



भारतसरकार, गृहमंत्रालय

Government of India, Ministry of Home Affairs

कार्यालय भारतकेशत्रुसम्पत्तिअभिरक्षक

Office of the Custodian of Enemy Property for India

प्रथमतल (पूर्वीविंग) शिवाजीस्टेडियमएनेक्सी कॅनाटप्लेस नईदिल्ली- 110001.

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

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

Dated : 18.11.2025

To,

The Deputy Secretary, (EP)

FFR Division, MHA

2nd 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 vacancies	Place of posting
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, Mumbai
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 5th December 2025.

Encls: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



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कैनाट प्लेस, नई दिल्ली -110001

CONNAUGHT PLACE, NEW DELHI-110001

File No.CEPI/DEL/02/16/2025 /943

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)	For Retired Government Officials: (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.	
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2. TERMS AND CONDITIONS

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

(ii) Period of Engagement

- a) The initial 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 ₹ 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.**
- 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 Officials

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/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.


12/11/25
(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: _____

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* (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 (For Retired Govt. Officials Only)(Attach supporting copies)

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

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

(a) Experience

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 Certified Management Accountant (CMA)?	☐ Yes/ ☐ No

(c) Statutory & Disciplinary Status

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

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

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

The Custodian of Enemy Property for India (CEPI)

1st Floor, Shivaji Stadium
Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



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, एनेक्स 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**: -

Post Name & Level	Place of Posting, No. of Posts, Category	Qualification & Experience	Desirable
Administrative Officer (Level-10)	Delhi - 1 (UR)	For Retired Government Officials: - (i) Holding an analogous post (such as Assistant Administrative Officer, Section Officer, or equivalent level in Level- 10 of the pay matrix) or above (ii) Experience in Administration and Accounts matters For Other Candidates: - i) MBA in HR or equivalent from minimum NAAC 'A' accredited university / college (ii) Minimum three years' previous experience in a similar role (e.g., Office Administrator, Administrative Manager, or Executive Assistant with administrative oversight). (iii) Strong background in organizational skills, communication (written and verbal), time management, problem-solving, and attention to detail.	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**.

(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.

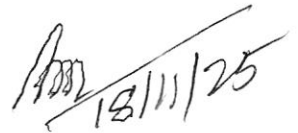
(xi) **CEPI's Right**

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/UGmbDcwXUV829Ynn8>
 - 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

ANNEXURE-I

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

Post Applied For: _____

Preferred Station: Delhi

1. Personal Information (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	

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

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

(a) **Experience**

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?	☐ Yes / ☐ No

(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 any punishment awarded?	☐ Yes / ☐ No

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

ANNEXURE-II

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



सत्यमेव जयते
भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कैनाट 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 <i>OR</i> Post Graduate Degree in Science (Computer Science, MCA or equivalent) / Engineering with formal training on IT / Computer Systems with a minimum of 60% marks. (ii) At least 5 years of 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.	Working on projects for Government IT Departments or NIC or Public Sector Undertaking (PSU) will be an advantage.

• 2. TERMS AND CONDITIONS

(i) Period of Engagement

- a) The initial 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.

(ii) Remuneration

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

(iii) Leave

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

(iv) Allowances

- a) All officials engaged under this circular shall **not be entitled** to any kind of allowance or facility such as Residential Accommodation, CGHS and Medical Reimbursement, Personal Staff or Support Staff, etc.
- b) TA/DA for **official domestic travel** shall be admissible as per entitlement of the analogous post (Department of Expenditure's O.M. No. 19030/1/2017-E.IV dated 13.07.2017), subject to **prior approval**.
- c) No reimbursement for **joining or exit** travel.

(v) Confidentiality & Conflict of Interest

- a) Officials shall not disclose, publish, or part with any data / statistics / reports / information acquired during the course of the assignment without **prior written approval** of the Ministry/CEPI.
- b) Officials shall be required to **hand over all records and files** pertaining to the assignment before the end of contract or final payment.
- c) A **Non-Disclosure Undertaking** (Annexure-II) must be signed prior to joining.

(vi) Termination by the Office of the CEPI:

The engagement may be terminated on the following grounds:

- 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

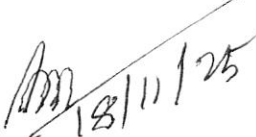
The **maximum age limit** is **45 years**, calculated as of the application closing date.

