



भारतसरकार, गृहमंत्रालय
Government of India, Ministry of Home Affairs
कार्यालय भारत के शत्रु सम्पत्ति अभिरक्षक
Office of the Custodian of Enemy Property for India
प्रथमतल (पूर्वीविंग) शिवाजी स्टेडियम एनेक्सी कॅनाटप्लेस नई दिल्ली- 110001.
First Floor, East Wing, Shivaji Stadium, Connaught Place, New Delhi-110001.

F. No. CEPI/DELHI/36/08/2023 / 962

Date: 27.07.2026

To,

✓ The Section Officer (IT Cell),
Administrative Division, Ministry of Home Affairs,
Kartavya Bhawan-3,
New Delhi - 110001.

Subject: Filling up of three (03) posts of Inspector on a deputation basis in the Office of the Custodian of Enemy Property for India (CEPI) (2 posts in Kolkata and 1 Post in Delhi)

Sir/Madam,

Applications are invited from eligible officers to fill three (03) posts of **Inspector (Enemy Property)** (Level-05) on a deputation basis. The vacancies are distributed as follows:

- (i) **Head Office, New Delhi:** One (01) post
- (ii) **Branch Office, Kolkata:** Two (02) posts

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

A. Pay Scale and Eligibility Conditions

(i) **Pay Scale:** ₹5200-20200/- with a Grade Pay of ₹2800/- (Pre-revised) / Level-05 (as per 7th CPC).

(ii) Eligibility Criteria:

(a) These posts are to be filled exclusively by officers currently working under the Central Government. *State Government employees PSU employees, Autonomous body employees and private candidates are not eligible and should not apply.*

(b) Eligible candidates must be officers of the Central Government:

- Holding an analogous post on a regular basis in their parent cadre/department; **OR**
- Having five (05) years of regular service in the grade after appointment thereto in the Pay Band of ₹5200-20200/- with a Grade Pay of ₹2400/- (pre-revised) or equivalent in their parent cadre/department.

(c) Officers selected for deputation shall be governed by the service conditions applicable to employees of the Office of the Custodian of Enemy Property for India (CEPI), Ministry of Home Affairs. These conditions remain subject to the DoPT's consolidated guidelines on deputation and foreign service for Central Government employees, as well as any specific instructions issued by the Government from time to time.

(iii) Experience Requirement: Candidates must possess at least two (02) years of experience in Administration, Establishment, and Accounts matters.

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

B. Application Process

(i) Submission: Willing and eligible officers must forward their applications through their respective Ministries/Departments/Cadre Controlling Authorities on or before **28.08.2026 by 5.00 PM**.

(ii) Required Documents: Applications must be accompanied by the following:

- (a) Detailed bio-data in the prescribed proforma (see Annexure).
- (b) Vigilance Clearance Certificate.
- (c) Certified copies of Annual Confidential Reports (ACRs) / Annual Performance Appraisal Reports (APARs) for the last five (05) years.
- (d) No Objection Certificate from the Employer/ Cadre Controlling Authority.

(iii) Submission Details: Applications, complete in all respects, must reach on or before **28.08.2026 by 05:00 PM** through both methods below:

(a) Via Email: Send all documents as a single PDF file to **dclakra.edu@gov.in** and **bikram.munda@gov.in**.

(b) Via Physical Post: Send physical copies to:

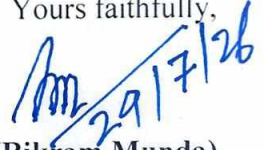
The Deputy Secretary (Admin),
O/o CEPI, 1st Floor, East Wing, Shivaji Stadium Annexe,
Connaught Place, New Delhi - 110001.

C. Important Notes

- (i) Incomplete applications or those received after the last date of submission of application will not be considered.
- (ii) Officers selected for the post will not be permitted to withdraw their candidature at a later date.

It is requested that this vacancy circular be widely circulated among all eligible officers in your respective Ministry/Department on a priority basis.

Yours faithfully,

 29/7/26

(Bikram Munda)

Under Secretary to the Govt. of India

Copy to:

- (i) Under Secretary to the Government of India, FFR Division, Ministry of Home Affairs, 2nd Floor, NDCC-II Building, Jai Singh Road, New Delhi – *for information and a request to upload on the MHA website.*
- (ii) Data Analyst, O/o CEPI, Delhi – *for uploading the circular with enclosures on the CEPI website.*
- (iii) Notice Board, MHA (Administration Section).
- (iv) Guard File.

ANNEXURE

APPLICATION PROFORMA

1. Post Applied for: ☐ New Delhi ☐ Kolkata (Please tick)

2. Name of the Officer: _____

3. Date of Birth: _____

4. Current Employment Details:

(i) Present post held (Cadre/Ex-cadre): _____

(ii) Official Address: _____

(iii) Telephone No. (Landline & Mobile): _____

(iv) Date from which present post is held: _____

(v) Scale of Pay and Grade Pay (as of 01.01.2026): _____

(vi) Present Basic Pay (as of 01.01.2026): _____

5. Substantive Appointment Details:

(i) Substantive appointment held: _____

(ii) Scale of Pay: _____

(iii) Date from which post is held: _____

6. Educational and Other Qualifications: _____

7. Employment History (in chronological order):

Office / Organization	Post Held	From	To	Scale of Pay & Grade Pay	Description of Duties

8. Date of return from last ex-cadre post (if any): _____

Place: _____

Date: _____

(Signature of the Applicant)

(To be filled by the Employer/Cadre Controlling Authority)

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses the educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

Place:

Date:

(Signature of the Competent Authority with Seal)