



GOVERNMENT OF INDIA/ भारत सरकार
MINISTRY OF HOME AFFAIRS/ गृह मंत्रालय
O/O THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA/
भारत के शत्रु संपत्ति अभिरक्षक का कार्यालय
EAST WING, FIRST FLOOR, ANNEXE BUILDING/
प्रथम तल (पूर्वी विंग), एनेक्स बिल्डिंग
SHIVAJI STADIUM, CONNAUGHT PLACE/
शिवाजी स्टेडियम, कनोट प्लेस
NEW DELHI-110001,
नई दिल्ली 110001 –

File No. CEPI/DEL/36/31/2025 /1017

Dated: 06.08.2026

To,

The Section Officer (IT CELL)
Admin Division, MHA
✓ Kartavya Bhawan-3
New Delhi-110001

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

Sir/Madam,

This is regarding filling up of the posts of Section Officer (SO, Level-08) in the Branch Office Kolkata of CEPI (01-post) under the Ministry of Home Affairs on deputation basis. The period of deputation is 03 years.

2. Pay Scales and Eligibility Conditions:

(i) Name of the Post : Section Officer, O/o CEPI, Branch office Kolkata

(ii) Number of the Post: O/o CEPI, Kolkata – 01 (one)

i. Pay Scale: Rs. 47,600-1,51,100 (Level 08 as per 7th CPC) (Pre-revised scale Rs. 9300-34800 + Grade Pay Rs. 4800/-)

(iv) Eligibility Criteria:

(a) The posts are to be filled exclusively by officers currently working under the central Government. *State Government employees, PSU employees, Autonomous body employees and private candidates are not eligible and should not apply.*

(b) 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-07 (Rs.44,900-1,42,400) or equivalent in the parent cadre/Department

(c) **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 shall ordinarily not exceed 03 years.

(d) **Age Limit:** The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of applications.

3. Application Process & Submission:

Mode of Application: Willing and eligible officers, who can be spared by the Ministries/ Departments of Government of India may be forwarded to:-

(i) **Via Email:** Forward all scanned documents compiled into a single PDF file to : dclakra.edu@gov.in and bikram.munda@gov.in .

(ii) **Via Physical Post :** Send hard copies to: Deputy Secretary (Admn) O/o CEPI, 1st Floor, East Wing, Annexe Building, Shivaji Stadium, Connaught Place, New Delhi - 110001.

iii. **Documents Required:** Application must be accompanied by the following documents:

- a. Detailed Bio-data in the prescribed proforma (Annexure)
- b. Valid Vigilance Clearance Certificate and Integrity Certificate.
- c. Attest/ Certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Report (APARs) for the last five (05) years.
- d. Certificate by the Employer / Cadre Controlling Authority.

4. Last date of application: Through proper channel or advance copy should reach to this office on or before 28.08.2026 by 5.00 PM.

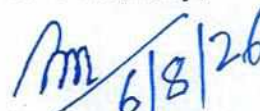
5. Important Notes:

- i. Incomplete applications or applications received after the prescribed closing date and time will not be considered.
- ii. Officers selected for the post will not be permitted to withdraw their candidature at a later stage.
- iii. Officers selected for deputation shall be governed by the service conditions

application 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 Central Government from time to time.

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

Yours faithfully,


(Bikram Munda)

Under Secretary to the Govt. of India

Copy to:

1. **The Under Secretary** to the Government of India, Ministry of Home Affairs, FFR Division, 2nd Floor NDCC-11 Building, Jai Singh Road, New Delhi-for information and necessary action.

2. **Data Analyst, O/o CEPI, Delhi**-for uploading the circular with enclosures on the CEPI website.

3. **Guard file.**

ANNEXURE

APPLICATION PROFORMA

1. **Post Applied for** : Section Officer, O/o CEPI, Branch office Kolkata

S.No	Particular	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	

8. Employment History / Details of Service (in chronological order)
(attach separate sheet, if required):

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

9. Date of Return from the last ex-cadre post/deputation (if any): _____

Place : _____

Date: _____

Candidate

Signature of the

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)