F. No. CEPI/DELHI/36/09/2023/1643
CF no. 3673320

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 four (04) posts of Upper Division Clerk (UDC) on a deputation basis in the Office of the Custodian of Enemy Property for India (O/o CEPI) at Mumbai, Kolkata, and Lucknow Branch Offices — regarding.

Sir,

Applications are invited from eligible and willing officials of the Central Government to fill up four (04) posts of Upper Division Clerk (UDC) on a deputation basis in the Office of the Custodian of Enemy Property for India (CEPI) at its Branch Offices, as detailed below:

- Locations & Vacancies:
    - Mumbai Branch Office: 01 Post
    - Kolkata Branch Office: 02 Posts
    - Lucknow Branch Office: 01 Post
- Pay Scale: Pay Band-1 (₹5,200–₹20,200/-) with Grade Pay of ₹2,400/- (Pre-revised) / Level-04 of the 7th CPC Pay Matrix.

A. Eligibility Criteria, Experience, and Terms of Deputation

1. Eligibility Criteria:

(a) The posts are to be filled exclusively from amongst officials currently working under the Central Government on a regular basis. State Government employees, PSU employees, Autonomous Body employees, and private candidates are not eligible and should not apply.

(b) Eligible Central Government officials must fulfill either of the following criteria:

- Holding analogous posts on a regular basis in the parent cadre or department; OR

- Having eight (08) years of regular service in the grade of Lower Division Clerk (LDC) [Pay Band-1 (₹5,200–₹20,200/-) with Grade Pay of ₹1,900/- (Pre-revised) / Level-02 of the 7th CPC Pay Matrix] or equivalent rendered after appointment thereto on a regular basis in the parent cadre or department.

2. Experience Requirement:

Possessing at least two (02) years of working experience in handling Administration, Establishment, and Accounts matters.

3. Age Limit:

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

4. Period & Terms of Deputation:

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

(b) Officials selected on deputation shall be governed by the service conditions applicable to employees of the O/o CEPI, Ministry of Home Affairs, read with the consolidated DoPT guidelines on deputation/foreign service for Central Government employees and instructions issued by the Government of India from time to time.

B. Application Process and Submission Guidelines

1. Mode of Application: Willing and eligible officials must forward their applications through their respective Ministries/Departments/Cadre Controlling Authorities (through proper channel) on or before 16.11.2026 by 5:00 PM.
2. Mandatory Documents Required: The parent department/Cadre Controlling Authority must forward the application along with the following verified documents:

(a) Detailed bio-data in the prescribed proforma (Annexure).

(b) Attested copies of ACRs/APARs for the last five (05) years (each page duly attested by an officer not below the rank of Under Secretary to the Govt. of India).

(c) Vigilance Clearance Certificate.

(d) Integrity Certificate.

(e) Statement showing major/minor penalties imposed on the official during the last ten (10) years (if any).

(f) No Objection Certificate (NOC) / Cadre Clearance from the Employer / Cadre Controlling Authority.

3. Modes of Submission & Address: Complete applications, along with all requisite enclosures through the proper channel, must reach on or before 16.11.2026 by 5:00 PM via:

   - By Email: A single, legible scanned PDF file of the complete application and enclosures sent to: dclakra.edu@gov.in and bikram.munda@gov.in.
   - By Post / Physical Copy: Physical copies forwarded to:

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

C. Important Notes

1. Rejections: Incomplete applications, unsigned applications, advance copies without cadre clearance, or applications received after the prescribed closing date and time will not be entertained and shall be summarily rejected.

2. Withdrawal: Officials once selected will not be permitted to withdraw their candidature subsequently.

It is requested that this Vacancy Circular be given wide publicity and circulated among all eligible officials in the Ministry/Department, as well as its attached and subordinate offices, on a priority basis.

Yours faithfully,

27/10/26

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

Copy to:

1. The Under Secretary, EP Section, FFR Division, MHA, NDCC-II Building, New Delhi – 110001 — for information and with a request to get this circular uploaded on the official website of MHA.
2. Data Analyst, O/o CEPI, New Delhi — for immediately uploading this circular along with its enclosures on the official CEPI website.
3. Guard File.

ANNEXURE

APPLICATION PROFORMA FOR THE POST OF UPPER DIVISION CLERK (UDC) ON DEPUTATION

- Post Applied For: Upper Division Clerk (UDC)
- Place of Posting Applied For *(Please tick ☑ preference)*:

[ ] Mumbai Branch Office [ ] Kolkata Branch Office [ ] Lucknow Branch Office

| S. No. | Particulars | Details to be filled by the Applicant |
|---|---|---|
| 1. | Name of the Official (in Block Letters) | |
| 2. | Date of Birth (DD/MM/YYYY) | |
| 3. | Date of Retirement under Central Govt. Rules | |
| 4. | Educational & Other Qualifications | |
| 5. | Present Post Held & Name of Office/Department | |
| 6. | Whether the present post is Cadre or Ex-Cadre | |
| 7. | Date of regular entry into Central Govt. Service | |
| 8. | Date from which the present post is held on a regular basis | |
| 9. | Present Scale of Pay, Pay Level (7th CPC) & Basic Pay (as on 01.01.2026) | |
| 10. | Complete Office Address for Correspondence (with PIN Code) | |
| 11. | Contact Number (Landline & Mobile) & Email ID (Official & Personal) | |
| 12. | Employment History / Details of Service (in chronological order): *(Enclose a separate authenticated sheet if space is insufficient)* | *(Fill in the sub-table below)* |

Details of Service (Item 12 Sub-table):

| Office / Organization | Post Held on Regular Basis | From | To | Pay Matrix Level / Pay Band & Grade Pay | Nature of Duties (Highlighting Admin/Establishment/Accounts experience) |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

13. Date of return from the last ex-cadre post / deputation (if any): _____

Place: _____
Date: _____

*(Signature of the Applicant)*

## CERTIFICATE BY THE EMPLOYER / CADRE CONTROLLING AUTHORITY

*(To be filled and signed by the forwarding Department)*

Certified that the information and particulars furnished above by Shri/Smt./Ms. _____ have been verified from official service records and found true and correct. He/She possesses the educational qualifications and experience required for the post as mentioned in the vacancy circular. In the event of selection, he/she will be relieved immediately to take up the assignment.

It is further certified that:

1. There is no vigilance or disciplinary case either pending or contemplated against Shri/Smt./Ms. _____.
2. His/Her Integrity is certified.
3. No major/minor penalty has been imposed on him/her during the last 10 years *(or a statement of penalties imposed during the last 10 years is enclosed)*.
4. Attested photocopies of his/her ACRs/APARs dossier for the last 5 years (duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent) are enclosed herewith.

Place: _____
Date: _____

*(Signature of the Forwarding Officer)*
Name & Designation: _____
Telephone No.: _____
Office Seal: _____