



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

भारत के शत्रु संपत्ति अभिरक्षक का कार्यालय

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कॅनाट प्लेस, नई दिल्ली -110001

CONNAUGHT PLACE, NEW DELHI-110001

File No. CEPI/DEL/36/08/2023/732

Date: 10.06.2026

To,

**The Joint Secretaries (Admin.) / Personnel,**  
All Ministries / Departments of the Government of India.

**Subject: Filling up of two (02) posts of Inspector on a deputation basis in the Office of the Custodian of Enemy Property for India (CEPI) at Branch Office, Kolkata – reg.**

Sir/Madam,

Applications are invited from eligible and willing officers to fill up two (02) posts of Inspector (Enemy Property) in Pay Matrix Level-05 on a deputation basis in the Office of the Custodian of Enemy Property for India (CEPI). Both the vacancies are allocated to the **Branch Office at Kolkata**. The period of deputation will ordinarily not exceed three (03) years.

### **(A) Pay Scale and Eligibility Conditions**

1. **Pay Scale:** Pay Band-1 (₹ 5,200 – 20,200/-) with Grade Pay of ₹ 2,800/- (Pre-revised) / Pay Matrix Level-05 (as per 7<sup>th</sup> CPC).

#### **2. Eligibility Criteria:**

(a) These posts are to be filled exclusively from amongst officers currently working under the Central Government on a regular basis. State Government employees and private candidates are **not** eligible to apply.

(b) Eligible candidates must be officers of the Central Government:

(i) Holding an analogous post on a regular basis in their parent cadre/department;

**OR**

(ii) Having five (05) years of regular service in the grade after regular appointment thereto in the Pay Band of ₹ 5,200 – 20,200/- with a Grade Pay of ₹ 2,400/- (Pre-revised) / Pay Matrix Level-04 or equivalent in their parent cadre/department.

3. **Experience:** Candidates must possess at least two (02) years of experience in handling Administration, Establishment, and Accounts matters.
4. **Age Limit:** The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of applications.

### **(B) Application Process & Submission**

1. **Mode of Application:** Willing and eligible officers must forward their applications through their respective Ministries/Departments or Cadre Controlling Authorities.

2. **Documents Required:** Applications 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) Attested/Certified copies of Annual Confidential Reports (ACRs) / Annual Performance Appraisal Reports (APARs) for the last five (05) years.

3. **Submission Deadline & Address:** Applications, complete in all respects, must reach on or before **10.07.2026 by 05:00 PM** through either of the following modes:

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

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

### **(C) Important Notes**

1. Incomplete applications, advance copies, or applications received after the prescribed closing date and time will not be considered.
2. Officers selected for the post will not be permitted to withdraw their candidature at a later stage.

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,



**(Deep C. Lakra)**  
Deputy Secretary

**Copy to:**

1. **The Under Secretary, CS-I Section, DoP&T, Lok Nayak Bhawan, Khan Market, New Delhi - 110003** – with a request to kindly upload this circular on the official website of DoP&T.

2. **Data Analyst, O/o CEPI, New Delhi** – for immediately uploading the circular along with its enclosures on the CEPI website.

✓ 3. **The Section Officer (IT Cell), Administrative Division, MHA** – for uploading the circular on the official website of MHA.

4. **Notice Board, MHA (Administration Section).**

5. **Guard File.**



**(Deep C. Lakra)**  
Deputy Secretary

## APPLICATION PROFORMA

## 1. Post Applied for: Inspector - Branch Office, Kolkata

S. No.	Particulars	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	

## 10. 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


11. Date of return from the last ex-cadre post/deputation (if any):

\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

### **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)**