

F.No.37/41/2011-EP
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

1/3

NDCC-II Building,
Jai Singh Road, New Delhi,
Dated 23rd July, 2018

OFFICE MEMORANDUM

26 JUL 2018

Sub:- Filling up of the post of Assistant Custodian of Enemy Property in the Office of the Custodian of Enemy Property for India, Lucknow and Delhi Branch under the Ministry of Home Affairs.

The undersigned is directed to say that two posts of Assistant Custodian of Enemy Property in the pre-revised pay scale of Rs.9300-34800 plus Grade pay Rs.4600/- in the Office of the Custodian of Enemy Property at Lucknow and Delhi Branch are required to be filled up on deputation basis. The job requirement of the post is mentioned in Annexure-I. The pay and allowances of the official selected will be regulated in accordance with the DoPT O.M. No.06/08/2009-Estt. (Pay-II) dated 17/06/2010 as amended from time to time.

2. It is requested that the application (in duplicate) of eligible officials, along-with vigilance clearance, cadre clearance, integrity certificate and attested copies of Confidential Report (APAR) for the last 5 years, who possess the requisite experience and who could be spared in the event of selection may kindly be forwarded to the undersigned through proper channel in the prescribed pro-forma (Annexure-II) **within 45 days** from the date of publication of advertisement in the Employment News.

3. Advance copies or application received after the prescribed date or incomplete applications without requisite certificates will not be entertained. The selected officer will be not permitted to withdraw his/her candidature later.

(Brajesh Kumar Singh)
Under Secretary to the Government of India

To

1. All Ministries/Departments of the Government of India.
2. All Sections in the Ministry of Home Affairs.
3. Notice Board, MHA (Administration Section).
4. O/o the Custodian of Enemy Property for India, Mumbai for information.
- ✓ 5. Section officer, IT CELL, MHA with a request for immediate uploading of the O.M. with enclosures.

ANNEXURE-I

1. Name of the Post:	Assistant Custodian of Enemy Property, Lucknow and Delhi branch offices
2. Number of the Post:	Two
3. Pay Scale:	Rs.9300-34800 + Grade Pay Rs.4600 (pre-revised)
4. Eligibility Conditions:	<p>(a)(i) Officers of the Central Government holding analogous post on regular basis in the parent cadre/department or</p> <p>(ii) With 5 years service in the grade rendered after appointment thereto on a regular basis in the Pay Band Rs.9300-34800 + Grade Pay Rs.4200 (pre-revised) or equivalent in the parent cadre/department and</p> <p>(b) Possessing two years experience of administration establishment and accounts matters.</p>
5. Period of deputation:	Period of deputation including 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 organization /
6. Age limit:	department shall not exceed 3 years. The maximum age limit for appointment on deputation shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications need not apply.

PROFORMA

1. Name of the Officer.....
2. Date of Birth.....
3. (i) Post held at present and whether it is a cadre or ex-cadre post.....
 (ii) Address:.....
 (iii) Telephone No. (Landline).....(Mobile).....
 (iv) Date from which the present post is held.....
 (v) Scale of Pay and Grade Pay (01.07.2018).....
 (vi) Present Pay (01.07.2018).....
4. (i) Substantive appointments held.....
 (ii) Scale of Pay.....
 (iii) Date from which the post is held.....
5. Educational and other qualifications.....
6. Details of employment, in chronological order:

Office/Org.	Post held	From	To	Scale of Pay and Grade Pay	Description of duties

7. Date of return from last ex-cadre post. If any.....
8. Whether Scheduled Caste/Scheduled Tribe.....

(Signature of the Candidate)

Place:

Date: