



भारत सरकार
GOVERNMENT OF INDIA
गृह मंत्रालय
MINISTRY OF HOME AFFAIRS
भारत के शत्रु संपत्ति अभिरक्षक का कार्यालय
OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA
प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम
FIRST FLOOR, EAST WING SHIVAJI STADIUM
कॅनाट प्लेस, नई दिल्ली -110001
CONNAUGHT PLACE, NEW DELHI-110001

File No. CEPI/DEL/36/25/2025(AdminMatter) /623

Dated: 19.05.2026

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 a **contract 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)	<p>For Retired Government Officials: -</p> <p>(i) Retired Government Servant at the level of Tehsildar, or Section Officer level in organisations dealing with land, such as NHAI, Railways, Defence Estates, Industrial Development corporations or land monetisation agencies.</p> <p>(ii) Experience in Land Revenue, Records management, and Finance</p> <p>For Other Candidates: -</p> <p>BE (Civil) or Post graduate from a minimum NAAC 'A' accredited university/college with 4 years of experience in land revenue, valuation, monetisation, and land record.</p>	<p>i) Working knowledge of MS Office (Word, Excel).</p> <p>(ii) Knowledge of the regional language for the posting location.</p>

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 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** on the assignment before the end of the contract or final payment.
- c) A **Non-Disclosure Undertaking** (Annexure-II) must be signed before joining.

(vii) Termination by the Office of the CEPI:

The engagement may be terminated on the following grounds:

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

- f) 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-day 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** is **45 years**, calculated as of the application closing date.

(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 the following email IDs: **dclakra.edu@gov.in; bikram.munda@gov.in; ansul.kumar90@gov.in**.
 - Last date for submission: 10.06.2026 by 05:00 PM**
 - Only shortlisted candidates** will be contacted for an 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: 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 of date (DD/MM/YYYY)	
v.	Category (Tick one)	<input type="checkbox"/> UR <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> EWS <input type="checkbox"/> 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 the duration and specific responsibilities for each assignment.

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 the local language? If yes, please specify the language with reading and speaking skills for the post applied for a specific location mentioned under the desirable column in paragraph 1 of this Circular	<input type="checkbox"/> Yes/ <input type="checkbox"/> No Language/(s) known indicating reading and speaking proficiency: (i) _____ (ii) _____ . . .

(c) Statutory & Disciplinary Status

Question	Answer
Are any criminal cases or disciplinary proceedings currently pending against you, or any punishment awarded?	<input type="checkbox"/> Yes/ <input type="checkbox"/> 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 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 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: _____