



टीएचडीसी इंडिया लिमिटेड

**THDC INDIA LIMITED**

(श्रेणी-क, मिनी रत्न, सरकारी उपक्रम)

(Schedule "A" Mini Ratna Government PSU.)

Advt No.-05/2024

Date:11.09.2024

**EMPANELMENT OF INQUIRY OFFICER TO CONDUCT DEPARTMENTAL  
INQUIRIES IN THDC INDIA LIMITED**

**Company Profile:**

THDC India Limited (THDC) is one of the premier power generators in the country with currently installed capacity of 1513MW with commissioning of Tehri Dam and Pumped Storage Plant Stage-I (1000MW), Koteshwar Hydroelectric Plant (400MW) and Dhukwan Small Hydroelectric Plant (24MW). Presently THDC India Limited has a portfolio of 16 hydroelectric and wind energy projects which includes projects at the stage of implementation or operation. The installed capacity of THDC is envisaged to be 4351MW by the end of year 2024-25. Besides the above, THDC endeavours to undertake projects and participate in Government of India's National Hydrogen Mission. THDC endeavours to undertake development of floating Solar Power Plants on existing reservoirs and canals of irrigation and hydro projects in India.

Applications are invited from Retired officers of peer CPSU of Schedule 'A', Mini Ratna who have superannuated not below the level E-9 level or retired officers not below the rank of the Joint Secretary in Government of India or equivalent rank in the State Govt./PSUs, for empanelment as Inquiring Officer to conduct Departmental Inquiries in **THDC India Limited**. (as and when required)

**ELIGIBILITY CRITERIA**

**Essential Criteria required –**

- Retired officers of peer CPSU of Schedule 'A', Mini Ratna who have superannuated not below the level of E-9 (Rs.1,50,000- 3,00,000/- as per DPEs 2017 pay scales) or retired officers not below the rank of the Joint Secretary in Government of India or equivalent rank in the State Govt./PSUs.
- He/she should not have been penalized in a Disciplinary Proceeding case (No Penalty in disciplinary proceedings or No prosecution in criminal case).

**Desirable-**

Preference shall be given to the applicants having previous experience in Vigilance/Legal/Disciplinary/Establishment matters preferably with first-hand experience of conducting Departmental Enquiries

## DURATION

The Panel created for the above purpose will be valid for a period of 03 Years (**THREE YEARS**) from the date of acceptance of offer of empanelment.

## EMPANELMENT PROCEDURE

Online Applications received from officers willing to serve as Inquiry Officers shall be scrutinized by an internal assessment committee based upon the eligibility criteria and other conditions of empanelment. Selected Inquiry Officer (s) shall be issued with the offer of empanelment.

## PAYMENT/HONORARIUM

The rates of Honorarium and other payments related terms and conditions are mentioned as under:

Items	Category		Rate per case (in rupees)	
			For Retired Govt. Servants	For retired PSU executives
<b>Honorarium</b>	I	Where number of witnesses cited in the charge sheet is more than 10.	An amount equal to 80% of the monthly basic pension drawn.	An amount equal to 45% of the last drawn Basic pay.
	II	Where number of witnesses cited in the charge sheet are between 6-10.	An amount equal to 60% of the monthly basic pension drawn.	An amount equal to 35% of the last drawn Basic pay.
	III	Where number of witnesses cited in the charge sheet is less than 6.	An amount equal to 50% of the monthly basic pension drawn.	An amount equal to 30% of the last drawn Basic pay.
<b>Transport Allowance</b>		Rs. 40,000/- per case, subject to the condition that for outstation journey, the actual expenses for air travel/ railways journey will be reimbursed in addition as per their entitled class at the time of retirement. The daily allowance (for outstation journey): Same as the officer was entitled to immediately prior to retirement.		
<b>Secretarial Assistance Allowance (if no assistance is provided by THDC)</b>	I	Where number of witnesses cited in the charge sheet is more than 10.	Rs. 40,000/-	
	II	Where number of witnesses cited in the charge sheet are between 6-10.	Rs. 30,000/-	
	III	Where number of witnesses cited in the charge sheet is less than 6.	Rs. 20,000/-	

