F. No. CEPI/DELHI/36/08/2023/1664
CF No. 3672764

भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक
OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA
प्रथम तल) पूर्वी विंग(, शिवाजी स्टेडियम
FIRST FLOOR, EAST WING SHIVAJI STADIUM
कॅनाट प्लेस, नई दिल्ली -110001
CONNAUGHT PLACE, NEW DELHI-110001

Date: 27.10.2026

To,

The Section Officer (IT Cell),
Administrative Division, Ministry of Home Affairs,
Kartavya Bhawan-3,
New Delhi - 110001.

Subject: Filling up of one (01) post of Inspector on a deputation basis in the Office of the Custodian of Enemy Property for India (CEPI), Head Office, New Delhi.

Sir/Madam,

I am directed to state that it is proposed to fill up **one (01) post of Inspector (Enemy Property)** in **Level-05 of the Pay Matrix** (Pre-revised: PB-1, ₹5200–20200/- with Grade Pay of ₹2800/-) in the Office of the Custodian of Enemy Property for India (CEPI), Head Office, New Delhi, on a deputation basis.

30/10/2026

2. **Period of Deputation:**

The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government, shall ordinarily not exceed **three (03) years**.

A. Eligibility Conditions

1. **Category of Officers:**

The post is to be filled **exclusively from officers currently serving under the Central Government**. State Government employees, Public Sector Undertakings (PSUs), Autonomous Bodies, and private candidates are **not eligible** and need not apply.

2. **Educational & Service Criteria:**

Officers of the Central Government:

(a) holding analogous posts on a regular basis in the parent cadre/department; **OR**

(b) with five (05) years of regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band-1, ₹5200–20200/- with Grade Pay of ₹2400/- (pre-revised) or equivalent in the parent cadre/department.

3. **Experience Requirement:**

Candidates must possess at least **two (02) years of experience** in Administration, Establishment, Accounts, or general office management matters.

4. **Age Limit:**

The maximum age limit for appointment on deputation shall not exceed **56 years** as on the closing date of receipt of applications.

5. **Service Conditions:**

The selected officers will be governed by the standard terms and conditions of deputation laid down in Department of Personnel & Training (DoPT) O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2016, as amended from time to time, and other rules applicable to CEPI, MHA.

B. Application Process & Submission

1. **Through Proper Channel:**

Willing and eligible officers whose services can be spared immediately upon selection may forward their applications through their respective Ministries/Departments/Cadre Controlling Authorities.

2. **Required Documents:**

Applications must be accompanied by the following documents, duly verified by the Competent Authority:

(a) Bio-data in the prescribed proforma (Annexure).
(b) Vigilance Clearance Certificate.
(c) Integrity Certificate.
(d) A statement of major/minor penalties imposed, if any, during the last ten (10) years.
(e) Attested photocopies of APARs/ACRs for the last five (05) years, duly attested by an officer not below the rank of Under Secretary.
(f) Cadre Clearance / No Objection Certificate (NOC) from the employer.

3. **Last Date and Mode of Submission:**

Applications complete in all respects must reach **on or before 16.11.2026 by 05:00 PM** through both modes:

- **Via Email:** As a single readable PDF file to dclakra.edu@gov.in and bikram.munda@gov.in.
- **Via Physical Post:** Addressed to:

The Deputy Secretary (Admin),
Office of the Custodian of Enemy Property for India (CEPI),
1st Floor, East Wing, Shivaji Stadium Annexe,
Connaught Place, New Delhi - 110001.

C. Important Notes

1. Incomplete applications, applications not accompanied by the required documents, or those received after the closing date **will not be entertained** under any circumstances.
2. Once nominated/selected, an officer **will not be permitted to withdraw** their candidature.

It is requested that this circular may be given wide publicity among eligible officers under your administrative control.

Yours faithfully,

27/10/26

(Bikram Munda)
Under Secretary to the Govt. of India

Copy to:

1. **Under Secretary (FFR Division),** Ministry of Home Affairs, 2nd Floor, NDCC-II Building, Jai Singh Road, New Delhi – with a request to upload the circular on the official MHA website.
2. **Data Analyst, O/o CEPI, Delhi** – for uploading the circular along with enclosures on the CEPI official website.
3. Notice Board / Guard File.

ANNEXURE

CURRICULUM VITAE / BIO-DATA PROFORMA

1. Post Applied For: **Inspector (New Delhi)**
2. Name and Address (in Block Letters): _____
3. Date of Birth (in Christian era): _____
4. Date of Retirement under Central Govt. Rules: _____
5. Educational Qualifications: _____
6. Whether Educational and other qualifications required for the post are satisfied? (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

Qualification / Experience Required	Qualification / Experience Possessed by the Officer
(1) Essential:	
(a) Holding analogous post / service criteria	
(b) Experience (2 Years in Admin/Accts)	

7. Please State Clearly whether in the light of entries made above, you meet the requisite Essential Qualifications and Work Experience: **[Yes / No]**
8. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office / Institution	Post Held	From	To	Scale of Pay & Basic Pay	Nature of Duties (in detail)

9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent:
10. In case the present employment is held on deputation basis, please state:

(a) The date of initial appointment: _____

(b) Period of appointment on deputation: _____

(c) Name of the parent office/organization to which you belong: _____

11. Additional details about present employment (Please state whether working under Central Government): _____
12. Details of Pay Scale and Present Basic Pay:

(a) 7th CPC Pay Level: _____

(b) Basic Pay: _____

Place: _____

Date: _____

(Signature of the Candidate)

Contact No. / Email: _____

(To be filled by the Employer / Cadre Controlling Authority)

1. It is certified that the particulars furnished by the applicant are **correct** and he/she possesses the educational qualifications and experience mentioned in the vacancy circular.
2. **Vigilance/Integrity Clearance:** It is certified that no vigilance case or disciplinary proceeding is pending or contemplated against the officer. Integrity of the officer is certified.
3. **APAR Dossier:** Certified photocopies of the APARs for the last 5 years (duly attested by an officer not below the rank of Under Secretary) are enclosed.
4. **Major/Minor Penalties:** No minor/major penalty has been imposed on the officer during the last 10 years *(or a penalty statement is enclosed, as applicable)*.
5. **Relieving Clause:** If selected, the officer **will be relieved immediately** from their parent department to join CEPI, New Delhi.

Place: _____

Date: _____

(Signature of the Competent Authority / Head of Office)

Name & Designation: _____

Office Seal: _____