

CHECK-LIST OF DOCUMENTS FOR ST 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. 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.
3. Self attested photo copy of documentary evidence in support of date of birth.
4. Self 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 **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.

I further declare that before exercising the option to apply for Membership, I have fully and carefully perused and acquainted myself with, all the clauses and contents of the Royal Charter, Bye Laws and Regulations of the Institution (available on the Website i.e. www.ieindia.org). Accordingly, while applying for Membership, I also voluntarily agree and give my free consent to allocate all one time Composite Subscription to be paid by me, as part of Permanent Reserve Fund (Corpus Fund) of The Institution of Engineers (India), provided in Clause 108 of the Bye Laws.

2. I also do hereby undertake that in the event of my election as a **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 **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 **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.

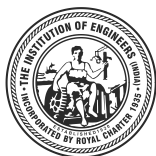
Yours Faithfully,

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 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

T

**IMPORTANT INFORMATION AND INSTRUCTIONS
For 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 \$) |
|----------------|---|--|--|
| Technician (T) | 4250 | 175 | 350 |

* 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 Identity Card.
- Modes of payment are:
By Demand Draft drawn in favour of 'THE INSTITUTION OF ENGINEERS (INDIA)', payable at KOLKATA, or
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

A: Personal Information:

- Age : 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 |
|----------------|--|
| Technician (T) | Passing Higher Secondary (10+2) with Eng., Phys., Chem., & Maths./ Degree in Science with Physics, Chemistry & Mathematics or its equivalent |

DOCUMENTS (ATTESTED PHOTOCOPIES) TO BE ATTACHED:

- Certificate in support of Date of Birth.
- Attested photo copy of educational qualifications and final mark-sheet indicating all subjects H.S. (10+2) (with coding details of the subjects).
- The Application Form should be properly supported by a Corporate Member (F/M/AM) of IEI.
- Self 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 enrolment as Technician Member).

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 self-attested by the applicant.

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 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. **E-mail & Mobile no. is mandatory for Login.**
9. **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 30 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 No. of remittance in all such communications.

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 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 with hyphen and continuously (e.g. T-123456-1) 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.
2. The Identity Card will be despatched separately by Registered Post within 30 days after enrolment.