- I. GST (if any) on above rates shall be payable extra. The payment shall be subject to TDS as per Income Tax Rules.
- II. In case of common disciplinary proceedings, an additional amount of honorarium of Rs. 5,000/- will be payable to the Inquiry Officer for every additional charged officer.
- III. 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.
- IV. If there is delay in completion of inquiry, which is not due to non- cooperation of the Charged Officer (CO) or due to stay orders etc., or for which no extension has been granted by the Disciplinary Authority, the Honorarium would be reduced by 50%.
- V. Payment of honorarium to Inquiry Officer shall be made as under:
  - i. 25% of honorarium after first hearing.
  - ii. 25% of honorarium after last hearing.
  - iii. Balance 50% of honorarium upon submission of Inquiry Report subject to the following conditions:
    - a. All case records and Inquiry Report (two ink signed copies) properly documented and arranged is handed over to the office of Disciplinary Authority who appointed him/her as the Inquiring Officer.
    - b. The report must return findings on each of the articles of Charge, which has been enquired into and should specifically deal and address each of the procedural objections, if any, raised by the charged employees as per the extant rules and instructions.
    - c. 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 rules of the Corporation.
    - d. Inquiry Report should be accepted by the Disciplinary Authority. In case if it is not possible to proceed with the matter due to stay order issued by any Court of Law etc., then the Inquiring Officer may be discharged from his duties with immediate effect and payment of honorarium, if any, shall be made on pro-rata basis based upon the period and quantum of work involved in the case.

## **ASSIGNMENTS**

1. The Inquiring Officer (IO) shall be entrusted with cases for conducting inquiry by any Disciplinary Authority as per the provisions of THDCIL CDA Rules.
2. The engagement for any particular case shall be decided by the Disciplinary Authority based on the issues involved in the case and place/ location of his residence. That, the Inquiring Officer cannot question the decision of the Disciplinary Authority regarding allotment of any case and that the decision of

Disciplinary Authority is final. Letter regarding engaging a retired officer as Inquiry Officer will only be issued with approval of Disciplinary Authority.

3. The number of disciplinary cases shall be restricted to 8 (Eight) cases in a calendar year, with not more than 04 (four) cases at a time.

### **REMOVAL FROM EMPANELMENT**

1. Empanelment as IO shall be terminated at any time by the empaneling authority, viz. CMD, THDC in consultation with CVO for performance related or sundry other reasons, after serving a show-cause notice to the empaneled IO to be replied within 30 days from the date of issuance of such notice.
2. A review of performance of every Empaneled Inquiry Officer may be done by the CMD in consultation with CVO as and when required.
3. The offer of Empanelment is liable to be withdrawn at any point of time without notice if THDC comes across any evidence/knowledge that the experience and/or any other particulars indicated in his/her application submitted to THDC are false, misleading, not matching the advertisement specifications and/or amounts to suppression of information/particulars/facts, which should have been brought to the notice of THDCIL

### **REMOVAL AS INQUIRY OFFICER**

Disciplinary Authority, who appointed him/her as IO may, for reasons to be recorded in writing, divest him/her from the charge of IO without notice and without communicating any reasons, and in such case no honorarium shall be paid to the IO.

### **OTHER TERMS AND CONDITIONS**

1. Applicants applying for Inquiry Officer must submit/enclose Medical Fitness Certificate issued from Govt. Hospital at the time of online application.
2. The designated Inquiry Officer shall be required to give the following undertaking along with his acceptance that:
  - a. 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 THDC employee. A certificate to this effect shall be obtained from the Inquiry Officer with respect to every inquiry and placed on record;
  - b. He/ she 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.
3. 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.

4. The Inquiry Officer shall conduct the inquiry proceedings at a location considering the availability of records, station/place where the misconduct occurred as well as the convenience of the witnesses/Presenting Officer (PO) etc. Video Conferencing shall be utilized to the maximum extent possible to minimize travel undertaken by IO/PO/CO. The Company will facilitate necessary arrangement for video conferencing.  
In this regard the Presenting Officer shall be the Nodal Officer for conducting Video Conferencing.
5. The Inquiry Officer shall conduct the inquiry at mutually agreed place of inquiry with the Presenting Officer. In case of disagreement regarding the place of inquiry, the decision of the Disciplinary Authority in consultation with CVO shall be final and binding.
6. The Inquiring Officer shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the appropriate authority, not below the level of E- 9.
7. The Inquiry Officer shall not engage himself/ herself in any other professional work or service, which is likely to conflict with the performance of his/ her duties as Inquiry Officer.
8. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications not submitted as per the prescribed format are liable to be REJECTED.
9. THDC reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. THDC reserves the right to change/ modify/ cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.
10. Internal Assessment Committee reserves the right to empanel the retired employees. The services of Inquiry Officers whose performance is not up to the mark will be terminated by the appointing authority/DA.
11. Application is to be submitted through on-line system only. No hard copy is required to be sent unless asked for by THDC. Any other mode of submission of application is unacceptable.
12. All updates pertaining to empanelment shall be displayed on THDC website under Career section, so all the applicants are requested to visit the THDC website time to time for any updates.

