



Advt. No. 04/Estdt./NIFT-HO/2025-26

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SUBJECT: NOTICE INVITING APPLICATIONS

EMPANELMENT OF RETIRED OFFICERS AS THE INQUIRY OFFICERS FOR CONDUCTING DEPARTMENTAL INQUIRIES IN NIFT UNDER CCS (CCA) RULES, 1965-REG.

1. NIFT Head Office intends to have a panel of Inquiry Officers to conduct departmental Enquiries against NIFT personnel under the CCS (CCA) Rules, 1965. Applications are accordingly invited in the prescribed Proforma **(Annexure-I)** from willing Retired Officers from Ministries/Department under Government of India and State Government/PSUs/Autonomous/Statutory for empanelment as Inquiry Officers to conduct departmental Inquiries in National Institute of Fashion Technology (NIFT).

2. Eligibility Criteria:

- 2.1 Retired officers **not below the rank** of Deputy Secretary in Central Government (i.e. in the CDA Scale of 78800-209200, Level-12 (7th CPC) and equivalent officer in State Government/PSUs/Autonomous/Statutory who are willing to serve as Inquiry Officer).
- 2.2 He/she should not have been penalized in a Disciplinary Proceeding case (no penalty in DP or prosecution in criminal case).
- 2.3 The retired officer willing to serve as Inquiry Officer should not be more than 65 years of age as on 01.04.2026
- 2.4 He/she should not be an accused officer in any pending inquiry and should be of impeccable integrity.
- 2.5 He/she should be of sound health, both physically and mentally.
- 2.6 He / She must have handled disciplinary case as IO in at least one case or have dealt with disciplinary case during the service with knowledge of conducting disciplinary proceedings.

3. Validity of Panel:

The panel will be valid for a period of 03 years. The retired officer would be eligible for fresh empanelment after expiry of the tenure.

4. Selection Process:

The applicant would be empaneled as Inquiry officer in NIFT after due screening process by a committee nominated for the purpose by the Competent Authority, NIFT.

5. Honorarium & other allowances:

- 5.1 The honorarium and other allowances shall be paid to the Inquiry Officer in terms of extant DoP&T's O.M. NO. 142/40/2015-AVD.I dated 16.11.2022, or as revised by DoP&T from time to time, subject to the following conditions:
- 5.2 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.
- 5.3 All case records and the inquiry report, duly documented, properly arranged, and bearing ink-signed copies (signed in blue ink on each page), will be handed over to the Disciplinary Authority.
- 5.4 The inquiry report should contain findings on each of the Articles of Charge that were inquired into and specifically addresses and deals with each procedural objection, if any, raised by the charged officer(s), in accordance with the extant rules and instructions.
- 5.5 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 relevant rules/instructions of disciplinary and appeal rules to which the delinquent Government Officials are governed.
- 5.6 General examination of the C.O. should be taken as per rules/instructions of disciplinary proceedings.

6. General Terms & Conditions:

- 6.1 The designated Inquiry Officer shall give an undertaking/certificate in enclosed Proforma Annexure-II in each case before initiating inquiry.
- 6.2 Empanelment will be liable for cancellation of at any stage it is found that information furnished in the application is misleading/incomplete/false.
- 6.3 NIFT reserves the right to cancel the advertisement and/or selection process without assigning any reason thereto. NIFT also reserves right to change/modify/cancel the terms and conditions of empanelment without assigning any reason or notice thereof.

6.4 "All other terms and conditions contained in **OM No. C-31015/3/2016-Vig./Admin.II** dated **June, 2024** shall continue to apply. Further, the instructions, guidelines, and Office Memoranda issued by the Government of India in this regard from time to time shall also be applicable."

7. How to apply:

- 7.1 Willing and eligible retired officers must be filled application form with their one recent passport size photograph in enclosed Proforma. Application should be filled up in prescribed format only with **BOLD** letters either in English or in Hindi.
- 7.2 The duly signed hard copy of the filled application form along with self-attested photocopies of necessary supporting documents etc. should reach to **The Registrar, National Institute of Fashion Technology, (NIFT), Head Office, Establishment-Room no. 3, 2nd Floor, NIFT Campus, Hauz Khas, Near Gulmohar Park, New Delhi- New Delhi-110016** by Speed Post/ Registered Post/ Courier/ Hand on or before **11th March, 2026 up to 05:00 PM** super scribing on the cover "**Application for the post of: _____** **vide advt. no. _____**".
- 7.3 The NIFT shall not be responsible under any circumstances for any sort of delay. **Additionally**, candidates should also send the duly filled application form along with the necessary supporting documents, through email at recruitmentcell.niftho@nift.ac.in.



