



**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA
DELHI HEAD OFFICE**

2nd Floor, NDCC –II Building, Jai Singh Road, New Delhi-110001

F. No. CEPI/DELHI/02/35/2020

Dated: 22.06.2020.

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 and its 3 Branch Offices at Mumbai, Kolkata and Lucknow on contractual basis.

Post Name & Level	No. of Post	Monthly Remuneration	Qualification/ Experience	Duties and Responsibilities
Law Officer Grade –I (Consultant) (Deputy Secretary/Director)	06 [Delhi- 2 Lucknow- 2 Kolkata- 1 Mumbai- 1]	₹60,000	1. Retired Government Officer of ILS/ Central Government Services who retired from analogous post. OR On contractual basis a person having Degree in Law with minimum 5 years experience in practice of Law. 2. Working knowledge of Computer is essential.	(i) to provide in-house legal assistance to the office of CEPI; (ii) to draft affidavits; (iii) to put in place mechanism for legal audit; (iv) to monitor status of litigations pertaining to enemy properties; (v) Any other task assigned by CEPI on legal matters from time to time.

<p>Law Officer Grade-II (Consultant) (US/SO)</p>	<p>06 [Delhi- 2 Lucknow- 2 Kolkata- 1 Mumbai- 1]</p>	<p>₹35,000</p>	<p>1. Retired Government Officer of ILS/ Central Government Services who retired from analogous post. OR On contractual basis a person having Degree in Law with minimum 3 years experience in practice of Law. 2. Working knowledge of Computer is essential.</p>	<p>i) To assist the Law Officer Grade-I in the duties mentioned at Sl. No. 1.</p>
<p>Project Manager DDG/DIR)</p>	<p>01 [Delhi Head Office]</p>	<p>₹60,000</p>	<p>Retired DDG/DIR of NIC/ equivalent Central Government Services who retired from analogous post and have worked at least for five years in IT Sector. OR on contractual basis (i) a person having Bachelors' Degree in Computer Science/ Information Technology with 60% marks/ OR PG in Science/ Engineering Degree with formal training on IT/ Computer Systems with at least 60% marks. (ii) At least 5 years experience in IT/CT System implementation and analysis. 2. Expertise in MS Office including word, excel and power point.</p>	<p>(i) Implementation of IT/ICT in the offices of CEPI.</p>

Data Analyst [US/SO Level]	03 [02 in Delhi (1 for Delhi headquarter and 1 for Kolkata & Mumbai) and 1 for Lucknow)	₹45,000	1. On contractual basis a person having Bachelors' Degree in Computer Science/ Information Technology with 50% marks OR PG in Science/ Engineering Degree with formal training on IT/ Computer Systems with at least 50% marks. 2. Expertise in MS Office including word, excel and power point. Desirable: Specialization in Big data analysis.	i) Assist Project Manager in implementation of IT/ICT in the offices of CEPI. ii) Data mining.
Chief Supervisor/ Consultant (DS/US Level)	08 [Lucknow- 3 Delhi- 2 Mumbai 1 Kolkata- 1]	₹60,000	1. Retired Government Officer at the level of ADM OR DS OR US with experience of dealing with revenue/property matters. 2. Proficient in Hindi and/or English. Persons having knowledge of regional language will be given preference. 3. Working knowledge of MS Office is essential	i) Preparation of proposal along with documentation for disposal of enemy properties. ii) Submission of reports with documents for vesting of property by CEPI. iii) Regular interaction with District authorities for updating the enemy property record. iv) Overall supervision of the work of Supervisor/Surveyor. v) Liaison with Revenue Deptt./Officers of the State Govt.
Supervisor/ Consultant [ASO Level]	08 [Delhi 3 Lucknow 2 Mumbai 1 Kolkata 2]	₹40,000	1. Retired Government Servant at the level of SO/SDM/Tehsildar with land revenue, legal & finance background/ OR on contractual basis persons with MBA/BBA. 2. Proficient in Hindi and/or English. Persons having knowledge of regional language	i) Compilation of data relating to survey and valuation of vested properties received from State authorities/ Surveyors. ii) Verification/examination of survey reports received from District authorities/Surveyor in respect of properties under process stage and submit to CEPI for vesting. iii) Regular interaction with the District authorities.

