

CHECK-LIST OF DOCUMENTS FOR ST/T APPLICANT
(To be returned along with the Application Form)

- Tick out the boxes to check, whether you have filled in/attached the following particulars along with your application :
1. Demand Draft of Rs. _____ in favour of 'THE INSTITUTION OF ENGINEERS (INDIA)', payable at KOLKATA, (if paid by Demand Draft).
2. Credit card authorisation form (if paid by Credit Card).
3. Attested photo copy of Final Diploma Pass Certificate or Provisional Pass Certificate issued by the Principal along with Final Semester Mark-sheet issued by the Examination Authority (State Board of Technical Education) are enclosed duly authenticated by the supporter i.e. by the Corporate Member (F/M/AM) of IEL.
4. Attested photo copy of documentary evidence in support of date of birth.
5. Attested photo copy of educational qualifications and mark-sheet indicating all subjects in H.S. (10+2) (with coding details of the subjects), for Technician applicants.
6. Attested photo copy of Marriage Certificate or Affidavit from First Class Magistrate duly attested by the supporter (if applicable).

C. Declaration:

1. After having fully understood the Information and instruction as given in the Annexure, I hereby apply for election as a **Senior Technician/Technician Member** of the Institution of Engineers (India) in accordance with the Charter of Incorporation and the Bye-Laws as they now stand or as they may be legally altered hereafter.
2. I also do hereby undertake that in the event of my election as a **Senior Technician/Technician Member**, I will be governed by the Bye-Laws and the Regulations of the Institution as they now are or they may hereafter be legally altered and that I will accept as final and binding the decisions of the Council in all matters dealt with by them in accordance with the provisions of the Charter, Bye-Laws and Regulations, and will forthwith cease to describe myself as a **Senior Technician/Technician Member** or to designate myself as belonging to the Institution in any other form, on receipt of a notice from the Secretary and Director General that acting under the powers conferred upon them by the Bye-Laws and Regulations the Council have declared myself to be no longer as a **Senior Technician/Technician Member** of the Institution. I further undertake that I will promote the objects of the Institution, as far as may be in my power, provided that whenever I shall signify in writing to the Secretary and Director General that I am desirous of withdrawing from the Institution, I shall after the payment of any arrears which may be due by me at that period be free from this obligation.
3. I have noted that the decision of the Council of the Institution shall be final in granting the Membership and the District Court at Alipore, 24 Parganas (South) shall have the exclusive jurisdiction in settlement of the dispute, if any, arising out of this Membership.
4. I accept the responsibility for the accuracy of the particulars contained in the Application Form with regard to my qualifications and agree that if I am elected, the validity of my election shall depend upon the accuracy of such particulars as required in the Bye-Laws. I also undertake to abide by Professional Conduct rules and/or Code of Ethics that the Council may frame from time to time.

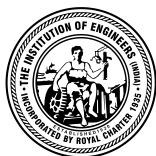
Yours Faithfully,

Date:

Signature of the Applicant

D. SUPPORTERS: From personal knowledge of the Applicant and in consideration of his/her qualifications as stated on the reverse, I recommend him/her to the Council as being in every way a fit and proper person to be admitted to the Institution as a Senior Technician/Technician Member as per applicable Bye-Laws.

Name	Membership No.	Signature with date
1.	F/M/AM-	



The Institution of Engineers (India)

An ISO 9001:2008 Certified Organisation
8 GOKHALE ROAD, KOLKATA 700 020

Annexure
ST/T

IMPORTANT INFORMATION AND INSTRUCTIONS
For Senior Technician (ST)/Technician (T) Member Applicants
(The pages of instructions sheet should not be attached with the application)

FEE PAYABLE ALONG WITH APPLICATION:

Applicant	Fee for Applicants from India & Nepal (₹)	*Fee for Applicants from SAARC Countries (US \$)	*Fee for Applicants from any other Countries (US \$)
Senior Technician (ST)	5800	460	640
Technician (T)	5800	455	615

* Applicant residing/practising/working in abroad must remit the fee in US \$ only.