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


18/11/25

(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: _____

Preferred Station: Delhi

1. Personal Information:

S.No.	Particulars	Details
i.	Full Name (in Block Letters)	
ii.	Father's / Husband's Name	
iii.	Date of Birth (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. Educational Qualifications

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

3. Other Details

(a) Experience

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

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

(b) Professional Status

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

Question	Answer
Have you worked on projects for Government IT Departments or NIC or Public Sector Undertaking (PSU)?	☐ Yes/ ☐ No

(c) Statutory & Disciplinary Status

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

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

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

The Custodian of Enemy Property for India (CEPI)

1st Floor, Shivaji Stadium
Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



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**.

1. Details of Positions

Post Name	Place of Posting / No. of Posts / Category	Qualification & Experience	Desirable
(i) Senior Consultant (General) (Level-13)	Lucknow - 1 (SC)	For Retired Government Officials:- (i) Retired Central/State Govt. / PSU employee at the level of Director or equivalent (Level-13 of the Pay Matrix) from CPWD, RLDA, NBCC or Land /Property management agencies of the State Government or its equivalent. For Other Candidates: - (i) MBA from a recognized University / Institute with minimum NAAC 'A' accreditation. (ii) At least 10 years' experience in land valuation, monetisation, and managing Residential, Commercial, and Industrial real estate projects.	(i) Preference for experience in Land Management/Revenue, Acquisition matters, Asset Monetization, and conducting surveys with reputable government / Private / International Companies. (ii) Proven ability to independently manage monetization work and coordinate with Central Ministries, State Revenue Departments, and Private Consultants. (iii) Experience in coordination with Central Ministries, State Revenue Departments, Private Consultants, etc. (iv) Strong communication, analytical, and presentation skills. (v) Good knowledge of computer applications, including MS-Office / Excel / PowerPoint.

(ii) Senior Consultant (Finance) (Level-13)	Delhi - 1 (UR)	For Retired Government Officials:- (i) Retired Central / State Govt . /PSU employee at the level of Director or equivalent (Level-13 of the Pay Matrix) 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 (CMA) 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. (iv) Advanced proficiency in financial analysis, forecasting, and accounting software (e.g., Tally) and MS Office along with strong attention to detail and ethical standards.	(i) Experience in coordination with Central Ministries, State Revenue Departments, Private Consultants, etc. (ii) Strong communication, analytical, and presentation skills. (iii) Good knowledge of computer applications, including MS-Office / Excel / PowerPoint.
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(iii) Senior Consultant (Valuation) (Level-12)	Delhi - 1 (OBC)	For Retired Government Officials: (i) Retired Central / State Govt. / PSU employee at the level of Deputy Secretary or equivalent (Level-12 of the Pay Matrix) from organizations like CPWD, RLDA, NBCC, or State Govt. Land / Property Management agencies. For Others: (i) MBA from a recognized University / Institute with minimum NAAC 'A' accreditation. (ii) At least 10 years' experience in land valuation, monetization, or real estate projects (residential / commercial / industrial).	(i) Preference for experience with government / private / international companies in valuation/securitization of property assets with banks. (ii) Proven ability to independently manage valuation and coordinate with Central Ministries, State Revenue Departments. (iii) Experience in coordination with Central Ministries, State Revenue Departments, Private Consultants, etc. (iv) Strong communication, analytical, and presentation skills. (v) Good knowledge of computer applications, including MS-Office / Excel / PowerPoint. Additional Desirable Qualification for private individuals: Passed Registered Valuers exam of the IBBI in the asset class 'Land and Buildings'.
(iv) Senior Consultant (Monetization) (Level-12)	Delhi - 1 (UR)	For Retired Government Officials: (i) Retired Central/State Government/PSU employee at the level of Deputy Secretary or equivalent (from Level-12 of the Pay Matrix) from CPWD, RLDA, NBCC or Land / Property management agencies of the State Government or its equivalent. For Other Candidates: (i) MBA from a recognized min NAAC 'A' University/Institute. (ii) At least 10 years' experience in Land Management/Asset Monetization.	(i) Experience in Land Management/Revenue, acquisition matters, Asset Monetization, and conducting surveys with reputable Government / Private / International Companies / banks. (ii) Proven ability to independently manage monetization work and coordinate with Central Ministries, State Revenue Departments, and Private Consultants. (iii) Experience in coordination with Central Ministries, State Revenue Departments, Private Consultants, etc. (iv) Strong communication, analytical, and presentation skills. (v) Good knowledge of computer applications, including MS-Office / Excel / PowerPoint.

