NOTIFICATION

The Indian Institute of Coal Management, Ranchi in collaboration with the 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:

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<tr>
<td><strong>01.</strong></td>
<td><strong>Course Fee</strong></td>
<td>Rs. 15000/- (non-refundable)</td>
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<td><strong>02.</strong></td>
<td><strong>Course Duration</strong></td>
<td>Six Months</td>
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<td><strong>03.</strong></td>
<td><strong>Downloading of Admission Form</strong></td>
<td>07/03/2020 - 15/04/2020</td>
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<td><strong>04.</strong></td>
<td><strong>Last date of Receipt of Admission Forms at IICM</strong></td>
<td>30/04/2020</td>
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<td><strong>05.</strong></td>
<td><strong>Forwarding of Valid Admission Forms to IIMM by IICM</strong></td>
<td>15/05/2020</td>
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<td><strong>06.</strong></td>
<td><strong>Dispatch of Courseware by IIMM to Participants</strong></td>
<td>15/06/2020</td>
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<td><strong>07.</strong></td>
<td><strong>Commencement of Programme</strong></td>
<td>01/06/2020</td>
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<td><strong>08.</strong></td>
<td><strong>Commencement of Contact Class at IICM</strong></td>
<td>13th July to 25th July, 2020</td>
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<td><strong>09.</strong></td>
<td><strong>Assignment to Participants</strong></td>
<td>1st August, 2020</td>
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<td><strong>10.</strong></td>
<td><strong>Submission of Assignment</strong></td>
<td>30th Nov, 2020</td>
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<td><strong>11.</strong></td>
<td><strong>Term End Examination at IICM</strong></td>
<td>15th Jan, 2021</td>
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<td><strong>12.</strong></td>
<td><strong>Publication of Result by IIMM Website - <a href="http://www.iimm.org">http://www.iimm.org</a></strong></td>
<td>Feb, 2021</td>
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**Admission Forms:**

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) and Indian Institute of Coal Management, Ranchi (www.iicm.ac.in).

**Enrollment:**

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 in the following Address:
It may be noted that candidates who had enrolled in PDCM of Session-2019 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 2019 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 – 2016 in the ensuing programme of PDCM of Session –2020.

Note: The application forms of respective candidates are to be be forwarded by 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**

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.

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 and should be sponsored by company HRD.

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

   Ans: They are many. 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. Moreover, the candidate will also be eligible for exemption of subjects for pursuing MBA courses of IIMM on successful completion of PDCM.
# Indian Institute of Materials Management
## Navi Mumbai
### Admission Form for 2020-21

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<th>Reg. No: ................................................</th>
<th>Date: ..................................</th>
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<td>(To be filled by IIMM)</td>
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1. **Program Name**
   - Professional Diploma in Contract Management (PDCM)

3. **DD Details**
   - a). DD No. 
   - b). DD Date
   - c). Amount (Rs): 15000
   - d). Bank (in favour of Indian Institute of Materials Management, Payable at Mumbai)

4. **Name of the Candidate**

5. **Father’s Name**

6. **Mother’s Name**

7. **Address for Communication**
   - a). State
   - b). PIN

8. **Permanent Address**
   - a). State
   - b). PIN

9. **Tel. No.**
10. **Mob. No.**
11. **Email ID**

12. **General Information**
   - a) Date of Birth
   - b). Gender [M] [F]
   - c). Category [GEN] [SC] [ST] [OBC]
   - d) Nationality
   - e) Date of Joining CIL

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13. Academic Qualification Details

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<tr>
<th>S.No.</th>
<th>Name of Examination</th>
<th>Year of Passing</th>
<th>Name of Board/University</th>
<th>Aggregate Percentage</th>
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14. 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

I certify that the above statements have been filled in by me and that the entries made are correct.

Place

Date

Signature of the Applicant

15. 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

This is to certify that Shri/ Smt ______________________ EIS No ___________ 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.

(Signature of Forwarding Officer)

(Name of Forwarding Officer)

(Designation of Forwarding Officer)

Date:
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)

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

Signature Co-Chairman – BOS, IIMM