ANNEXURE-IV

Sample Call Letter

Date:13.11.2026

To,

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Sub: Call letter for selection process for admission into PhD programme for the session December 2026.

Dear Applicant,

With reference to your application for admission into **PhD** programme of the School of Energy Science and Engineering, you are hereby requested to appear for the selection process as per the details given below:

Selection Process:	Interview
Date:	25th and 26th November 2026
Reporting Time:	9: 00 AM on 25th November 2026 ***It is mandatory for all candidates to report at 9: 00 AM on 25th November 2026***
Venue:	Conference Room, School of Energy Science and Engineering

For those shortlisted for IATMLA:

Since you have not qualified GATE/CEED but opted for Regular category, you will be considered for the above-mentioned selection process ONLY after qualifying the "Institute Assistantship Test for PhD Applicants with MTech/MDes/MS(R) qualification without GATE/CEED" **(IATMLA)**, which will be conducted in OFFLINE mode as mentioned below.

Selection Process:	Written test for IATMLA
Date:	25th November 2026
Reporting Time:	9:00 AM on 25th November 2026
Exam. Time	10 AM - 12 PM
Venue:	Conference Room

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.

13/11/26
केन्द्र प्रमुख
ऊर्जा विज्ञान एवं अभियांत्रिकी स्कूल
Head
School of Energy Science and Engineering

9. ***As may be applicable***, attested copy of Certificates relating to your professional experience etc.
10. Reimbursement of Travel Fare by Train: For attending PhD interview, the Regular Category candidates shall be provided reimbursement of travel expenses at the rate of to-and-fro sleeper class railway fare or equivalent (as per IIT Guwahati's travel reimbursement rules).

You are also required to keep all **ORIGINAL documents mentioned above ready** for verification on the day of your **Written Test and/or 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 **15.12.2026 (for December 2026 Admissions)**.

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 **31-01-2027 (for December 2026 Admissions)**, 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 webpage of concerned Academic Department / Centre / School of IIT Guwahati.

Yours sincerely,

13/11/26

Head of the School of Energy Science and Engineering, IIT Guwahati

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