

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.
2. Self 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 .
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.

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 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 **Senior 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 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 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, solemnly declare that the documents presented for application towards membership of the Institution are authentic and the information given by me above is true to the best of my knowledge and belief. If the information submitted by me are found to be fake or information furnished by me are false, I am solely responsible for the same and my application/membership may be rejected/ceased without assigning any reason. I hereby give my full consent to include my name and contact information as they are now or may be altered hereafter in all the directories/lists of members as deemed fit by the Institution. 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



The Institution of Engineers (India)

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

Annexure
ST

**IMPORTANT INFORMATION AND INSTRUCTIONS
For Senior Technician (ST) 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)	8280	460	655

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

N.B.

A. Mode 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

B: Personal Information:

- Age : For **ST** Applicants – Minimum 18 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.

C: 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.	—

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.
- Self 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**).
- 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 Senior 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 must be sent by the Applicant directly to the Director (Membership), 8 Gokhale Road, Kolkata 700 020.
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) 40155400/40106248/40106299** 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) 40155400/40106248/40106299** 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 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 exams@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.
3. For '**Online login & access of Digital Learning Content**' please contact with Examination Department vide e-mail id: exams@ieindia.org or phone (033) 40106253 / 40106307.
4. For any change in address, ST Members are requested to click 'Log in our website www.ieindia.org under DOWNLOADS TAB as 'Replacement of Identity Card dully filled in along with a Demand Draft of Rs. 300/- (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 IEI Website : www.ieindia.org.
- Each examination application form, accompanied by examination fee by a demand draft (Rs 3,000/- for a candidate to appear in India and US \$ 225 for a candidate to appear from Abu Dhabi/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 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.
- 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 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.**

Any further clarification related to examination, please contact exams@ieindia.org or phone (033) 40106253 / 40106307