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F. No.3/680/2018/CL-II
Government of India
Ministry of Corporate Affairs
Office of Director General (Corporate Affairs)

Kota House Annexe,
1 Shahjahan Road,
New Delhi -110011

Dated: 06.12.2018

ACS, (GAD)



J.S (S-1)

To

All Chief Secretaries to the State Government / Union Territories.

Subject: Inviting Online Application for empanelment of retired officers as Inquiry Officer/ Inspector.

I am directed to state that Online Application (available on portal-<https://aptrbmembermca.gov.in>) are invited for empanelment of retired officers as Inquiry Officer/ Inspector for the purpose of conducting inquiries/ inspections/ investigations as per provision of the Companies Act, 2013/1956.

मुख्य सचिव कार्यालय
जायरी सं० 4375
दिनांक 19.12.18

2. Eligibility Criteria:

The eligibility conditions for appointment of willing retired officers as the Inquiry Officer/Inspector to conduct inquiries/ inspections/ investigation as per provision of the Companies Act:-

- (i) The retired officers willing to serve as the Inquiry Officer/Inspector should not be more than 65 Years of age as on the 1st April of the year of his/her empanelment.
- (ii) He/she should be in sound health - both physically and mentally.
- (iii) He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.

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3. **Qualification and experience:**

The qualification and experience of the Inquiry Officer/Inspector required would be as follows:-

- (1) Retired officers from ICLS Service.
- (2) Retired officers from IA&A Dept. & IRS(IT) Dept.
- (3) Retired Officers from IPS having experience in Economic Offence Investigation.
- (4) Retired Officers from CBI/ED.

The experience in the domain of the Companies Act is given preference.

4. **Terms and Conditions:**

The designated Inquiry Officer/Inspector shall require to give an undertaking as follows:-

- (i) That he/she is not a witness or a complainant in the matter.
- (ii) That 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/ inspection/ investigation and utilize the same only for the purpose of inquiry/ inspection/ investigation in the case entrusted to him/her.
- (iii) No such documents/information or data shall be divulged to anyone during the Inquiry/inspection/investigation or after presentation of the Inquiry/ Inspection/ Investigation Report. All the records, reports etc. available with the Inquiry Officer/Inspector shall be duly returned to the authority which appointed him/her as such, at the time of presentation of the Inquiry/ Inspection/ Investigation Report.
- (iv) The Inquiry Officer/Inspector shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the officer in charge (RD/ROC) of the office where the Inquiry Officer/Inspector has been assigned the cases.
- (v) The Inquiry Officer/Inspector shall submit the inquiry report within 30 days, Inspection report within 60 days and Investigation report within 90 days from the date of his/her appointment as the Inquiry Officer/Inspector. Extension of time can be granted only by the Secretary, Ministry of Corporate Affairs.

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5. Interested persons are advised to visit the portal <https://aptrbmembermca.gov.in> in order to submit online application. The detailed instruction for filling up the application form online is available on the portal. Last date for submitting online application is 26.12.2018.

6. Print out of the application after final submission on online portal duly completed should reach Shri V.R. Sheth, Assistant Director, Office of Director General (Corporate Affairs), Ministry of Corporate Affairs, Kota House Annexe, 1 Shahjahan Road, New Delhi -110011 latest by 10.01.2019.

7. You are requested to provide hyperlink with a heading 'Employment opportunity in Ministry of Corporate Affairs on contractual basis' on your website with aforesaid details so that interested candidate can submit the application.



(V. R. Sheth)

Assistant Director