Format of Recommendation Letter

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

To: Date: _____

The Selection Committee,
Centre for Advanced Electronics,
IIT Indore.

I am writing this letter of recommendation for _____(**Full name of the applicant**) who has applied for the PhD Program of Centre for Advanced Electronics

Details of Referee	
Name	
Position and department	
Institute/university	
Email id and Telephone/Mobile No.	

Comments on Applicant's attributes	
In what capacity do you know the applicant?	
How long have you known the applicant?	
Please rank on the subject/specialization knowledge of the applicant.	On the scale of 1 to 5
How would you rate the applicant's field of expertise?	On the scale of 1 to 5
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 applicant's major abilities, strengths and weaknesses.	
Please rate your assessment on the applicant's potential or suitability to the PhD program in Centre for Advanced Electronics.	On the scale of 1 to 5
Please provide any other comment that would help the committee to make decision on applicant's suitability for the PhD program.	

A rank of 1 indicates the **highest** rating and 5 indicates the **lowest** rating.

Date: Name of Referee:

Place: Signature and seal