

No. Q/Vig/551/07/2016
Government of India
Ministry of External Affairs
(CNV Division)

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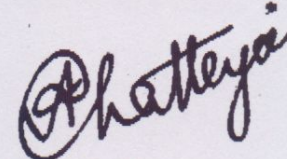
Subject: Expression of Interest for appointment of retired officers as Inquiry Officers for conducting Departmental Inquiries in Ministry of External Affairs.

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Ministry of External Affairs invites applications from retired officers of the rank of Deputy Secretary and above in Central Government for empanelment as Inquiry Officer for the purpose of conducting departmental inquiries. The panel of Inquiry Officers in the Ministry would be valid for three years.

2. The eligibility conditions for appointment as Inquiry Officer are the following:-
- The retired officer should not be more than 65 years of age as on the 1st April of 2016;
 - He/she should be of sound health;
 - He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.

3. All eligible retired officers interested to serve as Inquiry Officer for conducting departmental inquiry may submit their application in the format which is annexed, and ensure that their application reaches the office of Joint Secretary (CNV&I) & Chief Vigilance Officer, Ministry of External Affairs, Room No. 163-B, South Block, New Delhi, by 15 March, 2016.



(Arun K. Chatterjee)
Joint Secretary (CNV) &
Chief Vigilance Officer

**APPLICATION FOR APPOINTMENT OF RETIRED
GOVERNMENT SERVANTS AS THE INQUIRY OFFICER TO
CONDUCT DEPARTMENTAL INQUIRY**

Name of the officer :
(In capital letters)

Date of retirement from government service :

Age on the date of submitting the application :

Last Post held before retirement :

**Details of the Ministry and posts held during
the service** :

**Have you ever assigned the responsibility of
the Inquiry Officer** :

If yes, the details thereof :

**Whether retired on attaining the age of
Superannuation or voluntary retirement** :

**Whether any penalty was imposed during
the service** :

If yes, the details thereof :

**Name and signature
Permanent/Present Address &
Contact Number**

Place:

Date:

**(The empanelment of retired officers for their appointment as the
Inquiry Officer will be done by a Committee comprising of three
Joint Secretary level officers including CVO of the concerned
Ministry/Departments/PSUs)**