



No.4334/CT/A1/2017  
Government of Puducherry  
Commercial Taxes Secretariat

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Puducherry, dt. 10/02/2018

**OFFICE MEMORANDUM**

Sub : Filling up of two posts of Joint Commissioner of State Tax  
(Group 'A' Gazetted, Non-Ministerial) on deputation basis  
(including short term contract) in the Commercial Taxes  
Department, Puducherry - Reg.

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I am directed to state that two posts of Joint Commissioner of State Tax  
(Group 'A' Gazetted, Non-Ministerial) in Level-12 of Pay Matrix as per CCS  
(Revised Pay) Rules, 2016 (Minimum Rs.78,800/-) in the Commercial Taxes  
Department, Puducherry are being filled up on deputation (including short term  
contract) basis.

2. The following categories of officers are eligible :-

Officers under the Central or State Governments or Union Territories or Public  
Sector Undertakings or Recognized Research Institutions or Universities or Semi-  
Government or Statutory or Autonomous Organization:

(a) (i) holding analogous posts on regular basis in the parent cadre/  
department;

or

(ii) with five years service in the grade rendered after appointment  
thereto on a regular basis in posts in Level 11 in the Pay Matrix; and

(b) 5 years of experience in Commercial Taxation in Central / State / UT  
Government/Public Sector Undertakings /Autonomous/Organisation/  
University.

**Note:** The Departmental Officers in the feeder category who are in the direct line  
of promotion shall not be eligible for consideration for appointment on deputation.  
Similarly, the deputationists shall not be eligible for consideration for appointment  
by promotion.

[Period of deputation (ISTC) including the period of deputation (ISTC) in another  
ex-cadre post held immediately preceding this appointment in the same or some  
other organization or department of the Central / State / Union Territory  
Governments shall ordinarily not exceed 4 years. The maximum age limit for  
appointment by deputation (ISTC) shall not be exceeding 56 years as on the  
closing date of receipt of applications].

Secretary Branch  
Date 22/02/18

3. The pay of officer, selected for appointment on deputation (including short term contract) basis, and various other conditions will be governed in accordance with the orders instructions issued in this regard from time to time by the Government of India.

4. An officer, who has not completed, in his parent department, a mandatory cooling off period of three years after returning from the last ex-cadre service, will be treated as ineligible for being considered for appointment to the post under reference.

5. Duties and Responsibilities :

The **Joint Commissioner of State Tax** under the Puducherry Goods and Services Tax Act is vested with a multiplicity of responsibilities, functions and powers which are to be exercised. In the GST Act/Rules the Commissioner is expected to fulfill a vast array of responsibilities provided under various sections. Therefore, there will be considerable delegation of powers as permitted by the law by the Commissioner to the Joint Commissioner.

One post of Joint Commissioner of State Tax will be with respect to discharge various functions of State Bench of the Appellate Tribunal, Enforcement and Advance Rulings prescribed under the Puducherry Goods and Services Tax Act, 2017. The other post of Joint Commissioner in all respects will be discharging the powers delegated under the GST Act/Rules and also VAT and CST on Non-GST Goods.

6. The pay & allowances and other terms will be regulated in accordance with the extant guidelines / orders as amended from time to time.

7. The Cadre Controlling Authorities are requested that the applications of eligible and willing officers may be forwarded in the proforma annexed along with enclosures, so as to reach the Additional Secretary to Govt.(CT), Commercial Taxes Department, 100 Feet Road (Near Indira Gandhi Statue), Ellaiplilaichavady, Puducherry - 605 005 within a period of one month from the date of publication of this advertisement for the post in Employment News and the advertisement can also be viewed at Department's website <http://gst.py.gov.in>.

