

### भारतसरकार,गृहमंत्रालय

### Government of India, Ministry of Home Affairs कार्यालयभारतकेशत्रुसम्पत्तिअभिरक्षक

Office of the Custodian of Enemy Property for India प्रथमतल (पूर्वीविंग) शिवाजीस्टेडियमएनेक्सी] कॅनाटप्लेसनईदिल्ली- 110001.

First Floor, East Wing, Shivaji Stadium, Connaught Place, New Delhi-110001

No.CEPI/DEL/36/25/2025(Adminmatter) /952

Dated: 18.11.2025

Τo

The Deputy Secretary, (EP)
FFR Division, MHA
2<sup>nd</sup> Floor, NDCC – II Building
Jai Singh Road, New Delhi - 110001

**Subject**: Uploading of vacancy circular on website of MHA for filling up the various contractual posts at the Branch offices of Custodian of Enemy Property for India.

Sir,

Please find enclosed herewith the vacancy circular of various contractual posts in the Branch offices of Custodian of Enemy Property for India. The details of vacancy positions are as under:-

S.No.	Name of post	No. of	Place of posting
		vacancies	
1	Sr. Account officer	1	Delhi
2	Admin officer	1	Delhi
3	Project Manager(IT)	1	Delhi
4	Sr. Consultant	4	Delhi, Lucknow
5	Chief Supervisor	3	Delhi, Lucknow, Mumbai
6	Supervisor	1	Kolkata
7	Surveyor	8	Lucknow,Kolkata, Mumbai
8	Sr. Legal Consultant	2	Mumbai, Kolkata
9	Legal Consultant	5	Delhi, Lucknow, Kolkata, Mumabi
10	Data Analyst	1	Lucknow

You are requested to arrange to upload the enclosed vacancy on the website of Ministry of Home Affairs immediately so that the interested applicant can apply before the last date of receipt of application in the office of CEPI is 5<sup>th</sup> December 2025.

Encls: As above.

(Bikram Munda)

Under Secretary to the Govt. of India

Copy to:

P. T.O.

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- 1. PS to CEPI), O/o CEPI, Head Office Delhi
- 2. PA to Director, O/o CEPI, Head Office Delhi
- PA to Deputy Secretary, O/o CEPI, Head Office Delhi
   Ms. Shivangi Gupta, Data Analyst, CEPI Head Office is directed to upload the all vacancy circular on CEPI website immediately.
- 5. Guard File

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### 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/02/16/2025 / 9 43

Dated: 18.11.2025

### VACANCY CIRCULAR

Subject: Engagement of Senior Accounts Officer 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 Branch Office located in **Delhi**: -

Post Name & Level	Place of Posting / No. of Posts / Category	Qualification & Experience	Desirable
Senior Accounts Officer (Level-10)	Delhi 1(UR)	(i) Retired Central / State Government / PSU employee at the level of Section Officer or equivalent (from Level-10 of the Pay Matrix)  For Other Candidates:  (i) A Bachelor's Degree from a minimum NAAC 'A' accredited university/college in Accounting, Finance, or a related field is the minimum requirement. A Master's Degree (e.g., M.Com, MBA in Finance) will be an advantage.  (ii) A recognized professional accounting qualification such as Chartered Accountant (CA), Certified Public Accountant (CPA), or Certified Management Accountant (CMA) will be given priority  (iii) Minimum of 5 years of post-qualification experience in an accounting, financial management, or auditing role, with a strong focus on financial reporting and regulatory compliance	(i) Priority shall be given to qualified Retired Government Officials.  (ii) Experience in Government budgeting, banking, audit and accounts. Coordination with Central Ministries, State Revenue Departments.  (iii) Private Consultants must have strong communication, analytical, and presentation skills.  (iv) Strong working knowledge of Microsoft Office platforms (Word, Excel), Tally & other necessary accounting software.

(iv) Advanced proficiency in financial	
analysis, budgeting, forecasting, and	
accounting software, along with strong	
attention to detail and ethical standards.	

### 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 term of engagement shall be **one year**, which may be extended based on performance and requirement.
- b) Engagement will be on a **full-time basis**; no other assignments or engagements are permitted during the contractual term.
- 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.

### (iii) Remuneration

- a) Retired Government Officials: Fixed per month as per DoPT guidelines (Last Pay Drawn minus Pension).
- b) Other Candidates: The remuneration is fixed at ₹ 60,000/- per month, which is equivalent to Pay Level 10 of the Central Government.

### (iv) Leave

- a) Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- Retired Government Officials are entitled to 18 days of paid leave per calendar year, on a pro rata basis, in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA, dated 09.12.2020.
- c) Other Candidates 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.

### (v) 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.

#### Confidentiality & Conflict of Interest (vi)

Officials shall not disclose, publish, or part with any data / statistics / reports / information acquired a) during the course of the assignment without prior written approval of the Ministry/CEPI.

Officials shall be required to hand over all records and files pertaining to the assignment before the b)

end of contract or final payment.

A Non-Disclosure Undertaking (Annexure-II) must be signed prior to joining. c)

#### Termination by the Office of the CEPI (vii)

The engagement may be terminated on the following grounds:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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.

#### Resignation by the Officials (viii)

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

#### Tax Deduction (ix)

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

#### Age Limit (x)

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

#### CEPI's Right (xi)

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.

#### **HOW TO APPLY** 3.

Applications must be submitted in the prescribed format along with self-attested copies of all a) supporting documents (educational qualification, experience, ID proof, etc.).

Incomplete or unsigned applications will be summarily rejected without any further b) communication.

Separate applications must be submitted for each post, if applying for more than one. c)

The duly completed application should be sent via Google Form at the following ID: d) https://forms.gle/91i4jPi8Q2zPuCR18

- e) Last date for submission: [05.12.2025] by [05:00]PM
- f) Only shortlisted candidates will be contacted for 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 A	pplied For:		
Prefer	red Station: Delhi		
1.	Personal Information (To be fill	ed 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 on date (DD/MM/YYYY)		
V.	Category (Tick one)		□ SC □ ST □ OBC □ EWS □ PwBD* , please specify sub-category: e.g., OH, VH, HH, ASD, MI, MD)
vi.	Gender (Male/Female/Others)		
vii.	Contact Number		× n
	(Mobile/Landline)		
viii.	Email ID		
ix.	Address for Correspondence		
х.	PIN Code		
2.	Government Service Details (Fo	or Retired (	Govt. Officials Only)(Attach supporting copies)
S.No.	Particulars		Details
i.	Date of Joining Government Ser	vice	
ii.	Date of Retirement		
iii.	Post from which Retired		
iv.	Ministry/Department Last Serve	ed	

# 3. Educational Qualifications (To be filled by both the Retired Government Officials & Other Applicants):

Last Pay Drawn (attach copy)
PPO Number (attach copy)

vi.

S.No	Level	Institution/Board/Universit y	NIRF Ranking / NAAC Accreditatio n (where applicable)	Year of Passin g	Main Subject s	% Marks/Grad e
i.	10+2					
ii.	Graduation					
iii.	Post- Graduation					
iv.	Technical/Othe					

4.	Other Detai	s (To be	filled by	both R	etired (	Government	Officials &	Other	Applicants)
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### (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 an accounting, financial management, or auditing role, with a strong focus on financial reporting and regulatory compliance		
iii.	Advanced proficiency in financial analysis, budgeting, forecasting, and accounting software, along with strong attention to detail and ethical standards		
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
Are you qualified as Chartered Accountant (CA), Certified Public Accountant (CPA), or	☐ Yes/☐ No
Certified Management Accountant (CMA)?	_ 100/ _ 110

### (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?	☐ 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:			
	v.	(Full Name:	Signature of the Applicant

## 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 <b>strictly confidential</b> 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 <b>any format</b> (physical, hardcopy, electronic, digital, etc.), any confidential information obtained during the course of my engagement.
<ol> <li>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.</li> </ol>
4. I shall <b>not engage in any other employment, consultancy, or activity</b> 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 <b>strictly adhere to the data security policies</b> , 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 <b>corrupt practices</b> at any stage of my engagement.
7. In the event of cessation or termination of my engagement for any reason, I shall immediately <b>return</b> 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 <b>informed of any changes</b> to my address or contact information during the period of engagement.
9. I understand that any <b>breach of the conditions</b> mentioned above shall make me liable for <b>disciplinary action</b> , including immediate termination of engagement, and may attract <b>legal proceedings</b> 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:



### GOVERNMENT OF INDIA/ भारत सरकार MINISTRY OF HOME AFFAIRS/ गृह मंत्रालय

O/O THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA/ भारत के शत्रु संपत्ति अभिरक्षक का कार्यालय EAST WING, FIRST FLOOR, ANNEXE BUILDING/ प्रथम तल, पूर्वी विंग, ऐनेक्स बिल्डिंग SHIVAJI STADIUM, CONNAUGHT PLACE/ शिवाजी स्टेडियम, कनोट प्लेस

NEW DELHI-110001, नई दिल्ली -110001

F.No. CEPI/DEL/02/17/2025 942

Date:- 18.11.2025

### VACANCY CIRCULAR

Subject: Engagement of Administrative Officer 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 Branch Offices located in Delhi: -

i) Preference shall be given to retired government officers having experience in Administrative matters, pension or litigation related to service matters or Parliamentary matters or procurement as per GFR 2017/GeM.  (ii) Proficiency in Computer/MS Office (Word, Excel) and experience with e-Office system.

### 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 term of engagement shall be **one year**, which may be extended based on performance and requirement.
- 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 or pending cases against him.

### (iii) Remuneration

- a) Retired Government Officials: Fixed per month as per DoPT guidelines (Last Pay Drawn minus Pension).
- b) Other Candidates: The remuneration is fixed at ₹ 54,000/- per month, which is equivalent to Pay Level 10 of the Central Government.

### (iv) Leave

- a) Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- b) Retired Government Officials are entitled to 18 days of paid leave per calendar year, on a pro rata basis, in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA, dated 09.12.2020.
- c) Other Candidates 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.

### (v) 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.

### Confidentiality & Conflict of Interest (vi)

Officials shall not disclose, publish, or part with any data / statistics / reports / information a) acquired during the course of the assignment without prior written approval of the Ministry/CEPI.

Officials shall be required to hand over all records and files pertaining to the assignment before b)

the end of contract or final payment.

A Non-Disclosure Undertaking (Annexure-II) must be signed prior to joining. c)

### Termination by the Office of the CEPI (vii)

The engagement may be terminated on the following grounds:

Inability to effectively perform assigned duties.

Unsatisfactory quality of work.

Non-achievement of milestones or targets.

• Breach of trust, dishonesty, or lack of integrity.

On recommendation of the Ministry of Home Affairs (for posts under MHA).

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.

### Resignation by the Official (viii)

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

### Tax Deduction (ix)

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

### Age Limit (x)

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

### CEPI's Right (xi)

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.

#### HOW TO APPLY 3.

Applications must be submitted in the prescribed format along with self-attested copies of all a) supporting documents (educational qualification, experience, ID proof, etc.).

Incomplete or unsigned applications will be summarily rejected without any further b)

communication.

Separate applications must be submitted for each post, if applying for more than one. c)

The duly completed application should be sent via Google Form at the following ID: d) https://forms.gle/UGmbDcwXUV829Ynn8

e)

- Last date for submission: [05.12.2025] by [05:00]PM Only shortlisted candidates will be contacted for interview. f)
- Please note that no TA/DA will be paid for appearing in the interview. 4.
- This issues with the approval of the Custodian of Enemy Property for India. 5.

(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 A	pplied For:						
Preferred Station: Delhi							
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 on date (DD/MM/YYYY)						
V.	Category (Tick one)	□ UR □ SC □ ST □ OBC □ EWS □ PwBD*					
٧.	Category (Tiek one)	(If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD,					
		ID, SLD, MI, MD)					
vi.	Gender (Male/Female/Others)	12, 525, 122,					
vii.	Contact Number						
	(Mobile/Landline)						
viii.	Email ID						
ix.	Address for Correspondence						
Χ.	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	d '					
V.	Last Pay Drawn (attach copy)						
vi.	PPO Number (attach copy)						
		•					

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 bo	h Retired Government	Officials & Other Applicants)
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### (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.	Similar Administrative Role (Office Administrator, Administrative Manager, or Executive Assistant, etc.)		
iii.	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
i.	Has experience in Administrative matters, pension or litigation related to service matters or Parliamentary matters or procurement as per GFR 2017/ GeM?	

## (c) Statutory & Disciplinary Status

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

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

### 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
				Signature of the Applicant
		(Fu	ll Name:	

## Non-Disclosure Undertaking

То
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:
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 <b>strictly confidential</b> 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 <b>any format</b> (physical, hardcopy, electronic, digital, etc.), any confidential information obtained during the course of my engagement.
3. I shall <b>hold all confidential information in trust and confidence</b> , 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 <b>not engage in any other employment, consultancy, or activity</b> 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 <b>strictly adhere to the data security policies</b> , 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 <b>corrupt practices</b> 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 <b>breach of the conditions</b> mentioned above shall make me liable for <b>disciplinary action</b> , including immediate termination of engagement, and may attract <b>legal proceedings</b> 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:



### 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/02/21/2025 946

Dated: 18.11.2025

### 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 Branch Offices 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	Working on projects for Government IT Departments or NIC or Public Sector Undertaking (PSU) will be an advantage.
		OR  Post Graduate Degree in Science (Computer Science, MCA or equivalent)  / Engineering with formal training on IT / Computer Systems with a minimum of 60% marks.	
		<ul> <li>(ii) At least 5 years of post-qualification experience in IT / CT System implementation and analysis.</li> <li>(iii) Expertise in MS Office database management software and webpage designing / website development or coding in Java / .NET or equivalent programming</li> </ul>	

### 2. TERMS AND CONDITIONS

### (i) Period of Engagement

- The initial term of engagement shall be **one year**, which may be extended based on performance and requirement.
- Engagement will be on a **full-time basis**; no other assignments or engagements are permitted during the contractual term.
- The engagement is **temporary** and **purely contractual** in nature, and does not confer any right to regular appointment.
- 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

- Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- 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.
- 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

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

### (v) Confidentiality & Conflict of Interest

- 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.
- Officials shall be required to hand over all records and files pertaining to the assignment before the end of contract or final payment.
- 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:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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

- 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.
- Separate applications must be submitted for **each post**, if applying for more than one.
- The duly completed application should be sent via Google Form at the following ID: https://forms.gle/pDBjDdMnsWCsAFwr5
- e) Last date for submission: [05.12.2025] by [05:00]PM
- f) Only shortlisted candidates will be contacted for 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)

8/11/25

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 A	pplied For:	
Prefer	red 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 (DD/MM/YYYY)	
jv.	Age as on date (DD/MM/YYYY)	
V.	Category (Tick one)	☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ PwBD* (If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)
∨i.	Gender (Male/Female/Others)	
vii.	Contact Number (Mobile/Landline)	
viii.	Email ID	

### 2. Educational Qualifications

PIN Code

Address for Correspondence

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					
V.	Technical / Other					

### 3. Other Details

ix.

