



**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
O/O THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA
EAST WING, 1ST FLOOR, SHIVAJI STADIUM,
CANNAUGHT PLACE, NEW DELHI-110001**

F.No. CEPI/DEL/02/13/2022 | 291

Dated: 13.02.2023

To,

All Ministries / Departments
Government of India

**Subject:- Filling up of the post of Superintendent on deputation basis in the Office of the Custodian of Enemy Property for India, Mumbai Branch under the Ministry of Home Affairs.
(Pre-revised Scale of Rs.9300-34800 plus Grade Pay Rs.4200, Level - 6)**

This is regarding filling up of the post of Superintendent in the office of CEPI, Mumbai branch under the Ministry of Home Affairs on deputation basis. The period of deputation shall not exceed 03 years.

2. Possessing 05 years of experience in the Grade Level-05 or equivalent in the parent cadre / department and 02 years of experience of Administration, Establishment, Accounts matters and land revenue.
3. The post may be circulated amongst officers eligible to be appointed as Superintendent or equivalent level in Government of India on priority basis. Names of willing and eligible officers who can be spared by the Ministries / Departments of Government of India may be forwarded to the O/o Custodian of Enemy Property for India, Delhi along with vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers of last 05 years.
4. It is requested that the application of the eligible officers may please be forwarded to as to reach this office by 15.03.2023.
5. Advance copies of application received after the prescribed date or incomplete applications without requisite certificates will not be entertained. The selected officer will not be permitted to withdraw his/her candidature later.


(Saurav Ray)
Custodian of Enemy Property for India

Copy to:-

1. Joint Secretary, Government of India, Ministry of Home Affairs, FFR Division, 2nd Floor, NDCC-II Building, Jai Singh Raod, New Delhi.

2. Section Officer, IT CELL, MHA with a request for immediate uploading the Circular with enclosure.
3. Project Manager (IT), O/O the CEPI, Delhi for uploading the Circular on CEPI website.
4. Notice Board, MHA (Administration Section)
5. Guard File.

ANNEXURE-I

1. Name of the Post:	Superintendent office of CEPI, Branch office Mumbai.
2. Number of the Post:	One
3. Pay Scale:	Rs.9300-34800 + Grade Pay Rs. 4200/- (Pre-revised)
4. Eligibility Conditions:	<p>(a) (i) Officers of the Central Government holding analogous post on regular basis in the parent cadre/department or</p> <p>(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in the Pay Band Rs. 5200-20200 + Grade Pay Rs. 2800/- (pre-revised) or equivalent in the parent cadre/department.</p> <p>(b) Possessing two years' experience of administration establishment and accounts matters.</p>
5. 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 organization/ department shall not exceed 3 years.
6. Age limit:	The maximum age limit for appointment on deputation shall be 56 years. Accordingly, the persons who will be crossing the age of 56 years, on the last date of receiving of applications need not apply.

PROFORMA

1. Name of the Officer.....
2. Date of Birth.....
3. (i) Post held at present and whether it is a cadre of ex-cadre post.....
(ii) Address.....
(iii) Telephone No. (Landline)..... (Mobile).....
(iv) Date from which the present post is held.....
(v) Scale of Pay and Grade Pay (01.01.2023).....
(vi) Present Pay (01.07.2023).....
4. (i) Substantive appointments held.....
(ii) Scale of Pay.....
(iii) Date from which the post is held.....
5. Educational and other qualifications.....
6. Details of employment, in chronological order:

Office/org	Post held	From	To	Scale of Pay and Grade Pay	Description of duties

7. Date of return from last ex-cadre post. If any.....
8. Whether Scheduled Caste/Scheduled Tribe.....

(Signature of the Candidate)

Place:

Date: