

IMPORTANT ANNOUNCEMENT

For All Members appearing at the AMIIM Examinations

1. **JUNE 2010** AMIIM Examinations will be held tentatively from **26th June , 2010** as per the Time Table given herewith. The exact date will be notified while sending the Admit Cards. In case, any candidate does not receive the Admit Card before examination, he/she should contact the Officer-in-Charge of the respective Examination Centre (**Details available in IIM Net**) for Duplicate Admit Card, if his/her name appears in the List of Candidates (**down-loadable from IIM Net**), together with the attested copy of the passport size photograph. If however, any student's name does not appear in the List, he/she should assume that his/her form has been received by us late and hence he/she cannot appear in June 2010 examinations. His/her form is kept for December 2010 examinations.
2. No Candidate will be allowed to appear at the immediately available AMIIM Examinations, after enrolment as Member. However, a Member must appear at the AMIIM Examination within 18 (eighteen) months from the date of enrolment as Member, subject to fulfilment of other eligibility criteria.
3. **Examination Application Form (both original and duplicate copies)** should be sent to **IIM HO only** accompanied by two passport size photographs duly attested by a valid Member of the Institute (not by Student Member) or by the employer of the candidate and examination fees. Name & Membership No. of the candidate should be mentioned on back side of each photograph. Official Receipt will be sent together with the Admit Card. Incomplete Application Forms will be rejected.
4. After sending their Examination Application Forms to IIM Head Office, the candidates should also intimate their respective Chapter Secretary in writing giving details of their Membership No., name of the subject/s to appear, choice of Centre etc.
5. The candidates who would be appearing for the first time in AMIIM Examinations in **June 2010** are required to appear under the **New Syllabus only**. The syllabus of AMIIM Examinations is available with the IIM Head Office against advance payment of Rs. 60/- per copy.
6. **Endorsement of Examination Application Form by any IIM Member or the Employer is not required.**
7. As per the revised regulations w.e.f. June 2001, no candidate will be permitted to appear **in more than 5 (five) papers at a time** in Part-I and Part-II AMIIM examinations. The candidates are therefore advised to select the subjects of appearance to **maximum 5 (five)**. **The successful candidates of Part-I AMIIM Examination held in June 2009 will not be allowed to appear in Part-II AMIIM Examination in December 2009.**
8. The candidates of Part-II AMIIM Examination should select their 2 (two) Special Papers, from the Time Table published herein, to avoid clash in the examination schedule.
9. Examination Fees should be paid in full only by a Demand Draft drawn in favour of "The Indian Institute of Metals, Kolkata". **No Cheque/Postal Order/Money Order will be accepted under any circumstances.** The revised fees for AMIIM Examinations (**effective from 1 January 2005**) is **Rs.1000/-** for both Part-I and Part-II (including cost of the Form).
10. The last date of receiving the completed Application Forms for **June 2010 AMIIM Examinations is 31st May, 2010**. **Candidates are advised to send the Application Forms directly to the Institute Head Office only at Plot - 13/4, Block - AQ, Sector-V, Salt Lake, Kolkata - 700 091 well in advance, so as to reach by the closing date.** Application Forms received after the last date (closing date) will not be accepted under any circumstance, even if the same is despatched well in advance. The Institute reserves the right to return the Application Forms due to late receipt.
11. Attested copies of Certificates/Mark Sheets (**All Parts and both sides for Subject Codes**) should be submitted in support of claim for exemptions in any subject/s. **This is obligatory for candidates appearing for the first time.** Candidate claiming exemptions on the basis of their earlier examinations are required to mention their Registration No. and the year of passing the subject/s in which exemption is/are sought in the Application Form, failing which it will be presumed that no exemption is sought for and further correspondence in this respect will not be entertained.

12. In case candidates do not want to appear in any subject/s already indicated in the Application Form, matter should be informed to the Institute Head Office in writing before commencement of the AMIIM Examination, failing which they will be marked 'ABSENT' in the Grade Sheet in that particular subject/s. No consideration will be given to this effect on requests received after completion of the examination.
13. The examinations will be held at the following Centres provided there are a minimum number of 15 candidates at each Centre : **B E College, Bangalore, Baroda, Bhilai, Chennai, Delhi, Durgapur, Hyderabad, Ichapur, Jamshedpur, Keonjhar, Mumbai, Nagpur, Poona, Raigarh, Rourkela, Salem, Sunabeda, Vijaynagar and Visakhapatnam.**
14. Request for change of subject/s or Examination Centre should reach the Institute Head Office in writing at least one month before commencement of the examination.
15. Candidates appearing at the AMIIM Examination should clear their annual Membership Subscriptions up to the current year. Results of defaulting members shall not be communicated. Members defaulting for more than 12 months will not be permitted to appear at the AMIIM Examination as well as will lose their Membership and no exemption will be granted in any subject/s, already cleared. They will have to enrol as fresh Members, if eligible and can appear at the examination as per the New Scheme.
16. The Members who did not appear at the June 2009 AMIIM Examinations following 18 (eighteen) months rule, are not eligible for appearing at the December 2009 AMIIM Examinations. Under the circumstances, they are required to re-register as Members, if eligible and follow the New Regulations in effect from June 2001.
17. Candidates will normally not be allowed to choose their Centre of Examination other than the Chapter to which they belong. In those Chapters, where there is no Examination Centre, candidates are required to indicate their choice of the nearest Centre.
18. Request for re-totalling of assessed Answer Scripts from the failed candidates may be entertained within one month from the date of publication of the results on payment of Rs.100/- per subject.
19. The successful candidates who have enrolled as Members on and after 1. 4. 1991, are required to appear at the Viva-Voce examination as well as to submit a Technical Report duly forwarded by the Employer and the Chapter Secretary, based on their working experience. The final AMIIM Certificates will be issued only on satisfactory performance at the Viva-Voce examination and on approval of the Technical Reports.
20. Mark/Grade Sheets are issued to the candidates showing the marks/grades only for the subject/s in which they have appeared, after the results for Part-I and Part-II are declared. Any discrepancy noted in these Mark/Grade Sheets should be brought to the notice of the Institute Head Office and fresh Mark/Grade Sheets will be issued to them on request after completion of Part-I and Part-II examinations. The charge for Consolidated Mark/Grade Sheets is Rs.100/- for each Part and the charge for duplicate Mark/Grade Sheets is also Rs.100/- for each Part.
21. Henceforth, the results and the Grade Sheets of AMIIM Examinations will be given in the IIM Net (www.iim-india.net). The candidates may access the same thru' their Studentship Nos. or Registration Nos., soon after the results are being declared.

Sd/- Prof P S Banerjee

Date: 4th January, 2010.

Dy. Controller of Examinations