

### **Format of Recommendation Letter**

(To be printed on the letterhead and signed by the referee with his/her seal.)

To:  
The Selection Committee,  
Department of Chemistry,  
IIT Indore.

Date: \_\_\_\_\_

I am writing this letter of recommendation for \_\_\_\_\_ (**Full name of the applicant**) who has applied for the PhD Program of Chemistry Department at IIT Indore.

| <b>Details of Referee</b>         |  |
|-----------------------------------|--|
| Name                              |  |
| Position and department           |  |
| Institute/university              |  |
| Email id and Telephone/Mobile No. |  |

| <b>Comments on Applicant's attributes</b>                                                                                       |  |
|---------------------------------------------------------------------------------------------------------------------------------|--|
| In what capacity do you know the applicant?                                                                                     |  |
| How long have you known the applicant?                                                                                          |  |
| Please comment on the subject/specialization knowledge of the applicant.                                                        |  |
| How would you characterize the applicant's field of expertise?                                                                  |  |
| Please comment on the relevant elements in relation to the applicant's research. (If applicable)                                |  |
| Please comment on the applicant's ability to work alone and in a team.                                                          |  |
| Please comment on general character of the applicant.                                                                           |  |
| Please comment on the special attributes that the referee may have noticed in the applicant at a personal level.                |  |
| Please comment on the applicant's major abilities, strengths and weaknesses.                                                    |  |
| Please comment on the applicant's ability to communicate in English.                                                            |  |
| Please comment on your assessment on the applicant's potential or suitability to the PhD program in Chemistry.                  |  |
| Please provide any other comment that would help the committee to make decision on applicant's suitability for the PhD program. |  |

Please contact me if you need any further information.

Date:

Name of Referee:

Place:

Signature and seal