

Ref. No. MOIL/Pers/IR/2025-26/338

Date:-20.09.2025

### **NOTICE FOR INVITING APPLICATIONS FOR EMPANELMENT OF INQUIRY OFFICER (4-POSTS) FOR A PERIOD OF SIX MONTHS.**

MOIL Limited (formerly known as Manganese Ore India Limited) is a Schedule 'A' Miniratna Category-I PSU under the Ministry of Steel, Government of India.

MOIL is the largest Manganese Ore producer in the country, operating eleven mines spread in the states of Maharashtra and Madhya Pradesh. MOIL has set up a plant to produce Electrolytic Manganese Dioxide (EMO), which is used for manufacturing of dry battery cells. A Ferro Manganese plant having a capacity of 12,000 metric Tonnes per annum has also been put up by the company. It has been a consistent profit making PSU.

As per the strategic Management plan formulated, MOIL plans to expand its production capacity to 3.0 million Tonnes by 2030 by increasing production of existing mines and by new area development in India and global sourcing.

MOIL invites application from serving/retired officers of MOIL Ltd. or other PSUs as INQUIRY OFFICERS for the purpose of conducting departmental inquiries for a period of 6 months. Such Officers will be appointed as Inquiry Officers, as per requirement, on case to case basis by the Disciplinary Authority. The details of the eligibility criteria for the assignment, honorarium payable per inquiry case etc. are given below:

#### **1. Validity of the panel:**

The panel of the retired officers created for the purpose of appointing Inquiry Officers for conducting departmental inquiry will be normally valid for 6 months. The assignment of Inquiry Officer shall be terminated at any time by the Company without notice and without assigning any reason, thereof.

#### **2. Eligibility:**

- He/she should be retired officers of MOIL Ltd./Other PSUs/Public Servant.
- The official empaneled should not be more than 70 years of age on the cut-off date of notification of empanelment.
- He/she should have experience of conducting departmental inquiry during his/her service tenure.
- The nomination as external Inquiry Officer shall be for a period of 06 months.
- He/she should be conversant of conducting inquiry in Hindi and English.

- vi) The applicant should not have been penalized in a Disciplinary Proceeding case (No penalty in disciplinary proceedings or No prosecution in criminal case).

**3. Terms and conditions for appointment of retired officers as the Inquiry Officer:**

- a) He shall not engage himself/herself in any other professional work or service, which is likely to interfere with the performance of his/her duties as Inquiry Officer.
- b) The enquiries will be entrusted on case to case basis by the disciplinary authority. The number of disciplinary cases may be restricted to 20 cases in a year with not more than 04 cases at a time.
- c) The Inquiry Officer shall maintain strict secrecy in relation to the documents he received or information / data collected by him in connection with the inquiry & utilize the same only for the purpose of inquiry in the case entrusted to him. No such documents/information or data are to be divulged to any one during the inquiry or after presentation of the inquiry report. The Inquiry Officer entrusted with the inquiries will be required to furnish an undertaking to maintain strict secrecy and confidentiality of all records/documents/proceedings , etc. All the records, reports etc. available with the Inquiry Officer shall be duly returned to the authority who appointed him as such, at the time of presentation of the Inquiry Report.
- d) Honorarium Paid to Inquiry Officer will be as under:

Honorarium Charges (Rate per case in Rupees)	
Number of witnesses are 5 or less	Rs.20,000/-
Number of witnesses are between 6 to 10	Rs.40,000/-
Number of witnesses are more than 11	Rs.75,000/-

- e) The inquiry proceedings shall be at the Head Quarters of the Department/Organization or at the place of concentration of the Charged Officer (s), witnesses etc. In unavoidable circumstances where the Inquiry Officer has to undertake journey outside Nagpur for conducting inquiry, the rate of TA/DA in such cases may be permissible at the rate applicable to the serving Officers of the equivalent rank.
- f) They have to provide stationary/postage etc. and clerical/stenography work.
- g) The assignment of Inquiry Officer shall be terminated at any time by the Company without notice and without assigning any reasons.
- h) The Inquiry Officer shall submit the Inquiry Report after completing the inquiry for absenteeism cases 60 days and other than absenteeism cases 90 days from the date of his appointment as Inquiry Officer to become eligible for payment of remunerations referred to above .

**4. Before the payment is received by the Inquiry Officer, it will be his / her responsibility to ensure that :**

- a) All case and inquiry report (two ink signed copies) properly documented and arranged is handed over to the Disciplinary Authority.
- b) The report returns findings on each of the Articles of Charges which has been enquired into should specifically deal and address each of the procedural objections, if any, raised by the charged officers as per the extant rules and instructions.