### (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		

	100			0
1	1	Dro	toccional	Status
١	D)	110	fessional	Status

Question	Answer
Have you worked on projects for Government IT Departments or NIC or Public Sector Undertaking (PSU)?	☐ Yes/ ☐ No
(c) Statutory & Disciplinary Status  Please tick the box corresponding to the role you are applying for and provide the requested de-	etails.
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 knowledge and belief. I understand that any false, incorrect, or misleading information detected at any stage will result in cancellation of my candidature. I have read and understood	or ineligibility
conditions of engagement as mentioned in the vacancy circular and agree to abide by them.	
Place: Date:	

 $T \circ$ 

## 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 - 000	I shall treat all information that comes to my knowledge during the course of my engagement with ice of the Custodian of Enemy Property for India (CEPI) as <b>strictly confidential</b> and shall not, under cumstances, disclose, share, or disseminate such information to any unauthorised person or entity.
2 hardcop engage	I shall not sell, trade, publish, reproduce, or disclose, in whole or in part, in <b>any format</b> (physical, py, electronic, digital, etc.), any confidential information obtained during the course of my ment.
3 engage by CEI	I shall <b>hold all confidential information in trust and confidence</b> , both during the period of my ment and thereafter, and shall use such information solely for the purpose of official duties assigned PI.
obligat	I shall <b>not engage in any other employment, consultancy, or activity</b> that may conflict with my ions and responsibilities towards CEPI or the Ministry of Home Affairs (MHA) during the tenure of gagement.
5. instruc	I shall strictly adhere to the data security policies, confidentiality guidelines, and any other tions issued by CEPI/MHA from time to time.
6. engage	
7. a <b>nd h</b> confid	In the event of cessation or termination of my engagement for any reason, I shall immediately return and over all records, materials, documents, devices, and data in my possession that are of a ential 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 nation during the period of engagement.
	I understand that any <b>breach of the conditions</b> mentioned above shall make me liable for <b>linary action</b> , including immediate termination of engagement, and may attract <b>legal proceedings</b> applicable laws.
	For the purpose of this undertaking, "confidential information" refers to any official information red, generated, or accessed during the course of engagement, regardless of its format (physical ponic, or digital).
Date:	Signature: Full Name:



## GOVERNMENT OF INDIA/ भारत सरकार MINISTRY OF HOME AFFAIRS/ गृह मंत्रालय

O/O THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA/ भारत के शत्रु संपत्ति अभिरक्षक का कार्यालय EAST WING, FIRST FLOOR, ANNEXE BUILDING/ प्रथम तल, पूर्वी विंग, ऐनेक्स बिल्डिंग SHIVAJI STADIUM, CONNAUGHT PLACE/शिवाजी स्टेडियम, कनोट प्लेस NEW DELHI-110001, नई दिल्ली - 110001

F.No. CEPI/DEL/02/22/2025 / 944

Date:- 18.11.2025

### 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 contractual basis at its Branch Offices located in Delhi and Lucknow.

Post	Name	Place of Posting / No. of Posts / Category	10.77	cation & erience	Desirable
(i) Senior	Consultant	Lucknow - 1 (SC)	For	Retired	(i) Preference for experience in
(General)			Governme	nt Officials:-	Land Management/Revenue
(Level-13)					Acquisition matters, Asset
			(i) Retired	Central/State	Monetization, and conducting
			Govt. / PSU	J employee at	surveys with reputable
			the level o	f Director or	government / Private
			equivalent	(Level-13 of	International Companies.
			the Pay N	Matrix) from	
			CPWD, R	LDA, NBCC	(ii) Proven ability to
			or Land	/Property	independently manage
			managemei	nt agencies of	monetization work and
			the State G	overnment or	coordinate with Centra
			its equivale	nt.	Ministries, State Revenu
					Departments, and Privat
			For	Other	Consultants.
			Candidate	es: -	
					(iii) Experience in coordinatio
			(i) MBA	from a	with Central Ministries, Stat
			recognized	University /	Revenue Departments, Privat
				ith minimum	Consultants, etc.
			NAAC	'A'	
		14	accreditation	on.	(iv) Strong communication
					analytical, and presentatio
			(ii) At lea	st 10 years'	skills.
			experience	and the same of th	
			valuation,		(v) Good knowledge of
			monetisat		computer applications
			managing	Residential,	
			Commerci		PowerPoint.
			Industrial	real estate	
			projects.		

(i) Retired Central / State Govt /PSU employee at the level of Director or equivalent (Level-13 of the Pay Matrix) with experience in Government finances and budgeting.  For Other Candidates:-  (i) Master's Degree in Accounting, Finance, Business Administration, or a related field from a minimum NAAC 'A' accredited university/college.  (ii) Recognized professional accounting qualification such as Chartered Accountant (CA), Certified Public Accountant (CPA), or Certified Management Accountant (CNA) will be prioritized.  (iii) Minimum 10 years of post-qualification experience in a senior accounting, financial management, or auditing role, focusing on financial reporting and regulatory compliance.	(ii) Senior Consultant	Delhi - 1 (UR)	For Retired	(i) Experience in coordination
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regulatory compliance.				
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(iv) Advanced			regulatory compliance.	
			(iv) Advanced	
proficiency in financial				
analysis, forecasting,			The state of the s	
and accounting software				
(e.g., Tally) and MS		9		
Office along with strong				
attention to detail and				
ethical standards.			ethical standards.	

(iii) Senior Consultant	Delhi - 1 (OBC)	For Retired	(i) Preference for experience
(Valuation) (Level-12)	Delin's I (OBC)	Government Officials:	with government / private /
(valuation) (Level-12)		Government officials.	international companies in
		(i) Retired Central /	valuation/securitization of
		State Govt . / PSU	property assets with banks.
			(ii) Proven ability to
		employee at the level of	
		Deputy Secretary or	independently manage valuation
		equivalent (Level-12 of	and coordinate with Central
		the Pay Matrix) from	Ministries, State Revenue
		organizations like	Departments.
		CPWD, RLDA, NBCC,	(iii) Experience in coordination
		or State Govt. Land /	with Central Ministries, State
		Property Management	Revenue Departments, Private
		agencies.	Consultants, etc.
			(iv) Strong communication,
		For Others:	analytical, and presentation skills.
		(i) MBA from a	(v) Good knowledge of
		recognized University /	computer applications,
		Institute with minimum	including MS-Office / Excel /
		NAAC 'A'	PowerPoint.
		accreditation.	
	*	(ii) At least 10 years'	Additional Desirable
		experience in land	Qualification for private
		valuation, monetization,	individuals: Passed Registered
			Valuers exam of the IBBI in the
		or real estate projects	asset class 'Land and Buildings'.
		(residential /	asset class Land and Buildings.
		commercial / industrial).	(i) Experience in Land
(iv) Senior Consultant	Delhi - 1 (UR)	For Retired	
(Monetization) (Level-		Government Officials:	Management/Revenue, acquisition matters, Asset
12)		(i) Retired	The Control of the Co
		1 1 7	1.7
		Central/State	surveys with reputable Government / Private /
		Government/PSU	00.011
		employee at the level of	International Companies
		Deputy Secretary or	banks.
		equivalent (from Level-	(ii) Proven ability to
		12 of the Pay Matrix)	
	2	from CPWD, RLDA,	
		NBCC or Land /	
		Property management	
		agencies of the State	
		Government or its	The state of the s
	19	equivalent.	(iii) Experience in coordination
			with Central Ministries, State
		For Other Candidates:	Revenue Departments, Private Consultants, etc.
		(i) MBA from a	(: ) (: -1:
		recognized min NAAC	
		'A' University/Institute.	skills.
8		A University/matitute.	(v) Good knowledge of
	1	(ii) At least 10 years'	1
		experience in Land	The Control of the Co
		Management/Asset	PowerPoint.
	i e	Monetization.	1 Swell olit.
		Monetization.	

### 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 term of engagement shall be **one year**, extendable based on performance and requirement.

b) Engagement is on a full-time basis; no other assignments are permitted.

c) The engagement is temporary and purely contractual and does not confer any right to regular appointment.

d) 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).

### 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

a) 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).

d) Leave encashment or carry-forward is not admissible. No remuneration will be paid for any absence exceeding the admissible leave.

e) No other kind of leave (e.g., medical, casual, earned) shall be admissible.

### (v) Allowances

a) Officials are **not entitled** to any allowance or facility such as Residential Accommodation, CGHS and Medical Reimbursement, Personal 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.

## (vi) Confidentiality & Conflict of Interest

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.

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.

