

MMTC Limited, Corporate Office
Core 1, Scope Complex
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New Delhi- 110003
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Ref. No. MMTC/CO/P/DC/2016-17

Dated: 28.03.2017

NOTICE

Subject: Notice for empanelment of retired officers as inquiry officers for conducting departmental inquiry in MMTC Limited

MMTC Limited, a Government of India Enterprise under the Ministry of Commerce and Industry intends to empanel retired officers not below the level of deputy secretary to Central government of India and Equivalent officer in the state government or PSUs to be appointed as inquiry officer for the purpose of conducting departmental inquiries on vigilance matters/administrative matters against the delinquent officers in MMTC. The departmental inquiries can be conducted at the following places:

- | | | | |
|--------------|---------------|----------------|-----------------|
| i. New Delhi | ii. Hyderabad | iii. Ahmedabad | iv. Bhubaneswar |
| v. Kolkata | vi. Chennai | vii. Jaipur | viii. Vizag |

The panel created for the above purpose shall be valid for a period of 3 years.

Following are the eligibility criteria for appointment of willing retired officers as Inquiry Officers to conduct Departmental Inquiries.

1. The inquiry officer should not be more than 65 years of age on the first day of April of the Year.
2. He should be in sound health, physically and mentally
3. The inquiry officer should not be an accused officer in any pending inquiry and should be of impeccable integrity.

QUALIFICATION: Candidates having Master Degree and other Professional qualification like Degree in Law, Personnel Management and Industrial Relations, HR, Finance, Labour and Administrative Law, MBA with knowledge of trade matters will be given preference.

WORK EXPERIENCE:

- i. Experience in Vigilance & DA matters as class I/Group A in Central Govt. or in the grade General Manager in Central PSUs or equivalent grade of Officers in the State Government and has the experience of conducting at least three Departmental Inquiries.
- ii. He should be conversant with the disciplinary procedures, conduct rules of the Central Govt./ any PSU.
- iii. He should be conversant with the legal process and HR matters.

The Terms and Conditions of MMTC are as given below:

1. The inquiry officer shall not engage himself in any other professional work or service which is likely to interfere with the performance of his duties as inquiry officer.
2. The designated inquiry Officer shall give an undertaking as follows:
 - i. That he is not a witness or a complainant in the matter to be enquired into or a close relative or a close friend of the delinquent government officer
 - ii. That he shall maintain secrecy in relation to the documents he received or information/ data collected by him in connection with the inquiry and utilise the same only for the purpose of inquiry in the case entrusted to him.
3. No such document / information or data shall be divulged to anyone during the inquiry or after presentation of the inquiry report. All records reports etc. available with inquiry officer shall be duly returned to the authorities which appointed him as such, at the time of presentation of the inquiry report.
4. The inquiry officer shall conduct the inquiry proceedings in the official premises provided by the organisation.
5. The Inquiry Officer shall undertake travel for conducting inquiry under unavoidable circumstances, with the approval of the Disciplinary Authority.
6. The number of disciplinary cases assigned to an inquiry officer will be restricted to 20 cases in a year, with not more than 4 cases at a time.
7. Inquiry officer shall submit the inquiry report after completing the inquiry within 90 days from the date of his appointment as inquiry officer. Extension of time beyond 90 days will be granted only by the disciplinary authority depending upon the circumstances of the case.
8. The empanelment period shall be valid for a period of 3 years.
9. The rates of honorarium and other allowances payable to the inquiry officer will be as under:

Particulars/ Details			Rate per case (in Rupees) Administrative Matters	Rate per case (in Rupees) Vigilance Matters
Items	Category	Time taken to complete the inquiry proceedings		
	A	Within 45 days	60000	75000
	C	Within 90 days	40000	50000
	E	Beyond 90 days	30000	40000

Travel Allowance	Rs. 40000 per case.
Secretarial Allowance	Rs. 30000 if no assistance is provided by the company.

Payment will be made to the inquiry officer only when the report is accepted by the Disciplinary Authority. In case it is not possible to proceed with the matter due to stay by Courts, etc., the Inquiry Officer may be discharged from his duties and payment of honorarium and other allowances will be made on Pro Rata basis.