- c) There should not be any ambiguity in the inquiry report and therefore care should be taken to ensure that all procedures for conducting departmental inquiries have been followed in accordance with the relevant rules/Conduct and Disciplinary and appeal Rules to which the delinquent official is governed.
- d) While conducting Inquiry, Inquiry Officer shall have to follow the Principal of Natural Justice.
5. Letter regarding engaging a retired officer as the Inquiry Officer will only be issued with the approval of the Disciplinary Authority of the concerned.
6. General Conditions:
- a) Only Indian Nationals are eligible to apply.
- b) All qualifications should be recognized by AICTE / UGC / appropriate Indian Statutory Authorities.
- c) For the above post age, date of retirement etc., would be as on 30.09.2025. The candidates should not be more than 70 years of age as on 30.09.2025.
- d) In support of age proof, candidates will have to submit school leaving/matriculation/secondary board certificate/ certificates of birth from concerned Municipal Authorities.
- e) MOIL reserves the right to reject any or all applications from the Retired Officers without assigning any reason(s) thereto. MOIL reserves the right to change/modify/cancel the terms and conditions of the empanelment without assigning any reason or notice thereof.
- f) Any modifications/amendments I corrigendum in the advertisement will be given in MOIL's website [www.moil.nic.in](http://www.moil.nic.in) only.
- g) The decision of the Company in all matters relating to appointment of Inquiry Officer shall be final and no individual correspondence will be entertained.
- h) Any dispute with regard to empanelment against the above advertisement will be settled within the jurisdiction of Nagpur, only.

### **How to Apply:**

Desirous candidates may send their scanned applications through e-mail: [recruit@moil.nic.in](mailto:recruit@moil.nic.in) or submit hard copy in an A4 size envelope to Joint General Manager (Personnel), IR Section, MOIL Ltd, MOIL Bhavan, 1-A Katol Road, Nagpur-440 013 on or before 30.09.2025 along with detailed Bio-data and self-attested copies of certificates and testimonials (Proforma is attached below or it can be downloaded from our website [www.moil.nic.in](http://www.moil.nic.in)).

**Joint General Manager (Personnel)**



**MOIL LIMITED**  
**(Formerly Manganese Ore (India) Limited)**  
**MOIL Bhawan, 1-A Katol Road,**  
**Nagpur -440 013**

Recent  
Passport Size  
Photo

Application for the post of \_\_\_\_\_

1. Name (in full)(\*): \_\_\_\_\_
2. Father's/Husband's Name(\*): \_\_\_\_\_
3. Date of Birth (\*): \_\_\_\_\_  
(In figures & words)
4. Age as on 30/09/2025 (in completed years) (\*): \_\_\_\_\_
5. Gender: (Male/Female/Transgender)(\*): \_\_\_\_\_
6. Nationality & Religion: \_\_\_\_\_
7. Category (UR/EWS/OBC/SC/ST(\*): \_\_\_\_\_  
& Ex-servicemen/Minority)
8. Address for Communication(\*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Permanent address(\*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. E-Mail ID (\*): \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
Landline with STD Code \_\_\_\_\_

11. Marital Status: Married/Unmarried  
If married:

Name of spouse: \_\_\_\_\_

No. of Children: Son(s) \_\_\_\_\_

Daughter(s) \_\_\_\_\_

12. State of origin: \_\_\_\_\_

Domicile: \_\_\_\_\_

13. Qualification (In descending order)(\*):

Degree/Diploma	Yr. of passing	University/Instt.	Division & % of Marks	Remarks

14. Experience in Chronological Order(\*):

S.N.	Name of the Organization	Designation	From Date	To Date	Scale of Pay and Total Emoluments	Nature of Duties

15. Experience as an Inquiry Officer (\*):

S.N.	Name of the Organization	No. of cases completed	Type of cases handled	From Date	To Date

16. Academic Achievements:  
(Like merit, scholarship, awards etc.)

1. \_\_\_\_\_

2. \_\_\_\_\_

17. Professional papers (submitted if any):

1. \_\_\_\_\_

2. \_\_\_\_\_

18. Details of training undergone(India/Abroad):

1. \_\_\_\_\_

2. \_\_\_\_\_

19. Membership of any Professional Bodies:

1. \_\_\_\_\_

2. \_\_\_\_\_

20. Any other details:

21. No. of Certificates attached \_\_\_\_\_

(Please attach self-attested copies of certificates):

22. (i) Have you been arrested at any time (\*) :Yes/No

(ii) If Yes, give Details:



23. (i) Have you been convicted for any offence or  
Any case is pending against you in any court of law (\*):Yes/No

(ii) If Yes, give Details: \_\_\_\_\_

24. Have you ever been dismissed or removed from service by your past Employer(\*)  
If so, please furnish details: \_\_\_\_\_

25. Languages known:

Language	Read	Speak	Write

(\*) - Mandatory field must be filled up

### UNDERTAKING

I, \_\_\_\_\_ give the undertaking that the above information provided by me is true and correct. I have gone through the terms and conditions, which are acceptable to me. I further declare that my Service Record was clean and non-controversial having impeccable integrity while in the service. Presently, I have no connection with any organization dealing with MOIL Ltd., so that I can play impartial role in conducting the departmental enquiry.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date : \_\_\_\_\_