



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA
DELHI HEAD OFFICE
FIRST FLOOR, EAST WING, SHIVAJI STADIUM
CONNAUGHT PALACE, NEW DELHI-110001

F.No.CEPI/DEL/09/19/2022/1035

Dated:17.09.2024

To,

SO (IT), IT Cell
Ministry of Home Affairs
North Block
New Delhi-110001

Sub: Uploading of vacancy circular on website of MHA for filling up the 01 post of Sr. Consultants (Level-12/13) in the office of Custodian of Enemy Property for India (CEPI) Branch Office Mumbai, Ministry of Home Affairs on Contractual basis.

Sir/Madam,

You are requested to upload the enclosed vacancy circular (Annexure-I, II &III) on the website of Ministry of Home Affairs 01 post of Sr. Consultants (Level-12/13) in the office of the Custodian of Enemy Property for India (CEPI), at Branch Office Mumbai on Contractual basis. Last date of receipt of application in the office of CEPI is 08th October, 2024. The office wise details of the vacancies are as follows:

a)	Sr. Consultant in the Office of CEPI, Branch Office Mumbai	01 post
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Encls: As stated


(Rajiv Kumar Nigam)
Administrative Officer

Copy to:

1. The Joint Secretary, FFR Division, Ministry of Home Affairs, 2nd Floor, NDCC-II Building, Jai Sing Road, New Delhi-110011.
2. The Joint Secretary, Admin, Ministry of Home Affairs, North Block, New Delhi-110001
3. PA to CEPI, Delhi Head Office
4. Project Manager, O/o CEPI New Delhi- *with the request to upload the vacancy circular on the office of CEPI website.*
5. Guard File

The Office of CEPI MHA invites applications preferably from retired government officials for engagement as Sr. Consultant on Contract basis as per details given below.

Sr. No.	Level of Engagement of Consultant	No. of Consultant	Monthly Remuneration	
			For retired employees	For others
1.	Director/Deputy Secretary or equivalent (Level - 12/13)	01 (01-Mumbai)	As specified in Department of Expenditure's O.M No. 3-25/2020-E.IIIA dated 09.12.2020, i.e. Last Pay Drawn minus Pension	Rs. 78,000/- Or Rs. 1,18,500/- (Fixed)

2. The contract will be initially for a period of one year which may be extended by competent authority subject to satisfactory performance of such person. Preference shall be given to person having experience in Land Management/Survey/Monetization/Coordination.

3. **Age Limit:** Not more than 64 Years for retired Govt. employees and not more than 45 years in case of others as on the closing date of the Application.

4. **Nature of duties:**

ii. **Senior Consultant for Regional Office at Mumbai**

To coordinate with CEPI and Ministry on Monetization issues. Any other work assigned as per level of engagement.

5. **Terms & Conditions**

The Sr. Consultant on having accepted the offer of engagement shall enter into a contract, also having the confidentiality clause (**Annexure III**) with the CEPI before being assigned any work. The details, terms & conditions of engagement of consultants shall be as per (**Annexure-II**)

6. Interested candidate may submit their application in the enclosed format with two recent passport size photographs as per **Annexure-I** in sealed cover super scribed "**Selection for the post of Sr. Consultant (National Survey of under process cases/Monetization/Coordination and Monetization/Monetization and Land Management)** addressed to the Custodian of Enemy Property for India, 1st Floor, Shivaji Stadium New Delhi. The application may alternatively be sent via e-mail in admn.del cepi@govcontractor.in. **The last date for submission of application is 8th October, 2024 by 5:00 p.m. Applications received after due date will not be considered.**

Terms and conditions

1. Eligibility:

Retired Central/State Government/PSU employee at the level of Deputy Secretary/Director or equivalent (from level-12/13 of the pay matrix as 7cpc) having 10years' experience in Land Management/Survey Analysis of Survey Data, geo-tagging mapping data etc. Government officers scheduled to superannuate within one year may also apply. They shall be kept on panel and taken as consultants after their superannuation, if required. In case of other than retired employees, a person holding MBA with 10 years' experience in Land Management/ Asset Monetization. Preference will be given to those who worked in Ministry handling coordination work with Central /State Govt./ Departments, acquisition Revenue/ Land Management matters, Asset Monetization/ Survey with reputed Private / International Companies. Ability to handle monetization work single handedly and to coordinate with Central Ministries/ State Revenue Department Private Consultants, etc.

