



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के शत्रु संपत्ति अभिरक्षक का कार्यालय

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

F. No. CEPI/DELHI/36/08/2023/636

Date: 21.05.2026

To,

The Joint Secretaries (Admin),  
All Ministries/Departments of Government of India.

**Subject: Filling up of three (03) posts 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 Delhi Head Office (01 post), Kolkata Branch Office (01 post), and Lucknow Branch Office (01 post) – regarding.**

Sir/Madam,

Applications are invited from eligible and willing officers of the Central Government to fill up three (03) posts of Assistant Custodian of Enemy Property (ACEP) on a deputation basis. The location-wise breakdown of vacancies is as follows:

- **Delhi Head Office:** 01 Post
- **Kolkata Branch Office:** 01 Post
- **Lucknow Branch Office:** 01 Post

The period of deputation will not ordinarily exceed three (03) years.

**A. Eligibility, Experience, Age Limit and Pay Scale**

**1. Eligibility Conditions:** Officers under the Central Government:

- (a) Holding analogous posts on a regular basis in the parent cadre or department; **OR**
- (b) With five (05) years of regular service in the grade rendered after appointment thereto on a regular basis in Pay Band-2 (₹9300–34800/-) with Grade Pay of ₹4200/- (Pre-revised) / Level-06 of the 7<sup>th</sup> CPC Pay Matrix or equivalent in the parent cadre or department.

**2. Experience:** Possessing at least two (02) years of experience in handling Administration, Establishment, and Accounts matters.

**3. Age Limit:** The maximum age limit for appointment by deputation shall not exceed fifty-six (56) years as on the closing date of receipt of applications.

4. **Pay Scale:** Pay Band-2 (₹9300–34800/-) with a Grade Pay of ₹4600/- (Pre-revised) / Level-07 of the 7<sup>th</sup> CPC Pay Matrix.

**B. Application Process and Submission**

1. **Submission:** Willing and eligible officers may forward their applications through the proper channel from their respective parent Ministries/Departments.

2. **Required Documents:** 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 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 any).

**3. Modes of Transmission & Last Date:**

- (a) **By Email:** The complete application along with all enclosures scanned into a single, legible PDF file must be sent to: **dclakra.edu@gov.in & bikram.munda@gov.in**.
- (b) **By Post/Physical Copy:** The physical copy must reach "**The Deputy Secretary (Admin), O/o CEPI, 1<sup>st</sup> Floor, Shivaji Stadium, Connaught Place, New Delhi-110001**" on or before **22.06.2026**.

**C. Important Notes**

1. Advance copies of applications sent directly via email will only be noted. No candidate will be considered for final selection unless the application is received through the **proper channel** with complete cadre clearance and supporting documents from their parent department.
2. Incomplete or unsigned applications or applications received after the closing date or those missing the requisite APARs/clearances will be summarily rejected.
3. Officers who are selected will not be permitted to withdraw their candidature subsequently.

It is requested that this vacancy circular may kindly be given wide publicity and circulated among all eligible officers in your Ministry/Department, as well as its attached/subordinate offices.

Yours faithfully,



**(Deep C. Lakra)**  
Deputy Secretary

**Copy to:**

- (i) Section Officer, IT Cell, Ministry of Home Affairs (MHA) – with a request to immediately upload this circular along with its enclosures on the official website of MHA.
- (ii) Data Analyst, O/o CEPI, Delhi – for immediately uploading this circular with enclosures on the official CEPI website.
- (iii) Guard File.

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

**1. Preference of Posting Location (Please rank your choices as 1, 2, 3 or mark 'X' if not willing to be posted at a station):**

- [ ] New Delhi Head Office  
 [ ] Kolkata Branch Office  
 [ ] Lucknow Branch Office

S.No.	Parameter	Details
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 Postal Address (with PIN Code)	
9.	Contact Details (Landline & Mobile Number)	
10.	Email ID (Official & Personal)	
11.	Date from which the present post is held on a regular basis	
12.	Present Pay Level (7 <sup>th</sup> CPC) and Basic Pay	

**13. Details of Employment, in chronological order:**

*(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)*

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

S.No.	Parameter	Details
14.	Nature of present employment (Ad-hoc / Temporary / Permanent)	
15.	<p>In case the present employment is held on deputation / contract basis, please state:</p> <p>a) The date of initial appointment.</p> <p>b) Period of appointment on deputation/contract.</p> <p>c) Name of the parent office / organization to which you belong.</p>	
16.	Date of return from the last ex-cadre post, if any	
17.	Additional information, if any, which you would like to mention in support of your suitability for the post.	

**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 major/minor penalties imposed on him/her during the last 10 years 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:** \_\_\_\_\_

