



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

Date:- 09.12.2025

F.No. CEPI/DEL/36/09/2023/1067

**CIRCULAR**

Subject: Extension of Last Date for Application for the Post of UDC on Deputation Basis.

Reference: Vacancy Circular dated 07.10.2025 and 04.11.2025 for filling up One (01) post of UDC on deputation basis in the Office of the Custodian of Enemy Property for India (one post in New Delhi Head Office).

The last date for submission of applications for the post of UDC (Level-4) on a deputation basis is hereby extended up to **31.12.2025 (Wednesday till 5:00 PM)**. Application proforma is attached.

**Instructions for Applicants:**

- (i) Candidates who have already applied in response to the circular dated 07.10.2025 and 04.11.2025 do not need to apply again.
- (ii) New applicants may submit their complete application, including all documents complied as a single PDF file, to the following email addresses:

- (a) [dclakra.edu@gov.in](mailto:dclakra.edu@gov.in)
- (b) [bikram.munda@gov.in](mailto:bikram.munda@gov.in)

- (iii) Important: This post are to be filled exclusively by officers currently working under the Central Government on a deputation basis. Private candidates should not apply.

Encl. as above

(Bikram Munda)

Under Secretary to the Govt. of India

Copy to:

Ministry of Home Affairs (Sh. R.S. Sodhi, Under Secretary to the Government of India) FFR Division, 2nd Floor NDCC-II Building, Jai Singh Road, New Delhi-for information and request to upload on MHA website.

2. Section officer, IT CELL, MHA with a request for immediate uploading the circular with enclosure.
3. Data Analyst, O/o CEPI, Delhi for uploading the Circular with enclosures on CEPI website.
4. Notice Board, MHA (Administration Section).
5. Guard file

APPLICATION PROFORMA

1. Name of the Officer:
2. Date of Birth:
3. Current Details:
  - (i) Present post and whether it is a cadre or ex-cadre post:
  - (ii) Address:
  - (iii) Telephone No. (Landline and Mobile):
  - (iv) Date from which the present post is held:
  - (v) Scale of Pay and Grade Pay (as of 01.01.2025):
  - (vi) Present Pay (as of 01.01.2025):
4. Substantive Appointment Details:
  - (i) Substantive appointments held:
  - (ii) Scale of Pay:
  - (iii) Date from which the post is held:
5. Educational and other qualifications:
6. Employment History (in chronological order):

| Office/Organization | Post held | From | To | Scale of Pay and Grade Pay | Description of duties |
|---------------------|-----------|------|----|----------------------------|-----------------------|
|                     |           |      |    |                            |                       |

7. Date of return from last ex-cadre post, if any:

Place:

Date:

(Signature of the Candidate)