



GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA,
HEAD OFFICE, 1st FLOOR, SHIVAJI STADIUM
ANNEXE BUILDING, CONNAUGHT PLACE
NEW DELHI-110001

F.No.CEPI/DEL/02/35/2021(PartII)

1934

Dated:12.03.2025

VACANCY CIRCULAR

The Office of the Custodian of Enemy Property for India (CEPI) invites applications to fill up the following posts in the office of CEPI, Branch Offices at Mumbai, Lucknow and Kolkata on contractual basis.

Post Name & Level	No. of Post	Monthly Remuneration	Qualification/ Experience	Duties and Responsibilities
Chief Supervisor [Level-12]	04 [Mumbai-1] [Kolkata-1] [Lucknow-2]	₹72,000 or As per DoPT's guidelines for retired Govt. Officer	<ol style="list-style-type: none">Retired Government Officer at the level of ADM/SDM/DS or US or with equivalent experience of dealing with revenue/property matters.Proficient in Hindi and or English. Persons having knowledge of regional language will be given preference.Working knowledge of MS office is desirable	<ol style="list-style-type: none">Preparation of proposal along with documentation for disposal of enemy properties.Submission of reports with documents vesting of property by CEPIRegular interaction with district authorities for updating the enemy property record.Overall supervision of the work of supervisor/surveyorLiaison with revenue department/officers of the State Government
Surveyor [Level-6]	02 [Lucknow-1] [Mumbai-1]	₹30,000 or As per DoPT's guidelines for retired Govt. Officer	<ol style="list-style-type: none">Retired State Govt. at the minimum level of Patwari, Lekhpal, State Govt. Surveyors with Land Revenue & Finance background having	<ol style="list-style-type: none">Survey of vested properties & to submit detailed reports in the prescribed format with required documents.Survey of suspected properties of enemy

			<p>knowledge of computer operations on contractual basis.</p> <p style="text-align: center;">OR</p> <p>2. On contractual basis with minimum 2 years' experience in Land Survey work or holding Diploma Degree in Survey and Knowledge of Regional Language would be preferred.</p>	<p>of nationals and to submit detailed reports in the prescribed format with required documents.</p> <p>iii. Regular interaction with the District Revenue authorities.</p> <p>iv. Any other task assigned by the Senior Officer.</p> <p>A specific Cluster of districts will be assigned to each Surveyor.</p>
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TERMS AND CONDITIONS:

i. **Period of engagement:**

- The initial engagement of a person as Consultant/Official 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 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.
- Station of Posting: CEPI, Branch Office at Mumbai, Lucknow and Kolkata.
- Nature of engagement: Purely on contractual basis.

ii. **Remuneration, leave and allowance:**

• **Remuneration:**

- i. Monthly remuneration to the non-retired government officials will be given as mentioned in the table above subject to periodic revision.
- ii. In case of Retired Govt. Servants, the monthly remuneration amount will be the difference of last pay drawn minus pension as per guidelines of DoPT.

iii. **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.

In-availed leave shall neither be carried forward to next year nor encashed. No other kind of leave shall be admissible.

iv. 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 and perform well in 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.

vi. Events under which Consultant/Official wishes to resign: in case a Consultant/Official wishes to resign, he/she 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 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:** 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 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, First Floor, East Wing, Shivaji Stadium, Connaught Palace, New Delhi-10001 or on E-mail: adm.del-cepi@govcontractor.in (*all documents should be in a single pdf*)
- The last date for submission of application is **03.04.2025 by 5.00 p.m.**
- Short listed candidates will be called for an interview with prior intimation.

This issue with the approval of CEPI.



(Rajiv Kumar Nigam)
Administrative Officer

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 BRANCH OFFICES AT MUMBAI, LUCKNOW & KOLKATA.

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

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

**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.

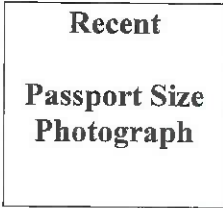
Place:

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 BRANCH OFFICES AT MUMBAI, LUCKNOW & KOLKATA.

Post applied for: **(Please write the Name of the Post here)**
 Preferred Station: **(Please write Mumbai/Lucknow/Kolkata 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
	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)