup>th</sup> June 2023 (Reporting on 9 <sup>th</sup> June only)
Time:	9 AM onwards
Venue:	Conference Room, School of Energy Science and Engineering

You will be provided hostel accommodation (on sharing basis) at IIT Guwahati campus during the above-mentioned dates. However, you have to carry your bedding for your stay.

Please note the following: You will be required to keep your downloaded and signed copy of the Online Application Form ready,

### 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 Category Certificate, if applicable
4. Self-Attested copy of your 'PwD' Certificate, if applicable
5. NoC/Sponsored Certificate, as applicable, in the prescribed format for Non-Regular Category candidates.
6. 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)];
7. **As may be applicable**, copy of your qualifying degree Grade Point Average to Percentage conversion certificate (or proof thereof);
8. **As may be applicable**, attested copy of your valid GATE/CEED/NET(JRF) Score Card.
9. **As may be applicable**, attested copy of Certificates relating to your professional experience etc.

You are also required to keep all **ORIGINAL documents mentioned above ready** 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 **15-06-2023**.

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 **31-08-2023**, 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://iitg.ac.in/acad/admission/>

and also see the School of Energy Science and Engineering webpage with URL <https://www.iitg.ac.in/ceer>

Yours sincerely,

Head of the Dept/School/Centre

*Chief 19.5/23*  
केन्द्र प्रमुख  
ऊर्जा विज्ञान एवं अभियांत्रिकी स्कूल  
Head  
School of Energy Science and Engineering