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**.
- b) **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.
- c) **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

- 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 Officials**

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

(ix) **Tax Deduction**

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

(x) **Age Limit**

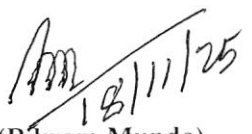
The **maximum age limit**, as of the application closing date, is **64 years** for Retired Government Officials and **45 years** for all other candidates.

(xi) **CEPI's Right**

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

3. HOW TO APPLY

- a) Applications must be submitted **in the prescribed format** along with **self-attested copies** of all supporting documents (educational qualification, experience, ID proof, etc.).
 - b) **Incomplete or unsigned applications** will be summarily **rejected** without any further communication.
 - c) Separate applications must be submitted for **each post**, if applying for more than one.
 - d) The duly completed application should be sent 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

ANNEXURE-I

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

Post Applied For: _____

Station Applied for: (Delhi/Lucknow) _____

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	

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					

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	

4. Senior Consultant (Monetization)

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

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

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

The Custodian of Enemy Property for India (CEPI)

1st Floor, Shivaji Stadium

Connaught Place, New Delhi – 110001

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

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

Note: For 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.

Place: _____

Date: _____

Signature: _____

Full Name: _____



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कॅनाट प्लेस, नई दिल्ली - 110001

CONNAUGHT PLACE, NEW DELHI-110001

File No.CEPI/DEL/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. of Posts, Category	Qualification & Experience	Desirable
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 revenue, valuation, land record, real estate projects (ii) A Master's degree will be preferred.	(i) Proficiency / knowledge of regional language for the location of posting. (ii) Working knowledge of MS Office is essential.

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) For **Retired Government Officials**: Fixed per month as per **DoPT guidelines (Last Pay Drawn minus Pension)**.
- b) **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**.
- 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**

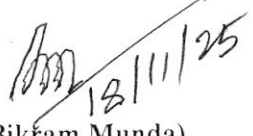
The **maximum age limit**, as of the application closing date, is **64 years** for Retired Government Officials and **45 years** for all other candidates.

(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/EEv47K2eYZpFFcsK9>
 - 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: _____

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

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

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

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

S.No.	Particulars	Details
i.	Date of Joining Government Service	
ii.	Date of Retirement	
iii.	Post from which Retired	
iv.	Ministry/Department Last Served	
v.	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 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.	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	☐ 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
i.	Are any criminal cases or disciplinary proceedings currently pending against you or any punishment awarded?	☐ Yes/ ☐ No

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

The Custodian of Enemy Property for India (CEPI)

1st Floor, Shivaji Stadium
Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कॅनाट प्लेस, नई दिल्ली -110001

CONNAUGHT PLACE, NEW DELHI-110001

File No.CEPI/DEL/02/19/2025/948

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) Retired Government Servant at the level of Tehsildar, or Section Officer level in organizations dealing with land such as NHAI, Railways, Defence Estates, Industrial Development corporations or land monetization agencies. (ii) Experience in Land Revenue, Records management, and Finance For Others:- (i) BE (Civil) or Post graduate from minimum NAAC 'A' accredited university/college with 4 years experience in land revenue, valuation, monetization, land record.	i) Working knowledge of MS Office (Word, Excel). (ii) 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 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.**
 - 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**

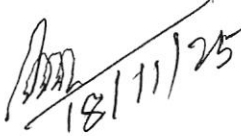
The **maximum age limit**, as of the application closing date, is **64 years** for Retired Government Officials and **45 years** for all other candidates.

(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/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.


18/11/25

(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 : 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* <i>(If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)</i>
vi.	Gender (Male/Female/Others)	
vii.	Contact Number (Mobile/Landline)	
viii.	Email ID	
ix.	Address for Correspondence	
x.	PIN Code	

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

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

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

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

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

(a) Experience

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

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 punishment awarded?	☐ Yes/ ☐ No

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

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

Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कॅनाट प्लेस, नई दिल्ली -110001

CONNAUGHT PLACE, NEW DELHI-110001

File No.CEPI/DEL/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** basis at its Branch Offices located in **Lucknow, Mumbai and Kolkata**: -

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

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 **₹ 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.
- 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**

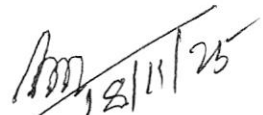
The **maximum age limit**, as of the application closing date, is **64 years** for Retired Government Officials and **45 years** for all other candidates.

(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, 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.
 - d) The duly completed application should be sent via Google Form at the following ID: <https://forms.gle/rQKLemcLmg7PdLD17>
 - 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: _____

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* <i>(If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)</i>
vi.	Gender (Male/Female/Others)	
vii.	Contact Number (Mobile/Landline)	
viii.	Email ID	
ix.	Address for Correspondence	
x.	PIN Code	

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

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

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

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

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

(a) Experience

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.	Exposure in Survey or Civil Engineering		
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, please specify the language with reading and speaking skill 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 punishment awarded?	☐ Yes/ ☐ No

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

The Custodian of Enemy Property for India (CEPI)

1st Floor, Shivaji Stadium
Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कॅनाट प्लेस, नई दिल्ली -110001

CONNAUGHT PLACE, NEW DELHI-110001

File No.CEPI/DEL/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 & Level	Place of Posting / No. of Posts / Category	Qualification & Experience	Desirable
Senior Legal Consultant (Level-10)	Mumbai – 1 (OBC) Kolkata – 1 (SC)	For Retired Government Officials: Retired Central / State Government / PSU employee at the level of Deputy Secretary or 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. For Other Candidates: (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.	(i) Post-Graduate Degree / Diploma / Certificate in Land Laws or related fields. (ii) Strong analytical, drafting, and communication skills. (iii) Good working knowledge of Computer Operations (MS Office).

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: <https://forms.gle/kvx53ydSMdGg36mPA>
- 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

ANNEXURE-I

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

Post Applied For: _____

Preferred Station (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	

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):

(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	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 punishment awarded?	☐ Yes/ ☐ No

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

The Custodian of Enemy Property for India (CEPI)

1st Floor, Shivaji Stadium
Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कैनाट प्लेस, नई दिल्ली - 110001

CONNAUGHT PLACE, NEW DELHI-110001

Dated: 18.11.2025

File No.CEPI/DEL/02/25/2025 /951

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. of Posts / Category	Qualification & Experience	Desirable
Legal Consultant (Level-8)	Delhi-1(UR) Lucknow-1 (UR), 1(OBC) Kolkata-1(UR) Mumbai-1(UR)	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 & 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. (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. (iii) Valid Membership of 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) Good working knowledge of Computer Operations (MS Office).

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

- 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/sKEX8vRdi22oP9Wh7>
 - Last date for submission:** [05.12.2025] by [05:00]PM
 - Only shortlisted candidates** will be contacted for interview.
- Please note that no **TA/DA** will be paid for appearing in the interview.
 - This issues with the approval of the Custodian of Enemy Property for India.


(Bikram Munda)

Under Secretary to the Government of India

ANNEXURE-I

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

Post Applied For: _____

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

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

S.No.	Particulars	Details
i.	Full Name (in Block Letters)	
ii.	Father's / Husband's Name	
iii.	Date of Birth (DD/MM/YYYY)	
iv.	Age as 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.	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 both 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	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.

Are any criminal cases or disciplinary proceedings currently pending against you?	☐ Yes/ ☐ No
---	---

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

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

Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



भारतसरकार, गृहमंत्रालय
Government of India, Ministry of Home Affairs
कार्यालय भारतकेशत्रुसम्पत्ति अभिरक्षक
Office of the Custodian of Enemy Property for India
प्रथमतः पूर्वविंग (शिवाजीस्टेडियम एनेक्सी) कॅनाटप्लेस नई दिल्ली-110001.
First Floor, East Wing, Shivaji Stadium, Connaught Place, New Delhi-110001.

Corrigendum

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

Dated: 20.11.2025

To,

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**).

2. 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.

(Signature)
 (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

*US(EP-I)
 MHA
 20.11.25
 20/11/25
 ASD(VK)*



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कॅनाट प्लेस, नई दिल्ली - 110001

CONNAUGHT PLACE, NEW DELHI-110001

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. of Posts / Category	Qualification & Experience	Desirable Skills
Legal Consultant (Level-8)	Delhi: 1 (UR)	A. For Retired Government Officials:	(i) Post-Graduate Degree / Diploma / Certificate in Land Laws or related fields.
	Lucknow: 1 (UR)	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.	(ii) Strong analytical, drafting, and communication skills.
	Kolkata: 1 (UR)		
	Mumbai: 2 Total • 1 (UR) • 1 (OBC - for Telangana)	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.	(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.
- 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:
 - 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: _____

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

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

S.No.	Particulars	Details
i.	Full Name (in Block Letters)	
ii.	Father's / Husband's Name	
iii.	Date of Birth (DD/MM/YYYY)	
iv.	Age as 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.	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 both 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	Answer
i.	Do you possess a valid membership with the Bar Council?	☐ Yes / ☐ No
ii.	Experience in Legal Profession ☐ Yes/ ☐ No	No. of years
iii.	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.

Are any criminal cases or disciplinary proceedings currently pending against you?	☐ Yes/ ☐ No
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Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

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

Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कॅनाट प्लेस, नई दिल्ली -110001

CONNAUGHT PLACE, NEW DELHI-110001

File No.CEPI/DEL/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, Category	Qualification & Experience	Desirable
Data Analyst (Level-8)	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. 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. (ii) At least 5 years of 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.	Working on projects for Government IT Departments or NIC or Public Sector Undertaking (PSU) will be an advantage.

2. TERMS AND CONDITIONS

(i) Period of Engagement

- a) The initial 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.

(ii) Remuneration

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

(iii) Leave

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

(iv) Allowances

- a) All officials engaged under this circular shall **not be entitled** to any kind of allowance or facility such as Residential Accommodation, CGHS and Medical Reimbursement, Personal Staff or Support Staff, etc.
- b) TA/DA for **official domestic travel** shall be admissible as per entitlement of the analogous post (Department of Expenditure's O.M. No. 19030/1/2017-E.IV dated 13.07.2017), subject to **prior approval**.
- c) No reimbursement for **joining or exit** travel.

(v) Confidentiality & Conflict of Interest

- a) Officials shall not disclose, publish, or part with any data / statistics / reports / information acquired during the course of the assignment without **prior written approval** of the Ministry/CEPI.
- b) Officials shall be required to **hand over all records and files** pertaining to the assignment before the end of contract or final payment.
- c) A **Non-Disclosure Undertaking** (Annexure-II) must be signed prior to joining.

(vi) Termination by the Office of the CEPI:

The engagement may be terminated on the following grounds:

- 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

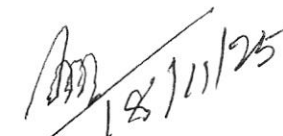
The Office of the CEPI reserves the right to **cancel** this circular at any time, or **not to engage** any candidate without assigning any reason.

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.).
- 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>
- 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 Information

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* <i>(If PwBD, please specify sub-category: e.g., OH, VH, HH, ASD, ID, SLD, MI, MD)</i>
vi.	Gender (Male/Female/Others)	
vii.	Contact Number (Mobile/Landline)	
viii.	Email ID	
ix.	Address for Correspondence	
x.	PIN Code	

2. Educational Qualifications

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

3. Other Details

(a) Experience

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

S. No.	Particulars	Indicate No. of Years of Experience	Brief Details of Experience
i.	Computer Proficiency / IT Skills		
ii.	Post-qualification experience in IT / CT System implementation and analysis		
iii.	Expertise in MS Office database management software 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 Undertaking (PSU)?	☐ Yes/ ☐ No

(c) Statutory & Disciplinary Status

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

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

Declaration

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

Place: _____

Date: _____

Signature of the Applicant
(Full Name: _____)

Non-Disclosure Undertaking

To

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

Connaught Place, New Delhi – 110001

I, _____, hereby solemnly undertake and agree to the following:

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

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

Place: _____

Date: _____

Signature: _____

Full Name: _____