

हरियाणा सिविल सचिवालय  
चण्डीगढ़

07 Aug 2015

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विचालन संख्या

हस्ताक्षर

By Speed Post

F.No.37/71/2014-EP  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya

2<sup>nd</sup> Floor, NDCC-II Building,  
Jai Singh Road, New Delhi, dated July, 2015

OFFICE MEMORANDUM

**Subject:-** Filling up of the post of Custodian and Assistant Custodian of Enemy Property in the Office of the Custodian of Enemy Property for India, Mumbai and Lucknow under the Ministry of Home Affairs.

The undersigned is directed to say that the following posts in the office of Custodian of Enemy Property for India at Mumbai and Lucknow are required to be filled up on deputation basis:-

- (i) **One Post of Custodian of Enemy Property, Mumbai,**  
(ii) **Two post of Assistant Custodian of Enemy Property, (One each at Mumbai & Lucknow).**

2. The eligibility conditions for the post of **Custodian of Enemy Property, Mumbai** are given in **Annexure-I**. Similarly eligibility conditions for the post of **Assistant Custodian of Enemy Property** is given in the **Annexure -II**. The duties of these posts are as in accordance with the provisions of the Enemy Property Act 1968.

3. The pay and other service conditions of the official selected will be Governed by DoP&T's O.M. No.06/08/2009-Estt.(Pay.II) dated 17/06/2010 as amended from time to time.

4. It is requested that the aforesaid vacancy may be circulated in their attached and subordinate offices and the applications (in the enclosed **Annexure-III**) in respect of willing and eligible officers who can be spared immediately on their selection may please be forwarded to the undersigned along with their vigilance clearance, cadre clearance, integrity certificate and attested copies of APARs for the last 5 years). The applications should be reached to undersigned within 60 days from the publication of advertisement in Employment News Paper.

(R.L.Meena)

Under Secretary to the Govt. of India

Tele:23438065

Mobile:09968747679

To

1. All Ministries/Departments of the Government of India.
2. All Chief Secretaries of the Govt. of India.
3. Office of the Custodian of Enemy Property for India, Mumbai.
4. Notice Board, MHA (Administration Section) North Block New Delhi.
5. NIC, M/o Home Affairs, New Delhi with request to upload this OM on the website of this Ministry.



## ANNEXURE-I

1. Name of the Post : Custodian of Enemy Property for India, Mumbai
2. Number of the Post : One
3. Pay Scale : Pay Band-3, (Rs.15600-39100) and Grade Pay Rs.7600/-
4. Classification of the post: General Central Service, Group 'A' Gazette (Non ministerial).
5. Eligibility Conditions : Officers of the Central Government.

(i) holding analogous post on regular basis;  
or

(ii) with five years regular service  
in Pay Band-3 (Rs.15600-39100)  
and grade pay of Rs.6600/-; and

Possessing 'five years' experience in the field of administration, establishment matters.

(The Departmental Deputy Custodian of Enemy Property for India with five years of regular service in the pay band-3 (Rs. 15600-39100) and Grade pay of Rs. 6600 shall also be considered alongwith outsiders and in case he or she is selected, post shall be deemed to have been filled by promotion)

6. Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some organization/department of the Central Government shall not exceed four years.
7. Age limit : The maximum age limit for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of application.



## ANNEXURE-II

1. Name of the Post : Assistant Custodian of Enemy Property for India, Mumbai and Lucknow.
2. Number of the Posts : Two Posts (One each above).
3. Pay Scale : Pay Band-2 (Rs.9300-34800) and Grade Pay Rs.4600/-
4. Classification of the post: General Central Service, Group 'B' Gazetted (Non Ministerial).
5. Eligibility Conditions : Officers of the Central Government.
  - (a) (i) holding analogous posts on regular basis in the parent cadre; or  
(ii) with five years regular service in Pay Band-2 (Rs.9300-34800) with grade pay of Rs.4200/-; and
  - (b) Possessing 'two years' experience of administration, establishment and accounts matters.

(The Departmental officials in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for Consideration for appointment by promotion.
6. Period of deputation : (Period of deputation including period of deputation to another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.
7. Age limit : The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date for receipt of applications.

### ANNEXURE-III

#### PROFORMA

1. Name\* of the post: Assistant Custodian of Enemy Property/Custodian of Enemy Property.

2. Name of the Officer \_\_\_\_\_

3. Date of Birth \_\_\_\_\_

4. (a) Post held at present \_\_\_\_\_

(b) Date from which held \_\_\_\_\_

(c) Whether it is a Cadre  
or ex-cadre post \_\_\_\_\_

5. (a) Scale of pay of the post held \_\_\_\_\_

(b) Grade pay \_\_\_\_\_

6. Educational and other Qualifications \_\_\_\_\_

7. Details of employment, in chronological order:

Name of Ministry/Deptt.	Post held	From	To	Scale of Pay and Grade Pay	Nature of Duties

8. Date of return from last ex-cadre post, if any \_\_\_\_\_

9. Whether Scheduled Caste/Scheduled Tribe \_\_\_\_\_

\* Please strick which is not applicable

(Signature of the Officer)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

#### CERTIFICATE

1. Certified that particulars furnished by Shri/Smt/Km.....has been verified from his/her record and found correct.
2. No Vigilance case is either pending or contemplated against Shri/Smt/Km.....his/her Integrity is certified.
3. No Major//minor penalty was imposed on Shri/Smt./Km..... for the last 10 years as per records in the Ministry/Department.

(Signature Head of Department)  
With Seal