

# Syllabus of Materials Management Coal India Limited

## Qualifying Examination for Promotion from Non-Executive to Executive Cadre

The keywords marked in **GREEN** are covered in our course.

The keywords marked in **RED** are not covered in our course.

The keywords marked in **YELLOW** are not covered in our course, as of now, but we will create content on these keywords and make it available

**For any queries, please call us at 9717781110**

## Paper 2 Syllabus

### 1. Basics Principles and Practices

- a) Concept of Integrated Materials Management System
- b) Importance and scope of Materials Management
- c) Supply Chain Management
- d) Make or buy decisions
- e) Vendor Rating
- f) Business Correspondence

### 2. Purchase Management

- a) Procurement Cycle
- b) Ethical concepts in Purchase
- c) CIL Purchase Manual 2020 and its amendments
- d) Procurement on GeM
- e) Tendering- Scrutiny of indents, preparation of tender documents, Evaluation of tenders, Award of orders etc.
- f) Lead time Analysis
- g) Post Contract Management – Amendments to Contracts etc.
- h) Legal aspects of purchasing: Indian Contract Act, Sale of Goods Act, Indian Companies Act, GST Act, Arbitration & Conciliation Act.
- i) Integrity Pact- Standard Operating Procedure
- j) Competition Commission of India
- k) Procurement process and documentation for import of Goods- INCOTERMS, Letter of Credit etc.

### 3. Stores and Inventory Control Management:

- a) Online Materials Management System
- b) Standardization and Codification of items

- c) Stores function, Types of Stores, Receipts, Inspection, Storage Procedure, Preservation Procedure, Safety and Security aspects, Issue System, Disposal of unserviceable scrap including survey off and disposal activity, store records, legal aspects of store keeping.
  - d) Uniform policy for Disposal of Scrap at CIL
  - e) Stock Verification and Store Accounting
  - f) Need for Inventory, Inventory Cost, Inventory Control methods (ABC, XYZ Analysis – VED, GOLF, FSN, HML etc.). Determination of Economic Order Quantity, Forecasting Techniques, Determination of Safety Stocks, Spare Parts Inventory.
  - g) Materials Handling Systems and Equipment, Economic aspects of Materials handling and Transportation, Comparative Transportation costs, Issues relating to selection of carriers.
  - h) Insurance and Responsibilities of the different stakeholders.
4. Computer Awareness and Information Technology
- a) Basic knowledge of computer applications like MS Office etc.
  - b) Awareness of SAP-ERP in CIL

## Paper 1 Syllabus

### Section-I:- Quantitative Aptitude and data analysis Test (10 Marks)

- i. Percentage
- ii. Profit & loss
- iii. Ratio & proportion
- iv. Time and motion
- v. Simple and Compound Interest
- vi. Volumes
- vii. Data analysis, usage of Mean, Median, mode, graph, pie chart

### Section-II: Organizational Profile, Financial Overview, and Strategic Initiatives (10 Marks)

#### 1. ORGANIZATIONAL PROFILE

- a) Coal industry in India- a retrospect; Nationalization of Coal Mines
- b) Strategic Relevance of Coal and Coal India; Organizational Structure of CIL
- c) Vision, Mission and Objectives of Coal India
- d) Coal Production- Past, Present and Future
- e) EPS of shares of CIL
- f) Trend of Productivity (Under Ground, Open Cast and Overall), Trend of raw coal production vis-a vis reduction in manpower since 1975-76; Trend of coal off-take in

major sectors; industry wise consumption pattern of coal, Fuel wise share of coal in electricity generation  
g) New initiatives of CIL

## 2. FINANCIAL PERFORMANCE OF CIL

- a) Highlights of Financial Performance of CIL
- b) Current Sales (Gross), Gross Profit, Net Worth, PBT, PAT and market capitalization
- c) Cost component of CIL and Terminologies in cost sheet, (OMS/EMS etc.)

## Section-III: Product Profile (10 Marks)

### 1. PRODUCT

- a) Categorization of Coal and Coke, Location of major coalfields, coal reserves and its quality, State wise share of coal reserves in India
- b) Coal demand vs Coal production, Deficit fulfillment measures

### 2. METHODS AND TECHNOLOGIES OF COAL MINING-BASIC CONCEPTS

- a) Underground Mining Methods, Board and Pillar; Long wall Mining methods; Intermediate Mining Technology; Mass Production Technology
- b) Opencast Mining Methods; Opencast with dumper- shovel combinations-production, productivity, off-take, Opencast with Surface Miner

## Section —IV: Rules of Conduct, Wages, and Employee Welfare (20 Marks)

### 1. GUIDING RULES OF CONDUCT FOR NON EXECUTIVES & EXECUTIVES

- a) Certified Standing Orders of subsidiaries
- b) JBCCI constitution and NCWA I to X
- c) Coal India Executive's Conduct, Discipline and Appeal Rules

### 2. EMPLOYEE WAGES, WELFARE AND SOCIAL SECURITY SCHEMES

- a) CIL Travelling Allowance Rule,
- b) Medical Attendance Rule
- c) Leave Rules for Executives
- d) Leave Provision under NCWA for non-executives
- e) Pension under CMPS 1998
- f) CIL Executive Defined Contribution Pension Scheme 2007
- g) Income Tax liabilities of a salaried employee; Income Tax exemptions on different kind of savings and donations

## Section-V: Important Statutes and Policies Governing Coal India (10 Marks)

- a) The Mines Act 1952 and Mines Rules 1955,
- b) Right to information Act,2005

- c) CSR Policy of Coal India Limited 2021
- d) CIL R&R Policy of 2012
- e) Annuity policy of CIL 2020
- f) CIL's Corporate Environmental Policy
- g) CIL's Safety Policy
- h) CIL Whistle Blower's Policy
- i) CIL ESG Report
- j) Challenges faced in Coal Sector
- k) The Contract Labour (Regulation & Abolition) Act, 1970
- l) Coal Bearing Areas (Acquisition and Development) Act, 1957

#### Section-VI: General Awareness (20 Marks)

- a) Current important national and international events
- b) Indian Economy
- c) National awards and recognitions, sport and cultural events, etc.

#### Section VII: English Language Proficiency and Comprehension (10 Marks)

- i. Synonyms and Antonyms
- ii. Grammatical error
- iii. Reading Comprehension

#### Section VIII: Basic Computer Skills (10 Marks)

##### 1. MS OFFICE/MS EXCEL/MS POWER POINT

- a) Creating a new document, modifying (editing) a document, page layout, printing documents, creation and modification of tables, etc.
- b) Creating EXCEL sheet, adding removing sheets, modifying data, sorting & filtering data.

##### 2. USES OF INTERNET