

The Institution of Engineers (India)

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

IMPORTANT INFORMATION AND INSTRUCTIONS For AMIE Applicants

1.0 QUALIFICATIONS:

- 1.1 Age : Minimum 26 years on the date of application.
- 1.2 Qualification : Having passed Section B Examination of this Institution or possessing an educational qualification recognised by the Council as exempting from Sections A & B Examinations of the Institution of Engineers (India) and having atleast **5 years** of employment in aggregate in a position of responsibility in the field of engineering after passing Engineering Degree level examination to the satisfaction of the Council of the Institution.

2.0 FEE PAYABLE ALONG WITH APPLICATION:

SI No.	Application		Fee for applicants from India & Nepal (₹)	Fee for applicants from SAARC countries (US \$)	Fee for applicants from any other countries (US \$)			
2.1	For Direct Enrolment (paying remittance)	in single	600+450+1900+250= 3200	30+20+95+25= 170	95+95+190+25= 405			
2.2	For Transfer (those who paid composite subscription in existing grade)	AIE to AMIE	600+240+600+250= 1690	30+14+30+25= 99	95+70+60+25= 250			

N.B.

 (i) The breakup as shown in the table above are in the following order: Regn Fee+Entrance Fee+Composite Subscription (in single remittance)+Fee for Photo Identity Card [for direct enrolment]

or

Regn Fee+Transfer Fee+Difference in Composite Subscription+Fee for Photo Identity Card [for transfer cases].

(ii) 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 proforma enclosed, or

By Online Payment through our Website : www ieindia.org, or

By 'At Par' outstation cheques.

3.0 DOCUMENTS (ATTESTED PHOTOCOPIES) TO BE ATTACHED:

- 3.1 Certificate in support of date of birth.
- 3.2 Certificate in support of examinations passed including BE/B.TECH final pass certificate (or marksheets with Provisional Certificates).
- 3.3 Documentary proof in support of present position/designation.
- 3.4 In case the applicant is working in a private degree/diploma Engineering College, the Letter of Approval (LOA) of the Institute from AICTE.
- 3.5 For Self Employed Persons, following additional documents should be attached:

i) Company profile, ii) Age of the organisation, iii) Annual Turnover of the organisation for last 3 years (duly certified by a Chartered Accountant), iv) Number of technical personnel engaged in the organization with details of hierarchy and the position of the applicant therein, v) Important jobs/projects executed during last five years and the involvement of the applicant therein, vi) Contribution to the society through the product or service of the company, and vii) Administrative/Management experience and/or professional attainments, if any.

NOTE: ALL OF THESE DOCUMENTS MUST BE ATTESTED BY ONE OF THE SUPPORTERS OF THE APPLICATION. EACH INFORMATION PROVIDED BY THE APPLICANT IN THE APPLICATION FORM MUST BE COUNTERSIGNED BY AT LEAST ONE SUPPORTER.

4.0 ACKNOWLEDGEMENT FOR RECEIPT OF PAYMENT:

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 communication.

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 sounded by the system.

5.0 QUERY FOR THE STATUS OF APPLICATION:

Through Internet:

The processing of application for enrolment normally takes two 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 your mobile number and DD no. of remittance in all such communication.

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 sounded by the system.

6.0 OTHER INFORMATION:

- (1) Surname and remaining name together should not be more than 37 characters. Leave one box blank after each completed word in filling up names and address in the application form on page 5 of 9. 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) The form should be properly supported by specified number of members (F/M/AM) as required.
- (4) Every applicant should carefully note the unique Reference No. received by SMS/IVRS and DD No.(if paid by Demand Draft) and refer the same for all future correspondence with IEI.
- (5) Any change in address should be intimated to this office without delay by any of the following means:
 - i) By logging-in through our website www.ieindia.org.
 - ii) By sending email to : pro@ieindia.org, or
 - iii) By sending Letter addressed to the Director (Membership), The Institution of Engineers (India), 8 Gokhale Road, Kolkata 700020.

