



भारत सरकार, गृह मंत्रालय

Government of India, Ministry of Home Affairs

कार्यालय भारत के शत्रु सम्पत्ति अभिरक्षक

Office of the Custodian of Enemy Property for India

प्रथम तल (पूर्वी विंग) शिवाजी स्टेडियम एनेक्सी कॅनाट प्लेस नई दिल्ली- 110001.

First Floor, East Wing, Shivaji Stadium, Connaught Place, New Delhi-110001.

F.No. CEPI/DEL/02/09/2021 | 402

Dated: 02.03.2023

### Office Memorandum

**Subject:- Filling up of the post of Deputy Custodian of Enemy Property for India in the Office of the Custodian of Enemy Property for India, Delhi under the Ministry of Home Affairs.**

The undersigned is directed to say that one post of Deputy Custodian of Enemy Property for India in Level-11 (Revised pay scale of Rs.67,700-2,08,700 plus Grade pay Rs.6600/-) in the office of the Custodian of Enemy Property at Delhi is required to be filled up on deputation basis. The job requirement of the post is mentioned in Annexure-I. The pay and allowances of the official selected will be regulated in accordance with the DoPT O.M. No.06/08/2009-Estt. (Pay-II) dated 17/06/2010 as amended from time to time.

2. It is requested that the application (in duplicate) of eligible officials, along-with vigilance clearance, cadre clearance, integrity certificate and attested copies of Confidential Report (APAR) for the last 5 years, who possess the requisite experience and who could be spared in the event of selection may kindly be forwarded to the undersigned through proper channel in the prescribed proforma (Annexure-II) within 45 days from the date of publication of advertisement in the Employment News.

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

(Saurav Ray)  
Custodian of Enemy Property for India

Copy to;

1. JS, FFR (Division), Ministry of Home Affairs, New Delhi.
2. All Ministries/Department of the Government of India.
3. Notice Board, MHA (Administration Section).
4. O/o the Custodian of Enemy Property for India, Head Office Delhi.
5. Section officer, IT CELL, MHA with a request for immediate uploading of the O.M. with enclosures.

**ANNEXURE-I**

1. Name of the Post:	Deputy Custodian of Enemy Property for India, Delhi Head Office.
2. Number of the Post:	One
3. Pay Scale:	Pay Scale-Level 11-Rs.67,700-2,08,700 Pre-revised-Pay band Rs.15,600-39,100 Grade Pay Rs.6600/-
4. Eligibility Conditions:	(a)(i) Holding analogous post on regular basis in the parent cadre or  (ii) With five years of regular service in the Pay Band of Rs. 15600-39100 and Grade Pay Rs. 5400/- (pre-revised)  (iii) Six years of regular service in the Pay Band of Rs. 9300-34800 and Grade Pay Rs. 4800/- (pre-revised)  (iv) Seven years of regular service in the Pay Band of Rs. 9300-34800 and Grade Pay Rs. 4600/- (pre-revised)  (b) Possessing two years' experience of administration establishment and accounts matters.
5. Period of deputation:	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 organization/ department shall not exceed 3 years.
6. Age limit:	The maximum age limit for appointment on deputation shall be 56 years on the last date of receiving of applications.

**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 (01.01.2023).....  
(vi) Present Pay (01.01.2023).....
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.....

(Signature of the Candidate)

Place:  
Date: