

## **IIFCL Asset Management Company Limited (IAMCL)**

**Dated: 11<sup>th</sup> December, 2019**

### **Sub: Notice for inviting applications of Retired Officer as the Inquiry Officer for conducting Departmental Inquiry in IIFCL Asset Management Company Limited (IAMCL)**

Applications are invited from the retired officers of a public sector bank or financial institution (not below the rank of General Manager or equivalent), who fulfils the following conditions for appointment as Inquiry Officer for conducting Departmental Inquiries against delinquent officials of IAMCL:-

#### **Following are the eligibility conditions for appointment of Inquiry Officer (IO):**

1. **Age:** should not be more than 70 years of age as on the 1st July 2019 of the year of his/her empanelment;
2. He/she should be in sound health – both physically and mentally.
3. He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.
4. The Inquiry Officer shall submit the inquiry report after completing the inquiry within six months from the date of his/her appointment as the Inquiry Officer. Extension of time beyond six months can be granted only by the Disciplinary Authority.
5. The Inquiry Officer shall conduct the inquiry proceedings in the official premises provided by this office.
6. Strict secrecy should be maintained in relation to the documents he/she receives or information/data corrected by him/her in correction with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to him/her.
7. No such document/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.
8. The IO may be terminated from the services of an IO at any time by the Appointing Authority, without notice and without assigning any reasons. However, the concerned authority has to intimate the Central Vigilance Commission the reasons for doing so that the Commission can take in to account those things while reviewing the panel; and
9. A lump sum remuneration of Rs.5000/- (Rupees Five thousand only), per Departmental Inquiry sitting fees.

In addition to the remuneration of Rs.5000/-, an amount of Rs.1000/- (Rupees One thousand only) per Departmental Inquiry Report, for clerical and Stenographic work, which the IO has to arrange by himself/herself.

Besides the above, reimbursement of Rs.500/- (Rupees five hundred only) as Conveyance Charges, per Departmental Inquiry Report

Note: 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/her duties and payment of honorarium and other allowances will be made on pro rata basis.

Complete applications should be sent below address by post within 7 days from the publication of the advertisement or the same is required to be sent through email address with subject as “ Application for Inquiry Officer” to Head Operations & Admin at [headoperation@iifclmf.com](mailto:headoperation@iifclmf.com) within 7 days from the publication of this advertisement. Applications received after the closing date will not be entertained under any circumstances.

**Head Operation and Admin,  
IIFCL Asset Management Company Limited,  
5<sup>th</sup> Floor, Plate-A, Office Block-02, NBCC Towers,  
East Kidwai Nagar,  
New Delhi-110023**

**General Instructions:**

- The Screening Committee would scrutinize the applications. Only those fulfilling the requirements will be short listed and called for personal interaction.
- Canvassing by candidates in any manner will invite disqualification of their candidature.
- The selection of the IO is the full discretion of the disciplinary authority and he reserves all rights in this regard like selection, cancellation, and rejection etc. of the candidature without quoting any reasons for the same.
- A lumpsum remuneration of Rs. 5000/- (Rupees Five Thousand only) Per Department Inquiry Report. ( To be read as per Sitting Fees)