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No.43/10/2021-EP (Pt.I)  
भारत सरकार / Government of India  
गृह मंत्रालय / Ministry of Home Affairs  
(FFR Division)

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02 AUG 2023

2<sup>nd</sup> Floor, NDCC-II Building  
Jai Singh Road, New Delhi – 110001  
Dated 02 August, 2023

To

- (1) All the Secretaries  
Ministries/Departments of Government of India
- (2) The Chief Secretaries,  
All the State Governments

Subject: - Filling up of 03 post of Section Officer ( Level-08) in the Office of the Custodian of Enemy Property for India (CEPI), Lucknow (01 post), Kolkata (01 post) and Mumbai (01 post) under the Ministry of Home Affairs (MHA) on deputation basis.

Sir/Madam,

This is regarding filling up of the post of Section Officer (Level-08) in the branch offices of CEPI [**Lucknow (01 post), Kolkata (01 post) and Mumbai (01 post)**] under the Ministry of Home Affairs on deputation basis. The period of deputation is 3 years at SO Level.

2. The post may be circulated amongst officers eligible to be appointed at Section Officer or equivalent level in Government of India on priority basis. 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 the officers working in the cadre, it may also be ensured that the 'Cooling off period' after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Deputation as per instructions in vogue.

3. Advance copies or application received after the prescribed date or incomplete applications without requisite certificates will not be entertained. The selected officer will not be permitted to withdraw his/ her candidature at later stage.

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 22.08.2023.

(Harish Chandra Rai)

Deputy Secretary to the Government of India

Tele No: 011-23438182

Copy to:-

1. The Custodian of Enemy Property for India, Ministry of Home Affairs, Government of India, East Wing, First Floor, Shivaji Stadium, Connaught Place, New Delhi-110001-for information.

2. SO (IT), MHA- for publication on the website [www.mha.gov.in](http://www.mha.gov.in)

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**ANNEXURE-I**

1. Name of the Post:	Section Officer, Branch Office Lucknow, Kolkata & Mumbai
2. Number of the Post:	O/o CEPI Lucknow – 01 O/o CEPI Kolkata – 01 O/o CEPI Mumbai - 01 Total no of Post - 03
3. Pay Scale:	<b>[Scale of Rs. 47600-151100 (Level 08 as per 7<sup>th</sup> CPC)]</b> (Pre-revised scale Rs. 9300-34800 + Grade Pay Rs. 4800/-)
4. Eligibility Conditions:	Officers under the Central/ State Government/ Union territories:  (a)(i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With Two-year service in the grade rendered after appointment thereto on a regular basis in the scale of Pay Level-07 (Rs.44900-142400) or equivalent in the present cadre/Department; and  (b) possessing the educational qualifications and experience as below:- (i) Bachelor degree from recognized University or Institute. (ii) 5 years experience in Administrative matters in the Central government/ State Government/ Union Territory.  Desirable: - Minimum One-year experience in land management/ Asset Monetisation.  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.  Note 2: The Maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt.
5. Period of deputation:	The period of deputation is 3 years at SO Level

**ANNEXURE-II**

**PROFORMA**

1. Name of the Officer .....
2. Date of Birth .....
3. (i) Post held at present and whether it is a cadre or 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 (01.08.2023) .....

(vi) Present Pay (01.08.2023) .....

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 .....

9. Preference of Station -----Mumbai/ Kolkata/Lucknow

(Signature of the Candidate)

Place:

Date: