

**Immediate**

**No.6/3/2022-EO (MM-II)**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

**North Block, New Delhi**  
**Dated, the 31<sup>st</sup> May, 2022**

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), at Mumbai under the M/o Home Affairs on deputation basis.**

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 under the Ministry of Home Affairs on deputation basis.

- 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 Central Staffing Scheme are eligible for the post. The period of deputation is 4 years at Deputy Secretary level.
- Possessing ten years of experience in Administration and three years experience in Land acquisition and disposal dealing with Estate/Properties matters, would be preferable.
- 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 to the Department alongwith **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR Dossiers of last five years**. For officers working in the cadre, it may also be ensured that the 'Cooling off' after a previous stint on deputation, if any, is complete and the officer is eligible to be appointed on Central Deputation as per instructions.
- 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 on the above referred post.
- It is requested that the application(s) of the eligible officer(s) may please be forwarded so as to reach this Department by **01.07.2022**.

Yours faithfully,

  
31/5/22  
**(Ranjit Kumar)**  
**Director (MM)**  
**Email: [dir.mm@nic.in](mailto:dir.mm@nic.in)**

Copy to:

- 1 Ministry of Home Affairs [Shri P. K. Srivastava, Under Secretary(EP)] 2<sup>nd</sup> Floor, NDCC-II Building, Jai Singh Road, New Delhi, w.r.t. their O.M. No. 43/10/2021-EP dated 19.05.2022.
- 2 PA to Director (MM) for uploading the circular through bulk e-mail system.

### Bio-Data

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