



THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED
Schedule 'A' multi-divisional Central PSE

NOTIFICATION FOR EMPANELMENT AS INQUIRY OFFICER

Notification No. : 03/2026 dated 13.05.2026

Applications are invited from persons who were separated from service on account of superannuation, voluntary retirement, or resignation from a Government Department/Government Autonomous Body/Public Sector Undertaking, with knowledge of laws, rules and procedures and experience in conducting Departmental Inquiries in connection with Disciplinary Action, for being considered for empanelling as Inquiry Officer in The Fertilizers and Chemicals Travancore Ltd., Udyogamandal (FACT). Engagement shall be from the empanelled list for conducting Departmental Inquiry based on Company's requirements. Normally the place of Inquiry will be at Udyogamandal; however, it can vary depending on the case and requirement.

Educational Qualification:

Minimum Educational Qualification: Graduation from AICTE approved / UGC recognized, University/Deemed University.

Experience:

The applicant should have separated from service on account of superannuation, voluntary retirement, or resignation from a Government Department/Government Autonomous Body/Public Sector Undertaking, having held a substantive managerial position in E4 scale or above

The candidate should have experience in conducting departmental inquiries, having handled at least one inquiry as an Inquiry Officer in a Government Department/PSU. Experience in conducting departmental inquiries in Public Sector Undertakings will be added advantages.

Should have adequate knowledge of the law, rules and procedures for conducting Departmental Inquiries in connection with Disciplinary Action in Government departments/ PSU.

Selection: Selection to the panel shall be based on Interview. The select panel (limiting to 5 persons) shall be valid for three years after which, extension shall be at the option of the company. Based on requirements, the Company shall engage the empanelled person/s as Inquiry Officer/s from time to time. Empanelment or ranking in the panel shall not, by itself, confer any right to engagement. The decision to engage any candidate shall vest solely and absolutely with the Company, which reserves the right to make such engagement at its discretion, irrespective of the position of the candidate in the panel.

Age limit: Maximum age limit: 69 years as on 01/05/2026 subject to the condition that the engagement shall be limited up to the age of 70 years. Proof of age shall be enclosed with the application.

Details regarding honorarium, duration of empanelment, place of inquiry, confidentiality obligations, submission of inquiry report, and other conditions relating to engagement are given separately in the Annexure to this Notification.

Interested eligible candidates may submit application along with the required documents, to reach **Assistant General Manager- (Human Resources), FEDO Building, The Fertilisers and Chemicals Travancore Limited, Udyogamandal.P.O,683501**, latest by closing of office hours on **01.06.2026**.

Application shall be submitted in the prescribed format which is to be downloaded from this website. The application form and the declaration form (Form No.1) shall be duly filled, photo affixed and signed, and sent to the address above after attaching the following documents:

Self-attested copies of document to prove Age (school leaving certificate/birth certificate), Educational Qualifications (degree certificate), Experience (proof of retirement from Govt. department/ Government Autonomous Body/ PSU , proof of managerial grade at the time of retirement, proof of experience in conducting departmental inquiry etc.),and Identity & Residence proof (Aadhar card / Voters id etc.) shall be enclosed with the application.

Envelope containing the application shall be superscribed with **“Application for empanelment – Inquiry Officer on Contract - 2026”**

Persons already engaged as Inquiry Officer by FACT are also required to apply for inclusion in the panel.

Incomplete applications are liable to be rejected

Candidates called for Interviews shall report at the specified venue on time, with original of the self-attested copies of the above documents submitted with the application.

Further notifications, amendments etc. relating to this notification shall be published in the Company’s website only and will not be published in the newspaper. Therefore candidates may visit our website www.fact.co.in regularly for updates.

Assistant General Manager (HR)

TERMS AND CONDITIONS FOR ENGAGEMENT OF INQUIRY OFFICER FROM THE EMPANELLED LIST

1. Based on the requirement, the Company (“Company” means “The Fertilizers and Chemicals Travancore Ltd., with registered Office at Udyogamandal”) will call the persons from the empanelled list, for discharging functions of Inquiry Officer as per the Company’s rules. Empanelment or ranking in the panel shall not, by itself, confer any right to engagement. The decision to engage any candidate shall vest solely and absolutely with the Company, which reserves the right to make such engagement at its discretion, irrespective of the position of the candidate in the panel.
2. Engagement shall be on contract basis for each inquiry. The Declaration (Form No.2) shall be duly filled and signed and submitted to the Disciplinary Authority for each inquiry.
3. The select panel shall be valid for three years, extendable at the option of the Company.
4. Honorarium :

Lump Sum per inquiry	Rs. 30,000/- (where number of witnesses up to 5) Rs.40000/- (where number of witness in the range of 6 – 10) Rs. 50000/- (where number of witnesses more than 10)
For Secretarial assistance per inquiry	Rs. 5,000/- (where number of witnesses up to 5) Rs. 7500/- (where number of witnesses in the range of 6 – 10) Rs. 10000/- (where number of witnesses more than 10)
Transport Allowance per sitting	For those residing upto 100 kms - Rs.1000/-. For those residing beyond 100kms and upto 200 kms – Rs.1500

	For those residing beyond 200 kms - Rs.1750/-.
In respect of common/joint inquiries, where the number of Charged Officers/Chargesheeted employees involved is more than two, 50% additional amount on the Lumpsum amount (ie Rs.45000 / Rs.60000 / Rs. 75000, as the case may be) shall be paid.	

5. Payment will made to the Inquiry Officer only when he/she submits the Inquiry Report and connected documents besides fulfilling the requirements provided under Clause 13 (infra) and the Disciplinary Authority recommends for payment.
6. Place of work will be in the official premises of the Company, which is normally in Udyogamandal. However, the Inquiry Officer shall conduct the inquiry anywhere in India if so required by the Company, in which case, he/she shall eligible for TA/DA as applicable to officers of the Company in IV E4 grade.
7. No other allowances/benefits or remuneration other than those mentioned shall applicable.
8. The Company reserves the right to terminate the services of the Inquiry Officer/ remove from the panel, without assigning any reason whatsoever.
9. This engagement is only on contract basis and does not in any way directly or indirectly confer any right for permanent appointment in the Company.
10. The Inquiry Officer to be engaged for a particular inquiry shall not be a witness or a complainant in the matter to be enquired into or a close relative or a known friend of the employee against whom inquiry is to be conducted. Before commencement of the inquiry, the Inquiry Officer shall give an undertaking to this effect as per the format enclosed.
11. Each inquiry, whether conducted individually or as a common/joint inquiry, shall be completed and the inquiry report submitted within a period of 180 days from the date of appointment of the Inquiry Officer, or within such extended period as may be specified by the Disciplinary Authority. The time frame for each inquiry will be informed to the Inquiry Officer at the time of engagement. The Company reserves the right to deduct amounts as it finds fit from the remuneration, if it is found that the inquiry entrusted is delayed due to reasons attributable to the Inquiry Officer.
12. On completion of the Inquiry, the Inquiry Officer shall ensure that:-
 - a) All case reports and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority.

- b) The report contains finding on each of the Articles of Charges which has been enquired into and that specifically deals with and addresses each of the procedural objections, if any, raised by the charged officers/Chargesheeted employees as per the extant rules and instructions.
 - c) 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 and instructions on Conduct, Discipline and Appeal and other rules and regulations governing the employees against whom inquiry is conducted.
13. Absolute secrecy and confidentiality shall be maintained by the Inquiry Officer in matters relating to all official documents of the Company and/ or information or any other data, which he/she acquire or that may come to his/her knowledge during the tenure. He/she shall not carry any documents/paper/floppy/data cartridge/compact disc etc. out of the office premises without obtaining prior or specific written permission from the Disciplinary Authority. Absolute integrity, office discipline and devotion to duty shall be maintained by the incumbent and he/she shall not engage in any act which is against the interest of the Company.
14. The incumbent shall be responsible for the safe keeping and return, in good condition and order, of all the Company's property, which may be in his use, custody, care, or charge. The Company shall have the right to deduct the money/value/damage for all such things from his dues and take such other action as deemed proper in the event of his failure to account for such property to the satisfaction of the Company.

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