



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
O/O THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA,
1st FLOOR, SHIVAJI STADIUM
ANNEXE BUILDING, NEW DELHI
Website: www.enemyproperty.mha.gov.in

F. No. CEPI/DELHI/02/35/2022

Dated: 31.07.2023

VACANCY CIRCULAR

The Office of the Custodian of Enemy Property for India (CEPI) invites applications to fill up the following posts in the head office of CEPI at Delhi HO and its 3 Branch Offices at Mumbai, Kolkata and Lucknow on contractual basis.

Post Name & Level	No. of Post	Monthly Remuneration For other than Retired Govt. employees	Qualification/ Experience	Duties and Responsibilities
Chief Supervisor/ Consultant (Level-12)	02 [Mumbai- 1] [Delhi-1]	₹60,000	<ol style="list-style-type: none">Retired Government Officer at the level of ADM/ SDM /DS or US or with equivalent experience of dealing with revenue/property matters.Proficient in Hindi and/or English. Persons having knowledge of regional language will be given preference.Working knowledge of MS Office is desirable.	<ol style="list-style-type: none">Preparation of proposal along with documentation for disposal of enemy properties.Submission of reports with documents for vesting of property by CEPI.Regular interaction with District Authorities for updating the enemy Property record.Overall supervision of the work of Supervisor/ Surveyor.Liaison with Revenue Dept./Officers of the State Govt.
Supervisor/ Consultant [Level-07]	05 [Mumbai- 1] [Delhi-1] [Kolkata-1] [Lucknow-2]	₹40,000	<ol style="list-style-type: none">Retired Govt. Servant at the level of SO/ SDM/ Tehsildar with land revenue, monetization, Legal, finance background on contractual basis. <p style="text-align: center;">OR</p> <p>Private Persons with minimum 02 years' experience in real estates, banking, Monetization, land revenue backgrounds</p>	<ol style="list-style-type: none">Compilation of data relating to survey and valuation of vested properties received from State authorities/ Surveyors.Verification/examination of survey reports received from District authorities/ Surveyor in respect of properties under process stage and submits to CEPI for vesting.Regular interaction with The District Authorities.

Data Analyst [Level -8]	01 [Delhi-1]	₹45,000	1. On contractual basis a person having Bachelor's Degree in Computer Science/ Information Technology with 50% marks OR PG in Science/ Engineering Degree with formal training or experience on IT/ Computer Systems with at least 50% marks 2. Expertise in MS Office including word, excel and power point. Desirable: Specialization in Land Management.	1. Assist Project Manager in implementation of IT/ICT in the offices of CEPI. 2. Data mining.
Project Manager [Level-12]	01 [Delhi]	₹60,000	1. Retired DDG/DIR of NIC/equivalent Central Government Services who has retired from Analogous post and have worked at least for five years in IT Sector. OR On contractual basis person having Bachelors' Degree in Computer Science/ Information Technology with 60 % marks. OR PG in Science/ Engineering Degree with formal training on IT/ Computer Systems with at least 60% marks. At least 5 years experience in IT/CT System implementation and analysis. Expertise in MS Office including word, excel and power point.	1. Implementation IT/ICT in the offices of CEPI.
Surveyor [Level-6]	18 (Delhi – 03 Lucknow- 11 Kolkata-3 Mumbai-1)	₹25,000	1. Retired State Govt. Servants at the minimum level of Patwari, Lekhpal, State Govt. Surveyors with Land Revenue & Finance background having knowledge of computer operations on contractual basis/ OR On Contractual basis with minimum 2 years experience in Land Survey work and holding Diploma Degree in Survey and Knowledge of Regional language would be preferred.	1. Survey of vested properties and to submit detailed report in the prescribed format with required documents. 2. Survey of suspected properties of enemy nationals and to submit detailed. Report in the prescribed format with required documents. 3. Regular interactions with the district revenue authorities. 4. Any other task assigned by the senior officer. A specific Cluster of districts will be assigned to each Surveyor.

TERMS AND CONDITIONS:

(i) Period of engagement:

- The initial engagement of a person as Consultant/Official would be for one year.
- After expiry of initial term, engagement may be extended, based on requirement of the office of the CEPI and performance of Consultant(s)/Official concerned for a maximum period of one year at a time. Relaxation may be given in deserving cases.
- The appointment of Consultant/Official would be on full-time basis and not permitted to take up any other assignment during the period of Consultancy in the Office of the CEPI.
- The appointment of Consultant/Official is of a temporary (non-official) nature against the specific jobs.
- Station of Posting: Head Office at Delhi and other 3 Branch Offices at Mumbai, Kolkata and Lucknow.
- Nature of engagement: Purely on contractual basis.

Remuneration, Leave and Allowance:

- **Remuneration:**

1. Monthly remuneration to the non-retired government officials will be given as mentioned in the table above subject to periodic revision.

2. **In case of Retired Govt. Servants the monthly remuneration will be the difference amount of last pay drawn minus pension as per guidelines of DoPT.**

- **Leave:**

Weekly holidays on Saturday, Sunday, Central Government Gazette Holidays and 12 days paid Leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants/Officials. In-availed leave shall neither be carried forward to next year nor encashed. No other kind of leave shall be admissible.

- **Allowance:**

All Officials as mentioned in the above table shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.

- **Clause regarding confidentiality of data and documents and conflict of interest:** No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the Ministry/Office of the CEPI, without express written consent of the Ministry/Office of the CEPI. The Consultant/Officials shall be bound to hand-over the entire set of records of assignment to the Ministry/Office of the CEPI before expiry of the contract and before the final payment is released by the office of the CEPI.
- **Events under which such engagement may be terminated prematurely:** Office of the CEPI may terminate the engagement of a Consultant/Official in following conditions:
 - The Consultant/Official is unable to address and perform well in the assigned work;
 - Quality of the work is not up to the satisfaction of the Department;
 - The Consultant fails in timely achievement of the milestones as finally decided by the Ministry/Office of the CEPI;
 - The Consultant/Officials found lacking in honesty and integrity.

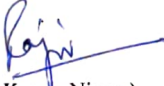
Note: The Office of the CEPI reserves the right to terminate the engagement, by serving fifteen (15) days' written notice on the Consultant/Official. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.

1. **Event under which Consultant/Official wishes to resign:** in case a Consultant/ Official wishes to resign, he will have to give 15 days' advance notice or remuneration in lieu thereof before resigning from the engagement.

viii. Any other clause/point peculiar to such engagement.

- **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of the Consultants/Officials is not permitted at all. However, should they require to travel inside the country in connection with the official work of the Ministry/Office of the CEPI, the TA/DA will be as per with the analogous post as indicated in the statement above and will be paid after obtaining approval of the competent authority.
- **Tax Deduction at Source:** TDS as admissible shall be deducted from the monthly remuneration of the officials. A TDS certificate shall be issued by the concerned DDO on demand.
- **Age Limit:** The applicant should not more than 62 years of age on the date of issue of this Circular.
- **Rights of the Office of CEPI:** The Office of the CEPI has the right to cancel the Vacancy Circular, not go for engagement of Consultant/Officials, at any stage.
- **Submission of application:**
 - The application should be completed in all respect by supporting documents.
 - Incomplete application shall not be entertained and no communication in this regard shall be sent to the applicant.
 - Separate application should be sent for separate post.
 - The application may be submitted by post or by hand to the Office of the Custodian of Enemy Property for India (CEPI), Delhi Head Office, First Floor, East Wing, Shivaji Stadium, Connaught Palace, New Delhi-10001.
 - The application may alternatively be sent via e-mail in cepi.del@mha.gov.in
 - The last date for submission of application is 16.08.2023 by 5:00 PM.
 - Short listed candidates will be called for an interview with prior intimation.

This issues with the approval of CEPI.



(Rajiv Kumar Nigam)
Administrative Officer

APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS/ OFFICIALS AS CONSULTANT ON CONTRACTUAL BASIS IN THE OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA, DELHI HEAD OFFICE AND OTHER BRANCH OFFICES AT MUMBAI/KOLKATA/LUCKNOW.

(FOR RETIRED-GOVERNMENT PERSONS INCLUDING MILITARY

**Recent Passport
Size Photograph**

Post applied for: **(Please write the name of the Post here)**

Preferred Station: **(Please write Delhi/Mumbai/Kolkata/Lucknow here)**

1.	Full Name (in Block Letters)						
2.	Father's/Husband's Name						
3.	Date of Birth						
4.	Contact Details	Mobile No. /Tel No.					
		E-mail Id					
5.	Address for Communication						
		Pin					
6.	Date of Joining of Government Service						
7.	Age as on date						
8.	Date of retirement and the post from which retired (enclosed copy of retirement order)						
9.	Name of the Ministry/Department from which retired						
10.	Last Pay Drawn (Please enclose copy)						
11.	Education/Technical Qualifications (10+2 and above)						
12.	P.P.O No. (Please enclose copy)						
13.	Details of Computer Knowledge						
14.	Brief particulars of Experience of the last 10 years (assignment-wise) [A separate sheet may be annexed]						

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief, I understand and agree that in the event of my information being found false OR incorrect/incomplete or ineligibility being declared at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Office of Custodian of Enemy Property for India, Ministry of Home Affairs. I have read the circular and ready to accept all the terms and conditions for engagement of consultants.

Place:

Date:

Signature
(Full Name of the Applicant)

APPLICATION FOR ENGAGEMENT OF OTHER PERSONS ON CONTRACTUAL BASIS IN THE OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA, DELHI HEAD OFFICE AND OTHER BRANCH OFFICES AT MUMBAI/ KOLKATA/LUCKNOW.

(FOR NON-GOVERNMENT PERSONS)

**Recent Passport
Size Photograph**

Post applied for: **(Please write the Name of the Post here)**

Preferred Station: **(Please write Delhi/Mumbai/Kolkata/Lucknow here)**

1.	Full Name (in Block Letters)					
2.	Father's/Husband's Name					
3.	Date of Birth					
4.	Contact Details		Mobile No./Tel No.			
			E-mail Id			
5.	Address for Communication					
	Pin					
6.	Educational/Technical Qualification					
	Course	School/College/ University	Year of passing	Main Subjects	Grade or % of marks obtained	
	10+2					
	Graduation					
	Post Graduation					
7.	Brief particulars of Experience for the last 10 years (assignment-wise) [A separate sheet may be annexed]					
	Period		Place of posting {Office Name and Address}	Post held	Duties allotted	Certificate issued by the authority, if any.
	From	To				

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of my information being found false OR incorrect/incomplete or ineligibility being declared at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Office of Custodian of Enemy Property for India, Ministry of Home Affairs. I have read the circular and ready to accept all the terms and conditions for engagement of consultants.

Place:

Date:

Signature
(Full Name of the Applicant)