

No. 6/2/2024-EO (MM-II)
Government of India
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(Office of the Establishment Officer)

North Block, New Delhi
Dated the 29th October, 2024

To

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

Subject: Filling up of the post of Deputy Secretary (Level-12) in the Office of Custodian of Enemy Property for India (CEPI), Mumbai on deputation basis under the Ministry of Home Affairs - reg.

This is regarding filling up of the post of Deputy Secretary (Level-12) in the Office of Custodian of Enemy Property for India (CEPI), Mumbai on deputation basis under the Ministry of Home Affairs.

2. Officers of the rank of Deputy Secretary level from the All India Services or any Organized Services of the Government of India, eligible for appointment under the Central Staffing Scheme are eligible for the abovesaid post. The officer appointed to this post will be given a tenure upto 24.11.2026 (the period of validity of the post).
3. Possessing ten years of experience in Administration and three years experience in Land acquisition and disposal dealing with Estate/Properties matters, would be preferable.
4. The post may be circulated amongst officers eligible to be appointed at Deputy Secretary or equivalent level in the Government of India on priority basis. Names of willing and eligible officers who can be spared by the State Governments/Ministries/Departments may be forwarded/emailed (**dirsm@nic.in**) to this Department along with Cadre clearance, Vigilance clearance, detailed bio-data in the enclosed proforma and APAR dossiers for the last five years. For officers working in the Cadre, it may also be ensured that the 'Cooling Off', after a previous stint of deputation, if any, is completed and the officer is eligible for appointment on Central Deputation as per extant instructions.
5. The post is a Non-Central Staffing Scheme post to be filled up through the Civil Services Board (CSB) procedure. It may be noted that no 'Mandatory Posting Certificate' for allotment/retention of Government accommodation would be issued by this office to the officer appointed to the above post.
6. It is requested that the application(s) of eligible candidate(s) may please be forwarded so as to reach this Department by **29.11.2024**.

Yours faithfully,


(Sakshi Mittal)
Director (SM)

Email: dirsm@nic.in

Copy to:

1. Ministry of Home Affairs, [Shri Harish Chandra Rai, Deputy Secretary (FFR Division)], NDCC-II Building, Jai Singh Road, New Delhi.

Bio-Data

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1.	Name				
2.	Date of Birth				
3.	Service				
4.	Batch				
5.	Contact Telephone No.	(O)	(R)	(M)	
6.	Domicile				
7.	Educational Qualifications				
8.	Date of joining service				
9.	Experience in Administration/Land acquisition and disposal dealing with Estate/properties matters.				
10.	Present designation and pay scale	:			
11.	Period of continuous appointment on the present post	:			
12.	Date of superannuation				
13.	Complete Experience/Posting Profile	:			
S.No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Description
14..	Whether clear from Vigilance Angle	:	Yes/No		
15.	Whether the officer has been on deputation earlier. If so please provide details of organization, nature of deputation and period (dates) of deputation.	:			
16.	Whether the officer is debarred from deputation under the Central Staffing Scheme.	:			

17. Certified that the above particulars are correct and complete.

Signature of the applicant

Date: _____

Signature
Name/Designation & Rubber Stamp
of officer certifying the above Particulars

Note:

Columns 1-13 to be filled in by applicant.

Columns 14-17 to be filled in by Ministry/Department concerned