



सत्यमेव जयते

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. File No. CEPI/DEL36/25/2025 /1061

Dated: 12.08.2026

VACANCY CIRCULAR

**Subject: Engagement of Project Manager (IT) 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 position on **Contractual** basis at its **Head Office located in Delhi:-**

| Post Name & Level               | Place of Posting / No. of Posts / Category | Qualification & Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Desirable                                                                                                         |
|---------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Project Manager (IT) (Level-12) | Delhi-1(UR)                                | (i) Bachelor's Degree from a minimum NAAC 'A' accredited university/college in Computer Science / Information Technology with a minimum of 60% marks<br><br><i>OR</i><br><br>Post Graduate Degree in Science (Computer Science, MCA or equivalent) / Engineering with formal training on IT / Computer Systems with a minimum of 60% marks.<br><br>(ii) At least 5 years of post-qualification experience in IT / CT System implementation and analysis.<br><br>(iii) Expertise in MS Office database management software and webpage designing / website development or coding in Java / .NET or equivalent programming languages. | Working on projects for Government IT Departments or NIC or Public Sector Undertaking (PSU) will be an advantage. |

2. TERMS AND CONDITIONS

(i) 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.
- b) Engagement will be on a **full-time basis**; no other assignments or engagements are permitted during the contractual term.
- c) The engagement is **temporary and purely contractual** in nature, and does not confer any right to regular appointment.
- d) Candidate must not have any criminal record of or pending cases against him.

**(ii) Remuneration**

- a) The remuneration is fixed at ₹ 72,000/- per month, which is equivalent to Pay Level 12 of the Central Government.

**(iii) Leave**

- a) Weekly off on **Saturdays, Sundays, and Central Government Gazetted Holidays**.
- b) They shall be entitled to **12 days of paid leave per calendar year** on a **pro-rata basis**.
- d) **Leave encashment or carry-forward** is not admissible.
- e) **No remuneration** will be paid for any period of absence **exceeding the admissible leave**.
- f) **No other kind of leave** (e.g., medical, casual, earned) shall be admissible.

**(iv) Allowances**

- a) All officials engaged under this circular shall **not be entitled** to any kind of allowance or facility such as Residential Accommodation, CGHS and Medical Reimbursement, Personal Staff or Support Staff, etc.
- b) 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.

**(v) 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** pertaining to the assignment before the end of contract or final payment.
- c) A **Non-Disclosure Undertaking** (Annexure-II) must be signed prior to joining.

**(vi) 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 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.

**(vii) Resignation by the Official**

Officials wishing to resign must submit a **15 days' advance written notice**, or remit remuneration in lieu thereof.

**(viii) Tax Deduction**

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

**(ix) Age Limit**

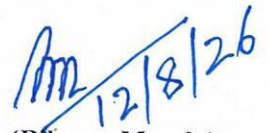
The **maximum age limit** is **45 years**, calculated as of the application closing date.

**(x) 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**

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

  
(Bikram Munda)

Under Secretary to the Government of India

## ANNEXURE-I

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

Post Applied For: \_\_\_\_\_

Preferred Station: Delhi \_\_\_\_\_

## 1. Personal Information:

| S.No. | Particulars                         | Details                                                                                                                                                                                                                                                               |
|-------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i.    | Full Name (in Block Letters)        |                                                                                                                                                                                                                                                                       |
| ii.   | Father's / Husband's Name           |                                                                                                                                                                                                                                                                       |
| iii.  | Date of Birth<br>(DD/MM/YYYY)       |                                                                                                                                                                                                                                                                       |
| iv.   | Age as on date<br>(DD/MM/YYYY)      |                                                                                                                                                                                                                                                                       |
| v.    | Category (Tick one)                 | <input type="checkbox"/> UR <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> EWS <input type="checkbox"/> PwBD*<br><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<br>(Mobile/Landline) |                                                                                                                                                                                                                                                                       |
| viii. | Email ID                            |                                                                                                                                                                                                                                                                       |
| ix.   | Address for Correspondence          |                                                                                                                                                                                                                                                                       |
| x.    | PIN Code                            |                                                                                                                                                                                                                                                                       |

## 2. Educational Qualifications

| 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 |                                  |                                                      |                 |               |               |

### 3. Other Details

#### (a) Experience

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

| S. No. | Particulars                                                                                                                                                   | Indicate No. of Years of Experience | Brief Details of Experience |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| i.     | Computer Proficiency / IT Skills                                                                                                                              |                                     |                             |
| ii.    | Post-qualification experience in IT/CT System implementation and analysis                                                                                     |                                     |                             |
| iii.   | Expertise in MS Office database management software and webpage designing / website development or coding in Java / .NET or equivalent programming languages. |                                     |                             |
| iv.    | Special Qualification(s) / Training                                                                                                                           |                                     |                             |

#### (b) Professional Status

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

| Question                                                                                             | Answer                                                    |
|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Have you worked on projects for Government IT Departments or NIC or Public Sector Undertaking (PSU)? | <input type="checkbox"/> Yes/ <input type="checkbox"/> No |

#### (c) Statutory & Disciplinary Status

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

| Question                                                                                                    | Answer                                                    |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Are any criminal cases or disciplinary proceedings currently pending against you or any punishment awarded? | <input type="checkbox"/> Yes/ <input type="checkbox"/> 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: \_\_\_\_\_)

ANNEXURE-II

Non-Disclosure Undertaking

To

**The Custodian of Enemy Property for India (CEPI)**

1<sup>st</sup> Floor, Shivaji Stadium

Connaught Place, New Delhi – 110001

I, \_\_\_\_\_, hereby solemnly undertake and agree to the following:

1. I shall treat all information that comes to my knowledge during the course of my engagement with the Office of the Custodian of Enemy Property for India (CEPI) as **strictly confidential** and shall not, under any circumstances, 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** (physical, hardcopy, electronic, digital, etc.), any confidential information obtained during the course of my engagement.
3. I shall hold **all confidential information in trust and confidence**, both during the period of my engagement and thereafter, and shall use such information solely for the purpose of official duties assigned by CEPI.
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 from time to time.
6. I shall not indulge in or be associated with any form of **corrupt practices** at any stage of my engagement.
7. In the event of cessation or termination of my engagement for any reason, I shall immediately **return and hand over all records, materials, documents, devices, and data** in my possession that are of a confidential or official nature, to the Office of the CEPI/MHA.
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 the conditions** mentioned above shall make me liable for **disciplinary action**, including immediate termination of engagement, and may attract **legal proceedings** under applicable laws.

For the purpose of this undertaking, "*confidential information*" refers to any official information received, generated, or accessed during the course of engagement, regardless of its format (physical, electronic, or digital).

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Full Name: \_\_\_\_\_