

Sample call letter

Date: _____

To,

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Sub: Call letter for Interview for admission in to MSR programme for the session July 2022.

Dear Mr./Ms.....,

With reference to your application for admission in to MSR programme of the School of Energy Science and Engineering IIT Guwahati, you are hereby requested to appear for **Interview** as per the details given below:

Date:	9-11 June, 2022
Reporting time:	9.00AM
Venue:	Conference room, School of Energy Science and Engineering, IITGuwahati

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 Written Test and 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 **15-06-2022**.

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 **15-07-2022**, 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/ceer>

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

Yours sincerely,

Head of the School of Energy Science and Engineering, IITG

ऊर्जा विज्ञान एवं अभियांत्रिकी स्कूल
Head
School of Energy Science and Engineering