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान
National Institute of Fashion Technology
(A Statutory Institute governed by the NIFT Act 2006 and set up in 1986
under the Ministry of Textiles, Govt. of India)
निफ्ट कैम्पस, हौज़खास, निकट गुलमोहर पार्क, नई दिल्ली- 110016
NIFT Campus, Hauz Khas, Near Gulmohar

ANNEXURE-I

**APPLICATION FOR INCLUSION IN THE PANEL OF RETIRED GOVERNMENT
OFFICERS FOR APPOINTMENT AS INQUIRY OFFICER TO CONDUCT
DEPARTMENTAL ENQUIRIES**

PHOTO

1.	Name of the Officer	
2.	Service from which the officer has retired	
3.	Last post held before retirement	
4.	Pay level of last pay drawn as per 7 th CPC	
5.	Equivalent post in Centre (Secretary / AS / JS / Director / DS)	
6.	Date of Birth	
7.	Date of Retirement	
8.	Permanent Address	
9.	Present (Communication) address	
10.	Mobile No.	
11.	Email Address	
12.	Details of Central / State Government / Ministry / Department from which the officer is retired (contact details)	
	a). Name:	
	b). Type of Organization (i.e. Central/State/PSUs etc.)	
	c). Address:	
	d). Contact No.:	
	e). Email ID:	

13	Details of experience regarding handling disciplinary matters, if any			
(a)	Name of Central / State Government / Ministry / Department	Duration during which handled disciplinary matters	Post held	Nature of Work
i).				
ii).				
iii).				
iv).				
v).				
14.	Details of training programme / course, if any attended, for IO / PO			
15	Have you ever been assigned the responsibility of Inquiry Officer, if yes, mention the level of officer, nature of allegations and rules under which the departmental enquiry was conducted.			
(a)	If yes, Details of Inquiry (Name of Department / time period of completion of inquiry etc.)			
16.	No. of cases in which presently appointed as IO			
(a)	Details of each case (Name of Ministry / Department, date of appointment as IO)			
17	Whether retired on attaining the age of superannuation / VRS under FR 56			
18.	Whether any penalty imposed during the service period, If yes, the details thereof			

Declaration:

I certify that the above facts are true and correct to the best of my knowledge and belief. I further understand that I render myself liable to disciplinary action under the relevant pension rules in the event that any of the above facts are found to be false or incorrect.

Place:

Date:

(SIGNATURE)



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ANNEXURE – II

UNDERTAKING TO BE GIVEN BY THE INQUIRY OFFICER

1. That I am 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.
2. That I shall maintain strict secrecy in relation to the documents he/she receives or information/data collected by me in connection with the inquiry and utilize the same only for the purpose of inquiry in the case entrusted to me.
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 DG, NIFT at the time of presentation of the Inquiry report.
4. That I shall conduct the inquiry proceedings at a location taking into account the availability of records, station/place, where the misconduct occurred as well as the convenience of the witnesses/PO etc. Video-Conferencing should be utilized to the maximum extent possible to minimize travel undertaken by the IO/PO/CO.
5. That I shall undertake travel for conducting inquiry (in unavoidable circumstances) with the approval of the Competent Authority.
6. That I shall not refuse to accept the assignment without any valid reason to the satisfaction of the Competent Authority.
7. That I shall conduct inquiry proceedings either in the official premises provided by the NIFT or through Video-Conferencing.
8. That I will have to arrange secretarial assistance on his own.
9. That I shall submit the inquiry report after completing the inquiry within ninety (90) days from the date of appointment as the Inquiry Officer. Extension of time beyond ninety (90) days can be granted by the Competent Authority depending on the circumstances of the case.

Place:

Date:

(SIGNATURE)

NAME.....