

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