8. While forwarding the applications, the Cadre Controlling Authorities are requested to verify and ensure that the particulars furnished by the applicants are correct and no disciplinary case is either pending or contemplated against the officer concerned. The following documents should also be sent along with the applications:-

- (i) Resume.
- (ii) Complete and up-to-date C.R. dossier for the last five years in original or attested photocopy thereof.
- (iii) Vigilance Clearance Certificate.
- (iv) Integrity Certificate.
- (v) Cadre Clearance.
- (vi) A statement of major / minor penalties, if any, imposed upon the Officer during the last 10 years.

9. Incomplete applications or applications not received through proper channel or applications received after due date will not be considered. The candidates will not be allowed to withdraw their candidature subsequently on any ground.

10. A check list of documents to be attached with the application may also be sent (proforma enclosed).

*G. Srinivas*  
10.2.2018

**(G. SRINIVAS)**

Additional Secretary to Govt. (CT)

To

1. The Under Secretary to Government of India,  
Ministry of Home Affairs, New Delhi.
  - With request that this circular may be circulated in the Ministries/Departments and also among their attached/ Subordinate offices.
2. The Chief Secretary of all State Government/UT Administration
3. The Department of Personnel & Training, North Block, New Delhi.
4. All Chief Commissioners/Director General of Income Tax
5. All Chief Commissioners/Director General of Customs & Central Excise.
6. Joint Secretary (Admn.), CBDT/Joint Secretary(CBEC) with the request that arrangements may be made to post this vacancy circular on the Official website of CBDT/CBEC.
7. The Director of Information and Technology, Puducherry.
8. The EDP Centre, Commercial Taxes Department, Puducherry.
  - with a request to upload in the Official Website

**PROFORMA**  
**APPLICATION FOR THE POST OF JOINT COMMISSIONER OF STATE TAX IN**  
**THE COMMERCIAL TAXES DEPARTMENT, PUDUCHERRY)**

1. Name and Address :  
(in Block Letters)

2. Date of Birth (in Christian era) :

3. (i) Date of Entry Into Service  
(ii) Date of Retirement under Central Govt. Rules :

4. Age as on closing date of receipt of application :

5. Educational Qualification :

6. Total Emoluments per month drawn at Present :

Basic Pay	Pay level	Total Emolument

7. Details of Services rendered in chronological order:

Sl. No	Office/ Organization/ Institution	Post held	From	To	Scale of Pay with Gr. Pay/ Level in Pay Matrix	Nature of duties performed	Whether post is held on regular basis or ad-hoc basis

8. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. :

9. Whether belongs to SC/ST :

10. Achievements, if any :

11. Additional Information, if any, relevant to the Post you applied for, in support of your suitability for the post :

12. Name, address and telephone Number of concerned officer in the Office of the Cadre Controlling Authority. :

**Declaration:-**

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge.

The information furnished by me, if found to be false/suppressed/misrepresented on a future date, I am aware that the selection is liable to be cancelled forthwith without prejudice to any other punitive action under relevant rules.

Signature of the candidate  
Address  
Telephone No.  
e-mail  
Date

**Verified and Countersigned  
(Employer with Seal)**

**FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT ONLY**

1	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a) (i)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(ii)	If yes, please give details	
(b)(i)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(ii)	If yes, please give details	
(iii)	Indicate whether any penalty is in operation as on date, if yes, give details	
(c)	Whether cadre clearance for the officer by the Competent Authority has been granted	Yes/No
(d)	Whether Integrity Certificate attached	Yes/No

Date:

Signature .....

Name :  
 Designation :  
 (with stamp)

**Check-list of documents to be attached**

(Please Tick)

1	Application in prescribed format (in triplicate) duly forwarded by the sponsoring authority	
2	Complete and up to date C.R. dossier for the last five years or upto 2016-17 attested photocopy thereof	
3	If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate(NRC) for that period to be attached along with ACR/APARs of the previous year(s)	
4	Vigilance Clearance Certificate	
5	Integrity Certificate	
6	Major/Minor Penalty Statement	
7	Cadre clearance from cadre controlling/appointing authority (if applicable)	

Signature of the forwarding authority  
(with stamp)