### (vii) Termination by the Office of the CEPI

The engagement may be terminated on the following grounds:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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 days' advance written notice, or remit remuneration in lieu thereof.
- 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 via Google Form at the following ID: https://forms.gle/XKvfLhj3YYCnibfM9
- e) Last date for submission: [05.12.2025] by [05:00 PM.]
- f) Only shortlisted candidates will be contacted for 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:

PIN Code

Station	Applied for: (Delhi/Lucknow)	
1.	Personal Information (To be fill	ed 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 on date (DD/MM/YYYY)	
V.	Category (Tick one)	☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ PwBD* (If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)
vi.	Gender (Male/Female/Others)	
vii.	Contact Number (Mobile/Landline)	
viii.	Email ID	
ix.	Address for Correspondence	

## 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	
٧.	Pay Level, Last Pay Drawn (attach copy)	
vi.	PPO Number (attach copy)	

# 3. Educational Qualifications (To be filled by both the Retired Government Officials & Other Applicants):

S.No	Level	Institution/Board/Universit y	NIRF Ranking / NAAC Accreditatio n (where applicable)	Year of Passin g	Main Subject s	% Marks/Grad e
i.	10+2					
ii.	Graduation					
iii.	Post- Graduation					
iv.	Technical/Othe		141			

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 duration and specific responsibilities.

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, monetization, and managing Residential, Commercial, and Industrial real estate projects.	☐ Yes/ ☐ No	
Experience in Land Management / Revenue, Acquisition matters, Asset Monetization, and conducting surveys with reputable Government / Private / International Companies.	☐ Yes/ ☐ No	

### 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 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, monetization, or real estate projects (residential / commercial / industrial).	□ Yes/ □ No	
Experience with government / private / international companies in valuation/securitization of property assets with banks.	□ Yes/ □ No	

1	Sanior	Consultant	(Monetization)	۱
4.	Semoi	Consultant	(Intolletization)	,

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

## (c) Statutory & Disciplinary Status

Place:

Question	Answer
Are any criminal cases or disciplinary proceedings currently pending against you or any	☐ Yes/☐
punishment awarded?	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.

Signature of the Applicant (Full Name: \_\_\_\_\_)

## Non-Disclosure Undertaking

To	
9	The Custodian of Enemy Property for India (CEPI)  1 <sup>st</sup> Floor, Shivaji Stadium  Connaught Place, New Delhi – 110001
my enga	I,, hereby solemnly undertake and agree to the following in relation to gement with the Office of the Custodian of Enemy Property for India (CEPI):
	I shall treat all information acquired during my engagement as strictly <b>confidential</b> and shall not disclose, share, or disseminate such information to any unauthorised person or entity. I shall not sell, trade, publish, reproduce, or disclose, in whole or in part, in any format, any confidential information obtained. I shall hold all confidential information in trust and confidence and use it <b>solely for the purpose</b> of <b>official duties</b> assigned by CEPI, both during and after the period of my engagement. I shall not engage in any other employment, consultancy, or activity that may <b>conflict with my obligations</b> and responsibilities towards CEPI or the Ministry of Home Affairs (MHA) during the tenure of my engagement. I shall strictly adhere to the data security policies, confidentiality guidelines, and any other instructions issued by CEPI/MHA. I shall not indulge in or be associated with any form of <b>corrupt practices</b> . Upon cessation or termination of my engagement, I shall immediately <b>return and hand over</b> all records, materials, documents, devices, and data of a confidential or official nature. I shall keep the Office of CEPI/MHA <b>informed of any changes</b> to my address or contact
9.	I understand that any breach of these conditions shall make me <b>liable for disciplinary action</b> , including immediate termination, and may attract legal proceedings under applicable laws.
Note:	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.
Date:	
	Signature:
	Full Name:



### 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/02/18/2025/945

Dated: 18.11.2025

### VACANCY CIRCULAR

Subject: Engagement of Chief Supervisors 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 contractual basis at its Branch Offices located in **Delhi, Lucknow and Mumbai**: -

Post Name & Level	Place of Posting, No.	Qualification & Experience	Desirable
	of Posts, Category		
Chief Supervisor (Level-12)	Delhi – 1(UR)  Lucknow – 1(SC)  Mumbai – 1(UR)	For Retired Government Officials:-  (i) Retired Government Officials from the level of ADM (Additional District Magistrate), in State Government OR Deputy Secretary level in organizations dealing with land management either in Central or State Government or from CPWD, RLDA, NBCC or MoD or Land / Property management agencies of the State Government or its equivalent.  (ii) Mandatory experience in dealing with Revenue matters is required.  For Other Candidates:-  (i) BE (Civil) from a minimum NAAC 'A' accredited university / college with 10 years' experience in land	
	i)	revenue, valuation, land record, real estate projects  (ii) A Master's degree will be preferred.	

### 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

- The initial term of engagement shall be **one year**, which may be extended based on performance and requirement.
- Engagement will be on a **full-time basis**; no other assignments or engagements are permitted during the contractual term.
- The engagement is **temporary** and **purely contractual** in nature, and does not confer any right to regular appointment.
- Candidate must not have any criminal record or pending cases against him.

### (iii) Remuneration

- For Retired Government Officials: Fixed per month as per DoPT guidelines (Last Pay Drawn minus Pension.
- Other Candidates: The remuneration is fixed at ₹ 72,000/- per month, which is equivalent to Pay Level 12 of the Central Government.

### (iv) Leave

- a) Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- Retired Government Officials are entitled to 18 days of paid leave per calendar year, on a pro rata basis, in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA, dated 09.12.2020.
- Other Candidates 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.

### (v) Allowances

- 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.
- 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

- 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.
- 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.

### (vii) Termination by the Office of the CEPI

The engagement may be terminated on the following grounds:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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 Official

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

### (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.

### 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 via Google Form at the following ID: https://forms.gle/EEv47K2eYZpFFcsK9
- Last date for submission: [05.12.2025] by [05:00]PM
- f) Only shortlisted candidates will be contacted for 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 A	pplied For:	
Station	n Applied for (Delhi/Lucknow/Mu	mbai:
1.	Personal Information (To be fill	ed 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)	
V.	Age as on date	
	(DD/MM/YYYY)	
V.	Category (Tick one)	$\square$ UR $\square$ SC $\square$ ST $\square$ OBC $\square$ EWS $\square$ PwBD*
		(If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD,
		ID, SLD, MI, MD)
٧i.	Gender (Male/Female/Others)	
vii.	Contact Number	
	(Mobile/Landline)	
viii.	Email ID	
ix.	Address for Correspondence	
Х.	PIN Code	
2.	Government Service Details (To	be filled by the Retired Government Officials only):
S.No.	Particulars	Details
i.	Date of Joining Government Serv	vice
ii.	Date of Retirement	
iii.	Post from which Retired	
iv.	Ministry/Department Last Served	
٧.	Last Pay Drawn (attach copy)	
Vi	PPO Number (attach conv)	

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					
ii <b>i.</b>	Post- Graduation					
iv.	Technical / Other					

4 Other Details (To be filled by both Retired Government Officials & Other App
--

### (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		
i <b>i.</b>	Experience in land revenue, valuation, land record, real estate projects		
iii.	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
i.	Is proficient in local language? If yes, please specify the language for the post applied for a	
	specific location mentioned under the Desirable column in paragraph 1 of this Circular	Language/(s) known:

### (c) Statutory & Disciplinary Status

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

	Question		
i.	Are any criminal cases or disciplinary proceedings currently pending against you or any	□ Yes/ □	
	punishment awarded?	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.

Signature of the App	olicant
	Signature of the App (Full Name:

### 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:
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 <b>strictly confidential</b> and shall not, under the circumstances, disclose, share, or disseminate such information to any unauthorised person or entity.
I shall not sell, trade, publish, reproduce, or disclose, in whole or in part, in <b>any format</b> (physical nurdcopy, electronic, digital, etc.), any confidential information obtained during the course of my engagement.
I shall <b>hold all confidential information in trust and confidence</b> , both during the period of my engagement and thereafter, and shall use such information solely for the purpose of official duties assigned by CEPI.
I shall <b>not engage in any other employment, consultancy, or activity</b> that may conflict with my obligations and responsibilities towards CEPI or the Ministry of Home Affairs (MHA) during the tenure of my engagement.
I shall <b>strictly adhere to the data security policies</b> , confidentiality guidelines, and any other instructions issued by CEPI/MHA from time to time.
I shall not indulge in or be associated with any form of <b>corrupt practices</b> at any stage of my engagement.
In the event of cessation or termination of my engagement for any reason, I shall immediately <b>return</b> and <b>hand over all records, materials, documents, devices, and data</b> in my possession that are of a confidential or official nature, to the Office of the CEPI/MHA.
I shall keep the Office of CEPI/MHA informed of any changes to my address or contact information during the period of engagement.
I understand that any <b>breach of the conditions</b> mentioned above shall make me liable for disciplinary action, including immediate termination of engagement, and may attract <b>legal proceedings</b> 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:



#### 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/02/19/2025 19 48

Dated: 18.11.2025

#### VACANCY CIRCULAR

Subject: Engagement of Supervisor 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 Branch Office located in Kolkata: -

Post Name & Level	Place of Posting, No. of Posts, Category	Qualification & Experience	Desirable
Supervisor (Level-8)	Kolkata – 1(SC)	For retired Government employees:-	i) Working knowledge of MS Office (Word, Excel).
		(i) Retired Government Servant at the level of <b>Tehsildar</b> , or Section Officer level in organizations dealing with land such as NHAI, Railways, Defence Estates, Industrial Development corporations or land monetization agencies.	(ii) Knowledge of the regional language for the posting location.
		(ii) Experience in Land Revenue, Records management, and Finance	
		For Others:-	p e
		(i) BE (Civil) or Post graduate from minimum NAAC 'A' accredited university/college with 4 years experience in land revenue, valuation, monetization, land record.	

#### 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 term of engagement shall be **one year**, which may be extended based on performance and requirement.
- b) Engagement will be on a **full-time basis**; no other assignments or engagements are permitted during the contractual term.
- 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 or pending cases against him.

#### (iii) Remuneration

- a) Retired Government Officials: Fixed per month as per DoPT guidelines, (Last Pay Drawn minus Pension.
- b) Other Candidates: The remuneration is fixed at ₹ 48,000/- per month, which is equivalent to Pay Level 8 of the Central Government.

#### (iv) Leave

- a) Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- Betired Government Officials are entitled to 18 days of paid leave per calendar year, on a pro rata basis, in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA, dated 09.12.2020.
- c) Other Candidates 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.

#### (v) 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.

#### (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 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.

#### (vii) Termination by the Office of the CEPI:

The engagement may be terminated on the following grounds:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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 Official:

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

#### (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 via Google Form at the following ID: https://forms.gle/1f35phm1DvHxaYWd8
- e) Last date for submission: [05.12.2025] by [05:00]PM.
- f) Only shortlisted candidates will be contacted for 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)

111/25

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: Kolkata  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 on date (DD/MM/YYYY)			
٧.	Category (Tick one)	☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ PwBD* (If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)		
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	1
iii.	Post from which Retired	
iv.	Ministry/Department Last Served	
٧.	Pay Level, Last Pay Drawn (attach copy)	
vi.	PPO Number (attach copy)	

# 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	ē				
iv.	Technical / Other					

Other Details (To be filled b	both Retired Government	Officials &	Other Applicants)
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#### (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.	Experience in Land Revenue, Records management, and Finance		
iii.	Special Qualification(s) / Training		

#### (b) Professional Status

Dlaca.

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

Question	Answer
Is proficient in local language? If yes, please specify the language for the post applied for a specific location mentioned under the Desirable column in paragraph 1 of this Circular	☐ Yes/☐ No
	Language/(s)
	known

#### (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	□ Yes/□
punishment awarded?	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.

racc.		
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:
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 <b>strictly confidential</b> 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 <b>any format</b> (physical, hardcopy, electronic, digital, etc.), any confidential information obtained during the course of my engagement.
3. I shall <b>hold all confidential information in trust and confidence</b> , 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 <b>not engage in any other employment, consultancy, or activity</b> 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 <b>strictly adhere to the data security policies</b> , 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 <b>corrupt practices</b> at any stage of my engagement.
7. In the event of cessation or termination of my engagement for any reason, I shall immediately <b>return</b> 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 <b>informed of any changes</b> to my address or contact information during the period of engagement.
9. I understand that any <b>breach of the conditions</b> mentioned above shall make me liable for <b>disciplinary action</b> , including immediate termination of engagement, and may attract <b>legal proceedings</b> 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
Place:  Date:  Signature:
Full Name:



#### 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/02/20/2025/949

Dated: 18.11.2025

#### VACANCY CIRCULAR

Subject: Engagement of Surveyors 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 contractual basisat its Branch Offices located in Lucknow, Mumbai and Kolkata: -

Post	Place of	Qualification & Experience	Desirable
Name &	Posting / No. of		3"
Level	Posts /		
	Category		
Surveyor	Lucknow -	For Retired Government	(i) Working Knowledge of computer
(Level-6)	1 (UR),	Officials:	operation (especially MS Office).
	1 (ST),		
	1 (OBC)	Retired State Government official at	(ii) Proficiency in local language: -
		the level of Patwari, Lekhpal, or	
	Mumbai –	State Government Surveyor with a	(a) Preference will be given for a
	1 (OBC),	background in Land Revenue &	Telegu speaking Candidate with
	1 (EWS)	Finance.	reading and speaking skills for
	(one each for		Hyderabad under the CEPI,
	Hyderabad and	For Other Candidates:	Mumbai branch.
	Mumbai)		*
		(i) Exposure in Survey or Civil	(b) Preference will be given for a
	Kolkata –	Engineering with 2 years'	Bengali and English speaking
	1 (UR),	experience.	Candidate with reading and
	1 (ST)		speaking skills for Tripura under
	1 (OBC),	(ii) Knowledge of State Revenue	the CEPI, Kolkata branch.
	(One for	Laws.	
	Kolkata and		
	two for Tripura)		

#### 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 term of engagement shall be **one year**, which may be extended based on performance and requirement.
- b) Engagement will be on a **full-time basis**; no other assignments or engagements are permitted during the contractual term.
- 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.

#### (iii) Remuneration

- a) Retired Government officials: Fixed per month as per DoPT guidelines (Last Pay Drawn minus Pension).
- b) Other Candidates: The remuneration is fixed at ₹ 30,000/- per month, which is equivalent to Pay Level 6 of the Central Government.

#### (iv) Leave

- a) Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- b) Retired Government Officials are entitled to 18 days of paid leave per calendar year, on a pro rata basis, in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA, dated 09.12.2020.
- c) Other Candidates 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.

#### (v) 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.
- 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.
- 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.

