



**GOVERNMENT OF INDIA**  
**MINISTRY OF HOME AFFAIRS**  
**O/O THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA,**  
**1<sup>st</sup> FLOOR, SHIVAJI STADIUM**  
**ANNEXE BUILDING, NEW DELHI-110001**

F. No. CEPI/DELHI/36/08/2023 /1283

Dated: 25.10.2024

To,

1. The Chief Secretaries  
All the State Governments
2. The Secretaries  
All Ministries/Departments of Government of India

**Subject:- Filling up of 01 post of Assistant Section Officer (ASO, Level-07) in the Office of the Custodian of Enemy Property for India (CEPI) at Delhi Head Office under the Ministry of Home Affairs (MHA) on deputation basis.**

Sir/Madam,

This is regarding filling up of the posts of Assistant Section Officer (ASO, Level-07) in the Delhi Head Office of CEPI [**Delhi (01-post)**] under the Ministry of Home Affairs on deputation basis. The period of deputation is 03 years.

2. The post may be circulated amongst officers eligible to be appointed as Assistant Section Officer or equivalent level in Government of India on priority basis either holding analogous posts on regular basis in the parent cadre/Department or with five-year service in the grade rendered after appointment thereto on a regular basis in the scale of Pay Level-06 (Rs.35400-112400) or equivalent in the parent cadre/Department. Names of willing and eligible officers, who can be spared by the Ministries/ Departments of Government of India may be forwarded to the **O/o the Custodian of Enemy Property for India, East Wing, First Floor, Shivaji Stadium, Connaught Place, New Delhi-110001** along with cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers of last 05 years. For officers working in the cadre, it may also be ensured that the 'Cooling off' after a previous stint on deputation, if any, is

complete and the officer is eligible to be appointed on Deputation as per instructions.

3. Application received after the prescribed date or incomplete applications without requisite certificates will not be entertained. Advance Copies can be mailed to [anoop.kumar87@gov.in](mailto:anoop.kumar87@gov.in) & [cepi.del@mha.gov.in](mailto:cepi.del@mha.gov.in) (All documents in single pdf). The selected officer will not be permitted to withdraw his/her candidature later.

4. It is requested that the applications of the eligible officers may please be forwarded so as to reach the office of the Custodian of Enemy Property for India at address mentioned above by **19.11.2024**.



(Rahul Nangare)

Custodian of Enemy Property for India

**Copy to:**

1. Ministry of Home Affairs (Smt. Rooma Manchanda, Under Secretary to the Government of India) FFR Division, 2nd Floor NDCC-11 Building, Jai Singh Road, New Delhi-for information and request to upload on MHA website.
2. Section officer, IT CELL, MHA with a request for immediate uploading the circular with enclosure.
3. Project Manager (IT), O/o CEPI, Delhi for uploading the Circular with enclosures on CEPI website.
4. Notice Board, MHA (Administration Section).
5. Guard file.

## ANNEXURE-I

|                           |   |
|---------------------------|---|
| 1. Name of the Post:      | Assistant Section Officer,<br>O/o CEPI, Delhi Head Office   |
| 2. Number of the Post:    | O/o CEPI, Delhi -01 (One)   |
| 3. Pay Scale:             | <b>Scale of Rs. 44900-142400 (Level 07 as per 7<sup>th</sup> CPC)</b><br>(Pre-revised scale Rs. 9300-34800 + Grade Pay Rs. 4600/-)<br><br>Deputation: officers under the Central/ State Government/ Union territories: -  |
| 4. Eligibility Conditions | <p>a. (i) Holding analogous posts on regular basis in the parent cadre/Department:</p> <p style="text-align: center;">or</p> <p>(ii) With five-year service in the grade rendered after appointment thereto on a regular basis in the scale of Pay Level-06 (Rs.35400-112400) or equivalent in the parent cadre/Department; and</p> <p>Possessing the following educational qualifications: -</p> <p>i. Bachelor degree from a recognized University or Institute.</p> <p>Note 1: Period of deputation including 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 years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.</p> |
| 5. Period of deputation   | The period of deputation is 3 years as ASO Level  |

**PROFORMA**

1. Name of the Officer.....
2. Date of Birth.....
3. (i) Post held at present and whether it is a cadre of ex-cadre post.....  
(ii) Address.....  
(iii) Telephone No. (Landline).....(Mobile).....  
(iv) Date from which the present post is held.....  
(v) Scale of Pay and Grade Pay (01.07.2024).....  
(vi) Present Pay (01.07.2024).....
4. (i) Substantive appointments held.....  
(ii) Scale of Pay.....  
(iii) Date from which the post is held.....
5. Educational and other qualifications.....
6. Details of employment, in chronological order:

| Office/org | Post held | From | To | Scale of Pay and Grade Pay | Description of duties |
|------------|-----------|------|----|----------------------------|-----------------------|
|            |           |      |    |                            |                       |

7. Date of return from last ex-cadre post. If any.....
8. Whether Scheduled Caste Scheduled Tribe.....

Place:

Date:

**(Signature of the Candidate)**