



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/DELHI/36/09/2023/2486

Dated: 14.03.2024

To

All Ministries/Departments  
Government of India

**Sub:** Filling up of one (01) post of UDC on deputation basis in the Office of the Custodian of Enemy Property for India, branch office at Kolkata under the Ministry of Home Affairs.  
**(Pre-revised Scale of Rs. 5200-20200 plus Grade Pay Rs. 2400, Level-4)**

This is regarding filling up of the post of UDC in the Office of the Custodian of Enemy Property for India, branch office at Kolkata under the Ministry of Home Affairs on deputation basis. The period of deputation shall not exceed 03 years.

2. The candidate possessing analogous posts on regular basis service in the Level-04 (Grade Pay Rs. 2400) or with eight years regular service in the grade of LDC (Grade pay of Rs. (1900) or equivalent and having 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 UDC 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 APAR Dossiers of last 05 years.
  4. The post was circulated earlier vide letter of even number dated 15.01.2024 with last date of submission of applications through proper channel as 05.02.2024. However, sufficient applications of eligible candidates were not received through proper channel for Kolkata Branch.
  5. It is requested that the application of the eligible officers may please be forwarded in prescribed proforma as per Annexure-II so as to reach this office by 04.04.2024 on email [admn.del-cepi@govcontractor.in](mailto:admn.del-cepi@govcontractor.in). (All document in a single pdf). Advance copies may also be sent on this email id before the due date.
- Note: The Candidates who had already applied in response to earlier advertisement dated 15.01.2024, **NEED NOT TO APPLY AGAIN.**
6. 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.

(Rahul Ramesh Nangare)  
Custodian of Enemy Property for India

**Copy to:**

1. Ministry of Home affairs, Under Secretary (EP) to the Government of India FFR Division, 2 Floor NDCC-11 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. Project Manager (IT), O/o CEP, Delhi for uploading the Circular with enclosures on CEPI website.
4. Notice Board, MHA (Administration Section).
5. Guard file

**ANNEXURE-I**

|                           |  |
|---------------------------|--|
| 1. Name of the Post:      | UDC office of CEPI, Branch office Kolkata  |
| 2. Number of the Post     | 01 (one)   |
| 3. Pay Scale              | Rs. 5200-20200 + Grade Pay Rs. 2400/-<br>(Pre-revised)   |
| 4. Eligibility Conditions | (a) (i) Officers of the Central Government holding analogous post on regular basis in the parent cadre/department or<br><br>(ii) or with eight years regular service in the grade of LDC (Grade of Pay of Rs. 1900).<br><br>(b) Possessing two years' experience of administration establishment and accounts matters. |
| 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 (01.01.2024).....  
(vi) Present Pay (01.01.2024).
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: