

Indian Institute of Materials Management (IIMM) a Centre of Higher Education and Research Studies, having its office at 4598/12 B, Daryaganj, New Delhi – 110002, is going to conduct a Professional Diploma course in Contract Management (PDCM) for the executives of Coal India Limited and its Subsidiary Companies in E-3 to E-6 Grade having Bachelors Degree in any discipline. Indian Institute of Coal Management, Kanke, Ranchi – 834006 (IICM) will facilitate in conducting the said course. The details of the said course are as follows:

01.	Course Fee	Rs. 15000/- (non-refundable)
02.	Course Duration	Six Months
03.	Downloading of Admission Form	From: 20/02/2016 To: 31/03/2016
04.	Last date of Receipt of Admission Forms at IICM [through respective GMs(HRD) of CIL and its subsidiaries]	15/04/2016
05.	Forwarding of Valid Admission Forms to IIMM by IICM	20/04/2016
06.	Commencement of Programme	01/05/2016
07.	Dispatch of Courseware by IIMM to Participants	14/05/2015
08.	Commencement of Contact Class at IICM	22/ 08/2016 to 03/09/2016
09.	Assignment to Participants	03/09/2016
10.	Submission of Assignment	15/10/2016
11.	Term End Examination at IICM	12/11/2016
12.	Publication of Result by IIMM Website - <a href="http://www.iimm.org">http://www.iimm.org</a>	November, 2016

The Admission Form of the said course may be downloaded, free of cost from the official websites of both Indian Institute of Materials Management ([www.iimm.org](http://www.iimm.org)) and Indian Institute of Coal Management, Ranchi ([www.iicm.ac.in](http://www.iicm.ac.in)).

The executives of Coal India Limited and its Subsidiary Companies who are interested in enrolling themselves for the said course of PDCM of IIMM are requested to submit the duly filled in Admission Form along with the Admission Fee of Rs. 15,000/- (Rupees Fifteen thousand only) in the form of a Demand Draft in favour of Indian Institute of Materials Management, payable at Mumbai and other

requisite documents as mentioned in the Admission Form, within the stipulated date to the following Address:

Abhijit Majumder  
Nodal Officer (PDCM – IIMM)  
Indian Institute of Coal Management  
Kanke,  
Ranchi – 834 006.  
Contact No.: 8987434693

It may be noted that candidates who had enrolled in PDCM of Session-2015 and had failed to attend/appear for the contact classes/term end examination of that session can enroll themselves in the ensuing PDCM programme of Session 2016 without paying any additional Admission Fee. However, such candidates, like any other fresh candidate will have to submit an application form in the prescribed format of the current session, duly forwarded by the employer as explained in the 'Note' below. The details of the payment already made in previous session shall be mentioned by such candidates in Sl. No. 02 of the application form. This may also be noted that such exemption from payment of Admission Fee will be made for the last time to the candidates of PDCM Session – 2015 in the ensuing programme of PDCM of Session – 2016.

**Note:** The application forms of respective candidates are to be firstly forwarded by the Area General Manager (in case of posting of the candidate in any Area of Subsidiary Company of CIL) or by the Regional Director (in case of posting of the candidate in any Regional Institute of CMPDIL) or by the H.O.D. (in case of posting of the candidate in Company H.Q./Regional Sales Office/CIL New Delhi). The application should be forwarded to the respective GMs/Head (HRD) of the said company. The GM/Head (HRD) after keeping a record of the applicant will forward the applications to the Nodal Officer, IICM for further transmission of the same to IIMM by IICM. Applications sent directly to IICM by any candidate will not be entertained.

### **Frequently Asked Questions**

Q.1. Will the period of attending the contact class and term end examination at IICM be considered as official duty?

Ans: Attending the contact classes and term-end examination at IICM will be considered at par with attending any other programme at IICM and may be treated accordingly.

Q.2. Will the travel expense to IICM be borne by the Company?

Ans: Yes, as it is done for attending any other programme at IICM.

Q.3. Will there be any incentive for completing the course?

Ans: A candidate can earn a Professional Diploma while on job without taking any leave and without incurring any expense for stay and travel during the contact classes and term-end examination.

For any other query, Nodal Officer (PDCM – IIMM), IICM, Ranchi may be contacted.

**Indian Institute of Materials Management  
Navi Mumbai  
Admission Form for 2016**

Affix Passport  
Size Photo with  
Signature

Reg. No..... Date.....  
(To be filled by IIMM)

1. Program Name Professional Diploma in Contract Management (PDCM)

2. DD Details

a). DD No.  b). DD Date

c). Amount (Rs) 1 5 0 0 0

d). Bank   
(in favour of Indian Institute of Materials Management, Payable at Mumbai)

3. Name of the Candidate

4. Father's Name

5. Mother's Name

6. Address for Communication

a). State  b). PIN

7. Permanent Address

a). State  b). PIN

8. Tel. No.  9. Mob. No.

10. Email ID

11. General Information

a) Date of Birth  b). Gender M F c). Category GEN SC ST OBC

d) Nationality

e) Date of Joining CIL

12. Academic Qualification Details

S.No.	Name of Examination	Year of Passing	Name of Board/University	Aggregate Percentage

13. Whether you are Expelled/Restricted from any educational Institute or convicted by a Court of Law or if any case is pending against you in a Court of Law? If so, Give details

<p>I certified that the above statements have been filled in by me and that the entries made are correct.</p> <p>Place</p> <p>Date</p> <p style="text-align: right;">Signature of the Applicant</p>
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14. Enclosures

- a) The DD in favour of "Indian Institute of Materials Management payable at Mumbai".
- b) Self Attested copies of the qualification documents.
- c) Certificate of being a SC/ST/OBC (issued by Competent Authority)

FOR USE OF EMPLOYER OF THE CANDIDATE

<p>This is to certify that Shri/ Smt _____ Designation _____ of _____ Grade presently posted at _____ (Name of the Coal Company) is allowed to enroll in the Professional Diploma Course in Contract Management of IIMM. He will be released officially for the contact classes and examination to be conducted at IICM, Ranchi as and when notified by IIMM/IICM during the period of the course.</p> <p style="text-align: right;">(Signature of Forwarding Officer)</p> <p style="text-align: right;">(Name of Forwarding Officer)</p> <p style="text-align: right;">(Designation of Forwarding Officer)</p> <p>Date:</p>
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The application of Shri/ Smt \_\_\_\_\_ Designation \_\_\_\_\_  
of \_\_\_\_\_ Grade presently posted at \_\_\_\_\_ is hereby forwarded along with DD No.  
\_\_\_\_\_ dated \_\_\_\_\_ of \_\_\_\_\_ (Name of  
the Bank) \_\_\_\_\_ (Name of the branch) in favour of Indian Institute of Materials Management  
payable at Mumbai for verification and further necessary action.

(Signature of Nodal Officer, IICM)

(Name of the Nodal Officer, IICM)

It is hereby certified that the particulars given in this application form have been verified by us  
and found correct as per certificates enclosed. The name of the student, Father's name, date of  
birth & other details have been found matching with the certificates provided by the applicant.

Date:

Assistant Registrar  
IIMM

Signature  
Chairman – BOS, IIMM