OFFICE MEMORANDUM

Sub : Filling up of three posts of Deputy Commercial Tax Officer (Group 'B' Non-Gazetted, Non-Ministerial) on deputation basis (including short term contract) in the Commercial Taxes Department, Puducherry - Reg.

It is proposed to fill up three posts of Deputy Commercial Tax Officer (Group 'B' Non-Gazetted, Non-Ministerial) carrying the Pay Level-7 in the Pay Matrix as per CCS (Revised Pay) Rules, 2016 in the Commercial Taxes Department, Puducherry on deputation (including short term contract) basis.

2. The following categories of officers are eligible:

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

(a) (i) holding analogous posts on regular basis in the parent cadre/department; or
   (ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Level-6 in the Pay Matrix; and

(b) two years of experience in Commercial Taxation in Central / State / Union Territory Government/ Public Sector Undertakings/ Autonomous Organization/University.

Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation/absorption. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation (ISTC) including period of deputation (ISTC) in 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. The maximum age-limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications).
Note 2: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01-01-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Grade Pay/ Pay Scale extended based on the recommendations of the pay Commission except where there has been merger of more than one pre-revised Scale of Pay into one grade with a common Grade Pay/Pay Scale, and where this benefit will extend only for the post(s) for which that Grade Pay/Pay Scale is the normal replacement grade without any upgradation.

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:

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 alongwith enclosures, so as to reach the Additional Secretary to Govt.(CT), Commercial Taxes Department, 100 Feet Road (Near Indira Gandhi Statue), Ellaipillaichavady, Puducherry – 605 005 on or before 15.07.2020. The application could be downloaded from the Department’s Official website https://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. A check list of documents to be attached with the application may also be sent (proforma enclosed).

To
1. The Director General of Income Tax/Joint Secretary (Admn.), CBIC, New Delhi
2. The Joint Commissioner (Administration) of Commercial Taxes, Ezhilagam, Chepauk, Chennai – 600 005.
3. All States / U.T’s.
4. The EDP Centre, Commercial Taxes Department, Puducherry.

- To upload in the Official Website.

With a request to host this deputation circular in the Official website.

17/6/20
L. KUMAR
Additional Secretary to Govt. (CT)
PROFORMA
(APPLICATION FOR THE POST OF DEPUTY COMMERCIAL TAX OFFICER IN THE COMMERCIAL TAXES DEPARTMENT, PUDUCHERRY ON DEPUTATION BASIS)

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:

<table>
<thead>
<tr>
<th>Basic Pay</th>
<th>Pay level</th>
<th>Total Emolument</th>
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7. Details of Services rendered in chronological order:

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

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

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

..5/-
**Declaration:**
I have carefully gone through the Office Memorandum 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.

<table>
<thead>
<tr>
<th>Signature of the candidate</th>
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<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone No.</td>
</tr>
<tr>
<td>e-mail</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
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**Verified and Countersigned**
(Employer with Seal)

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

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

**Date:**

| Signature .................................................. |
| Name : |
| Designation : |
| (with stamp) |

..6/-
Check-list of documents to be attached

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 2017-18 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)