

## **Notice Inviting Expression of Interest**

Indian Institute of Coal Management (IICM) invites expression of interest from the reputed Faculty/Trainers/Individuals having due recognition & vast experience in the area of Business Etiquettes and Soft Skills for empanelment in Indian Institute of Coal Management to take classes at IICM/ Subsidiaries of Coal India Limited/ different coalfields on regular basis.

### **Qualification for Faculty/Trainers/Individuals**

- a) The trainer/ faculty should be of either sex fluent in Hindi & English, both speaking & writing.
- b) The trainer/faculty should have PG Degree/Diploma in Social Sciences/Humanities/ Management Studies/ Hospitality related Studies/psychology from a Recognized Institute/University of National repute.
- c) The trainer/faculty should possess at least 5 years of experience of training in the field of Soft Skills.
- d) The trainer/faculty should be well acquainted with Computers and smart Class.
- e) The trainer/faculty should be aware of modern methods of teaching and should be able to deliver by way of classroom lectures/ using short videos/mocks/game play/ role play etc.
- e) The trainer/faculty should be having sound physical, mental & ethical background & must have a pleasing personality.

### **Scope of Services**

- a) Engaging classes on Soft Skills regularly at the prescribed timings.
- b) Counseling sessions for the participants during working hours, as & when required.

- d) Organizing refresher courses/ soft skill sessions in Indian Institute of Coal Management/Subsidiaries of Coal India Limited/ different coalfields for employees & their family members, as & when desired.

### **Broad Topics to be Covered**

1. **Self-evaluation:** Regularly assessing one's own thoughts, words, and actions against clear meaningful standards keeping abreast with the latest development in general as well as in one's profession. Emotional and Intelligence quotients.
2. **Personal accountability:** Staying focused on what one can control directly—principally self—and controlling one's responses even in the face of factors outside control.
3. **Positive attitude:** Maintaining and conveying a positive impact and substantial enthusiastic conduct in one's expressions, gestures, words, and tone of the effective managers.
4. **Good work practices:** Wellness, self-presentation, time Management, timeliness, punctuality and time management, organization, productivity, quality, follow-through and initiative.
5. **People skills:** Empathy and attentive listening, observing; perceiving and empathizing; effective use of words, tone, expressions and gestures -- verbal, written, one-on-one and in groups, carrying out negotiations.
6. **Proactive learning:** Keeping an open mind, suspending judgment, questioning assumptions, and seeking out information, technique and perspective.
7. **Respect for context:** Reading and adapting to the existing structure, rules, customs, and leadership in an unfamiliar situation, new country/city/situation.
8. **Service:** Approaching relationships in terms of what you have to offer—respect, commitment, hard work, creativity, and sacrifice—rather than what you need or want.
9. **Effective Communication:** Verbal, Written One to One, One to Many, masses, face to face through electronic devices (videos, conducting meeting phones emails etc.) , attending and responding to calls, press meet, facing TV etc.
10. **Team work and Interpersonal Skills:** Playing Whatever role is needed to support the larger mission including coordination, cooperating and collaboration with others in pursuit of shared goal and supporting and celebrating the success of others.
11. **Grooming and Business etiquette:** First Impression, dressing Tips, grooming tips, attitude and behavior, personal hygiene, how to introduce self and others, presenting

and exchange of business cards, small talks, appropriate and inappropriate topics, meeting etiquette, telephone etiquette, E-mail etiquette.

12. **Cross Cultural Sensitivity:** Value Systems, ethnocentric stages of intercultural sensitivity Ethno relative stages of intercultural sensitivity, Culture Shock, overcoming culture shock, chronemics, other important concepts to understand cultural differences, ways to develop culture sensitivity.

**\*Apart from above further topics on soft skills would be added from time to time.**

### **Emoluments & Other Benefits**

The Emoluments per session of 90 minutes would be as per the Undermentioned Chart:

Sl.No	Category of Trainer/Faculty	Rate (Rs.)
1	Serving and Retired CIL/PSU Executives below the rank of Director/Govt. Officials	1500.00
2	Experts from Private Sector Industries/Organizations and Individual Professionals(Local)	1500.00
3	Outstation Experts from Private sector Industries/Organizations and Individual Professionals	2500.00
4	Serving and Retired Director/CMD of CIL, Subsidiaries and Other PSUs'/Govt. Officials of the rank of Joint Secretary & above	2500.00
5	Faculty Members of Academic Institutions other than Explained above	1500.00
6	Faculty Members of Premiere Academic Institutions of National Repute like AIIMS,IITs/IIMs/XLRI etc. of the rank of Associate Professor	2500.00
7	Faculty Members of Academic Institutions of National repute like AIIMS,IITs/IIMs/XLRI etc. of the rank of Professor	5000.00
8	Faculty Members of Eminence and National/International Repute (With the Specific approval of Head of IICM on each occasion	5000.00

Apart from the emoluments the trainer/Faculty would be reimbursed travel fare by Air

in Economy Class/ Second class AC fare. During the stay at IICM/ Company/ Coalfields/Headquarters boarding and lodging would be provided by the company.

The interested Faculty/Trainers/Individuals may submit their response in the undermentioned format by post or email. In case of response by post, the envelope be super scribed as "EMPANELMENT AS TRAINER IN SOFT SKILL"

**EMPANELMENT AS A TRAINER IN SOFT SKILLS**

1.Name of the Faculty/Trainer/Individual:

2.Sex :

3.Date of Birth :

4.Educational Qualifications :

Sl.No	Name of the Course	Board/Institution	Marks Percentage

5.Experience :

6.Address :

7.Email :

8.Cell No :

9.Any Other Information/Topics of Excellence :  
Area of Expertise

Place

Date

Signature

Contact details for submitting the response are given below:

**The Chief Manager(M&S)**  
**Indian Institute of Coal Management**  
**Kanke, Ranchi – 834006**  
**Jharkhand, India**  
**Mob : +91-9939101170**  
**Email : nilayprakash@gmail.com**  
**Web : www.iicm.ac.in**

It may be noted that the response duly signed should reach IICM latest by **30/5/18**.  
This enquiry/submission of response by Faculty/Trainers/Individuals does not ensure any  
commitment for empanelment.

Sd/  
Head  
IICM, Ranchi