



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

कार्यालय, भारत के शत्रु सम्पत्ति अभिरक्षक

OFFICE OF THE CUSTODIAN OF ENEMY PROPERTY FOR INDIA

प्रथम तल, पूर्वी विंग, शिवाजी स्टेडियम

FIRST FLOOR, EAST WING SHIVAJI STADIUM

कॅनाट प्लेस, नई दिल्ली -110001

CONNAUGHT PLACE, NEW DELHI-110001

F: No. CEPI/DELHI/36/08/2023/679

Date: 4<sup>th</sup> September, 2025

To,

- 1) The Chief Secretaries  
All the State Governments
- 2) The Secretaries  
All Ministries/Departments of Government of India

Subject: - Filling of three (03) posts of Inspector (Enemy Property) on deputation basis in the Office of the Custodian of Enemy Property for India located at the Head Office in New Delhi (one post) and the Branch Office in Kolkata (two posts).

Sir/Madam,

Applications are invited from eligible officers to fill three (03) posts of Inspector (Enemy Property) (Level-05) on a deputation basis. The posts are located at the Head Office in New Delhi (one post) and the Branch Office in Kolkata (two posts). The period of deputation will not exceed three years.

A. Eligibility and Pay Scale

- (i) Pay Scale: ₹ 5200-20200/- with a Grade Pay of ₹ 2800/- (Pre-revised) / Level-05 (as per 7<sup>th</sup> CPC).
- (ii) Eligibility Conditions:
  - (a) Officers of the Central Government holding an analogous post on a regular basis in their parent cadre/department; OR
  - (b) Officers with five years of regular service in the grade after appointment to the Pay Band of ₹ 5200-20200/- with a Grade Pay of ₹ 2400/- (Pre-revised) or equivalent in their parent cadre/department
- (iii) Experience: Candidates must have at least two years of experience in Administration, Establishment, and Accounts matters.
- (iv) Age Limit: The maximum age for appointment on deputation is 56 years on the last date of application.

B. Application Process

(i) Submission: Willing and eligible officers should forward their applications through their Ministries/Departments.

(ii) Required Documents:

- (a) Detailed bio-data in the enclosed proforma (Annexure).
- (b) Vigilance clearance certificate.
- (c) Certified copies of Annual Confidential Reports (ACRs)/Annual Performance Appraisal Reports (APARs) for the last five years.

(iii) Deadline: The application, with all documents in a single PDF file, must be sent to the email addresses: dclakra.edu@gov.in & anoop.kumar87@gov.in by September 24, 2025.

C. Important Notes

- (i) Incomplete applications or those received after the deadline will not be considered.
  - (ii) Officers who are selected will not be permitted to withdraw their candidature later.
2. It is requested to circulate this vacancy notice to all eligible officers in the respective Ministry/Department on a priority basis.

Yours faithfully,



(Deep C. Lakra)  
Deputy Secretary

Copy to:

1. Ministry of Home Affairs (Sh. R.S. Sodhi, Under Secretary to the Government of India) FFR Division, 2<sup>nd</sup> Floor NDCC-II 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 CEPI, Delhi for uploading the Circular with enclosures on CEPI website.
4. Notice Board, MHA (Administration Section).
5. Guard file

Vin  
4.9.25



APPLICATION PROFORMA

1. Name of the Officer:
2. Date of Birth:
3. Current Details:
  - (i) Present post and whether it is a cadre or ex-cadre post:
  - (ii) Address:
  - (iii) Telephone No. (Landline and Mobile):
  - (iv) Date from which the present post is held:
  - (v) Scale of Pay and Grade Pay (as of 01.01.2025):
  - (vi) Present Pay (as of 01.01.2025):
4. Substantive Appointment Details:
  - (i) Substantive appointments held:
  - (ii) Scale of Pay:
  - (iii) Date from which the post is held:
5. Educational and other qualifications:
6. Employment History (in chronological order):

Office/Organisation	Post held	From	To	Scale of Pay and Grade Pay	Description of duties

7. Date of return from last ex-cadre post, if any:

Place:

Date:

(Signature of the Candidate)