

Chandigarh Industrial & Tourism Development Corporation Limited
Regd. Office SCO 121-122, Sector – 17B, Chandigarh (U.T)

Last date for applying is: - 27.01.2026

CITCO invites applications from the retired officers for empanelment of Inquiry Officers for conducting Departmental Inquiries as per Central Rules in CITCO. .

Interested candidates can apply in the prescribed Performa which can be downloaded from the website: - www.citcochandigarh.com. The application in the prescribed performa along with self-attested copies of testimonial along with 2 (two) self-addressed envelope duly affixed through speed/registered post, postal stamp should reach this Regd Office by 27.01.2026 upto 5:30 P.M.

1) Eligibility Criteria

- a) Applicant retired on regular basis from any Central Govt. Department/ Central Govt. Board/ Central Govt. Corporation at Central Pay Level-10 and above and has experience in establishment matters with knowledge of CCS Rules and related laws.
 - b) Applicant should be a resident of Chandigarh, Panchkula or Mohali.
 - c) Age should not more than 70 years.
 - d) Applicant retired from the CITCO are not eligible.
- 2) All Inquiries will be conducted at Regd. Office SCO 121-122, Sector – 17B, Chandigarh (U.T) of the Corporation.
- 3) The Rates of honorarium payable to Inquiry Officer is as under:

Ite Item	Ra Rate (In Rs)
Lump sum Honorarium including Transport Allowance, Daily Allowance, Secretarial Assistance etc	Rs. Rs. 30,000/- per case (irrespective of no. of witness or charged officials)

Note: No manpower i.e. Clerk/Steno etc. and Transport will be provided and the same will be arranged by the Inquiry Officers on their own.

Further, the Competent Authority i.e. Managing Director, CITCO is empowered to appoint Inquiry Officer either from DoPT,UT,Chandigarh panel or from CITCO Panel in the disciplinary matters.

Terms and Conditions

1. 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 must be followed in accordance with the relevant rules/instructions of disciplinary and appeal Rules to which the delinquent Government official is governed.

2. 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.
3. The Inquiry Officer shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place where the misconduct occurred. Video Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO.
4. The Inquiry Officer shall submit the inquiry report after completing the inquiry within 45 days from the date of his/her appointment as the Inquiry Officer.
5. The Inquiry Officer shall be required to give an undertaking as follows:
 - i) That he/she is not a witness or a complainant in the matter to be inquired into or a close relative or known friend of the delinquent Government Officer. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and placed record;
 - ii) That he/she shall maintain strict secrecy in relation to the documents and he/she receive or information/data collected by him/her in connection with the inquiry and utilize the same only for the purpose of inquiry in the entrusted to him/her.
6. Incomplete application form or application received after due date (including postal delay) shall not be entertained and are liable to be rejected straightway and no correspondence shall be entertained in this regard. Only Short listed applicants will be called for interview by CITCO.
7. Envelopes containing the application must be super-scribed in bold letters as "Application for the empanelment of Inquiry Officer"
8. M.D, CITCO reserves the right to accept or reject any or all applications without assigning any reason.

MANAGING DIRECTOR

APPLICATION FOR THE POST EMPANLMENT OF INQUIRY OFFICER

AffixPhoto

1. Name (IN BLOCK LETTERS): _____
2. Father's Name: _____
3. Date of Birth: _____
(Age as on the date of Advertisement): _____
4. Permanent Home Address: _____

5. Correspondence Address: _____

6. Mobile : _____
7. Email ID: _____
8. Nationality: _____
9. Martial Status: _____
10. Date of birth: _____
11. Sex: _____
12. Category (Gen/OBC/PH Caste): _____
(Please attach self-attested photocopy of the certificate if applicable)
13. Religion: _____
14. **Details regarding employment**
(Attached Self attested photocopies of Last Salary Slip, Service Record, PPO Copy or any other relevant record)

Name of the Central Govt. Department/ Central Govt. Board/ Central Govt. Corporation	Address of Central Govt. Department/ Central Govt. Board/ Central Govt. Corporation	Date of Joining and Post held on joining	Date of Retirement and Post held on Retirement

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Last Pay Level as per Central Pay Scale	Nature of Duties performed on the post held on Retirement	Details of Disciplinary proceedings pending or decided in the last 5 years before the date of retirement against the applicant/ you	Details regarding experience in establishment matters

Declaration: -

I hereby declare that I fulfill the eligibility as per the advertisement and that all the statement/ information given in this application are true, and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my empanelment is liable to be cancelled/ terminated.

Signature of the applicant

Place:

Date: -