Procedure to Log in:

On clicking the 'Log In' tab on the homepage, a 'Member Login' window will appear on the right side. Membership Category should be entered along with seven digits continuously (e.g. AM0123456) as the Login id. To avail password, the 'Get Password' option should be clicked and the Password will be automatically send via SMS/e-mail. If unable to do so for any reason, an e-mail should be sent to edp@ieindia.org requesting for password by giving membership no, mobile no. and e-mail id.

- (6) Any deficiency/ discrepancy in the application form is intimated by sending a letter. Also, month wise list of such 'Discrepancy in Application' with details are available in our website.
- (7) Only corporate members are eligible for 'Chartered Engineer' certificate.
- (8) Signature of the Applicant on the application form, if in any language other than English, must be attested by a Gazetted Officer with seal.
- (9) For details of membership, please see the Bye Laws and Regulations as available in our website.
- (10) Applicant residing/practising/working in abroad must remit the fee in US \$ only.
- (11) 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.
- (12) 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.
- (13) 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.
- (14) 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).
- (15) No request for change in name is entertained after election.
- (16) Final decision on every application rests with the Council of IEI only. The decision is final and binding on the applicant.

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The Institution of Engineers (India)



An ISO 9001:2008 Certified Organisation 8 GOKHALE ROAD, KOLKATA 700 020 Application for Associate Member (AMIE)

	For	Office Use	
Meeting No		 Excess amount, if any, received Chartered Engineer Certificate 	
Enrolled on		 Journal	: Rs.
Division attached	lournal Choice	Any other	: Rs.
			Director (Membership)
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(in capitals)	[Jumanic]		
Specimen Signature —	→ [
of the applicant			Passport or stamp
(preferably in English)			size photograph to be pasted here (do not sign on the photograph)
		The signature should not touch the box	
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Supporter : Verified the photograph and signature of the applicant

Name (in Capitals)	Membership No.	Signature (preferably in English) with date
1	F/M/AM	
<i>Note : The Photograph and signatur membership application form.</i>	re are to be verified by one of a	the supporters who will sign on page 5 of 9 of the
Encl : (A) Draft no.	for Rs.	Date
Bank name & branch (in Capitals))	
(B) Credit Card No.	authorisation)	
(C) Request Reference No (if paid online)		
Note : Please use DD No./Credit Car	d No./Online reference No. for	queries, if any.
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* Please indicate choice of attachment to Division where applicable, Please see 'Notes' below. (indicate one

Division only with a tick 🗹 mark inside the box).										
Aerospace	Computer	Mechanical								
Agricultural	Electrical	Metallurgy & Materials Science								
Architectural	Electronics and Telecommunication	Mining								
Chemical	Environmental	Production								
Civil	□ Marine	Textile								

- *Note 1* : The applicant shall be attached to the Division as per his/her engineering qualification. Choice of attachment to any other Division needs to be supported by adequate proof of expertise/experience in that Division.
- *Note 2* : Applicant should not opt for the engineering division in which he/she wants to appear in additional branch in Section B examination of the Institution.
- *Note 3 : The applicant shall be attached to the respective Engineering Division as per table given below.

Group of Engineering / Technology	Engineering Division
Petroleum, Petrochemical, Biotechnology, Food Technology, Biochemical Engineering, Pulp and Paper Technology, Sugar Technology, Leather Technology, Plastics & Rubber Technology, Polymer Engineering, Polymer Science & Rubber Technology, Oil Technology, Paint Technology	Chemical Engineering
Ceramic Engineering / Technology, Material Science & Technology	Metallurgy & Materials Science
Information Technology	Computer Engineering
Instrumentation & Measurement, Instrumentation,	Electronics & Telecommunication Engineering/ Electrical Engineering
Bio-medical Engineering, Applied Electronics & Instrumentation Engineering	Electronics & Telecommunication Engineering
Industrial Engineering, Automation & Robotics Engineering, Industrial Engineering and Management, Printing Technology	Production Engineering
Power Engineering, Electrical & Electronics Engineering, Instrumentation & Control Engineering	Electrical Engineering
Automobile Engineering, Energy	Mechanical Engineering
Transportation Engineering	Civil Engineering

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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 an Associate Member.

Name (in Capitals)	Membership No.	Signature (preferably in English) with date
1	F/M/AM	
2	F/M/AM	

Note : Each information provided by the applicant must be authenticated by a supporter of the application

GINEERING	Name of Examination/s Passed or Section 'B' of IEI	Branch of Engineering	Examining Authority	Full Name and Address of the College/Institution IE(I) Roll No.	Year of Passing	ication by a Supporter
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osition	Exact Designation	Date of Holding the Position	Place of Posting	Full name and address of the pres	sent employer	on by a ter
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Uptodate Chronological Engineering Career

Designation(s) of post(s) held	Name and address of Employer	From (Date)	To (Date)	
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• In the case of Self-employment / Consultancy, please enclose i) Company profile, ii) Age of the organisation, iii) Annual Turnover of the organisation for last 3 years (duly certified by a Chartered Accountant), iv) Number of technical personnel engaged in the organization with details of hierarchy and the position of the applicant therein, v) Important jobs/projects executed during last five years and the involvement of the applicant therein, vi) Contribution to the society through the product or service of the company, and vii) Administrative/Management experience and/or professional attainments, if any (all documents duly attested by a supporter).

For Military Personnel only

- (i) Present Rank,
- (ii) Actual date of Commission, and
- (iii) Personal Number

Details of Professional Career :

- (a) Most Important Engineering works for which personally responsible (Please attach statement duly attested)
- (b) Research and Teaching Experience (if any) [Please attach statement duly attested]
- (c) Specialisation (if any) [Please attach sheet duly attested]

Technical Papers Published (if any) [Please attach sheet duly attested as per following format]

Title of the Paper	Name of Journal in which Published	Date of Publication
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Membership of other Engineering Institutions/Societies (if any) [Please attach sheet duly attested as per following format]

Name of Institution / Society	Grade of	Date of	Whether still
	Membership	Election	a Member

CHECK-LIST OF DOCUMENTS FOR CORPORATE MEMBER

(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. Two photographs affixed on the designated places on page 3 of 9.
- 2. Demand Draft of Rs. _____ in favour of 'THE INSTITUTION OF ENGINEERS (INDIA)', payable at KOLKATA, if paid by Demand Draft.
- 3. Credit card authorisation form if paid by Credit Card.
- 4. Attested Xerox copy of B.E./B.Tech and M.E./M.Tech (if any) and Ph.D (if any) Degree certificates issued by the University duly attested by a supporter of the application.
- 5. Attested xerox copy of final pass certificate. In case of Provisional certificates, attested xerox copy of Final pass mark-sheet indicating all subjects clearly.
- 6. Attested xerox copy of documentary evidence in support of date of birth.
- 7. Attested copy of post qualification professional experience details in chronological order.
- 8. Experience/career details are duly authenticated by one of the supporters.
- 9. Attested copy of documentary proof in support of present position/designation.
- 10. In case the applicant is working in a private degree/diploma Engineering College, the attested xerox copy of Letter of Approval (LOA) of the Institute from AICTE.
- 11.
 For Self Employed Persons
 - (i) Company profile
 - (ii) Age of the organisation
 - (iii) Annual Turnover of the organisation last 3 years (duly certified by a Chartered Accountant)
 - (iv) Number of technical personnel engaged in the organization with details of hierarchy and the position of the applicant therein
 - (v) Important jobs/projects executed during last five years and the involvement of the applicant therein
 - (vi) Contribution to the society through the product or service of the company
 - (vii) Administrative/Management experience and/or professional attainments, if any.

This check-list will ensure faster processing and disposal of your application.

