



दामोदर घाटी निगम/Damodar Valley Corporation
मानव संसाधन विभाग/Human Resource Department
डीवीसी टावर्स, वीआईपी रोड, कोलकाता-700054/
DVC Towers, VIP Road, Kolkata – 700054



**NOTICE FOR EMPANELMENT OF RETIRED OFFICERS AS INQUIRY OFFICERS FOR
CONDUCTING DEPARTMENTAL INQUIRIES**

(Advt. No. PLR/Inquiry Officer/2022/03 Date 01/11/ 2022)

Damodar Valley Corporation (DVC), one of the premier power utilities in India engaged in Thermal/ Hydel Power Generation, Transmission and Distribution invites applications from **retired officers not below the rank of Deputy Secretary in Central Government and equivalent officer in the State Governments/PSUs** for empanelment as **Inquiry Officer** for the purpose of conducting departmental inquiries in DVC.

SUBMISSION OF APPLICATION

Interested applicants are requested to apply through the On-line registration system only which is available on https://www.dvc.gov.in/dvcwebsite_new1/

1. Terms and conditions for appointment of retired officers as the Inquiry Officer

- I) **Age-** Inquiry Officer should not be more than **65 years** of age as **on 1st April of the year of his/her empanelment.**
- II) **Validity of the panel** - The panel of retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be valid for a period of **three years.**
- III) Following are the **eligibility conditions** for appointment of retired officers as the Inquiry Officers to conduct departmental inquiries:-
 - (i) Retired officers who are willing to serve as Inquiry Officer.
 - (ii) He/she should not have been penalized in a Disciplinary Proceeding case (No penalty in Disciplinary Proceedings or prosecution in criminal case).
 - (iii) He /she should be in sound health- both physically and mentally.
- IV) The number of disciplinary cases assigned to an Inquiry Officer may be restricted to 8 cases in a year, with not more than 4 cases at a time.
- V) The designated Inquiry Officer shall require to give **an undertaking** as follows: -
 - (i) that he/she is not a witness or a complainant in the matter to be inquired into or a close relative or a known friend of the delinquent Government Officer. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed on record.

- (ii) shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by him/her in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.
- VI) No such documents/information or data shall be divulged to anyone during the Inquiry or after presentation of the Inquiry Report. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry Report.
- VII) The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred as well as the convenience of the witness /PO etc. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO. The Project authorities will facilitate necessary arrangements for the Video Conferencing.
- VIII) The Inquiry Officer shall undertake travel for conducting Inquiry (in unavoidable circumstances) with the approval of concerned Disciplinary Authority.
- IX) The Inquiry Officer shall submit the inquiry report after completing the inquiry within 180 days from the date of his/her appointment as the Inquiry Officer. Extension of time beyond 180 days can be granted only by the Disciplinary Authority.
- X) The rates of honorarium and other allowances payable to the Inquiry Officer will be as under:-

Items	Category	Time taken to complete the inquiry proceedings.	Rate per case (in rupees)
Honorarium	'I'	Where the number of witnesses cited in the charge sheet is more than 10.	80% of monthly basic pension drawn.
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10.	60% of monthly basic pension drawn.
	'III'	Where the number of witnesses cited in the charge sheet is less than 6.	50% of monthly basic pension drawn.
Transport Allowance		Rs.40.000/- per case. Subject to the condition that for outstation journey, the actual expenses for Air/Railway AC I will be reimbursed in addition. (Subject to the approval of the competent authority and for outstation journey by Air journey will be performed by Air India in the cheapest of the entitled class as per their status before retirement and tickets will be to be arranged through authorized/permissible sources as per MOF's guidelines : If journey is not performed by Air India, prior approval for travelling in airlines other than Air India would be required as per the prescribed procedure; Similarly traveling by train would also be permissible/restricted as per the far of class entitled to the officer before retirement.)	
Secretarial Assistance	'I'	Where the number of witnesses cited in the charge sheet is more than 10	Rs.40,000/-
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10	Rs.30,000/-

	III	Where the number of witnesses cited in the charge sheet less than 6	Rs.20,000/-
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50% will be paid on submission of the Inquiry Report. Remaining amount will be paid within 45 days. 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/her duties and payment of honorarium and other allowances will be made on *pro rata* basis.

Note: in case of officers retired from **non-pensionable establishments**, the remuneration shall be calculated as below.

Items	Category	Time taken to complete the inquiry proceedings.	Rate per case (in rupees)
Honorarium	'I'	Where the number of witnesses cited in the charge sheet is more than 10.	50% of the last pay drawn before retirement
	'II'	Where the number of witnesses cited in the charge sheet are between 6-10.	50% of the last pay drawn before retirement.
	'III'	Where the number of witnesses cited in the charge sheet is less than 6.	50% of the last pay drawn before retirement

- XI) Before the payment is received by the Inquiry Officer, it will be his/her responsibility to ensure that :-
- All case records and inquiry report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority.
 - The report returns findings 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.
 - There should not be any ambiguity in the inquiry report and therefore every care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules to which the delinquent Government officials are governed.
- XII) Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the Corporation.
- XIII) A review of every empanelled Inquiry Officer will be done after receipt of 2 inquiry reports where adherence to timelines and the procedure and quality of work will be assessed by the Corporation. Subsequent allocation of work may be done only after such evaluation. The services of Inquiry Officers whose performance is not upto the mark will be terminated with the approval of appointing authority.