## **DETAILS REGARDING ONLINE APPLICATION FORM**

### **Before applying for Online Registration Form Applicants should possess the following:**

1. Valid and active Email ID and Mobile No.  
**(E-mail ID and mobile number to be entered in online registration form is mandatory. In case a candidate does not have a valid e-mail ID, he/she should create his/her new e-mail ID before applying online. Applicants are advised to keep the e-mail ID and mobile number entered in the online registration form active for at least one year. No change in the e-mail ID or mobile number will be allowed once entered. All future correspondence shall be made via e-mail and/ or SMS only.)**

2. Scanned copy of recent passport size color photograph of the candidate with white background (Size upto-50 KB & Format-JPG/PNG)
3. Scanned copy of signature with white background and blue/black ink. (Size upto-50 KB & Format-JPG/PNG)
4. Scanned copy of Caste/ Category Certificate (if applicable in case of SC/ST/OBC(NCL)) (Size upto-500 KB & Format-JPG/PNG)

Scanned copy of Class Xth Marksheet and Passing Certificate (Size-500 KB upto & Format-JPG/PNG) (**Applicants should ensure that they have uploaded Marksheet and Passing Certificate as one file**)

5. Scanned copy of Class XIIth Marksheet and Passing Certificate (Size upto-500 KB & Format-JPG/PNG) (**Applicants should ensure that they have uploaded Marksheet and Passing Certificate as one file**)
6. Scanned copy of Graduation Marksheet and Degree (Size upto -500 KB & Format-JPG/PNG) (**Applicants should ensure that they have uploaded all marksheet and degree as one file**)
7. Scanned copy of certificates of Additional Qualification (if any) (Max Size upto – 2MB & Format-JPG/PNG/PDF) (**Applicants should ensure that they have uploaded Marksheet and Passing Certificate as one file**)
8. Scanned copy of Medical Fitness Certificate (Max Size upto – 2MB & Format-JPG/PNG/PDF)
9. Scanned copy of Last Pay Certificate/PPO (Max Size upto – 2MB & Format-JPG/PNG/PDF)
10. Scanned copy of Experience Certificates (Max Size upto – 2MB & Format-JPG/PNG/PDF) (**Applicants should ensure that they have uploaded all their experience certificates as one file**)
11. Scanned copy of Experience Certificates as Inquiry Officer (Max Size upto – 2MB & Format-JPG/PNG/PDF) (**Applicants should ensure that they have uploaded all their experience certificates as one file**)
12. Scanned copy of any other relevant additional documents. (Max Size upto – 2MB & Format-JPG/PNG/PDF)

***THE APPLICANTS SHOULD CROSS CHECK ALL THE DETAILS FILLED IN THE ONLINE REGISTRATION FORM, BEFORE FINALLY SUBMITTING THE SAME, AS NO CORRECTION WILL BE ALLOWED LATER.***

**Other Points:**

- All Information regarding this empanelment process shall be made available in the career section of our website <http://www.thdc.co.in> and no separate communication shall be made. Applicants are advised to check the web site periodically for updates regarding this recruitment.
- Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
- Applicants can send their Query related to empanelment process to e-mail ID: [thdcrecruitment@thdc.co.in](mailto:thdcrecruitment@thdc.co.in) on any working day (Monday to Friday) from 10.00 AM to 5.00PM.
- Once applied the applicants are advised to check the website as well as their registered e-mail ID regularly for any updates.

### IMPORTANT DATES

Sl.No.	Particulars	Date & Time
1.	Opening of Online Registration	11.09.2024 (10:00 AM)
2.	Closing of Online Registration	11.10.2024 (06:00 PM)

*\*Steps to fill online application form is uploaded separately. Kindly read the instructions carefully and apply accordingly.*