



GUJARAT STATE POLICE HOUSING CORPORATION LIMITED

(A Government of Gujarat Undertaking)

B/h. Lokayukt Bhavan, Off "CHH " Road, Sector 10/B,
GANDHINAGAR-382010



GUJARAT STATE POLICE HOUSING CORPORATION
LTD.

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GANDHINAGAR-382010

www.gsp hc.gujarat.gov.in CIN: U45201GJ1988SGC011453

Empanelment of Inquiry Officer

Gujarat State Police Housing Corporation Ltd invites applications for empanelment of Inquiry Officers for conducting departmental inquiries at GSPHCL.

Criteria	Retired /voluntary retired from the post/rank of Chief Engineer (Civil) /Superintending Engineer (Civil) or equivalent or above, from the Central Govt./State Govt./ PSUs/ Board/ Corporation and/or any other person having experience in conducting departmental proceedings
Min. Qualification	B.E./B. Tech in Civil
Min. Age	45 years as on 31.03.2023

Detailed advertisement is available on GSPHC website: <https://gsp hc.gujarat.gov.in>. Interested officers may submit their Bio-data along with supporting documents, on the prescribed Proforma, at the above-mentioned address. Last date for submitting application shall be 06.05.2023.

Managing Director
GSPHCL, Gandhingar



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Empanelment of Inquiry Officer

Gujarat State Police Housing Corporation Limited, a Government Company with 100% shareholding subscribed by the State Government, invites applications for empanelment of Inquiry Officers for conducting Preliminary Inquiries and Departmental inquiries at GSPHCL.

Eligibility criteria

Eligibility Criteria	Retired /voluntary retired from the post/rank of Chief Engineer (Civil) /Superintending Engineer (Civil) or equivalent or above, from the Central Govt./ State Govt./PSUs/ Board/ Corporation and/or any other person having experience in conducting departmental proceedings
Min. Qualification	B.E. /B. Tech in Civil
Min. Age	45 years as on 31.03.2023

How to Apply:

- The retired/voluntary retired officers who are willing to serve as Inquiry Officer may fill-up application form which is attached herewith (Annexure-I) along with self-attested copies of following documents.
 - Duly fill-up application form as per format
 - Copy of Resume/CV
 - Date of Birth Proof (DOB Certificate/School Leaving Certificate).
 - Aadhar Card and Pan Card copy
 - Educational Qualification Proof (All educational certificates)
 - Experience Certificates
 - Recent Color Passport Size Photograph – 02 nos
- Candidates required to send hard copies of all above mentioned documents through courier/post to following address so as to reach us on or before 06.05.2023.

The Managing Director
Gujarat State Police Housing Corporation Ltd.
B/h. Lokayukt Bhavan, Off "CHH " Road,
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3. Candidates have must clearly indicate “Application for the Empanelment of Inquiry Officer” on the envelope.
4. After receipt of application from eligible officers, the application will be scrutinized and eligible applications would be shortlisted for further selection process.

Remuneration:

The remuneration for the Inquiry officer will be as per GR no. CDR/1095/540/IC dated 03/08/2019 of GAD, Gujarat.

Other Instruction:

1. He / She should be in sound health-both physically and mentally.
2. He / She should not have been penalized in a Departmental Proceeding case (no penalty in DP or prosecution in criminal case) and should be of impeccable integrity.
3. The officer is to self-certify that neither disciplinary proceeding nor criminal proceeding are held against him during the service or any time thereafter.
4. The applications of retired officers willing to serve as an inquiry officer should meet the eligibility criteria and he/she should have a clean service record.
5. The Inquiry Officer shall conduct the inquiry proceedings at the official premises provided by the GSPHCL.
6. The retired officer should have handled disciplinary cases as Inquiry Officer during his service and must possess adequate knowledge of conduct of disciplinary proceedings.
7. Once the disciplinary case is assigned to the officer he / she should not refuse to accept the assignment without any valid reason to the satisfaction of the Competent Authority.
8. After receipt of willingness of the retired officers, names of the officer will be screened by the Appointed Committee of GSPHCL. The disciplinary Authority



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will decide on the appointment of inquiry Officer based on the case and his/her experience.

9. The designated Inquiry Officer shall be required to give an undertaking as follows:-
 - a) That 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 Government officer. A certificate to this effect will be obtained from the Inquiry Officer with respect to every inquiry and shall be placed on record.
 - b) 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.
10. No such documents/information or data shall be revealed 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, at the time of presentation of the inquiry report.

(Hasmukh Patel)
Additional Director General of Police &
Managing Director



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Annexure - 1

APPLICATION FOR APPOINTMENT OF RETIRED GOVERNMENT OFFICERS AS THE INQUIRY OFFICER TO CONDUCT DEPARTMENTAL INQUIRIES IN GSPHCL

Full Name	
Present Address	
Mobile No.	
Email	
Qualification	
Date of retirement from Government service	
Last Post held before retirement	
Details of the Department/Board/Corporatio n/PSU and posts held during the service period	
Have you ever been assigned the responsibility of the Inquiry Officer	
If yes, the details thereof :	
Whether retired on attaining the age of superannuation or	



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voluntary retirement	
Whether any penalty was imposed during the service period.	
If yes, the details thereof :	

Date :

Place :

Sign