N.B.

- The breakup as shown in the table above are in the following order:
Registration Fee + Entrance Fee + Composite Subscription + Fee for Membership Pack and Study Materials + Fee for Identity Card + Fee for Prospectus and ST/T Forms.
- Entrance fee is exempted for the applicants who were members of Students' Chapter in Polytechnics, if they apply within two years of passing of the Diploma. Documentary evidence should be submitted in support of the statement.
- Modes of payment are:
By Cash at 8 Gokhale Road, Kolkata 700 020 on any working day between 10.00-13.30 hrs and 14.00-17.00 hrs, or
By Demand Draft drawn in favour of 'THE INSTITUTION OF ENGINEERS (INDIA)', payable at KOLKATA, or
By 'At Par' outstation/multicity cheque, or
By Credit Card authorisation as per proforma enclosed, or
By Online Payment through our Website : www.ieindia.org

A: Personal Information:

- Age : For **ST** Applicants – Minimum 18 years on the date of Application and
For **T** Applicants – Minimum 17 years on the date of Application.
- Surname and remaining name together should not be more than 37 characters. Leave one box blank after each completed word in filling up Name and Address in the Application Form on page 1 of 2. Pin Code no. must be mentioned by the Applicant correctly for attachment of Centre.
- Write clearly within the box without touching the boundaries.

B: Qualification:

Grade	Educational Qualification	Remarks
Senior Technician (ST)	Accredited Diploma in engineering or its equivalent. Candidates who have passed 2-year ITI/Vocational Courses in specified trade, after class X and have got lateral entry directly in Second year of 3 year Engineering Diploma Courses being conducted by respective State Board of Technical Education will be considered for Senior Technician Membership of the Institution.	—
Technician (T)	Passing Higher Secondary (10+2) with Eng., Phys., Chem. & Maths./Degree in Science with Physics, Chemistry & Mathematics or its Equivalent.	Candidates who have passed in English and secured at least 45% marks in aggregate as well as 45% marks in aggregate in science subjects (Physics, Chemistry and Mathematics) shall only be eligible to apply.

Engagement at the entry point in the profession of engineering is not necessary. However, each candidate shall be required, before appearing in Section B examination, to satisfy about his/her engagement in engineering profession under qualified engineer for atleast one year.

DOCUMENTS (ATTESTED PHOTOCOPIES) TO BE ATTACHED:

- Certificate in support of Date of Birth.
- Attested photo copy of Final Diploma pass certificate or Provisional Pass Certificate issued by the Principal along with all Semester/ Final Semester Mark-sheets issued by the Examination Authority (**State Board of Technical Education**) duly authenticated by the supporter i.e. by the Corporate Member (F/M/AM) of The Institution of Engineers (India).

3. Attested photo copy of educational qualifications and final mark-sheet indicating all subjects H.S. (10+2) (with coding details of the subjects).
4. The Application Form should be properly supported by a Corporate Member (F/M/AM) of IEI.
5. Attested copy of Documentary Evidence (e.g. Marriage Certificate or Affidavit from First Class Magistrate) must be enclosed in support of Change in Name (if any). (No request for change in name is entertained after election).

C: Declaration:

Signature of the Applicant on the Application Form, if in any language other than English, must be attested by a Gazetted Officer with Seal.

D: Supporters:

All the Documents must be Attested by the Supporter of the Application. Each Information Provided by the Applicant in the Application Form must be Countersigned by the Supporter.

Other Information:

1. For details of Membership, please see the Bye Laws and Regulations as available in our website www.ieindia.org.
2. Applicants residing/practising/working in abroad must remit the fee in US \$ only.
3. Complete Application Form along with all necessary Documents duly signed by existing Corporate Member (F/M/AM) must be sent by the Applicant directly to the Headquarters of the Institution at 8 Gokhale Road, Kolkata 700 020 **and NOT through any Agency.**
4. Applicants are advised to keep the photocopies of the filled in Application Form along with the demand draft and all documents attached therewith for information and future reference.
5. Any deficiency/discrepancy in the Application Form is intimated by sending a Letter to the Applicant. Also, month wise list of such 'Discrepancy in Application' with details are available at our website www.ieindia.org.
6. In case a candidate is not eligible for election, he/she is eligible for refund of his/her Entrance Fee and the amount deposited for Composite Subscription, without any interest thereon, after deducting non-refundable Registration Fee and General Office Charges as per Regulation.
7. Every Applicant should carefully note the unique Reference No. received by SMS/IVRS and refer the same for all future correspondence with IEI.
8. **Final decision on every Application rests with the Council of IEI only. The decision is final and binding on the Applicant.**

ACKNOWLEDGEMENT FOR RECEIPT OF PAYMENT:

1. *Through SMS:*

Acknowledgement is sent by SMS regarding receipt of money within seven working days after receiving the documents. Please quote mobile number to get SMS acknowledgement of receipt of money as well as other important announcements. The SMS message containing the Reference No. should be noted for any future queries/ communications, if any.

2. *Through IVRS:*

Receipt of money may also be ascertained through our Interactive Voice Response System (IVRS). To receive the acknowledgement, Applicant should dial **(033) 40155400** and follow the Instructions as guided by the system.

QUERY FOR THE STATUS OF APPLICATION:

1. *Through Internet:*

The processing of Application for enrolment normally takes 45 days time after receipt of the Application. The list of 'New Enrolment' and the list of 'Discrepancies in Applications' are available at our website. To know the status of application (after allowing the usual processing period) please visit: www.ieindia.org and click on the 'Membership' Tab on the Homepage. In case of further query/clarification, applicants may feel free to contact the Membership Department in the Headquarters through the email id: membership@ieindia.org. Please quote your Mobile number and DD/Cheque/Credit/Debit Card/Online Reference No. of remittance in all such communications. Membership Pack and Study Materials are despatched normally within 45 days of enrolment. Identity Card is also despatched separately by registered post within 45 days after enrolment.

2. *Through IVRS:*

Applicants may also get their queries answered through our Interactive Voice Response System (IVRS). To know the status of Application (after allowing the usual processing period), Applicants should dial **(033) 40155400** and follow the Instructions as guided by the system.

POST ENROLMENT:

1. After enrolment, candidate may access the Technicians' Journal and modify (if needed) their mobile no. and e-mail id directly from our website www.ieindia.org. To avail the password, please click 'Log In' on top left side of the webpage. Next go to Member Login window appearing on the right side. Enter your Membership Category along with six digits continuously (e.g. ST123456) in the Membership no. area. If you have not used this facility earlier, click 'Get Password' option. If your mobile no./e-mail is registered with IEI, you will receive the password for Login instantly by SMS/e-mail. If unable to do so, an email should be sent to edp@ieindia.org requesting for password by giving mobile no. and e-mail id.

Subscription for printed copy of Technicians' Journal (optional) - ₹ 100 for one year.

- ₹ 500 for six years.

For the printed copy of the Journal, applicants should apply (after enrolment) in prescribed format (TECHNICIANS' JOURNAL SUBSCRIPTION APPLICATION) available in our website, quoting their Membership no. and enclosing Demand Draft of the requisite amount.

2. For any change in address, ST/T Members are requested to send an application in the Format available at our website www.ieindia.org under the DOWNLOADS TAB as 'Replacement of Identity Card', duly filled in along with a Demand Draft/Multicity Cheque of ₹ 150 (fee for duplicate Photo ID Card) in favour of '**The Institution of Engineers (India)**', payable at Kolkata.

IMPORTANT INFORMATION ABOUT THE INSTITUTION EXAMINATION

Fixation of Term of Examination based on Date of Enrolment

Candidates enrolled between

March 1 - August 31

September 1 - February 28/29 (next year)

Eligible to appear for the first time in

Winter Examination (same year)

Summer Examination (next year)

The first examination that the candidates are eligible to appear shall depend on their date of election as mentioned above. The stipulated six-year period shall be counted from the date of eligibility.

