

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
Kolkata Dock System

Engagement/Empanelment of retired Government Officers as Inquiry Officers for conducting Departmental Inquiries of KDS

Syama Prasad Mookerjee Port, Kolkata, intends to engage/empanel Inquiry Officers for an initial period of two (02) years which may be extended for a period of further one (01) year and during the said period the empanelled candidates will be engaged as Inquiry Officer, on case-to-case basis.

2. The details of eligibility criteria and terms & conditions for such engagement/ empanelment are given below: -

(i)	Age limit for applying (as on last date of submission of application)	Upper age limit: not exceeding 65 years
(ii)	Remuneration	Rs. 75,000/- (per completed case upon submission of Inquiry Report to the Disciplinary Authority) No fixed monthly remuneration/allowance would be payable.
(iii)	Essential	I. Retired Deputy Secretary or above in Central Government and equivalent officer in the State Government/PSU or retired Heads of Department in any Major Port Authority. II. Should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case) and should be of impeccable integrity.
(iv)	Desirable	The applicant should have worked as Inquiry Officer during his service career.

3. The candidates fulfilling the above eligibility criteria and agreeable to the Terms & Conditions given below for engagement/empanelment as Inquiry Officer, may submit their applications (**in hard copies**) as per the attached Proforma under "**Annexure-I**" on or before **25.08.2023**, duly super-scribing on the envelope "**Application for engagement/empanelment as Inquiry Officer**" to the Office of General Administration Department with kind attention to **Sr. Dy. Secretary-II**, 15, Strand Road, Kolkata - 700001, along with the following self attested relevant documents. Upon scrutiny, only eligible candidates will be called for Physical Interview.

- (i) Age Proof Certificate (Birth Certificate issued by appropriate Authority/Admit card of Board Examination).
- (ii) Educational and Professional Qualification Certificates/ Mark Sheets.
- (iii) Details of the Ministry/Dept. and post/s held during the service etc.
- (iv) 2 recent passport size photographs.
- (v) Photo identity card issued by the Govt. of India (Aadhar Card/Passport etc.).

4. It is to be noted that mere submission of application does not confer any right or claim on the candidates for engagement/empanelment as **Inquiry Officers**. SMP, Kolkata reserves the right to cancel/ withhold the empanelment process without assigning any reason thereof. If any application is found to be incorrect/false even after engagement, the engagement/empanelment is liable to be terminated forthwith. The selected candidates shall be required to submit an Antecedent Verification Report, issued by the appropriate Police Authority.



Secretary (I/C)

Syama Prasad Mookerjee Port, Kolkata

**Application for engagement/empanelment of retired government servants as
Inquiry Officer to conduct departmental inquiry**

Self-attested
Photograph
of the candidate
to be affixed
here

i)	Name of the Officer (In capital letters)	
ii)	Date of retirement from government service.	
iii)	Age as on last date of submission of application.	
iv)	Last post held before retirement.	
v)	Details of the Ministry and posts held during the service.	
vi)	Have you been ever assigned the responsibility of the Inquiry Officer? If yes, the details thereof:	
vii)	Whether retired on attaining the age of Superannuation or voluntary retirement	
viii)	Whether any penalty was imposed during the service. If yes, the details thereof.	

Name and Signature
Permanent/Present Address &
Contact Number

Place:

Date:

**TERMS AND CONDITIONS FOR ENGAGEMENT/EMPANELMENT IN
SYAMA PRASAD MOOKERJEE PORT, KOLKATA (SMPK)**

1. A lump sum amount of Rs. 75,000/- will be payable for per completed case upon submission of final Inquiry Report to the Disciplinary Authority.
2. An advance of Rs. 15,000/- (i.e. 20% of the total amount) may also be payable upon initiation/allotment of each departmental inquiry, to enable the selected candidate to meet daily ancillary personal expenses, which will be adjusted against final payment upon completion and submission of inquiry report to the Disciplinary Authority.
3. To and fro transport from residence to the office will be provided by SMP, Kolkata on the days of inquiry related job including days of hearing.
4. For conducting departmental inquiry, an office space will be provided, preferably at Subhash Bhawan, 40, CGR Road, Kolkata-700023, along with a stenographic assistance, as per your requirement.
5. The engagement/empanelment shall remain valid initially for a period of two years, which may be extended for a period of further one year.
6. The selected candidate will maintain strict secrecy and confidentiality in respect of documents/information/data to be deposited with him/her for the purpose of inquiry. No such information/documents/data should be divulged to anybody during the inquiry and after completion of the inquiry proceedings.
7. The selected candidate will not engage himself/herself in any other professional work or services which is likely to interfere with the performance of his/her duty as IO.
8. As and when necessary, the selected candidate will have to appear in the Industrial Tribunal to depose on behalf of the management to establish that the inquiry was held in fair and proper manner.
9. The cost of photocopy or any other incidental expenditure in connection with the departmental inquiries, if incurred, shall be reimbursed by SMP, Kolkata.
10. On official tour, the selected candidate will be entitled to TA/DA as applicable to the serving officers of equivalent rank.
11. The selected candidate will be responsible for the charge and care of SMP, Kolkata money, goods and stores and all other property that may be entrusted to him/her and would be accountable for the same.
12. The engagement may be terminated by giving one month's notice from either side. However, the engagement is terminable on 24 hour notice for unsatisfactory performance and/or for any act considered to be derogatory/ detrimental to the interest of the Syama Prasad Mookerjee Port, Kolkata.

13. The selected candidate will be required to conduct the inquiry in terms of Calcutta Port Trust Employees' (Classification, Control and Appeal) Regulations, 1987. In case any deviation from the same is noticed, SMPK reserves the right to de-empanel the Inquiry Officer and not to disburse part or full amount of the lump sum amount of Rs. 75,000/-.

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