



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA
HEAD OFFICE NEW DELHI
EAST WING, 1st FLOOR, SHIVAJI STADIUM, CONNAUGHT PLACE
NEW DELHI -110001

No. CEPI/DEL/09/19/2022 | 337

Dated: 20. 02. 2023

To,

SO (IT), IT Cell
Ministry of Home Affairs
North Block
New Delhi-110001

Subject: Uploading of vacancy circular on website of MHA for filling up the 07 posts of Sr. Consultants in Custodian of Enemy Property for India on Contractual basis.


Sir/Madam,

You are requested to upload the enclosed vacancy circular (Annexure, II, III) on the website of Ministry of Home Affairs 07 posts of Sr. Consultants in the office of the Custodian of Enemy Property for India(CEPI). Last date of receipt of application in the office of CEPI is 15th March 2023

The office wise details of the vacancies are as follows:

a)	Custodian of Enemy Property for India, Head Office Delhi	02 posts
b)	Custodian of Enemy Property for India, Branch office Lucknow	01 post
c)	Custodian of Enemy Property for India, Branch office Kolkata	01 post
d)	Custodian of Enemy Property for India, Branch office Mumbai	01 post
e)	Enemy Property Division IFD Ministry of Home Affairs	02 posts

Encls:As stated


(Arvind Kumar)
Administrative Officer

Copy to:

1. The Joint Secretary, FFR Division, Ministry of Home Affairs, 2nd Floor, NDCC-II Building, Jai Sing Road, New Delhi-110 011
2. The Joint Secretary, Admin, Ministry of Home Affairs, North Block, New Delhi-110001
3. Ms. Aakriti Vij, Project Manager, CEPI Head Office, New Delhi.

It is requested to upload the vacancy circular on the office website.

2. Guard file.

Annexure-I

The Office of CEPI, MHA invites applications preferably from retired government officials for engagement as consultant on Contract basis as per details given below:-

No.	S.	Level of Engagement of Consultant	NO. of Consultants	Monthly Remuneration	
				For retired employees	For others
1.		Director/Deputy Secretary or equivalent level.	07 (seven)	As specified in Department of Expenditure's O.M. no. 3-25/2020-E.IIIA dated 09.12.2020, i.e. Last Pay Drawn minus Pension	Rs. 78,000/- and Rs. 1,18,500/- (Fixed)

2. The contract will be initially for a period of one year which may be extended by competent authority subject to satisfactory performance of such person. Preference shall be given to person having experience in Land Management/Survey/Monetization/Coordination.
3. **Age Limit:** Not more than 64 Years for retired Govt. employees and not more than 45 years in case of others as on the closing date of the Application.
4. **Nature of duties:**

(i) **Senior Consultant (National Survey of under process cases) for Delhi.**

To coordination National Survey under process cases and work with Director General Defense Estates' (DGDE), District Authorities, State Nodal Officers and CEPI regional offices' at Mumbai, Kolkata & Lucknow. To integrate data/ shape file in CEPI record in coordination with Project Director IT and upload the same in MHA website and Government Module, etc. Any other work assigned as per level of engagement.

(ii) **Senior Consultant (Monetization) for Delhi.**

To coordination with MSTC, District Authorities, Empanelled agencies, MHA, EPDC and CEPI regional offices' at Mumbai, Kolkata & Lucknow and undertake monetization action- Scrutiny of documents, preparation of proposals for MHA, MSTC and DMS. Any other work assigned as per level of engagement.

- (iii) **Senior Consultant (Coordination and Monetization) for three (03) Regional Offices' at Mumbai, Kolkata and Lucknow.**

To coordinate with CEPI and Ministry on Monetization issues. Any other work assigned as per level of engagement.

- (iv) **Two Senior Consultant (Monetization and Land Management) for Headquarter.**

To examine Monetization and Land Management proposal/issues and submit recommendation. This would largely involve examining the Vesting Orders, Representation's under section-18 of E.P. Act, Monetization proposals, Legal issues, Co-ordination with o/o CEPI & State govt. Empanelled agencies etc. Any other work assigned as per level of engagement.

5. **Terms & Conditions:**

The Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause (Annexure III) with the CEPI before being assigned any work. The details, terms & conditions of engagement of consultants shall be as per Annexure-II.

6. Interested candidate may submit their application in the enclosed format with two recent passport size photographs as per **Annexure-I** in sealed cover super scribed "**Selection for the post of Sr. Consultant (National Survey of under process cases/Monetization/Coordination and Monetization/Monetization and Land Management)** addressed to the Custodian of Enemy Property for India, 1st Floor, Shivaji Stadium, New Delhi with in a period of 15 days from the date of publication of this circular. Applications received after due date will not be considered.

Terms and conditions

1. Eligibility:

Retired Central /State Government/PSU employee at the level of Deputy Secretary/Director or equivalent (from level-12/13 of the pay matrix as 7 cpc) having 10years' experience in Land Management/Survey Analysis of Survey Data, geo-tagging mapping data etc. Government officers scheduled to superannuate within one year may also apply. They shall be kept on panel and taken as consultants after their superannuation, if required. In case of other than retired employees, a person holding MBA with 10 years experience in Land Management/ Asset Monetization. Preference will be given to those who worked in Ministry handling coordination work with Central /State Govt./ Departments, acquisition Revenue/ Land Management matters, Asset Monetization/ Survey with reputed Private / International Companies. Ability to handle monetization work single handedly and to coordinate with Central Ministries/ State Revenue Department/ Private Consultants, etc.

Desirable: A good knowledge of computer applications, Ms-Office including Excel along with Strong Communication, analytical and presentation skills.

2. Remuneration:

As specified in Department of Expenditure's O.M.No. 3-25/2021-E.IIIA dated 09.12.2020 i.e. Last Pay Drawn minus Pension.

3. Engagement:

3.1 The engagement of Sr. Consultant will be purely on contract basis and will not confer any right for regular appointment in the CEPI.

3.2 CEPI may prepare a panel of Sr. Consultants which will be valid for one year from the date of declaration of such a panel.

4. Drawl of Pension:

4.1 The retired Govt. servant engaged as Sr. Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Sr. Consultant in CEPI.

4.2 The engagement as Sr. Consultant shall not be considered as a case of re-employment.

5. Leave:

5.1 The Sr. Consultant shall be entitled to avail leave as per aforesaid DoE's O.M. dated 09.12.2020 on pro data basis i.e. 1.5 days for each completed month of service.

5.2 The un-availed leave in a calendar year will not be carried forward nor be entitled for leave encashment.

2

6 .Working Hours:

The Sr. Consultant shall be required to observe the normal office timing and may also be called upon to attend on Saturday, Sunday or any holiday in case of exigencies of work.

7. Tax Deduction at Source:

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

8. Confidentiality of data and documents:

The Sr. Consultant would be required to sign a non-disclosure undertaking as per *Annexure-III*.

9. Conflict of Interest:

9.1 The Sr. Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the Interest of CEPI nor will he indulge in any activity outside the terms of the contractual assignment.

9.2 The consultant shall not claim any benefit/compensation/absorption/regularization of service with the CEPI.

10. Termination of Agreement:

CEPI may terminate the contract to which these terms apply, if:

- I. The Sr. Consultant is unable to address the assigned work.
- II. Quality of assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the CEPI.
- III. The Sr. Consultant is found lacking in honesty and Integrity.
- IV. The Competent Authority in the CEPI may also terminate the contract at any time without giving any notice and also without assigning any reason.
- V. In case of Sr. Consultant working for MHA, CEPI can terminate the contract only on recommendation of MHA officials.

✓

Annexure-III

To,
The Custodian of Enemy Property for India (CEPI),
1st Floor, Shivaji Stadium,
New Delhi- 110001.

Sir,
I hereby undertaken to-

- (i) Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - (ii) Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
 - (iii) To hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - (iv) Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with CEPI/MHA which would otherwise conflict with my obligations towards CEPI/MHA.
 - (v) To abide by data security policy and related guidelines issued by CEPI/MHA.
 - (vi) Shall not resort to any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the CEPI/MHA any records/material/equipment, documents or data which is of confidential nature.
 3. I shall keep CEPI/MHA informed of any change in my address or contact details during the period of my engagement.
 4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
 5. For the purpose of this undertaking, confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature)
Full Name:

