



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

File No. CEPI/DEL/36/25/2025(Admin Matter) | 1060

Dated: 12.08.2026

VACANCY CIRCULAR

Subject: Engagement of Senior Consultants on Contract Basis in the Office of the Custodian of Enemy Property for India (CEPI)

The Office of the Custodian of Enemy Property for India (CEPI), Ministry of Home Affairs, Government of India, invites applications from eligible candidates for the following positions on a **contract** basis at **head office Delhi and branch offices Mumbai & Lucknow.**

1. Details of Positions

Post Name	Place of Posting / No. of Posts / Category	Qualification & Experience	Desirable
(i)Senior Consultant (General) (Level-13)	Mumbai - 1 (UR) Lucknow- 1 (SC) Kolkata-1 (UR) Delhi-1 (UR)	For Retired Government Officials:- (i) Retired Central/State Govt. / PSU employee at the level of Director or equivalent (Level-13 of the Pay Matrix) from CPWD, RLDA, NBCC or Land /Property management agencies of the State Government or its equivalent. For Other Candidates: - (i) MBA from a recognised University /	(i) Preference for experience in Land Management/Revenue, Acquisition matters, Asset Monetization , and conducting surveys with reputable government / Private / International Companies. (ii) Proven ability to independently manage monetisation work and coordinate with Central Ministries, State Revenue Departments, and Private Consultants.

		Institute with minimum NAAC 'A' accreditation. (ii) At least 10 years' experience in land valuation, monetisation, and managing Residential, Commercial, and Industrial real estate projects.	(iii) Experience in coordination with Central Ministries, State Revenue Departments, Private Consultants, etc. (iv) Strong communication, analytical, and presentation skills. (v) Good knowledge of computer applications, including MS-Office / Excel / PowerPoint.
(ii)Senior Consultant (Valuation) (Level-12)	Delhi - 1 (OBC)	For Retired Government Officials: (i) Retired Central / State Govt. / PSU employee at the level of Deputy Secretary or equivalent (Level-12 of the Pay Matrix) from organisations like CPWD, RLDA, NBCC, or State Govt. Land / Property Management agencies. For Others: (i) MBA from a recognised University / Institute with minimum NAAC 'A' accreditation. (ii) At least 10 years' experience in land valuation, monetisation, or real estate projects (residential/commercial/industrial).	(i) Preference for experience with government / private/international companies in valuation/securitisation of property assets with banks. (ii) Proven ability to independently manage valuation and coordinate with Central Ministries and State Revenue Departments. (iii) Experience in coordination with Central Ministries, State Revenue Departments, Private Consultants, etc. (iv) Strong communication, analytical, and presentation skills. (v) Good knowledge of computer applications, including MS-Office / Excel / PowerPoint. Additional Desirable

			Qualification for private individuals: Passed Registered Valuers exam of the IBBI in the asset class 'Land and Buildings'.
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2. TERMS AND CONDITIONS

(i) Government Officials scheduled to superannuate within 3 months may apply; they will be empanelled and engaged post-superannuation, if required.

(ii) Period of Engagement

a) The initial period of engagement of a person will be of three years subject to annual review of performance. After expiry of initial term, engagement may be extended, based on requirement of the office of the CEPI and performance of Consultant(s)/Official concerned, with the approval of Secretary, MHA, for a maximum period of one year at a time.

- Engagement is on a **full-time basis**; no other assignments are permitted.
- The engagement is temporary and purely contractual and does **not confer any right to regular appointment**.
- The candidate must not have any criminal record or pending cases.

(iii) Remuneration

a) **Retired Government Officials:** Fixed per month as per DoPT guidelines (**Last Pay Drawn minus Pension**). Retired officials from PSU, Autonomous bodies will be treated as other candidate.

b) **Other Candidates:**

(i) The remuneration is fixed at ₹ 1,18,000/- per month, which is equivalent to **Pay Level 13** of the Central Government.

(ii) The remuneration is fixed at ₹ 78,000/- per month, which is equivalent to **Pay Level 12** of the Central Government.

(iv) Leave

- Weekly off on **Saturdays, Sundays, and Central Government Gazetted Holidays**.
- Retired Government Officials:** Entitled to **18 days** of paid leave per calendar year (pro rata basis), as per Department of Expenditure O.M. dated 09.12.2020.
- Other Candidates:** Entitled to **12 days** of paid leave per calendar year (pro rata basis).
- Leave **encashment or carry-forward, is not admissible**. No remuneration will be paid for any absence exceeding the admissible leave.
- No other kind of leave (e.g., medical, casual, earned) shall be admissible.

(v) Allowances

- Officials are **not entitled** to any allowance or facility such as Residential Accommodation, CGHS, Medical Reimbursement, Personal Staff, etc.
- TA/DA for **official domestic travel** shall be admissible as per entitlement of the analogous post (Department of Expenditure's O.M. No. 19030/1/2017-E.IV dated 13.07.2017), subject to **prior approval**.

- c) No reimbursement for **joining or exit** travel.

(vi) Confidentiality & Conflict of Interest

- a) Officials shall not disclose, publish, or part with any data / statistics / reports / information acquired during the course of the assignment without **prior written approval** of the Ministry/CEPI.
b) Officials shall be required to **hand over all records and files** on the assignment before the end of the contract or final payment.

- c) A **Non-Disclosure Undertaking** (Annexure-II) must be signed before joining.

(vii) Termination by the Office of the CEPI

The engagement may be terminated on the following grounds:

- a. Inability to effectively perform assigned duties.
b. Unsatisfactory quality of work.
c. Non-achievement of milestones or targets.
d. Breach of trust, dishonesty, or lack of integrity.
e. On the recommendation of the Ministry of Home Affairs (for posts under MHA).
f. At the discretion of the Competent Authority in CEPI, without assigning any reason.

Note:

- CEPI reserves the right to terminate the engagement with **15 days' written notice**.
- Similarly, **15 days' notice** from the official is required in case of resignation, unless otherwise waived by the Competent Authority.

(viii) Resignation by the Officials

- a. Officials must submit a **15-day advance written notice** or remit remuneration in lieu thereof.
b. Similarly, 15 days' notice is required for resignation, unless waived by the Competent Authority.

(ix) Tax Deduction

Applicable **TDS** shall be deducted as per Income Tax Rules, and a **TDS certificate** will be provided.

(x) Age Limit

The **maximum age limit**, as of the application closing date, is **64 years** for Retired Government Officials and **45 years** for all other candidates.

(xi) CEPI's Right

The Office of the CEPI reserves the right to **cancel** this circular at any time, or **not to engage** any candidate without assigning any reason.

3. HOW TO APPLY

- a) Applications must be submitted in the **prescribed format** along with **self-attested copies** of all supporting documents (educational qualification, experience, ID proof, etc.).
 - b) **Incomplete or unsigned applications** will be summarily **rejected** without any further communication.
 - c) Separate applications must be submitted for **each post** if applying for more than one.
 - d) The duly completed application should be sent through either e-mail in pdf or hard copy reached before the last date with complete application to: Deputy Secretary, O/o Custodian of Enemy Property for India, 1st floor, Shivaji Stadium, Connaught Place, New Delhi-110001. Mail Id: dclakra.edu@gov.in, bikram.munda@gov.in, ansul.kumar90@gov.in .
 - e) **Last date for submission: 28.08.2026 by 05:00 PM.**
 - f) **Only shortlisted candidates** will be contacted for an interview.
4. Please note that no **TA/DA** will be paid for appearing in the interview.
5. This issues with the approval of the Custodian of Enemy Property for India.


(Bikram Munda)

Under Secretary to the Government of India

APPLICATION FOR ENGAGEMENT OF OFFICIALS ON CONTRACTUAL BASIS IN THE OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

Post Applied For: _____

Station Applied for: (Delhi/Lucknow/Mumbai) _____

1. Personal Information (To be filled by both the Retired Government Officials & Other Applicants):

S.No.	Particulars	Details
i.	Full Name (in Block Letters)	
ii.	Father's / Husband's Name	
iii.	Date of Birth (DD/MM/YYYY)	
iv.	Age as of date (DD/MM/YYYY)	
v.	Category (Tick one)	☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ PwBD* <i>(If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)</i>
vi.	Gender (Male/Female/Others)	
vii.	Contact Number (Mobile/Landline)	
viii.	Email ID	
ix.	Address for Correspondence	
x.	PIN Code	

2. Government Service Details (To be filled by the Retired Government Officials only):

S.No.	Particulars	Details
i.	Date of Joining Government Service	
ii.	Date of Retirement	
iii.	Post from which Retired	
iv.	Ministry/Department Last Served	
v.	Pay Level, Last Pay Drawn (attach copy)	

vi.	PPO Number (attach copy)	
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3. **Educational Qualifications** (To be filled by both the Retired Government Officials & Other Applicants):

S.No.	Level	Institution/Board/University	NIRF Ranking / NAAC Accreditation (where applicable)	Year of Passing	Main Subjects	% Marks/Grade
i.	10+2					
ii.	Graduation					
iii.	Post-Graduation					
iv.	Technical/Other					

4. **Other Details** (To be filled by both Retired Government Officials & Other Applicants)

(a) Experience and Qualifications

Please provide details of your relevant experience in the table below. **Attach a separate sheet** detailing assignment-wise experience, including the duration and specific responsibilities for each assignment.

S. No.	Particulars	Indicate No. of Years of Experience	Brief Details of Experience
i.	Computer Proficiency / IT Skills (e.g., MS Office, Tally, etc.)		
ii.	Special Qualification(s) / Training		
iii.	Total Relevant Post-Qualification Experience (As per the advertised role)		

(b) Role-Specific Experience Declaration

Please tick the box corresponding to the role you are applying for and provide the requested details.

1. Senior Consultant (General)

Particulars	Declaration	Years of Experience
Experience in land valuation, monetisation, and managing Residential, Commercial, and Industrial real estate projects.	☐ Yes/ ☐ No	

Experience in Land Management / Revenue, Acquisition matters, Asset Monetisation, and conducting surveys with reputable Government / Private / International Companies.	☐ Yes/ ☐ No	
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2. Senior Consultant (Finance)

Particulars	Declaration	Years of Experience
Post-qualification experience in a senior accounting, financial management, or auditing role, focusing on financial reporting and regulatory compliance.	☐ Yes/ ☐ No	
Experience in financial analysis, forecasting, and accounting software (e.g., Tally) and MS Office.	☐ Yes/ ☐ No	
Qualified as a Chartered Accountant (CA), Certified Public Accountant (CPA), or Certified Management Accountant (CMA).	☐ Yes/ ☐ No	

3. Senior Consultant (Valuation)

Particulars	Declaration	Years of Experience
Experience in land valuation, monetisation, or real estate projects (residential/commercial/industrial).	☐ Yes/ ☐ No	
Experience with government / private/international companies in valuation/securitisation of property assets with banks.	☐ Yes/ ☐ No	

4. Senior Consultant (Monetisation)

Particulars	Declaration	Years of Experience
Experience in Land Management / Asset Monetisation.	☐ Yes/ ☐ No	
Experience in Land Management/Revenue, acquisition matters, Asset Monetisation, and conducting surveys with reputable Government / Private / International Companies/banks.	☐ Yes/ ☐ No	

(c) Statutory & Disciplinary Status

Question	Answer
Are any criminal cases or disciplinary proceedings currently pending against you, or any punishment awarded?	☐ Yes/ ☐ No

Declaration

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. I understand that any false, incorrect, or misleading information or ineligibility detected at any stage will result in cancellation of my candidature. I have read and understood the terms and conditions of engagement as mentioned in the vacancy circular and agree to abide by them.

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

The Custodian of Enemy Property for India (CEPI)1st Floor, Shivaji Stadium

Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following in relation to my engagement with the Office of the Custodian of Enemy Property for India (CEPI):

1. I shall treat all information acquired during my engagement as strictly **confidential** and shall not disclose, share, or disseminate such information to any unauthorised person or entity.
2. I shall not sell, trade, publish, reproduce, or disclose, in whole or in part, in any format, any confidential information obtained.
3. I shall hold all confidential information in trust and confidence and use it **solely for official duties** assigned by CEPI, both during and after the period of my engagement.
4. I shall not engage in any other employment, consultancy, or activity that may **conflict with my obligations** and responsibilities towards CEPI or the Ministry of Home Affairs (MHA) during the tenure of my engagement.
5. I shall strictly adhere to the data security policies, confidentiality guidelines, and any other instructions issued by CEPI/MHA.
6. I shall not indulge in or be associated with any form of **corrupt practices**.
7. Upon cessation or termination of my engagement, I shall immediately **return and hand over** all records, materials, documents, devices, and data of a confidential or official nature.
8. I shall keep the Office of CEPI/MHA **informed of any changes** to my address or contact information during the period of engagement.
9. I understand that any breach of these conditions shall make me **liable for disciplinary action**, including immediate termination, and may attract legal proceedings under applicable laws.

Note: For this undertaking, "confidential information" refers to any official information received, generated, or accessed during the course of engagement, regardless of its format.

Place: _____

Date: _____

Signature: _____

Full Name: _____