



सत्यमेव जयते

भारत सरकार, गृह मंत्रालय

Government of India, Ministry of Home Affairs

भारत के शत्रु सम्पत्ति अभिरक्षक का कार्यालय

Office of the Custodian of Enemy Property for India

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम, कौनाट प्लेस, नई दिल्ली-110001.

First Floor, East Wing, Shivaji Stadium, Connaught Place, New Delhi-110001.

F. No. CEPI/DELHI/02/35/2021 (Part-II)/ 881

Dated: 08.06.2023

To,  
The Section Officer, (IT Cell)  
Ministry of Home Affairs,  
North Block,  
New Delhi – 110001

Subject: Uploading of vacancy circular on website of MHA for filling one post of Admin Officer and one post of Sr. Account Officer in the O/o CEPI Delhi HO on contractual basis.

Sir/ Madam,

You are requested to upload the enclosed vacancy circular on “Vacancies” on the website of Ministry of Home Affairs and Enemy Property website of CEPI at the earliest for its wide publication.

This issues with the approval of CEPI.

Encl: As above.

(Abhishek Agarwal)

Assistant Custodian of Enemy Property

Copy to:

1. Guard File.



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F. No. CEPI/DELHI/02/35/2021 (Part-II)/ 88)

Dated: 08.06.2023

## 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 on contractual basis.

| Post Name & Level                   | No. of Post                      | Monthly Remuneration  | Qualification/ Experience  | Duties and Responsibilities  |
|-------------------------------------|----------------------------------|---|--|--|
| <b>Admin Officer.</b><br>[SO Level] | <b>01</b><br>[Delhi Head Office] | as per OM No. 3-25/2020-E.IIIA dated 09.12.2020 of Dept. of Expenditure | 1. Retired Govt. Servants from analogous posts and having experience in administration and accounts matters. | (i) Personal/ General administration<br>(ii) Dealing with service matters of staff of CEPI Office and report to CEPI.<br>(iii) Managing office operations.<br>(iv) Processing files for works/ procurement for CEPI's offices.<br>(v) Monitoring of Parliament Questions/ RTI matters/ VIP reference etc.<br>(vi) Any other work allocated by CEPI               |
| <b>Sr. Account. Officer.</b>        | <b>01</b><br>[Delhi Head Office] | as per OM No. 3-25/2020-E.IIIA dated 09.12.2020 of Dept. of Expenditure | 1. Retired Central Government Officers at the level of Sr. Accounts Officer.                                 | (i) Verifying, allocating, posting and reconciling accounts payable and receivable.<br>(ii) Producing error-free accounting reports and present their results.<br>(iii) Analyzing financial information summarizing status.<br>(iv) Maintaining financial record of disposed of enemy property & income received thereon<br>(v) Any other work allocated by CEPI |

## TERMS AND CONDITIONS:

(i) **Period of engagement:**

- The initial engagement of a person as AO/ Sr. AO 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 AO/ Sr. AO for a maximum period of one year at a time. Relaxation may be given in deserving cases.
- The appointment of AO/ Sr. AO would be on full-time basis and not permitted to take up any other assignment during the period of contract in the Office of the CEPI.
- The appointment of AO/ Sr. AO is of a temporary (non-official) nature against the specific jobs.

(ii) **Station of Posting:** Head Office at Delhi.

(iii) **Nature of engagement:** Purely on contractual basis.

(iv) **Remuneration, leave and allowance:**

➤ **Remuneration:**

In case of retired Govt. servant person monthly remuneration may be regulated as per OM No. 3-25/2020-E.IIIA dated 09.12.2020 of Dept. of Expenditure.

➤ **Leave:**

Weekly holidays on Saturday, Sunday, Central Government Gazette **Holidays** and 18 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 AO/Sr. AO. Un-availed leave shall neither be carried forward to next year nor encashed. No other kind of leave shall be admissible.

➤ **Allowance:**

AO/Sr. AO 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.

(v) **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.

(vi) **Events under which such engagement may be terminated prematurely:** Office of the CEPI may terminate the engagement of a AO/Sr. AO in following conditions:

- The AO/Sr. AO is unable to address the assigned work;
- Quality of the work is not up to the satisfaction of the Department;
- The AO/Sr. AO fails in timely achievement of the milestones as finally decided by the Ministry/Office of the CEPI;
- The AO/Sr. AO 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 AO/Sr. AO. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.*

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

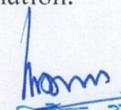
(viii) **Any other clause/point peculiar to such engagement.**

- **TA/DA:** No TA/DA shall be admissible for joining the assignment or on its completion. Foreign travel of the AO/Sr. AO 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 AO/Sr. AO, 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](mailto:cepi.del@mha.gov.in)
- ✓ The last date for submission of application is 30<sup>th</sup> June, 2023 by 5.00 p.m.
- ✓ Short listed candidates will be called for an interview with prior intimation.

  
अभिषेक अग्रवाल  
ABHISHEK AGARWAL  
शत्रु संपत्ति सहायक अभिरक्षक  
Assistant Custodian of Enemy Property  
भारत सरकार/Govt. of India  
गृह मंत्रालय/Ministry of Home Affairs  
नई दिल्ली मुख्यालय/New Delhi H.O.

**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.**

**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<br><b>(in Block Letters)</b>  |                     |  |  |
| 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<br>which retired<br><b>(enclose copy of retirement order)</b>                              |                     |  |  |
| 9.  | Name of the Ministry/Department from<br>which retired   |                     |  |  |
| 10. | Last Pay Drawn<br><b>(Please enclose copy)</b>  |                     |  |  |
| 11. | Education/Technical Qualifications<br><b>(10+2 and above)</b>   |                     |  |  |
| 12. | P.P.O No.<br><b>(Please enclose copy)</b>   |                     |  |  |
| 13. | Details of Computer Knowledge   |                     |  |  |
| 14. | Brief particulars of Experience of the last<br>10 years<br><b>(assignment-wise)</b><br><b>[A separate sheet may be annexed]</b> |                     |  |  |

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)