



GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA  
DELHI HEAD OFFICE  
EAST WING, 1<sup>st</sup> FLOOR, SHIVAJI STADIUM, CONNAUGHT PLACE,  
NEW DELHI-110001

F. No.CEPI/DELHI/09/12/2020/445

Date 30.12.2020

VACANCY CIRCULAR

The office of the Custodian of Enemy Property for India (CEPI) invites applications to fill up the following post in the Head Office of CEPI at Delhi on contractual basis.

Post Name & Level	No.of Post	Monthly Remuneration	Qualification Experience	Duties and Responsibilities
<b>Admn . Officer</b> [SO Level ]	<b>01</b> [Delhi Head Office ]	<b>₹45,000</b>	Retired Government servants from analogous posts and having experience in Administration and Accounts matters .	Personnel /General Administration in the Office of CEPI .

2. Terms and conditions of engagement are enclosed.

*R. B. Kumar*  
30/12/20



GOVERNMENT OF INDIA  
MINISTRY OF HOME AFFAIRS  
OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA  
DELHI HEAD OFFICE  
2nd Floor, NDCC –II Building, Jai Singh Road, New Delhi-110001

F. No. CEPI/DELHI/02/35/2020

Dated: 28.12.2020.

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**VACANCY CIRCULAR**

The Office of the Custodian of Enemy Property for India (CEPI) invites applications to fill up the following post in the head office of CEPI at Delhi Head Office on **contractual basis**:

Post Name & Level	No. of Post	Monthly Remuneration	Qualification/ Experience	Duties and Responsibilities
Admn. Officer [SO Level]	01 [Delhi Head Office]	₹45,000/-	Retired Govt. Servant from analogous posts and having experience in administration and accounts matters.	i) Personnel/General administration in the Office of CEPI.

**TERMS AND CONDITIONS:**

**(i) Period of engagement:**

The initial engagement of a person as Consultant/Official will for the period of one year which may be extended, based on requirement of the office of the CEPI and performance of Consultant/Official concerned for a maximum period of three years. Relaxation may be given in deserving cases. The appointment of Consultant/Official would be on full-time basis and not permitted to take up any other assignment during the period of Consultancy in the Office of the CEPI.

**(ii) Nature of engagement: Purely on contractual basis.**

**(iii) Remuneration, leave and allowance:**

**Remuneration** Monthly remuneration to the officials will be given as mentioned in the table above.

**Leave:** Weekly holidays on Saturday, Sunday, Central Government Holidays and 12 days paid Leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultant. Un-availed leave shall neither be carried forward to next year nor encashed. No other kind of leave shall be admissible.

**Allowance:** The Officials as mentioned in the above table shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

**(iv) Clause regarding confidentiality of data and documents and conflict of interest:** No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry/Office of the CEPI, without express written consent of the Ministry/Office of the CEPI. The Consultant/Officials shall be bound to hand-over the entire set of records of assignment to the Ministry/Office of the CEPI before expiry of the contract and before the final payment is released by the office of the CEPI.

*R. B. Kumar*

(v) **Events under which such engagement may be terminated prematurely:**Office of the CEPI may terminate the engagement of a Consultant/Official in following conditions:

- The Consultant/Official is unable to address the assigned work;
- Quality of the work is not up to the satisfaction of the Department;
- The Consultant fails in timely achievement of the milestones as finally decided by the Ministry/Office of the CEPI;
- The Consultant/Officials found lacking in honesty and integrity.

*Note: The Office of the CEPI reserves the right to terminate the engagement, by serving fifteen (15) days' written notice on the Consultant/Official. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.*

(vi) **Any other clause/point peculiar to such engagement.**

- **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of the Consultants/Officials is not permitted at all. However, should they require to travel inside the country in connection with the official work of the Ministry/Office of the CEPI, the TA/DA will be as per with the analogous post as indicated in the statement above and will be paid after obtaining approval of the competent authority.
- **Tax Deduction at Source:** TDS as admissible shall be deducted from the monthly remuneration of the officials. A TDS certificate shall be issued by the concerned DDO on demand.
- **Age Limit:**Normally, the maximum age limit for all categories will be 65 years. However, engagement beyond 65 years and up to 70 years may be allowed in deserving cases keeping in view the health & level of expertise/experience of the candidate.
- **Rights of the Office of CEPI:** The Office of the CEPI has the right to cancel the Vacancy Circular, not go for engagement of Consultant/Officials, at any stage.
- **Submission of application:**
  - ✓ The application should be completed in all respect by supporting documents.
  - ✓ Incomplete application shall not be entertained and no communication in this regard shall be sent to the applicant.
  - ✓ The application may be submitted by post or by hand to the Office of the Custodian of Enemy Property for India (CEPI), Delhi Head Office, "East Wing 1<sup>st</sup>Floor, Shivaji Stadium, Connaught Place, New Delhi-10001.
  - ✓ The application may also be sent via e-mail in [cepi.del@mha.gov.in](mailto:cepi.del@mha.gov.in)
  - ✓ The last date for submission of application is 15.01.2021 by 5.00 p.m.
  - ✓ Short listed candidates will be called for an interview with prior intimation.