Desirable: A good knowledge of computer applications, Ms-Office Including Excel along with Strong Communication, analytical and presentation skills.

2. Remuneration:

As specified in Department of Expenditure's O.M. No. 3-25/2021-EIHA dated 09.12 2020 i.e. Last Pay Drawn minus Pension in case of retired govt. servant.

3. Engagement:

3.1 The engagement of Sr. Consultant will be purely on contract basis and will not confer any right for regular appointment in the CEPI.

3.2 CEPI may prepare a panel of Sr. Consultants which will be valid for one year from the date of declaration of such a panel

4. Drawl of Pension:

4.1 The retired Govt. servant engaged as Sr. Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Sr. Consultant in CEPI.

4.2 The engagement as Sr. Consultant shall not be considered as a case of re-employment

5. Leave:

5.1 The Retired Govt. Servant appointed as Sr. Consultant shall be entitled to avail leave as per aforesaid DOE's O.M. dated 09.12.2020 on pro data basis i.e. 1.5 days for each completed month of service and others shall be entitled for 12 days leave.

5.2 The un-availed leave in a calendar year will not be carried forward nor be entitled for leave encashment.

6. Working Hours:

The Sr. Consultant shall be required to observe the normal office timing and may also be called upon to attend on Saturday, Sunday or any holiday in case of exigencies of work.

7. Tax Deduction at Source:

The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

8. Confidentiality of data and documents:

The Sr. Consultant would be required to sign a non-disclosure undertaking as per Annexure-III

9. Conflict of Interest:

9.1 The Sr. Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the Interest of CEPI nor will he indulge in any activity outside the terms of the contractual assignment.

9.2 The Sr. Consultant shall not claim any benefit /compensation /absorption /regularization of service with the CEPI.

10. Termination of Agreement:

CEPI may terminate the contract to which these terms apply, if

- I. The Sr. Consultant is unable to address the assigned work.
- II. Quality of assigned work is not to the satisfaction of the Controlling Officer /Competent Authority in the CEPI.
- III. The Sr. Consultant is found lacking in honesty and Integrity.
- IV. The Competent Authority in the O/o CEPI may also terminate the contract at any time without giving any notice and also without assigning any reason.
- V. In case of Sr. Consultant working for MHA, CEPI can terminate the contract only on recommendation of MHA officials.

This issues with the approval of CEPI.



(Rajiv Nigam)
Administrative Officer

To,

The Custodian of Enemy Property for India (CEPI),
1st Floor, Shivaji Stadium,
New Delhi-110001

I hereby undertaken to-

- i. Treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - ii. Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy digital or in electronic format.
 - iii. To hold such confidential information in trust and confidence both during and after the terms of my engagement.
 - iv. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with CEPI/MHA which would otherwise conflict with my obligations towards CEPI/MHA.
 - v. To abide by data security policy and related guidelines issued by CEPI/MHA.
 - vi. Shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the CEPI/MHA any records/material/equipment, documents or data which is of confidential nature.
 3. I shall keep CEPI/MHA informed of any change in my address or contact details during the period of my engagement.
 4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
 5. For the purpose of this undertaking, confidential information means any information received from any source, whether in physical electronic or in digital.

Yours faithfully,

(Signature)

Full Name:

Annexure-I

APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT OFFICERS/OFFICIALS AS SR. CONSULTANT ON CONTRACTUAL BASIS IN THE OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA, BRANCH OFFICE AT MUMBAI.

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

Preferred Station: (Please write Mumbai)

**Recent
Passport Size
Photograph**

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 (enclose 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.

Signature
(Full Name of the Applicant)

Place:

Delhi:

APPLICATION FOR ENGAGEMENT OF OTHER PERSONS AS SR. CONSULTANT ON CONTRACTUAL BASIS IN THE OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA, AT BRANCH OFFICE MUMBAI

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

Recent

Preferred Station: **(Please write Mumbai here)**

**Passport Size
Photograph**

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.

Signature
(Full Name of the Applicant)

Place:

Date: