

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

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North Block, New Delhi  
Dated, the 28<sup>th</sup> August, 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) at Mumbai under the M/o Home Affairs on deputation basis.


Sir/Madam,

It is proposed to fill up 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. The applications for the above post were invited vide DOPT's vacancy circular of even number dated 22.07.2024 (Copy enclosed).

2. It has been decided to extend the last date for submission of applications till 12.09.2024.
3. This may be brought to the notice of all concerned and the application(s) of the eligible candidate(s) may please be forwarded/mailed accordingly to this Department.

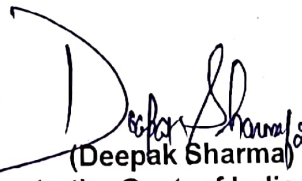
**Enclosure:** As above

Yours faithfully,

  
(Deepak Sharma) 28/8/24  
Under Secretary to the Govt. of India  
Email – s.deepak@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.
2. PA to Director (SM) for uploading through bulk e-mail system.

  
(Deepak Sharma) 28/8/24  
Under Secretary to the Govt. of India



**Immediate**

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

North Block, New Delhi  
Dated, the 29<sup>th</sup> July, 2024

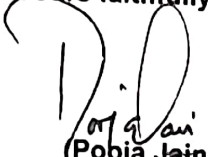
- To,
1. The Chief Secretaries,  
All State Governments,
  2. All Secretaries,  
Ministries/Departments of Government of India

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

This is regarding filling up 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.

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 Central Staffing Scheme are eligible for the post. The officer appointed to the above post will be given a tenure upto 24.11.2026 (the period of validity of 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 to the Department along with **cadre clearance, vigilance clearance, detailed bio-data in the enclosed proforma and CR 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 on 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 post.
6. It is requested that the application(s) of the eligible candidate(s) may please be forwarded so as to reach this Department by 23.08.2024.

Yours faithfully,

  
(Popja Jain)

Deputy Secretary to the Government of India  
Email: dir.mm@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.
2. PA to DS(MM) for uploading 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