### (vii) Termination by the Office of the CEPI

The engagement may be terminated on the following grounds:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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 Official

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

#### (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.

#### HOW TO APPLY

- Applications must be submitted in the prescribed format along with self-attested copies of all supporting documents (educational qualification, experience, category, 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.
- The duly completed application should be sent via Google Form at the following ID: <a href="https://forms.gle/rQKLemcLmg7PdLD17">https://forms.gle/rQKLemcLmg7PdLD17</a>
- e) Last date for submission: [05.12.2025] by [05:00]PM.
- f) Only shortlisted candidates will be contacted for 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 BASISIN THE OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

Post Applied For:

Station	Applied for:(Lucknow/Mumbai/	Kolkata)
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 on date (DD/MM/YYYY)	
V.	Category (Tick one)	☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ PwBD* (If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)
vi.	Gender (Male/Female/Others)	
vii.	Contact Number (Mobile/Landline)	
viii.	Email ID	
ix.	Address for Correspondence	
X.	PIN Code	
		and the Burnel Comment Officials only);

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)	

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	d Government Officials & Other App	olicants)
(a) Experience		
Please provide details of your relevant expassignment-wise experience, including duration	erience in the table below. Attach on and specific responsibilities.	a separate sheet detailing
S. Particulars No.	Indicate No. of Years of Experience	Brief Details of Experience
<ul> <li>i. Computer Proficiency / IT Skills</li> <li>ii. Exposure in Survey or Civil Engineering</li> </ul>		
iii. 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	
Is proficient in local language? If yes, pleas specify the language with reading ar speaking skill for the post applied for	a Language/(s) known:	
	estion	Answer
Are any criminal cases or disciplinary procee punishment awarded?	dings currently pending against you o	or any
	Declaration	
I hereby declare that all the information knowledge and belief. I understand that a detected at any stage will result in cancellatic conditions of engagement as mentioned in the	ny false, incorrect, or misleading to on of my candidature. I have read an	information or ineligibility and understood the terms and
Place: Date:		
		Signature of the Applicant

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



#### GOVERNMENT OF INDIA गृह मंत्रालय

#### MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्र 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/02/24/2025 / 950

Dated: 18.11.2025

#### VACANCY CIRCULAR

Subject: Engagement of Senior Legal 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 contractual basis at its Branch Offices located in Mumbai and Kolkata: -

Post Name	Place of	Qualification & Experience	Desirable
& Level	Posting / No. of Posts /		
	Category		
Senior Legal	Mumbai – 1	For Retired Government Officials:	(i) Post-Graduate
Consultant	(OBC)	Retired Central / State Government / PSU	Degree / Diploma / Certificate in Land
(Level-10)	Kolkata – 1	employee at the level of Deputy Secretary or	Laws or related fields.
	(SC)	equivalent (from Level-12 of the Pay Matrix) who has worked in either Ministry of Law & Justice or JAG branch of the Armed Forces / CAPFs on legal matters.	(ii) Strong analytical, drafting, and communication skills.
	43	For Other Candidates:	(iii) Good working knowledge of
2		(i) Bachelor's Degree in Law (LLB) from a NIRF top 50 ranked University/Institute.	
		(ii) Advocates/Legal Professionals with 5+ years of experience in legal practice or in the legal department of a reputable private firm/PSU those dealing with Property Law, Revenue Law, and Litigation	
		(iii) Membership of the Bar Council of India.	

#### 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 term of engagement shall be **one year**, which may be extended based on performance and requirement.
- 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 or pending cases against him.

#### (iii) Remuneration

- a) Retired Government officials: Fixed per month as per DoPT guidelines (Last Pay Drawn minus Pension).
- b) Other Candidates: The remuneration is fixed at Rs. 72,000/- per month, which is equivalent to Pay Level 10 of the Central Government.

#### (iv) Leave

- a) Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- b) Retired Government Officials are entitled to 18 days of paid leave per calendar year, on a pro rata basis, in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA, dated 09.12.2020.
- c) Other Candidates 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.

#### (v) 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.

#### (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 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.

#### (vii) Termination by the Office of the CEPI:

The engagement may be terminated on the following grounds:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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 Official:

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

#### (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 via Google Form at the following ID: <a href="https://forms.gle/kvx53ydSMdGg36mPA">https://forms.gle/kvx53ydSMdGg36mPA</a>
- e) Last date for submission: [05.12.2025] by [05:00]PM.
- f) Only shortlisted candidates will be contacted for 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	<b>ENGAGEMENT</b>	OF	OFFICIALS ON	CONTRACTUAL	BASIS	IN	THE
OFFICE OF THE	E CUS	TODIAN OF ENE	MY	PROPERTY FOR	INDIA			

Post A	pplied For:	
Prefer	red Station (Mumbai/Kolkata): Personal Information (To be fill	ed 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 on date (DD/MM/YYYY)	
V.	Category (Tick one)	☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ PwBD* (If PwBD, please specify sub-category: e.g., OH, VH, HH. ASD, ID, SLD, MI, MD)
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)	

# 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 the Retired	Government	Officials &	Other Applicants	):
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#### (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.	Special Qualification(s) / Training		1/

#### (b) Professional Status

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

	Question	Answer
i.	Do you possess a valid membership with the Bar Council?	☐ Yes/☐ No
ii.	Experience in Legal Profession   Yes/  No	No. of years

#### (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	□ Yes/□
punishment awarded?	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

То

0		
Т	The Custodian of Enemy Property for India (CEPI)	
	1 <sup>st</sup> Floor, Shivaji Stadium Connaught Place, New Delhi – 110001	
I,	I,, hereby solemnly undertake and agree	to the following:
he Offic	I shall treat all information that comes to my knowledge during the fice of the Custodian of Enemy Property for India (CEPI) as <b>strictly</b> cumstances, disclose, share, or disseminate such information to any un	confidential and shall not, under
	I shall not sell, trade, publish, reproduce, or disclose, in whole or i py, electronic, digital, etc.), any confidential information obtainment.	
	I shall <b>hold all confidential information in trust and confidenc</b> ment and thereafter, and shall use such information solely for the puol.	
bligation	I shall <b>not engage in any other employment, consultancy, or ac</b> ions and responsibilities towards CEPI or the Ministry of Home Affgagement.	tivity that may conflict with my airs (MHA) during the tenure of
	I shall strictly adhere to the data security policies, confidentions issued by CEPI/MHA from time to time.	ality guidelines, and any other
6. I engagem	I shall not indulge in or be associated with any form of corrupment.	t practices at any stage of my
and han	In the event of cessation or termination of my engagement for any reand over all records, materials, documents, devices, and data ential or official nature, to the Office of the CEPI/MHA.	eason, I shall immediately return in my possession that are of a
	I shall keep the Office of CEPI/MHA informed of any charation during the period of engagement.	nges to my address or contact
disciplin	I understand that any <b>breach of the conditions</b> mentioned abinary action, including immediate termination of engagement, and applicable laws.	pove shall make me liable for I may attract legal proceedings
eceived,	For the purpose of this undertaking, "confidential information" red, generated, or accessed during the course of engagement, regnic, or digital).	efers to any official information ardless of its format (physical,
Place:		<i>o</i>
Date: _		
	Signati	ure:
	Full Na	me:



### 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/02/25/2025 951

Dated: 18.11.2025

### VACANCY CIRCULAR

Subject: Engagement of Legal 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 contractual basis at its Branch Offices located in Delhi, Lucknow, Kolkata and Mumbai: -

Post Name & Level	Place of Posting / No.	Qualification & Experience	Desirable
Legal Consultant (Level-8)	of Posts / Category Delhi-1(UR)  Lucknow- 1 (UR), 1(OBC)	For Retired Government Officials:  (i) Retired Central / State Government / PSU employees at level of Under Secretary or Equivalent (from Level 11 of the Pay Matrix) who have worked in either Ministry of Law &	(i) Post-Graduate Degree / Diploma / Certificate in Land Laws or related fields  (ii) Strong analytical
	Kolkata- 1(UR) Mumbai- 1(UR)	Justice or JAG branch of the Armed Forces / CAPFs on Legal Matters.  For Other Candidates:  (i) Bachelor's degree in Law LLB from a NIRF top 100 ranked recognized institute/university.	drafting, and communication skills.  (iii) Good working knowledge of Computer Operations (MS Office).
		<ul> <li>(ii) Advocate / Legal professional With 2+ years of experience in legal practice or in the legal department of a reputable private firm/PSU, especially those dealing with property law, revenue law and litigation.</li> <li>(iii) Valid Membership of the Bar Council of India.</li> </ul>	

#### 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 term of engagement shall be **one year**, which may be extended based on performance and requirement.
- 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.

#### (iii) Remuneration

- a) Retired Government Officials: Fixed per month as per DoPT guidelines (Last Pay Drawn minus Pension).
- b) Other Candidates: The remuneration is fixed at ₹ 42,000/- per month, which is equivalent to Pay Level 8 of the Central Government.

