

## **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:**

01.	Course Fee	Rs. 15000/- (non-refundable)
02.	Course Duration	Six Months
03.	Downloading of Admission Form	From: 21/01/2019 To: 11/03/2019
04.	Last date of Receipt of Admission Forms at IICM	11/03/2019
05.	Forwarding of Valid Admission Forms to IIMM by IICM	23/03/2019
06.	Dispatch of Courseware by IIMM to Participants	15/04/2019
07.	Commencement of Programme	21/04/2019
08.	Commencement of Contact Class at IICM	20 <sup>th</sup> July to 1 <sup>st</sup> August,2019
09.	Assignment to Participants	1 <sup>st</sup> August, 2019
10.	Submission of Assignment	15 <sup>th</sup> September, 2019
11.	Term End Examination at IICM	4 <sup>th</sup> week of October, 2019 (Three to four days)
12.	Publication of Result by IIMM Website - <a href="http://www.iimm.org">http://www.iimm.org</a>	November, 2019

### **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](http://www.iimm.org)) and Indian Institute of Coal Management, Ranchi ([www.iicm.ac.in](http://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:

Shri Shishir Datta  
Nodal Officer (PDCM – IIMM)  
Indian Institute Of Coal Management  
Kanke,  
Ranchi – 834 006.  
Contact No.: 8319268898

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

Note: The application forms of respective candidates are to 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**

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 and should be

sponsored by company HRD.

Q.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.