JOURNALS OF THE INSTITUTION OF ENGINEERS (INDIA)

The Institution of Engineers (India) has tied up with M/S Springer (India) Pvt Ltd, a globally reputed publishing house for International journals. Corporate Members of the Institution can view the soft copy of the IEI journals free of cost by logging in through the website <u>www.ieindia.org</u>. The detailed process for logging-in is described at point (5) under 6.0 at page 2 of 9.

Series of Journals of IEI	Number of issues per year	Annual Subscription per series for Corporate Members and Associates of IEI (paying in INR)	Annual Subscription per series for Corporate Members and Associates of IEI (paying in US\$)	
Series A				
Series B	4	1500	100	
Series C				
Series D	0	1100	70	
Series E	2	1100	70	

Series-wise tariff for hard copy of the Journals

Series A includes journals of *Civil, Architectural, Environmental and Agricultural Engineering,* Series B includes journals of *Electrical, Electronics & Communication and Computer Engineering,* Series C includes journals of *Mechanical, Aerospace, Production and Marine Engineering,* Series D includes journals of *Metallurgical & Materials and Mining Engineering* and Series E includes journals of *Chemical and Textile Engineering.*

To subscribe for hard copy of Institution Journals, the application should be sent in a plain paper with the requisite amount by Demand Draft (DD) in favour of 'Springer (India) Private Limited' payable at New Delhi, mentioning membership number, the number of the journal-series required (viz. Series-A/B/C/D/E), and the detailed contact information (including the postal address of the applicant), to the following address:

Mr. Alvin K Masih

Assistant Manager – Subscriptions, Springer India Pvt. Ltd., 7th Floor, Vijaya Building, 17, Barakhamba Road, New Delhi 110001 Phone: 91-11-45755817 / 91-9810460820 Email: <u>Alvin.Masih@springer.com/ indianjournals.service@springer.com</u>

For further details about IEI journals, please visit our website www.ieindia.org.

For any clarification please contact any one of the following addresses

Ph : (0326) 2311020, e-mail: iei_dlc_10@yahoo.co.in *Dharwad :* Balekundry Bhavan, Sir M Visvesvaraya Road, Dharwad 580 001 (Karnataka) State Centres Andaman & Nicobar : PB No. 161, AHW-CSWD Store Complex, Port Blair 744 101 Ph: (0836) 2742979, e-mail: ieidlc@sancharnet.in e-mail: iei.pblc@gmail.com Andhra Pradesh : Visvesvaraya Bhavan, Khairatabad, Hyderabad 500 004 Ph : (040) 23314969, e-mail: ieiapsc@gmail.com Assam : Panbazar Overbridge, East Lane, Guwahati 781 001, Ph : (0361) 2548742, e-mail: iei_guw@sify.com Durgapur 7 i Nehru Avenue, B Zone, Durgapur 7 i 3 205 Telefax : (0343) 2564770, e-mail: dgp_ieidgp@yahoo.in Faridabad : YMCA Institute of Engineering, Quarter No. 45, Sector 6, Faridabad 121 006 Bihar : 1942 Kranti Marg (Hardinge Road), Near R-Block Chauraha, Patha 800 001 Ph : (0612) 2222639, e-mail: ieibsc@gmail.com Chhattisgarh : NIT Campus, Raipur 492 010, Ph : (0771) 2254625, e-mail: ieicgsc@gmail.com Ph : (0129) 4158798, e-mail: ieifbdlc@hotmail.com Ghaziabad : 15 Shopping Complex, ALTT Centre, Raj Nagar, Ghaziabad 201 002 (UP) Ph : (0120) 2728699, e-mail : iei_glc@yahoo.com Delhi : Engineers Bhawan, Bahadur Shah Zafar Marg, New Delhi 110 002, Ph : (011) 23379052 / 23379948 Gulbarga : Visvesvaraya Bhavan, Court Road, Gulbarga 585 102 e-mail: ieidsc@vsnl.com Ph : (08472) 229704, e-mail : iei_gul@yahoo.com Indore : SGSITS Campus, 23 Visvesvaraya Marg (Park Road), Indore 452 003 Goa : D Type Quarters D-8-1, Government Polytechnic Campus, Altinho, Panaji, Goa 403 001 Ph: (0832) 2434686, e-mail: ieigoa@sify.com Ph : (0731) 2434057, e-mail: ieindore@yahoo.co.in Gujarat : Bhaikaka Bhavan, Law College Road, Ahmedabad 380 006, Ph : (079) 26400811 Jabalpur : Visvesvaraya Marg, Civil Lines, Jabalpur 482 001 e-mail: iei_gsc@yahoo.com Telefax : (0761) 2678929, e-mail: jlc_iei@yahoo.co.in *Jammu* : Institution Complex, Sector 3, Channi Himmat, Jammu 180 015 Haryana : H No. 9, Ranjeet Enclave, Ashoka Nursery, Kunjpura Road, Karnal 132 001 Ph : (0184) 2266176, e-mail: ieihry@yahoo.com Ph : (0191) 2462545, e-mail: ieijammu@rediffmail.com Himachal Pradesh : Victoria Place, Nigam Vihar, Shimla 171 002 Telefax : (0177) 2623736, e-mail: ieishimla@yahoo.co.in Jammu & Kashmir : Near Amarsingh Club, Sonwarbagh, Srinagar 190 001 Jamshedpur : Subarnarekha Link, Sakchi, Jamshedpur 831 001 (Jharkhand) Ph : (0657) 2427982, e-mail : ieijlc@rediffmail.com Jodhpur : Residency Road, Jodhpur 342 011, Ph : (0291) 2432708, e-mail: ieijlc@gmail.com Telefax : (0194) 2501156, e-mail: iei.jksc@rediffmail.com Jharkhand : Engineer Bhavan, Nepal Kothi Campus, Ranchi 834 002 Kadapa : Prakash Nagar, Kadapa 516 004, Telefax : (08562) 245808, e-mail: ieikadapa@rediffmail.com Kakinada : JNTU College of Engg. Campus, NFCL Road, Kakinada 533 003 Kalpakkam : 4th Avenue, DAE Township, Kalpakkam 603 102 Ph : (0651) 2491344/2490655, e-mail: ieiranchi@yahoo.co.in Karnataka : 3, Dr B R Ambedkar Veedhi, Bangalore 560 001 Ph : (080) 22264698/22207402, e-mail: ieiksc@dataone.in, ieiksc@gmail.com Kerala : Visvesvaraya Bhavan, Opp. to Kanakakunnu Palace, Thiruvananthapuram 695 033 Telefax: (044) 27480068, e-mail: ieikk@ijcar.gov.in *Kanpur :* Engineers Bhawan, HBTI East Campus, Nawabganj, Kanpur 208 002 Telefax: (0512) 2560034, e-mail: ieikanpur@hotmail.com Ph : (0471) 2322991, e-mail: ietvm@vsnl.com Kharagpur: Indian Institute of Technology Campus, Kharagpur 721 302 (WB) Ph : (03222) 255221 to 224 / 277390 to 393 Extn 8047, e-mail: ieiklc2008@gmail.com Kochi : St Benedict Road, Kochi 682 018, Ph : (0484) 2390286, e-mail: ieikochi@vsnl.com Madhya Pradesh : Dr M Visvesvaraya Marg, P.O. Habibganj, Bhopal 462 024 Ph : (0755) 2474572, e-mail: ieimpsc@yahoo.co.in Maharashtra : 15 Haji Ali Park, Keshavarao Khadye Marg, Mahalaxmi, Mumbai 400 034 Kolhapur : C/o Executive Engineer, Minor Irrigation Division, Sinchan Bhawan, Tarabai Park Ph : (022) 23543650/23542943, e-mail: ieimsc@gmail.com Manipur : Govt. 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