#### (iv) Leave

- a) Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- b) Retired Government Officials are entitled to 18 days of paid leave per calendar year, on a pro rata basis, in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA, dated 09 12 2020
- c) Other Candidates 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.

#### (v) 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.

#### (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 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.
- (vii) Termination by the Office of the CEPI

The engagement may be terminated on the following grounds:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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 Official

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

#### (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 via Google Form at the following ID: https://forms.gle/sKEX8vRdi22oP9Wh7
- e) Last date for submission: [05.12.2025] by [05:00]PM
- f) Only shortlisted candidates will be contacted for 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)

18/11/25

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

Station	n Applied for (Delhi/Lucknow/Kol	lkata/Mumbai):
1.	Personal Information (To be fill	ed 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 on date (DD/MM/YYYY)	
V.	Category (Tick one)	☐ UR ☐ SC ☐ ST ☐ OBC ☐ EWS ☐ PwBD* (If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)
vi.	Gender (Male/Female/Others)	
vii.	Contact Number (Mobile/Landline)	
viii.	Email ID	
ix.	Address for Correspondence	
Х.	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.	Last Pay Drawn (attach copy)	
vi.	PPO Number (attach copy)	

# 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	% Mark/ Grade
i.	10+2					
ii.	Graduation					
iii.	Post-Graduation					
iv.	Technical/Other					

4.	Other Details	(To be filled by bo	th Retired Government	Officials &	Other Applicants)
----	---------------	---------------------	-----------------------	-------------	-------------------

#### (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.	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

Are any criminal cases or disciplinary proceedings currently pending against you?

i.	Do you possess a valid membership with the Bar Council?	☐ Yes/☐ No
ii.	Experience in Legal Profession   Yes/  No	No. of years
	Control of Disciplinary Status	
	Statutory & Disciplinary Status	
	ease tick the box corresponding to the role you are applying for and provide the req	

Answer

☐ 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:	

Signature: \_\_\_\_\_\_

### Non-Disclosure Undertaking

electronic, or digital).

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

То
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:
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 <b>strictly confidential</b> 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 <b>any format</b> (physical, hardcopy, electronic, digital, etc.), any confidential information obtained during the course of my engagement.
3. I shall <b>hold all confidential information in trust and confidence</b> , 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 <b>not engage in any other employment, consultancy, or activity</b> 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 <b>strictly adhere to the data security policies</b> , 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 <b>corrupt practices</b> 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 <b>breach of the conditions</b> mentioned above shall make me liable for <b>disciplinary action</b> , including immediate termination of engagement, and may attract <b>legal proceedings</b> 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



#### भारतसरकार,गृहमंत्रालय Government of India, Ministry of Home Affairs कार्यालयभारतकेशत्रसम्पत्तिअभिरक्षक

Office of the Custodian of Enemy Property for India प्रथमतल) पूर्वीविंग (शिवाजीस्टेडियमएनेक्सी) कॅनाटप्लेसनईदिल्ली-11000 ]. First Floor, East Wing, Shivaji Stadium, Connaught Place, New Delhi-110001.

#### Corrigendum

F.NO. CEPI/DEL/36/25/2025(Admin. matter) 1969

Dated: 20.11.2025

The Deputy Secretary (EP) FFR Division, MHA 2nd Floor, NDCC - II Building Jai Singh Road, New Delhi - 110001

Subject: Corrigendum to vacancy circular dated 18.11.2025 for uploading on website of MHA for filling up the post of Legal Consultant in Custodian of Enemy Property for India.

Sir.

Kindly refer to this office letter of even no. dated 18.11.2025 on the subject cited above. In this regard, it is to intimate that in vacancy circular regarding engagement of Legal Consultant, a certain typographical error has occurred due to which, a corrigendum in this regard has been issued dated 20.11.2025 (copy enclosed).

- In this continuation, please find enclosed herewith the vacancy circular of Legal Consultant (corrigendum dated 20.11.2025), contractual posts in the Branch offices of Custodian of Enemy Property for India. All other terms and conditions of the vacancy circular remain unchanged.
- 3. You are requested to arrange to upload the corrigendum and other enclosed vacancies on the website of Ministry of Home Affairs immediately so that the interested applicant can apply. The last date of receipt of application in the office of CEPI is 05th December 2025.

Encl: As above.

(Bikram Munda)

Under Secretary to the Govt. of India

#### Copy to:

- 1. PS to CEPI), O/o CEPI, Head Office Delhi
- 2. PA to Director, O/o CEPI, Head Office Delhi
- 3. PA to Deputy Secretary, O/o CEPI, Head Office Delhi
- 4. Ms. Shivangi Gupta, Data Analyst, CEPI Head Office is directed to upload the all vacancy circular on CEPI website immediately.
- 5. Guard File

March



#### **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

F. NO. CEPI/DEL/36/25/2025(Admin. matter) / 969

Dated: 20.11.2025

#### **CORRIGENDUM**

**Subject:** Corrigendum to Vacancy Circular dated 18.11.2025 regarding the contractual engagement of Legal Consultant.

This is with reference to this office's Vacancy Circular of even number dated 18.11.2025 regarding the engagement of Legal Consultants.

- 2. It is hereby notified that due to typographical errors in the previous communication, the earlier circular dated 18.11.2025 is **withdrawn**. All stakeholders and applicants are requested to treat the Vacancy Circular dated 18.11.2025 as null and void and consider the details below as the **authoritative and final** notification.
- 3. The corrected details of the vacancy are as follows:

Post Name & Level	Place of Posting / No.	Qualification & Experience	Desirable Skills
	of Posts / Category		
Legal Consultant (Level-8)	Delhi: 1 (UR)  Lucknow: 1 (UR)  Kolkata: 1 (UR)  Mumbai: 2 Total  1 (UR)  1 (OBC - for Telangana)	A. For Retired Government Officials:  Retired Central / State Govt. or PSU employees at the level of Under Secretary or equivalent (Level 11 of Pay Matrix) who have worked in the Ministry of Law & Justice, the JAG Branch of the Armed Forces, or CAPFs handling legal matters.  B. For Other Candidates:  (i) Bachelor's degree in Law (LL.B.) from a recognized institute/university ranked within the top 100 by NIRF.  (ii) Advocate / Legal professional with 2+ years of experience in legal practice or the legal department of a reputable private firm / PSU. Specialization in property law, revenue law, and litigation is preferred.  (iii) Valid Membership with the Bar Council of India.	(i) Post-Graduate Degree / Diploma / Certificate in Land Laws or related fields.  (ii) Strong analytical, drafting, and communication skills.  (iii) Proficiency in Computer Operations (MS Office).  (iv) Knowledge of the regional language for the posting location.

#### 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 term of engagement shall be **one year**, which may be extended based on performance and requirement.
- 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.

#### (iii) Remuneration

- a) Retired Government Officials: Fixed per month as per DoPT guidelines (Last Pay Drawn minus Pension).
- b) Other Candidates: The remuneration is fixed at ₹ 42,000/- per month, which is equivalent to Pay Level 8 of the Central Government.

#### (iv) Leave

- a) Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- b) Retired Government Officials are entitled to 18 days of paid leave per calendar year, on a pro rata basis, in accordance with the Department of Expenditure's O.M. No. 3-25/2020-E.IIIA, dated 09.12.2020.
- Control of the condition of the condi
- 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.