2. GENERAL INFORMATION AND INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. While applying for the post, the applicant must ensure that he/she fulfils the eligibility criteria and other norms as mentioned in this Advertisement and the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility criteria and /or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/her services are liable to be terminated without any notice.
3. **CVC guidelines issued from time to time will be followed before engagement of retired employee as Inquiry Officer.**
4. DVC reserves the right to cancel/ restrict/ enlarge/ modify/ alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason thereof.
5. Any subsequent amendment/notice/corrigendum etc., if any, shall be made available on the DVC website only. As such, applicants are advised to keep visiting DVC https://www.dvc.gov.in/dvcwebsite_new1/ regularly for important updates till the completion of the recruitment process for the posts.
6. The engagement does not confer any claim on the selected candidate for regular appointment in DVC.
7. The engagement is purely temporary in nature.
8. No interim correspondence will be entertained on any account during the recruitment process. Canvassing in any form will be treated as disqualification.
9. Legal jurisdiction will be only at any appropriate court in Kolkata in case of any dispute.

3. HOW TO APPLY

Mode of Application: Applicants should apply through DVC's Online Registration System only. The Online Application facility will be available on the official website of DVC https://www.dvc.gov.in/dvcwebsite_new1/ (Under Careers→ Recruitment→ Recruitment Notices) and will remain activated from 11:00 A.M onwards of 01/11/2022 to till 23:59 hrs of 30/11/2022. No other means/mode of application shall be accepted.

Before applying ONLINE, candidates are advised to read the Detailed Advertisement/Notification carefully and must ensure that they fulfill the essential requirements of the Post and other conditions as mentioned in the Notification.

4. **Following Information/documents to be kept ready before applying ONLINE:**

- a) **One recent scanned photograph of size 3.5cm X 3.5 cm (Between 10 KB to 250 KB) and signature of size between 10 KB & 100 KB to be uploaded while applying.** The photograph should be with clear front view of the applicant without cap or sunglasses. **Photograph and signature are mandatorily to be uploaded.**
- b) Scanned copy of documents to be uploaded relating to **Experience Certificate(s), Copy of PPO/Pension Book, Last Pay Certificate issued by the employer as on date of Superannuation, Release/Termination Order, Proof of Identity, Vigilance clearance certificate, No penalty certificate during entire service period etc. as applicable.**

- c) Valid **E-Mail ID & Contact No.** of the applicant, which shall remain valid for at least 6 (six) months from the date of this notification
- d) After having arranged all information/documents, applicants should visit the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ and follow the instructions given in this detailed Notification/Advertisement. **Step 1** is to fill in all the particulars in the Online Application Form. After filling in the details, the applicants can edit the data and update. **Step 2** is to upload the photograph and signature etc. **Step 3** is to Preview the application form and then final **Step 4** is to **SUBMIT** the application. Application once submitted cannot be edited. Only Submitted applications shall be accepted.
Enter Details --->> View/Edit Details --->> Upload Documents ---->> Preview Details --->> Submit Application --->> Print Application
- e) After successful submission of the online application including uploading of scanned photograph & signature etc, a **Unique Registration/Application Number** will be generated and thereafter the applicants need to take a printout of the application so made. Printout without a system-generated number will not be accepted in any case.
- f) Applicants are advised to take Print out of the **Online Application Form** for future reference.
- g) After receipt of applications from eligible officers, the application may be scrutinized and eligible applications may be shortlisted for appointment of inquiry officer.
- h) No request with respect to the change in any data entered by the candidate will be entertained once the application is submitted successfully.
- i) Only ONLINE applications will be accepted. Application forms not filled in correctly or incomplete application forms will summarily be rejected.

5. IMPORTANT DATES:

Opening Date of ONLINE Application	01/11/2022 (From 11:00 A.M onwards)
Closing Date of ONLINE Application	30/11/2022 (Till 23:59 hrs)
List of Shortlisted candidates, Date, Time & Venue for In-person Interview or through online mode	Shall be notified later on the DVC website only https://www.dvc.gov.in/dvcwebsite_new1/ (Under Careers → Recruitment → Recruitment Notices)
Helpline No:- 033-6607-2539/32 (For Eligibility related queries)/033-6607-2851 (For technical issues) (During Official working hours only) Email-ID: recruitment@dvc.gov.in	

Note: Any corrigendum and subsequent changes in Date of Interview, Venue, etc. will be notified on DVC website only. Therefore, all applicants are requested to visit the DVC website https://www.dvc.gov.in/dvcwebsite_new1/ (Under Careers → Recruitment → Recruitment Notices) regularly for important updates.

Executive Director (HR)
For & on behalf of DVC