			will be given preference. 3. Working knowledge of MS Office is essential.	iv) To assist Chief Supervisor in discharge of duties.
Surveyor	40 [Delhi 8 Lucknow 15 Mumbai 7 Kolkata 10]	₹25,000	1. Retired State Govt. Servants with Land Revenue & Finance background /OR persons with 10+2 in Science (with mathematics as a subject) pass with 60% marks on contractual basis. 2. Proficient in Hindi and /or English. Persons having knowledge of regional language will be given preference. 3. Working knowledge of MS Office will be preferred.	i) Survey of vested properties & to submit detailed reports in the prescribed format with required documents. ii) Survey of suspected properties of enemy nationals and to submit detailed reports in the prescribed format with required documents. iii) Regular interaction with the District Revenue authorities.
Admn. Officer [SO Level]	01 [Delhi Head Office]	₹45,000	Retired Govt. Servants from analogous posts and having experience in administration and accounts matters.	i) Personnel/General administration in the Office of CEPI.
Sr. Accounts Officer	01 [Delhi Head Office]	₹50,000	Retired Central Government Officers at the level of Sr. Accounts Officer	i) Verifying, allocating, posting and reconciling accounts payable and receivable. ii) Producing error-free accounting reports and present their results. iii) Analyzing financial information and summarizing financial status. iv) Maintaining financial record of disposed of enemy property & income received thereon.

❖ **TERMS AND CONDITIONS:**

(i) **Period of engagement:**

- The initial engagement of a person as Consultant/Official will for the period of three years.
- After expiry of initial term, engagement may be extended, based on requirement of the office of the CEPI and performance of Consultant(s)/Official concerned for a maximum period of one year at a time. Relaxation may be given in deserving cases.

- The appointment of Consultant/Official would be on full-time basis and not permitted to take up any other assignment during the period of Consultancy in the Office of the CEPI.
 - The appointment of Consultant/Official is of a temporary (non-official) nature against the specific jobs.
- (ii) **Station of Posting:** Head Office at Delhi and other 3 Branch Offices at Mumbai, Kolkata and Lucknow.
- (iii) **Nature of engagement:** Purely on contractual basis.
- (iv) **Remuneration, leave and allowance:**
- **Remuneration:** 1. Monthly remuneration to the officials will be given as mentioned in the table above.
2. In case of retired persons total monthly remuneration and the Pension drawn by the Consultant etc. shall not be more than the last pay Drawn by him calculated at the current rates of Dearness Allowance.
3. For contractual employees, increment will be allowed @5% per annum on the basis of to deserving officials based on their performance on case to case basis on account of special expertise/experience in the concerned field.
 - **Leave:** Weekly holidays on Saturday, Sunday, Central Government Gazette Holidays and 12 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 Consultants/Officials. Un-availed leave shall neither be carried forward to next year nor encashed. No other kind of leave shall be admissible.
 - **Allowance :** All Officials as mentioned in the above table 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 Consultant/Official in following conditions:
- The Consultant/Official is unable to address the assigned work;
 - Quality of the work is not up to the satisfaction of the Department;
 - The Consultant fails in timely achievement of the milestones as finally decided by the Ministry/Office of the CEPI;
 - The Consultant/Officials 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 Consultant/Official. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.*
- (vii) **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 Consultants/Officials 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:** Normally, the maximum age limit for all categories will be 65 years. However, engagement beyond 65 years and up to 70 years may be allowed in deserving cases keeping in view the health & level of expertise/experience of the candidate.

- **Rights of the Office of CEPI:** The Office of the CEPI has the right to cancel the Vacancy Circular, not go for engagement of Consultant/Officials, 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, 'B' Wing, 2nd Floor, NDCC-II Building, Palika Kendra, Jai Singh Road, New Delhi-10001.
 - ✓ The application may alternatively be sent via e-mail in cepi.del@mha.gov.in
 - ✓ The last date for submission of application is 22.07.2020 by 5.00 p.m.
 - ✓ Short listed candidates will be called for an interview with prior intimation.

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

Preferred Station: **(Please write Delhi/Mumbai/Kolkata/Lucknow here)**

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.

Place:

Date:

Signature
(Full Name of the Applicant)

APPLICATION FOR ENGAGEMENT OF OTHER PERSONS 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
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Post applied for: **(Please write the Name of the Post here)**

Preferred Station: **(Please write Delhi/Mumbai/Kolkata/Lucknow here)**

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.

Place:

Date:

Signature
(Full Name of the Applicant)

