



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/36/09/2023/ 961

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 two (02) posts of Upper Division Clerk (UDC) on deputation basis in the Office of the Custodian of Enemy Property for India (CEPI) at New Delhi (01) and Mumbai (01) – reg.

Sir,

Applications are invited from eligible and willing officers to fill up two (02) posts of Upper Division Clerk (UDC) (Pay Level-04) on a deputation basis in the Office of the Custodian of Enemy Property for India (CEPI). One (01) post is located at the Head Office in New Delhi, and the other is at the Branch Office in Mumbai. The period of deputation will ordinarily not exceed three (03) years.

(A) Eligibility Conditions and Pay Scale

(i) **Pay Scale:** Pay Band-1 (₹ 5,200 – 20,200/-) with Grade Pay of ₹ 2,400/- (Pre-revised) / Pay Matrix Level-04 (as per 7th CPC).

(ii) **Eligibility Criteria:**

(a) The posts are to be filled exclusively from amongst officials currently working under the Central Government on a regular basis. **State Government employees, PSU employees, Autonomous body employees and private candidates are not eligible to apply.**

(b) Officers of the Central Government holding an analogous post on a regular basis in their parent cadre/department; **OR**

(c) Officers with eight (08) years of regular service in the grade of Lower Division Clerk (LDC) (Grade Pay of ₹ 1,900/- / Pay Matrix Level-02) after regular appointment thereto.

(d) 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 handling Administration, Establishment, and Accounts matters.

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

(v) **Period of Deputation:** The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government, shall ordinarily not exceed three (03) years.

(B) Application Process & Submission

(i) **Mode of Application:** Willing and eligible officers should forward their applications through their respective Ministries/Departments or Cadre Controlling Authorities on or before **28.08.2026 by 05:00 PM.**

(ii) **Documents Required:**

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

(iii) **Last Date for Receipt of Applications:** Applications, complete in all respects, must be sent as a single PDF file via email to **dclakra.edu@gov.in** and **bikram.munda@gov.in**. Hard copies may also be sent to the address below so as to reach on or before **28.08.2026 by 05:00 PM:**

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

(C) Important Notes

(i) Incomplete applications, advance copies, or applications received after the prescribed closing date and time will not be entertained.

- (ii) Officers once selected will not be permitted to withdraw their candidature subsequently.

It is requested that this Vacancy Circular be given wide publicity and circulated among all eligible officers in the Ministry/Department on a priority basis.

Yours faithfully

(Bikram Munda)

Under Secretary to the Govt. of India

Copy to:

1. The Under Secretary, EP Section, FFR Division, NDCC-II, New Delhi - 110001 for information and necessary action.
2. Ms. Shivangi Gupta, Data Analyst, O/o CEPI, Delhi – for immediately uploading the circular along with its enclosures on the CEPI website.
3. Guard File.

ANNEXURE

APPLICATION PROFORMA

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

S. No.	Particulars	Details to be filled by the Applicant
1.	Name of the Officer (in Block Letters)	
2.	Date of Birth (in Christian era)	
3.	Present Post held & Cadre/Ex-cadre status	
4.	Date from which the present post is held	
5.	Complete Address for Correspondence	
6.	Contact Number (Landline & Mobile) & Email	
7.	Scale of Pay, Pay Level & Present Basic Pay (as on 01.01.2026)	
8.	Date of regular entry into Central Govt. Service	
9.	Educational & Other Qualifications	

10. Employment History / Details of Service (in chronological order):

Office / Org.	Post Held	From	To	Pay Scale / Level & Grade Pay	Nature of Duties

11. Date of return from the last ex-cadre post/deputation (if any):

Place: _____

Date: _____

(Signature of the Applicant)

CERTIFICATE 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 official records. He/She possesses the educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

It is also certified that:

1. There is no vigilance or disciplinary case pending/contemplated against Sh./Smt.
_____.
2. His/Her integrity is certified.
3. Complete ACRs/APARs dossier for the last 5 years (attested copies) are enclosed.

Place: _____

Date: _____

(Signature of the Competent Authority with Seal)