



# The Institution of Engineers (India)

An ISO 9001:2015 Certified Organisation  
8 GOKHALE ROAD, KOLKATA 700 020

For Office Use only

## Application of Certificate for Professional Practice by Chartered Engineers

### Personal details

IEI Membership No. : AM/M/F -  -

Name (As per IEI database) : \_\_\_\_\_

Address for correspondence : \_\_\_\_\_

Pincode  State : \_\_\_\_\_ Country : \_\_\_\_\_

Residence Phone No. : \_\_\_\_\_

Office Phone No. : \_\_\_\_\_

Mobile No.

Email ID : \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Applicant with date**

### DETAILS OF PAYMENT

- The payment towards the fees should be made in Demand Draft/Multi-city Cheque in favour of The Institution of Engineers (India) payable at Kolkata.

Draft or Cheque No:  of Amount (₹/\$)  Date

- Application must reach the Institution with requisite fees in hard copy, if payment made by Demand Draft/Multi-city Cheque.

The hard copy of application should reach :-

**The Deputy Director (Membership)  
The Institution of Engineers (India)  
8 Gokhale Road  
Kolkata 700020**

### Details of Continuous Educational and Professional Development (CEPD)

#### \*1. Engineering Qualifications (Degree/Diploma) attained after last certification

Degree/Diploma Passed	Year of Passing	Specialization	Full Name & Address of Institute/University

**\*Mandatory**

**2. Present Position (Retired persons should mention last held position)\***

Present Designation	Date of holding the Position	Place of Posting	Name & Address of the Employer

Military personnel (or ex-servicemen) should mention: i) Present Rank (Last held rank for ex-servicemen), ii) Actual date of commission and (iii) personal number

**3. Chronological Engineering Career (from the year of passing of BE/B.Tech/Equivalent)\***

Exact Designation	From (Date)	To (Date)	Place of Posting	Full Name and Address of the Employer

(PI attach separate sheet in the same format, if required)

**4. Technical training courses / certificate courses / training workshops attended after last certification (Attach additional sheet if necessary)**

Date of Event	Theme/Topic	Duration	Organising Body/Institute

**5. Seminars / Symposia / Conference/ Webinar / Paper meeting / Congress etc. attended after last certification (Attach additional sheet if necessary)**

Date of Event	Theme/Topic	Duration	Organising Body/Institute

**6. Membership of other professional bodies enrolled / renewed after last certification  
(Attach additional sheet if necessary)**

Name of the Professional body	Membership No.	Date of Enrollment	Whether valid for life (Y/N)

**\*7. Engineering projects undertaken / guided / consulted after last certification  
(Attach additional sheet if necessary)**

Title of the Project	Role of the Applicant	Project Duration	Project value/cost	Funding Agency

**\*Mandatory**

**\*8. Assignments on valuation/assessment/certification of structures/machines completed after last certification  
(Attach additional sheet if necessary)**

Item for Valuation/ assessment/certification	Quantity/Volume	Assessed Value (Rs.) of Item

**9. Empanelment (if any) in various bodies e.g. Banks / Financial Institutions / Central Excise and Customs / original side of the high courts as Chartered Engineer during last 5 years (Attach additional sheet if necessary)**

Name of the Empaneling organisation/body	Tenure/duration of Empanlment

**10. Awards won (if any) in related Engineering field after last certification (Attach additional sheet if necessary)**

Date of receipt of the Award	Awarding organisation/Institute Body	Awarded in recognition of

**11. Publication of Research Papers/Books (if any) after last certification (Attach additional sheet if necessary)**

Title of Research Paper/Book	Publishing Organisation/ Institute/Body	Date of Publishing

**12. Other mentionable achievement in related Engineering field after last certification (Attach additional sheet if necessary)**

---



---



---



---

**\*13. Specialised area / field / domain of expertise (in the specific Engineering division) developed after the last certification (Attach additional sheet if necessary)**

---

---

---

---

---

**14. After the last certification whether any contradiction / dispute arose regarding any of the reports submitted by you to any government / private agencies. If yes, please provide the present status of the related investigation. (Attach additional sheet if necessary)**

---

---

---

---

---

**Declaration by the Applicant**

I do hereby undertake that in the event of the renewal of my Certificate for professional practice, I will be governed by the Bye-Laws and Regulations of the Institution as they now are or they may hereafter 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 Chartered Engineer (India) or to designate myself as belonging to the Institution in any other form, on receipt of a notice from the Secretary & Director General that acting under the powers conferred upon them by the Bye-Laws and Regulations of the Council have declared myself to be no longer as a Chartered Engineer (India).

I accept the responsibility for accuracy of the particulars contained in the Application form with regard to my qualification and professional attainments and agreed that validity of my certificate shall depend upon the accuracy of such particulars. I undertake to abide by professional conduct rules and/or code of ethics for Corporate Members that the Council may frame from time to time. I also hereby give my full consent to include my name and contact info as they are now or may be altered hereafter in all the directories/lists of Chartered Engineer as deemed fit by the Institution and also authorise the Institution for publishing it to any individual/organisation for any purpose whatsoever.

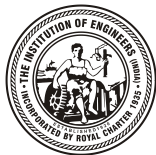
I have noted that the decision of the Council of the Institution shall be final in granting the renewal of the Certificate and the district court at Alipore, 24 Parganas (South) shall have the exclusive jurisdiction in settlement of the dispute, if any, arising out of this Certificate.

Yours faithfully

---

Signature of Applicant with date

**\*Mandatory**



# The Institution of Engineers (India)

An ISO 9001:2015 Certified Organisation  
8 GOKHALE ROAD, KOLKATA 700 020

## IMPORTANT INFORMATION AND INSTRUCTIONS FOR ISSUANCE OF CERTIFICATE FOR PROFESSIONAL PRACTICE BY CHARTERED ENGINEERS

### 1.0 Fee Payable along with Application

Fee for Applicants from India & Nepal (₹)	Fee for Applicants from any other Countries (US \$)
5900	500

### N.B.

#### Modes of payment :

- The payment towards the fees should be made in Demand Draft/Multi-city Cheque in favour of THE INSTITUTION OF ENGINEERS (INDIA) payable at Kolkata.
- Application must reach the Institution with requisite fees in hard copy, if payment made by Demand Draft/Multi-city Cheque. The hard copy of application should reach :-

**The Deputy Director (Membership)  
The Institution of Engineers (India)  
8 Gokhale Road  
Kolkata 700020**

### 2.0 Documents to be attached

Self attested photocopy of documentary proof in support of all Educational and Professional attainments as mentioned in the application.

### 3.0 Other Information

- The Chartered Engineer Certificate thus issued for professional practice will be valid for 5 years only.
- Applicants residing in abroad must remit the fee in US \$ only.
- Complete Application Form along with all necessary Documents must be sent by the Applicant directly to the Headquarters of the Institution at 8 Gokhale Road, Kolkata 700 020 .
- 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.
- Any deficiency/discrepancy in the Application Form is intimated by sending a Letter to the Applicant.
- Every Applicant should carefully note the UTR No. and the unique Reference No. received by SMS/IVRS and refer the same for all future correspondence with IEI.
- In case of rejection of the Application for renewal of the Certificate for professional practice, fees will be refunded after deducting an amount of Rs. 1000/- (US\$ 100 for applicants from abroad) towards general office charges.
- The decision on every Application rests with the Council of IEI only, which is final and binding on the Applicant.**

### 4.0 Acknowledgement for Receipt of Payment

#### a. Through SMS:

Acknowledgement is sent by SMS regarding receipt of payment within seven working days after receiving the documents. Please quote mobile number to get SMS acknowledgement of receipt of payment as well as other important announcements. The SMS message

#### b. Through Phone

Applicants may also get their queries answered dialing (033) 40155268/40106269/40106299/40106302.

### 5.0 Eligibility Criteria

IEI Corporate Member with Chartered Engineer Certificate and having minimum 5 years experience after obtaining Chartered Engineer Certificate in the respective field.