10. Before the payment is received by the inquiry officer it will be his responsibilities to ensure that:

- i. All case record and inquiry report (2 ink signed copies) properly documented and arranged is handed over to the disciplinary authority.
- ii. The report returns finding on each of the Articles of Charge which has been enquired into should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.
- iii. There should not be any ambiguity in the inquiry report and their so every care should be taken to ensure that all procedures for conducting departmental enquiries have been followed in accordance with the relevant rules instructions of disciplinary and appeal rules to which the delinquent official are governed.

11. The services of inquiry officer whose performance is not up to the mark will be terminated with the approval of appointing authority.

12. The exact number of vacancies for the panel will be decided by the Disciplinary Authority .

13. Applicants are requested to go through the details of eligibility criteria and satisfy themselves that they meet all requirements mentioned therein prior to applying for these vacancies.

14. The applications may be submitted in the prescribed format at Appendix neatly typed on white paper in double space and typed on only one side of paper. The envelope should be superscribed with: "Application for empanelment of retired officers as Inquiry Officers in MMTC Limited."

15. Applications not conforming to prescribed format may not be entertained.

16. Complete applications should be sent to , Sh. V K Pandey, Chief General Manager (P&A), Core I, Scope Complex, Lodhi Road, New Delhi- 110003, so as

to reach on or before 17.04.2017. Applications received after the closing date shall not be entertained under any circumstances.

17. The Screening committee shall scrutinize the applications. Only those fulfilling the requirements will be short listed and called for personal interaction.
18. Canvassing by candidates in any manner will invite disqualification of their candidature.
19. MMTC reserves the right to reject any or all applications from the Retired Officials without assigning any reason/s thereto. MMTC reserves the right to change/modify/cancel the terms and conditions of the empanelment without assigning any reason or notice thereof. Likewise MMTC reserves its right to cancel the empanelment without assigning any reason or notice to the concerned empanelled Inquiry Authority.

Applicants are requested to go through the details of eligibility criteria and other terms and conditions and satisfy themselves that they meet all requirements mentioned therein prior to applying for these vacancies.

The applications must be submitted in the prescribed format. The envelope should be superscribed with "Application for empanelment of retired officers as inquiry officers for conducting departmental inquiry in MMTC Limited". Applications not conforming to the prescribed format shall not be entertained.

V.K. Pandey
Chief General Manager (Personnel)

Note:

1. The empanelment is for a specified period as stated above, and as such should not be construed as an offer of employment or a regular employment in the Company.
2. Apart from the remuneration & other details mentioned above, the appointed candidate is not entitled to any other Perquisites/ Facilities etc.

FORMAT OF APPLICATIONS FOR EMPANELMENT OF RETIRED OFFICERS AS INQUIRY OFFICERS FOR CONDUCTING DEPARTMENTAL INQUIRY IN MMTC LIMITED

1. Name of Officer (In capital letters) :
2. Address, contact number and E-mail id :
3. Details of educational/ professional qualifications :
4. DoB and Age as on 1st April, 2017 :
5. Date of retirement from Government service :
6. Name of the Organization/ Ministry/ Department Service from where retired (with address) :
7. Last post/ grade held at the time of retirement :
8. Basic Pay/ Pay scale at the time of retirement :
9. Details of experience as Inquiry Officer or any relevant Experience, if any :
(Please attach separate sheet if required)
10. Whether any penalty was imposed during service Period/ departmental action is pending. :
If yes, details thereof
11. Details of present assignment/ engagements, if any :

Name and Signature

Place:

Date:

UNDERTAKING

1. I solemnly declare that the information given above is correct and complete. Any information found at any stage incorrect, I shall be responsible for that.
2. I shall give undertaking that Charged Officer is no way related to me while accepting the appointment.
3. I shall maintain strict secrecy and security in relation to the documents I receive or information/data collected by me in connection with the Inquiry and utilise the same only for the purpose of inquiry in the case entrusted to me. No such documents/information or data will be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. I will maintain strict secrecy and confidentiality of all records/documents/proceedings etc. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed me as such, at the time of presentation of the Inquiry Report.
4. I undertake that the performance of work of Inquiry Officer will not be affected due to additional work/job.

NAME & SIGNATURE OF THE APPLICANT

Date:

Place: