F. No. CEPI/DELHI/02/09/2021/1642
CF no. 3679915

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, MHA,
Karavya Bhawan, New Delhi.

Subject: Filling up of one (01) post of Assistant Custodian of Enemy Property (ACEP) on deputation basis in the Office of the Custodian of Enemy Property for India (O/o CEPI) at Kolkata Branch Office — regarding.

Sir,

Applications are invited from eligible and willing officers of the Central Government to fill up one (01) post of Assistant Custodian of Enemy Property (ACEP) on a deputation basis:

- Location & Vacancy: Kolkata Branch Office — 01 Post
- Pay Scale: Pay Band (₹9,300–₹34,800/-) with Grade Pay of ₹4,600/- (Pre-revised) / Level-07 of the 7th CPC Pay Matrix.
- Period of Deputation: Ordinarily not exceeding three (03) years.

A. Eligibility, Experience, and Age Limit

1. Eligibility Criteria:

(a) This post is open exclusively for officers currently working under the Central Government. State Government employees, PSU employees, Autonomous Body employees, and private candidates are not eligible.

(b) Eligible Central Government officers must fulfill any of the following criteria:

- Holding analogous posts on a regular basis in the parent cadre or department; OR
- Having five (05) years of regular service in the grade rendered after appointment thereto on a regular basis in Pay Band (₹9,300–₹34,800/-) with Grade Pay of ₹4,200/-

(Pre-revised) / Level-06 of the 7th CPC Pay Matrix or equivalent in the parent cadre/department.

2. Experience: 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.

B. Application Process and Submission Guidelines

1. Last Date of Submission: Willing and eligible officers must forward their applications through their respective Ministries/Departments/Cadre Controlling Authorities on or before 16.11.2026 by 5:00 PM.

2. Mandatory Documents Required: The parent department 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).

(c) Vigilance Clearance Certificate.

(d) Integrity Certificate.

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

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

3. Modes of Submission: Applications complete in all respects must reach through proper channel via both modes:

- By Email: A single legible scanned PDF file of the complete application and enclosures must be sent to: dclakra.edu@gov.in & bikram.munda@gov.in.
- By Post / Physical Copy: The physical copy must reach:

  The Deputy Secretary (Admin),
  O/o CEPI, 1st Floor, East Wing, Shivaji Stadium,
  Connaught Place, New Delhi – 110001.

C. Important Notes

1. Advance Copies: Advance copies sent directly via email will be kept for reference only. Final selection will not be considered unless the application is received through the proper channel with complete cadre clearance and supporting documents.

2. Rejections: Incomplete applications, unsigned copies, applications received after the closing date, or those missing requisite APARs/clearances will be summarily rejected.

3. Withdrawal: Selected officers 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 officers in your Ministry/Department as well as its attached and subordinate offices.

Yours faithfully,



(Deep C. Lakra)
Deputy Secretary

Copy to:

1. Under Secretary, EP Section, FFR Division, MHA, NDCC-II Building, New Delhi — with a request to immediately upload this circular along with its enclosures on the official MHA website.

2. Data Analyst, O/o CEPI, Delhi — for immediately uploading this circular with enclosures on the official CEPI website.

3. Guard File.

ANNEXURE

APPLICATION PROFORMA FOR THE POST OF ASSISTANT CUSTODIAN OF ENEMY PROPERTY (ACEP) ON DEPUTATION

S.No.	Parameter	Details
1.	Place of Posting Location	CEPI, Kolkata Branch Office
2.	Name of the Officer (in Block Letters)	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of Retirement under Central Govt. Rules	
5.	Educational Qualifications	
6.	Present Post Held & Name of Office/Department	
7.	Whether the present post is Cadre or Ex-Cadre	
8.	Complete Office Address (with PIN Code)	
9.	Contact Details (Landline & Mobile Number)	
10.	Email ID (Official & Personal)	
11.	Date from which present post is held on regular basis	
12.	Present Pay Level (7th CPC) and Basic Pay	
13.	Details of Employment (in chronological order): *(Enclose a separate authenticated sheet if space is insufficient)*	*(Use sub-table below)*

Details of Employment (Item 13 Sub-table):

Office / Institution	Post held on regular basis	From	To	Pay Matrix Level / Pay Band & Grade Pay	Nature of Duties (Highlighting administrative/accounts experience)

S.No.	Parameter	Details
14.	Nature of present employment (Ad-hoc / Temporary / Permanent)	
15.	If present employment is on deputation/contract, state: a) Date of initial appointment:	

	b) Period of appointment on deputation/contract: c) Name of parent office/organization:	
16.	Date of return from last ex-cadre post, if any	
17.	Additional information in support of suitability	

Place: _____
Date: _____

(Signature of the Candidate)

CERTIFICATE BY THE EMPLOYER / CADRE CONTROLLING AUTHORITY

(To be filled and signed by the forwarding Department)

1. Certified that the particulars furnished by Shri/Smt/Ms. _____ have been verified from his/her service records and found correct.

2. He/She possesses the educational qualifications and experience mentioned in the vacancy circular.

3. It is certified that no vigilance case / disciplinary proceedings are either pending or contemplated against the officer.

4. His/Her Integrity Certificate is enclosed herewith.

5. Photocopies of the APARs/ACRs for the last 5 years (from _____ to _____), duly attested on each page by an officer not below the rank of Under Secretary to the Government of India or equivalent, are enclosed.

6. No major/minor penalty has been imposed on him/her during the last 10 years OR A list of penalties imposed is enclosed *(Strike out whichever is not applicable)*.

7. In the event of selection, the officer will be relieved immediately to take up the assignment.

Place:
Date:

(Signature of the Forwarding Officer)
Name & Designation: _____
Telephone No: _____

Office Seal: _____