Ref No.: IIPE/DORD/<Advt No.>/<Project No.>/001 Date: XX.XX.XXXX

To,

<Name of Candidate>  
<Candidate Email-id>

**Sub: -** Call letter for Interview for the contractual post of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at IIPE, Visakhapatnam.

**Ref:** Your application for the above post.

Dear Shri <Name of Candidate>,

Thank you for your interest in the above post under the project titled \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sanction letter no./ Project No). I am happy to inform you that on the basis of your application, you have been short-listed for a test and/or interview.

The test and/or interview will be held on \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ AM/PM in Room No: \_\_\_\_, Indian Institute of Petroleum and Energy, Visakhapatnam – 530 003.

You are further requested to produce the following documents in original:

1. <1>
2. <2>

Kindly note the following:

1. Institute will NOT provide any accommodation/T.A/D.A. for this test/interview.   
2. Institute reserves the right to withdraw/cancel your candidature AT ANY TIME, in case you do not fulfil the minimum qualification/experience or provided any false information.  
3. Interview date, time, location cannot be postponed/preponed at the request of candidate.  
4. This call is merely an intimation for test/interview and does not guarantee appointment in the above post.

Please acknowledge the receipt of this call letter by email to the undersigned.

Best wishes,

Name of PI/CI

Signature of PI/CI

Email Id of PI/CI