



# INDIAN INSTITUTE OF PETROLEUM AND ENERGY

Main Building, II Floor, AU College of Engineering (A)

Andhra University, Visakhapatnam – 530 003

Tel No.: 0891-2856019, Email: [dordoffice@iipe.ac.in](mailto:dordoffice@iipe.ac.in), web: [www.iipe.ac.in](http://www.iipe.ac.in) **Form PS- 03**

Ref No.: IPE/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