#### (v) 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.

#### (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** 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.

#### (vii) Termination by the Office of the CEPI

The engagement may be terminated on the following grounds:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- · Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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 Official

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

#### (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.).
- 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 via Google Form at the following ID:
- e) Last date for submission: 05.12.2025 by 05:00 PM.
- f) Only shortlisted candidates will be contacted for 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 Ap	pplied For:	
Station	Applied for (Delhi/Lucknow/Ko	olkata/Mumbai):
1. Applica	Personal Information (To be fints):	illed by both the Retired Government Officials & Other
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 on date	
	(DD/MM/YYYY)	
V.	Category (Tick one)	□ UR □ SC □ ST □ OBC □ EWS □ PwBD*
	300	(If PwBD, please specify sub-category: e.g., OH, VH,
		HH, ASD, ID, SLD, MI, MD)
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.	Last Pay Drawn (attach copy)	
vi.	PPO Number (attach copy)	

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	% Mark/ Grade
i.	10+2		( inpricator)			
ii.	Graduation					
iii.	Post-					
	Graduation					
iv.	Technical/Other					

1) EX	perience			
		experience in the table below. Attach a duration and specific responsibilities.	separate	sheet detailin
S.	Particulars	Indicate No. of Years of		Details of
No.	C /IT	Experience	Exp	erience
i.	Computer Proficiency / IT Skills			
ii.	Special Qualification(s) /			
	Training			
	Do you possess a valid members	Question hip with the Bar Council?		Answer
i.	Do you possess a valid members			□ Yes / □ No
ii.	Experience in Legal Profession [	hip with the Bar Council?  ☐ Yes/ ☐ No		☐ Yes / ☐ No No. of years
ii. iii.	Experience in Legal Profession I Is proficient in local language? I	hip with the Bar Council?  ☐ Yes/ ☐ No  f yes, please specify the language for the	ne post	☐ Yes / ☐ No No. of years ☐ Yes / ☐
ii. iii.	Experience in Legal Profession I Is proficient in local language? I applied for a specific location	hip with the Bar Council?  ☐ Yes/ ☐ No	ne post	☐ Yes / ☐ No No. of years
ii. iii.	Experience in Legal Profession I Is proficient in local language? I	hip with the Bar Council?  ☐ Yes/ ☐ No  f yes, please specify the language for the	ne post	☐ Yes / ☐ No No. of years ☐ Yes / ☐ No
ii. iii.	Experience in Legal Profession I Is proficient in local language? I applied for a specific location	hip with the Bar Council?  ☐ Yes/ ☐ No  f yes, please specify the language for the	ne post	☐ Yes / ☐ No No. of years ☐ Yes / ☐ No
ii. iii.	Experience in Legal Profession I Is proficient in local language? I applied for a specific location paragraph 1 of this Circular	hip with the Bar Council?  ☐ Yes/ ☐ No  f yes, please specify the language for the mentioned under the Desirable colu	mn in	☐ Yes / ☐ No No. of years ☐ Yes / ☐ No Language/(s) known
ii. iii. c) Sta	Experience in Legal Profession IIs proficient in local language? If applied for a specific location paragraph 1 of this Circular atutory & Disciplinary Status at tick the box corresponding to the	hip with the Bar Council?  Yes/ No f yes, please specify the language for the mentioned under the Desirable colume role you are applying for and provide	emn in	☐ Yes / ☐ No No. of years ☐ Yes / ☐ No Language/(s) known
ii. iii. Sta	Experience in Legal Profession IIs proficient in local language? If applied for a specific location paragraph 1 of this Circular atutory & Disciplinary Status at tick the box corresponding to the	hip with the Bar Council?  ☐ Yes/ ☐ No  f yes, please specify the language for the mentioned under the Desirable colu	emn in	☐ Yes / ☐ No No. of years ☐ Yes / ☐ No Language/(known

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

То

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:
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 <b>strictly confidential</b> 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 <b>any format</b> (physical, hardcopy, electronic, digital, etc.), any confidential information obtained during the course of my engagement.
3. I shall <b>hold all confidential information in trust and confidence</b> , 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 <b>not engage in any other employment, consultancy, or activity</b> 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 <b>strictly adhere to the data security policies</b> , 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 <b>corrupt practices</b> at any stage of my engagement.
7. In the event of cessation or termination of my engagement for any reason, I shall immediately <b>return and hand over all records, materials, documents, devices, and data</b> 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 <b>informed of any changes</b> to my address or contact information during the period of engagement.
9. I understand that any <b>breach of the conditions</b> mentioned above shall make me liable for <b>disciplinary action</b> , including immediate termination of engagement, and may attract <b>legal proceedings</b> 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:



### 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/02/23/2025 947

Dated: 18.11.2025

#### VACANCY CIRCULAR

Subject: Engagement of Data Analyst on Contractual 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 Branch Office located in Lucknow: -

Post Name & Level	Place of Posting, No. of posts,	Qualification & Experience	Desirable
Data Analyst (Level-8)	Category Lucknow - 1(UR)	(i) Bachelor's Degree from a minimum NAAC 'A" accredited university / college in Data analysis / Statistics/ Computer Science / Information Technology with a minimum of 60% marks.	Working on projects for Government IT Departments or NIC or Public Sector Undertaking (PSU) will be an advantage.
		OR  Post Graduate Degree in Science (Computer Science, MCA or equivalent) / Engineering/ Data Analysis / Data Science /Statistics with formal training on IT/Computer Systems with a minimum of 50% marks.	
		<ul> <li>(ii) At least 5 years of post-qualification experience in IT / CT System implementation and analysis.</li> <li>(iii) Expertise in MS Office database management software or Stata /R/ Python or equivalent programming languages.</li> </ul>	

#### 2. TERMS AND CONDITIONS

#### (i) Period of Engagement

- The initial term of engagement shall be **one year**, which may be extended based on performance and requirement.
- Engagement will be on a **full-time basis**; no other assignments or engagements are permitted during the contractual term.
- The engagement is **temporary** and **purely contractual** in nature, and does not confer any right to regular appointment.
- Candidate must not have any criminal record of or pending cases against him.

#### (ii) Remuneration

The Remuneration is fixed at ₹ 54,000/- per month, which is equivalent to Pay Level 8 of the Central Government.

#### (iii) Leave

- Weekly off on Saturdays, Sundays, and Central Government Gazetted Holidays.
- 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

- 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

- 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:

- Inability to effectively perform assigned duties.
- Unsatisfactory quality of work.
- Non-achievement of milestones or targets.
- Breach of trust, dishonesty, or lack of integrity.
- On recommendation of the Ministry of Home Affairs (for posts under MHA).
- 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.).
- b) 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 via Google Form at the following ID: https://forms.gle/mYkbgDNmfhkbkn4g8
- e) Last date for submission: [05.12.2025] by [05:00]PM
- Only shortlisted candidates will be contacted for 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:	Lucknow									
1.	Personal Info	ormation									
S.No.	Par	ticulars				]	Details	S			
i.	Full Name (in	Block Letters)									
ii.	Father's / Hus	band's Name									
iii.	Date of Birth	(DD/MM/YYYY)									
iv.	Age as on date (DD/MM/YY										
V.	Category (Tic	k one)	☐ UR (If PwBD, ID, SLD, M	please s	1100000	Santa Til	□ O -categ		EWS OH, V		wBD* , <i>ASD</i> ,
vi.	Gender (Male	/Female/Others)									
۱ii.	Contact Numb (Mobile/Land										
viii.	Email ID			20							
ix.	Address for C	orrespondence									
Х.	PIN Code										
2.	Educational	Qualifications									
S.No.	Level	Institution /	NIRF R	Ranking /	1	Ye	ar of	Main		%	15

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					
V.	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 or Stata /R/ Python 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	□ Yes/ □			
Undertaking (PSU)?	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	□ Yes/□			
punishment awarded?	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

То
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:
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 <b>strictly confidential</b> and shall not, under any circumstances, disclose, share, or disseminate such information to any unauthorised person or entity.
I shall not sell, trade, publish, reproduce, or disclose, in whole or in part, in <b>any format</b> (physical, hardcopy, electronic, digital, etc.), any confidential information obtained during the course of my engagement.
3. I shall <b>hold all confidential information in trust and confidence</b> , 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 <b>not engage in any other employment, consultancy, or activity</b> 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 <b>strictly adhere to the data security policies</b> , 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 <b>corrupt practices</b> at any stage of my engagement.
7. In the event of cessation or termination of my engagement for any reason, I shall immediately <b>return</b> 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 <b>breach of the conditions</b> mentioned above shall make me liable for <b>disciplinary action</b> , including immediate termination of engagement, and may attract <b>legal proceedings</b> 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: