



The Institution of Engineers (India)

ST/T

8 GOKHALE ROAD, KOLKATA – 700 020

IMPORTANT INFORMATION AND INSTRUCTIONS For ST/T Applicants

1.0 QUALIFICATION FOR ENROLMENT:

Grade	Minimum Age	Educational Qualification	Remarks
Senior Technician (ST)	18 Yrs	Accredited Diploma in engineering or its equivalent	—
Technician (T)	17 Yrs	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.

2.0 FEE PAYABLE ALONG WITH APPLICATION:

Applicant	Fee for Applicants from India & Nepal (Rs.)	* Fee for Applicants from SAARC Countries (US \$)	* Fee for Applicants from any other Countries (US \$)
Senior Technician (ST)	600+200+1550+2800+150=5300	30+10+75+280+15=410	95+45+155+280+15=590
Technician (T)	600+200+1550+2800+150=5300	24+10+76+280+15=405	70+45+155+280+15=565

* Applicant residing/practising/working in abroad must remit the fee in US \$ only. This fee is effective from 1st September 2011.

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
- 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 Credit Card authorisation as per the proforma enclosed with ST/T Application Form.

3.0 ENTITLEMENT:

- ST/T applicants after their enrolment can visit our website www.ieindia.org to read the journal after login free of cost. For details, please see item no. (9) of 'OTHER INFORMATION (7.0)' in the next page.
- ST/T applicants after their enrolment will be supplied with Membership Pack and Study Materials for four common subjects of Section A Diploma and Non-diploma stream as mentioned in the prospectus.

4.0 DOCUMENTS TO BE ATTACHED:

- Attested xerox 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**) duly authenticated by the supporter i.e. by the Corporate Member (F/M/AM) of The Institution of Engineers (India).
- Attested xerox copy of documentary evidence in support of date of birth.
- Attested xerox copy of educational qualifications and final mark-sheet indicating all subjects H.S. (10+2) (with coding details of the subjects).
- Attested xerox copy of Marriage Certificate or affidavit by First Class Magistrate, if applicable. Please see item no. (6) of 'OTHER INFORMATION (7.0)' in the next page.
- Identity Card, signed in English only by the candidate as well as by the supporter (partly covering the photograph) in the space provided.

NOTE: THE ABOVE 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 i.e. BY THE CORPORATE MEMBER (F/M/AM) OF IEI.

5.0 ACKNOWLEDGEMENT:

Acknowledgement is sent by SMS regarding receipt of money normally 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 communication.

6.0 QUERY FOR THE STATUS OF APPLICATION:

Through Internet: The processing of application for enrolment normally takes three months 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) 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 Demand Draft (DD) no., Application reference no. and mobile no. in all such communication. 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.

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** in telephone and follow the instructions.

7.0 OTHER INFORMATION:

- (1) Surname and remaining name together should not be more than 37 characters. Leave one box blank after each word in filling up name and address. Surname and remaining name should be filled-in by CAPITAL Letters and as per the Higher Secondary (10+2) for Technician (T) or Diploma Certificate for Senior Technician (ST) applicants. Pin code no. must be mentioned by the applicant correctly for attachment of Centre.
- (2) Write clearly within the box without touching the boundaries.
- (3) Signature in Capital Letters is not acceptable.
- (4) The name will be recorded as per the Higher Secondary (10+2) for Technician (T) or Diploma Final Pass Certificate for Senior Technician (ST) applicants. Please write your name as per the Certificate only. Change of name will not be considered after enrolment.
- (5) In case the name as mentioned in the Application Form differs from Higher Secondary (10+2) for Technician (T) or Diploma Final Pass Certificate for Senior Technician (ST) applicants, attested copy of Marriage Certificate or Affidavit from First Class Magistrate should be enclosed.
- (6) Application form has to be properly signed by the Corporate Member (F/M/AM) who is on roll of the Institution.
Non-corporate members (ST/T and AIE) are not authorised to be a supporter of the applicant.
- (7) Identity Card and Application Form of the candidate must be attested by the Supporter i.e. existing Corporate Member (F/M/AM), partly covering the photograph. Non-corporate members (ST/T and AIE) are not authorised to attest Identity Card of the candidate.
- (8) Every applicant should carefully note the unique Reference No. received by SMS and DD No.(if paid by Demand Draft) and refer the same for all future correspondence with IEI.
- (9) 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.
- (10) Any deficiency/discrepancy in the application form is intimated by sending a letter to the applicant. Also, monthwise list of such 'Discrepancy in Application' with details are available in our website.
- (11) Signature of the Applicant on the application form, if in any language other than English, must be attested by a Gazetted Officer with seal.
- (12) For details of membership, please see the Bye Laws and Regulations as available in our website.
- (13) Applicant residing/practising/working in abroad must remit the fee in US \$ only.
- (14) Subscription for printed copy of Technicians' Journal (optional)

- Rs. 100/- for one year.
- Rs. 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.

- (15) Complete Application Form along with all necessary documents, including Payment Confirmation Voucher, 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.**
- (16) In case a candidate is not eligible for election as Technician / Senior Technician member, 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.
- (17) 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.
- (18) **Final decision on every application rests with the Council of IEI only. The decision is final and binding on the applicant.**

For any clarification please contact any one of the following addresses

State Centres

Andaman & Nicobar : PB No. 161, AHW-CSWD Store Complex, Port Blair 744 101
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Local Centres

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LOCATION OF OVERSEAS CHAPTERS

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