- Examination application form to appear in Summer / Winter examination will be available in the Membership Pack as well as in the IEI Website : www.ieindia.org.
- Each examination application form, accompanied by examination fee by a demand draft (Rs 2,000/- for a candidate to appear in India and US \$ 150 for a candidate to appear from Abu Dhabi/Doha/Baharain/Kuwait) in favour of 'The Institution of Engineers (India)', payable at Kolkata should reach on or before the last date of submission of forms as notified in IEI website/Technicians' Journal from time to time. Examination fee once paid is neither refundable nor transferable to the subsequent examination or to any other account except rejection of examination form or pass the examination in an earlier attempt as applicable.
- Do not staple the draft along with the letter/examination form. Use gems clip or pin only.
- Candidates, interested to remit online payment of requisite fee by credit card for appearance in the examination/ registration for Section B/re-registration of examination/change of optional subjects, may visit IEI website www.ieindia.org and click on Payment Gateway for Guests and Members under Web-enabled services at homepage. **Please ensure receipt of Authorization Code** along with **Request Reference Number** for valid transaction. Transaction without Authorization Code will not be considered as valid.
- A candidate should mention the correct code numbers of the examination centre, branch and subject(s) in which s/he desires to appear in the Examination Application Form. Wrong code numbers of centres, branch or subject(s), if mentioned in the form, will automatically result in allotment of the centre or branch or subject(s) to which those code numbers belong.
- Candidates should normally select the examination centre within the jurisdiction of their respective State/Local Centre. In exceptional circumstances, candidates may be permitted to appear from the Centres outside the jurisdiction of their State Centres provided they enclose with their Examination Forms the satisfactory evidence of their being required to appear from other centres. No application for a change of Examination Centre will be entertained after the last date of submission of application forms. **Appearance from a different centre, without the prior approval of Headquarters in writing, shall be considered as irregular.**
- No candidate shall be allowed to appear at the examination without the Valid Identity Card. A candidate, who has not yet received the Identity Card, is required to obtain the same before the commencement of examination.
- Request for change of subject(s) shall not be entertained after submission of Examination Application Form.
- Programme of Summer/Winter Examination is available on website/Technicians' Journal.
- Format for **Replacement of Identity Card** is available on IEI Website.
- A candidate shall be required to pass the examination within a specific period as mentioned hereunder:
 - Section A** : 6 (six) years from the date of election for Technician/Senior Technician member.
 - Section B** : 6 (six) years from next term of passing Section A Examination.
- No further extension shall be permitted beyond the stipulated period.**



The Institution of Engineers (India)

An ISO 9001:2008 Certified Organisation
8 GOKHALE ROAD, KOLKATA 700 020

Please fill-up the form in Duplicate

ORIGINAL

AUTHORISATION OF PAYMENT BY CREDIT/DEBIT CARD

AUTHORISATION

Credit/Debit Card MASTERS VISA OTHERS

Please charge Rs. against Card No.

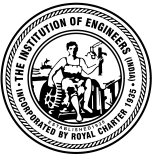
Amount in Word

Card Expiry Date
M M Y Y Y Y

Card Holder's Signature

Card Holder's Name

Applicant's Name Membership Grade &
No. [If applicable]



The Institution of Engineers (India)

An ISO 9001:2008 Certified Organisation
8 GOKHALE ROAD, KOLKATA 700 020

Please fill-up the form in Duplicate

DUPLICATE

AUTHORISATION OF PAYMENT BY CREDIT/DEBIT CARD

AUTHORISATION

Credit/Debit Card MASTERS VISA OTHERS

Please charge Rs. against Card No.

Amount in Word

Card Expiry Date
M M Y Y Y Y

Card Holder's Signature

Card Holder's Name

Applicant's Name Membership Grade &
No. [If applicable]